

APPLE IOS

Setting up Email Classic



Before setting up, please check in the Controlpanel which email account you have (MS Exchange, Office365, IMAP). This ensures that these instructions can be applied to your account:
controlpanel.wu.ac.at > *My email* > *Email info*

Learn more about all options to access your WU email on the WU website

<https://short.wu.ac.at/email-classic>.

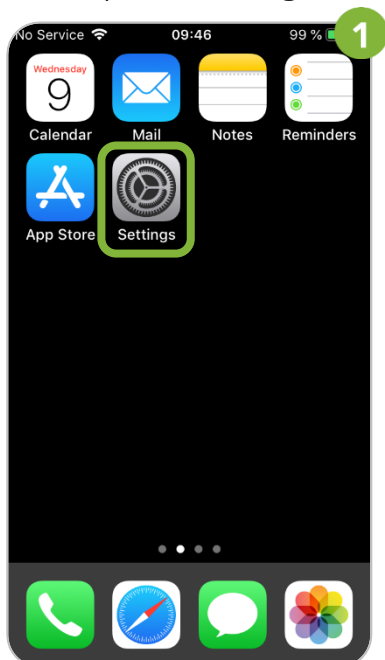
PLEASE NOTE

Classic email (IMAP) is used by WU staff and students. The email addresses follow the scheme **username@wu.ac.at**. You can find your WU username and email address in the **Controlpanel**:

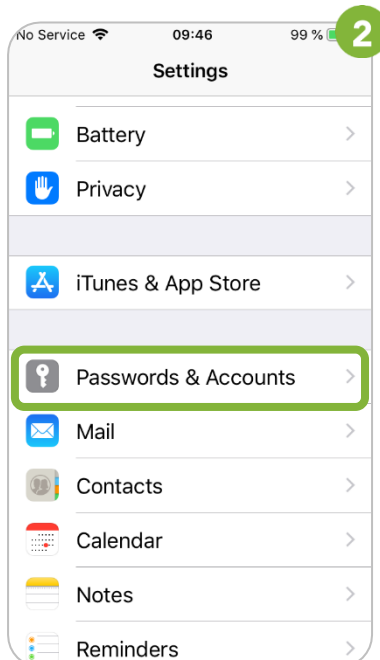
- Your WU username: Controlpanel > *My Account* > *Account information*
- Your email address: Controlpanel > *My email* > *Email info*

Setting up your Email "Classic" account by using the mail app

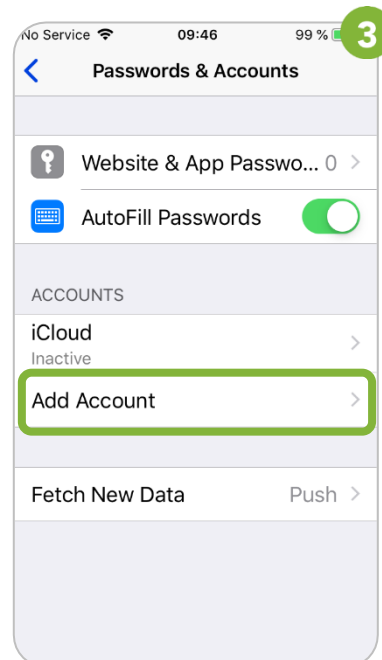
Please open the **Settings**



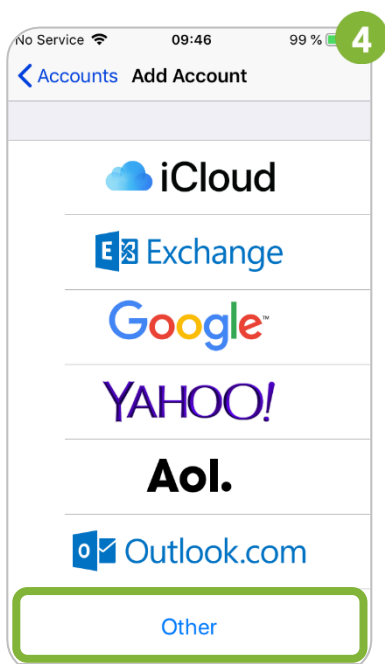
Select **Passwords & Accounts**



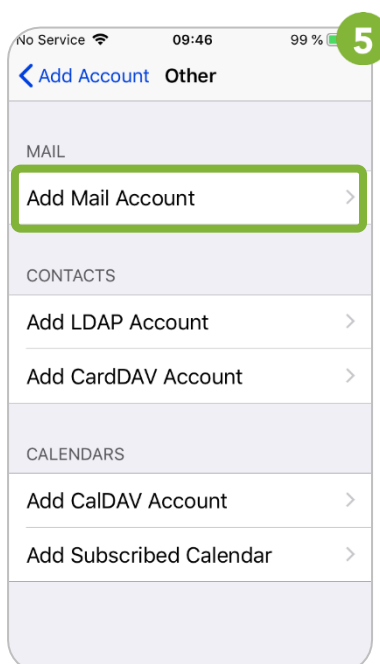
Click **Add Account**



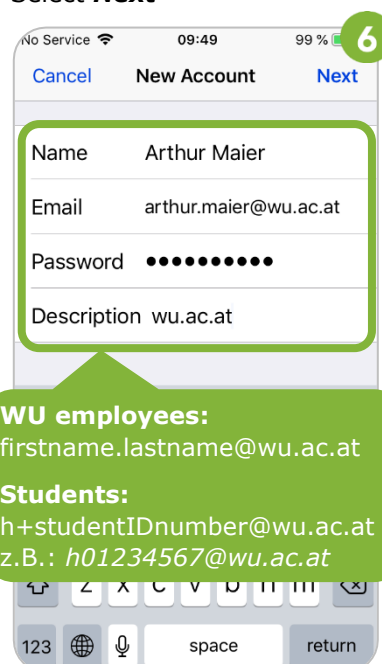
Please select **Other**



Click **Add Mail Account**



Enter your *WU* email adress and your *WU* account password. Select **Next**



Please enter the data for incoming emails

Hostname: **sslmail.wu.ac.at**

Username:

- **WU employees:** Your username
- **students:** h+student ID number (z.B. h01234567)

Password: **your password**

Please re-enter the information for outgoing emails

Please click **Save**

The account has been created

Feedback and Support

The **IT Support Center** at the Vienna University of Economics and Business is the first point of contact for WU faculty, staff, and students in all IT-related matters. We are available to provide additional help and are also interested in your feedback on these instructions.

Hotline +43 1 313 36 – 3000

Email hotline@wu.ac.at

Availability short.wu.ac.at/it-support-hours

Website www.wu.ac.at/en/it/support

