IT-SERVICES Support Center



ANDROID & GMAIL

Setting up Email Office 365



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

Details about your Office 365 email account are provided at https://short.wu.ac.at/office365-en.

PLEASE NOTE Connection data for a manual setup are provided at **https://webapp.wu.ac.at**. In the webmail application go to **Settings \$ Mail > Accounts > POP and IMAP**.

Setting up your Office 365 email account with Gmail



Enter your *WU email address*. Then select **Next**



Enter your *WU account password*. Then select **Next**



Accept the remote security

Select **OK** to allow the redirect for "autodiscover".



Check entries for *username* and *server*. Then select **Next**







IMPORTANT

If access on your device is not protected by a **device password** yet, you *may be prompted* to set one. Please set a password in order to retrieve emails from the server.

You can define an account name. Select **Next**.



Select Take me to Gmail in order

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

