

ANDROID & GMAIL

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>.

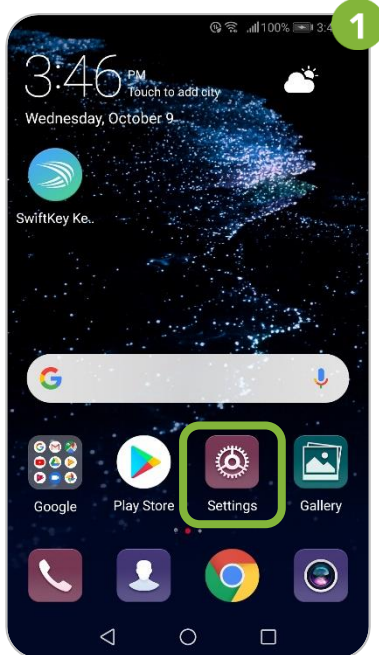
PLEASE NOTE

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 with Gmail

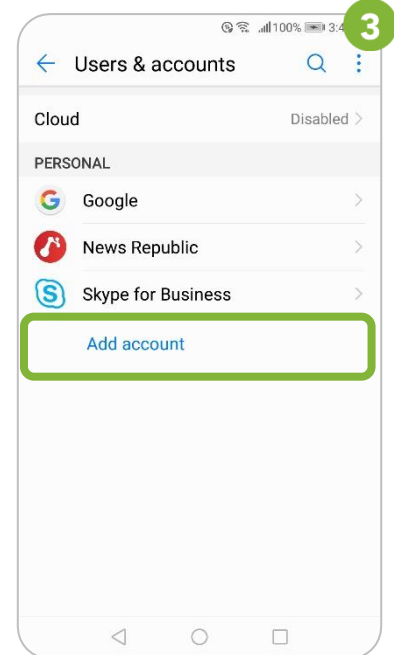
Please open the **Settings**



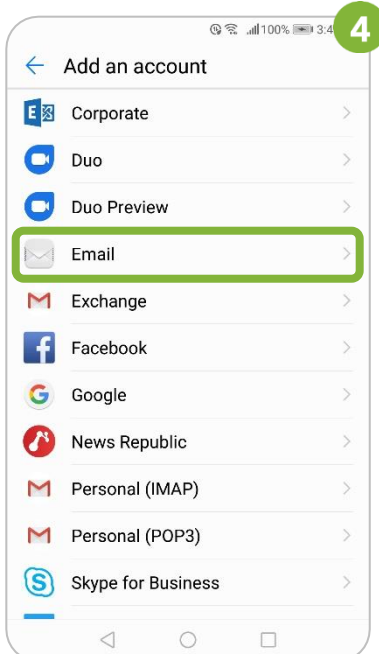
Select **Accounts**



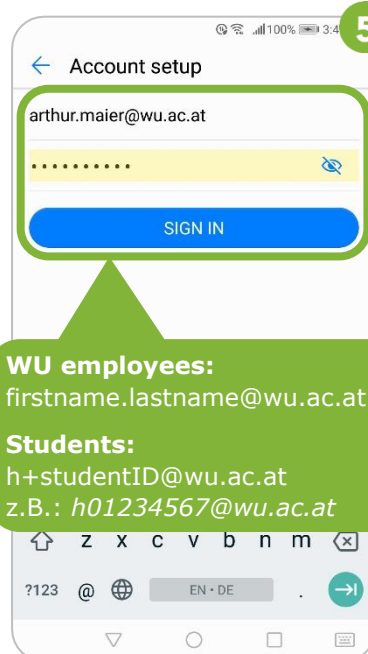
Select **Add account**



Select **Email**



Enter your **WU email address**
and your **WU account password**



Select **IMAP**



Enter data for the incoming mail server, then select **Next**

Username: WU username
Password: WU account password
Server: sslmail.wu.ac.at
Security type: SSL/TLS

Enter data for the outgoing mail server, then select **Next**

Adjust settings if desired;
Select **Next**

**PLEASE
NOTE**

The username for students is **h+student ID number** (e.g. *h1350218*).

**Your 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

