WU WIRTSCHAFTS
UNIVERSITÄT
WIEN VIENNA
UNIVERSITY OF
ECONOMICS
AND BUSINESS

WINDOWS & THUNDERBIRD

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
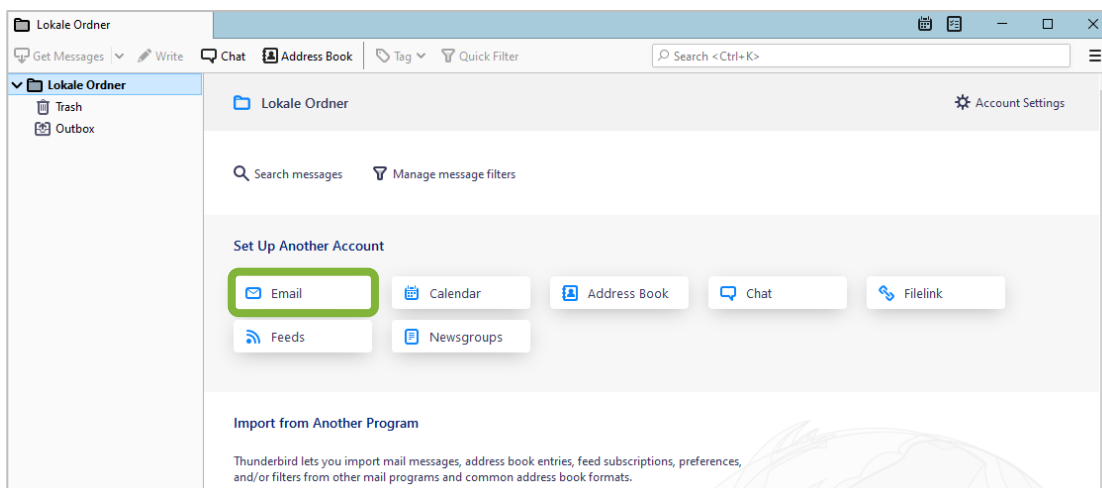**https:/short.wu.ac.at/email-classic**.

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 Thunderbird

Please install **Mozilla Thunderbird** on your device.
Start the programme and create a new email account.

Enter your *full name*, *email address* and *password*.
Click **Configure manually** to specify the server settings.

WU employees:
firstname.lastname@wu.ac.at

students:
h+studentIDnumber@wu.ac.at
z.B.: *h01234567@wu.ac.at*

Enter the information for incoming and outgoing mail servers.
Then click **Done**.

	Incoming server	Outgoing server
Protocol	IMAP	SMTP
Server	sslmail.wu.ac.at	sslmail.wu.ac.at
Port	993	465
SSL	SSL/TLS	SSL/TLS
Authentication	Passwort/normal	Passwort/normal
Username	• employees: WU username • students: h+student ID number	• employees: WU username • students: h+student ID number

The account has been created

WindowS | Setting up Email Classic

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

IT Support Center
D2·entrance C·level 0