

# 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](https://controlpanel.wu.ac.at) > My email > Email info

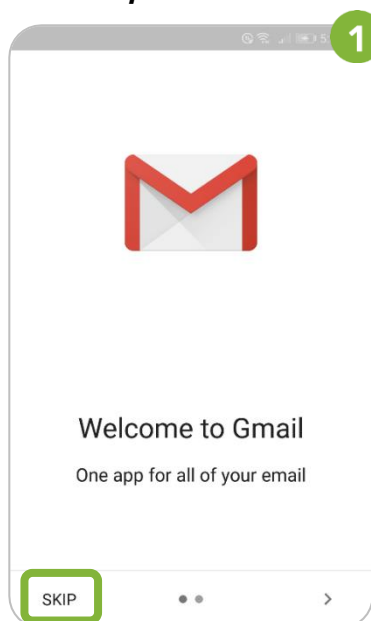
Details about your Office 365 email account are provided at <https://short.wu.ac.at/office365-en>.

**PLEASE  
NOTE**

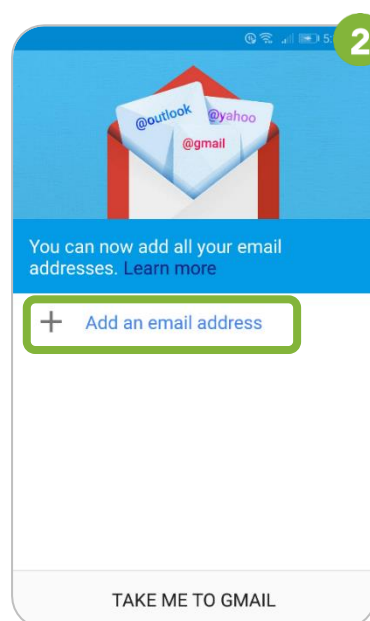
Connection data for a manual setup are provided at <https://webapp.wu.ac.at>. In the webmail application go to **Settings** ⚙️ > **Mail** > **Accounts** > **POP and IMAP**.

## Setting up your Office 365 email account with Gmail

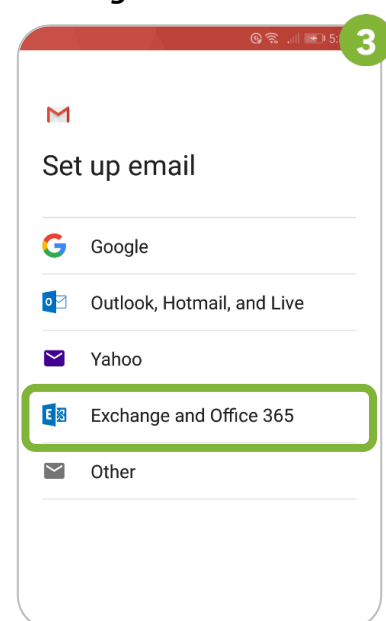
Open the Gmail app.  
Select **Skip**



Select  
**Add an email address**



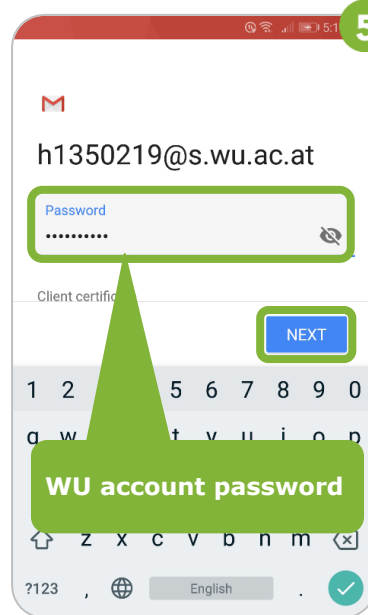
Select  
**Exchange and Office 365**



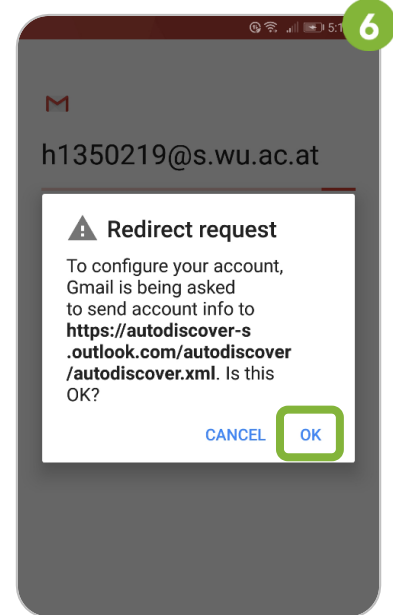
Enter your *WU* email address.  
Then select **Next**



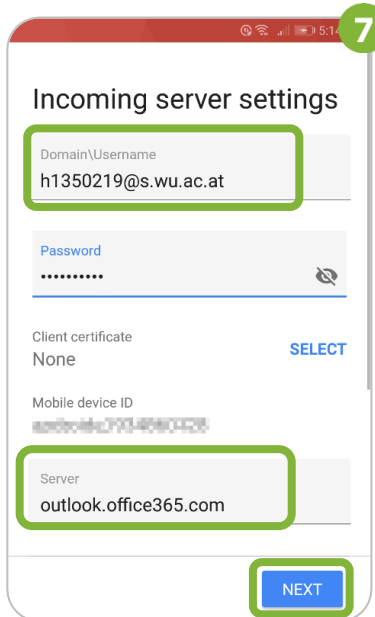
Enter your *WU* account password.  
Then select **Next**



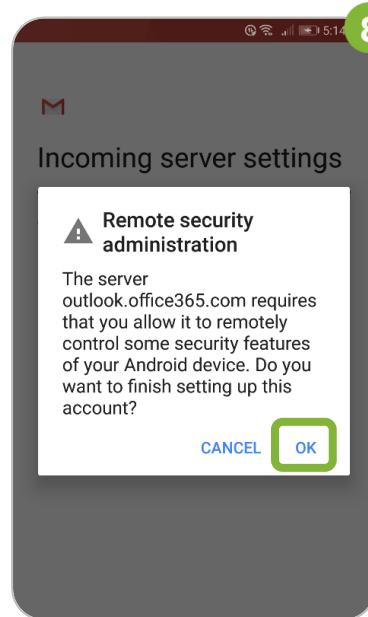
Select **OK** to allow the redirect for "autodiscover".



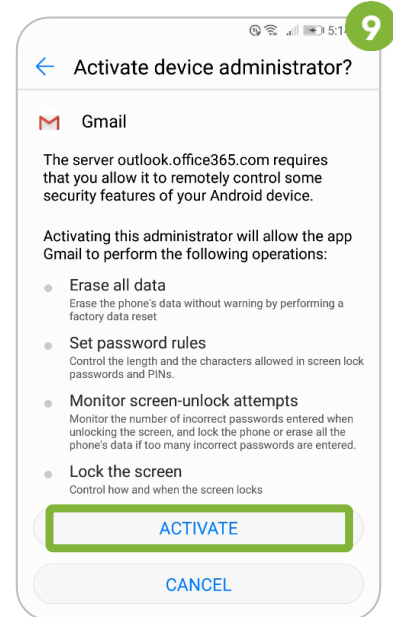
Check entries for *username* and *server*. Then select **Next**



Accept the remote security administration by selecting **OK**



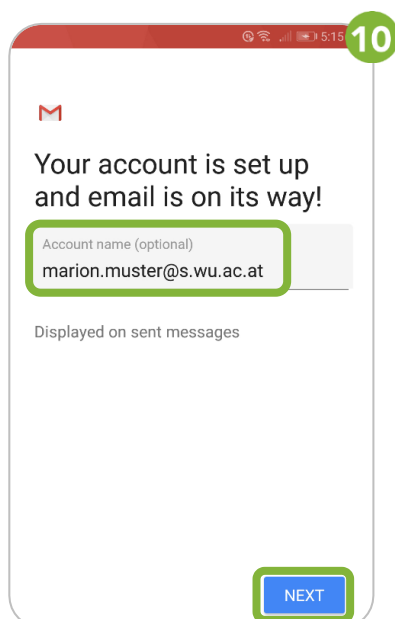
**Activate** the device administration feature



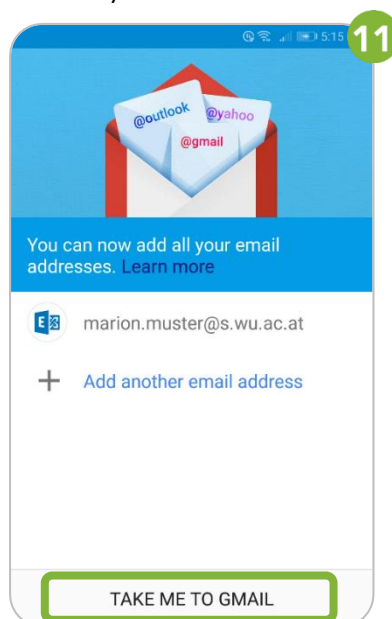
### IMPORTANT

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  
to see your inbox.



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

