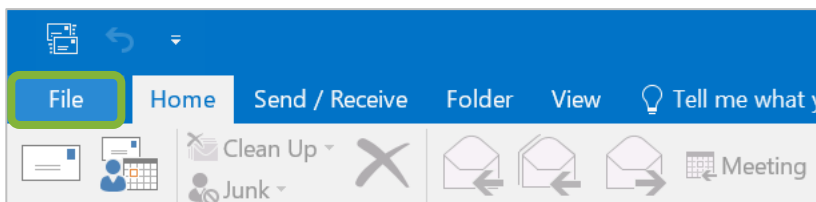


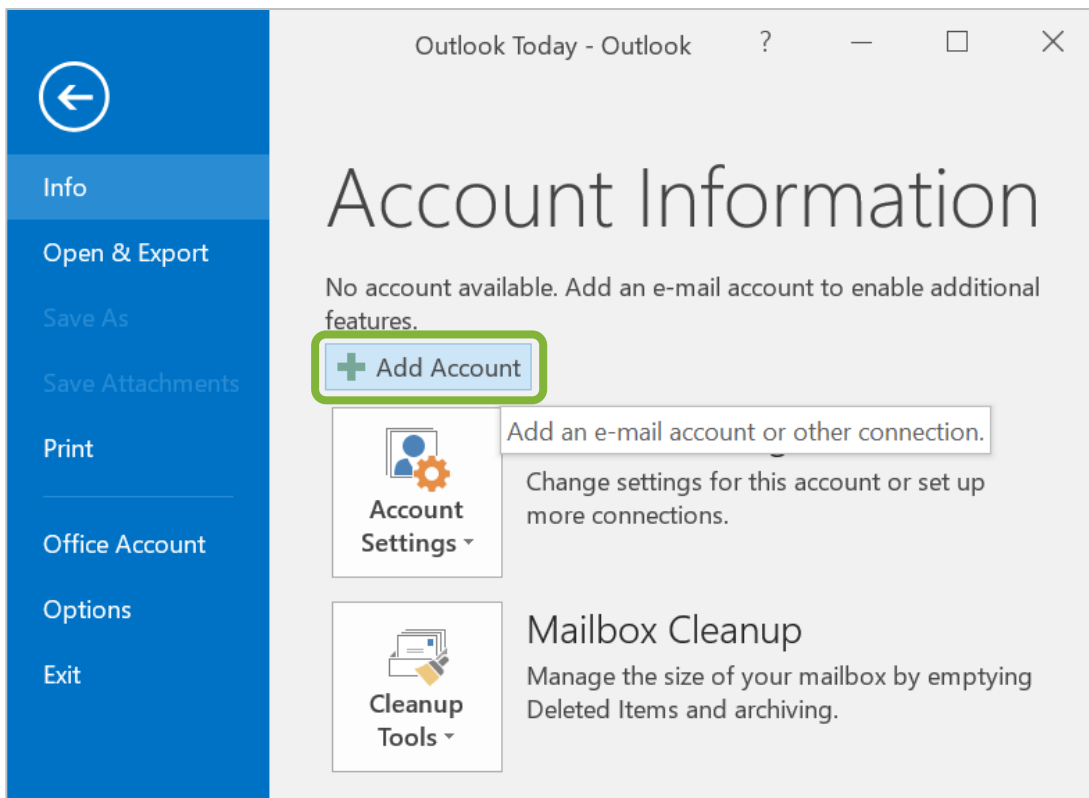
WINDOWS

Set up Office 365 Exchange in MS Outlook

Open **MS Outlook** and select **File** in the ribbon.



Click on **Add account**.



Fill in your *name*, your *WU email address* and your *WU account password*.
Proceed by clicking **Next**.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

h+student-ID-number@s.wu.ac.at
(e.g. h1350219@s.wu.ac.at)

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

MS Outlook will automatically import the server settings.
Complete the setup by clicking **Finish**.

Add Account

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ **Searching for h1350219@s.wu.ac.at settings**
- ✓ Logging on to the mail server

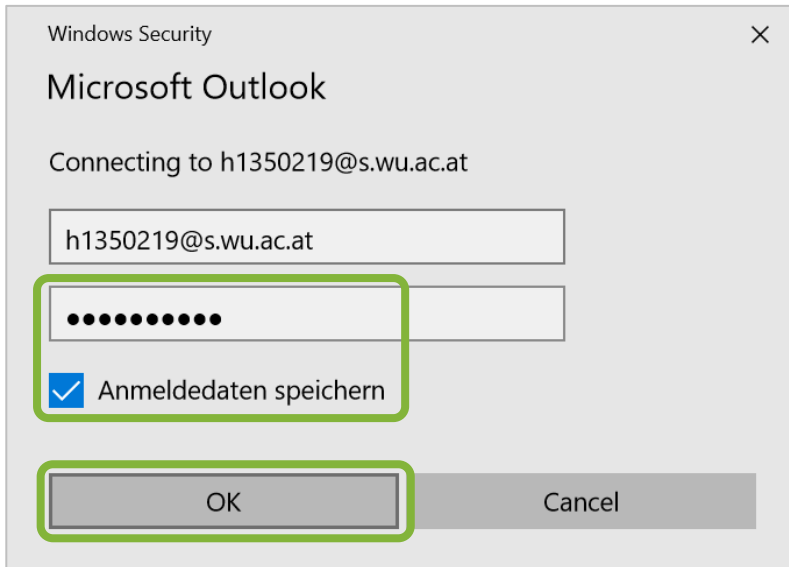
Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

< Back **Finish** Cancel

You will be prompted a message asking to restart MS Outlook.
Click **OK** and restart MS Outlook.

On reopening MS Outlook, enter your *WU account password*.
Tick the checkbox **Anmeldedaten speichern** (*Safe login data*) and click **OK**.



The image shows a Windows Security dialog box titled "Microsoft Outlook". The dialog is for connecting to the email account "h1350219@s.wu.ac.at". It contains a text field with the email address "h1350219@s.wu.ac.at" and a password field with masked characters. Below the password field is a checked checkbox labeled "Anmeldedaten speichern". At the bottom, there are two buttons: "OK" and "Cancel". Green boxes highlight the password field, the "Anmeldedaten speichern" checkbox, and the "OK" button.