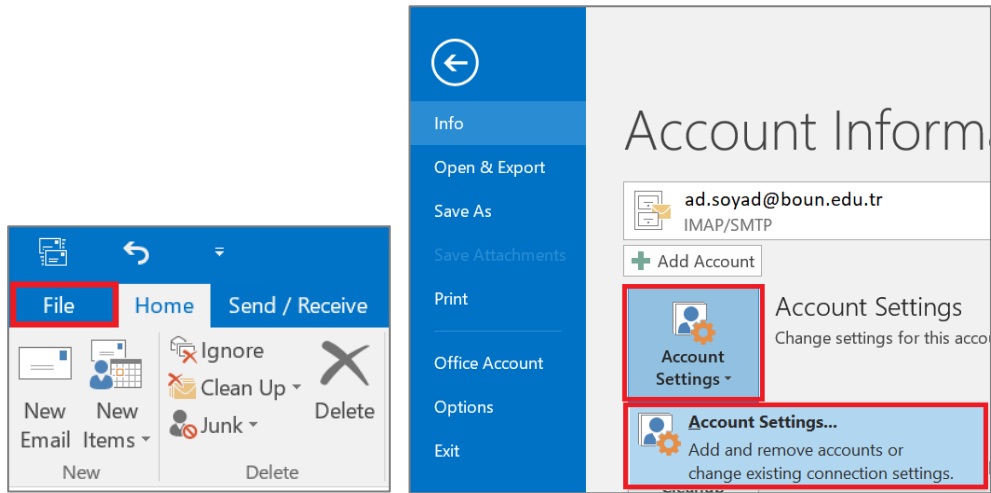


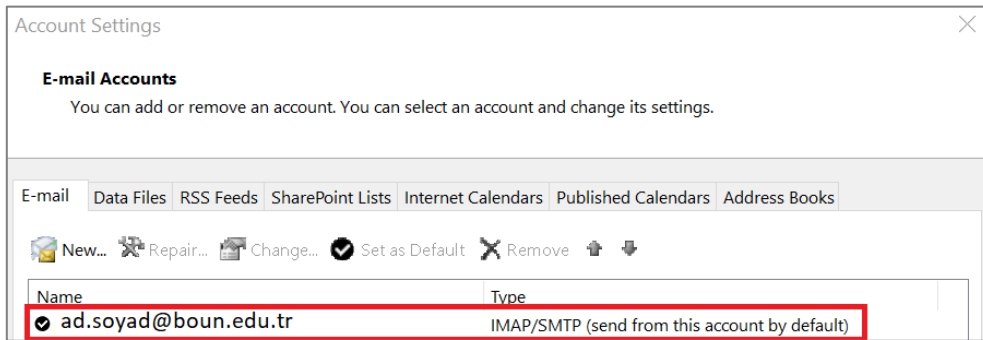
## Configuring Bogazici E-mail Extension for Outlook POP-IMAP Users

In the Outlook application, for the transition of your e-mail account extension from **boun.edu.tr** to **bogazici.edu.tr**, follow below steps:

1. Click the **Account Settings** button in the File tab section.



2. Double click on your account with boun.edu.tr extension.



3. If **POP3** is written in the account type section; change the information which is highlighted in red according to your user type when writing your e-mail address as follows:

- if your user type is **Personnel** or **Academician**, you must use the **@bogazici.edu.tr** extension,
- if your user type is **Retired**, you must use **@retired.bogazici.edu.tr** extension,
- if your user type is **Student**, you must use **@std.bogazici.edu.tr** extension,
- if your user type is **Part-time Academic Personnel** or **Researcher**, you must use **@pt.bogazici.edu.tr** extension. You also need to write **smtp-pt.bogazici.edu.tr** in the "Outgoing mail server (SMTP)" section.

Change Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: Ad Soyad  
Email Address: ad.soyad@bogazici.edu.tr

**Server Information**  
Account Type: POP3  
Incoming mail server: pop.bogazici.edu.tr  
Outgoing mail server (SMTP): smtp.bogazici.edu.tr

**Logon Information**  
User Name: ad.soyad  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked  
Mail to keep offline: All

More Settings ...

< Back Next > Cancel

4. If **IMAP** is written in the account type section; change the information which is highlighted in red according to your user type when writing your e-mail address as follows:

- if your user type is **Personnel** or **Academician**, you must use the @bogazici.edu.tr extension,
- if your user type is **Retired**, you must use @retired.bogazici.edu.tr extension,
- if your user type is **Student**, you must use @std.bogazici.edu.tr extension,
- if your user type is **Part-time Academic Personnel** or **Researcher**, you must use @pt.bogazici.edu.tr extension. You also need to write **smtp-pt.bogazici.edu.tr** in the “Outgoing mail server (SMTP)” section.

Add Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name: Ad Soyad  
Email Address: 1 ad.soyad@bogazici.edu.tr

**Server Information**  
Account Type: IMAP  
Incoming mail server: 2 imap.bogazici.edu.tr  
Outgoing mail server (SMTP): smtp.bogazici.edu.tr

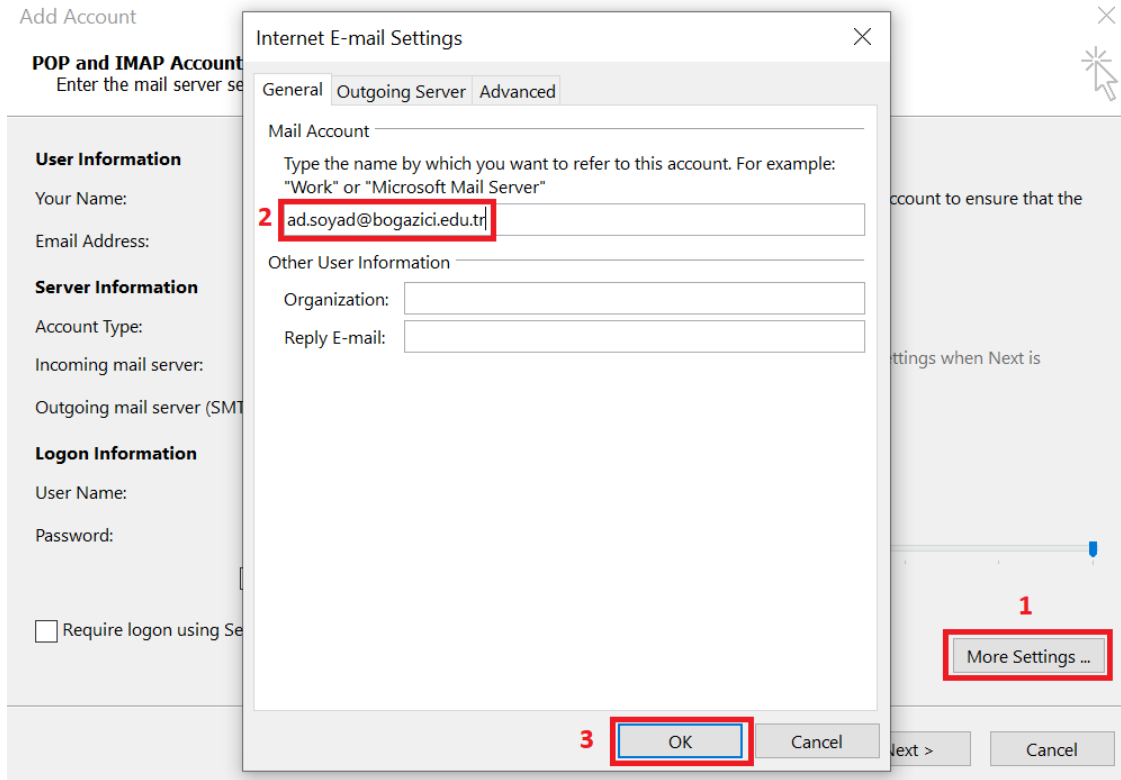
**Logon Information**  
User Name: ad.soyad  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
Test Account Settings ...  
 Automatically test account settings when Next is clicked  
Mail to keep offline: All

More Settings ...

< Back Next > Cancel

5. Then, click on “**More Settings**” button and update the “**Mail account**” section according to your user type and click OK.



6. As a last step, your account settings will be tested automatically when you click on the **Next** button. You can close the windows after checking that the test is completed properly. You can create a new ticket from issue tracking system regarding the issues you encounter.

