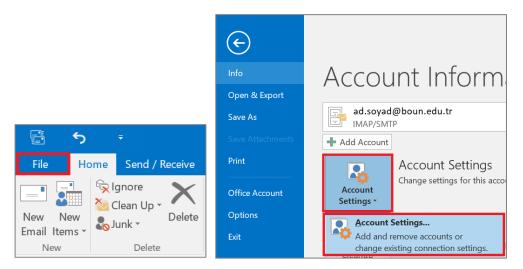
Configuring Bogazici E-mail Extension for Outlook POP-IMAP Users

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.

Account Settings	×
E-mail Accounts	
You can add or remove an account. You can select an a	account and change its settings.
E-mail Data Files RSS Feeds SharePoint Lists Internet C	alendars Published Calendars Address Books
New 🎘 Repair 🕋 Change 📀 Set as Default	🗙 Remove 👚 🖶
Name	Туре
ad.soyad@boun.edu.tr	IMAP/SMTP (send from this account by default)

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 Set Enter the mail server setting		×.
User Information		Test Account Settings
Your Name:	Ad Soyad	We recommend that you test your account to ensure that the entries are correct.
Email Address:	ad.soyad@bogazici.edu.tr	entries are correct.
Server Information		Test Account Settings
Account Type:	POP3	
Incoming mail server:	pop.bogazici.edu.tr	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.bogaziciedu.tr	
Logon Information		
User Name:	ad.soyad	
Password:	*****	Mail to keep offline: All
R	Remember password	a se
Require logon using Secure	Password Authentication (SPA)	
		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.

ser Information		Test Account Settings		
Your Name: Ad Soyad We recommend that you entries are correct.		We recommend that you test your account to ensure that the		
mail Address:	ad.soyad@bogazici.edu.tr	entries are correct.		
erver Information		Test Account Settings		
ccount Type:	IMAP 🗸	lesc / lesc in sectings		
coming mail server:	2 imap.bogazici.edu.tr	 Automatically test account settings when Next is clicked 		
utgoing mail server (SMTP): smtp.bogazici.edu.tr			
ogon Information				
ser Name:	ad.soyad			
assword:	****	Mail to keep offline: All		
\checkmark	Remember password			

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

Add Account	Internet E-mail Settings	×
POP and IMAP Account Enter the mail server se	General Outgoing Server Advanced	- The second sec
User Information Your Name: Email Address:	Mail Account Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server" 2 ad.soyad@bogazici.edu.tr	ccount to ensure that the
Server Information Account Type: Incoming mail server: Outgoing mail server (SMT	Other User Information Organization: Reply E-mail:	ttings when Next is
Logon Information User Name: Password:		
Require logon using Se	3 OK Cancel	More Settings Next > Cancel

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.

ser Informati	on		Test Account Setting	js	
our Name:	Test Account Settin	ngs			nsure that the
mail Address:	Congratulations! All t	ests completed successfully.	Click Close to continue	Stop	
erver Informa	Congratalations. All t	ests completed successfully.	chec close to continue.		
ccount Type:				Close	
coming mail s	Tasks Errors				n Next is
utgoing mail s	Tasks		Status		
ogon Informa		ing mail server (IMAP)	Completed		
ser Name:	Send test e-ma	ll message	Completed		
assword:					