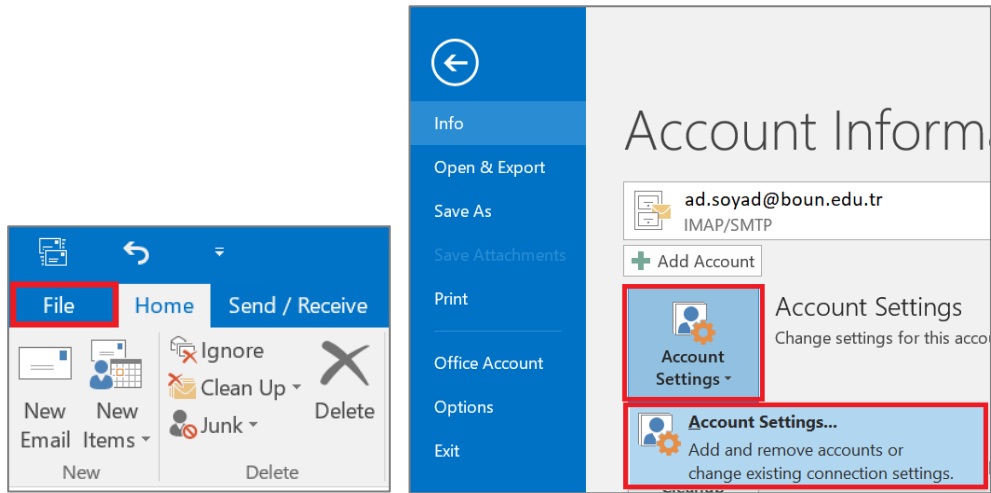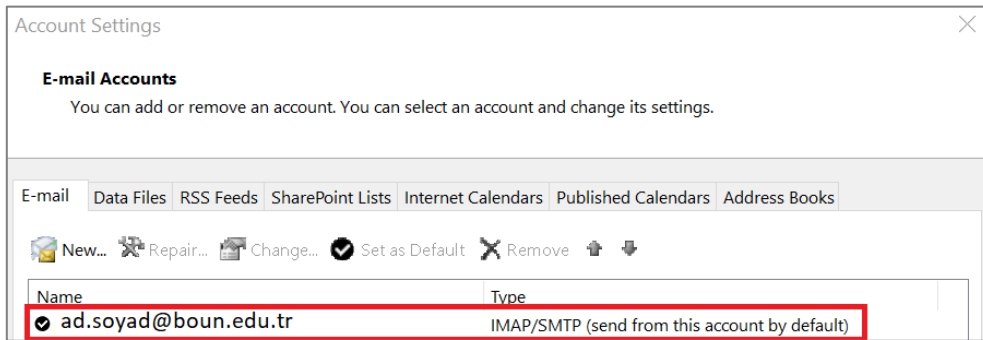# Configuring Bogazici E-mail Extension for Outlook POP-IMAP Users

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.

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.

5. Then, click on "**More Settings**" button and update the "**Mail account**" section according to your user type and click OK.
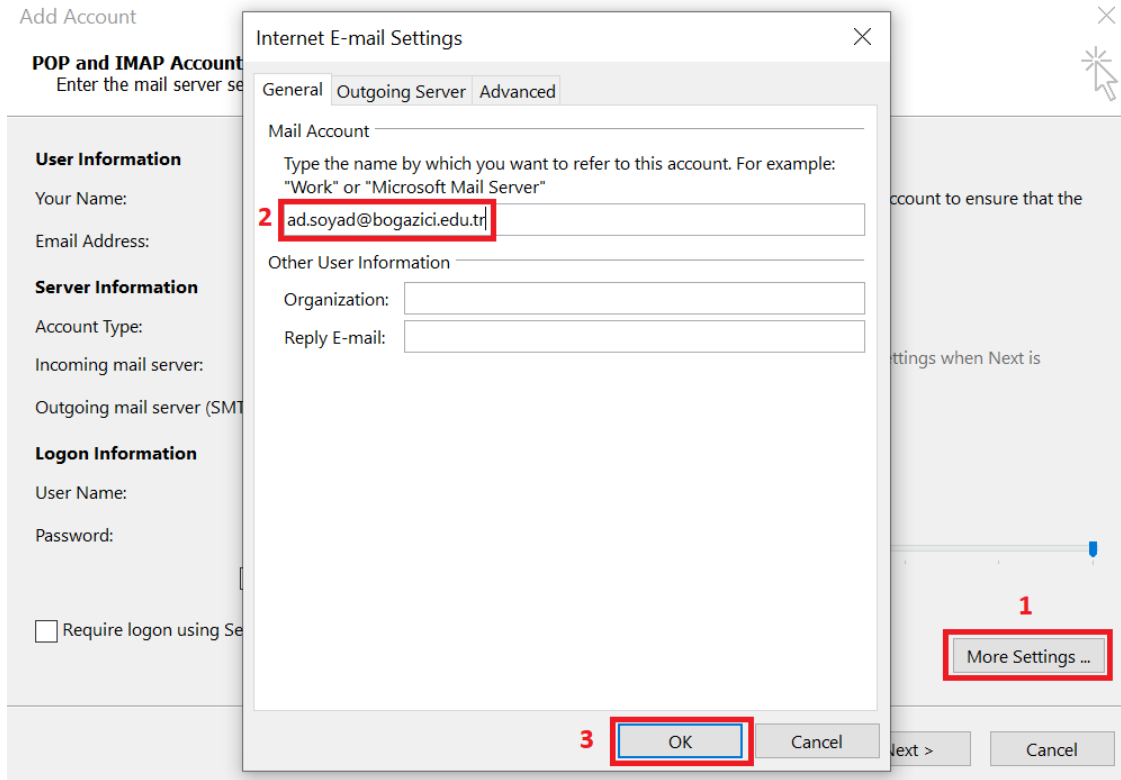
6. As a last step, your account settings will be tested automatically when you click on the **Next** button. You can close the windows after checking that the test is completed properly. You can create a new ticket from issue tracking system regarding the issues you encounter.