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.