

Processes Associated with Outlook Contacts

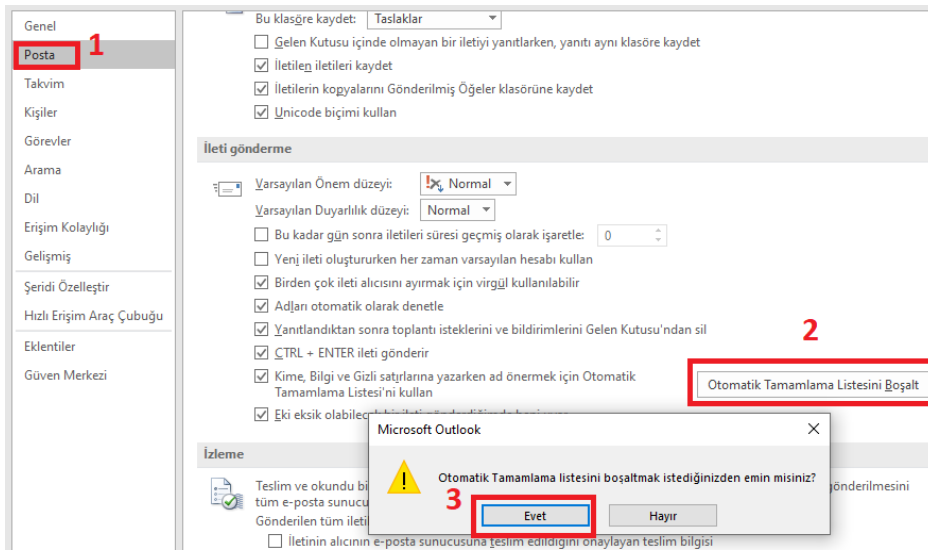
This document explains converting Outlook Contact to Bogazici extension. You can edit contacts, delete and add them again or import after exporting all, also edit with tools like notepad.

First of all you must clear caches with using the title below.

Note: Although the person has the Bogazici extension, first Outlook will try first to send email Boun extension because Outlook stores the previous email addresses of contacts at caches. In this case, you may receive an error as “email could not be sent” after the date of turning of the functionality of sending email with boun extension.

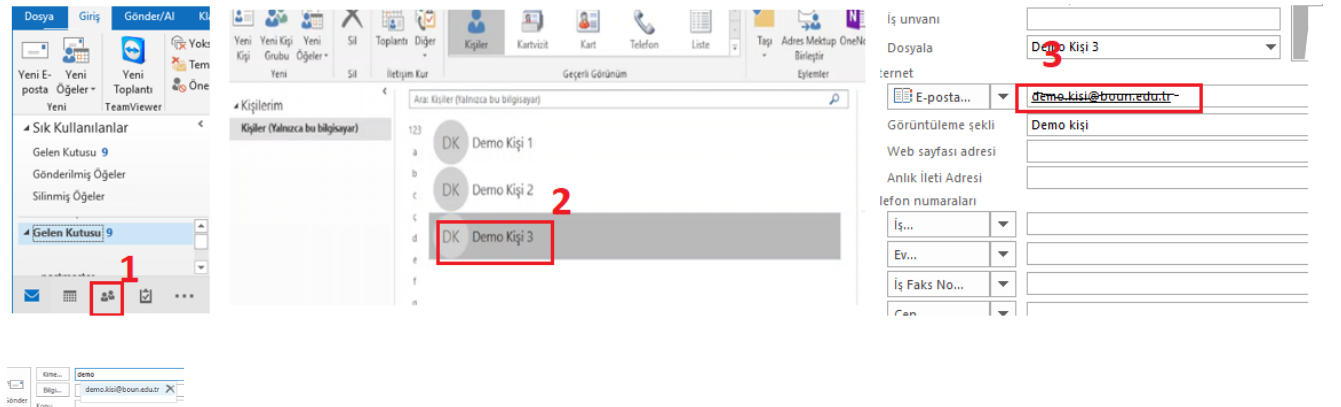
Clear Outlook (Caches)

After clicking on Mail Settings from **File > Options** menu as shown below, click on “**Empty Autocomplete List**” and clean caches.



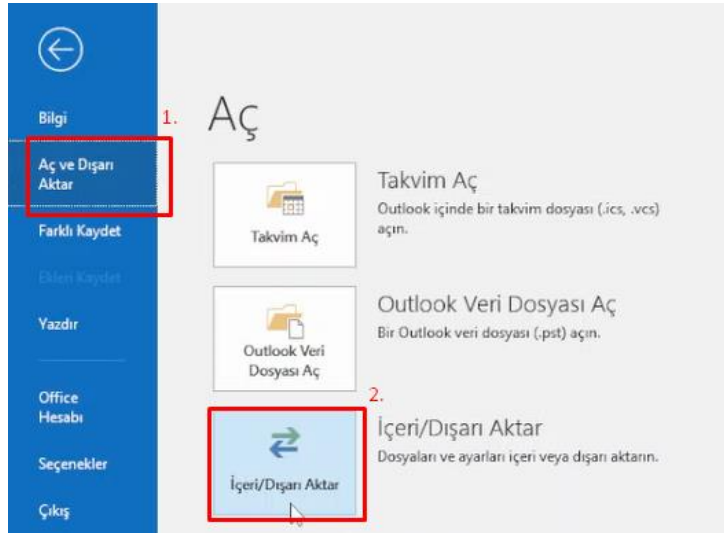
Edit Outlook Contacts

As shown on 3rd step below, you can delete the e-mail addresses of current contact, and write the new one with **Bogazici** extension.

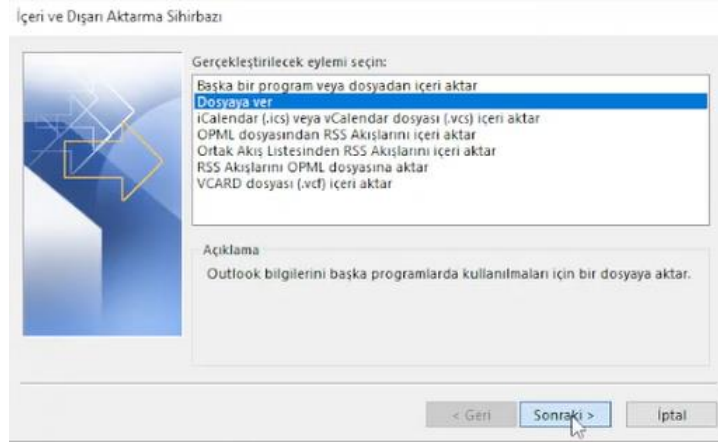


[Edit Export Outlook Contacts](#)

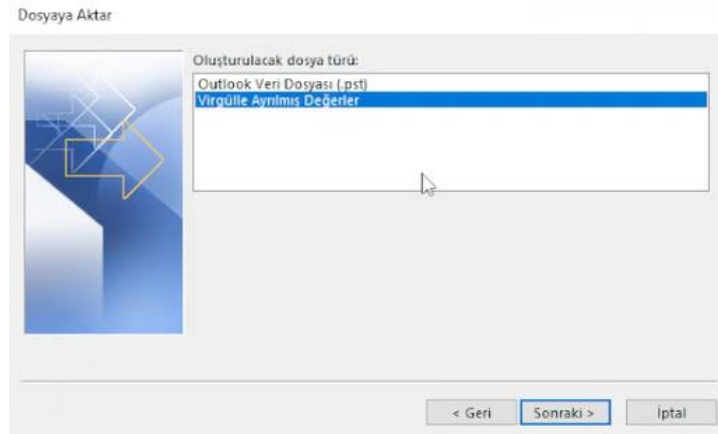
1. Click on **Open and Export File** menu and then click **Import/Export**



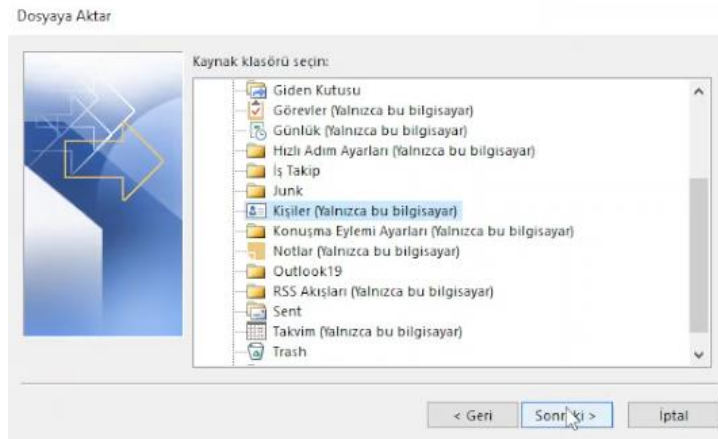
2. Select **Export to a file** from popup window and click on **“Next”** button.



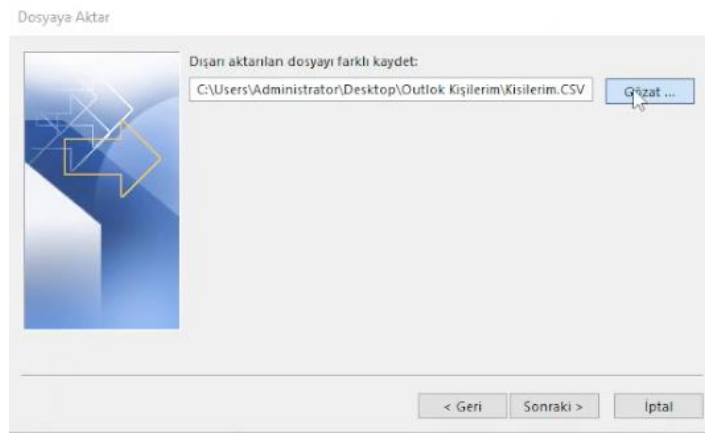
3. Choose **Comma Separated Values** and click on **Next** button



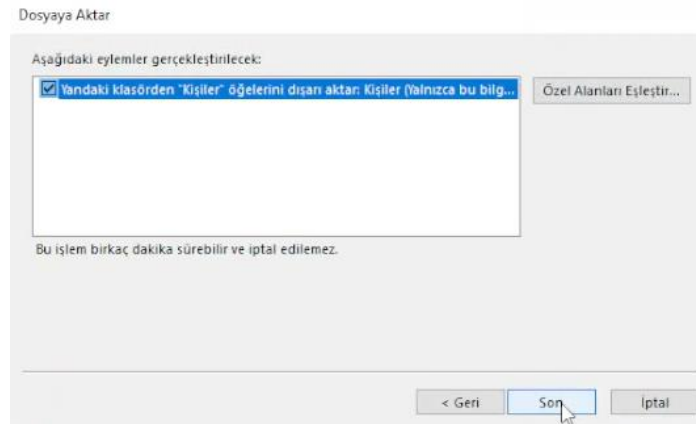
4. Select **Contacts folder** and click on **Next** button.



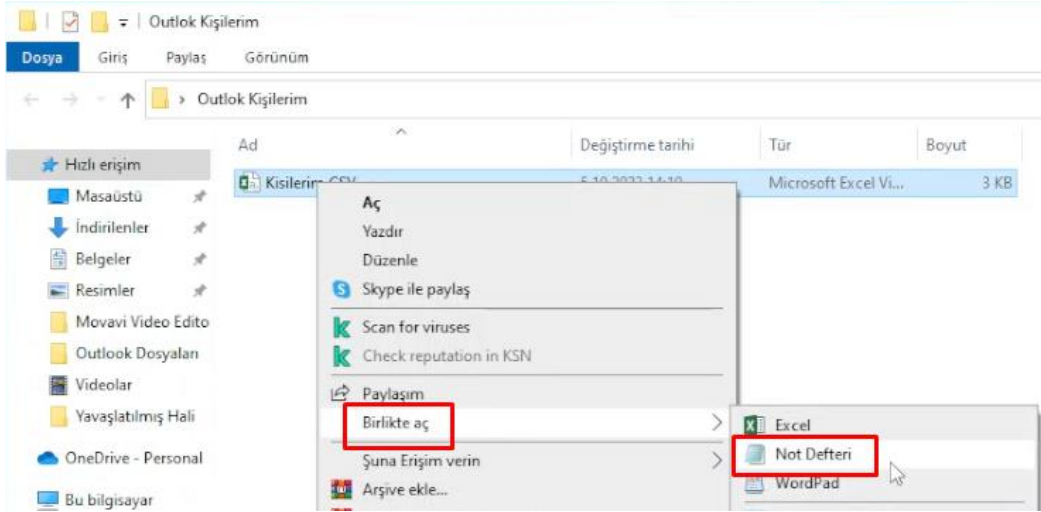
5. Click on **Browse Server** and click on **Next** button by selecting the directory to export and specify a file name.



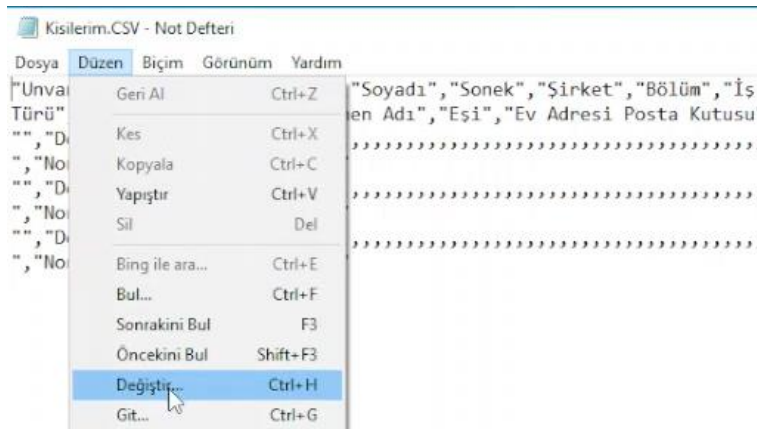
6. Complete the process by clicking end **End** button. After the step, a CVS file will be saved to the selected folder with specified file name.



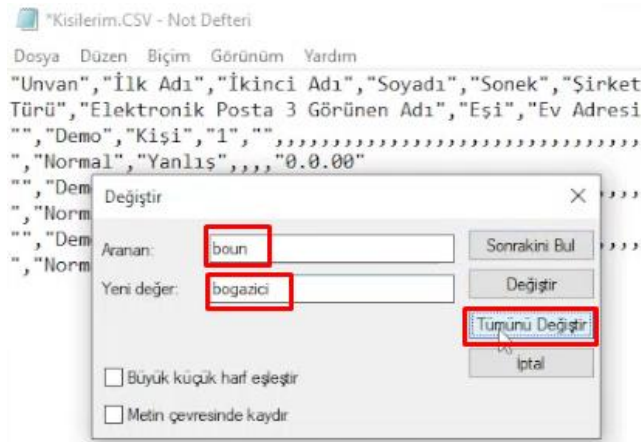
7. Right click on right to saved file and open with Notepad.



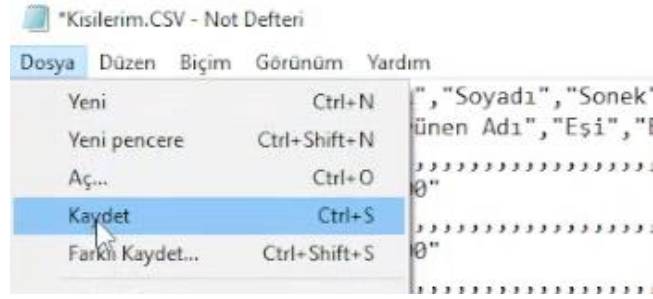
8. Click on **Replace** from **Edit** menu for the file opened. (In this step, make sure that mouse cursor is at beginning of first row on top of the file.)



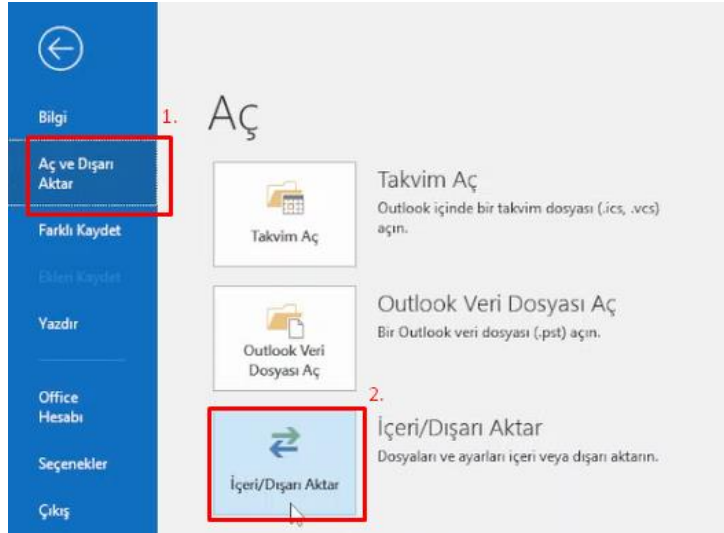
9. Write **boun** for **Find** field and **Bogazici** for **Replace** field then click on **Replace all** button.



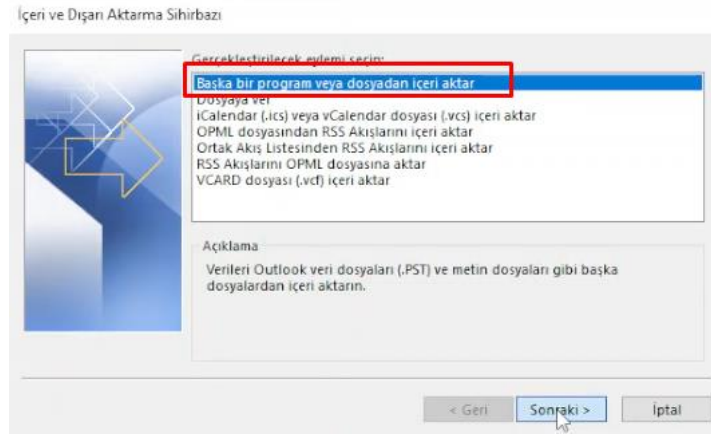
10. Save the file by clicking on **Save** option from **File** menu, and close it.



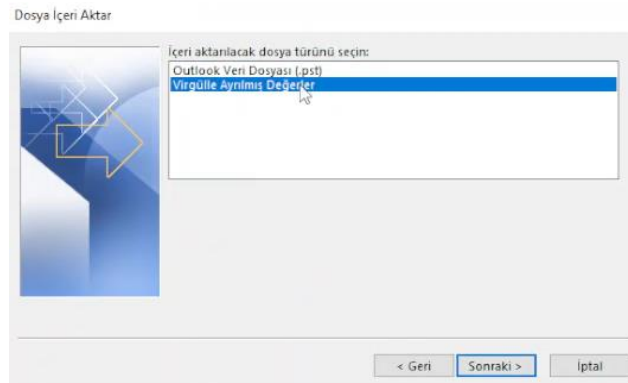
11. In order to import the edited CSV file in Outlook, click on again **Open and Export** from **File** menu and then click **Import/Export**.



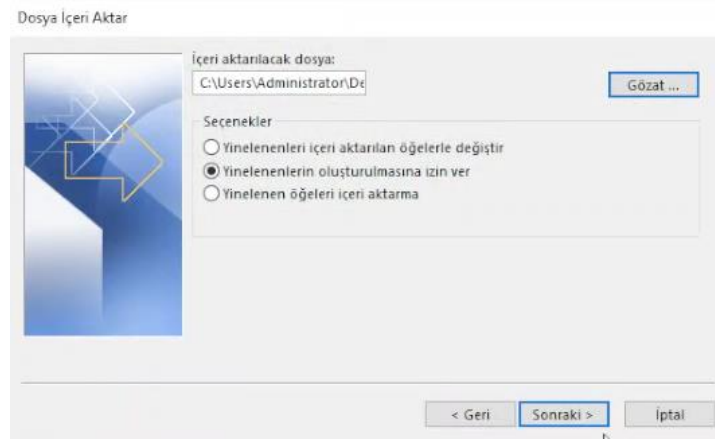
12. Select the option which is highlighted below and click **Next** button.



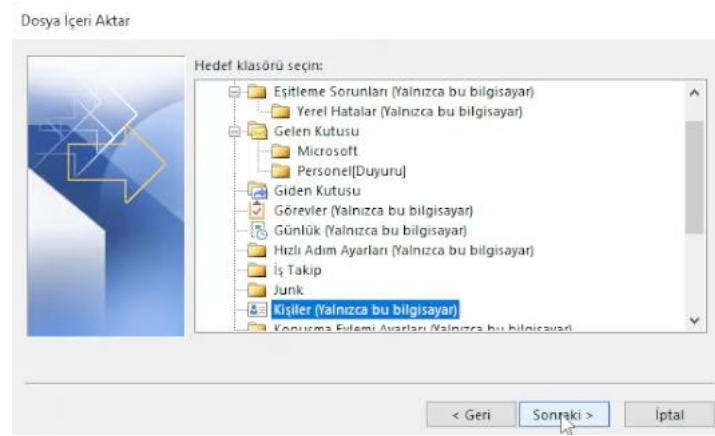
13. Select **Comma Separated Values** options and click on **Next** button.



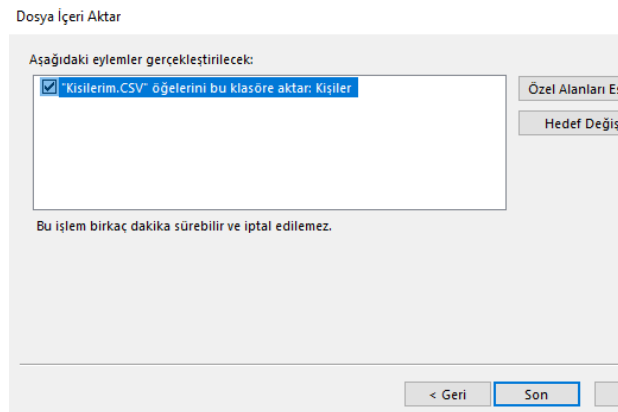
14. Select directory which you saved the file before by clicking on **Browse** button and then click on **Next** button.



15. Select **Contacts** folder again from popup window and click on **Next** button.



16. Complete the process by clicking on **Finish** button.



17. So the mail addresses in your contact list are now converted to the ones with **bogazici.edu.tr** extensions.

