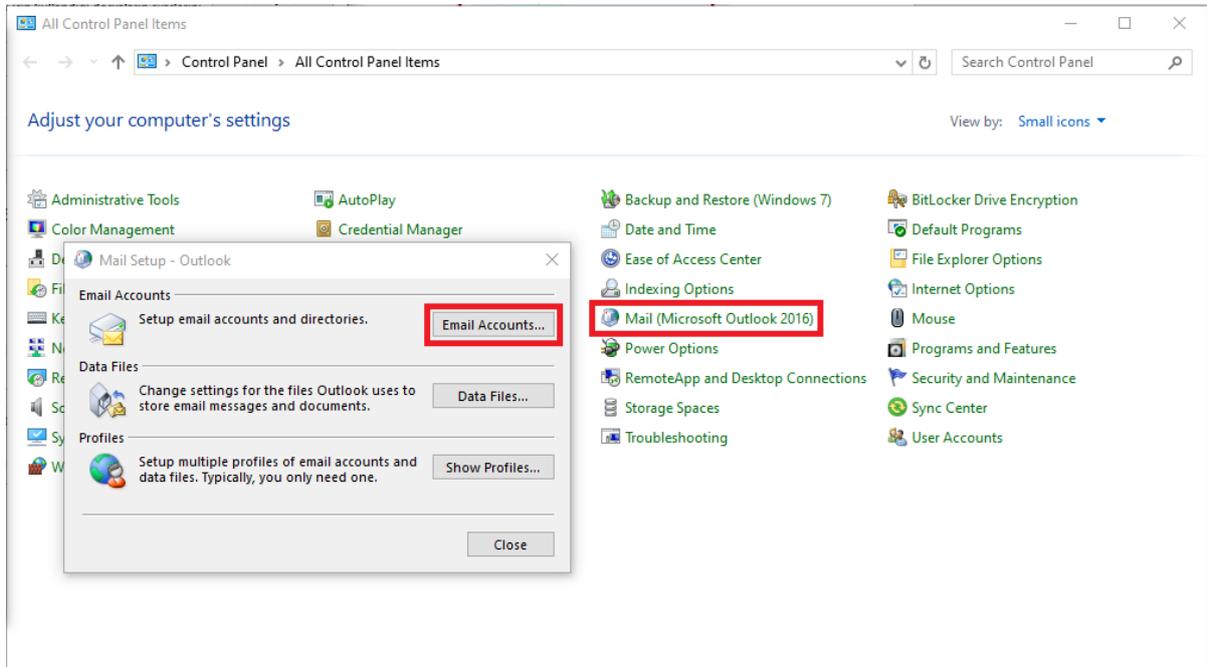


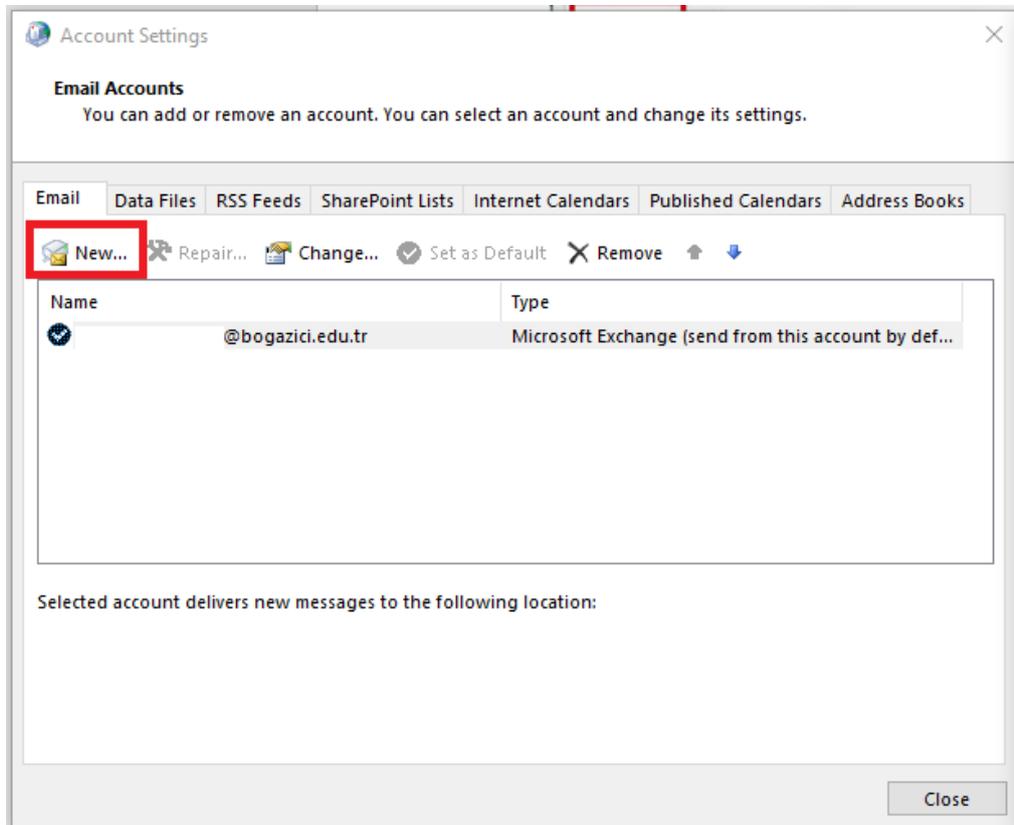
BOGAZICI E-MAIL OUTLOOK ACCOUNT CONFIGURATION (POP3)

To add your account and configure your e-mail settings, enter the Control Panel. Click on **“Mail (Microsoft Outlook 2016)”**.

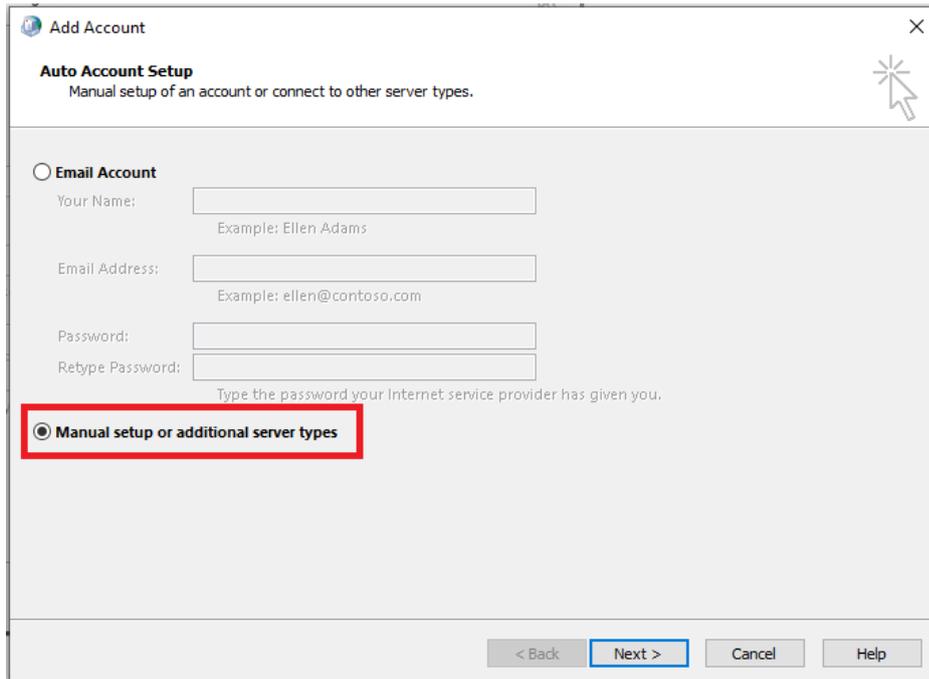
Then on the newly opened window, click on the **“E-mail Accounts”** button.



Click on the **“New”** button as shown on the screenshot below.



Select “Manual setup or additional server types” option.



Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

Email Account

Your Name:
Example: Ellen Adams

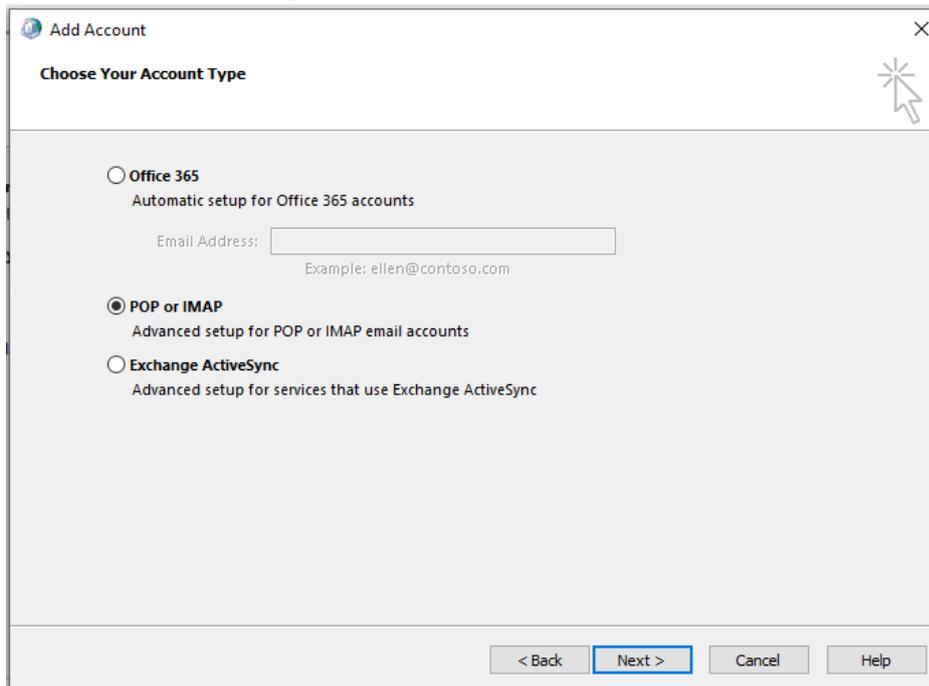
Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel Help

Select “POP or IMAP” option and click on “Next” button.



Add Account

Choose Your Account Type

Office 365
Automatic setup for Office 365 accounts
Email Address:
Example: ellen@contoso.com

POP or IMAP
Advanced setup for POP or IMAP email accounts

Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

< Back **Next >** Cancel Help

In the **POP and IMAP Account Settings** section, fill in the blanks according to your user type.

When writing your e-mail address:

- if your user type is **Personnel** or **Academician**, you must use the @bogazici.edu.tr extension,
- if your user type is **Student**, you must use @std.bogazici.edu.tr extension,
- if your user type is **Retired**, you must use @retired.bogazici.edu.tr extension,
- if your user type is **Part-time Academic Personnel** or **Researcher**, you must use @pt.bogazici.edu.tr extension.

For the mail servers, you must fill in the blanks with the relevant data according to your user type.

Incoming mail server:

- if your user type is **Personnel, Academician, Part-time Academic Personnel or Researcher**; you must use the **pop.bogazici.edu.tr**.
- if your user type is **Student**, you must use **pop.std.bogazici.edu.tr**.
- if your user type is **Retired**, you must use **pop-retired.bogazici.edu.tr**.

Outgoing mail server (SMTP):

- if your user type is **Personnel** or **Academician**, you must use the **smtp.bogazici.edu.tr**.
- if your user type is **Retired**, you must use **smtp-retired.bogazici.edu.tr**.
- if your user type is **Student**, you must use **smtp.std.bogazici.edu.tr**.
- if your user type is **Part-time Academic Personnel** or **Researcher**, you must use **smtp-pt.bogazici.edu.tr**.

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

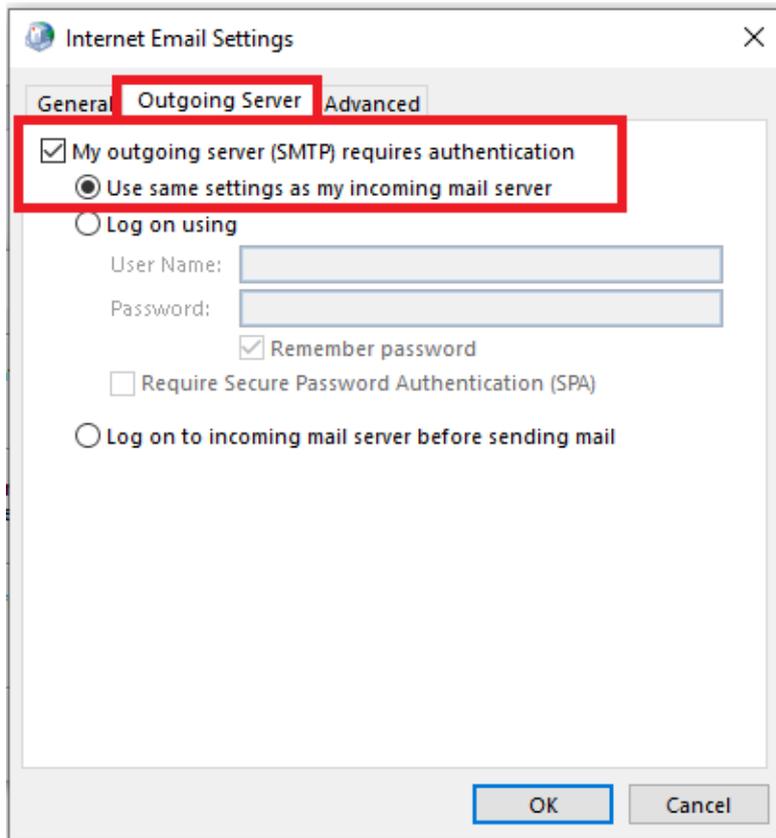
Mail to keep offline: All

More Settings ...

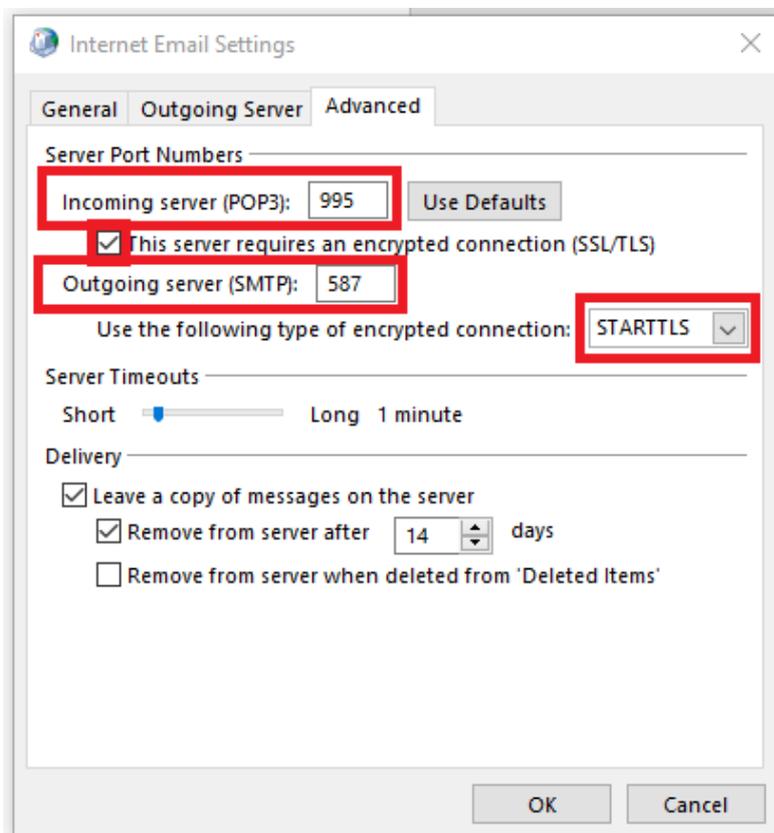
< Back Next > Cancel

After entering your user name and latest password, click on the **“More Settings”** button.

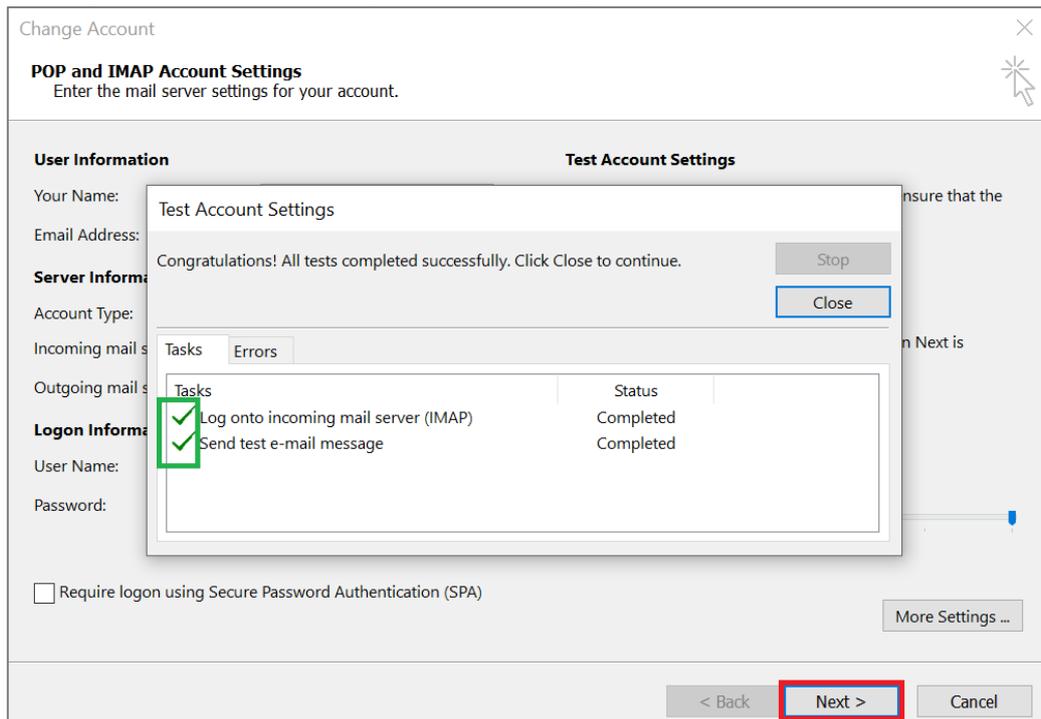
Click on the **“Outgoing Server”** tab and configure the following settings.



By clicking on **“Advanced”** tab, configure the settings as following.



After clicking on the “OK” button and click on the “Next” button. The next step will test the Account Settings. After the test is completed successfully, click on the “Close” button.



Click on the “Finish” button to complete the process and close the remaining screens.

