

How to add your e-mail account to Outlook:

1. Click **File** → **Info** → **Add account**.

The Outlook-Assistent for setting up a new account will open up.

2. Enter e-mail address to add your account.
3. Click on **Advanced options** and check the box for **Let me set up my account manually**.
4. Click on **Connect**.
5. Choose the account type **POP** or **IMAP**. ([What is the difference between POP and IMAP?](#))

The dialog *POP Account Settings* will open up.

6. Take the following settings:
  - a. **Incoming mail:** Enter **pop.boun.edu.tr** with port 110 (or **imap.boun.edu.tr**, port:143 )
  - b. **Outgoing mail:** Enter **smtp.boun.edu.tr** with port 587
7. Click on **Connect**.

A login-dialog will open up.

8. Enter your e-mail-address and your password, check the option **Save the password in your password list** and click on **OK**.