IF YOU DO NOT KNOW YOUR E-MAIL ADDRESS WITH BOUN EXTENSION:

- 1. Go to your BUIS Student Page.
- 2. Select General Settings from the menu on the left hand side:

BOĞAZİÇİ UNIVERSITY	General Services -	Student Operation -	
Home Logout	Academic / C	ourses	
Student Id:			
illi IIII IIII			
BUCard Dining Logs			
Change Email			

3. Cick on E-Mail Management from the menu above your photograph:

User Settings			
Photo Upload	Change Password	E-Mail Management	Favorite Pages
Xt-			

4. You will then see both your e-mail address with BOUN extension and your active e-mail address:

User Settings			l	Back To Module
Photo Upload Change Passw	F-Mail Management	Favorite Pages		
Contact E-mail Address:	my-e-mail@for-contact.com	Save	Please click the button below if you don"t remember your university e-mail address with "@boun.edu.tf" extension. We"ll send it to your contact address.	
	(11)			
Alternative E-Mail Address:	my-name@boun.edu.tr	Save	Send Mail	
Contact E-Mail Address: It is the contact address on ÖBİKAS-BUIS. Any e-mail notification will be sent to this address. Alternative E-Mail Address: E-mail address that will be used as a replacement. One of the two addresses must have university extension.				

IF YOU DO NOT KNOW THE PASSWORD FOR YOUR E-MAIL ADDRESS WITH BOUN EXTENSION:

5. Go to <u>https://mail.boun.edu.tr</u> and choose Password Recovery from the menu on the left hand side:

← → C		
Bogazici University Account Management System		
Home Password Recovery	Useful Information	
Account Quota	How can I use BOUN e-mail services online?	
Change Password Information Update	To access your BOUN e-mail account, you can use one of our Roundcube or Horde webr	
Service Status	Roundcube is a modern, interactive webmail client which has 5 different visual ther	

6. Write down your e-mail address with BOUN extension into the box and click next:

Account Management System	
Password Recovery	
	Recover your password via e-mail or sms
	Username: Enter your username Next

7. You will then be asked if you wish your one-time password for your e-mail address with BOUN extension to be sent to your mobile phone number or to your alternative e-mail address, which are both in the BUIS system. Please choose one and submit. You will then be sent a password to activate your boun e-mail address. Please note that there is a time restriction and you should use this one-time password quickly. Otherwise you have to repeat the Password Recovery steps.

Password Recove	ery
	Recover your password via e-mail or sms
	Mobile Phone:
	*********011
	Recovery E-mail Address:
	t******u@gmail.com
	O Recover my password via SMS
	O Recover my password via e-mail
	Submit

CHANGING YOUR PASSWORD:

8. Go to <u>https://mail.boun.edu.tr</u> and choose Change Password option from the menu on the left hand side. Then write down your e-mail address with BOUN extension and your password into the boxes and submit:

A	thentication Required
	Please Sign In
	Username:
	Enter your username
	Password:
	Enter your password
	Submit

9. Enter your new password into the boxes and submit:

Change Password	
	Update / change your password
	Password: Enter your new password
	Confirm Password:
	Submit