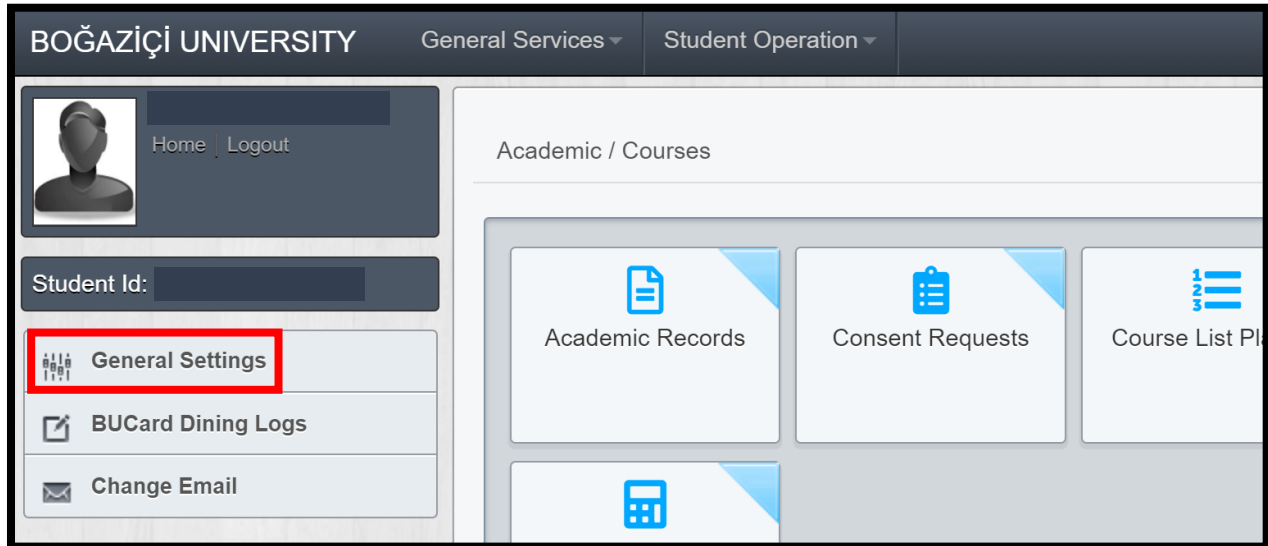
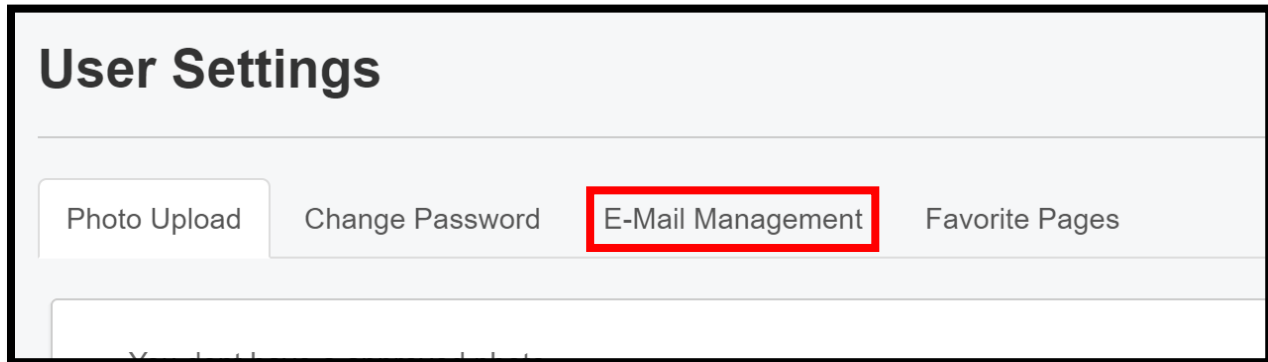


IF YOU DO NOT KNOW YOUR E-MAIL ADDRESS WITH BOUN EXTENSION:

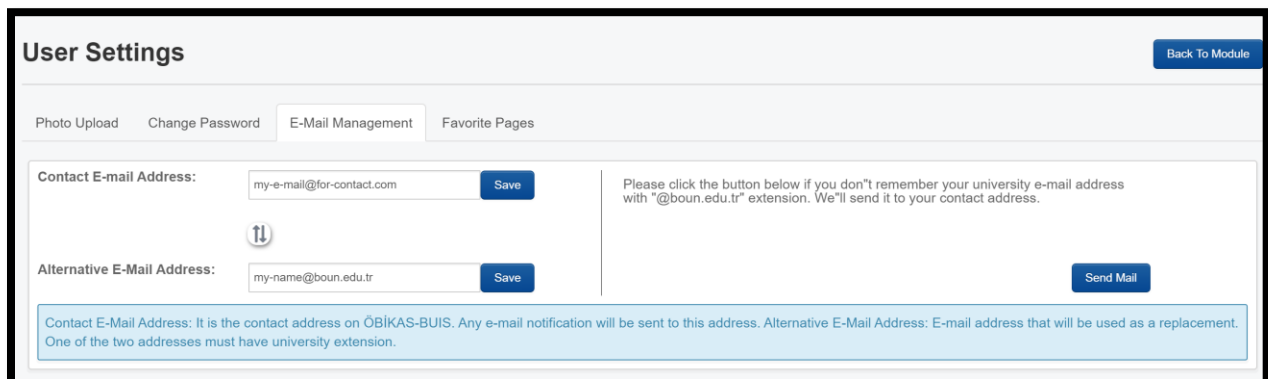
1. Go to your BUIS Student Page.
2. Select General Settings from the menu on the left hand side:



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

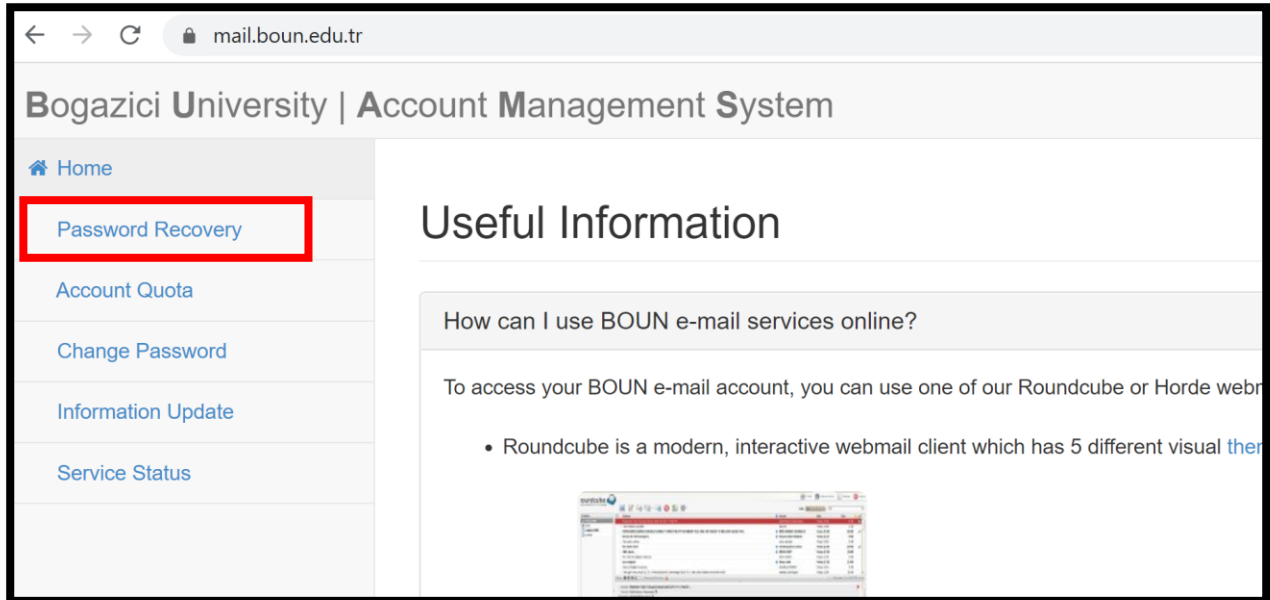


4. You will then see both your **e-mail address with BOUN extension** and your active e-mail address:

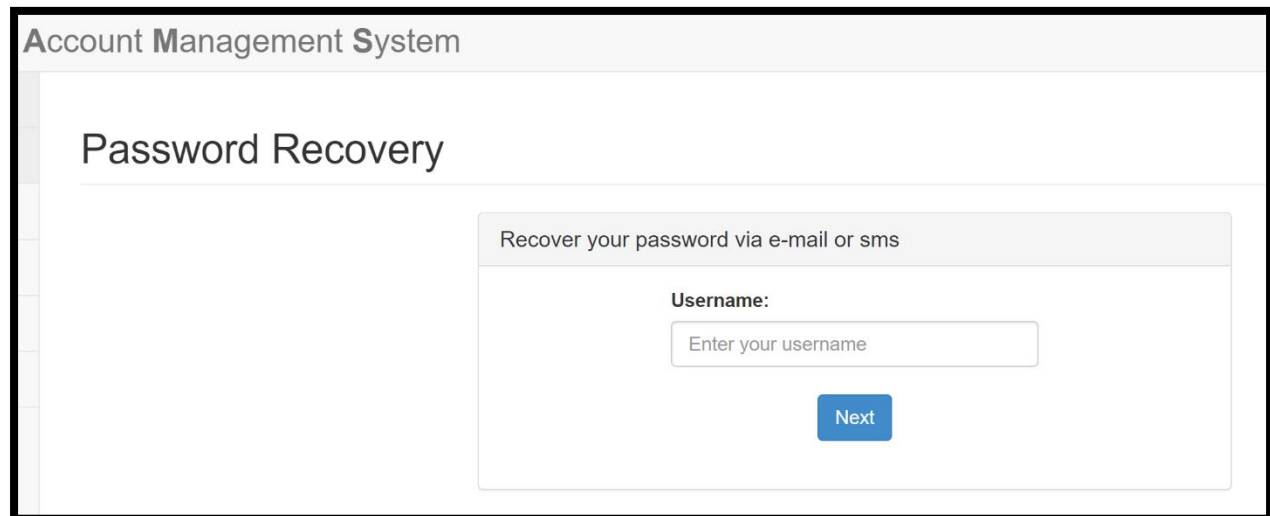


IF YOU DO NOT KNOW THE PASSWORD FOR YOUR E-MAIL ADDRESS WITH BOUN EXTENSION:

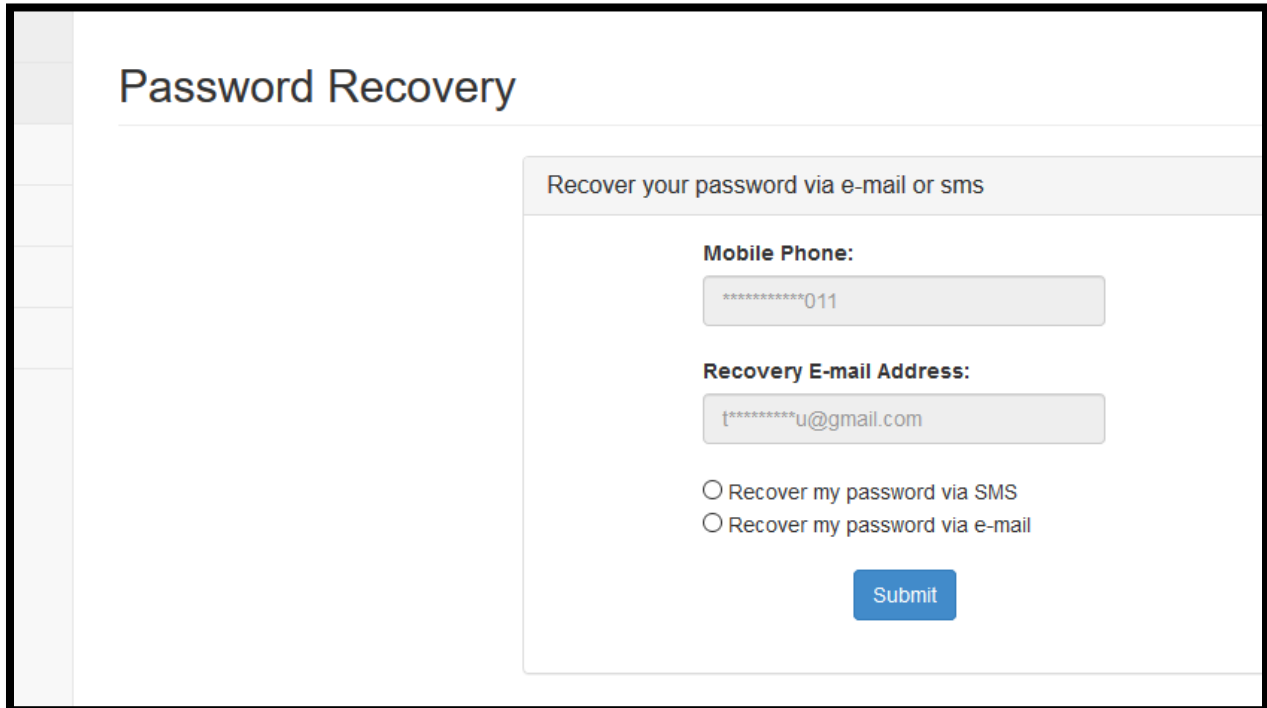
5. Go to <https://mail.boun.edu.tr> and choose Password Recovery from the menu on the left hand side:



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



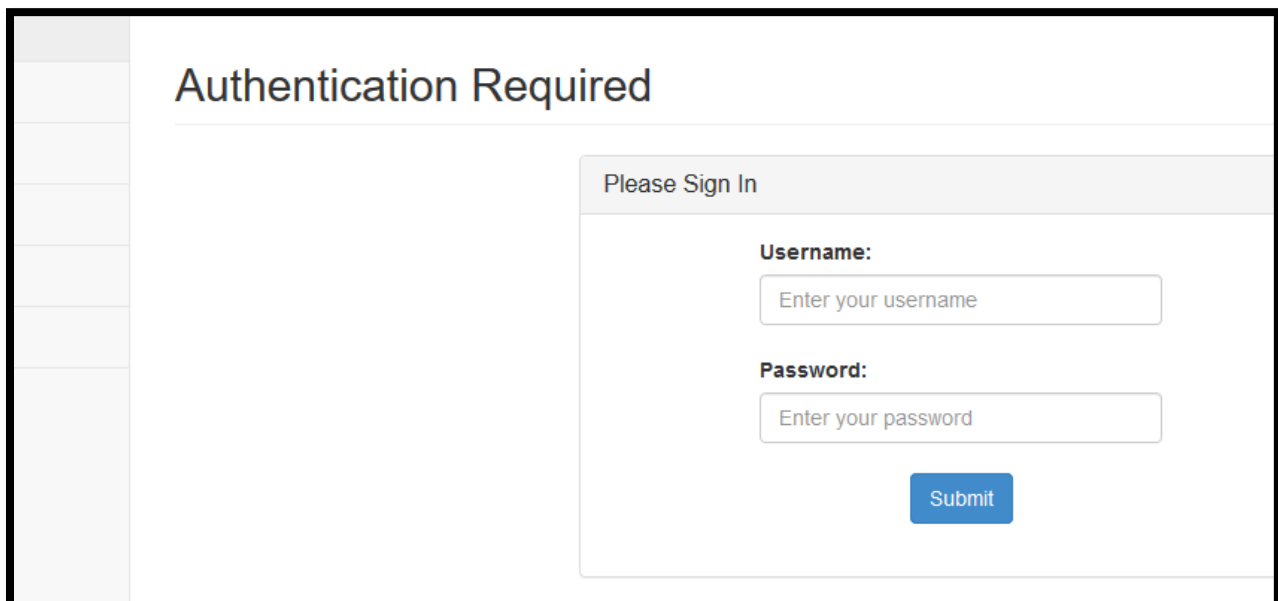
7. You will then be asked if you wish your one-time password for your e-mail address with BOUN extension to be sent to your mobile phone number or to your alternative e-mail address, which are both in the BUIS system. Please choose one and submit. You will then be sent a password to activate your boun 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.



The screenshot shows a web page titled "Password Recovery". Below the title is a form with a header "Recover your password via e-mail or sms". The form contains two input fields: "Mobile Phone:" with the value "*****011" and "Recovery E-mail Address:" with the value "*****u@gmail.com". Below these fields are two radio buttons: "Recover my password via SMS" and "Recover my password via e-mail". A blue "Submit" button is located at the bottom right of the form.

CHANGING YOUR PASSWORD:

8. Go to <https://mail.boun.edu.tr> 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:



The screenshot shows a web page titled "Authentication Required". Below the title is a form with a header "Please Sign In". The form contains two input fields: "Username:" with the placeholder text "Enter your username" and "Password:" with the placeholder text "Enter your password". A blue "Submit" button is located at the bottom right of the form.

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

Change Password

Update / change your password

Password:

Confirm Password: