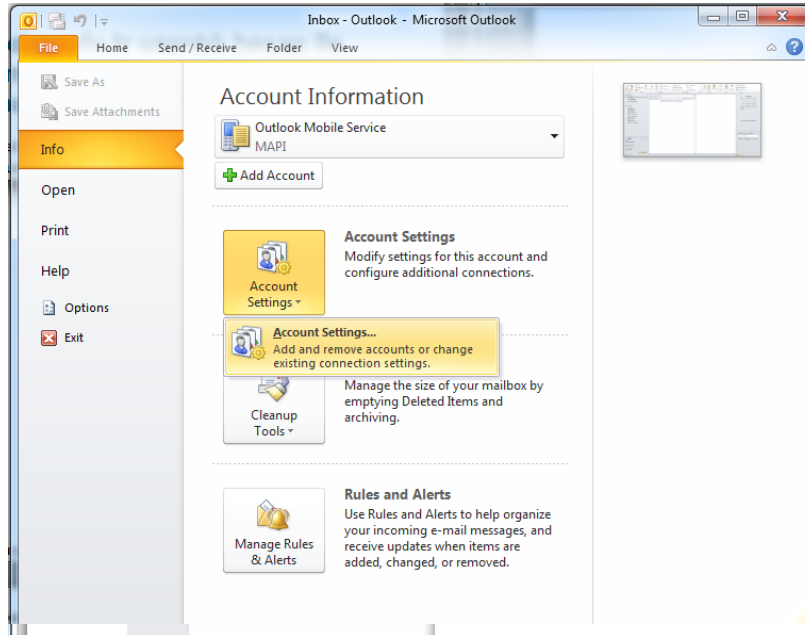
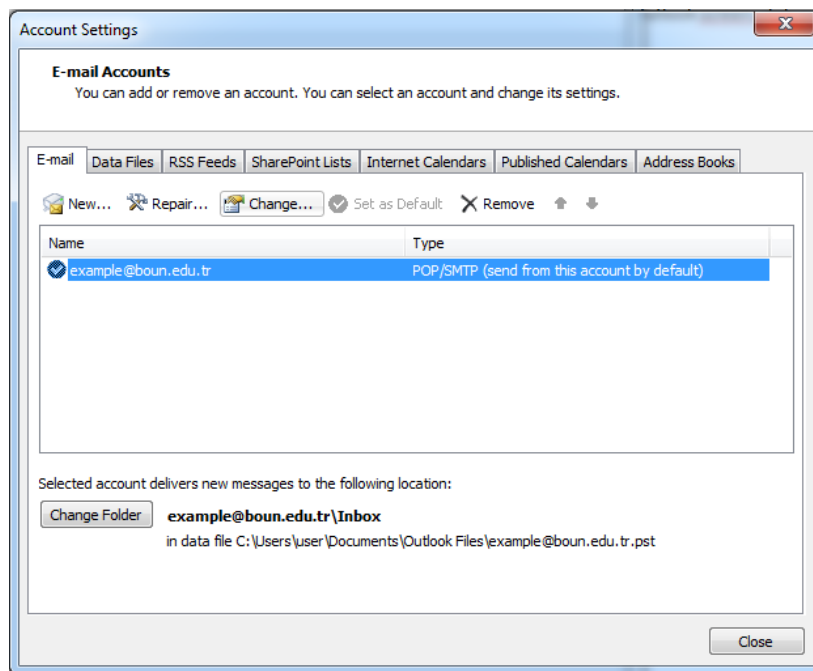


# Sending e-mail to e-mail lists with Microsoft Outlook.

**Step 1:** “File” menu located in Outlook screen, click on “Account Settings”. Then click on Account setting opened below.



**Step 2:** Choose your Boun e-mail account and click “Change”.



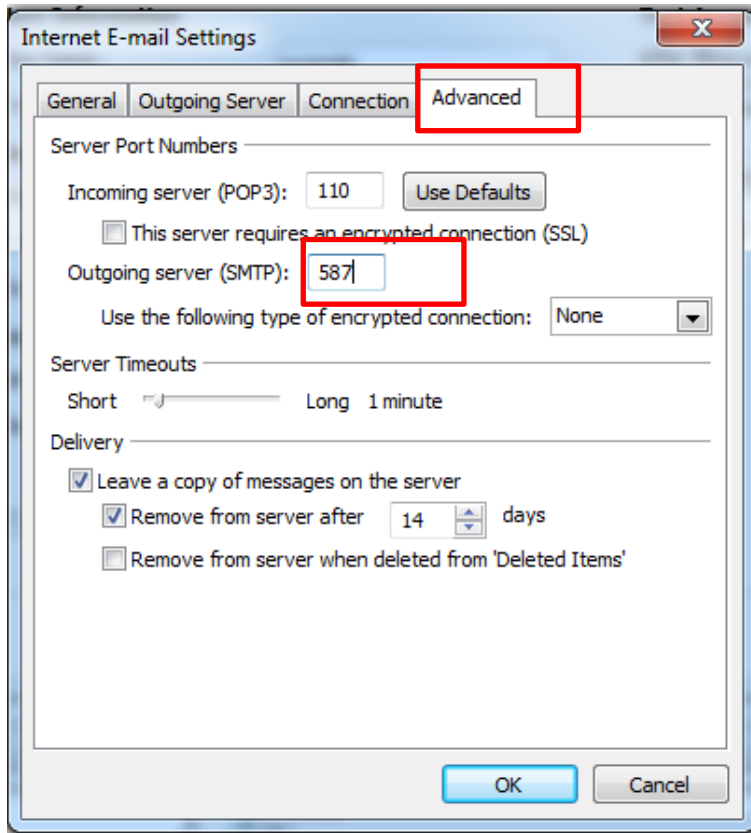
**Step 3:** After controlling incoming and outgoing mail server names click on **“More Settings”**

The screenshot shows the 'Change Account' dialog box with the 'Internet E-mail Settings' tab selected. The dialog is divided into several sections: 'User Information' (Your Name: example, E-mail Address: example@boun.edu.tr), 'Server Information' (Account Type: POP3, Incoming mail server: pop.boun.edu.tr, Outgoing mail server (SMTP): smtp.boun.edu.tr), and 'Logon Information' (User Name: your username, Password: \*\*\*\*\*). There are also checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked). A 'Test Account Settings' section is on the right, with a 'Test Account Settings ...' button and a checked checkbox for 'Test Account Settings by clicking the Next button'. At the bottom right, the 'More Settings ...' button is highlighted with a red box. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom.

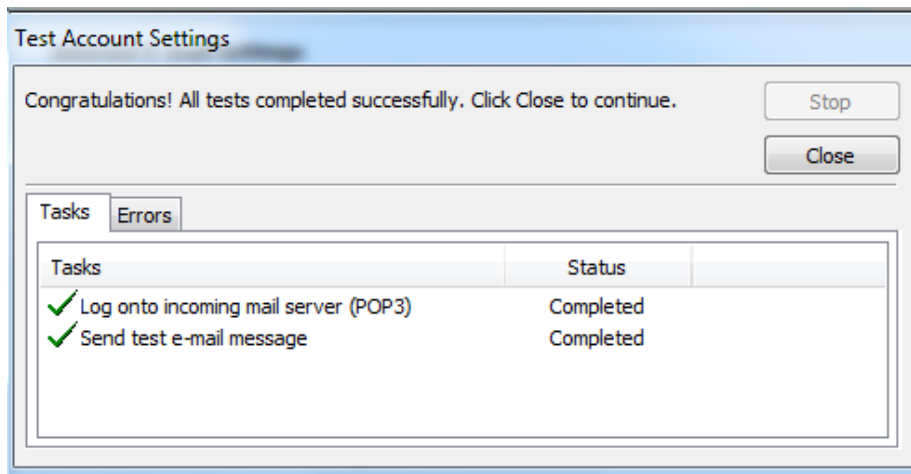
**Step 4:** Choose **“Outgoing Server”** tab from opened window and check in the box saying **“My outgoing server (SMTP) requires authentication”**.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The checkbox 'My outgoing server (SMTP) requires authentication' is checked and highlighted with a red box. Below it, there are radio buttons for 'Use same settings as my incoming mail server' (selected) and 'Log on using'. Under 'Log on using', there are input fields for 'User Name' and 'Password', and a checked checkbox for 'Remember password'. There is also a checkbox for 'Require Secure Password Authentication (SPA)' which is unchecked. At the bottom, there are radio buttons for 'Log on to incoming mail server before sending mail' and 'OK' and 'Cancel' buttons.

**Step 5:** Choose “Advanced” tab of the same window and write down the number 587 to the box “Outgoing server (SMTP)” and then click “OK”



**Step 6:** Click on forward button and wait for account testing. If there is no error message click on “Close” button. If there is an error message please control the settings in previous steps and make sure that you have connected to internet.



**Step 7:** At last a **“Congratulations”** message will appear on the screen. Click on **“Finish”** button to end up settings.

