

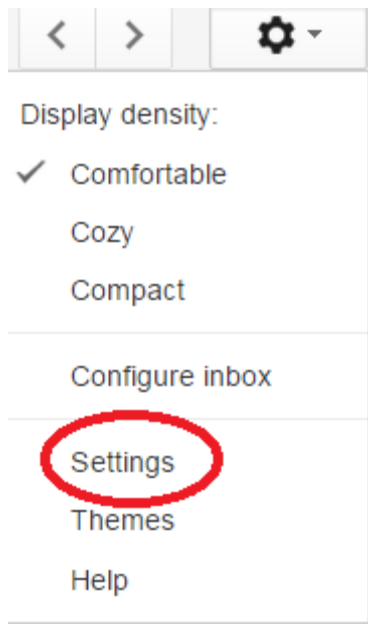
# Outgoing Server Configuration

## For Boun Accounts

Only smtp.boun.edu.tr mail servers are authorized for sending mails to email lists using boun.edu.tr e-mail accounts. For this reason make sure that your outgoing e-mail server is set to smtp.boun.edu.tr while sending mail to e-mail lists via e-mail clients other than roundcube.boun.edu.tr or horde.boun.edu.tr (For example: Gmail, Outlook, Thunderbird).

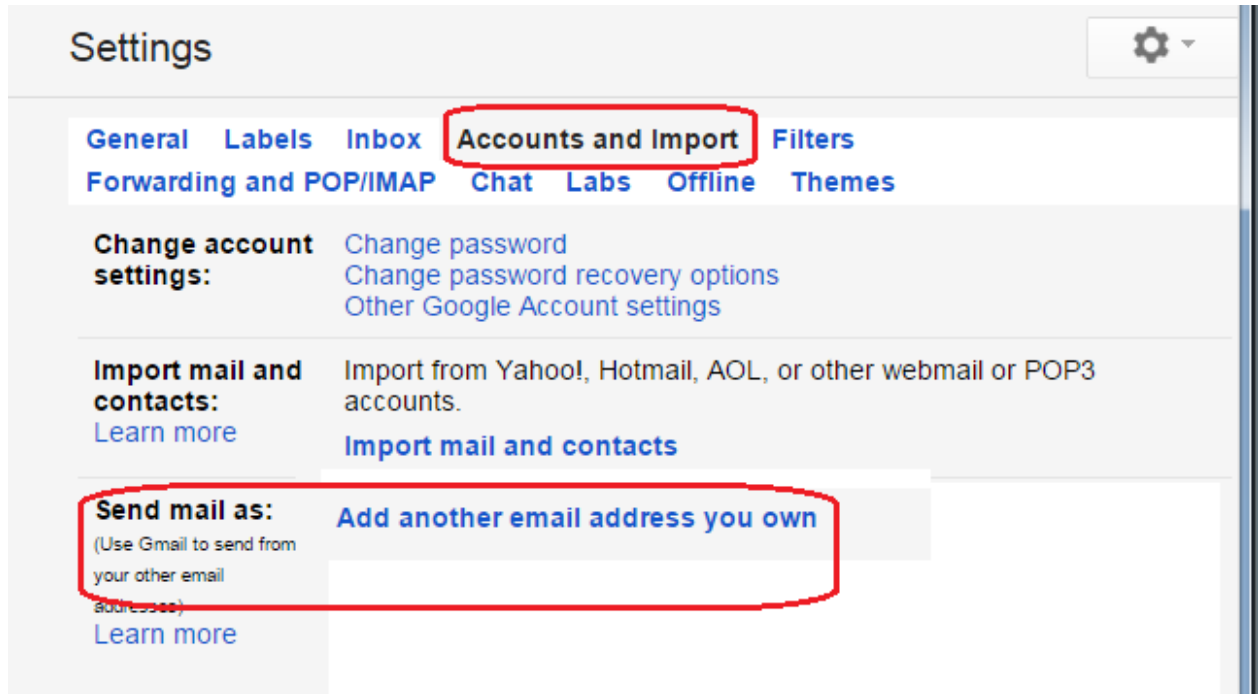
Outgoing mail server configuration for sending mail using boun mail addresses to mailing lists via Gmail:

**Step1:** Go to “settings” in Gmail menu.

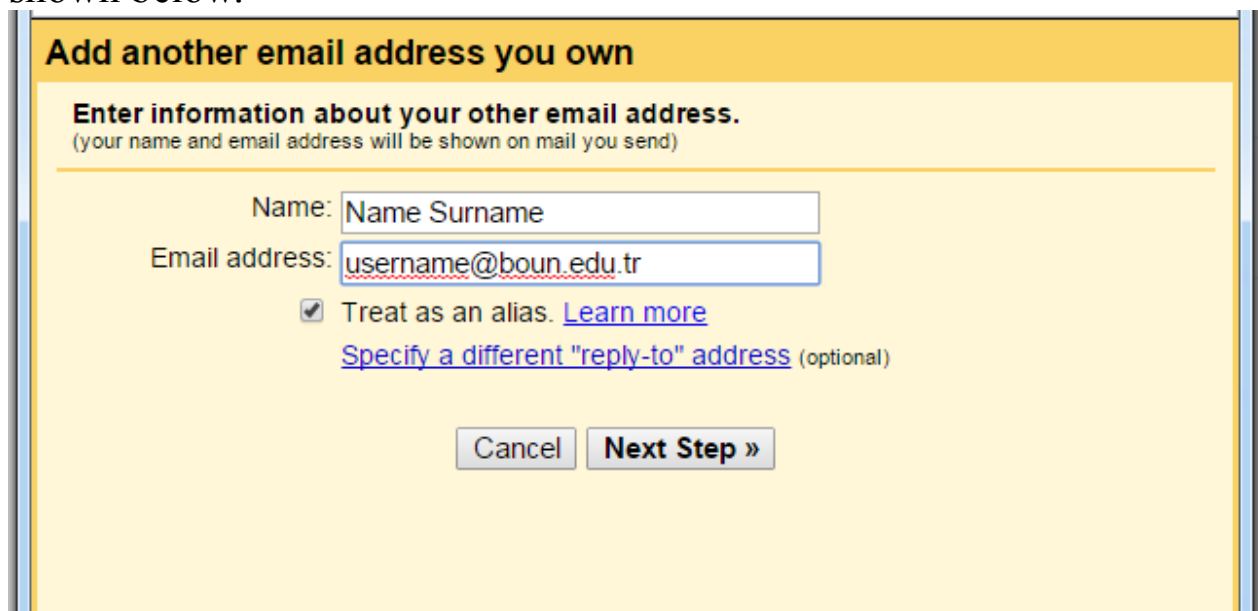


**Step2:** Click on “Accounts and Import” Gmail settings menu. If you have already added your boun mail address select that address and click

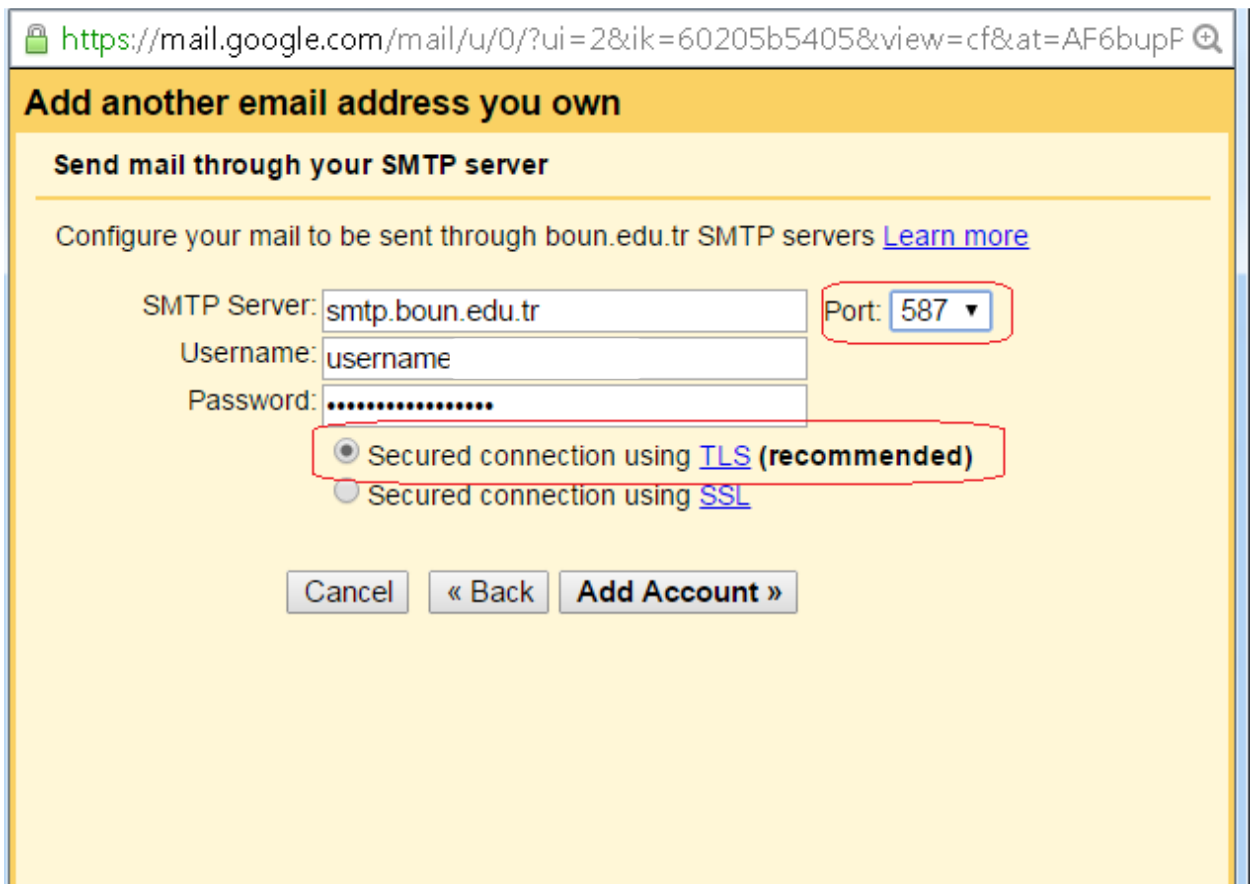
on “**edit info**”. If u have not added an e-mail address click on “**Add another email address you own**”.



**Step 3:** Add the name you want to appear on your mails to “**Name**” field. Write down your boun mail address to “**Email address**” field as shown below.

A screenshot of the 'Add another email address you own' form. The title is at the top in a yellow header. Below the title, it says 'Enter information about your other email address.' followed by '(your name and email address will be shown on mail you send)'. There are two input fields: 'Name:' with the text 'Name Surname' and 'Email address:' with the text 'username@boun.edu.tr'. Below the email field, there is a checked checkbox labeled 'Treat as an alias.' with a link to 'Learn more'. Below that is a link to 'Specify a different "reply-to" address (optional)'. At the bottom, there are two buttons: 'Cancel' and 'Next Step »'.

**Step 4:** In this step outgoing mail server configuration will be done. Write down **smtp.boun.edu.tr** to the “SMTP server” field. “Port” must be chosen as “587”. Write your **Boun username** and **password** in “username” and “password” fields. Make sure that “Secured connection using TLS” option is checked.



The screenshot shows the Gmail interface for adding an email account. The page title is "Add another email address you own". Under the heading "Send mail through your SMTP server", there is a link to "Learn more". The configuration fields are as follows:

- SMTP Server: smtp.boun.edu.tr
- Port: 587
- Username: username
- Password: [Redacted]
- Connection type:  Secured connection using [TLS \(recommended\)](#) and  Secured connection using [SSL](#)

At the bottom, there are three buttons: "Cancel", "« Back", and "Add Account »".

When you click on “Add Account” you can send email to mailing list with your boun email account.