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:

![General Settings menu](image1)

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

![E-Mail Management](image2)

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.

![Password Recovery](image1.png)

**CHANGING YOUR PASSWORD:**

8. Go to [https://mail.boun.edu.tr](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:

![Authentication Required](image2.png)
9. Enter your new password into the boxes and submit: