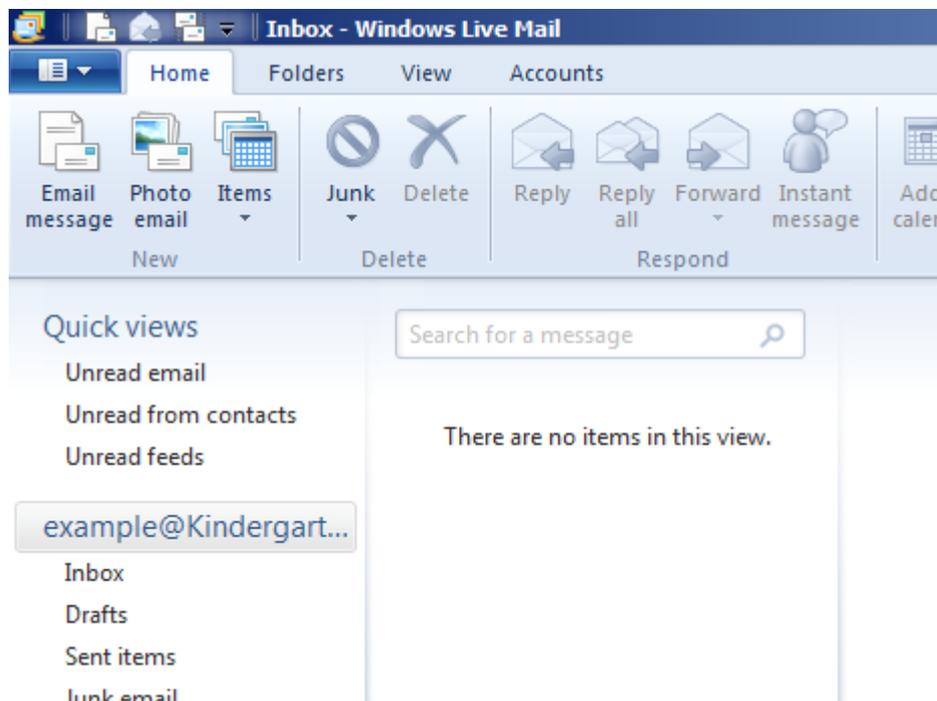


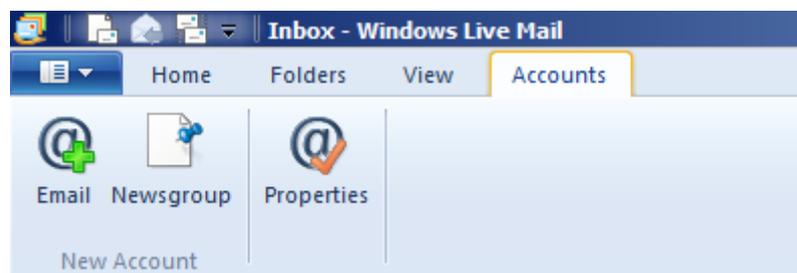
# Kindergarten IT Program

## Guide to add Kindergarten email to Windows Live Mail

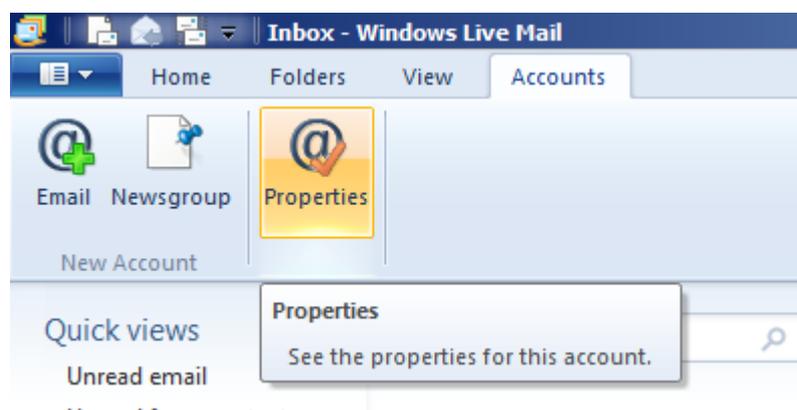
Start **Windows Live Mail**.



1. Select **Accounts** ribbon.



2. Select the **Properties** button.



Add your email accounts:

3. Tick the checkbox to **Manually configure server settings**
4. Under **Email address** type the whole email address: [your.full.email@kindergarten.vic.gov.au](mailto:your.full.email@kindergarten.vic.gov.au)
5. In **Password** type the supplied password and tick the checkbox to **Remember this password**
6. Add your preferred name for the account. This can be the address or something more descriptive
7. Check that your settings look similar to the below image, then click **Next**

Windows Live Mail

### Configure server settings

If you don't know your email server settings, contact your ISP or network administrator.

**Incoming server information**

Server type: **POP**

Server address:  Port:

Requires a secure connection (SSL)

Authenticate using: **Clear text**

Logon user name:

**Outgoing server information**

Server address:  Port:

Requires a secure connection (SSL)

Requires authentication

Cancel Back Next

8. Under **Incoming server information** on the left column
  - Leave the **Server type** as **POP**. If you wish to set up the account as IMAP, please refer to the **Kindergarten IMAP settings Guide**
  - In **Server address** type **mail.kindergarten.vic.gov.au**
  - In **Port** type **995** and tick the checkbox **Requires a secure connection (SSL)**
  - Leave **Clear text** selected in the **Authenticate using** dropdown
  - Under **Logon user name** type the whole email address:  
**your.full.email@kindergarten.vic.gov.au**
9. Under **Outgoing server information**
  - In **Server address** type **mail.kindergarten.vic.gov.au**
  - Tick the checkboxes **Requires a secure connection (SSL)** and **Requires authentication**
  - In **Port** type **587**

10. Review the settings, particularly the **Port** numbers. It should look similar to the image below:

Windows Live Mail

### Configure server settings

If you don't know your email server settings, contact your ISP or network administrator.

**Incoming server information**

Server type: **POP**

Server address:  Port:

Requires a secure connection (SSL)

Authenticate using: **Clear text**

Logon user name:

**Outgoing server information**

Server address:  Port:

Requires a secure connection (SSL)

Requires authentication

Cancel Back Next

11. Click **Next**
12. Click **Finish**

Congratulations. Your mail account is set up.

To test the account

1. Click **Home**
2. Click **Email Message**
3. Compose and send an email to yourself.

If you get an error, review your settings in **Properties** on the **Accounts** ribbon or call our helpdesk for assistance.