

Guide to add Kindergarten email to Windows Live Mail

Start Windows Live Mail.

🛃 📗 📄 🗻 🖥 = 🛛 Inbox - Wi	indows Liv	ve Mail
Home Folders	View	Accounts
Email Photo Items message email *	Delete	Reply Reply Forward Instant all * message
	ciete	Kespond
Quick views	Search	for a message 🔎
Unread email		
Unread from contacts Unread feeds	The	re are no items in this view.
example@Kindergart		
Inbox		
Drafts		
Sent items		
Junk email		

1. Select Accounts ribbon.



2. Select the **Properties** button.

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Home	Folders	View	Accounts	
Email Newsgroup	Properties			
Quick views Unread email	Properties See the p	roperties f	or this accour	nt.



- 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
- 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







Configure server settings If you don't know your email server settings, cont	act your ISP or network administrator.	
Incoming server information	Outgoing server information	
Server type:	Server address:	Port:
РОР	•	25
Server address: Port:	<u>Requires a secure connection (SSL</u> Requires <u>a</u> uthentication)
Requires a secure connection (SSL)		
Clear text	•	
Logon user name:		

- 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:

Incoming server information		Outgoing server information	
Server type:		Server address:	Port:
POP	-	mail.kindergarten.vic.gov.au	587
mail.kindergarten.vic.gov.au Requires a secure connection (SSL) Authenticate using:	995	Kequires autnentication Kequires autnentication	
CI	10.00		
Clear text Logon user name:	•		
Clear text Logon user name: example@kindergarten.vic.gov.au			

The Kindergarten IT Program is supported by the Victorian Government.



11. Click Next

12. Click Finish

Congratulations. Your mail account it 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.



