

Guide to add Kindergarten email to Windows Mail

Start Windows Mail.

Select **Accounts** from the Tools menu.



In Internet Account Window Click on "Add..." button

Mail mail.vicnet.net.au (default) example@kindergarten.vic.gov.au	Add
example@kindergarten.vic.gov.au Directory Service	
	Properties
	Set as Default
	Import
	Export
	Set Order

In select Account Type Window, click on **E-mail Account** and select Next.

Select Account Type	
What type of account would you like to add?	
What information do I need to set up my account?	Next Cancel

In Display name field type any name you want either your name or your Kindergarten name.

O		×
Your Name		
When you send e-mail, yo Type your name as you w	our name will appear in the From field of the outgoing mess ould like it to appear.	age.
Display name:	Any Name	
	For example: John Smith	
Where can I find my e-ma	ail account information?	
		Next Cancel





In E-mail address: type your Kindergarten email address ending with @kindergarten.vic.gov.au

0		
Internet E-mail Address		
Your e-mail address is the	address other people use to send e-mail messages to you.	
E-mail address:	YourKinderEmail@kindergarten.voc.gov.au	
	For example: someone@microsoft.com	
Where can I find my e-ma	il account information?	
		Next Cancel

In Setup e-mail servers window,

Select POP3 for Incoming e-mail server type

For Incoming mail (pop3 or IMAP) and Outgoing e-mail server (SMTP), type the following server address: mail.kindergarten.vic.gov.au

Tick the check box that says "Outgoing server requires authentication"

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Set up e-mail servers	
Incoming e-mail server type:	
POP3 💌	
Incoming mail (POP3 or IMAP) server: mai.kindergarten.vic.gov.au	
Outgoing e-mail server (SMTP) name: mail.kindergarten.vic.gov.au	
Outgoing server requires authentication	
Where can I find my e-mail server information?	
	Next Cancel





In Internet Mail Logon, for E-mail Username type your full kindergarten email address ending with @kindergarten.vic.gov.au

Under password type your email Password.

9		×
Internet Mail Logon		
Type the account name	and password your Internet service provider has given yo	u.
E-mail username:	YourKinderEmail@kindergarten.vic.gov.au	
Password:	••••••••• Remember password	
		Next Cancel

Click Finish button.

G	
Congratulations	
You have successfully entered all of the information required to set up your account.	
To save these settings and download your e-mail, click Finish.	
Do not download my e-mail at this time	
	Finish Cancel





Now in your Internet Accounts Window, select your newly added email account and click on **Properties** button:

Mail	^
mai.kindergarten.vic.gov.au	Add
mail.vicnet.net.au (default)	Remove
Directory Service	Properties
	Set as Default
	Import
	Export
	Set Order

Your General tab should look similar to the image below:

Type the servers.	e name by which you would like to refer to these For example: "Work" or "Windows Mail".
mai.kindergarte	n.vic.gov.au
User Information	·
Name:	Any Name
Organization:	
E-mail address:	YourKinderEmail@kindergarten.vik.gov.au
Reply address:	
Include this acco	unt when receiving mail or synchronizing





Now click on Advanced tab, you will get a window with following information as shown in the image below:

seneral	Servers Connection Security Advanced
Server	ort Numbers
Out	oing mail (SMTP): 25 Use Defaults
	nis server requires a secure connection (SSL)
Inco	ning mail (POP3): 110
	is server requires a secure connection (SSL)
Server	imeouts
Sho	Long 1 minute
Sendir	
	eak apart messages larger than 60 🙀 KB
Delive	
	ave a copy of messages on server
E	Remove from server after 5 🚔 day(s)
Î	Remove from server when deleted from 'Deleted Items'

Now change the settings in the Advanced tab to look exactly like the image below,





General	Servers	Connection	Security	Advar	nced					
Server	Port Num	ibers —							-	
Out	going ma	il (SMTP):	587			U	se Defau	lts		
	This serve	r requires a s	ecure cor	nectio	n (SSL)					
Inco	oming ma	il (POP3):	995							
	This serve	r requires a s	ecure cor	nectio	n (SSL)					
Server	Timeouts									
Sho	nt0		Long	1 m	ninute					
Sendir	ig									
() 	Break apar	t messages l	arger tha	n	60		КВ			
Delive	ry									
📝 L	eave a co	py of messa	ges on se	rver						
S	Remove	from server	after	14	*	day(s)				
	Remove	from server	when de	leted f	rom 'De	leted]	ltems'			
				ſ	OK		Cano		An	shr
					UN		Canc	<u>.</u>	(A)	ny.

Now click Apply->Close->close.

Test your email by sending a test email.



