Guide to add Kindergarten email to Windows Mail
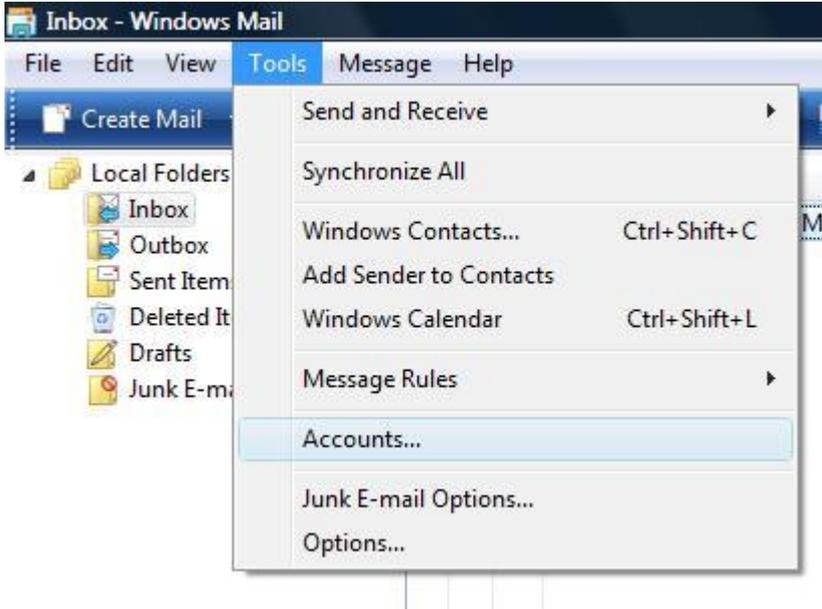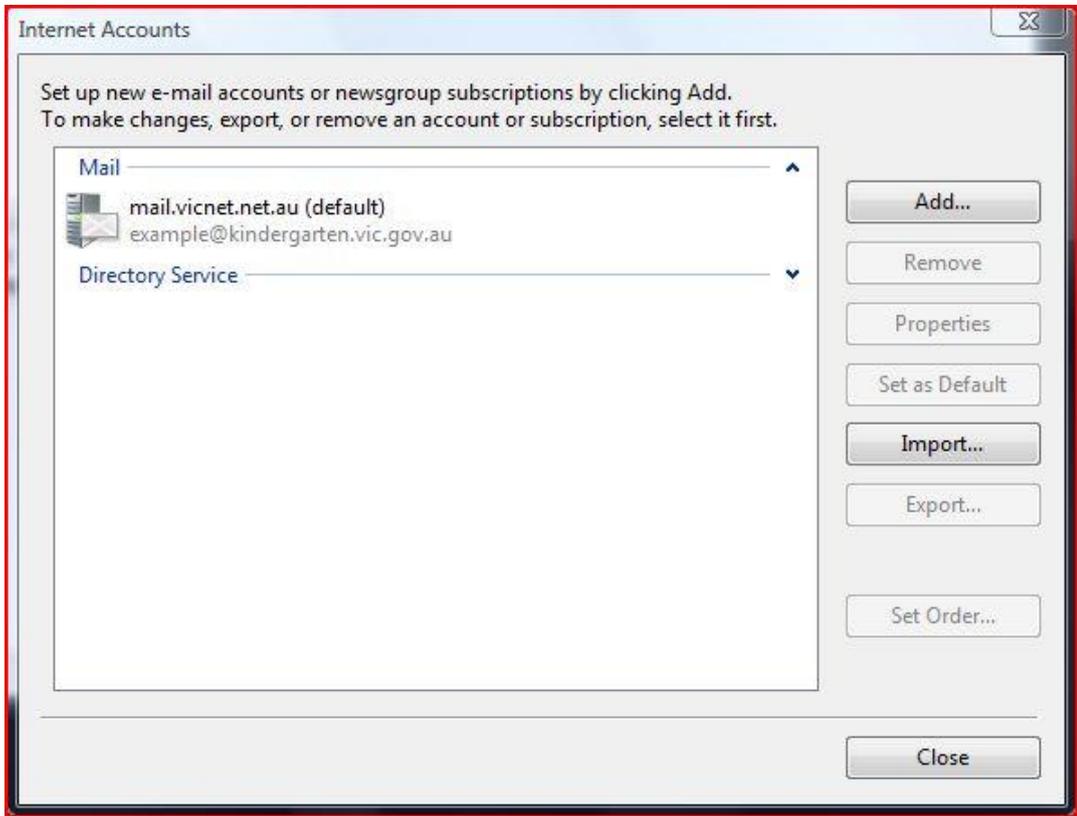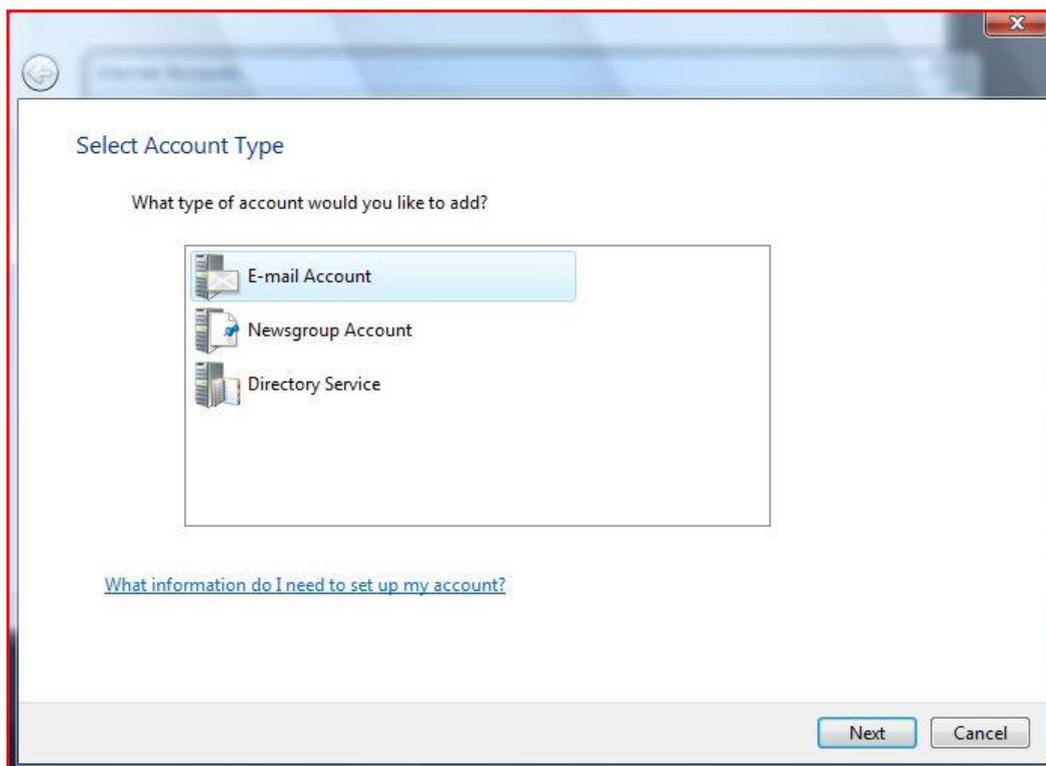
Start **Windows Mail**.

Select **Accounts** from the Tools menu.

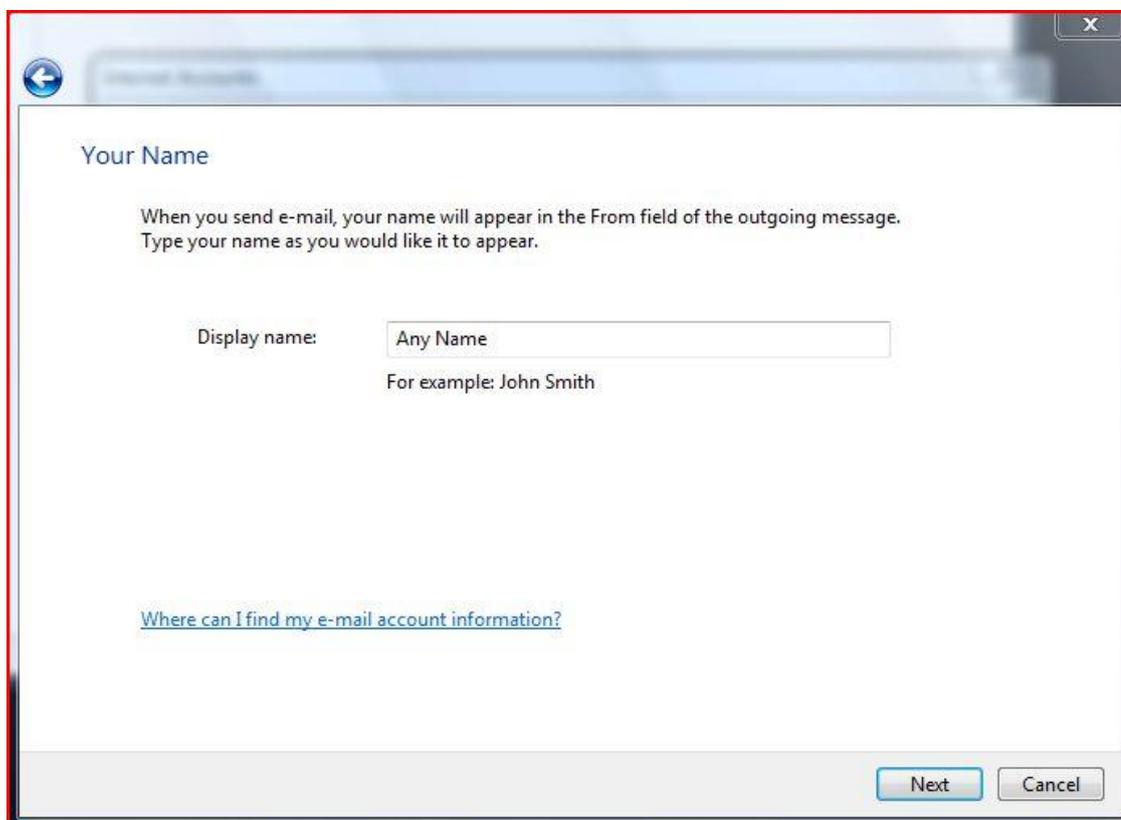
In Internet Account Window Click on "**Add…**" button

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

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

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

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"

Phone: (03) 8664 7001 Free Call: 1800 629 835 Fax: (03) 9639 2175
www.kindergarten.vic.gov.au   info@kindergarten.vic.gov.au
State Library of Victoria, 328 Swanston St, Melbourne, VIC 3000 Australia
The Kindergarten IT Program is supported by the Victorian Government.

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

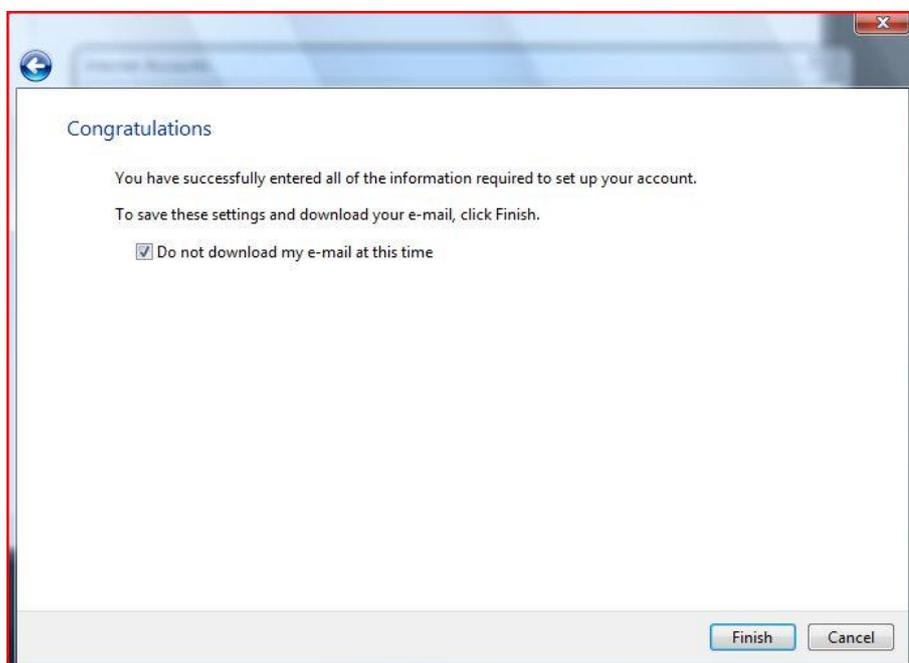Under password type your email Password.

Click Finish button.

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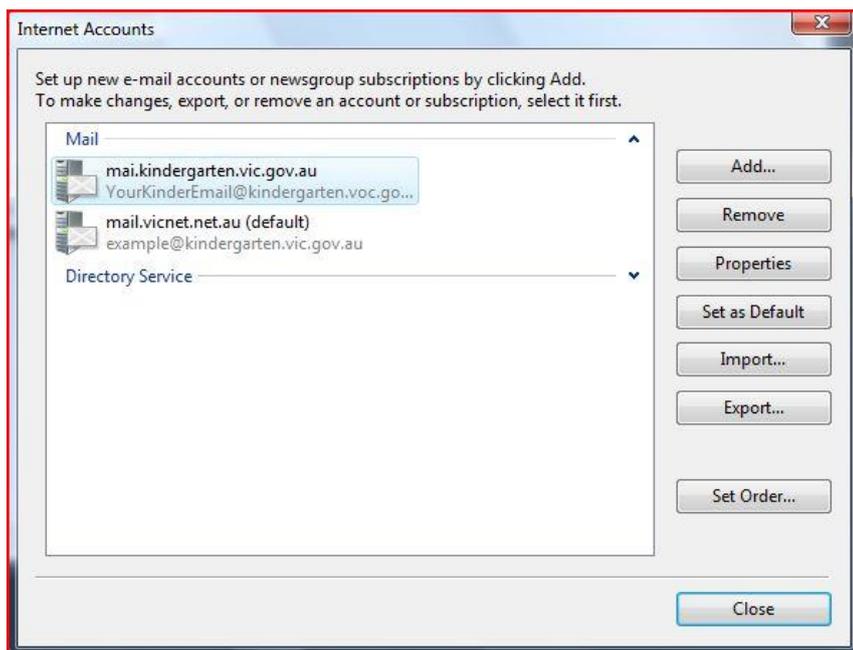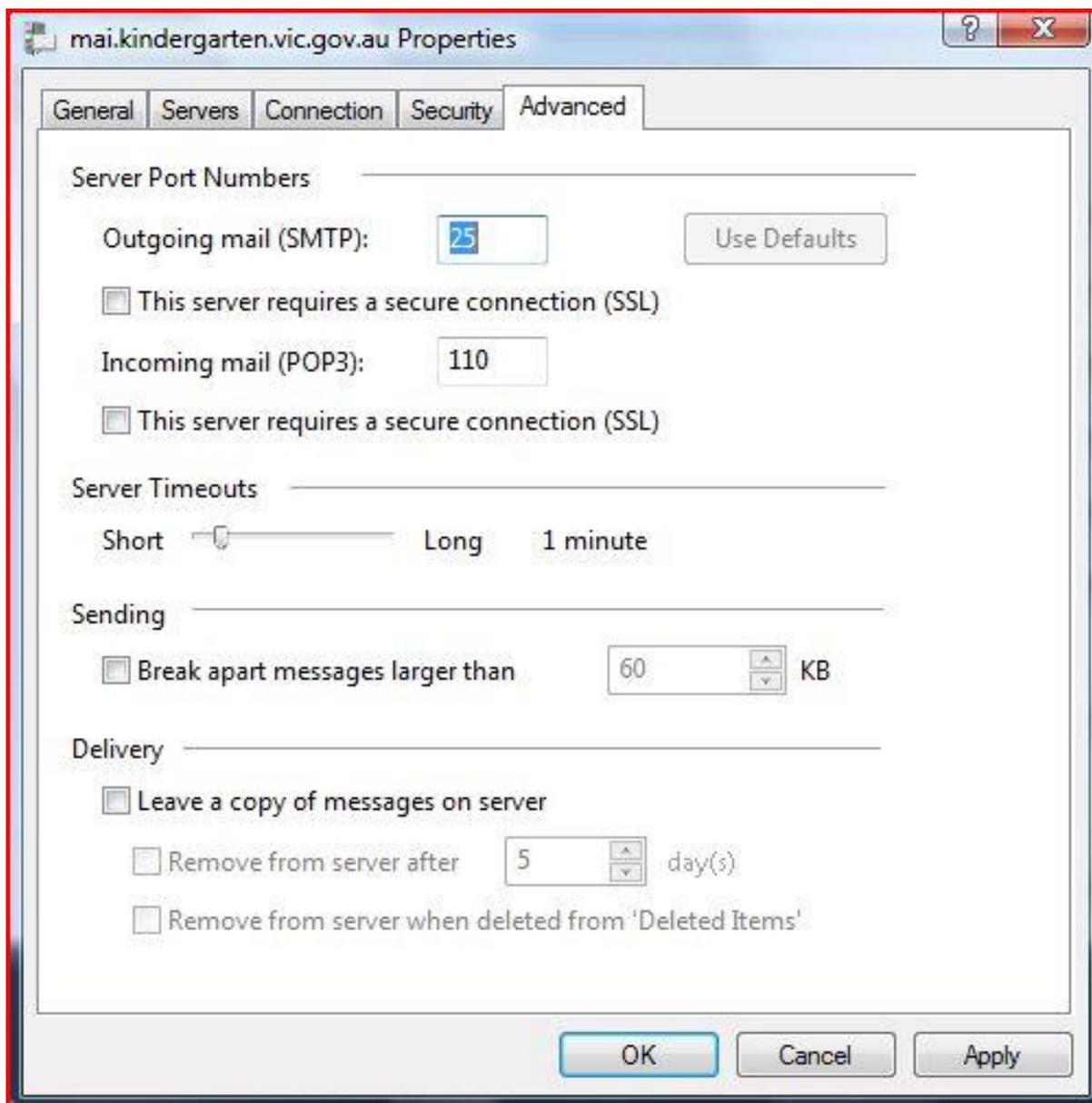

Your General tab should look similar to the image below:

Phone: (03) 8664 7001 Free Call: 1800 629 835 Fax: (03) 9639 2175
www.kindergarten.vic.gov.au   info@kindergarten.vic.gov.au
State Library of Victoria, 328 Swanston St, Melbourne, VIC 3000 Australia
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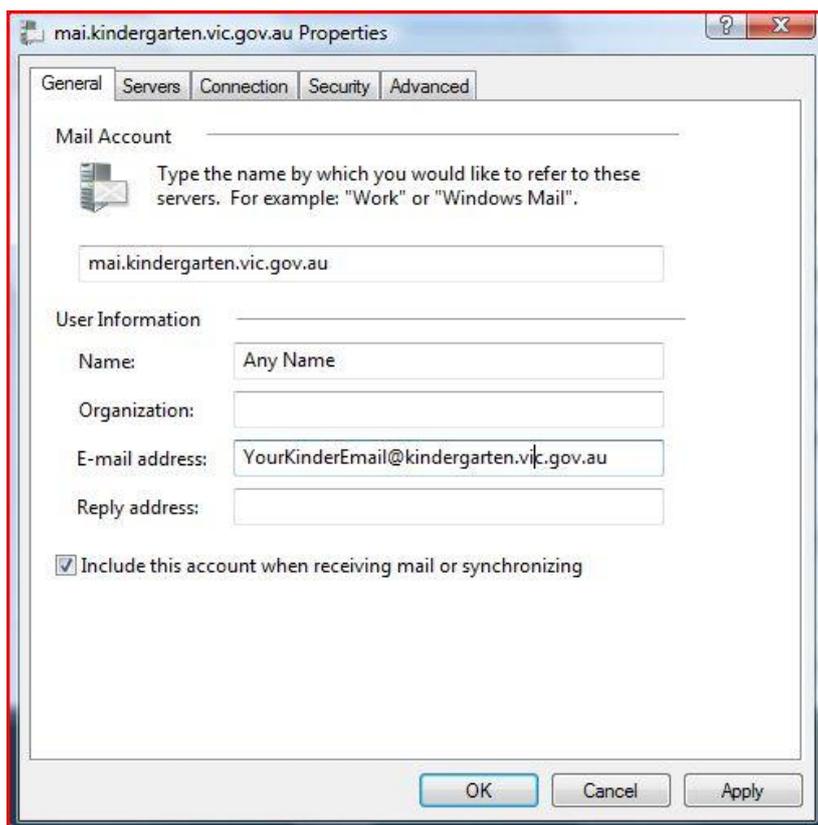
Now click on Advanced tab, you will get a window with following information as shown in the image below:

Now change the settings in the Advanced tab to look exactly like the image below,
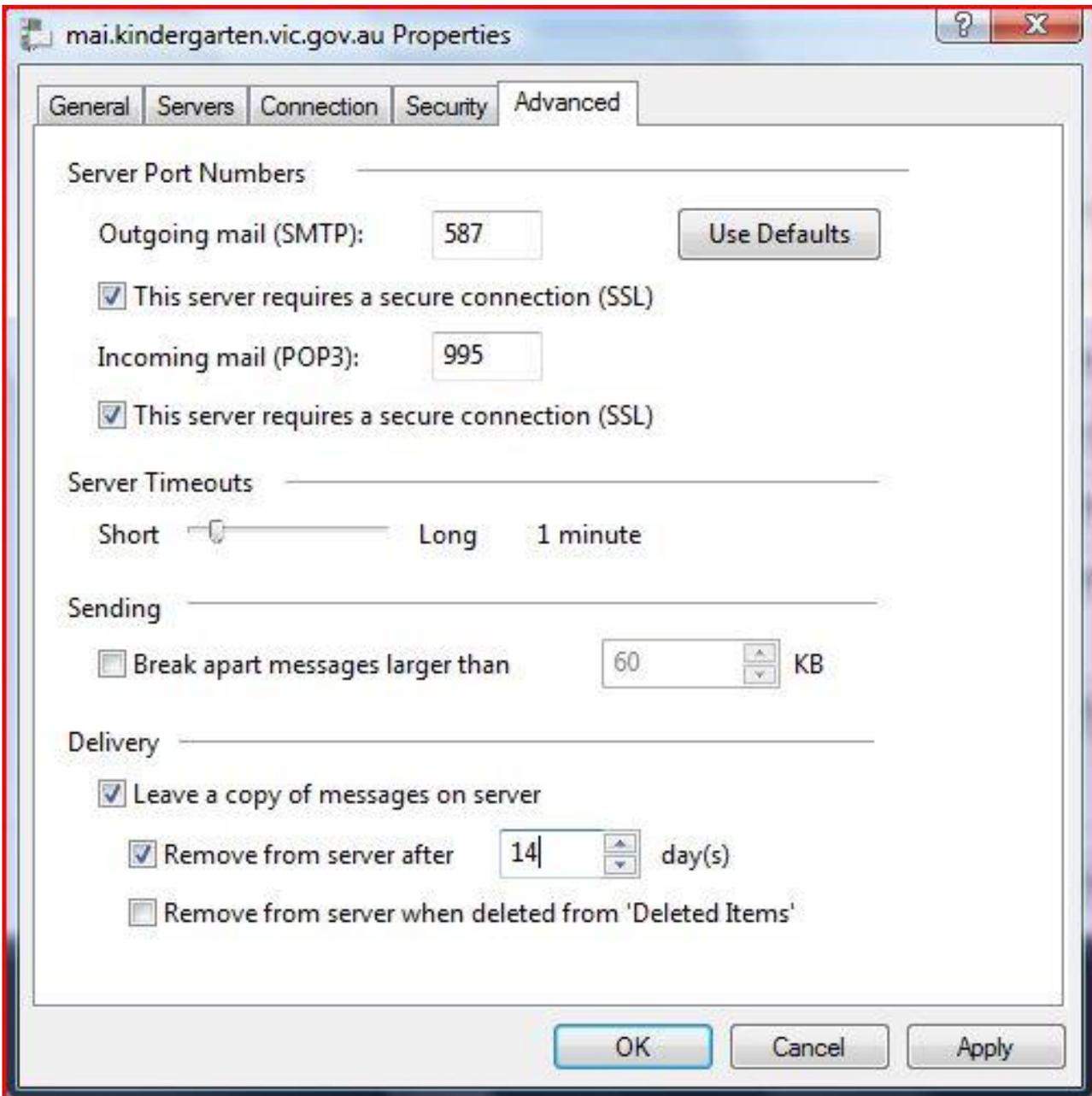
Now click Apply->Close->close.

Test your email by sending a test email.