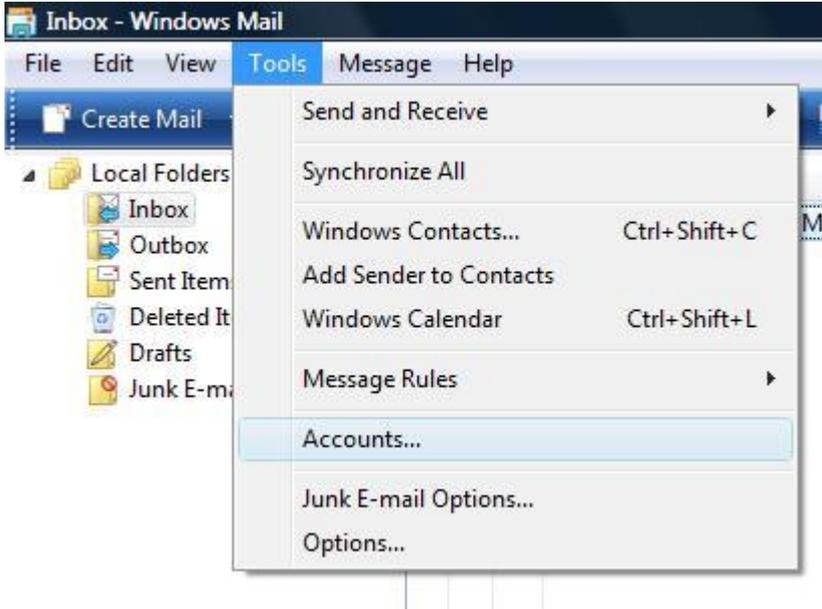


# Kindergarten IT Program

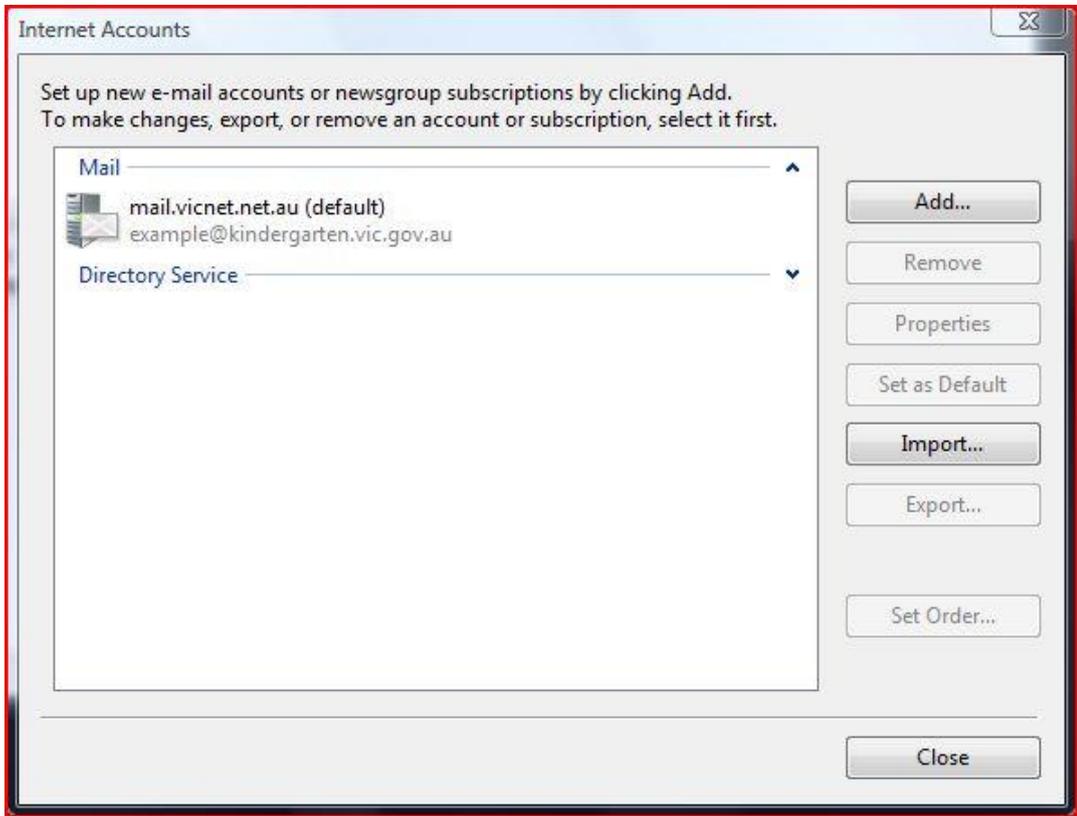
## Guide to add Kindergarten email to Windows Mail

Start **Windows Mail**.

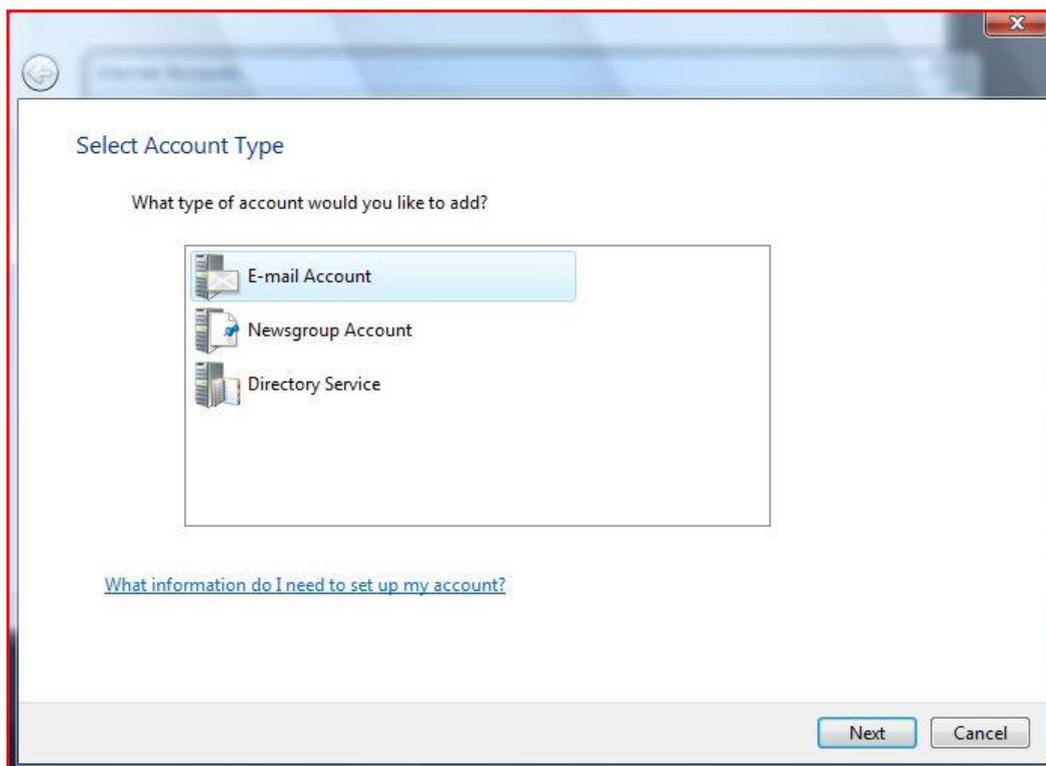
Select **Accounts** from the Tools menu.



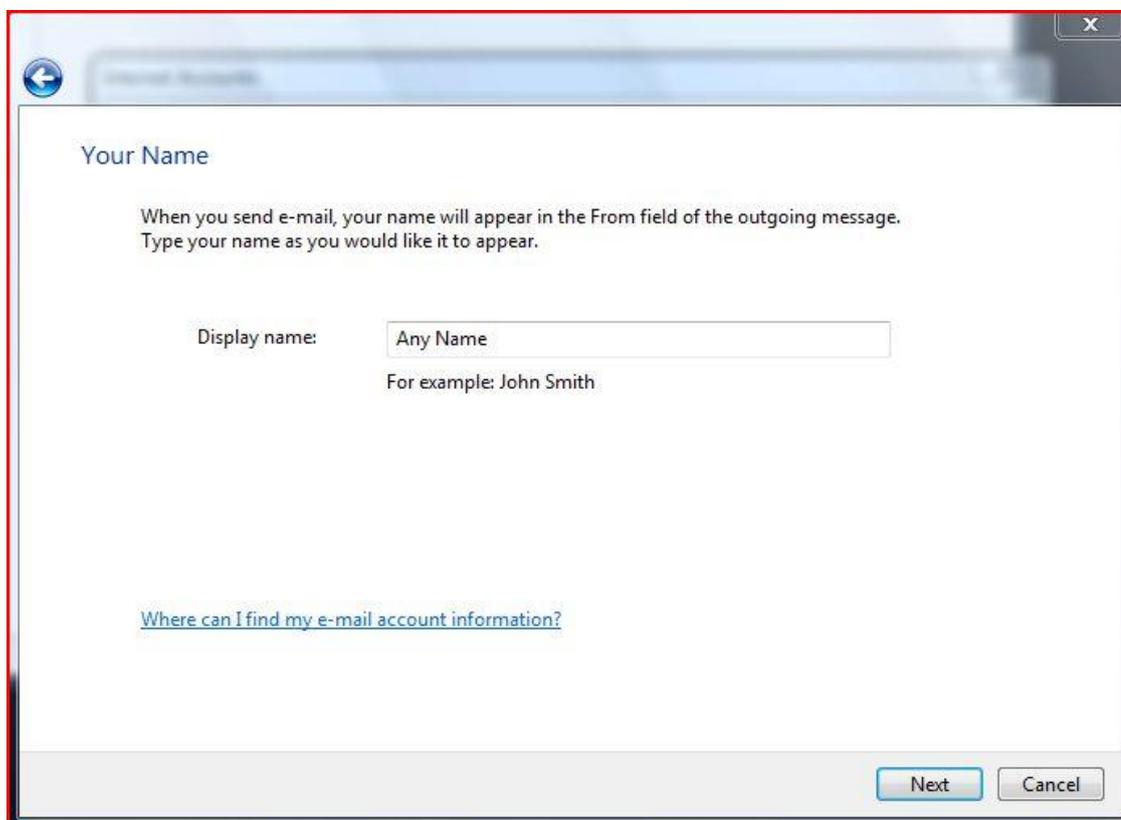
In Internet Account Window Click on “**Add...**” button



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

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

[Where can I find my e-mail 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”**

Set up e-mail servers

Incoming e-mail server type:  
POP3

Incoming mail (POP3 or IMAP) server:

Outgoing e-mail server (SMTP) name:

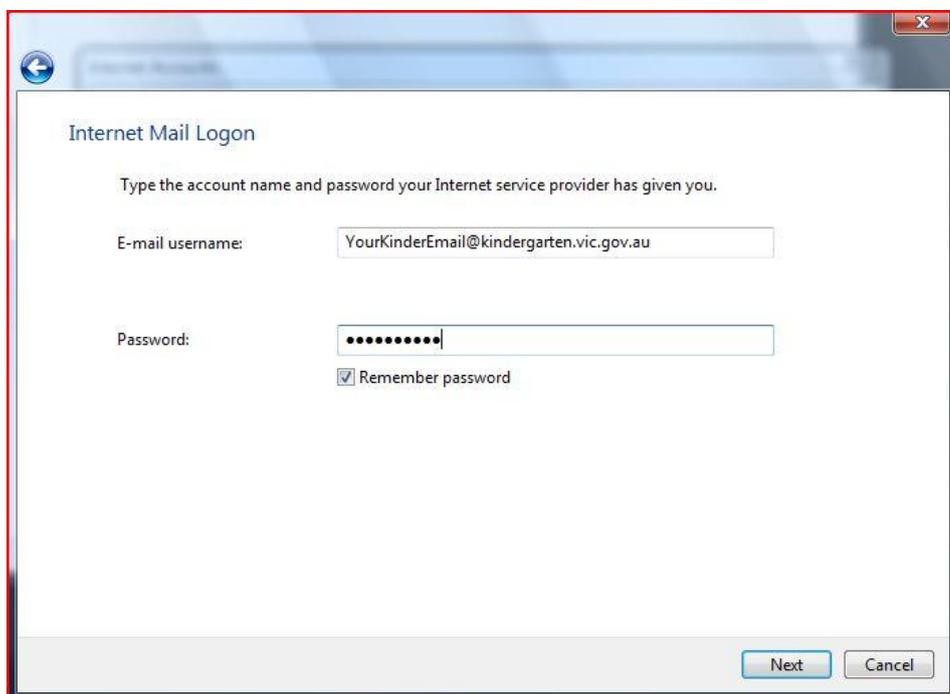
Outgoing server requires authentication

[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

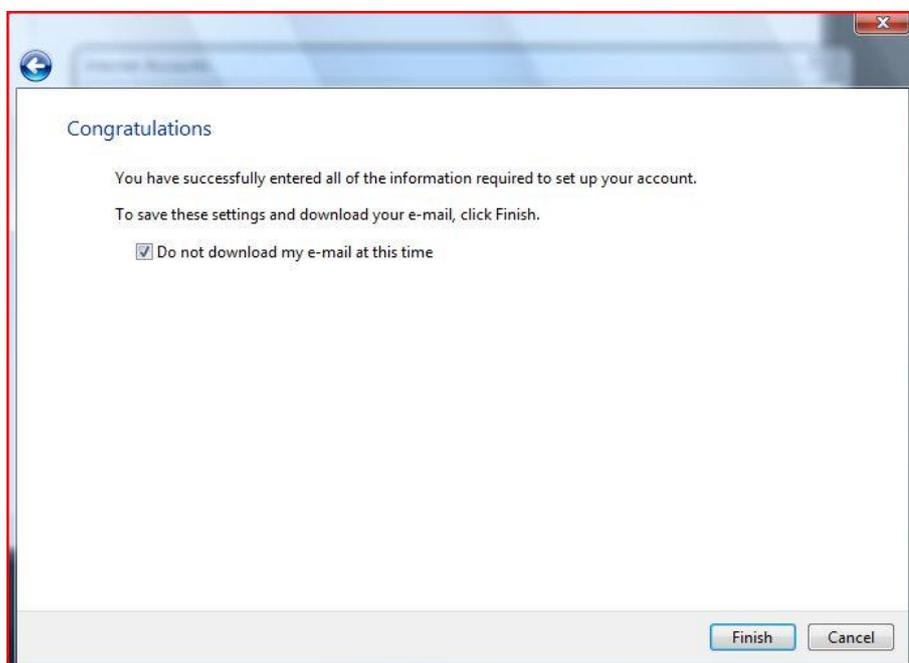
Under password type your email Password.



The screenshot shows a dialog box titled "Internet Mail Logon". It contains the following elements:

- A title bar with a close button (X) in the top right corner.
- A back arrow icon in the top left corner.
- The text "Internet Mail Logon" in a blue header.
- The instruction: "Type the account name and password your Internet service provider has given you."
- An "E-mail username:" label followed by a text input field containing "YourKinderEmail@kindergarten.vic.gov.au".
- A "Password:" label followed by a password input field with ten dots. Below it is a checked checkbox labeled "Remember password".
- At the bottom right, there are two buttons: "Next" and "Cancel".

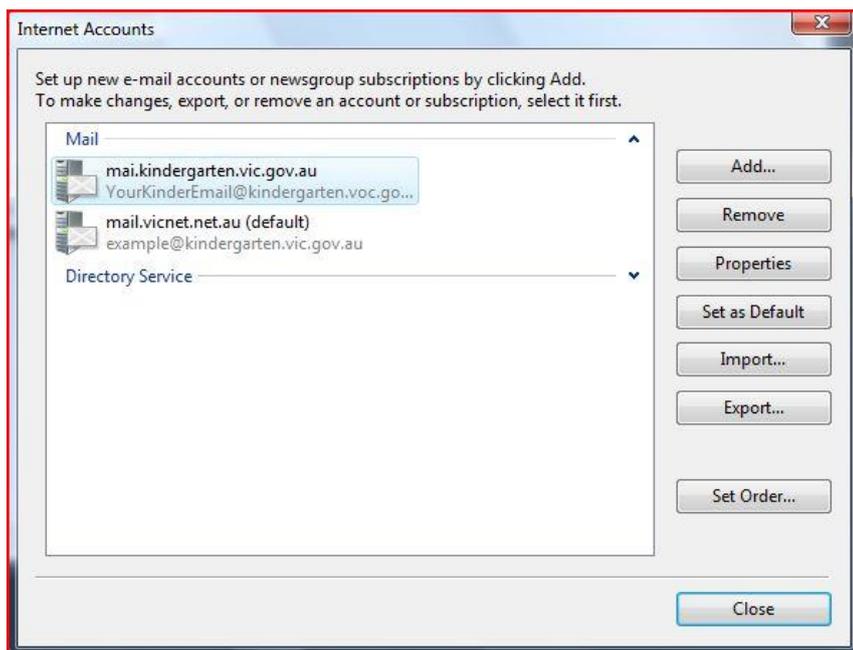
Click Finish button.



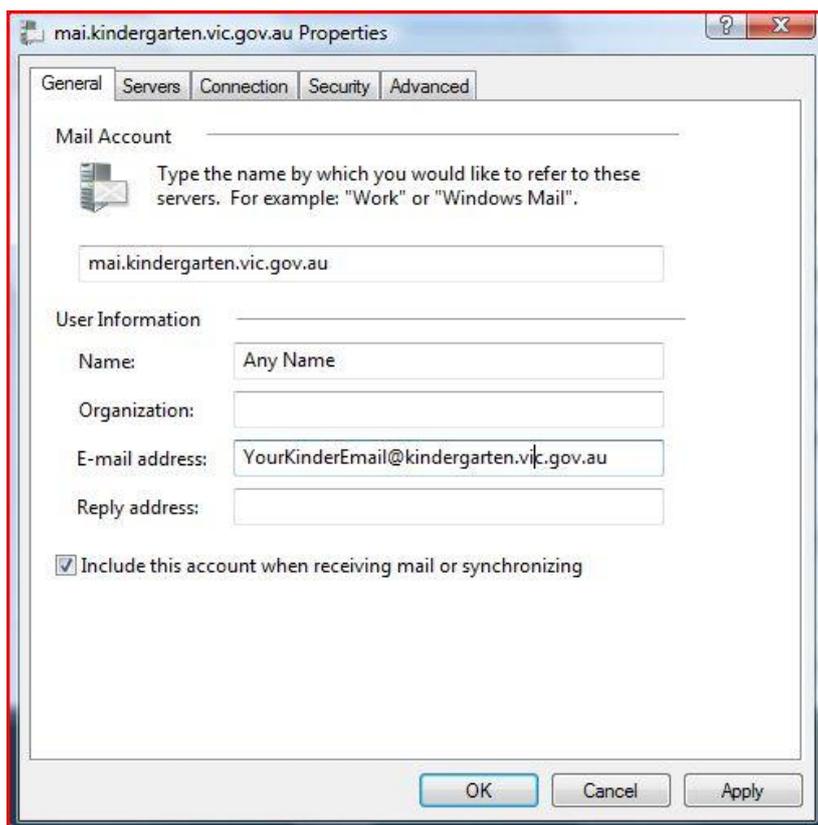
The screenshot shows a dialog box titled "Congratulations". It contains the following elements:

- A title bar with a close button (X) in the top right corner.
- A back arrow icon in the top left corner.
- The text "Congratulations" in a blue header.
- The text: "You have successfully entered all of the information required to set up your account."
- The text: "To save these settings and download your e-mail, click Finish."
- A checked checkbox labeled "Do not download my e-mail at this time".
- At the bottom right, there are two buttons: "Finish" and "Cancel".

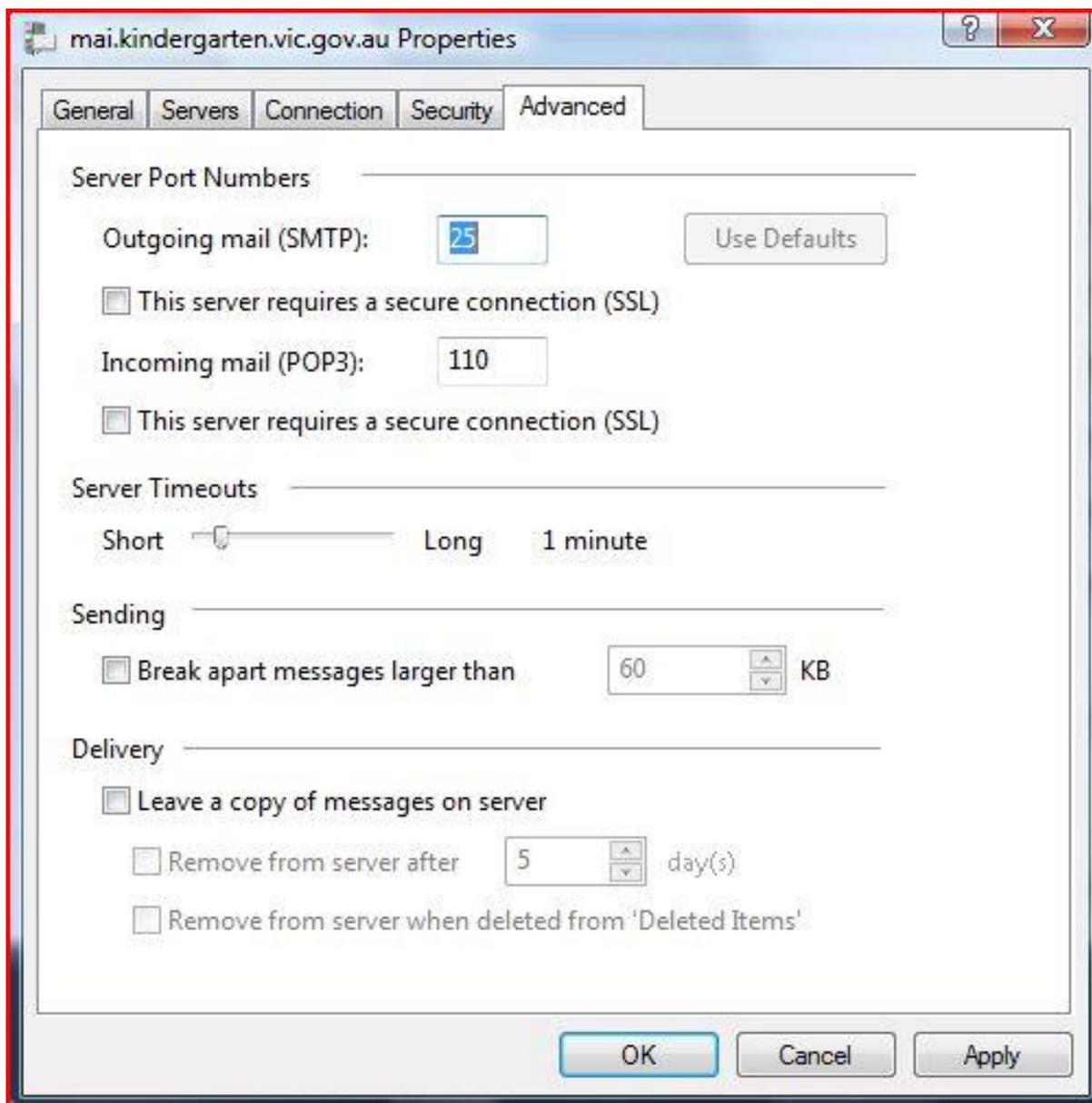
Now in your Internet Accounts Window, select your newly added email account and click on **Properties** button:



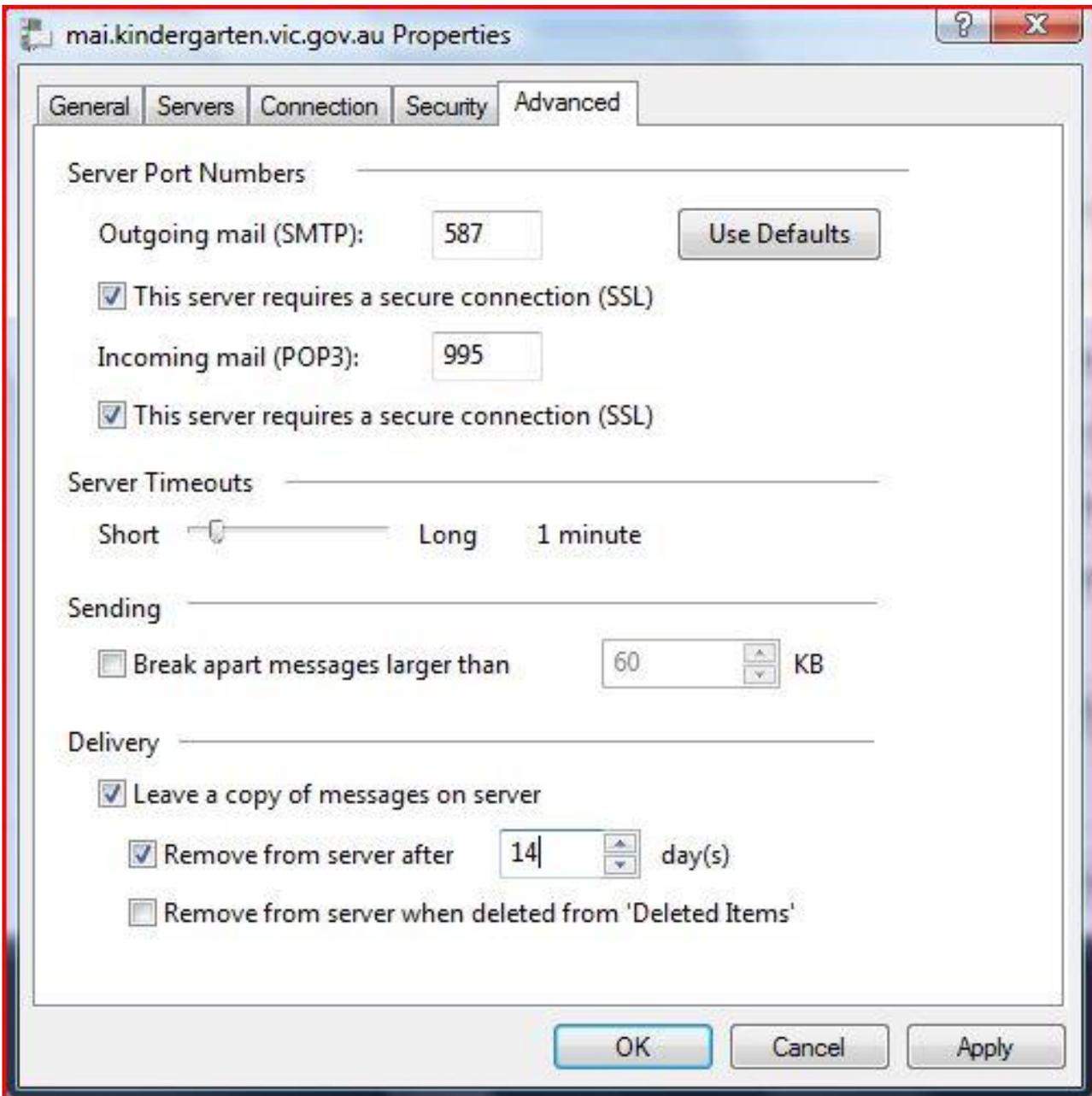
Your General tab should look similar to the image below:



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.