

Kindergarten IT Program



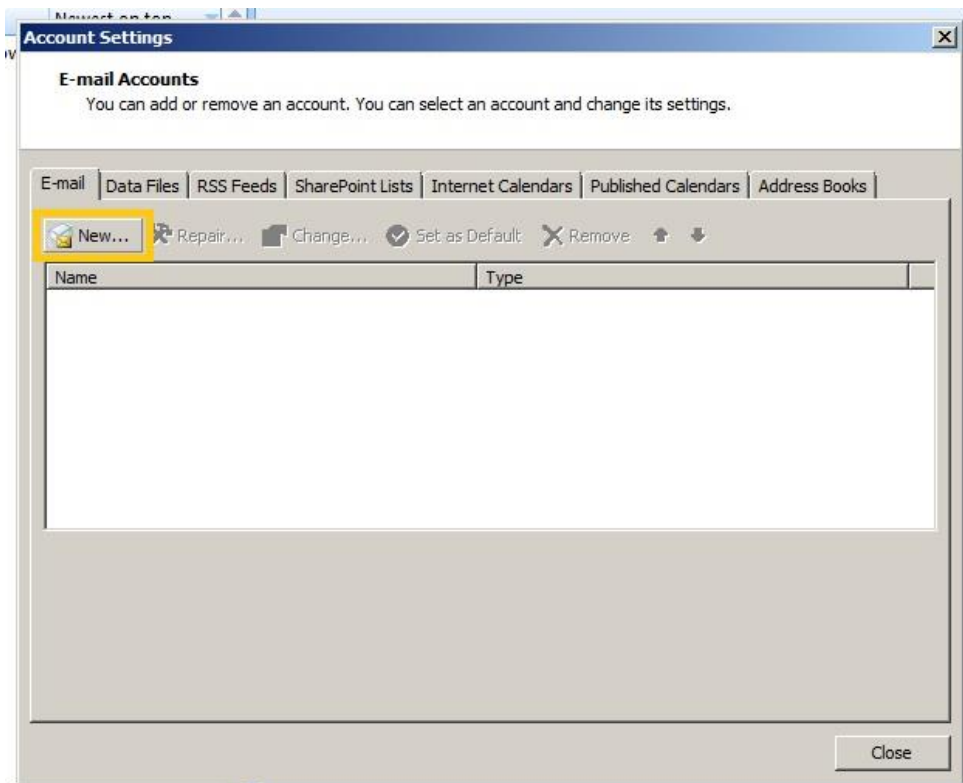
Guide to add Kindergarten email to Outlook 2007

Start Microsoft Outlook 2007

1. Click on **Tools** in the top menu, **Account Settings**.



2. Click on **New...** highlighted on the image below.



The Add New E-Mail Account window will appear

3. Under **User Information**
 - add your preferred name for the account. This can be the address or something more descriptive
 - Add the E-mail Address
4. Under **Server Information**
 - In **Incoming mail server** type **mail.kindergarten.vic.gov.au**
 - In **Outgoing server** type **mail.kindergarten.vic.gov.au**
5. Under **Logon Information**
 - In **User Name** type the whole email address:
your.full.email@kindergarten.vic.gov.au
 - In **Password** type the supplied password

It should look similar to the below image:

Internet E-mail Settings
Each of these settings are required to get your e-mail account

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

6. Now Click on **More settings** button highlighted on the image below.



The screenshot shows a 'Server Information' dialog box with the following fields and options:

- Account Type: POP3
- Incoming mail server: mail.kindergarten.vic.gov.au
- Outgoing mail server (SMTP): mail.kindergarten.vic.gov.au
- Logon Information:
 - User Name: example@kindergarten.vic.gov.au
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)

Buttons: Test Account Settings ..., More Settings ... (highlighted), < Back, Next >, Cancel.

You will get a windows similar to the below image:



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab highlighted. The 'Mail Account' field contains 'example@kindergarten.vic.gov.au'. The 'Other User Information' section has empty fields for 'Organization' and 'Reply E-mail'. Buttons: OK, Cancel.

7. Click on "**Outgoing Server**" button highlighted on the image above.

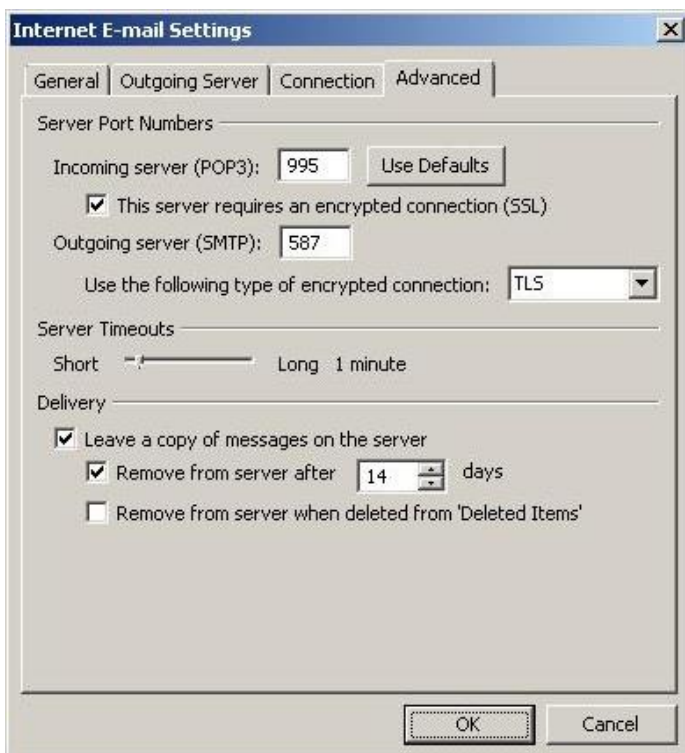
8. Check the tick box where it says **My outgoing server (SMTP) requires authentication**.
- Make sure that the radio button is selected on **Use same settings as my incoming mail server** as shown in the image below.



9. Now click on the **Advanced** button highlighted in rectangle box in the below image



10. Under **Port Server Numbers**
- In **Incoming server (pop3)**: change the port number from 110 to 995
 - Check the tick box **This server requires an encrypted connection (SSL)**
 - In **Outgoing server (SMTP)**: change the port number from 25 to 587
 - In the dropdown menu for where it says **None** under **Use the following type of encrypted connection**: select TLS



11. Click on **OK** button.

12. If all the settings changes match the above guide, click on **Next** button:

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Outlook will inform you that you successfully entered all the required information to setup the email account.

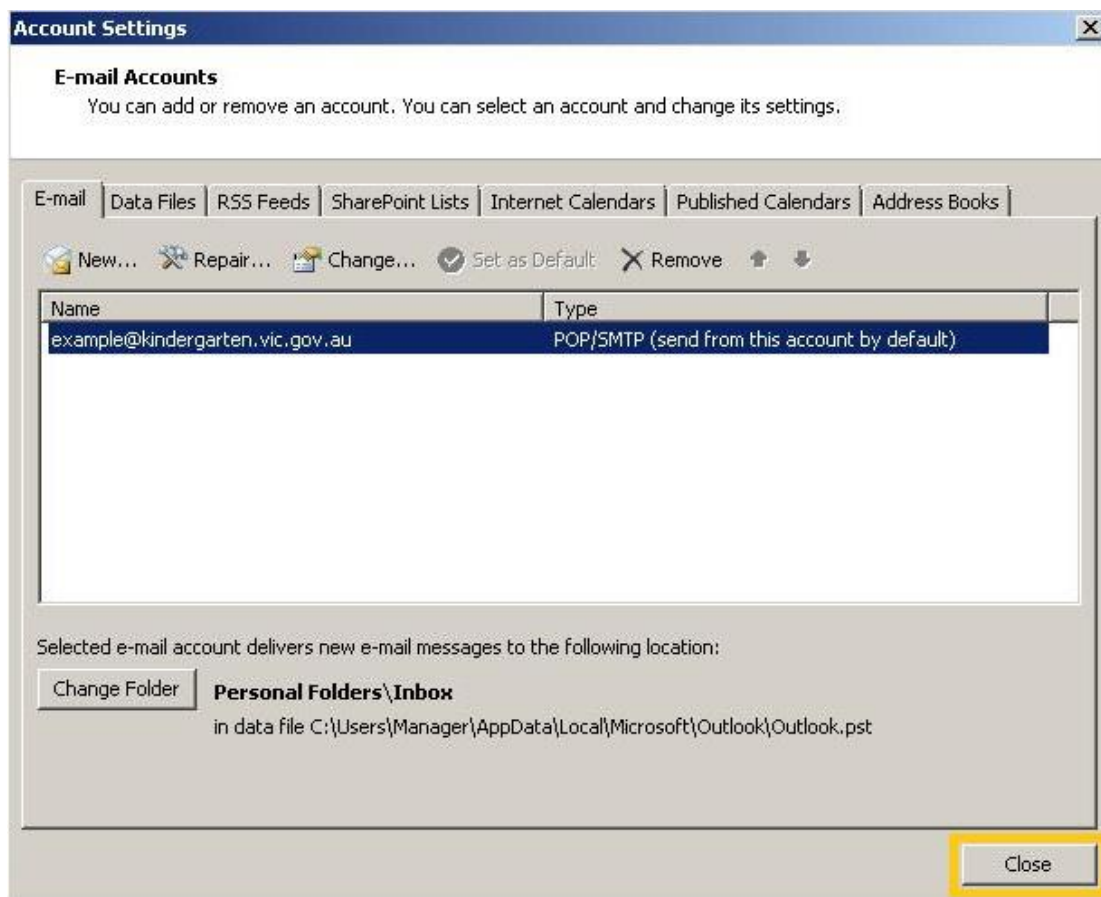
Change E-mail Account

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

13. Click on **Finish** button.



14. Now close the **Account settings** window by clicking close.

Note: In some cases, the outgoing server (SMTP) port number will be 465, change it to 587, and also use the following type of encrypted connection: will be SSL, change it to TLS.