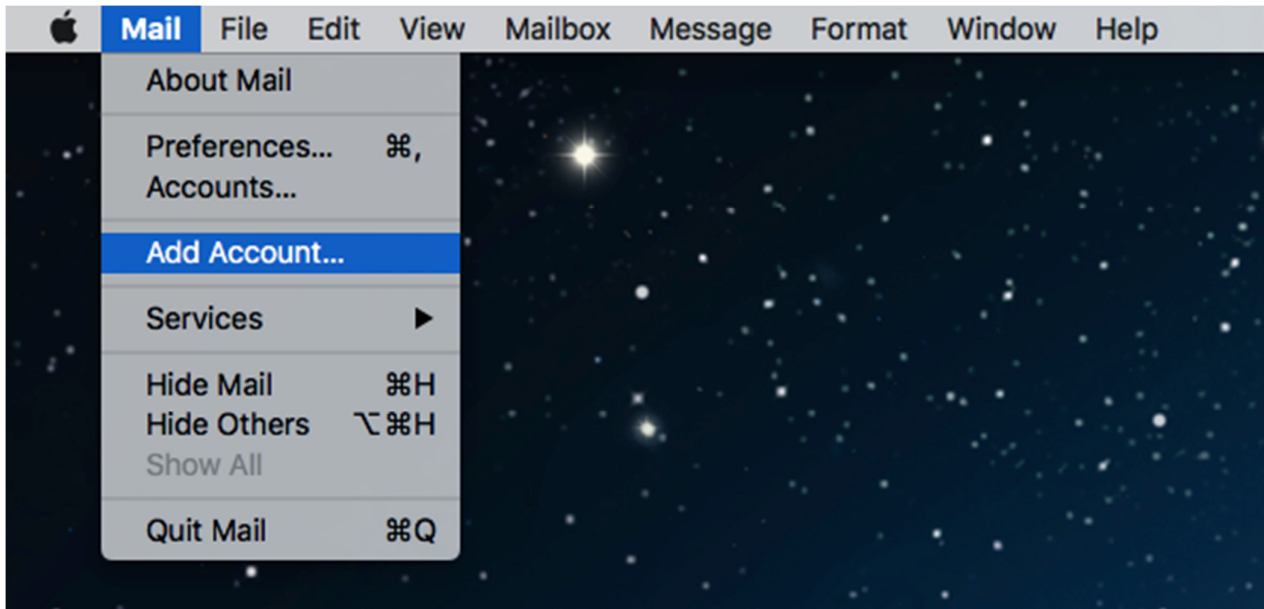




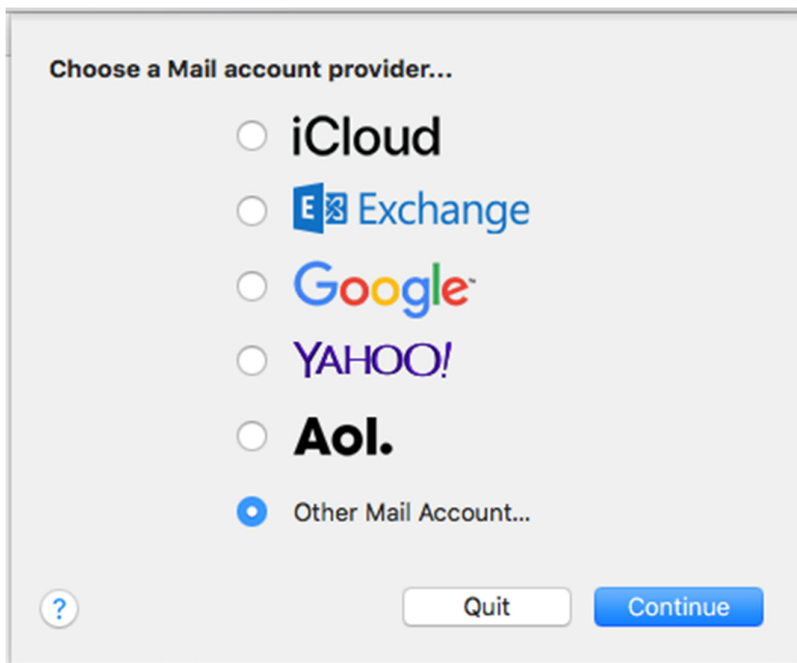
Guide to add Kindergarten email to Mac Mail

Open **MAC Mail** App

Click on **Mail** in the top MAC menu, and then click on **Add Account...** as shown in the picture below:



Select "**Other Mail Account...**" and click on **Continue**



On the **Add a Mail account** window, in **Name** type the *title* people should see in their inbox. In **Email Address** type the *full email address*. In **Password** type the *email password* and press **“Sign In”**

In the next window make sure you have selected **“POP”** as account type and check if the username is your email address.

Under **Incoming/Outgoing mail server** type: **mail.kindergarten.vic.gov.au**

Ignore the message **“Unable to verify account name or Password”**

Click on **“Sign In”**

If everything is correctly entered, then you should be able to see your email are being downloaded into your inbox.

Test your email configuration by sending an email.