



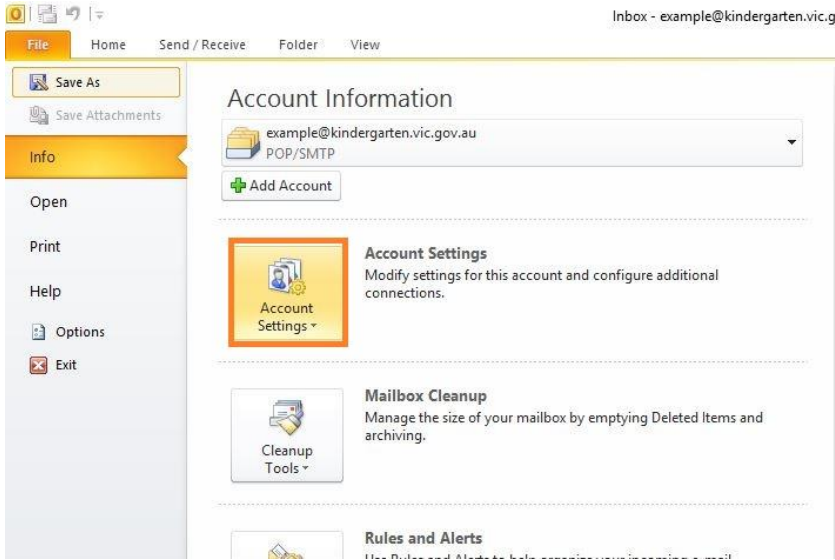
### Guide to add Kindergarten email to Outlook 2010

#### Start Microsoft Outlook 2010

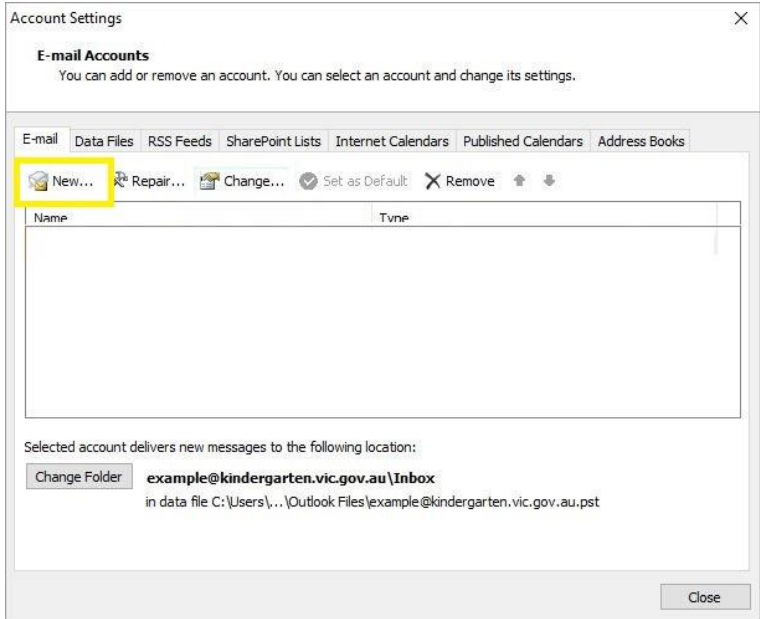
- 1. Click on **File** in the top Menu



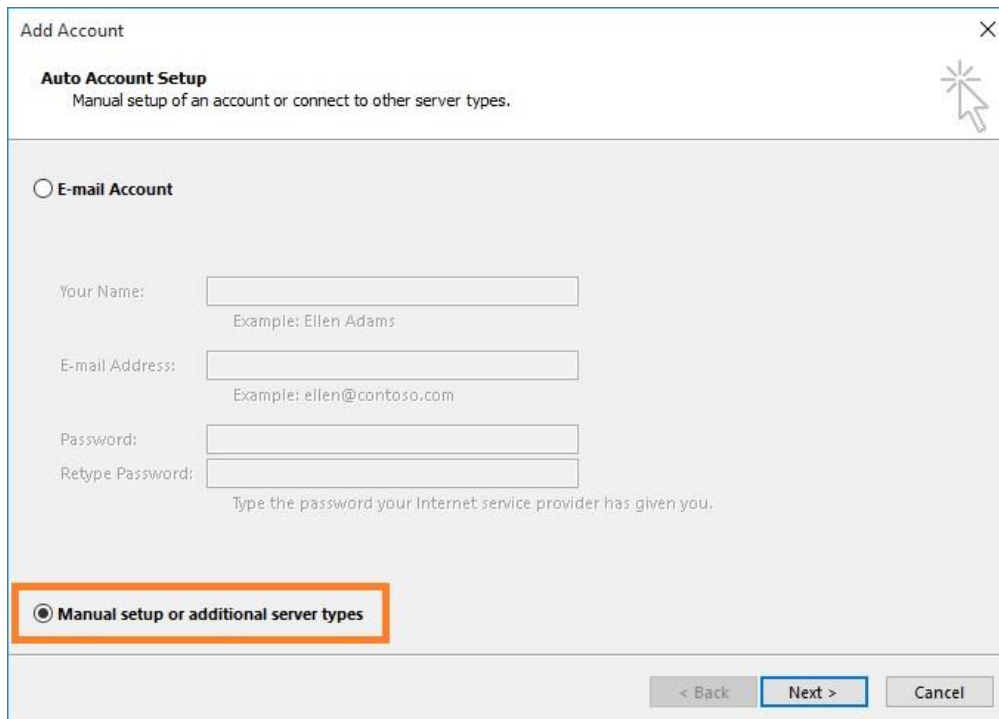
- 2. Click on **Account Settings** and again on **Account Settings** in the dropdown menu.



- 3. One the first tab, called **E-mail**, click on **New** highlighted on the image below.



The Add Account window will appear as pictured below:



Add Account

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

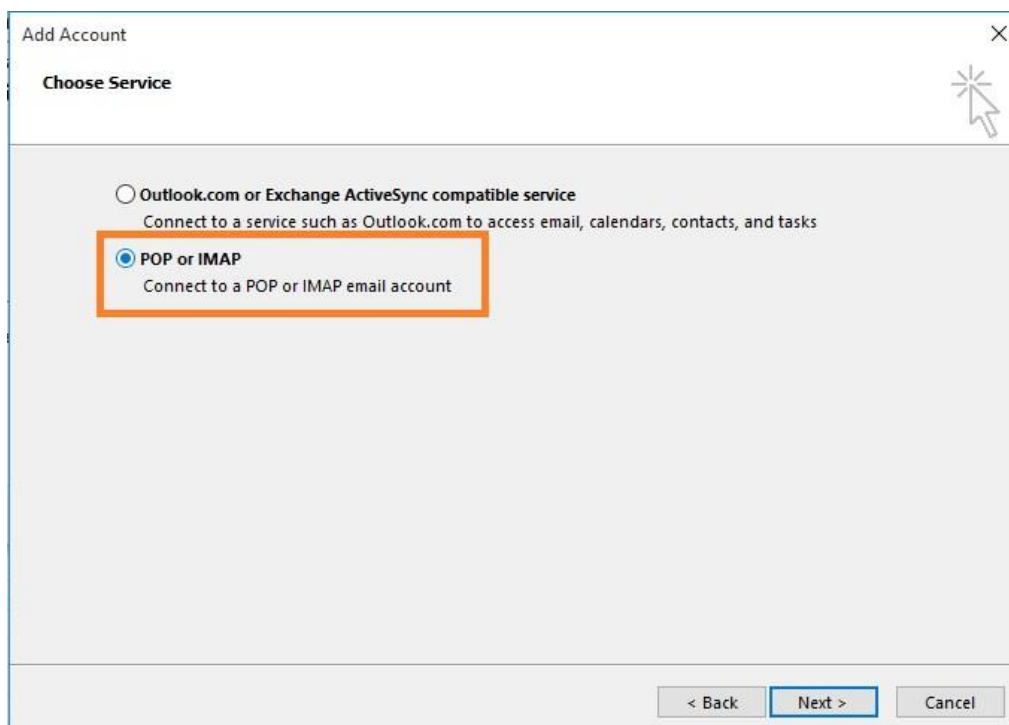
Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back   Next >   Cancel

4. Select the lower radio button **Manual setup or additional server types**. Then click **Next**.

On the next screen you will be prompted to choose a service



Add Account

**Choose Service**

Outlook.com or Exchange ActiveSync compatible service  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP**  
Connect to a POP or IMAP email account

< Back   Next >   Cancel

5. Select the radio button **POP or IMAP** and then click **Next**.

You will get a windows similar to the image below:

Change 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: POP3  
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)

Test Account Settings ...

Test Account Settings by clicking the Next button

More Settings ...

< Back   Next >   Cancel

The Add New E-Mail Account window will appear.

6. Under **User Information**
  - Add your preferred name for the account. This can be the address or something more descriptive
  - Add the E-mail Address
7. Under **Server Information**
  - In **Incoming mail server** type **mail.kindergarten.vic.gov.au**
  - In **Outgoing server** type **mail.kindergarten.vic.gov.au**
8. Under **Logon Information**
  - In **User Name** type the whole email address:  
[your.full.email@kindergarten.vic.gov.au](mailto:your.full.email@kindergarten.vic.gov.au)
  - In **Password** type the supplied password

It should look similar to the below image:

Change Account

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

**User Information**  
Your Name: Kindergarten  
E-mail Address: example@kindergarten.vic.go

**Server Information**  
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.go  
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)  
Test Account Settings ...  
 Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

9. Now Click on **More settings** button highlighted on the image above.

You will get a windows similar to the below image.

10. Click on "Outgoing Server" button highlighted.

- 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 2<sup>nd</sup> image below.

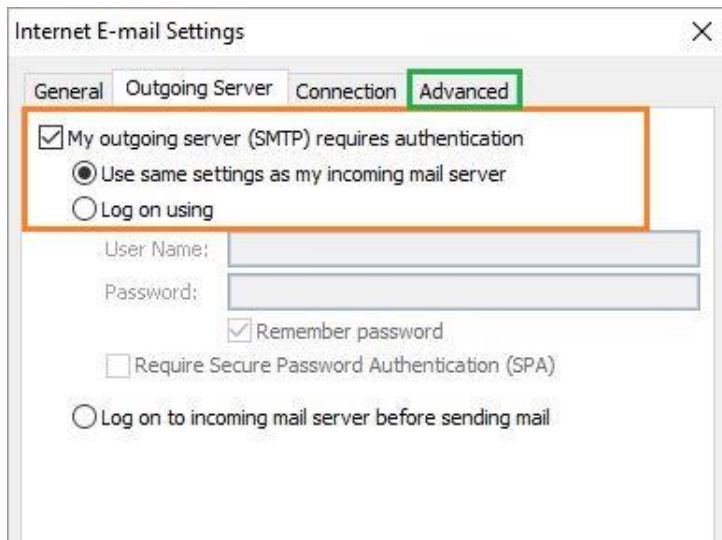
Internet E-mail Settings

General **Outgoing Server** Connection Advanced

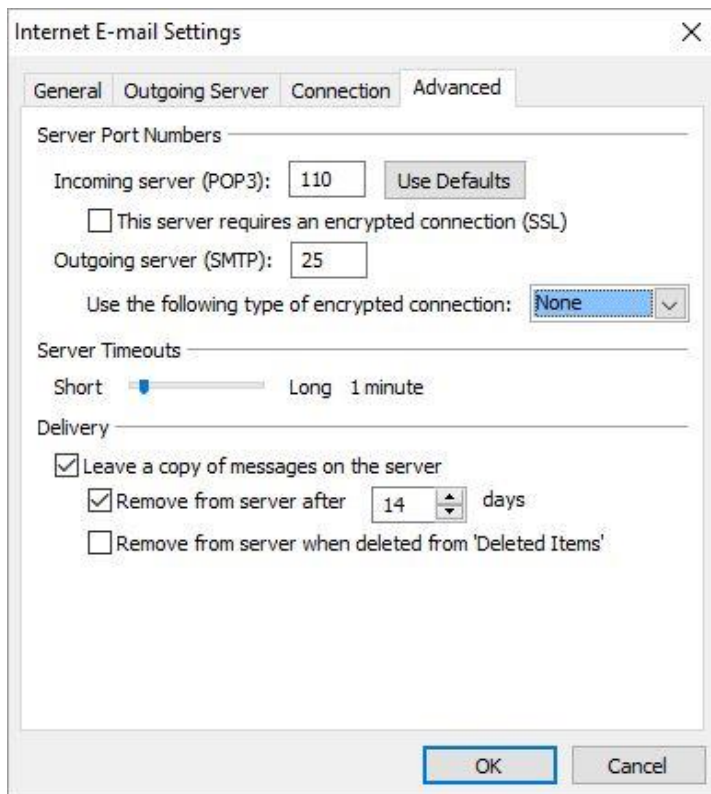
Mail Account  
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"  
example@kindergarten.vic.gov.au

Other User Information  
Organization:  
Reply E-mail:

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



You should see options similar to the image below:



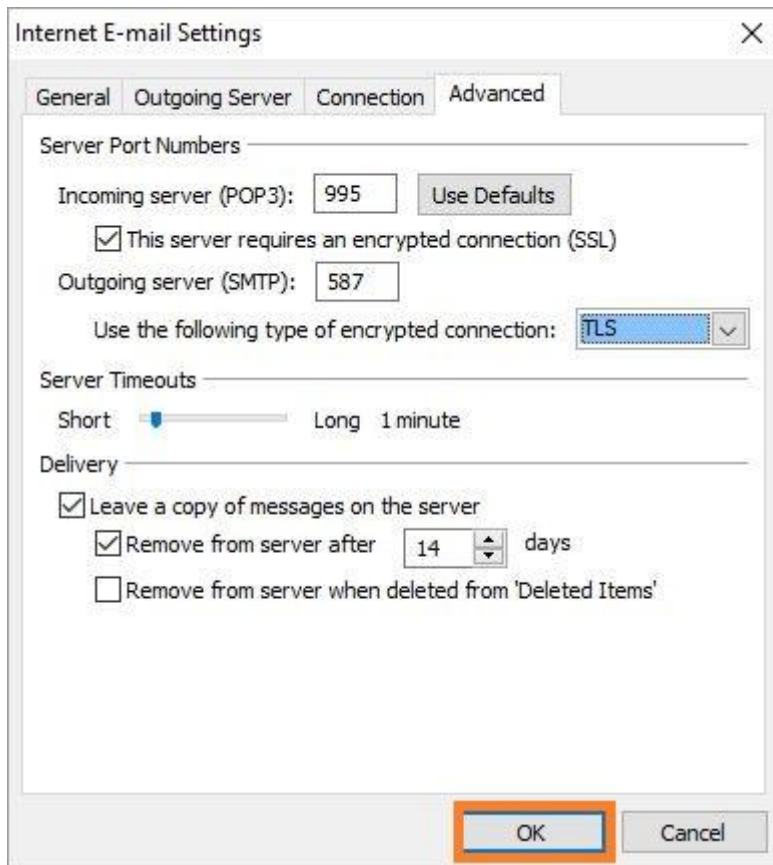
12. Under **Incoming server (pop3):**

- Change the port number from 110 to **995**
- Check the tick box where it says **This server requires an encrypted connection (SSL)**

13. Under **Outgoing server (SMTP):**

- Change the port number from 25 to **587**
- In the **Use the following type of encrypted connection:** dropdown, change it from **None** to **TLS**

If you have made all the required changes correctly it should look like the image below:



**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.

14. Click on **OK** button.
15. Confirm the settings changes match the above guide, click on **Next** button:

Change 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)

Test Account Settings by clicking the Next button

Outlook will check the settings changes and if all the settings changes are correct, you will get a windows similar to the image below:

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

- Click on **Close** button and then click on **Finish** button. Now close the **Account settings** window.