



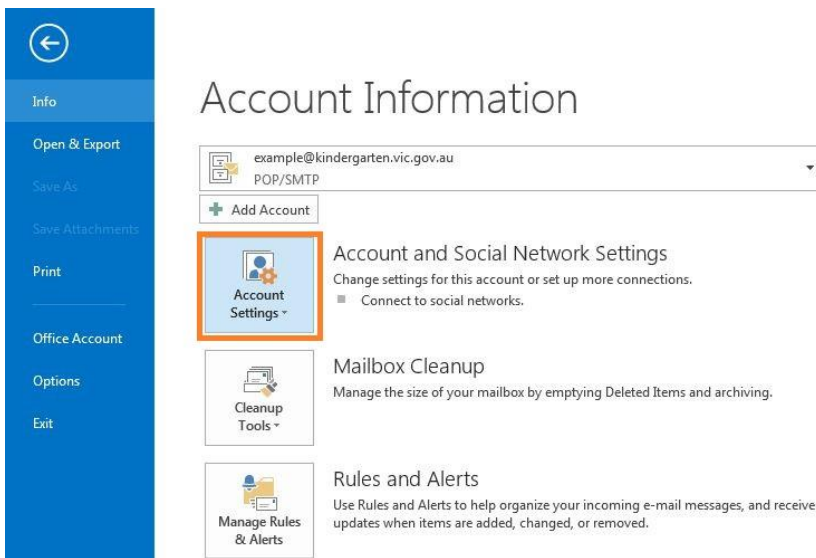
Guide to add Kindergarten email to Outlook 2013 and 2016

Start Microsoft Outlook 2013 or 2016

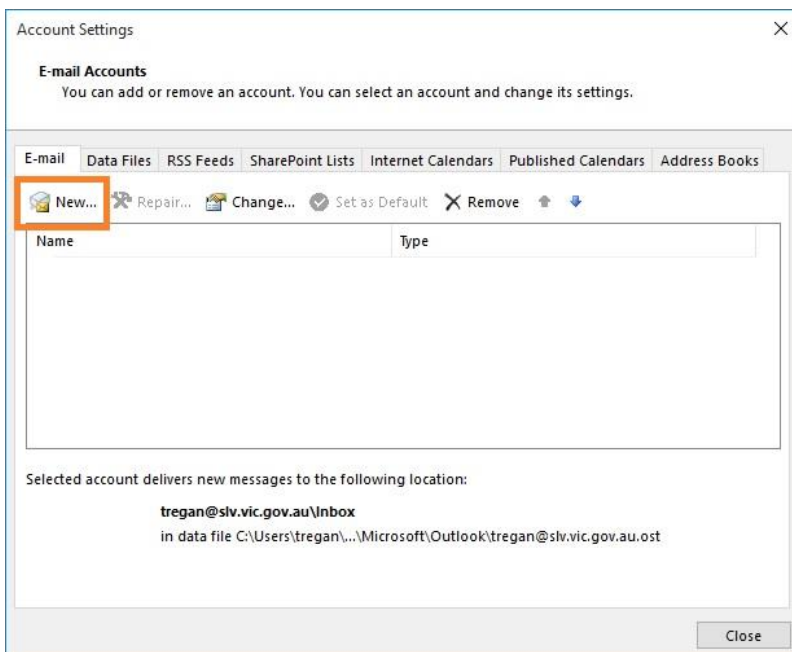
1. Click on **File** in the top Menu



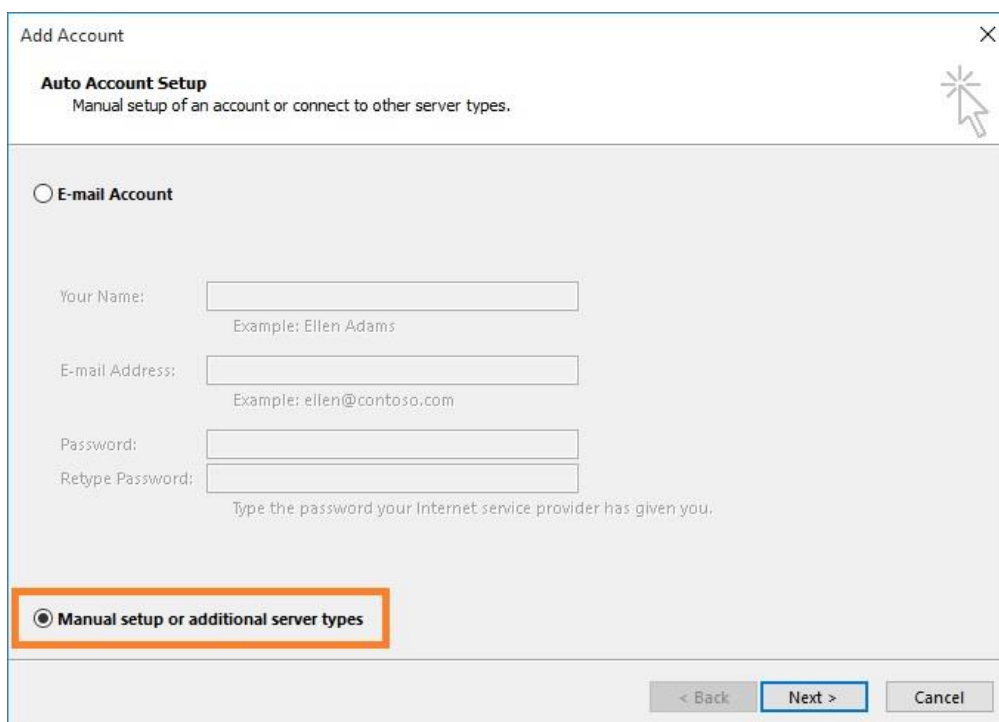
2. Click on **Account Settings** and again on **Account Settings** in the dropdown menu.



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

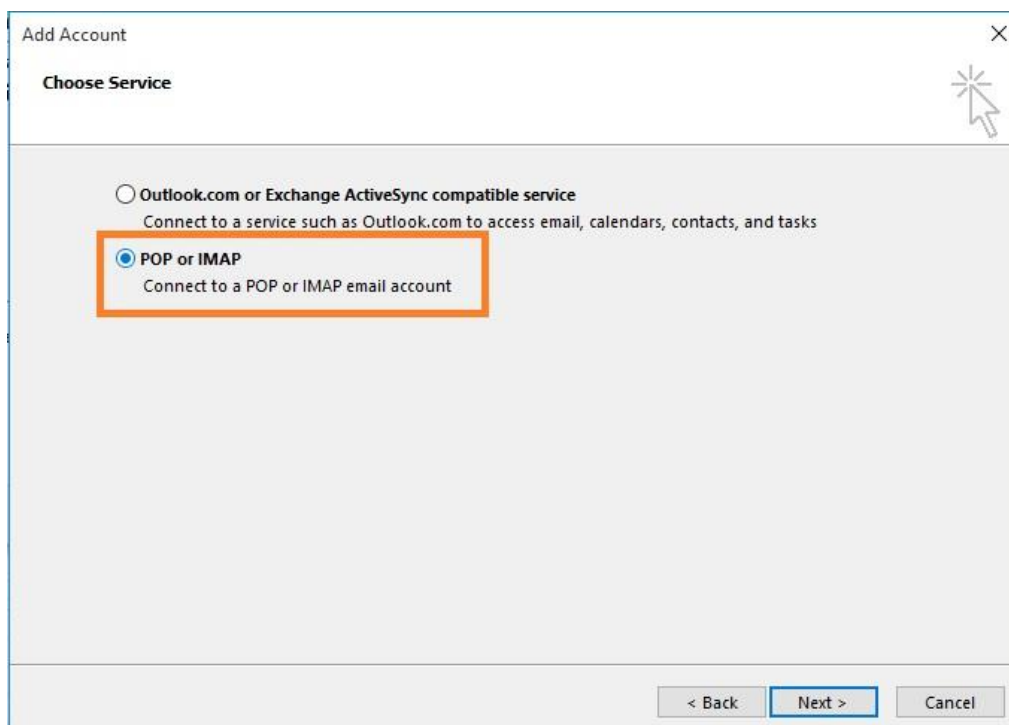
Password:
Retype Password:
Type the password your Internet service provider has given you.

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**.

The Add 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**

- Leave the Account Type as **POP**. If you wish to set up the account as IMAP, please refer to the **Kindergarten IMAP settings Guide**
- In **Incoming mail server** type **mail.kindergarten.vic.gov.au**
- In **Outgoing server** type **mail.kindergarten.vic.gov.au**

8. Under **Logon Information**

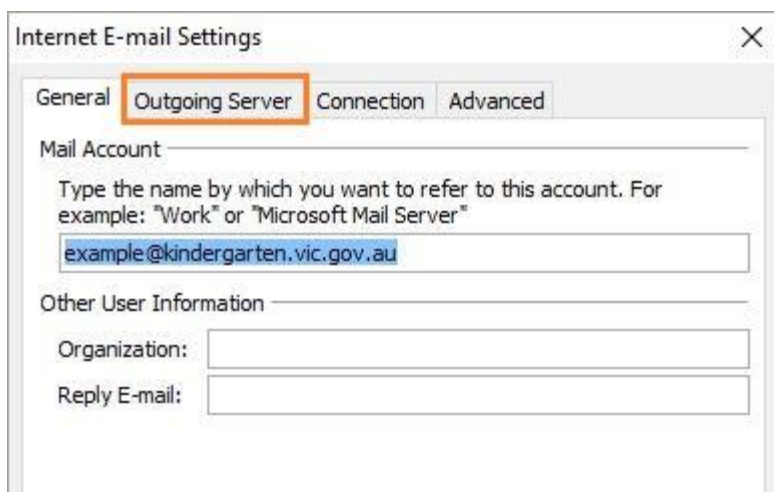
- In **User Name** type the whole email address:
your.full.email@kindergarten.vic.gov.au
- In **Password** type the supplied password

It should look similar to the above image

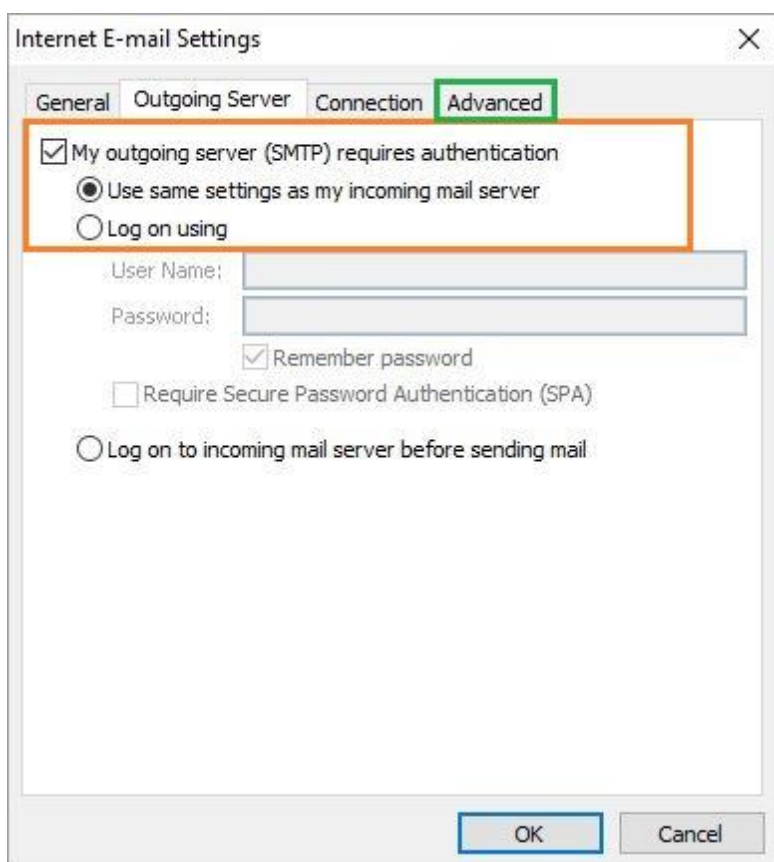
9. Now Click on **More settings** button highlighted above.

You will get a windows similar to the below image.

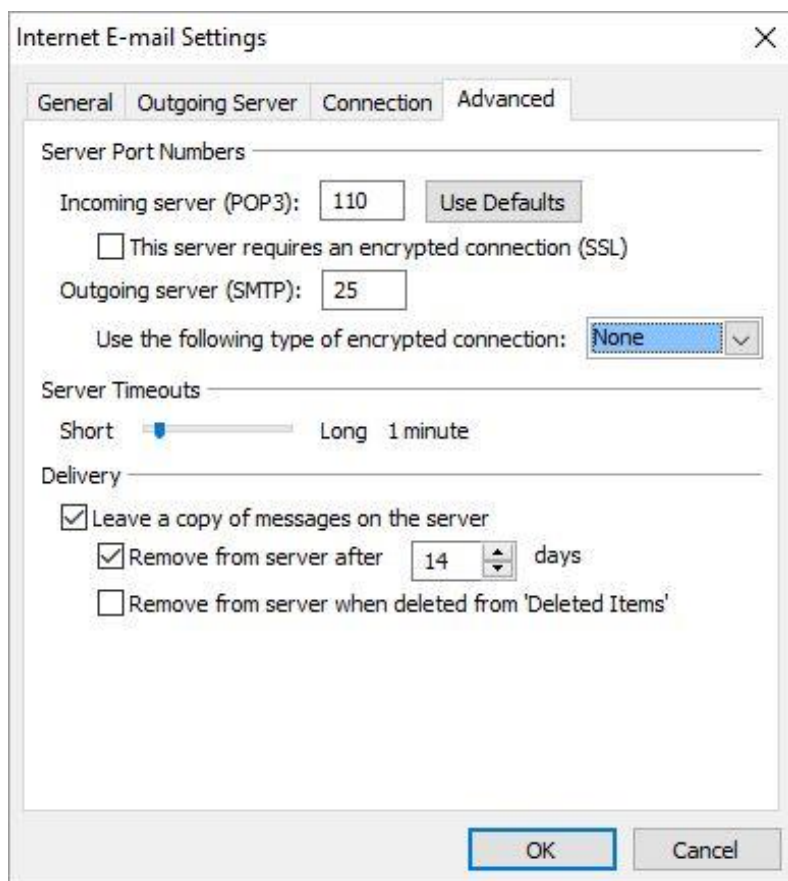
10. Click on “Outgoing Server” button highlighted.
 - Check the tick box where it says **My outgoing server (SMTP) requires authentication**.
 - Make sure that the radio button is selected on **Use same settings as my incoming mail server** as shown in the 2nd image below.



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:



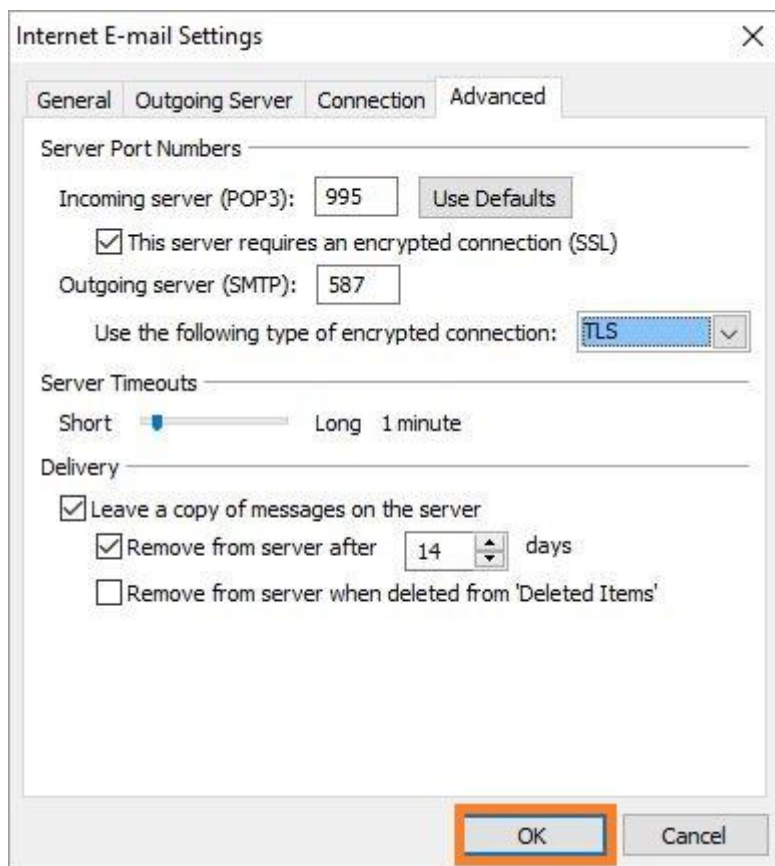
12. Under **Incoming server (pop3):**

- 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 Errors

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

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