

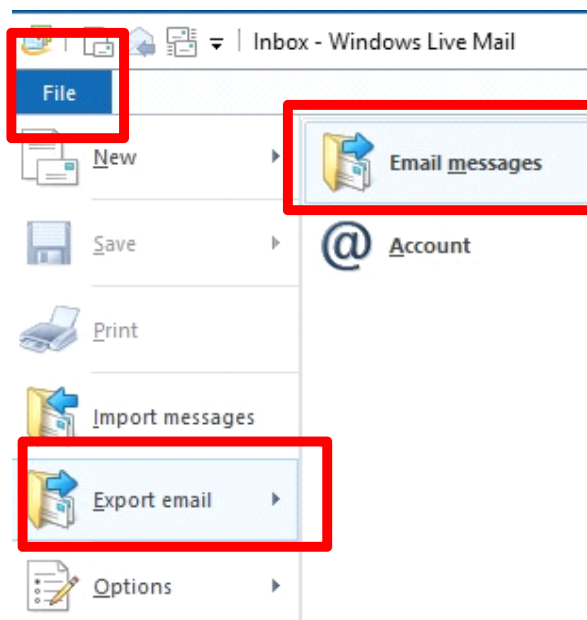
# Kindergarten IT Program



## Tip – How to migrate emails from Windows Live Mail to Outlook

Microsoft has stopped supporting Windows Live Mail. If you are still using it, we suggest you to migrate all your emails to Outlook. Please follow the following steps:

1. Open Outlook and set up your kindergarten email address in Outlook. How to set up your kindergarten email account in Outlook, please refer to our tip - <https://www.kindergarten.vic.gov.au/mailserver.html>
2. In Windows Live Mail, click on **File** at the top left hand corner and then click on **Export email** -> **Email messages**.



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3. Select "**Microsoft Exchange**" and click **Next**.

Windows Live Mail Export

**Select Program**


Select the format you want to export mail to.

- Microsoft Exchange
- Microsoft Windows Live Mail

< Back    Next >

4. Click **OK**.

Export Messages ×

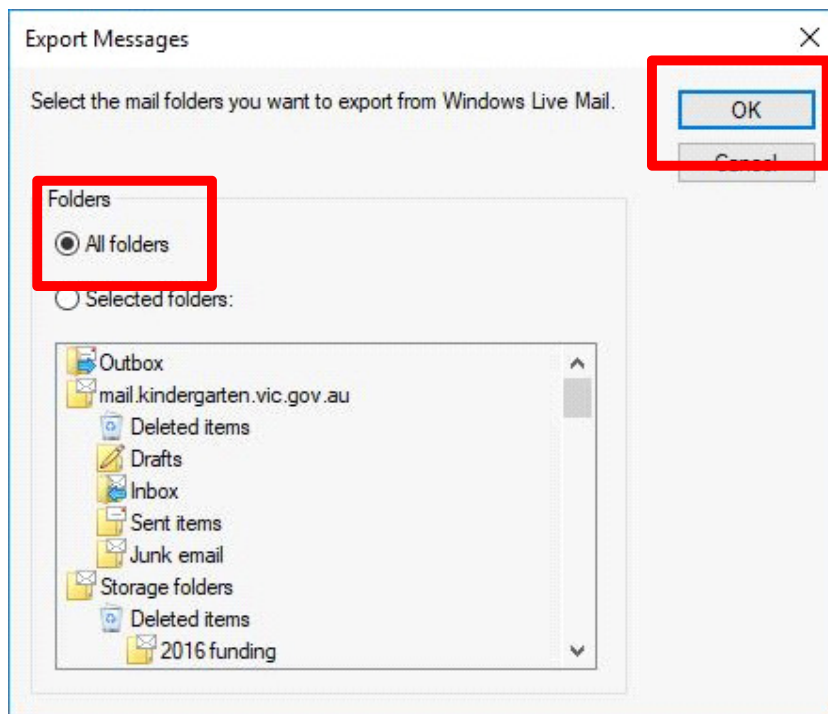
 This will export messages from Windows Live Mail to Microsoft Outlook or Microsoft Exchange.

OK    Cancel

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5. Select **All folders** and click **OK**



6. The exporting will begin now. This process could take some time depends on the number of emails you have.
7. Open Outlook when the exporting is completed, you should see all your emails are migrated to Outlook now.