Setting up Evolution TU Delft mail, calendar and tasks



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1 Introduction

This manual describes how you can set up your TU Delft email, calendar and tasks using Evolution. This manual is based on Evolution 3.44.4-Oubuntu1, on Ubuntu 22.04.3 LTS.

On TU Delft managed Ubuntu laptops and desktops, Evolution is already installed during the enrollment. Go to step 01.

On your personal device, first install Evolution and the Exchange Web Service for Evolution. For Ubuntu, open the Terminal application, and run

sudo apt-get install evolution evolution-ews

Other Linux distributions may have different ways to install Evolution. Those distributions and installation mechanisms are not supported by TU Delft ICT, but the configuration of Evolution will probably be as described below.

1.1 Configure mailbox

Launch Evolution A welcome screen			Mall Pushatan Prov		pdf
Laurich Evolution. A welcome screen	File	Welcome	welcome	×	
will appear. Click Next.		Restore from Backup Identity Receiving Email Sending Email Account Summary Done	Welcome to Evolution. The next few screens will allow Evolution to connect to your email accounts, and to import files applications.	from other	
			Alternatively, you can <u>create a collection account</u> (email, contacts and calendaring) instead. Do not show this witzard again Cancel	Next	
Click Next.		-	Restore from Backup		×
	File	Welcome	You can restore Evolution from a backup file.		
		Restore from Backup	This will restore all your personal data, settings mail filters, etc.		
	~ 0	Receiving Email	Restore from a backup file: (None)	0	8
		Sending Email Account Summary Done			
	Launch Evolution. A welcome screen will appear. Click Next. Click Next.	Launch Evolution. A welcome screen will appear. Click Next.	Launch Evolution. A welcome screen will appear. Click Next.	Launch Evolution. A welcome screen will appear. Click Next.	Launch Evolution. A welcome screen will appear. Click Next.

03	Enter your Full Name and Email Address. Uncheck 'Look up mail server details', and click Next.	File Welcome Restore from Baci Identity > 0 Receiving Email Account Summary Done	Identity X Identity Required information in email you send. Required information Email Address: Add Organization Reqly-To: Organization: Add Edit: Remove
Pleas the T steps unles Onlin 04a	e note, in the following steps there is a sl U Delft environment (On Premise) or Excl (a for On Premise, b for Cloud). If you're is you know your mailbox has been migra e. It is safe to try either, as only one optic For On-Premise mailbox: Set the Server Type to 'Exchange Web Services'. Enter your <u>NetID@tudelft.nl</u> in the Username field, leave the other fields unchanged, and click 'Fetch URL'.	ight differ hange Onl unsure, as ted to (or on will wor welcome udentity Receiving Denail Account Summary Done	ence between mailboxes hosted in ine (Cloud). Follow the appropriate soume your mailbox is On Premise, has been created) in Exchange the for your account.
04b	For Cloud Mailbox: Set the Server Type to 'Exchange Web Services'. Enter your <u>NetID@tudelft.nl</u> in the Username field, change the Host URL field to 'https://outlook.office365.com/EWS/ Exchange.asmx', and change the Authentication from 'NTLM' to 'OAuth2 (Office365)'. Then click 'Fetch URL'.	Welcome Restore from Backup Identity Receiving Email Receiving Options Account Summary Done	Cancel Finish Back Next Receiving Email × Server Type: Exchange Web Services ~ Description: For accessing Exchange servers using Web Services ~ Configuration Username: YourNetDQEtudelft.nl Host URL: https://outlook.office365.com/EW5/Exchange.asmx Fetch URL OAB URL: Open Mailbox of other user Search Authentication Check for Supported Types OAuth2 (Office365) ~ Override Office355 OAuth2 settings OAuth2 (Office365) ~ Transitiol: Common 2 Advanced Settings > Advanced Settings Cancel Finish Back

05a	For On-Premise Mailbox:	Host URL: https://exchange.tudelft.nl/EWS/Exchange.asmx Authentication request Authentication request
	when prompted, and click OK.	Please enter the password for account "y.o.u.r.name@tudelft.nl". (host: exchange.tudelft.nl) User Name: YourNetD@tudelft.nl Password: Cancel OK
05b	For Cloud Mailbox: You will be prompted to login with Microsoft via the TU Delft Federation Service, using the multifactor authentication as set for your account. Follow the steps during this procedure.	Office365 account authentication request Conflice365 account and accept conditions in order to access your account "y.o.u.r.name@tudelft.nl". URL: https://adfs.tudelft.net/adfs/ls/?login_hint=YourNetID%40tude TU Delft Federation Service Sign in YourNetID@tudelft.nl Password Delfn syntax 'your NetID@tudelft.nl' and your password. Do not use your e-mail address.
		Cancel
06a	For On Premise mailbox:	Receiving Email × Welcome Server Type: Exchange Web Services ✓
	Your Host URL and OAB URL will be generated. Click Next.	Identity Description: For accessing Exchange servers using Web Services Identity Description: For accessing Exchange servers using Web Services Receiving Gotions Account Summary Dane Username: YourHetDl@tudelft.net OAB URL: https://ews.tudelft.nl/CAB/email Oab.unt OAB URL: https://oab.tudelft.nl/OAB/email Oab.unt OAB URL: https://oab.tudelft.nl/OAB/email Search Authentication Cencel Check for Supported Types NTLM Cancel Finish Back

06h	For Cloud mailbox:	1		Receiving Email	×
005		Welcome Restore from Backup	Server Type:	Exchange Web Services	~
		Identity	Description:	For accessing Exchange servers using Web Services	
	Your Host URL and OAB URL will be	Receiving Email	Configuratio	on	
	gonorated	Account Summary	Username:	YourNetiD@tudelft.nl	
	generateu.	Done	Host URL:	https://outlook.office365.com/EWS/Exchange.asmx	Fetch URL
			OAB URL:	https://outlook.office365.com/OAB/	ea/oab.xml
	Click Next			Open Mailbox of other user	Search
			Authentical	lon	
			Check fo	or Supported Types OAuth2 (Office365) ~	
			Overric	de Office365 OAuth2 settings (Help)	
			Applicati	on ID: 20460e5d-ce91-49af-a3a5-70b6be7486d1	
			> Advan	ced Settings	
				Cancel Finish Back	Next
07	The default Receiving Ontions will be				
07		File Welcome	Checkin	Receiving Options	×
	sufficient in most cases. With 'Listen	Restore from Ba	ickup 🔽 Ch	eck for new messages every 60 - + minutes	
	for server change notifications'	v o Receiving Email	Ch	eck for new messages in all folders	
	checked it is not really necessary to	Receiving Option	ns Options		
	reduce the Check for a conversion of the	Done	Ch	ply filters to new messages in Inbox on this server eck new messages for Junk contents	
	reduce the Check for new messages	6		Only check for Junk messages in the INBOX folder	
	interval.		_ Syi	nchronize remote mail locally in all folders not synchronize locally mails older than $1 - +$ years \checkmark	
		28	_ sh	ow Public Folders beside user folders	
			Connect	tion	
	For offline use with laptops, you may		Numb	er of concurrent connections to use 1 - +	
	want to check the synchronize-	0	_ Ov	erride User-Agent header value	
	ontions			Vicrosoft Office/14.0 (Windows NT ,5.1; Microsoft Outlook 14.0.4734; Pro)	
			Global A	Address List che offline address book	
			Sel	ect address list:	Fetch List
	Click Finish. Optionally, you may click				
	Next to see a summary of your				
				Cancel Finish Baci	< Next
	account settings.				
08	Click Apply to activate your new	File		Done	×
	configuration.	Welcome	skup		
		Identity	скир		
		✓ O Receiving Email Receiving Option	ns		
		Account Summa	ry		
		Done			
			Congrati	ulations, your mail configuration is complete.	
			You are r	now ready to send and receive email using Evolution.	
			Click "Ap	ply" to save your settings.	
		•			
				Cancel Back	Apply

Feel free to check out the Evolution Preferences (Menu Edit – Preferences, or Shift-Ctrl-S), where you can adjust several settings to fit your needs.

1.2 Add functional mailbox

To add a functional mailbox to your account, follow the steps below. Please note, you can add multiple functional mailboxes to your account, as long as your account and that/those functional mailbox(es) is/are in the same environment (i.e. migrated to Exchange Online or still on premise). It is not possible to add a migrated functional mailbox to an on premise personal mail account or vice versa.

01	In the Mail section of Evolution, right-click on your mail account, and choose 'Subscribe to folder of other user'	File Edit View Message Folder Search Help New Send / Receive Mail Show: All Messages Y.O.U.F.name@Eudelft.pl From Postva Folder Sizes Archief Subscribe to folder of other user Concer Permissions Drafts New Folder Foreigr Refresh Gespre Manage Subscriptions Disable Account Properties
02	Enter the name (or address) of the shared mailbox in the User: field. Make sure you select the entry for which the address ends with '@tudelft.nl', and not with 'tud365.mail.onmicrosoft.com', '@tudelft.net' or other domains, as these addresses are only intended for internal routing of messages. Check 'Include subfolders' if needed. Click Close when finished.	File Edit View Message Folder Search Help Image: New with the system of the search Help Image: New with the system of the search Help Image: New with the system of the search Help Image: New with the system of the search Help Image: New with the system of the search Help Image: New with the system of the search Help Image: New with the system of the search Help Image: New with the system of the search Help Image: New with the system of the search Help Image: New with the search Help
03	The added functional mailbox(es) will appear in a folder 'Foreign Folders' of your own mail account. In this picture, two mailboxes are added.	RSS-abonnementen Sent File Edit View Message Folder Search Help New ✓ Send / Receive ✓ Reply ✓ Mail Show: All Messages Y.O.U.r.name@tudelft.nl Postvak IN Archief Concepten Drafts (1) Foreign Folders Mailbox — Mailbox — Mailbox — Mailbox — Sent Gesprekgeschiedenis Ø Ongewenste e-mail

04	To add the address of the							
•	functional mailbox to your list	File Edit View Message Folder Search Help						
	of From: addresses go to the	Cut Ctrl+X ~ 🛹 Reply 🚚 Group Reply 🗸	L					
	Edit – Preferences menu	Paste Ctrl+V how: All Messages V Sear	rch					
		Select All Ctrl+A						
		> Delete Message Ctrl+D						
		Undelete Message Shift+Ctrl+D Find in Message Shift+Ctrl+E						
		Accounts						
		> Message Filters						
		Preferences Shift+Ctrl+S						
		Postvak UIT						
05	Select your account, and click	Evolution Preferences	×					
	the Edit button on the right	California Enabled Account Name Type Add						
		Contacts V.o.u.r.name@tudelft.nl @Default ews Edit	<u></u>					
		Search Folders vfolder Delete						
		Default Composer Preferences						
		Naturik Preferences						
			~					
06	Use the Add-button to add the		-					
	address of the functional	Identity Name: v.o.u.r.name@tudelft.nl						
	mailbox as an alias of your	Receiving Email The above name will be used to identify this account. Use for example "Work" or "Personal"						
	account. Use the Enter key to	Receiving Options Required Information						
	complete the entry. Click OK to	Defaults Full Name: Your Name						
	close the Account Editor	Composing Messages Email Address: y.o.u.r.name@tudelft.nl						
	window.	Out or Office Optional Information						
		Delegates Reply-10:						
		Security Organization:						
		Aliases: vour functional mailbox@tudelft.pl						
		Edit	4					
		Remove	1					
07		Cancel OK						
07	Once you added the address of	Compose Message – 🗆 🗙	1					
	the functional malibox to your	File Edit View Insert Format Options	-					
	allases, you can select the		_					
	desired sender address from	From: Your Name <y.o.u.r.name@tudelft.nl></y.o.u.r.name@tudelft.nl>						
	the list while composing a new	То:						
	message.	Cc:						
		Subject						
		Julie	4					
		Plain Text V Normal V E E E						
		> Show Attachment Bar Add Attachment Icon View ~						

08	Note that your own full name	Compose Message				
	is also listed with the address	File Edit View Insert Format Options				
	of the functional mailbox.	📑 Send 🚽 🦳 🦳 👗 🖷 🖷 🔍 🍳 🕒 🛶				
	Regardless of that setting, the	From: Your Name or our pame@tudelft.pla				
	mail server will use the actual	To: Your Name <your.functional.mailbox@tudelft.nl></your.functional.mailbox@tudelft.nl>				
	name of the mailbox when					
	sending on behalf of it.					