# Setting up Evolution



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## **1** Introduction

#### Important:

This manual describes the steps for setting up your mailbox in Evolution for both an Exchange on-premises and an online/cloud mailbox. You should choose the steps relevant for your situation. To see if you have a cloud mailbox, open a web browser and browse to https://outlook.office.com. If you can open your mailbox there, your mailbox is an Exchange online (cloud) mailbox. This manual is based on Evolution 3.44.4-0 ubuntu1, on Ubuntu 22.04.3 LTS.

This manual is a guideline for TU managed systems in combination with Evolution.

### **1.1** Setting up Evolution for your TU Delft mail, calendar and tasks.

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.

01	Launch Evolution A welcome screen	
01	will engage. Click Newt	Welcome X
	will appear. Click Next.	File       Welcome         Restore from Backup         Image: Sending Email         Sending Email         Sending Email         Done         Image:
		Alternatively, you can <u>create a collection account</u> (email, contacts and calendaring) instead.
		Cancel Next
02	Click Novt	Mail Restates roll
02	CIICK NEXL.	File Welseme You can restore two upon rom a backup rile.
		Pestore from Backup This will restore all your personal data, settings mail filters, etc. Identity
		O Receiving Email     Restore from a backup file: (None)     Sending Email
		Account Summary Done
		-
		Cancel Back Next
03	Enter your Full Name and Email	File Identity X
	Address. Uncheck 'Look up mail server	Please enter your name and email address below. The "optional" helds below do not need to be filled in, unless you wish to include this information in email you send. Restore from Backup Resulting
	details', and click Next.	Vour Name     Vour Name     Vour Name
		Sending Email Email Address: y.o.u.r.name@tudelft.n( Account Summary Optional Information
		Done Reply-To:
		Organization:
		Add Edit:
		Remove
		Look up mail server details based on the entered e-mail address
		Cancel Back Next

Please note, in the following steps there is a slight difference between mailboxes hosted in the TU Delft environment (On Premise) or Exchange Online (Cloud). Follow the appropriate steps (a for On Premise, b for Cloud). If you're unsure, assume your mailbox is On Premise, unless you know your mailbox has been migrated to (or has been created) in Exchange Online. It is safe to try either, as only one op1on will work for your account.

	, , , , , ,			17 . T. N		
04a	For On-Premise mailbox:	http://www.	Receiving Email	×		
Set the Server Type to 'Exchange Web		Welcome Identity	Server Type: Exchange Web Services	~		
		Receiving Email	Description: For accessing Exchange servers using Web Services			
	Receiving Options	Configuration				
	Sarvicas' Entaryour Not D@tudalft pl	Account Summary Done	Username: YourNetID@tudelft.nl			
	Services . Litter your <u>Netib@tudeitt.m</u>		Host URL: https://exchange.tudelft.nl/EWS/Exchange.asmx	Fetch URL		
	in the Username field, leave the other		OAB URL:			
	fields unchanged, and click 'Fetch		Open Mailbox of other user	Caarch		
			Authentication			
	URL'.		Authentication Check for Supported Types NTLM v Cancel Finish Back	Next		
0.41			Receiving Email			
04b	For Cloud Mailbox:	welcome	Server Type Exchange web Services			
		Restore from Back Identity	n Bockup Description: For accessing Exchange servers using Web Services			
	Set the Server Type to 'Exchange Web	Receiving Email	Configuration			
	Set the Server Type to Exchange web	Receiving Options	Username: voumetDdptudeRt.N			
	Services'. Enter your <u>NetID@tudelft.nl</u>	Done	Hest URL https://outlook.office365.com/DWI/Exchange.auma	Febch URL		
	in the Username field change the Host	in the Username field, change the Host		CABURL:		
			Open Mailbox of other user			
	URL field to					
'https://ou xchange.as Authentica 'OAuth2 (C URL'.	'https://outlook.office365.com/EWS/E xchange.asmx', and change the Authentication from 'NTLM' to 'OAuth2 (Office365)'. Then click 'Fetch URL'.	/E ch	Authentisation Creats For Supported Types Overlide Officiality Authority (Create) Application the Create Control C			
1						

05a	For On-Premise Mailbox: Enter the password for your NetID when prompted, and click OK.	Host URL: https://exchange.tudelift.nl/Fe/5/Exchange.asmx Authentication request Please exter the password for account "y.o. u.r.name@tudelift.nl" (host: exchange.tudelift.nl) User Name: 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   Office365 account authentication request   Login to your Office365 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   DUDelft Federation Service   Sign in  Password  Sign in  Password  Sign in  Pease login using the syntax 'your NetID@tudelft.nl' and your password. Do not use your e-mail address.  @ 2018 Microsoft
		Cancel

06a	For On Premise mailbox: Your Host URL and OAB URL will be generated. Click Next.	Welcome Restore from Backup Identity Receiving Email Receiving Options Account Summary Done	Server Type: Description: F Configuration Username: OAB URL: OAB URL: Check for t	Receiving Email Exchange Web Services For accessing Exchange servers using Web Services YourNetID@tudelIt.nt https://ews.tudelIt.nt/EWS/Exchange.asmx https://ews.tudelIt.nt/OAB/ Open Mailbox of other user In Supported Types NTLM V	Fetch URL ml Search
06b	For Cloud mailbox: Your Host URL and OAB URL will be generated. Click Next.	Welcome Restore from Backup Identity Receiving Options Account Summary Done	Server Type: Description: F Configuration Username: Host URL: Check for Override Application Tenani > Advance	Cancel     Finish     Back       Receiving Email       Exchange Web Services       For accessing Exchange servers using Web Services       YourNetDigbtudeIt.nl       https://outlook.office365.com/OA8/       Open Mailbox of other user       n       Supported Types       OAuth2 (Office365.v)       Office365 OAuth2 settings       (telp)       1D:       20460e5d-ce91-49aFa3a5-70bbbe7486d1       tD:       20460e5d-ce91-49aFa3a5-70bbbe7486d1       tD:       Cancel       Finish       Bar	Next       ×        ×    ×

		1		
07	The default Receiving Options will be	FILE		Receiving Options ×
	sufficient in most cases. With 'Listen	6	Welcome	Checking for New Mail
			Restore from Backup Identity	Check for new messages every 60 - + minutes
	for server change notifications'	~ 0	Receiving Email	Check for new messages in all folders  Listen for server change notifications
	checked. it is not really necessary to		Receiving Options	Options
			Done	Apply filters to new messages in Inbox on this server Check new messages for Junk contents
	reduce the Check for new messages			Only check for Junk messages in the INBOX folder
	interval.			Synchronize remote mail locally in all folders
				Do not synchronize locally mails older than 1 - + years -
				Connection
	For offline use with laptops, you may			Connection timeout (in seconds) 120 - +
	want to check the synchronize			Number of concurrent connections to use 1 - +
	want to check the synchronize-	-		Override User-Agent header value
	oplons.			Microsoft Office/14.0 (Windows NT ,5.1; Microsoft Outlook 14.0.4734; Pro)
	1			Global Address List Cache offline address book
				Select address list:
	Click Finish. Optionally, you may click			
	Next to see a summary of your			
	account cottings			Cancel Finish Back Next
	account settings.			
08	Click Apply to activate your new	File		Done
	configuration	6	Welcome	
	comparation.		Identity	
		~ 0	Receiving Email	
			Receiving Options Account Summary	
			Done	
		E		
		2		Congratulations, your mail configuration is complete.
				You are now ready to send and receive email using Evolution.
		1.000		
		0		
		•		
		0		
		0		
		•		
		•		
		0		Carcel 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.