# 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

| 01 | Launch Evolution. A welcome screen<br>will appear. Click Next. | Welcome     Welcome       Identity     Restore from Backup       Identity     Resching Email       Account Summary     Done   Welcome to Evolution.       The next free screens will allow Evolution to connect to your email accounts, and to import files from other applications.  |
|----|--|---|
|    |  | Alternatively, you can <u>create a collection account</u> (email, contacts and calendaring) instead. Do not show this wizard again Cancel Next  |
| 02 | Click Next.  | Restore from Backup       X         File       Welcome         Restore from Backup       You can restore Evolution from a backup File.         Identity       O sending Email         Sending Email       Restore from a backup File.         Account Summary       Done         Done       Image: Count Summary         Done       Image: Count Summary         Conce       Back |

| 03                      | Enter your Full Name and Email<br>Address. Uncheck 'Look up mail server<br>details', and click Next.   | File<br>Welcome<br>Restore from Back<br>Identity<br>Receiving Email<br>Account Summary<br>Done                | Required information         Full Name:         Full Name:         Descal Information         Reply To:         Organization:         Allasse:         Add         Edit         Remove   |
|-------------------------|--|---|--|
| the T<br>steps<br>unles | e note, in the following steps there is a sl<br>U Delft environment (On Premise) or Excl<br>(a for On Premise, b for Cloud). If you're<br>is you know your mailbox has been migra<br>e. It is safe to try either, as only one optic<br>For On-Premise mailbox:<br>Set the Server Type to 'Exchange Web<br>Services'. Enter your <u>NetID@tudelft.nl</u><br>in the Username field, leave the other<br>fields unchanged, and click 'Fetch<br>URL'. | hange Onli<br>unsure, as<br>ted to (or l<br>on will wor   | ne (Cloud). Follow the appropriate<br>sume your mailbox is On Premise,<br>has been created) in Exchange  |
| 04b                     | For Cloud Mailbox:<br>Set the Server Type to 'Exchange Web<br>Services'. Enter your <u>NetID@tudelft.nl</u><br>in the Username field, change the<br>Host URL field to<br>'https://outlook.office365.com/EWS/E<br>xchange.asmx', and change the<br>Authentication from 'NTLM' to<br>'OAuth2 (Office365)'. Then click 'Fetch<br>URL'.  | Welcome<br>Restore from Backup<br>Identity<br>Receiving Email<br>Receiving Options<br>Account Summary<br>Done | Cancel     Finish     Back     Next       Receiving Email     ×       Server Type:     Exchange Web Services     ✓       Description:     For accessing Exchange servers using Web Services     ✓       Configuration     Username:     YourNetD@tudelft.nl       Host URL:     https://outlook.office365.com/EWS/Exchange.asmx     Fetch URL       OAB URL:     Open Mailbox of other user     Search       Authentication     Check for Supported Types     OAuth2 (Office365) ~       Coverride Office365 Com/EWS/Exchange.asm2     Search       Application ID:     2040e5d-ce91-494/c33a5-700ebe7486d1     Tersat: Dit       Tersat: Dit     common     2       2 Advanced Settings     Cancel     Finish     Back     Next |

| 05a | For On-Premise Mailbox:  | Host URL: https://exchange.tudelft.nl/EWS/Exchange.asmx Authentication request Authentication request   |
|-----|--|---|
|     | Enter the password for your NetID when prompted, and click OK.   | Autonentication request Please enter the password for account "y.o.u.r.name@tudelft.nl". (host: exchange.tudelft.nl) User Name: Password: Cancel OK   |
| 05b | For Cloud Mailbox:<br>You will be prompted to login with<br>Microsoft via the TU Delft Federation<br>Service, using the multifactor<br>authentication as set for your account.<br>Follow the steps during this<br>procedure. | Office365 account authentication request         Colspan="2">Office365 account and accept conditions in order to access your account "y.o.u.r.name@tudelft.nt".         URL: https://adfs.tudelft.net/adfs/ls/?login_hint=YourNetID%40tude         DIDELT Federation Service         Sign in         YourNetID@tudelft.nl         Password         Dign in         Please login using the syntax 'your NetID@tudelft.nl' and your password. Do not use your e-mail address.         Ø2018 Microsoft |
|     |  | Cancel  |
| 06a | For On Premise mailbox:<br>Your Host URL and OAB URL will be<br>generated.<br>Click Next.  | Receiving Email         Welcome         Restore from Backup         Identity         Description: For accessing Exchange servers using Web Services         Configuration         Berceiving Options         Account Summary         Done         OAB URL: https://ews.tudelft.net//OAB/         OAB URL: https://ews.tudelft.nl/OAB/         Open Mailbox of other user         Open Kalbox of Types         NTLM         Check for Supported Types         NTLM                                   |

| 06b | For Cloud mailbox:   | 1   |              | Receiving Email   | ×          |
|-----|--|---|--------------|---|------------|
| 005 |  | Welcome<br>Restore from Backup                                | Server Type: | Exchange Web Services   | ~          |
|     |  | Identity  |              | For accessing Exchange servers using Web Services   |            |
|     | Your Host URL and OAB URL will be                                    | Receiving Email   | Configuratio | on  |            |
|     | gonorated  | Receiving Options<br>Account Summary                          |              | YourNetiD@tudelft.nl  |            |
|     | generated.   | Done  | Host URL:    | https://outlook.office365.com/EW5/Exchange.asmx   | Fetch URL  |
|     |  |   | OAB URL:     | https://outlook.office365.com/OAB/1   | ea/oab.xml |
|     | Click Next.  |   |              | Open Mailbox of other user  | Search     |
|     |  |   | Authentical  | lon   |            |
|     |  |   | Check fo     | or Supported Types OAuth2 (Office365) 🗸   |            |
|     |  |   |              | de Office365 OAuth2 settings (Help)   |            |
|     |  |   |              | on ID: 20460e5d-ce91-49af-a3a5-70b6be7486d1   |            |
|     |  |   |              | ant ID: common ced Settings   |            |
|     |  |   |              |   |            |
|     |  |   |              |   |            |
|     |  |   |              | Cancel Finish Back  | Next       |
| 07  | The default Receiving Options will be                                | File  |              | Receiving Options   | ×          |
|     | sufficient in most cases. With 'Listen                               | Welcome<br>Restore from Ba                                    | -            | g for New Mail  |            |
|     |  | Identity  | u ci         | eck for new messages every 60 - + minutes   |            |
|     | for server change notifications'                                     | ~ O Receiving Email<br>Receiving Option                       | 🔽 Lis        | ten for server change notifications   |            |
|     | checked, it is not really necessary to                               | Account Summa   | ry Options   | :<br>ply filters to new messages in Inbox on this server  |            |
|     | reduce the Check for new messages                                    | Done  |              | eck new messages for Junk contents<br>Only check for Junk messages in the INBOX folder                      |            |
|     | For offline use with laptops, you may want to check the synchronize- |   |              | nchronize remote mail locally in all folders  |            |
|     |  |   |              | not synchronize locally mails older than 1 - + years ~  |            |
|     |  |   | Connect      | ow Public Folders beside user folders   |            |
|     |  |   | Conne        | ction timeout (in seconds) 120 – +  |            |
|     |  |   |              | er of concurrent connections to use 1 +   |            |
|     | -  |   |              | erride User-Agent header value<br>vicrosoft Office/14.0 (Windows NT ,5.1; Microsoft Outlook 14.0.4734; Pro) |            |
|     | options.   |   |              | Address List  |            |
|     |  |   |              | che offline address book  |            |
|     | Click Einich Ontionally you may click                                |   | Sel          | ect address list:   | Fetch List |
|     | Click Finish. Optionally, you may click                              |   |              |   |            |
|     | Next to see a summary of your  |   |              | Cancel Finish Back  | k Next     |
|     | account settings.  |   |              |   |            |
| 00  |  |   |              | all Fuelphies   |            |
| 08  | Click Apply to activate your new                                     | File  |              | Done  | ×          |
|     | configuration.   | Restore from Ba   | ickup        |   |            |
|     |  | Identity  |              |   |            |
|     |  | <ul> <li>Receiving Email</li> <li>Receiving Option</li> </ul> | ns           |   |            |
|     |  | Account Summa<br>Done   | ry           |   |            |
|     |  |   |              |   |            |
|     |  |   |              |   |            |
|     |  | 28  |              | ulations, your mail configuration is complete.  |            |
|     |  |   |              | row 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<br>Evolution, right-click on your  | File Edit View Message Folder Search Help  |  |  |  |  |
|----|---|--|--|--|--|--|
|    | mail account, and choose<br>'Subscribe to folder of other<br>user'  | New - Send / Receive - Reply   |  |  |  |  |
|    |   | Mail Show: All Messages  |  |  |  |  |
|    |   | v y.o.u.r.name@tudelft.pl  |  |  |  |  |
|    |   | <ul> <li>Postva</li> <li>Folder Sizes</li> <li>Archief</li> <li>Subscribe to folder of other user</li> </ul> |  |  |  |  |
|    |   | Concer Permissions   |  |  |  |  |
|    |   | Drafts New Folder  |  |  |  |  |
|    |   | > Foreigr Refresh  |  |  |  |  |
|    |   | > Gespre Manage Subscriptions  |  |  |  |  |
|    |   | Postva Disable Account   |  |  |  |  |
|    |   | RSS-ab Properties  |  |  |  |  |
| 02 | Enter the name (or address) of  | Cook   |  |  |  |  |
|    | the shared mailbox in the   | File Edit View Message Folder Search Help  |  |  |  |  |
|    | User: field. Make sure you  | New - 🔄 Send/Receive - 🛹 Reply 📣 Gri   |  |  |  |  |
|    | select the entry for which the  | Subscribe to folder of other EWS user ×  |  |  |  |  |
|    | address ends with<br>'@tudelft.nl', and not with<br>'tud365.mail.onmicrosoft.com',<br>'@tudelft.net' or other<br>domains, as these addresses<br>are only intended for internal<br>routing of messages. Check<br>'Include subfolders' if needed.<br>Click Close when finished. | Mail   |  |  |  |  |
|    |   | ✓ y.o.u.r.nam<br>> Southard Second: Y.o.u.r.name@tudelft.nl ✓  |  |  |  |  |
|    |   | Archie User: Choose  |  |  |  |  |
|    |   | Conce  |  |  |  |  |
|    |   | Drart  |  |  |  |  |
|    |   | > Foreic Include subfolders  |  |  |  |  |
|    |   | Close OK   |  |  |  |  |
|    |   | Postvak UIT  |  |  |  |  |
|    |   | Sent   |  |  |  |  |
| 03 | The added functional  |  |  |  |  |  |
|    | mailbox(es) will appear in a<br>folder 'Foreign Folders' of your<br>own mail account.   | File Edit View Message Folder Search Help  |  |  |  |  |
|    |   | New - Send/Receive - Reply   |  |  |  |  |
|    |   | Show: All Messages   |  |  |  |  |
|    | In this picture, two mailboxes  | ✓ y.o.u.r.name@tudelft.nl  |  |  |  |  |
|    | are added.  | > 🗳 Postvak IN   |  |  |  |  |
|    |   | Archief  |  |  |  |  |
|    |   | Concepten  |  |  |  |  |
|    |   | ✓ ■ Foreign Folders  |  |  |  |  |
|    |   | > Mailbox —  |  |  |  |  |
|    |   | > 🛅 Mailbox —  |  |  |  |  |
|    |   | > Gesprekgeschiedenis  |  |  |  |  |
|    |   | 🙆 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.        | Copy Ctrl+C<br>Paste Ctrl+V how: All Messages V Sear  | rch     |
|    |                                 | y,o Select All Ctrl+A D 🖲 🕒 From  |         |
|    |                                 | > Delete Message Ctrl+D   |         |
|    |                                 | Undelete Message Shift+Ctrl+D<br>Find in Message Shift+Ctrl+F   |         |
|    |                                 | 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 On This Computer maildir<br>Contacts V.o.u.r.name@tudelft.nl 	Default ews Edit                         | <u></u> |
|    |                                 | Search Folders vfolder  | ≍ i     |
|    |                                 | Default Composer Preferences  |         |
|    |                                 | Network Preferences   |         |
|    |                                 |   | ×       |
| 06 | Use the Add-button to add the   | Account Information   |         |
|    | address of the functional       | 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.<br>Use for example, "Work" or "Personal". |         |
|    | account. Use the Enter key to   | 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 of Office Optional Information  |         |
|    |                                 | Delegates Reply-To:   |         |
|    |                                 | Security Organization:  |         |
|    |                                 | EWS Settings Signature: None ~ Add New Signature<br>Aliases: your.functional.mailbox@tudelft.nl Add             |         |
|    |                                 | Edit  | 4       |
|    |                                 | Remove  | 1       |
|    |                                 |   |         |
| 07 |                                 | Cancel OK   |         |
| 07 | Once you added the address of   | Compose Message – 🗆 🗙   | 1       |
|    | the functional mailbox to your  | File Edit View Insert Format Options  | -       |
|    | aliases, you can select the     | Send 👲 🦳 🦓 🖟 👘 🔍 📿 🚺 🛶  | _       |
|    | 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:  |         |
|    |                                 |   | 4       |
|    |                                 | Plain Text v Normal v 📑 🗐 🔤 v   |         |
|    |                                 |   |         |
|    |                                 | > 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 <y.o.u.r.name@tudelft.nl> Signature: None ~</y.o.u.r.name@tudelft.nl>   |
|    | 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.        | C:  |