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 3.44.4-0ubuntu1, on Ubuntu 22.04.3 LTS.
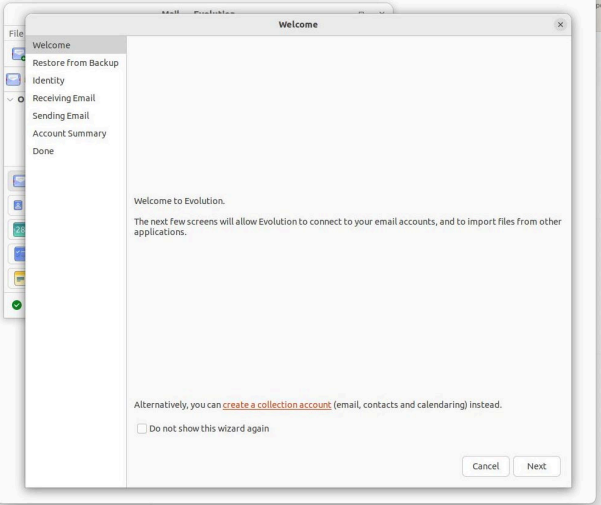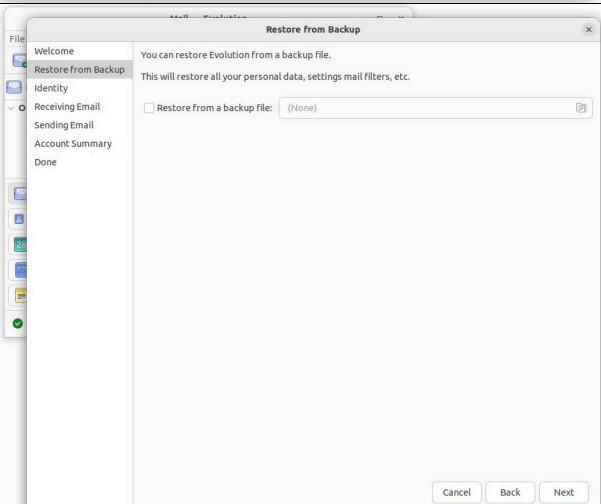
On TU Delft managed Ubuntu laptops and desktops, Evolution is already installed during the enrollment. Go to step 01.

On your personal device, first install Evolution and the Exchange Web Service for Evolution. For Ubuntu, open the Terminal application, and run
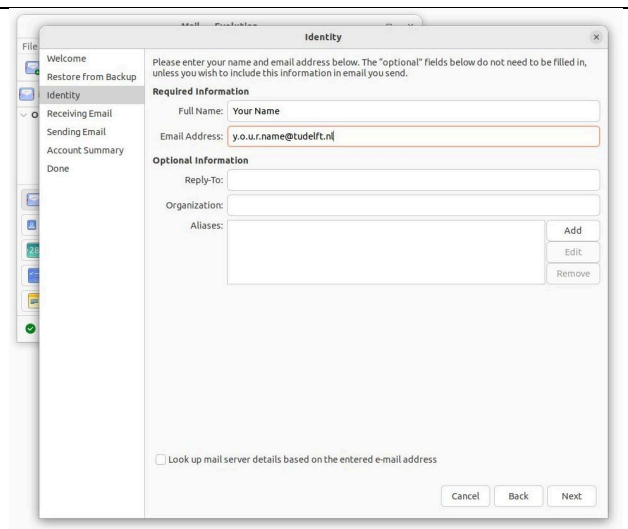
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sudo apt-get install evolution evolution-ews
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Other Linux distributions may have different ways to install Evolution. Those distributions and installation mechanisms are not supported by TU Delft ICT, but the configuration of Evolution will probably be as described below.

1.1 Configure mailbox

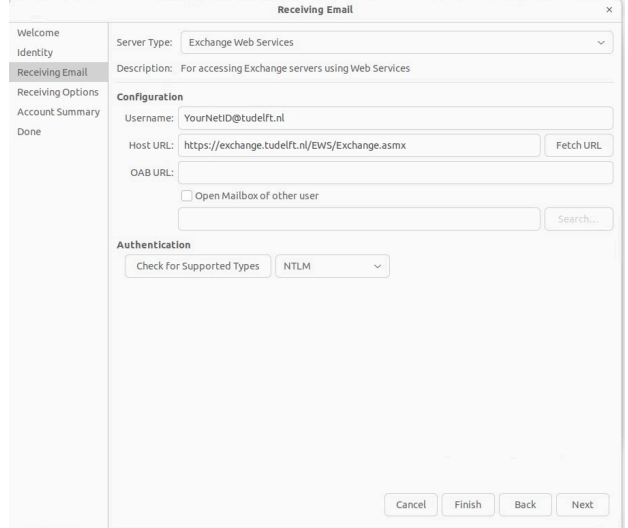| 01	Launch Evolution. A welcome screen will appear. Click Next.	
02	Click Next.	

03	Enter your Full Name and Email Address. Uncheck 'Look up mail server details…', and click 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 option will work for your account.
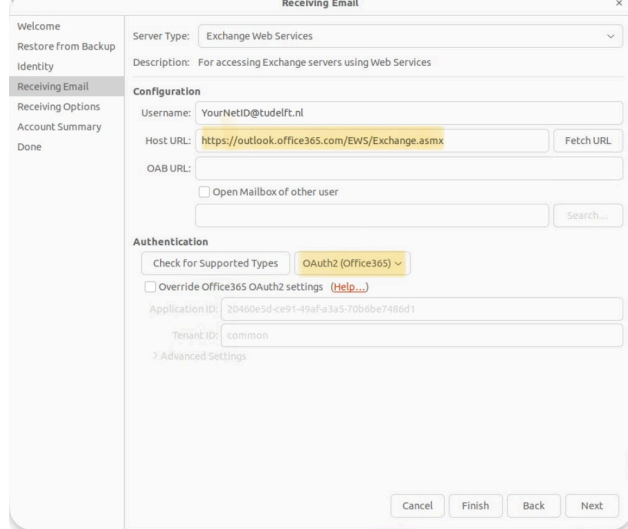
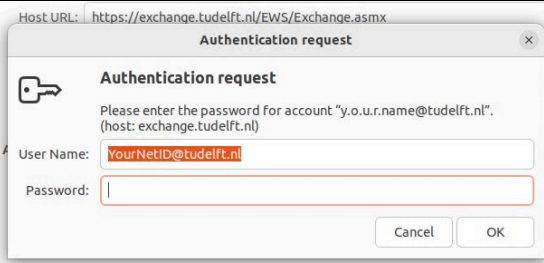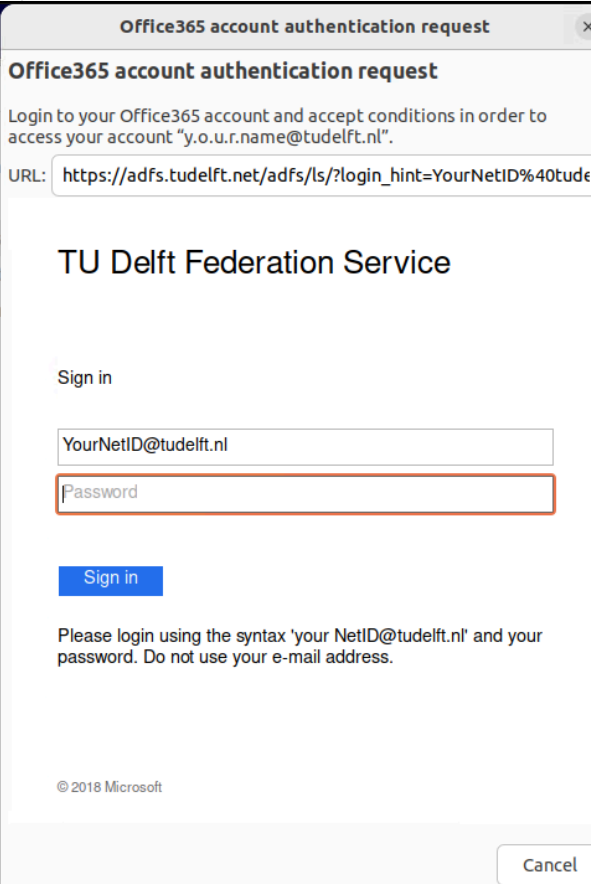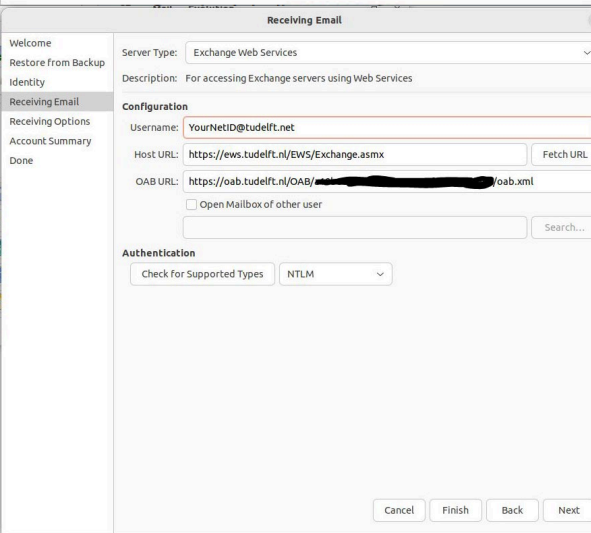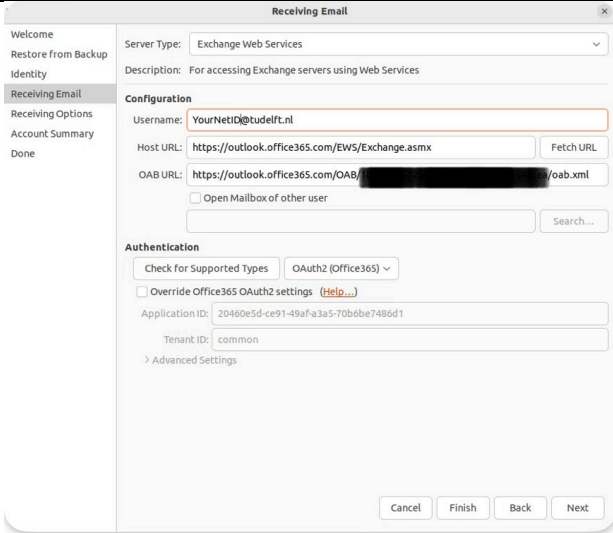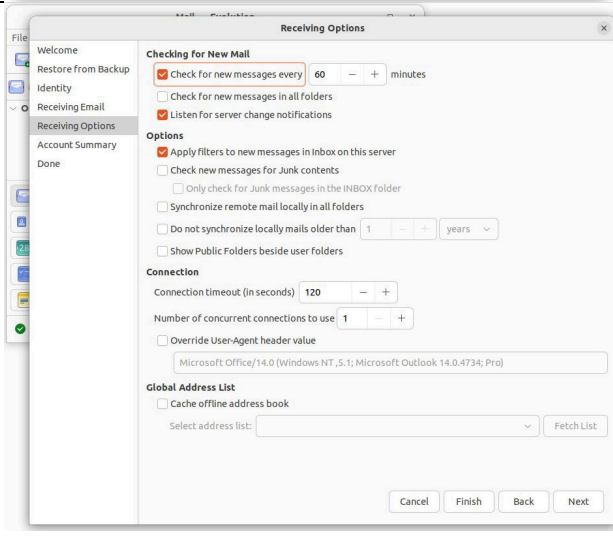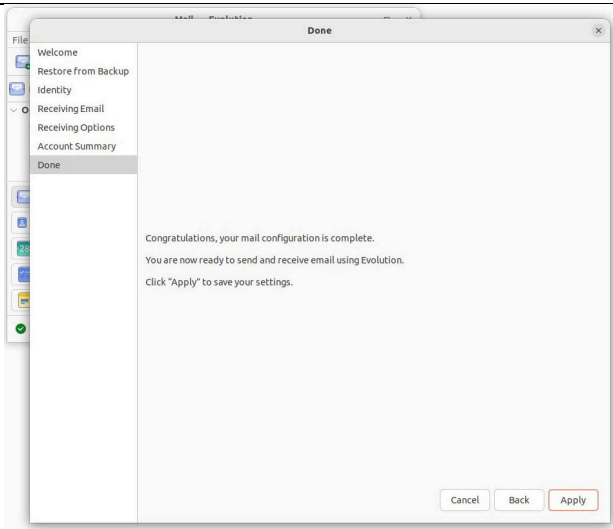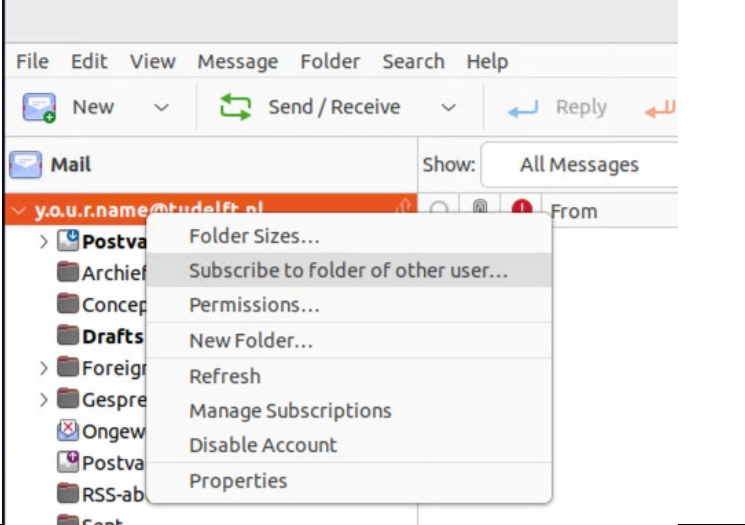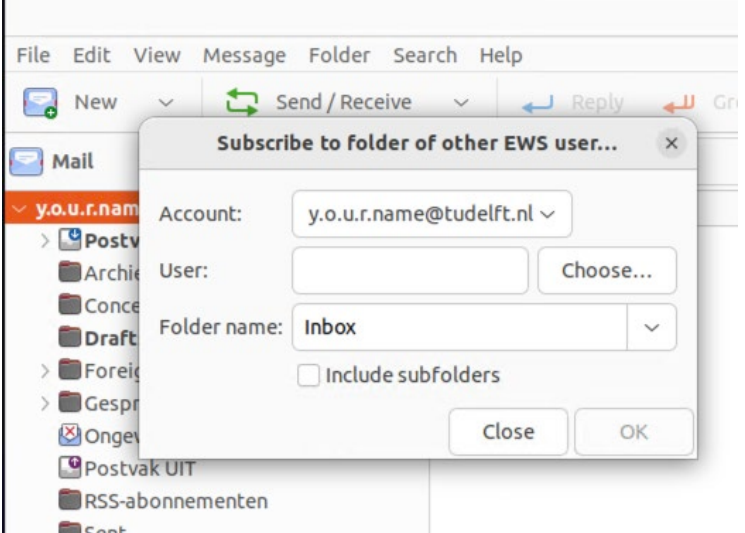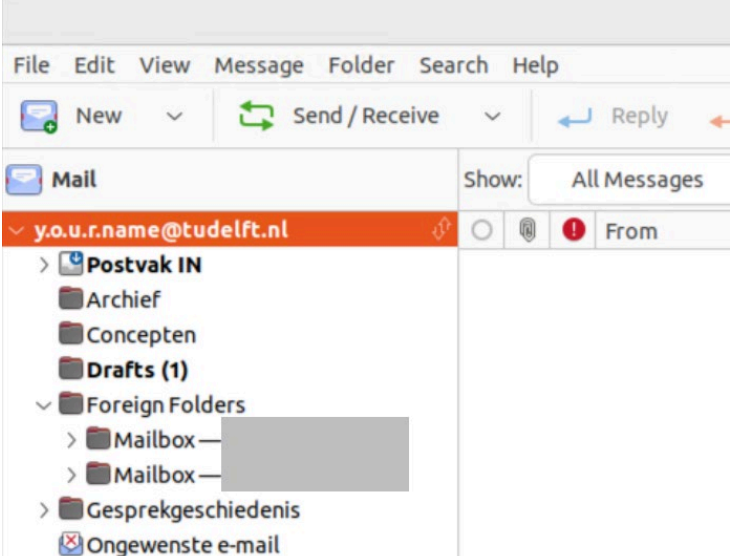|		
04a	For On-Premise mailbox: Set the Server Type to 'Exchange Web Services'. Enter your NetID@tudelft.nl in the Username field, leave the other fields unchanged, and click 'Fetch URL'.	
04b	For Cloud Mailbox: Set the Server Type to 'Exchange Web Services'. Enter your NetID@tudelft.nl in the Username 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'.	

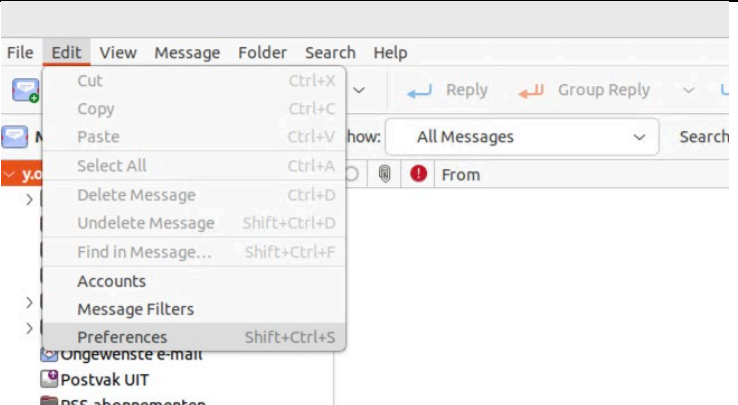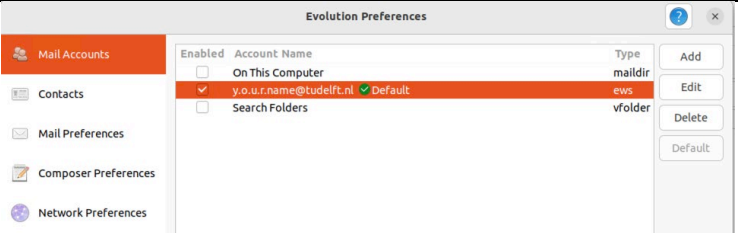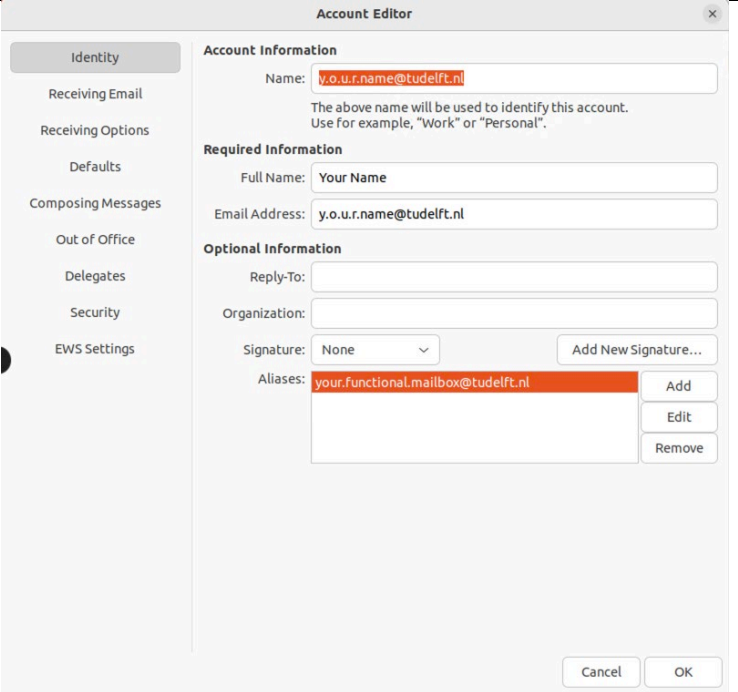|		
05a	For On-Premise Mailbox: Enter the password for your NetID when prompted, and click OK.	**Authentication request** Authentication request Please enter the password for account "y.o.u.r.name@tudelft.nl". (host: exchange.tudelft.nl) User Name: YourNetID@tudelft.nl Password: Cancel OK Host URL: https://exchange.tudelft.nl/EWS/Exchange.asmx
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 **TU Delft Federation Service** Sign in YourNetID@tudelft.nl Password Sign in Please 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.	**Receiving Email** Welcome Restore from Backup Identity Receiving Email Receiving Options Account Summary Done Server Type: Exchange Web Services Description: For accessing Exchange servers using Web Services **Configuration** Username: YourNetID@tudelft.net Host URL: https://ews.tudelft.nl/EWS/Exchange.asmx Fetch URL OAB URL: https://oab.tudelft.nl/OAB/███████████/oab.xml ☐ Open Mailbox of other user Search... **Authentication** Check for Supported Types NTLM Cancel Finish Back Next

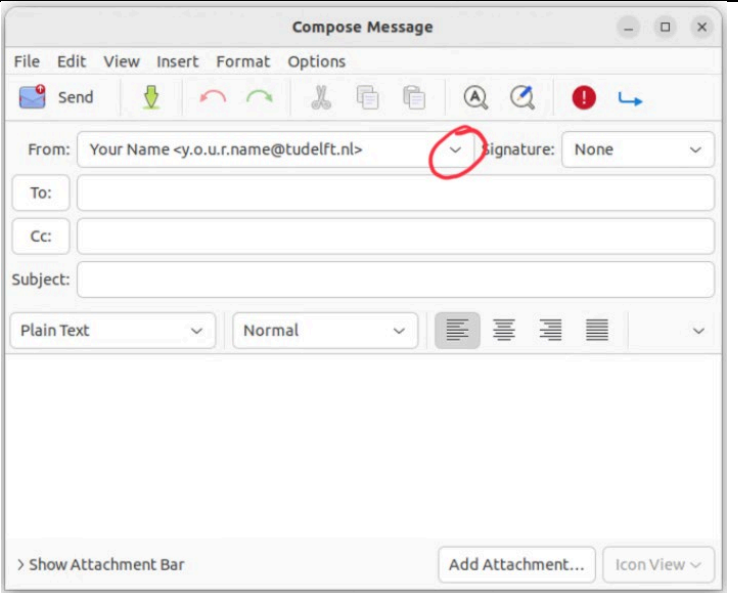|		
06b	For Cloud mailbox: Your Host URL and OAB URL will be generated. Click Next.	
07	The default Receiving Options will be sufficient in most cases. With 'Listen for server change notifications' checked, it is not really necessary to reduce the Check for new messages interval. For offline use with laptops, you may want to check the synchronize-options. Click Finish. Optionally, you may click Next to see a summary of your account settings.	
08	Click Apply to activate your new configuration.	

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…'	
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.	
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.	

04	To add the address of the functional mailbox to your list of From: addresses, go to the Edit – Preferences menu.	
05	Select your account, and click the Edit button on the right.	
06	Use the Add-button to add the address of the functional mailbox as an alias of your account. Use the Enter key to complete the entry. Click OK to close the Account Editor window.	
07	Once you added the address of the functional mailbox to your aliases, you can select the desired sender address from the list while composing a new message.	

| 08 | Note that your own full name is also listed with the address of the functional mailbox. Regardless of that setting, the mail server will use the actual name of the mailbox when sending on behalf of it. | |