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 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 Address. Uncheck 'Look up mail server details', and click Next.	File Welcome Restore from Back Identity Receiving Email Account Summary Done	Required information Full Name: Full Name: Descal Information Reply To: Organization: Allasse: Add Edit Remove
the T steps unles	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'.	hange Onli unsure, as ted to (or l on will wor	ne (Cloud). Follow the appropriate sume your mailbox is On Premise, has been created) in Exchange
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/E xchange.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: 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: 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 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: Your Host URL and OAB URL will be generated. 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 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 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 Restore from Ba	-	g for New Mail	
		Identity	u ci	eck for new messages every 60 - + minutes	
	for server change notifications'	~ O Receiving Email Receiving Option	🔽 Lis	ten for server change notifications	
	checked, it is not really necessary to	Account Summa	ry Options	: ply filters to new messages in Inbox on this server	
	reduce the Check for new messages	Done		eck new messages for Junk contents 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 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			
		 Receiving Email Receiving Option 	ns		
		Account Summa 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 Evolution, right-click on your	File Edit View Message Folder Search Help				
	mail account, and choose 'Subscribe to folder of other user'	New - Send / Receive - Reply				
		Mail Show: All Messages				
		v y.o.u.r.name@tudelft.pl				
		 Postva Folder Sizes Archief Subscribe to folder of other user 				
		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 '@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.	Mail				
		✓ y.o.u.r.nam > 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 folder 'Foreign Folders' of your 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 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 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 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. 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 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: