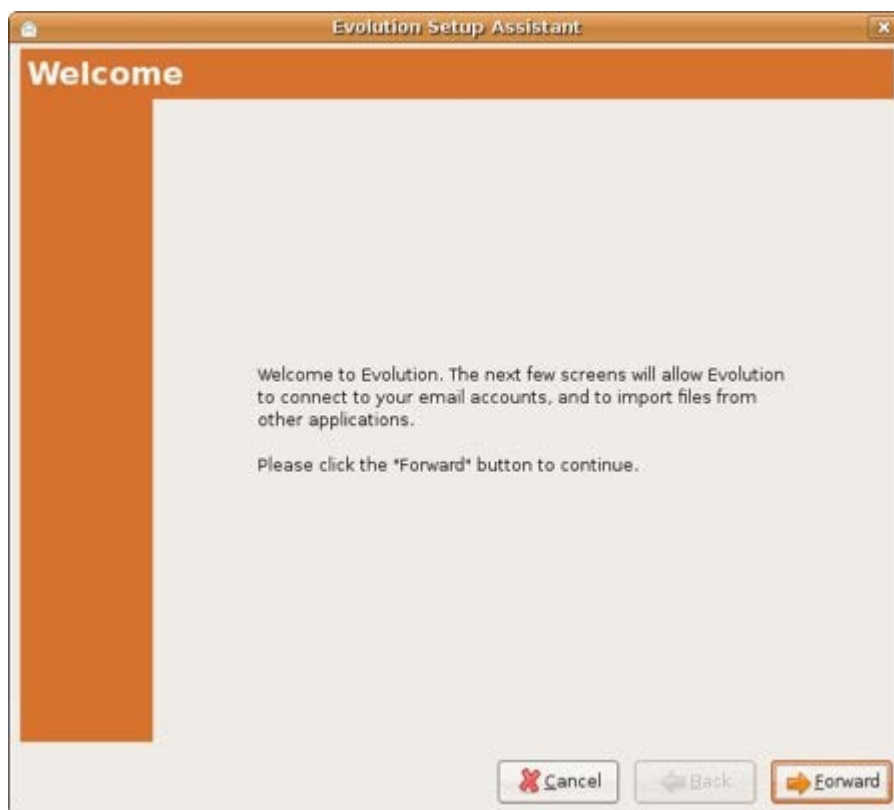


How to set up Evolution for email



This tutorial will guide you in setting up Evolution 2.1.x (the version included in Ubuntu 7.04 - known as "Feisty Fawn") for the first time. Though the screenshots are from Ubuntu, the steps are virtually identical if you're using another version of Linux.

1. When Evolution launches for the first time, the **Setup Assistant** will start. Click **Forward** to continue.



2. On the **Identity** tab, enter the required information in each of the appropriate fields. The **Organization** field is not mandatory. Click **Forward** when you're ready to continue.

3. This example will assume that you have a **POP** mail server. Enter the "incoming" mail server name in the

Server: section, and your user name in the **Username:** section.

Your incoming server is **mail.mydomain.com.au**, where **mydomain.com.au** is the name of your domain.

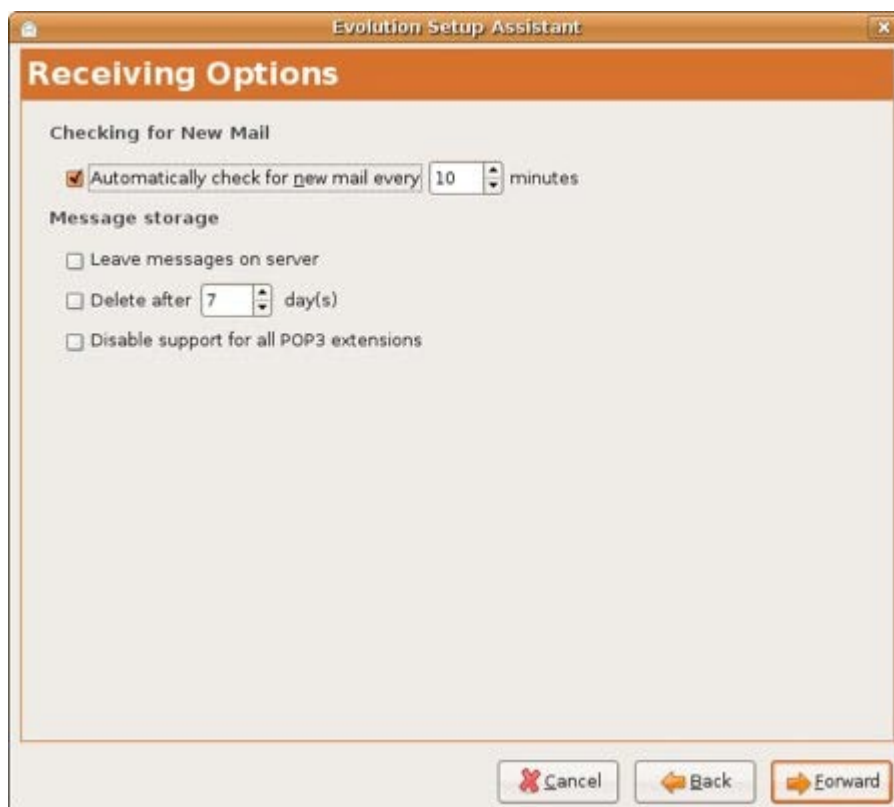
Set the username to your full email address.

If you don't want to enter your password each time you check your mail, place a check in the box labeled **Remember password**. When you're done, click **Forward**.



The screenshot shows the 'Receiving Email' dialog box in the Evolution Setup Assistant. The window title is 'Evolution Setup Assistant'. The main heading is 'Receiving Email'. Below the heading, it says 'Please select among the following options'. The 'Server Type' is set to 'POP'. The 'Description' is 'For connecting to and downloading mail from POP servers.' Under the 'Configuration' section, the 'Server' is 'mail.mydomain.com.au' and the 'Username' is 'jdoe@mydomain.com.au'. Under the 'Security' section, 'Use Secure Connection' is set to 'No encryption'. Under the 'Authentication Type' section, 'Password' is selected, and the 'Remember password' checkbox is checked. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Forward'.

4. Place a check in the **Automatically check for mail every __ minutes** box (if you want) and review the other options. Click **Forward**.



The screenshot shows the 'Receiving Options' dialog box in the Evolution Setup Assistant. The window title is 'Evolution Setup Assistant'. The main heading is 'Receiving Options'. Under the 'Checking for New Mail' section, the 'Automatically check for new mail every' checkbox is checked, and the value is set to '10' minutes. Under the 'Message storage' section, there are three options: 'Leave messages on server' (unchecked), 'Delete after 7 day(s)' (unchecked), and 'Disable support for all POP3 extensions' (unchecked). At the bottom, there are three buttons: 'Cancel', 'Back', and 'Forward'.

- On the **Sending Email** page, select the **Server Type**: that your ISP uses (if you don't know, check with your ISP). Enter the appropriate **Server**: and settings. Most, but not all, outgoing mail servers now require
5. authentication. When you've entered all of the information specific to your ISP, click **Forward**.

The screenshot shows the 'Sending Email' dialog box in the Evolution Setup Assistant. The title bar reads 'Evolution Setup Assistant'. The main heading is 'Sending Email'. Below the heading, there is a paragraph of instructions: 'Please enter information about the way you will send mail. If you are not sure, ask your system administrator or Internet Service Provider.' The 'Server Type' is set to 'SMTP' in a dropdown menu. Below it, the 'Description' reads: 'For delivering mail by connecting to a remote mailhub using SMTP.' The 'Server Configuration' section has a 'Server' field containing 'mail.yourisp.com.au' and an unchecked checkbox for 'Server requires authentication'. The 'Security' section has a 'Use Secure Connection' dropdown set to 'No encryption'. The 'Authentication' section has a 'Type' dropdown set to 'PLAIN', a 'Check for Supported Types' button, a 'Username' field, and an unchecked checkbox for 'Remember password'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Forward'.

6. And now give this email account a **Name**: so that you can easily identify it (in case you create additional email profiles in Evolution). Click **Forward**.

The screenshot shows the 'Account Management' dialog box in the Evolution Setup Assistant. The title bar reads 'Evolution Setup Assistant'. The main heading is 'Account Management'. Below the heading, there is a paragraph of instructions: 'Please enter a descriptive name for this account in the space below. This name will be used for display purposes only.' The 'Account Information' section has a sub-heading and instructions: 'Type the name by which you would like to refer to this account. For example: "Work" or "Personal"'. The 'Name' field contains the text 'Personal'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Forward'.

7. Choose your **Time Zone** and again, click **Forward**.



8. That's it, you're done! Click **Apply**.

