

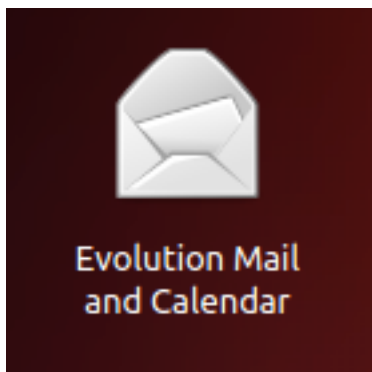
Office 365 Mail Client Configuration Guide

Evolution

Required Items: Evolution mail client, supported Linux distribution such as Ubuntu or Fedora

This guide will assist you with configuring the Evolution e-mail client for use with the Office 365 mail system. The setup instructions will be listed as steps. Please be sure to complete all of the instructions in each step before moving on to the next.

Note: The screenshots in this guide are from Ubuntu 12.04 and therefore some graphical elements across other distributions and versions of Linux will appear different than this guide.



Step 1: Verify that Evolution is installed and up-to-date

Search for **Evolution** in your Linux distribution to see if the Evolution mail client is already installed.

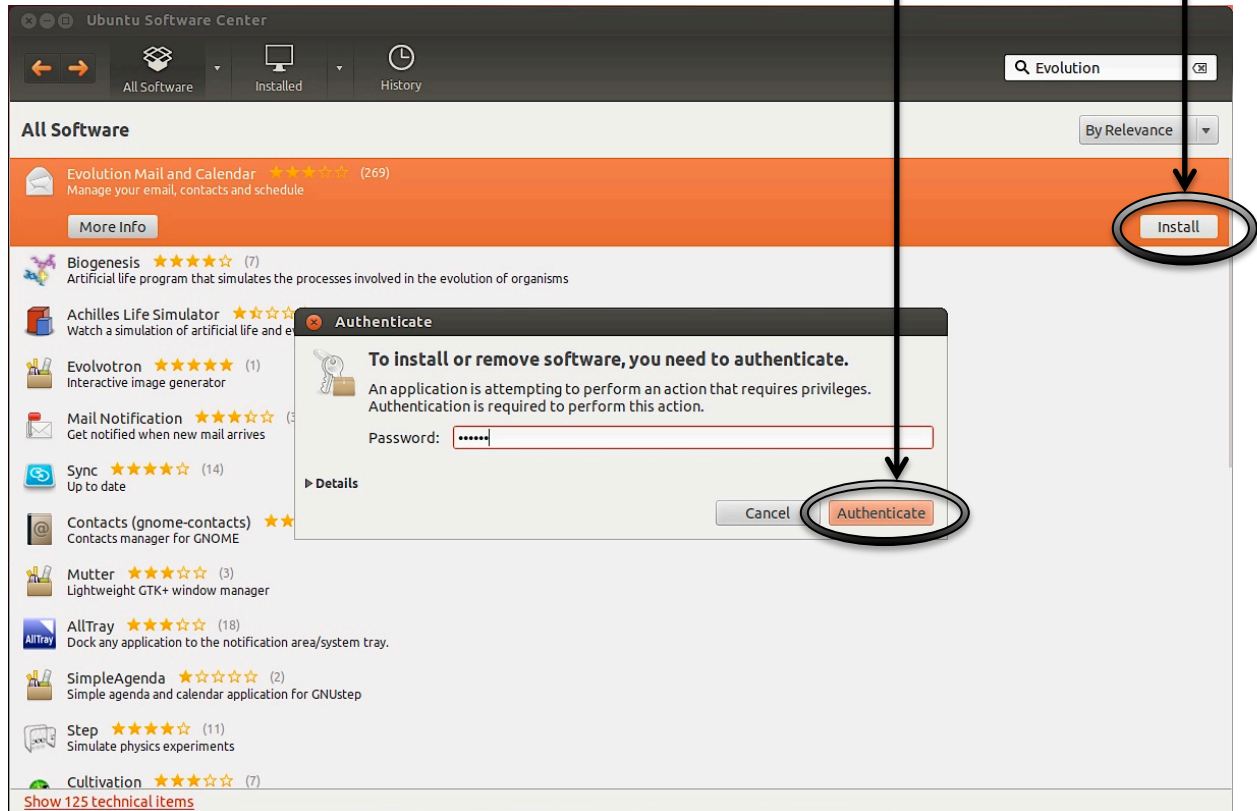
If you are using a Linux distribution such as Ubuntu 12.04 where Evolution is *not* installed by default and therefore cannot be found, please go to **Step 2**.

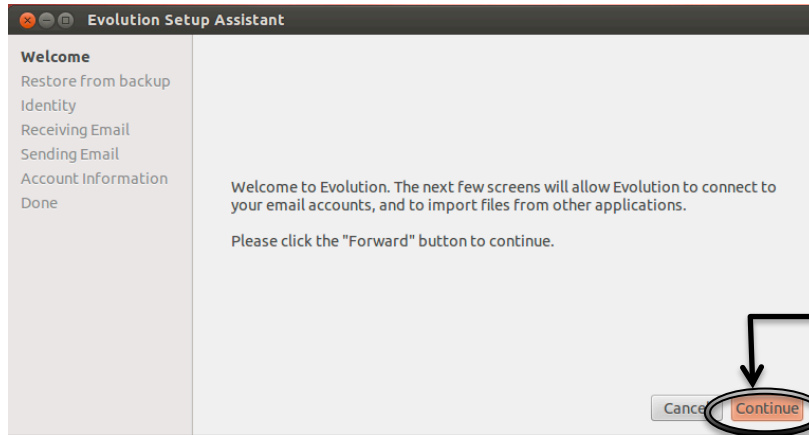
If you are using a Linux distribution such as Fedora where Evolution is the default mail client but it is not the latest version, please use your package manager or update manager to update to the latest version of Evolution. You may then skip to **Step 3**.

If you know you have Evolution installed and it is the latest version, skip to **Step 3**.

Step 2: Install Evolution

To install Evolution, open your distribution's software repository (i.e. Ubuntu Software Center under Ubuntu 12.04) and search for **Evolution**. Click **Install** to install the package. If prompted to, authenticate the installation to by typing your password in the box and clicking **Authenticate**.



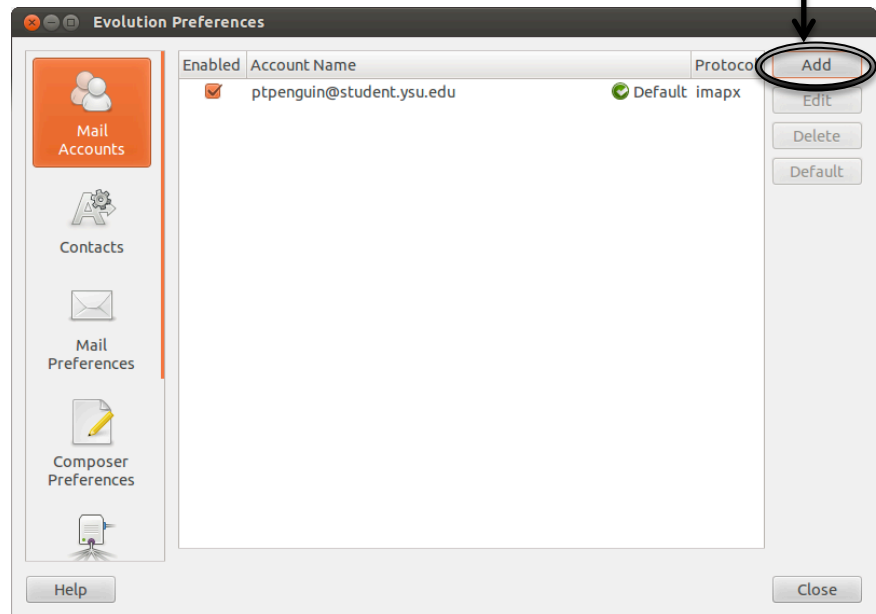
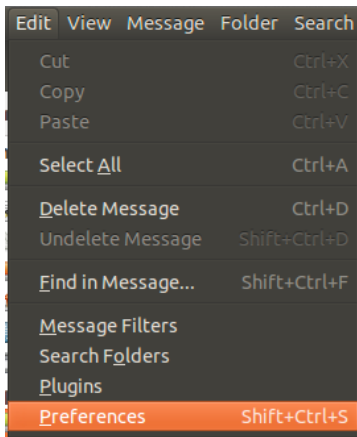


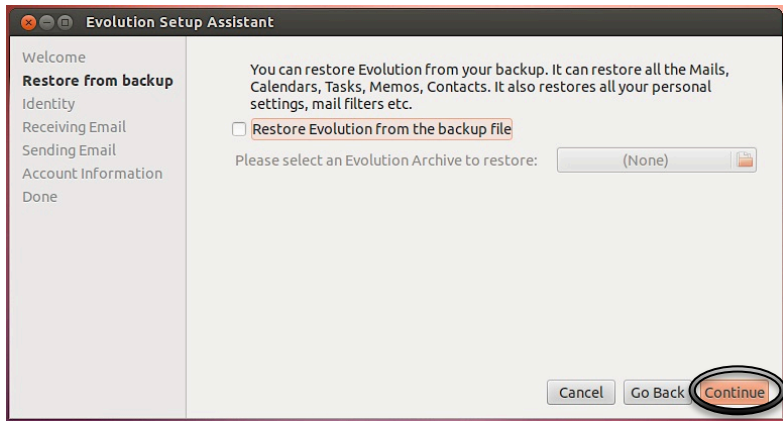
Step 3: Set up a new mail account

If this is your first time opening Evolution, it will launch the Evolution Setup Assistant automatically.

Once the assistant is open, click the **Continue** button to proceed.

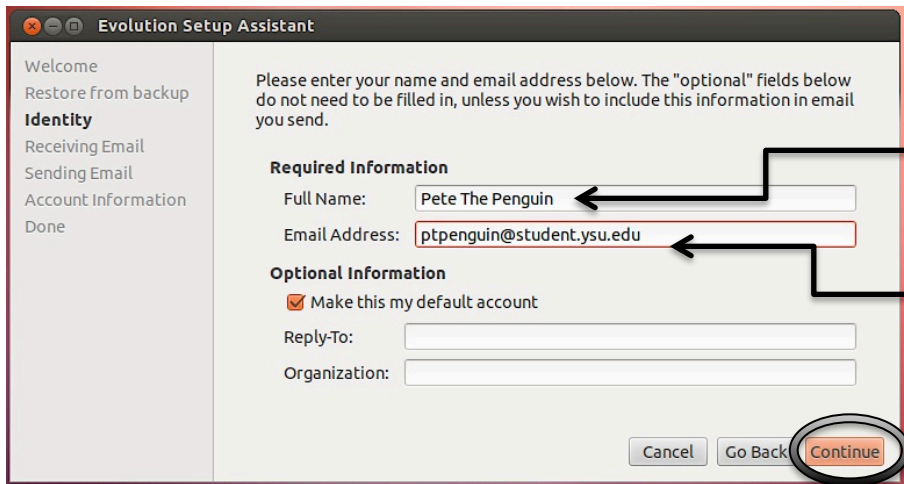
Note: If you already have other accounts set up in Evolution, go to **Edit -> Preferences...**, select **Mail Accounts**, and click the **Add** button to open the assistant.





Step 4: Restore from backup

Click the **Continue** button as this account will be a new account.



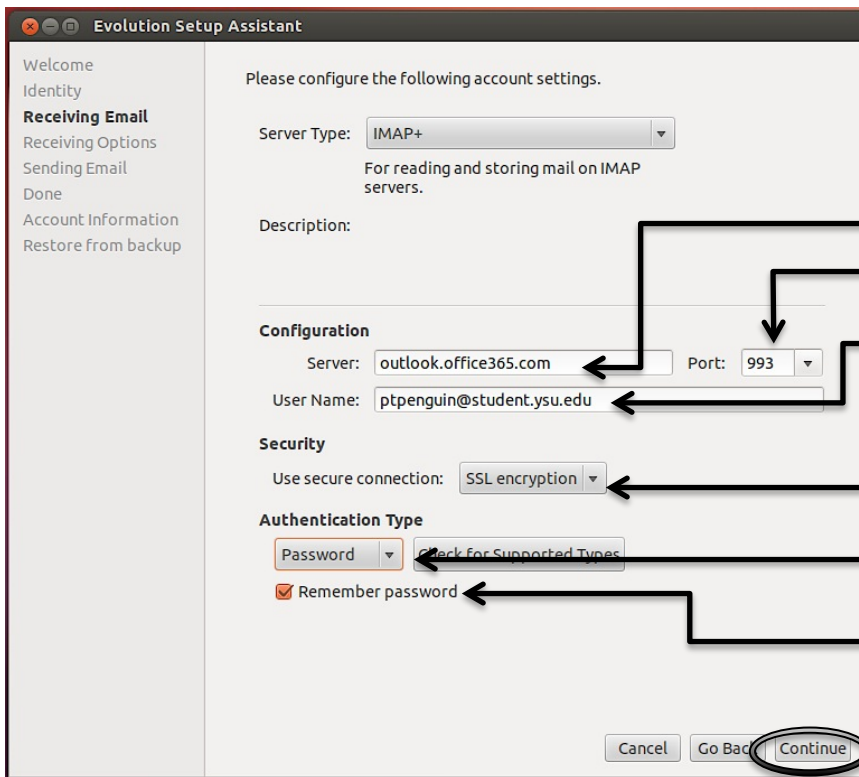
Step 5: Identity info

Enter the following:

Full Name: Your display name

Email Address: Your full @student.yasu.edu (for Students) or @yasu.edu (for Faculty and Staff) email address

Leave the other fields blank and click the **Continue** button.



Step 6: Incoming Server Settings

Choose **IMAP+** from the **Server Type** and enter the following:

Server: outlook.office365.com

Port: 993

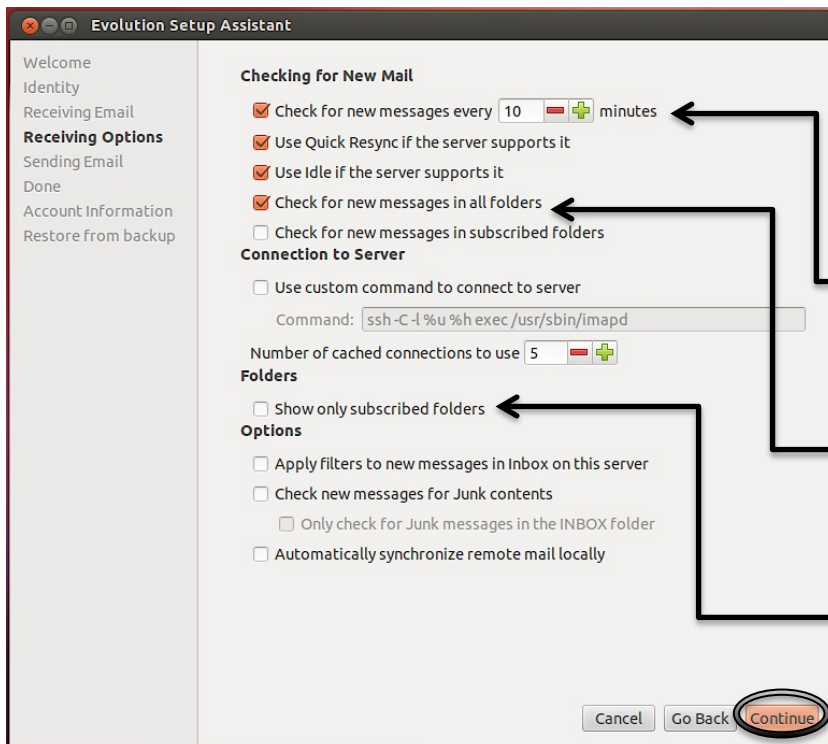
User Name: Your full @student.yzu.edu (for Students) or @ysu.edu (for Faculty and Staff) email address

Use secure connection: SSL encryption

Authentication Type: Password

If you would like your mail password to be remembered when receiving mail, check the **Remember Password** box.

Click the **Continue** button.



Step 7: Receiving Options

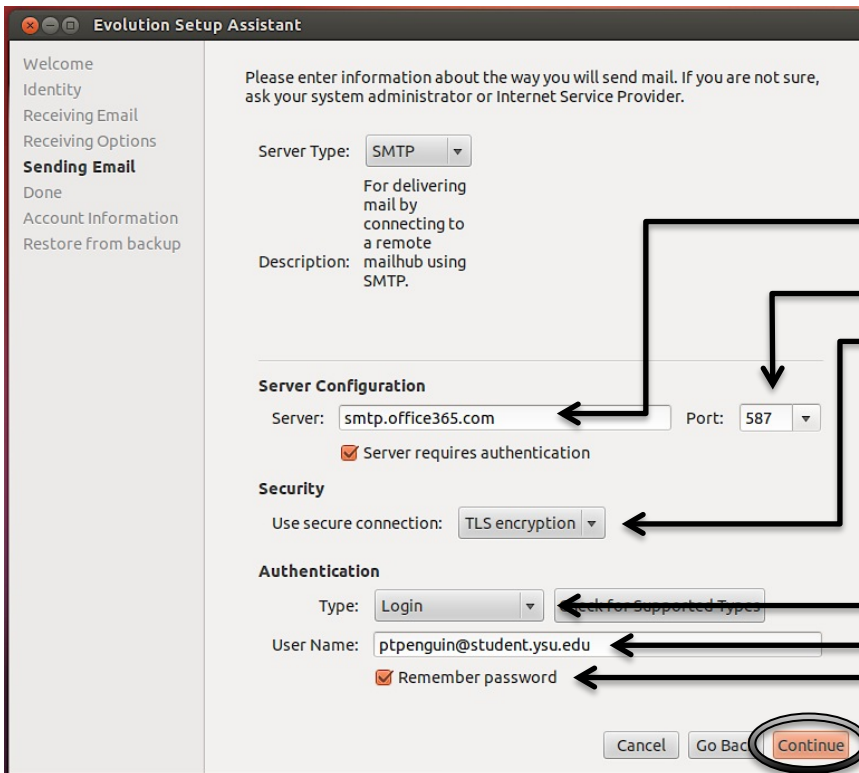
This page has the following settings that are useful to change:

Check for new messages every 10 minutes: *Check* this box and enter a time if you would like Evolution to check your email automatically. Recommended.

Check for new messages in all folders: *Check* this box if you would like Evolution check for new messages in all of your folders on Office 365, not just the Inbox. Strongly recommended.

Show only subscribed folders: *Uncheck* this box in conjunction with the above option to view messages in all of your folders. Strongly recommended.

Click the **Continue** button.



Step 8: Outgoing Server Settings

Choose **SMTP** from the **Server Type** and enter the following:

Server: smtp.office365.com

Port: 587

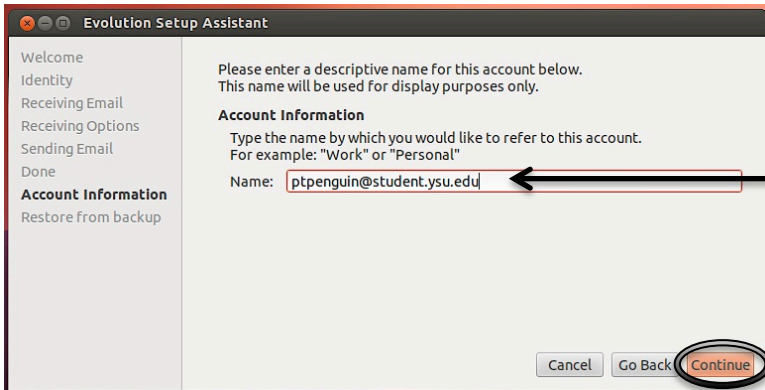
Use secure connection: TLS encryption

Authentication Type: Login

User Name: Your full @student.yosu.edu (for Students) or @ysu.edu (for Faculty and Staff) email address

If you would like your mail password to be remembered when sending mail, check the **Remember Password** box.

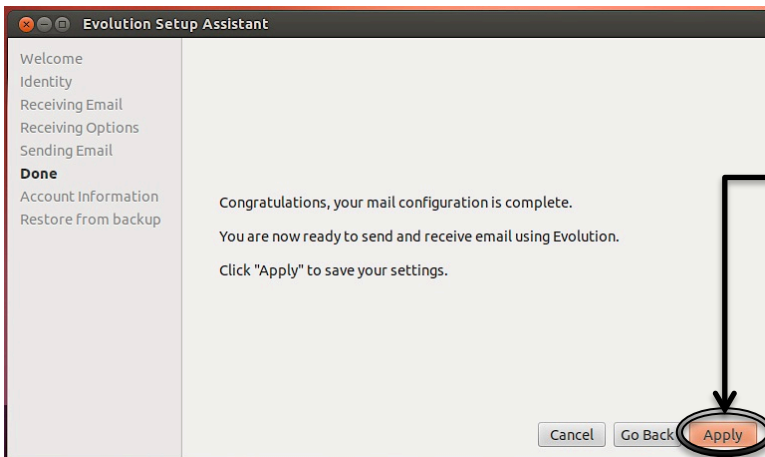
Click the **Continue** button.



Step 9: Account Information

Enter the **Name** that you want your account to be referred to as in the Evolution mail client.

Click the **Continue** button.



Step 10: Complete the Set Up

Click the **Apply** button.

Congratulations! You have successfully set up the Evolution e-mail client for use with the YSU Office 365 e-mail system.