

Hours: Monday and Friday 7:30 am - 5:00 pm Tues, Wed, and Thurs 7:30 am - 8:00 pm Saturday 9:00 am - 5:00 pm Phone: (330)941-1595 e-Mail: techdesk@ysu.edu http://techdesk.ysu.edu

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 .	
Image: Software Center Image: Software Center <t< td=""><td>Q Evolution (3)</td></t<>	Q Evolution (3)
All Software	By Relevance
Evolution Mail and Calendar (269) Manage your email, contacts and schedule	V
More Info	Install
Biogenesis ***** (7) Artificial life program that simulates the processes involved in the evolution of organisms	
Achilles Life Simulator ***** 😣 Authenticate	
Evolvotron ***** (1) To install or remove software, you need to authenticate. Interactive image generator An application is attempting to perform an action that requires privileges.	
Mail Notification ************************************	
Sync ★★★☆ (14) Up to date ► Details	
Contacts (gnome-contacts) ** Contacts manager for CNOME	ate
Mutter ★★☆☆ (3) Lightweight GTK+ window manager	
AllTray ★★★☆☆ (18) Dock any application to the notification area/system tray.	
Simple Agenda and calendar application for GNUstep	
Step ****** (11) Simulate physics experiments	
Cultivation ★★★☆☆ Show 125 technical items	



😸 😑 🗉 Evolution Setup Assistant Welcome You can restore Evolution from your backup. It can restore all the Mails, Calendars, Tasks, Memos, Contacts. It also restores all your personal settings, mail filters etc. **Step 4:** Restore from backup Restore from backup Identity Receiving Email Restore Evolution from the backup file Sending Email Click the **Continue** button as Please select an Evolution Archive to restore: (None) Account Information this account will be a new Done account. Cancel Go Back Continue

Ren Evolution Set	in Assistant	Step 5: Identity info
Welcome Restore from backup	Please enter your name and email address below. The "optional" fields below do not need to be filled in unless you wish to include this information in email	Enter the following:
Identity Receiving Email Sending Email	you send. Required Information Sultabular and Data The Description	Full Name: Your display name
Account information Done	Full Name: Peter The Penguin Email Address: ptpenguin@student.ysu.edu Optional Information Make this my default account Reply-To: Organization:	Email Address: Your full @student.ysu.edu (for Students) or @ysu.edu (for Faculty and Staff) email address
	Cancel Co Back Contin	Leave the other fields blank and click the Continue button

😣 😑 🗈 Evolution Set	up Assistant	Step 6: Incoming Server Settings
Welcome Identity Receiving Email Receiving Options Sending Email Done Account Information Restore from backup	Please configure the following account settings. Server Type: IMAP+ For reading and storing mail on IMAP servers. Description:	Choose IMAP + from the Server Type and enter the following: Server : outlook.office365.com Port : 993
	Configuration Server: outlook.office365.com Port: 993 V User Name: ptpenguin@student.ysu.edu Security Use secure connection: SSL encryption V	User Name: Your full @student.ysu.edu (for Students) or @ysu.edu (for Faculty and Staff) email address Use secure connection: SSL encryption
	Authentication Type Password Remember password Cancel Go Bac Continue	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 have 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.

Concentration Column Assistant	
Welcome	Step 8: Outgoing Server Settings
Identity Please enter information about the way you will send mail. If you are not sure, ask your system administrator or Internet Service Provider. Receiving Email Please enter information about the way you will send mail. If you are not sure, ask your system administrator or Internet Service Provider.	Choose SMTP from the Server
Receiving Options Server Type: Sending Email SMTP	Type and enter the following:
Done For delivering mail by connecting to	Server: smtp.office365.com
Restore from backup a remote a remote Description: mailub using SMTP.	Port : 587
	Use secure connection: TLS encryption
Server Configuration	Authentication Type Login
Server: smtp.office365.com Port: 587 V	Harris Name Van Cill
Security	@student.ysu.edu (for Students) or
Authentication	address
Type: Login 🔻 🧹	If you would like your mail password to
User Name: ptpenguin@student.ysu.edu	be remembered when sending mail, check the Remember Password box.
Cancel Go Bac Continue	Click the Continue button.
😣 🖨 💿 Evolution Setup Assistant	
Welcome Please enter a descriptive name for this account below. Identity This name will be used for display purposes only.	Step 9: Account Information
Receiving Email Account Information Receiving Options Type the name by which you would like to refer to this account. Sending Email Type the name by which you would like to refer to this account.	Enter the Name that you want
Receiving Email Account Information Receiving Options Type the name by which you would like to refer to this account. Sending Email For example: "Work" or "Personal" Done Name: ptpenguin@student.ysu.edu	Enter the Name that you want your account to be referred to as
Receiving Email Account Information Sending Email Type the name by which you would like to refer to this account. For example: "Work" or "Personal" Done Name: ptpenguin@student.ysu.edu Account Information Restore from backup	Enter the Name that you want your account to be referred to as in the Evolution mail client.
Receiving Email Account Information Sending Email Type the name by which you would like to refer to this account. Done For example: "Work" or "Personal" Account Information Name: ptpenguin@student.ysu.edu Restore from backup Ptpenguin@student.ysu.edu	Enter the Name that you want your account to be referred to as in the Evolution mail client. Click the Continue button.
Receiving Email Account Information Sending Email Type the name by which you would like to refer to this account. For example: "Work" or "Personal" Done Name: ptpenguin@student.ysu.edu Restore from backup Cancel Go Back Continue	Enter the Name that you want your account to be referred to as in the Evolution mail client. Click the Continue button.
Receiving Email Account Information Sending Email Type the name by which you would like to refer to this account. For example: "Work" or "Personal" Done Name: ptpenguin@student.ysu.edu Restore from backup Cancel Concluster Continue	Enter the Name that you want your account to be referred to as in the Evolution mail client. Click the Continue button.
Receiving Email Receiving Options Sending Email Done Account Information Restore from backup Pippenguin@student.ysu.edu Cancel Go Back Continue	Enter the Name that you want your account to be referred to as in the Evolution mail client. Click the Continue button.
Receiving Options Sending Email Done Account Information Restore from backup Cancel Co Back Continue Cancel Co Back Continue	Enter the Name that you want your account to be referred to as in the Evolution mail client. Click the Continue button.
Receiving Email Account Information Sending Email Type the name by which you would like to refer to this account. For example: "Work" or "Personal" Done Name: ptpenguin@student.ysu.edu Restore from backup Cancel Go Back Continue Cancel Go Back Continue Welcome Identity Receiving Email Receiving Email	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
Receiving Email Account Information Sending Email Type the name by which you would like to refer to this account. For example: "Work" or "Personal" Done Name: ptpenguin@student.ysu.edu Restore from backup Cancel Go Back Continue Continue Welcome Identity Identity Receiving Email Receiving Email Congratulations, your mail configuration is complete.	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.
Receiving Email Account Information Sending Email Type the name by which you would like to refer to this account. Provide the name by which you would like to refer to this account. For example: "Work" or "Personal" Name: ptpenguin@student.ysu.edu Cancel Go Back Continue Cancel Go Back Continue Cancel Go Back Continue Welcome Identity Receiving Email Congratulations, your mail configuration is complete. You are now ready to send and receive email using Evolution. Citick "Apply" to save your settings.	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
Receiving Chail Account Information Done Account Information Account Information Type the name by which you would like to refer to this account. For example: "Work" or "Personal" Name: ptpenguin@student.ysu.edu Cancel Continue	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

Cancel Go Back

Apply