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# Evolution 2.22 User Guide

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**COLLABORATORS**

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## **Abstract**

A user's guide to Evolution which explains how to use its mail, calendar, addressbook, and task list features.

# About This Guide

This guide describes how to use and manage Evolution™ 2.22 client software. This guide is intended for users and is divided into the following sections:

- [Getting Started](#)
- [Sending and Receiving E-Mail](#)
- [Organizing Your E-Mail](#)
- [Evolution Contacts: the Address Book](#)
- [Evolution Calendar](#)
- [Connecting to Exchange Servers](#)
- [Connecting to GroupWise](#)
- [Connecting to Hula](#)
- [Advanced Configuration](#)
- [Synchronizing Your Handheld Device](#)
- [Migration from Outlook to Evolution](#)
- [Quick Reference](#)
- [Known Bugs and Limitations](#)
- [Authors](#)
- [Glossary](#)

## Additional Documentation:

You can find additional help in three places:

- For information about command line options, open a terminal window and type **evolution --help**.
- For support, late-breaking news, and errata, visit the Novell® support center at [support.novell.com](http://support.novell.com).
- In the Evolution interface, click Help > Contents.

## Documentation Conventions:

In Novell documentation, a greater-than symbol (>) is used to separate actions within a step and items in a cross-reference path. A trademark symbol (®, TM, etc.) denotes a Novell trademark. An asterisk (\*) denotes a third-party trademark.

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# Chapter 1

## Getting Started

Evolution™ makes the tasks of storing, organizing, and retrieving your personal information easy, so you can work and communicate more effectively with others. It is a highly evolved **groupware** program, an integral part of the Internet-connected desktop.

Evolution can help you work in a group by handling e-mail, address, and other contact information, and one or more calendars. It can do that on one or several computers, connected directly or over a network, for one person or for large groups.

With Evolution, you can accomplish your most common daily tasks quickly. For example, it takes only one or two clicks to enter appointment or contact information sent to you by e-mail, or to send e-mail to a contact or appointment. People who get lots of e-mail will appreciate advanced features like **search folders**, which let you save searches as though they were ordinary e-mail folders.

- [Starting Evolution for the First Time](#)
- [Using Evolution: An Overview](#)

### 1.1 Starting Evolution for the First Time

1. Start the Evolution client.

GNOME:	Click Applications > Office > Evolution.
KDE:	Click the K menu > Office > More Programs > Evolution.
Command Line:	Enter <b>evolution</b> .

#### 1.1.1 Using the First-Run Assistant

The first time you run Evolution, it creates a directory *.evolution* in your home directory, where it stores all of its local data. Then, it opens a First-Run Assistant to help you set up e-mail accounts and import data from other applications.

Using the first-run assistant takes two to five minutes.

Later on, if you want to change this account, or if you want to create a new one, click Edit > Preferences, then click Mail Accounts. Select the account you want to change, then click Edit. Alternately, add a new account by clicking Add. See [Mail Preferences](#) for details.

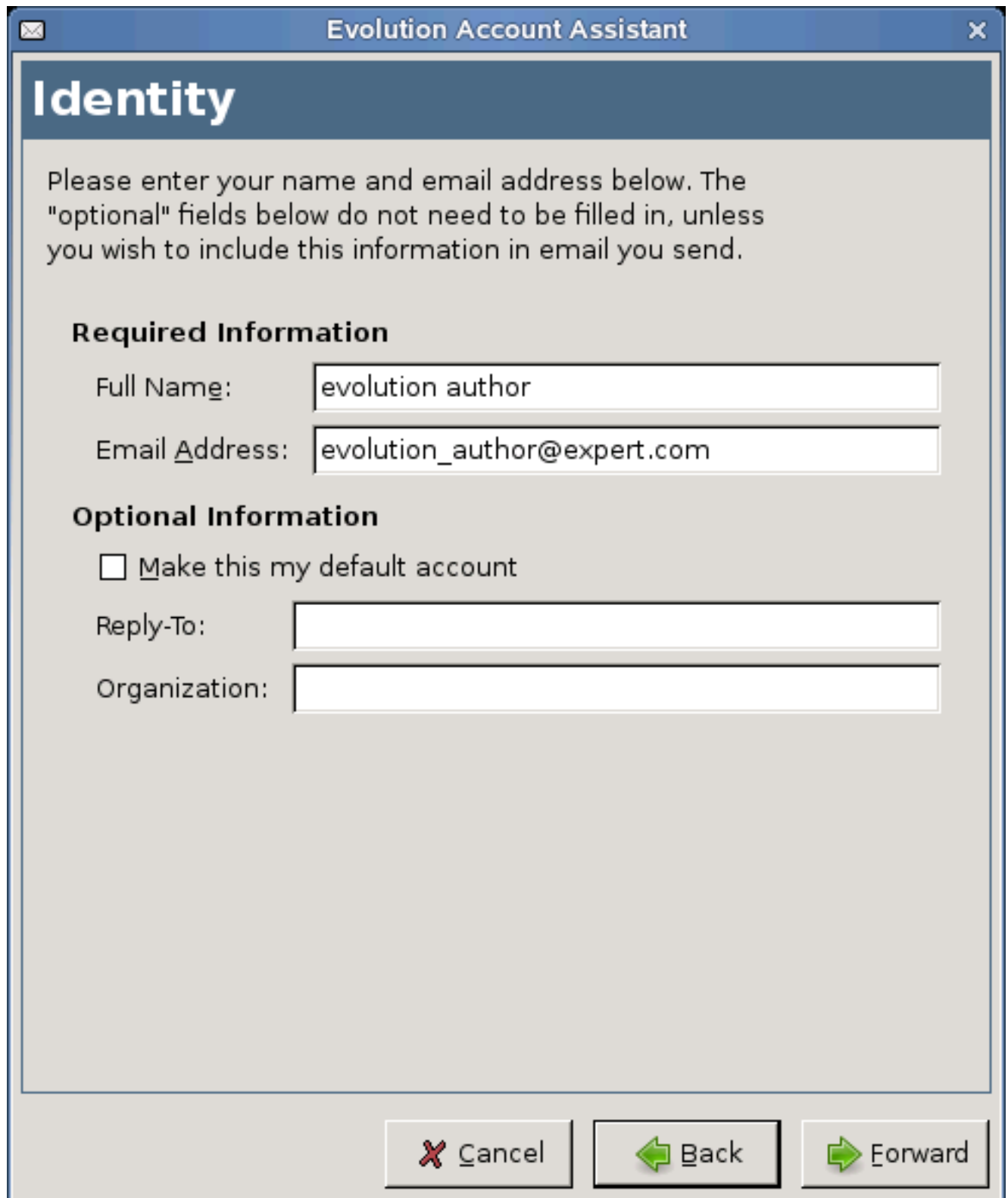
The First-Run Assistant helps you provide the information Evolution needs to get started.

- [Defining Your Identity](#)
- [Receiving Mail](#)

- [Receiving Mail Options](#)
- [Sending Mail](#)
- [Account Management](#)
- [Time Zone](#)

#### **1.1.1.1 Defining Your Identity**

The Identity window is the first step in the assistant.



The screenshot shows a window titled "Evolution Account Assistant" with a close button in the top right corner. The window has a dark blue header bar with the word "Identity" in white. Below the header, there is a light gray area with the following text: "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 you send."

**Required Information**

Full Name:

Email Address:

**Optional Information**

☐ Make this my default account

Reply-To:

Organization:

At the bottom of the window, there are three buttons: "Cancel" (with a red X icon), "Back" (with a green left arrow icon), and "Forward" (with a green right arrow icon).

Here, you enter some basic personal information. You can define multiple identities later by clicking **Edit > Preferences**, then clicking **Mail Accounts**.

When the First-Run Assistant starts, the Welcome page is displayed. Click **Forward** to proceed to the Identity window.

1. Type your full name in the Full Name field.
2. Type your e-mail address in the E-Mail Address field.

3. (Optional) Select if this account is your default account.
4. (Optional) Type a reply to address in the Reply-To field.  
Use this field if you want replies to messages sent to a different address.
5. (Optional) Type your organization name in the Organization field.  
This is the company where you work, or the organization you represent when you send e-mail.
6. Click Forward.

#### **1.1.1.2 Receiving Mail**

The Receiving E-mail option lets you determine where you get your e-mail.

The screenshot shows the 'Evolution Account Assistant' window with the 'Receiving Email' tab selected. The window has a title bar with a close button. The main content area is titled 'Receiving Email' and contains the following sections:

- Please select among the following options**
  - Server Type:** A dropdown menu showing 'Novell GroupWise'.
  - Description:** 'For accessing Novell GroupWise servers'.
- Configuration**
  - Server:** A text field containing 'some\_domain.com'.
  - Username:** A text field containing 'evolutionauthor'.
- Security**
  - Use Secure Connection:** A dropdown menu showing 'No encryption'.
- Authentication Type**
  - A dropdown menu showing 'Password'.
  - A button labeled 'Check for Supported Types'.
  - A checkbox labeled 'Remember password' which is currently unchecked.

At the bottom of the window are three buttons: 'Cancel' (with a red X icon), 'Back' (with a green left arrow icon), and 'Forward' (with a green right arrow icon).

You need to specify the type of server you want to receive mail with. If you are unsure about the type of server to choose, ask your system administrator or ISP.

1. Select a server type in the Server Type list.

The following is a list of server types that are available:

**Novell GroupWise:**



Select this option if you connect to Novell GroupWise®. Novell GroupWise keeps e-mail, calendar, and contact information on the server. For configuration instructions, see [Remote Configuration Options](#).

**Microsoft Exchange:**

Available only if you have installed the Connector for Microsoft® Exchange. It allows you to connect to a Microsoft Exchange 2000 or 2003 server, which stores e-mail, calendar, and contact information on the server. For configuration instructions, see [Remote Configuration Options](#).

**IMAP:**

Keeps the e-mail on your server so you can access your e-mail from multiple systems. For configuration instructions, see [Remote Configuration Options](#).

**POP:**

Downloads your e-mail to your hard disk for permanent storage, freeing up space on the e-mail server. For configuration instructions, see [Remote Configuration Options](#).

**Hula:**

Select this option if you want Hula account. Evolution provide you connectivity to Hula® servers through IMAP and calendaring support through CalDAV. For more information refer [Connecting to Hula](#)

**USENET News:**

Connects to the news server and downloads a list of available news digests. For configuration instructions, see [Remote Configuration Options](#).

**Local Delivery:**

Choose this option if you want to move e-mail from the spool (the location where mail waits for delivery) and store it in your home directory. You need to provide the path to the mail spool you want to use. If you want to leave e-mail in your system's spool files, choose the Standard Unix Mbox Spool option instead. For configuration instructions, see [Local Configuration Options](#).

**MH Format Mail Directories:**

If you download your e-mail using mh or another MH-style program, you should use this option. You need to provide the path to the mail directory you want to use. For configuration instructions, see [Local Configuration Options](#).

**Maildir Format Mail Directories:**

If you download your e-mail using Qmail or another maildir-style program, you should use this option. You need to provide the path to the mail directory you want to use. For configuration instructions, see [Local Configuration Options](#).

**Standard Unix mbox spool file:**

If you want to read and store e-mail in the mail spool file on your local system, choose this option. You need to provide the path to the mail spool file you want to use. For configuration instructions, see [Local Configuration Options](#).

**Standard Unix mbox spool directory:**

If you want to read and store e-mail in the mail spool directory on your local system, choose this option. You need to provide the path to the mail spool directory you want to use. For configuration instructions, see [Local Configuration Options](#).

**None:**

Select this if you do not plan to check e-mail with this account. If you select this, there are no configuration options.

#### 1.1.1.2.1 Remote Configuration Options

If you selected Novell GroupWise, IMAP, POP, or USENET News as your server, you need to specify additional information.

1. Type the server name of your e-mail server in the Server field.

If you don't know the Server, contact your administrator.

2. Type your username for the account in the Username field.

3. Select to use a secure (SSL) connection.

If your server supports secure connections, you should enable this security option. If you are unsure if your server supports a secure connection, contact your system administrator.

4. Select your authentication type in the Authentication list.

or

Click Check for Supported Types to have Evolution check for supported types. Some servers do not announce the authentication mechanisms they support, so clicking this button is not a guarantee that available mechanisms actually work.

If you are unsure what authentication type you need, contact your system administrator.

5. Select if you want Evolution to remember your password.
6. Click Forward.

(Conditional) If you chose Microsoft Exchange as the server type, provide your username in the Username field and your Outlook Web Access (OWA) URL in the OWA URL field. The URL and the usernames should use the Outlook format. If the mailbox path is different from the username, the OWA path should also include mailbox path, for example `http://server_name/exchange/mailbox path`.

When you have finished, continue with [Receiving Mail Options](#).

#### 1.1.1.2.2 Local Configuration Options

If you selected Local Delivery, MH-Format Mail Directories, Maildir-Format Mail Directories, or Standard Unix mbox spool file and Standard Unix mbox spool directory, you must specify the path to the local files in the path field. Continue with [Receiving Mail Options](#).

#### 1.1.1.3 Receiving Mail Options

After you have selected a mail delivery mechanism, you can set some preferences for its behavior.

- [Novell GroupWise Receiving Options](#)
- [Microsoft Exchange Receiving Options](#)
- [IMAP Receiving Options](#)
- [POP Receiving Options](#)
- [USENET News Receiving Options](#)
- [Local Delivery Receiving Options](#)
- [MH-Format Mail Directories Receiving Options](#)
- [Maildir-Format Mail Directories Receiving Options](#)
- [Standard Unix mbox spool file Receiving Options](#)

##### 1.1.1.3.1 Novell GroupWise Receiving Options

If you select Novell GroupWise as your receiving server type, you need to specify the following options:

1. Select if you want Evolution to automatically check for new mail.  
If you select this option, you need to specify how often Evolution should check for new messages.
  2. Select if you want to check for new messages in all folders.
-

3. Select if you want to apply filters to new messages in the Inbox on the server.

For additional information on filtering, see [Creating New Filter Rules](#).

4. Select if you want to check new messages for junk content.

For additional information on junk content, see [Stopping Junk Mail \(Spam\)](#) and [Junk Mail Preferences](#).

5. Select if you want to only check for junk messages in the Inbox folder.

6. Select if you want to automatically synchronize remote mail locally.

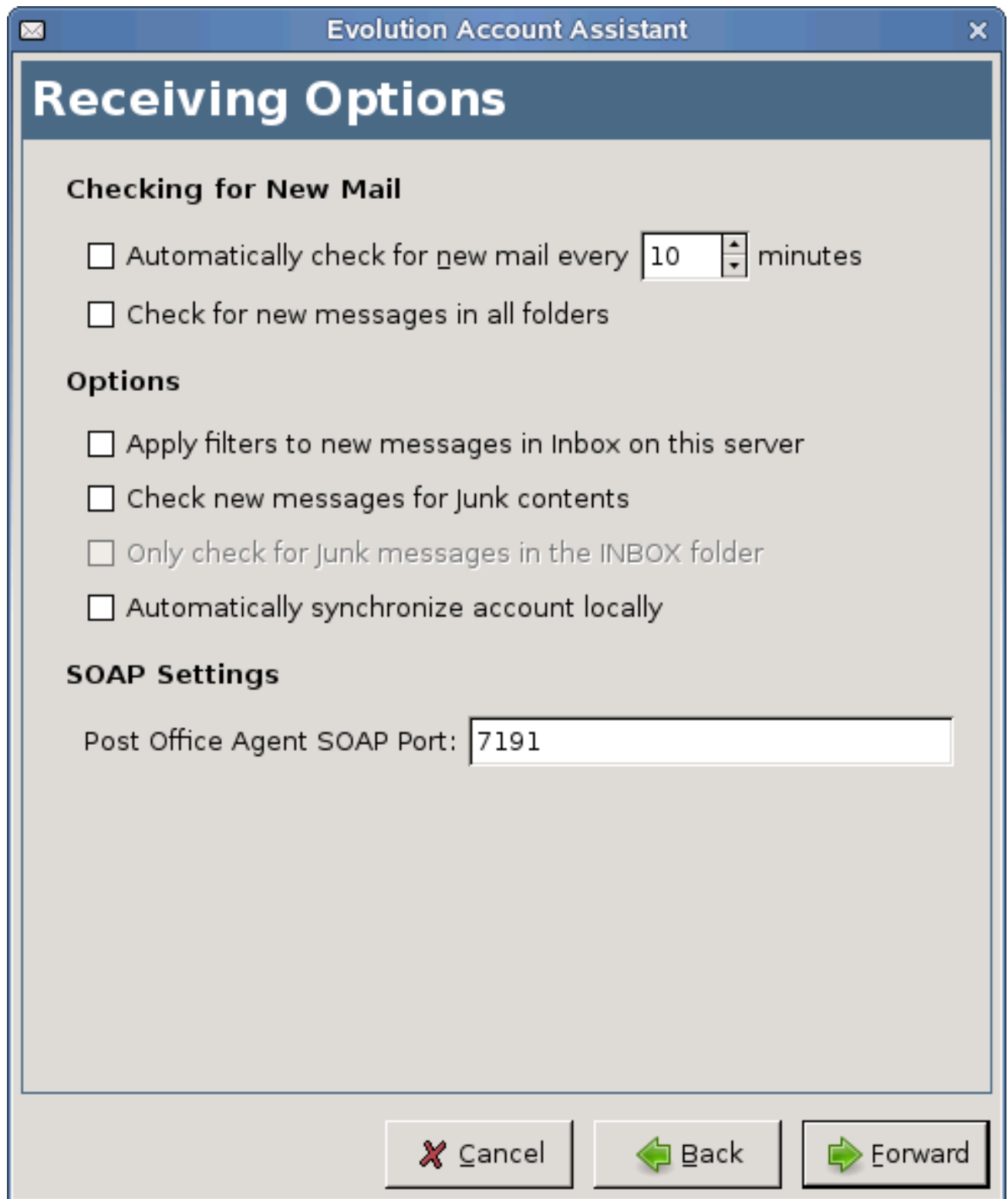
Evolution, by default downloads only the header information such as From, Subject, and Date. The body of the message and the attachments are downloaded only when you click the message. Thus you can save time and network usage. This is useful when you don't read all the messages you receive.

If you check this option, evolution fetches the headers as well as the body of the message simultaneously. In this case, the time taken to open a message is comparatively less. In addition to that, you can download the mails for reading them offline, when you have checked this option.

7. Type your Post Office Agent SOAP port in the Post Office Agent SOAP Port field.

If you are unsure what your Post Office Agent SOAP port is, contact your system administrator.

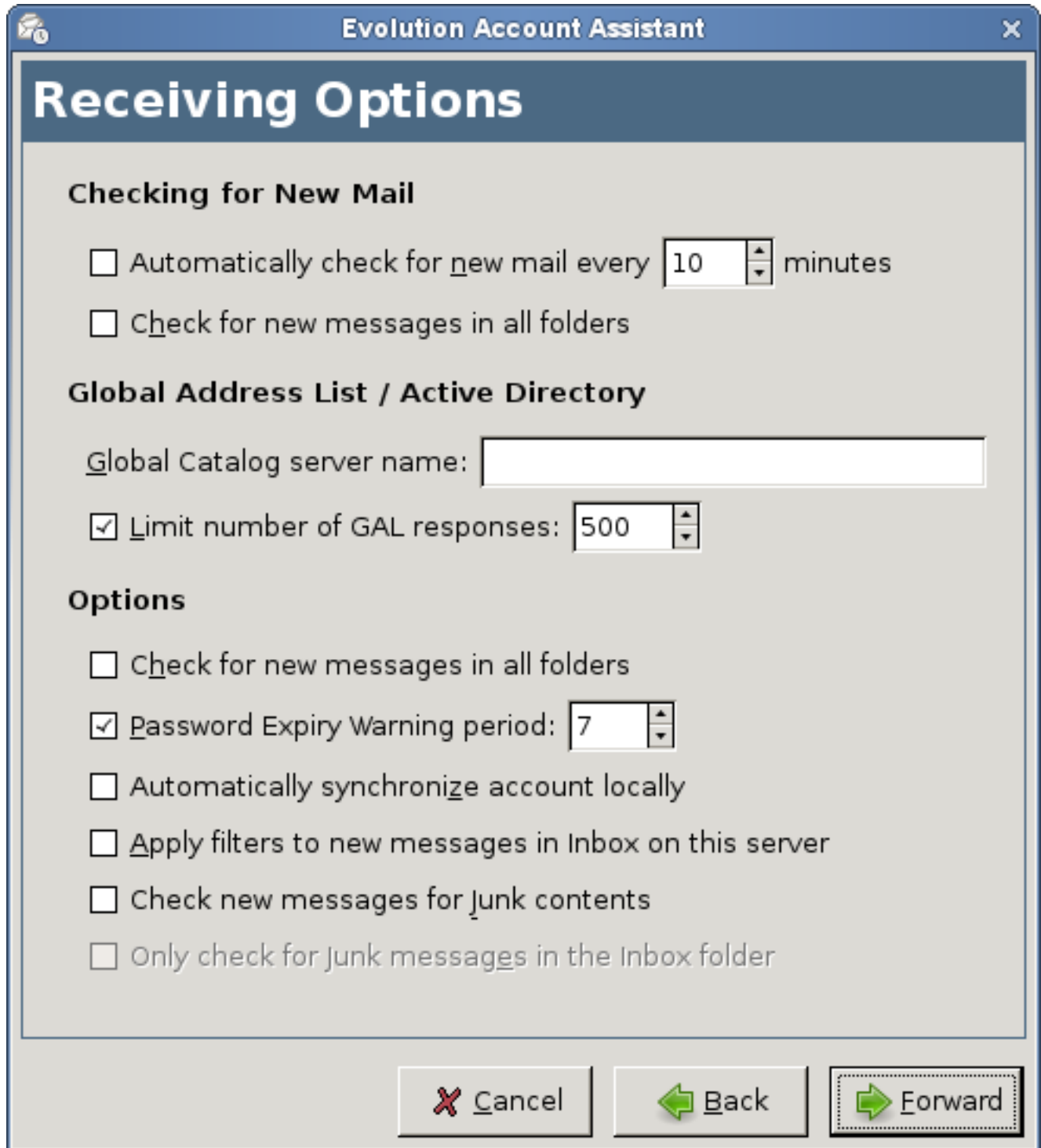
8. Click Forward.
-



When you have finished, continue with [Sending Mail](#).

#### 1.1.1.3.2 Microsoft Exchange Receiving Options

If you select Microsoft Exchange as your receiving server type, you need to specify the following options:



The screenshot shows a window titled "Evolution Account Assistant" with a close button in the top right corner. The main heading is "Receiving Options". Under the sub-heading "Checking for New Mail", there are two checkboxes: "Automatically check for new mail every 10 minutes" (unchecked) and "Check for new messages in all folders" (unchecked). The "10" is in a spin box. Under the sub-heading "Global Address List / Active Directory", there is a text field for "Global Catalog server name:" and a checked checkbox for "Limit number of GAL responses:" with a value of "500" in a spin box. Under the sub-heading "Options", there are six checkboxes: "Check for new messages in all folders" (unchecked), "Password Expiry Warning period: 7" (checked, with "7" in a spin box), "Automatically synchronize account locally" (unchecked), "Apply filters to new messages in Inbox on this server" (unchecked), "Check new messages for junk contents" (unchecked), and "Only check for junk messages in the Inbox folder" (unchecked). At the bottom are three buttons: "Cancel" (with a red X icon), "Back" (with a green left arrow icon), and "Forward" (with a green right arrow icon).

**Evolution Account Assistant**

## Receiving Options

**Checking for New Mail**

☐ Automatically check for new mail every 10 minutes

☐ Check for new messages in all folders

**Global Address List / Active Directory**

Global Catalog server name:

☒ Limit number of GAL responses: 500

**Options**

☐ Check for new messages in all folders

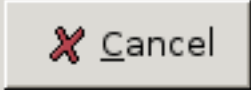
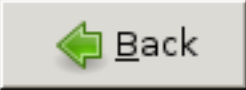

☒ Password Expiry Warning period: 7

☐ Automatically synchronize account locally

☐ Apply filters to new messages in Inbox on this server

☐ Check new messages for junk contents

☐ Only check for junk messages in the Inbox folder

1. Select if you want Evolution to automatically check for new mail.  
If you select this option, you need to specify how often Evolution should check for new messages.
2. Select if you want to check for new messages in all folders.
3. Specify the Global Catalog server name in the Global Catalog Server Name field.  
The Global Catalog Server contains the user information for users. If you are unsure what your Global Catalog server name is, contact your system administrator.
4. Select if you want to limit the number of Global Address Lists (GAL).

The GAL contains a list of all e-mail addresses. If you select this option, you need to specify the maximum number of responses.

5. Select if you want to use a password expire warning time period.

If you select this option, you need to specify how often Evolution should send the password expire message.

6. Select automatically synchronize remote mail locally to download the messages to your local system.
7. Select apply filters to new messages in inbox on this server to apply filters.
8. Select check new messages for junk contents to filter new messages for spam messages.

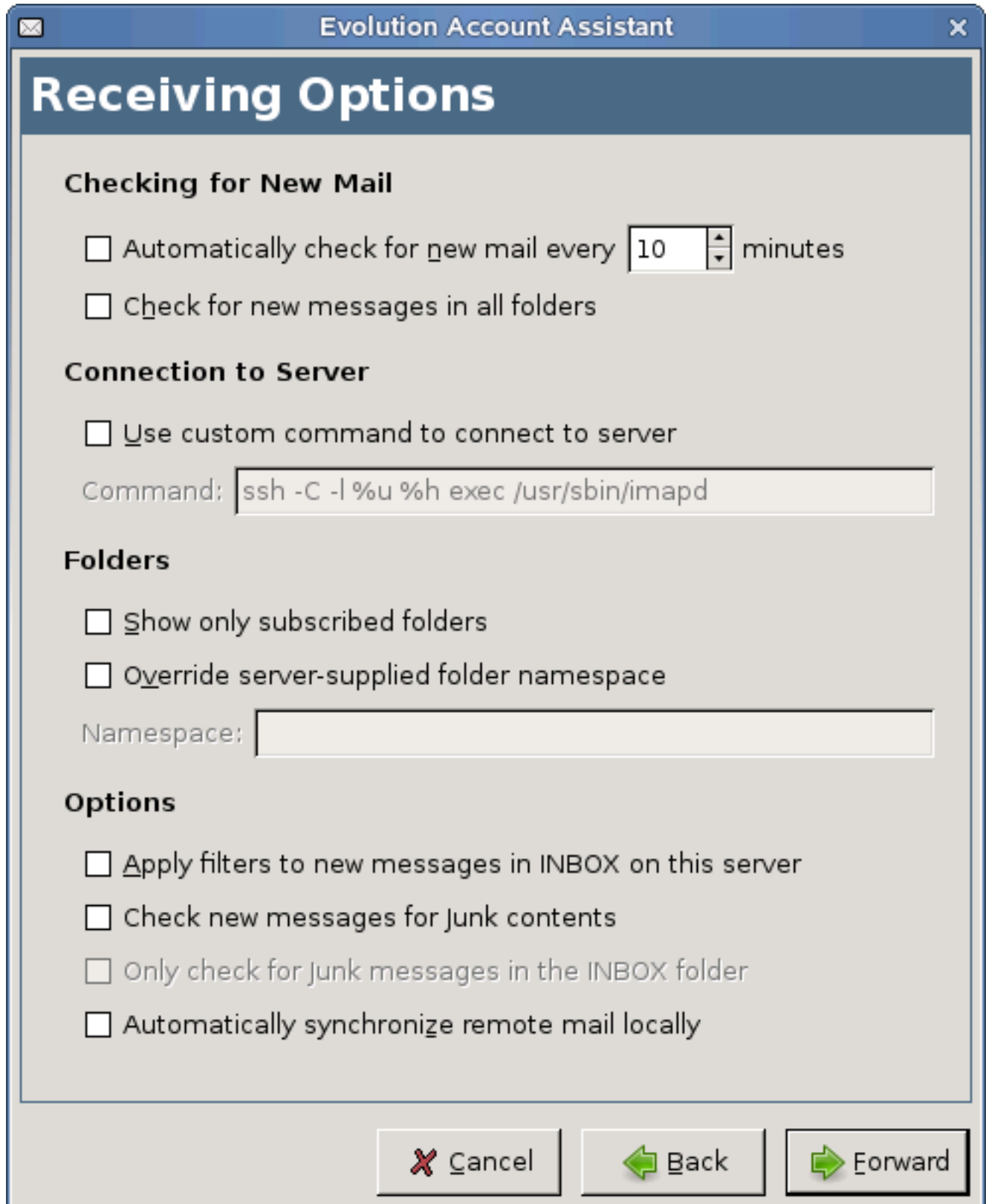
For more information refer [Stopping Junk Mail \(Spam\)](#)

9. Click Forward.

When you have finished, continue with [Sending Mail](#).

#### **1.1.1.3.3 IMAP Receiving Options**

If you select IMAP as your receiving server type, you need to specify the following options:



The screenshot shows the 'Evolution Account Assistant' window with the 'Receiving Options' tab selected. The window has a title bar with a close button. The main content area is divided into four sections: 'Checking for New Mail', 'Connection to Server', 'Folders', and 'Options'. Each section contains checkboxes and input fields. At the bottom, there are three buttons: 'Cancel' (with a red X icon), 'Back' (with a green left arrow icon), and 'Forward' (with a green right arrow icon).

**Evolution Account Assistant**

## Receiving Options

**Checking for New Mail**

☐ Automatically check for new mail every  minutes

☐ Check for new messages in all folders

**Connection to Server**

☐ Use custom command to connect to server

Command:

**Folders**

☐ Show only subscribed folders

☐ Override server-supplied folder namespace

Namespace:




**Options**

☐ Apply filters to new messages in INBOX on this server

☐ Check new messages for junk contents

☐ Only check for junk messages in the INBOX folder

☐ Automatically synchronize remote mail locally

 **Cancel**     **Back**     **Forward**

1. Select if you want Evolution to automatically check for new mail.  
If you select this option, you need to specify how often Evolution should check for new messages.
2. Select if you want Evolution to use custom commands to connect to Evolution.  
If you select this option, specify the custom command you want Evolution to use.

3. Select if you want Evolution to show only subscribed folders.

Subscribed folders are folders that you have chosen to receive mail from by subscribing to them.

4. Select if you want Evolution to override server-supplied folder namespaces.

By choosing this option you can rename the folders that the server provides. If you select this option, you need to specify the namespace to use.

5. Select if you want to apply filters to new messages in the Inbox.

For additional information on filtering, see [Creating New Filter Rules](#).

6. Select if you want to check new messages for junk content.

For additional information on junk content, see [Junk Mail Preferences](#).

7. Select if you want to check for junk messages in the Inbox folder.

8. Select if you want to automatically synchronize remote mail locally.

Evolution, by default downloads only the header information such as From, Subject, and Date. The body of the message and the attachments are downloaded only when you click the message. Thus you can save time and network usage. This is useful when you don't read all the messages you receive.

If you check this option, evolution fetches the headers as well as the body of the message simultaneously. In this case, the time taken to open a message is comparatively less. In addition to that, you can download the mails for reading them offline, when you have checked this option.

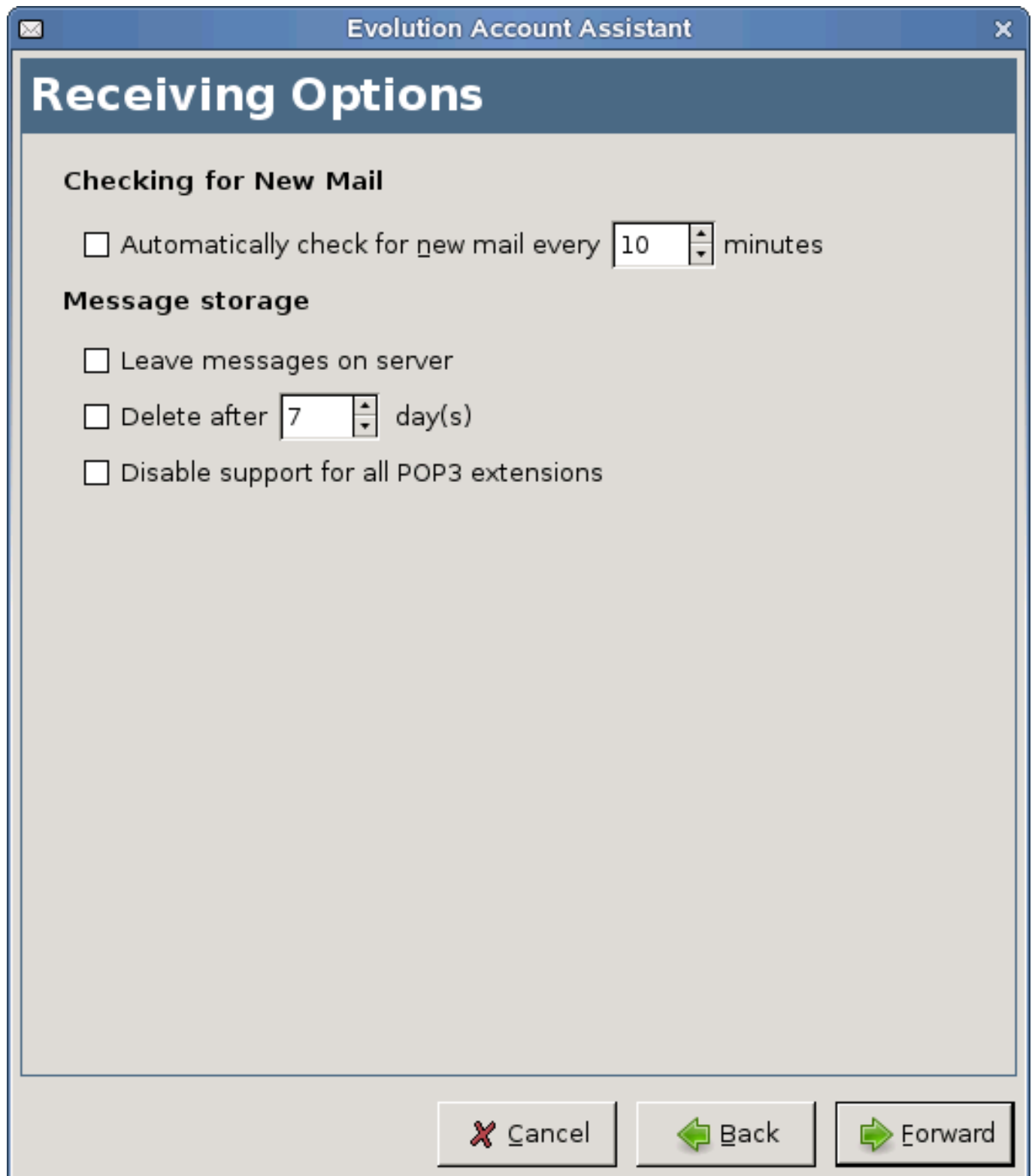
9. Click Forward.

When you have finished, continue with [Sending Mail](#).

---



#### 1.1.1.3.4 POP Receiving Options



The image shows a screenshot of the 'Evolution Account Assistant' window, specifically the 'Receiving Options' tab. The window has a blue title bar with the text 'Evolution Account Assistant' and a close button (X) on the right. Below the title bar is a dark blue header with the text 'Receiving Options' in white. The main content area is light gray and contains two sections: 'Checking for New Mail' and 'Message storage'. Under 'Checking for New Mail', there is a checkbox labeled 'Automatically check for new mail every' followed by a spin button showing '10' and the word 'minutes'. Under 'Message storage', there are three checkboxes: 'Leave messages on server', 'Delete after' followed by a spin button showing '7' and the word 'day(s)', and 'Disable support for all POP3 extensions'. At the bottom of the window, there are three buttons: 'Cancel' with a red X icon, 'Back' with a green left arrow icon, and 'Forward' with a green right arrow icon.

Evolution Account Assistant

## Receiving Options

**Checking for New Mail**

☐ Automatically check for new mail every 10 minutes

**Message storage**

☐ Leave messages on server

☐ Delete after 7 day(s)

☐ Disable support for all POP3 extensions

Cancel Back Forward

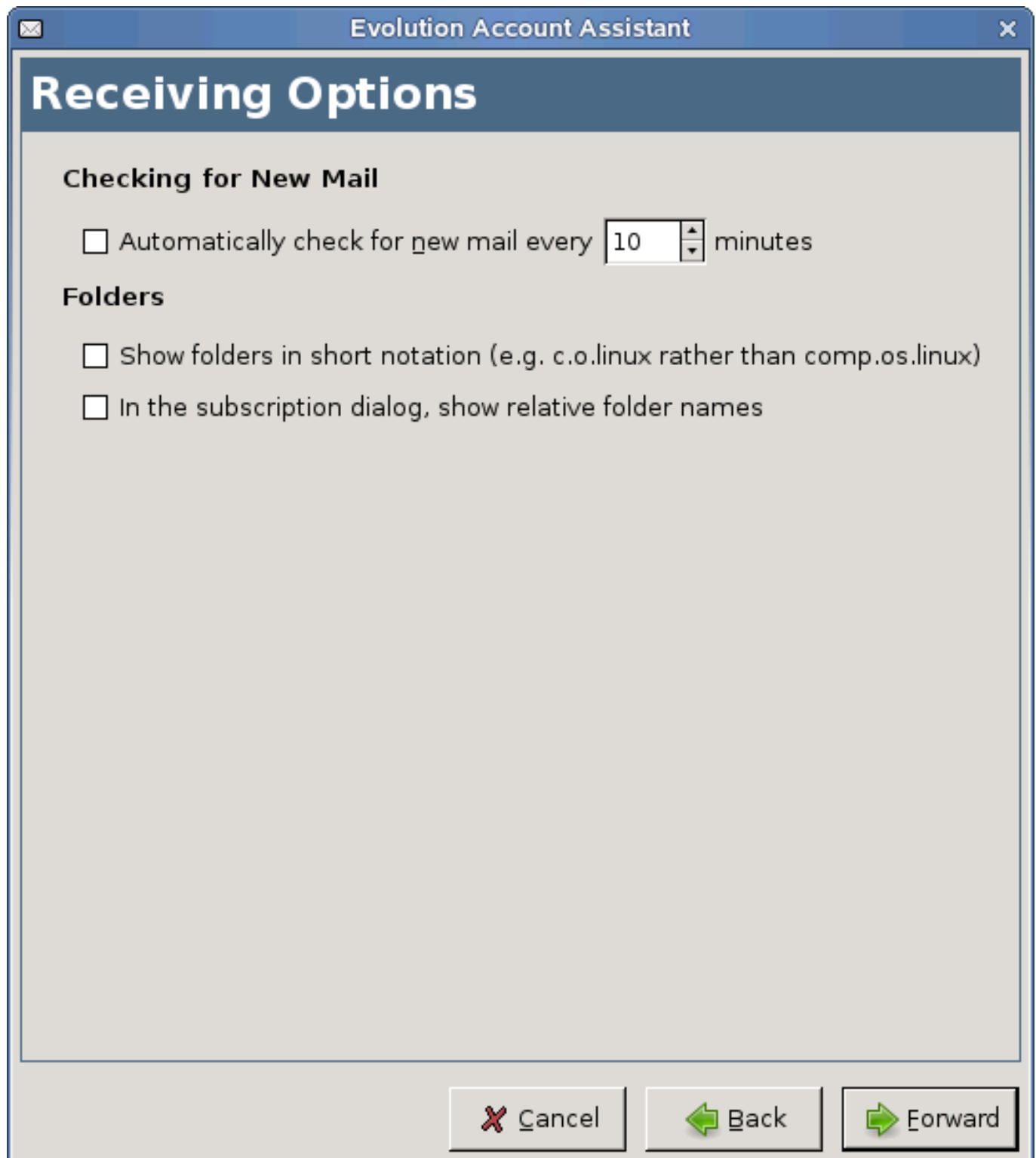
If you select POP as your receiving server type, you need to specify the following options:

1. Select if you want Evolution to automatically check for new mail. If you select this option, you need to specify how often Evolution should check for new messages.
2. Select if you want to leave messages on the server.

3. Select if you want to disable support for all POP3 extensions (support for POP3).
4. Click Forward.

When you have finished, continue with **Sending Mail**.

#### 1.1.1.3.5 USENET News Receiving Options



The screenshot shows a window titled "Evolution Account Assistant" with a close button (X) in the top right corner. The main content area has a dark blue header with the text "Receiving Options". Below this header, there are two sections of options:

**Checking for New Mail**

☐ Automatically check for new mail every  minutes

**Folders**

☐ Show folders in short notation (e.g. c.o.linux rather than comp.os.linux)

☐ In the subscription dialog, show relative folder names

At the bottom of the dialog, there are three buttons: "Cancel" (with a red X icon), "Back" (with a green left arrow icon), and "Forward" (with a green right arrow icon).

If you select USENET News as your receiving server type, you need to specify the following options:

1. Select if you want Evolution to automatically check for new mail.If you select this option, you need to specify how often Evolution should check for new messages.
2. Select if you want to show folders in short notation.  
For example, comp.os.linux would appear as c.o.linux.
3. Select if you want to show relative folder names in the subscription dialog box.  
If you select to show relative folder names in the subscription page, only the name of the folder is displayed. For example the folder evolution.mail would appear as evolution.
4. Click Forward.

When you have finished, continue with **Sending Mail**.

#### **1.1.1.3.6 Local Delivery Receiving Options**

If you select Local Delivery as your receiving server type, you need to specify the following options:

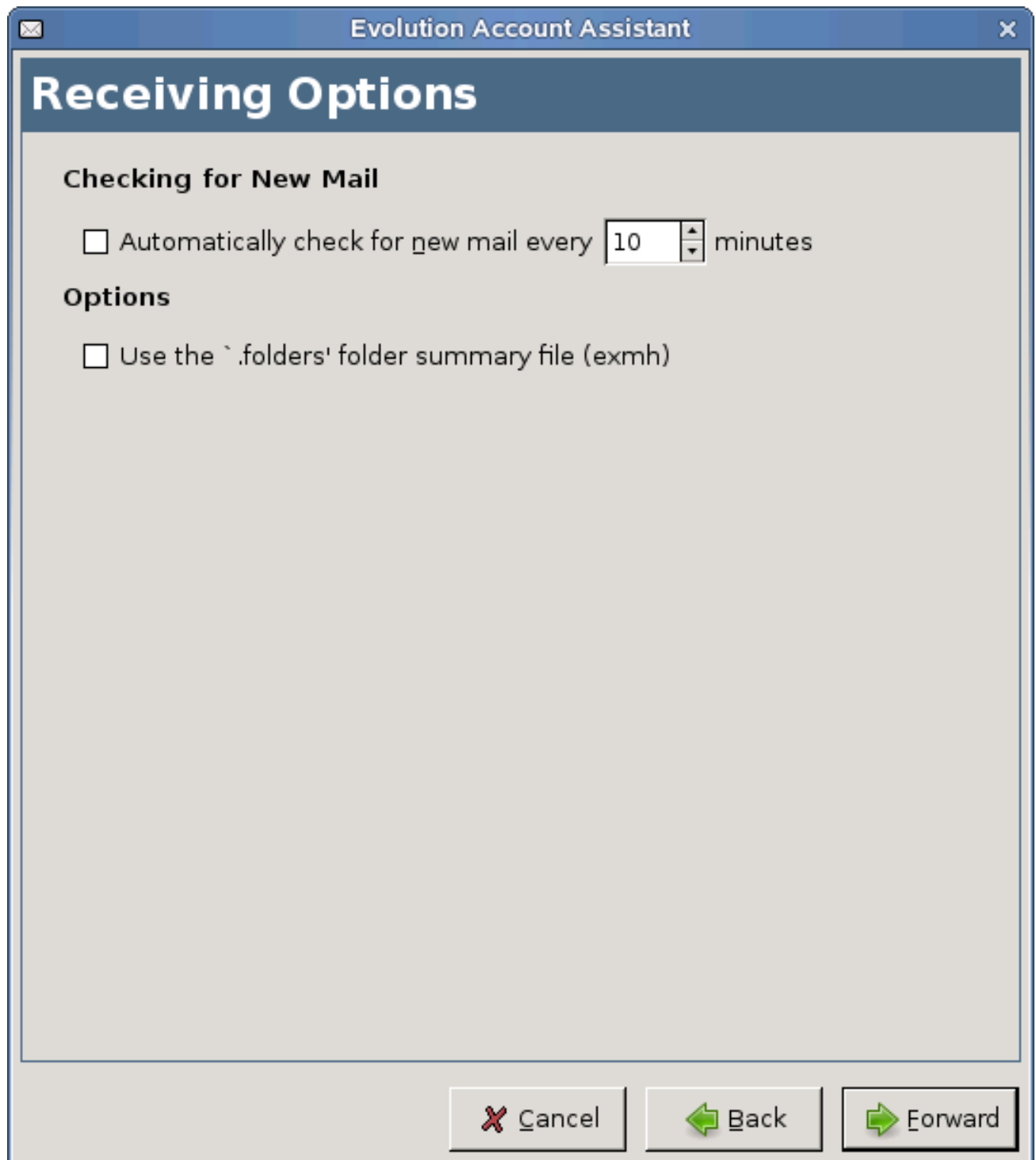
1. Select if you want Evolution to automatically check for new mail.If you select this option, you need to specify how often Evolution should check for new messages.
2. Click Forward.

When you have finished, continue with **Sending Mail**.

#### **1.1.1.3.7 MH-Format Mail Directories Receiving Options**

If you select MH-Format Mail Directories as your receiving server type, you need to specify the following options:

1. Select if you want Evolution to automatically check for new mail.If you select this option, you need to specify how often Evolution should check for new messages.
  2. Select if you want to use the *folders* summary file.
  3. Click Forward.
-



When you have finished, continue with **Sending Mail**.

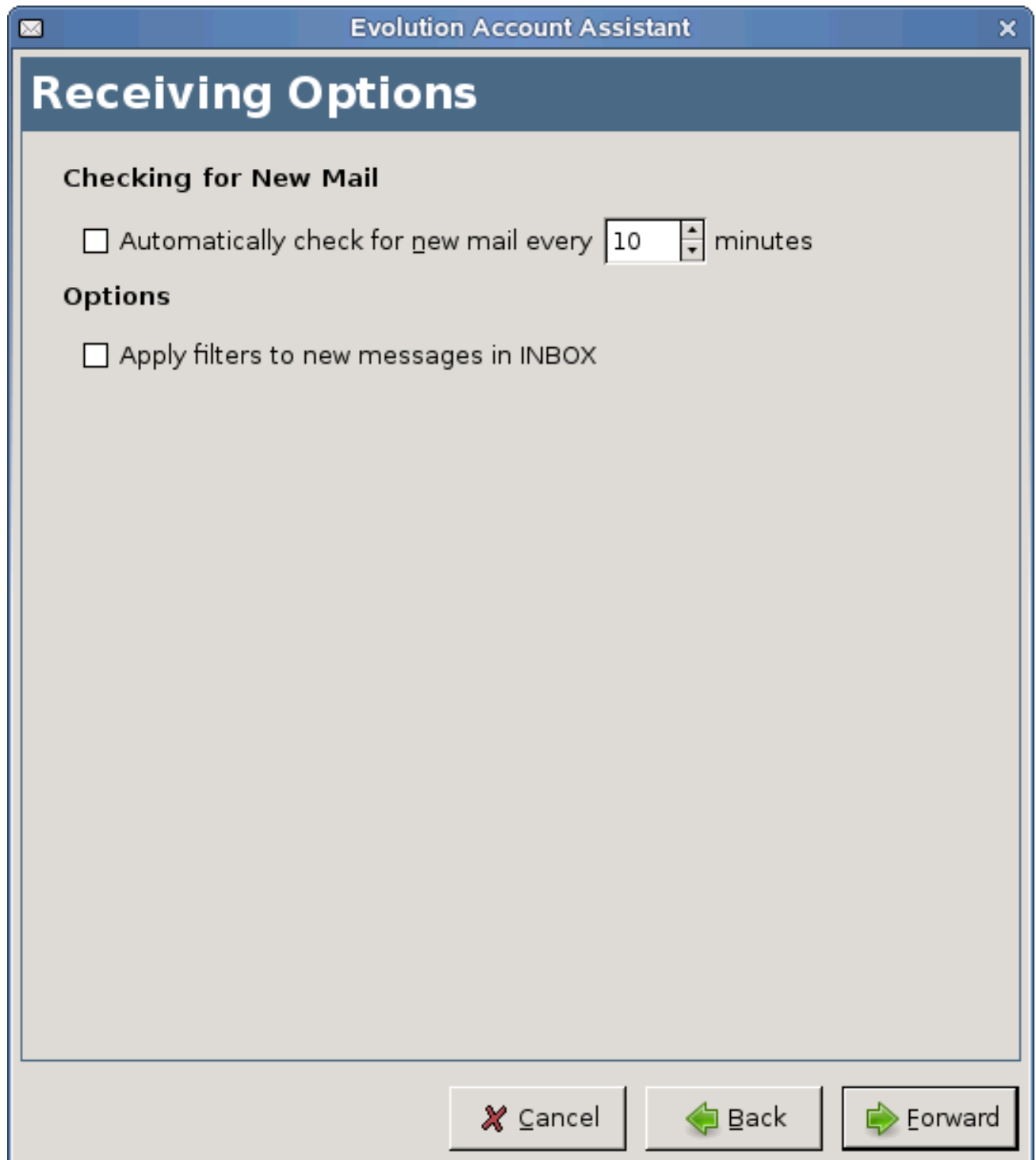
#### 1.1.1.3.8 Maildir-Format Mail Directories Receiving Options

If you select Maildir-Format Mail Directories as your receiving server type, you need to specify the following options:

1. Select if you want Evolution to automatically check for new mail. If you select this option, you need to specify how often Evolution should check for new messages.
2. Select if you want to apply filters to new messages in the Inbox.

For additional information on filtering, see [Creating New Filter Rules](#).

3. Click Forward.

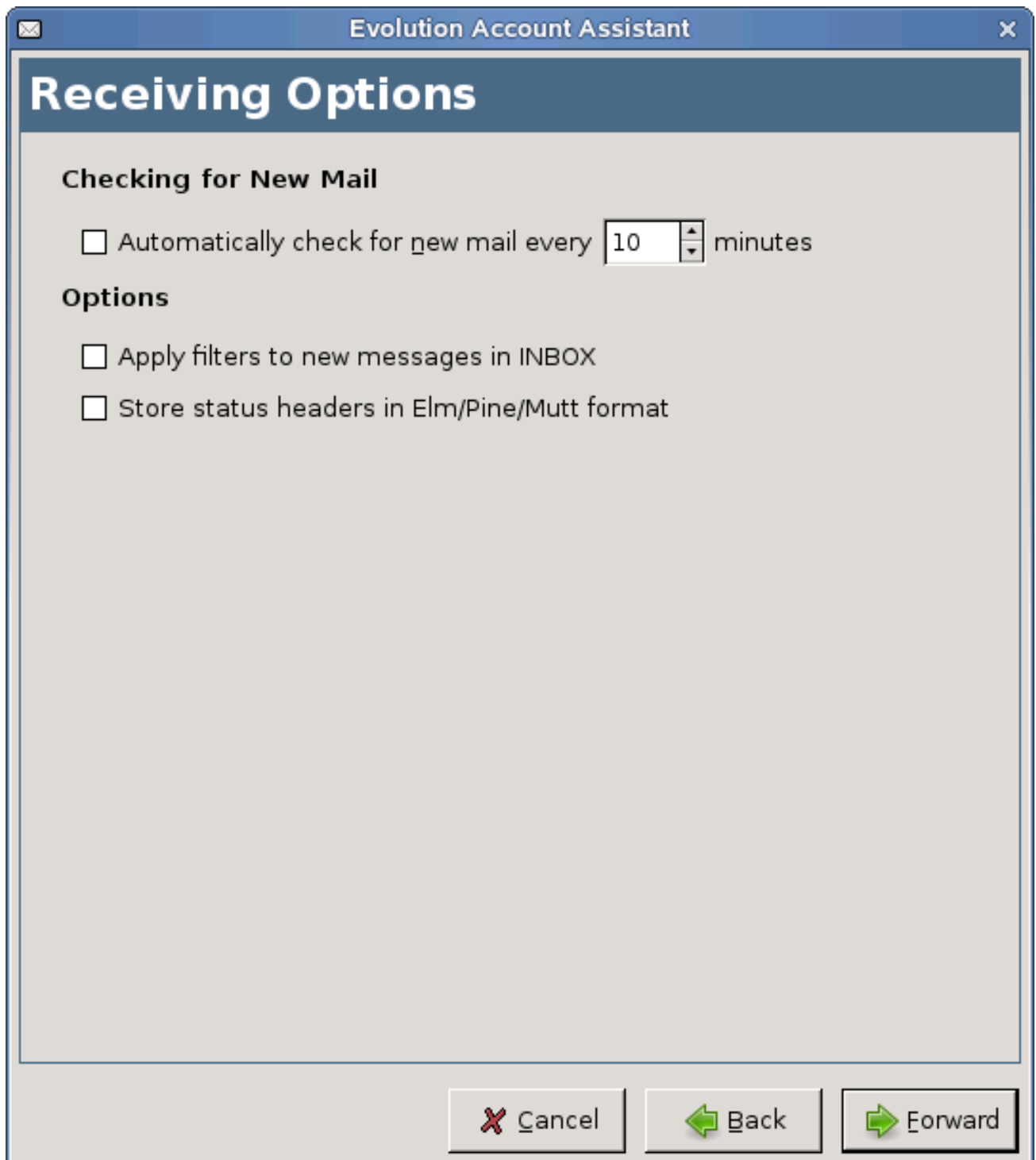


When you have finished, continue with [Sending Mail](#).

#### 1.1.1.3.9 Standard Unix mbox spool file Receiving Options

1. Select if you want Evolution to automatically check for new mail. If you select this option, you need to specify how often Evolution should check for new messages.

2. Select if you want to apply filters to new messages in the Inbox.
3. Select if you want to store status headers in Elm, Pine, and Mutt formats.
4. Click Forward.

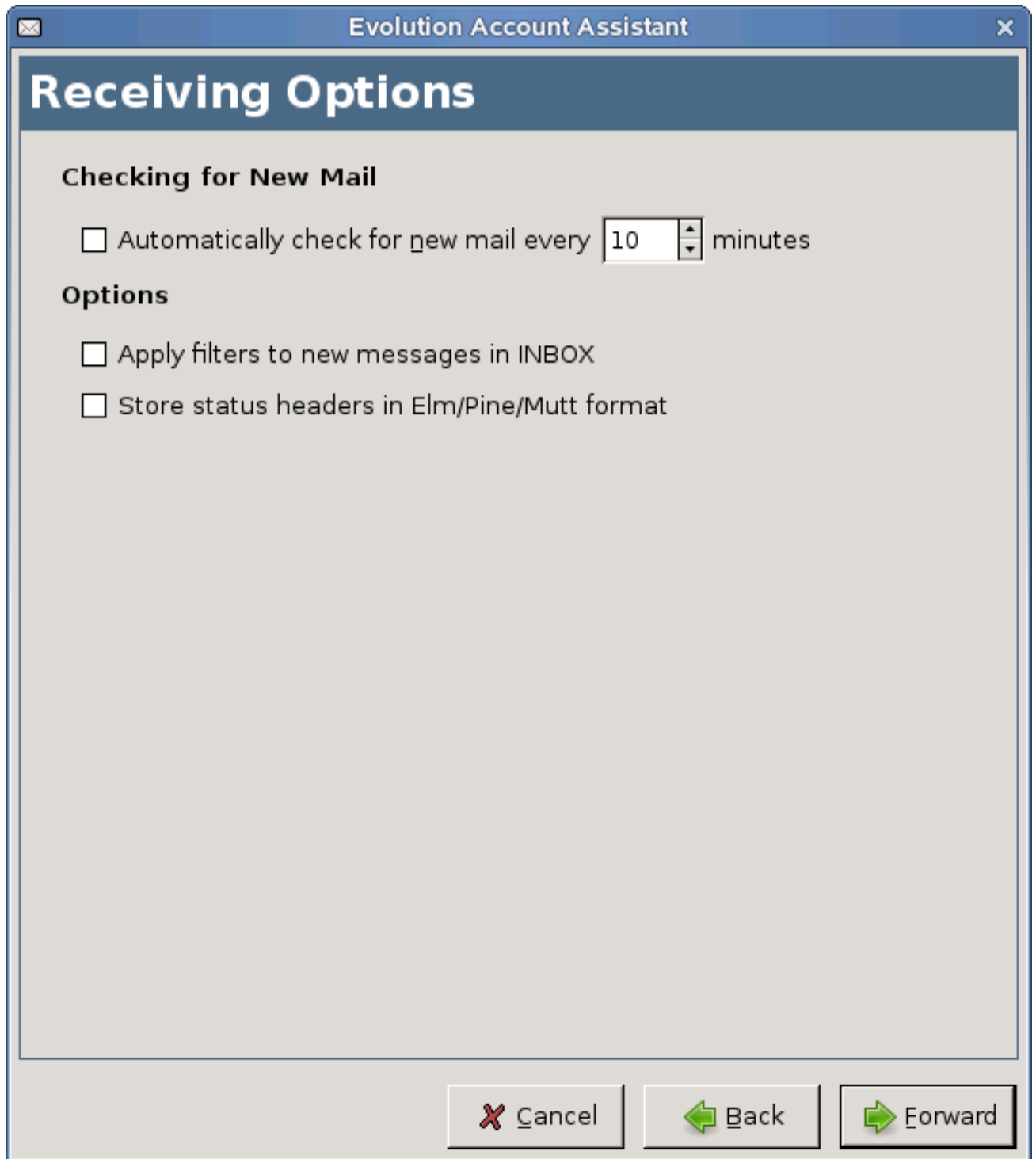


When you have finished, continue with **Sending Mail**.

#### 1.1.1.3.10 Standard Unix mbox spool directory Receiving Options

If you select Standard Unix Mbox Spool directory as your receiving server type, you need to specify the following options:

1. Select if you want Evolution to automatically check for new mail.If you select this option, you need to specify how often Evolution should check for new messages.
2. Select if you want to apply filters to new messages in the Inbox.
3. Select if you want to store status headers in Elm, Pine, and Mutt formats.
4. Click Forward.



When you have finished, continue with **Sending Mail**.

#### 1.1.1.4 Sending Mail

Now that you have entered information about how you plan to get mail, Evolution needs to know about how you want to send it.

1. Select a server type from the Server Type list.

The following server types are available:

**Sendmail:**

Uses the Sendmail program to send mail from your system. Sendmail is more flexible, but is not as easy to configure, so you should select this option only if you know how to set up a Sendmail service.

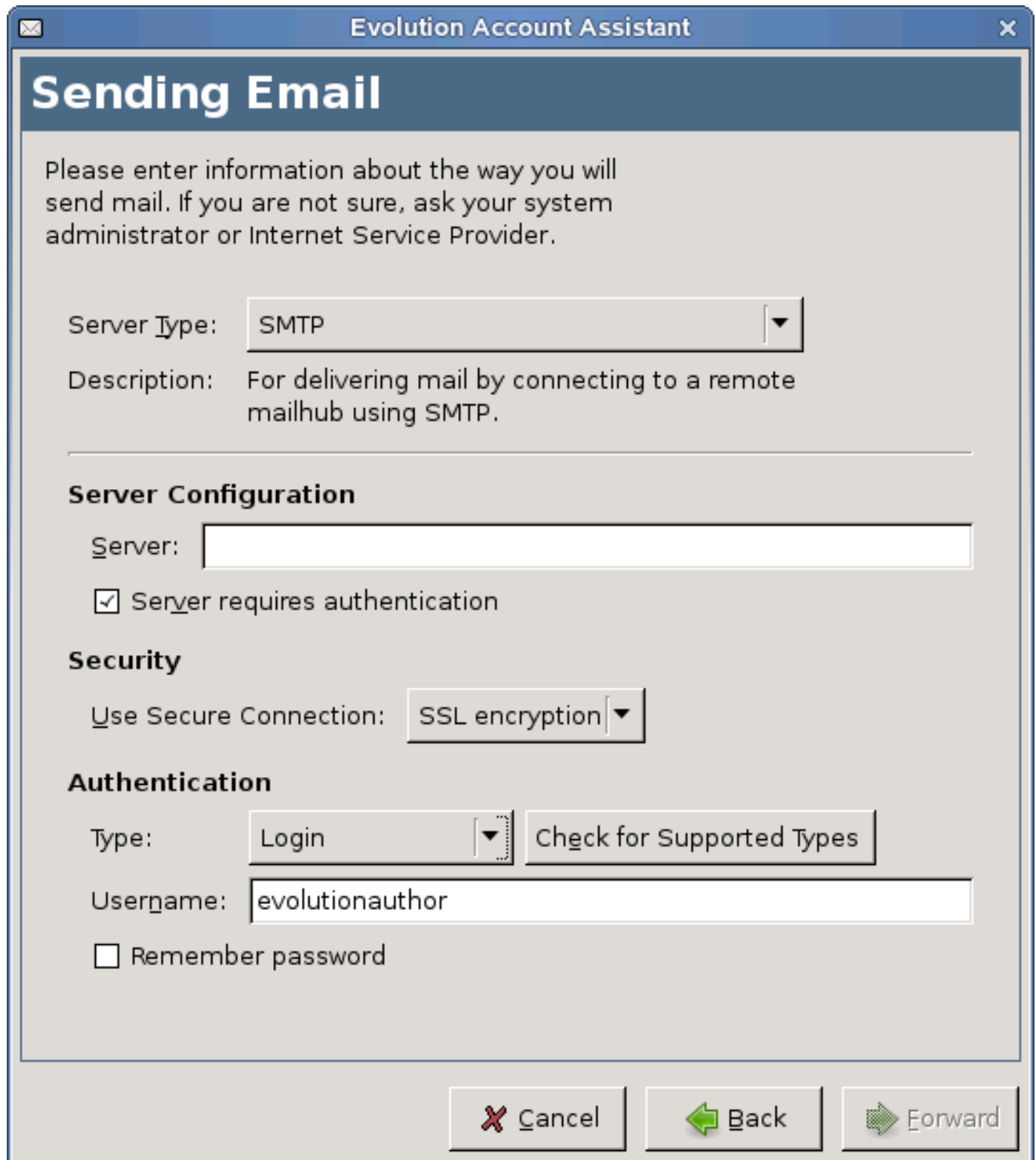
**SMTP:**

Sends mail using an outbound mail server. This is the most common choice for sending mail. If you choose SMTP, there are additional configuration options. See [SMTP Configuration](#) for more information.

---



#### 1.1.1.4.1 SMTP Configuration



The screenshot shows the 'Evolution Account Assistant' window with the 'Sending Email' tab selected. The window has a title bar with a close button (X) and a standard icon. The main content area is titled 'Sending Email' and contains the following fields and options:

- Server Type:** A dropdown menu set to 'SMTP'.
- Description:** Text stating 'For delivering mail by connecting to a remote mailhub using SMTP.'
- Server Configuration:**
  - Server:** An empty text input field.
  - ☒ **Server requires authentication**
- Security:**
  - Use Secure Connection:** A dropdown menu set to 'SSL encryption'.
- Authentication:**
  - Type:** A dropdown menu set to 'Login', with a 'Check for Supported Types' button next to it.
  - Username:** A text input field containing 'evolutionauthor'.
  - ☐ **Remember password**

At the bottom of the window are three buttons: 'Cancel' (with a red X icon), 'Back' (with a green left arrow icon), and 'Forward' (with a green right arrow icon).

1. Type the Server address in the Server field.  
If you are unsure what your Server address is, contact your system administrator.
2. Select if your server requires authentication.  
If you selected that your server requires authentication, you need to provide the following information:

- (a) Select your authentication type in the Authentication list.  
or  
Click Check for Supported Types to have Evolution check for supported types. Some servers do not announce the authentication mechanisms they support, so clicking this button is not a guarantee that available mechanisms actually work.
  - (b) Type your username in the Username field.
  - (c) Select if you want Evolution to remember your password.
3. Select if you use a secure connection (SSL).
4. Click Forward.

Continue with **Account Management**.

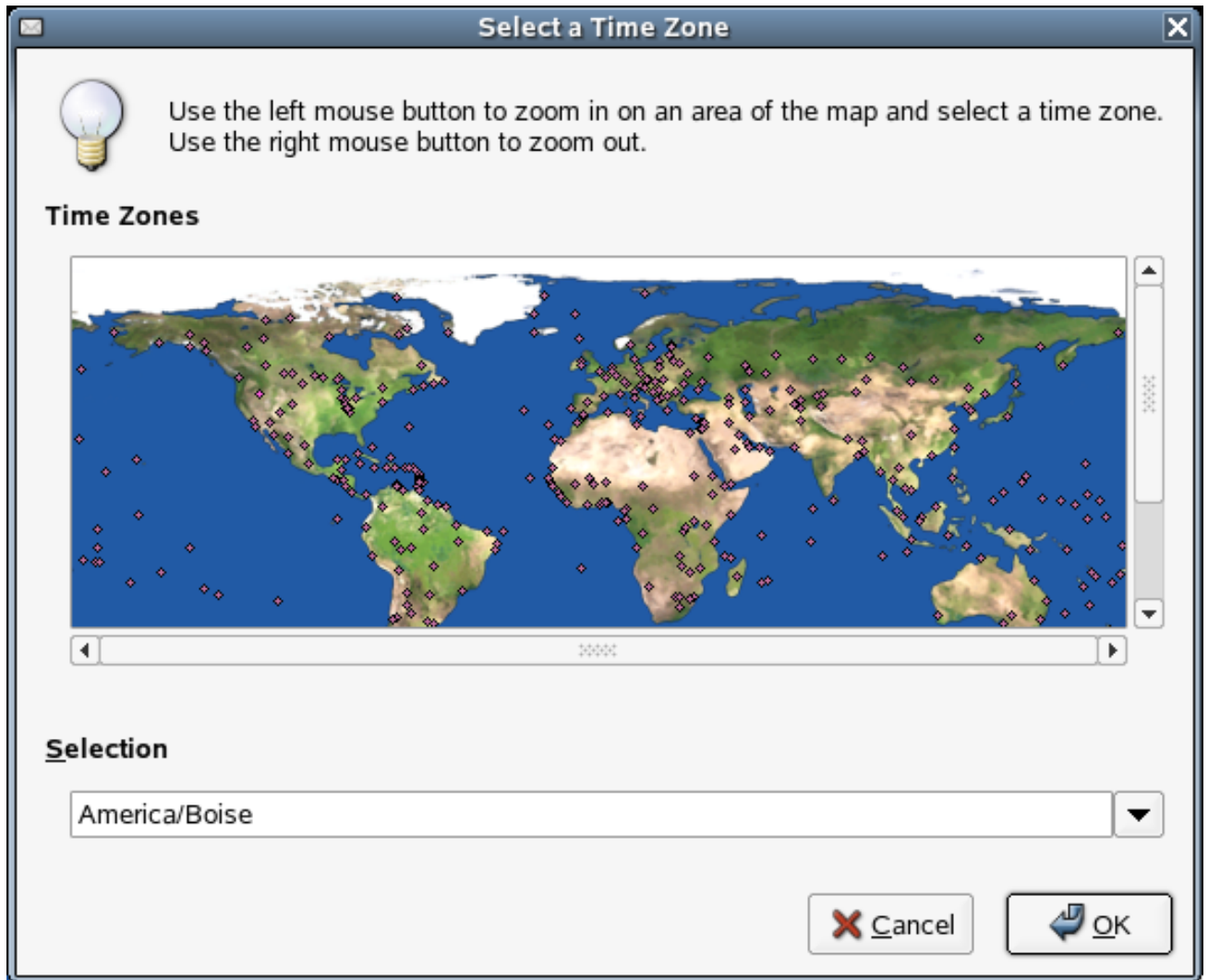
#### 1.1.1.5 Account Management

Now that you have finished the e-mail configuration process you need to give the account a name. The name can be any name you prefer. Type your account name on the Name field, then click Forward.

Continue with **Time Zone**.

#### 1.1.1.6 Time Zone

1. Select your time zone on the map.  
or  
Select from the time zone drop-down list.



2. Click OK, then click Apply.

Evolution opens with your new account created.

If you want to import e-mail from another e-mail client, continue with [Importing Mail \(Optional\)](#). If not, skip to [Using Evolution: An Overview](#).

#### 1.1.1.7 Importing Mail (Optional)

After selecting your time zone, if Evolution finds e-mail or address files from another application, it offers to import them. For a full description of the import feature, see [Importing Single Files](#).

Microsoft Outlook\* and versions of Outlook Express after version 4 use proprietary formats that Evolution cannot read or import. To import information, you might want to use the Export tool under Windows\*. See the instructions in [Migrating Local Outlook Mail Folders](#).

Before importing e-mail from Netscape\*, make sure you have selected File > Compact All Folders. If you don't, Evolution will import and undelete the messages in your Trash folders.

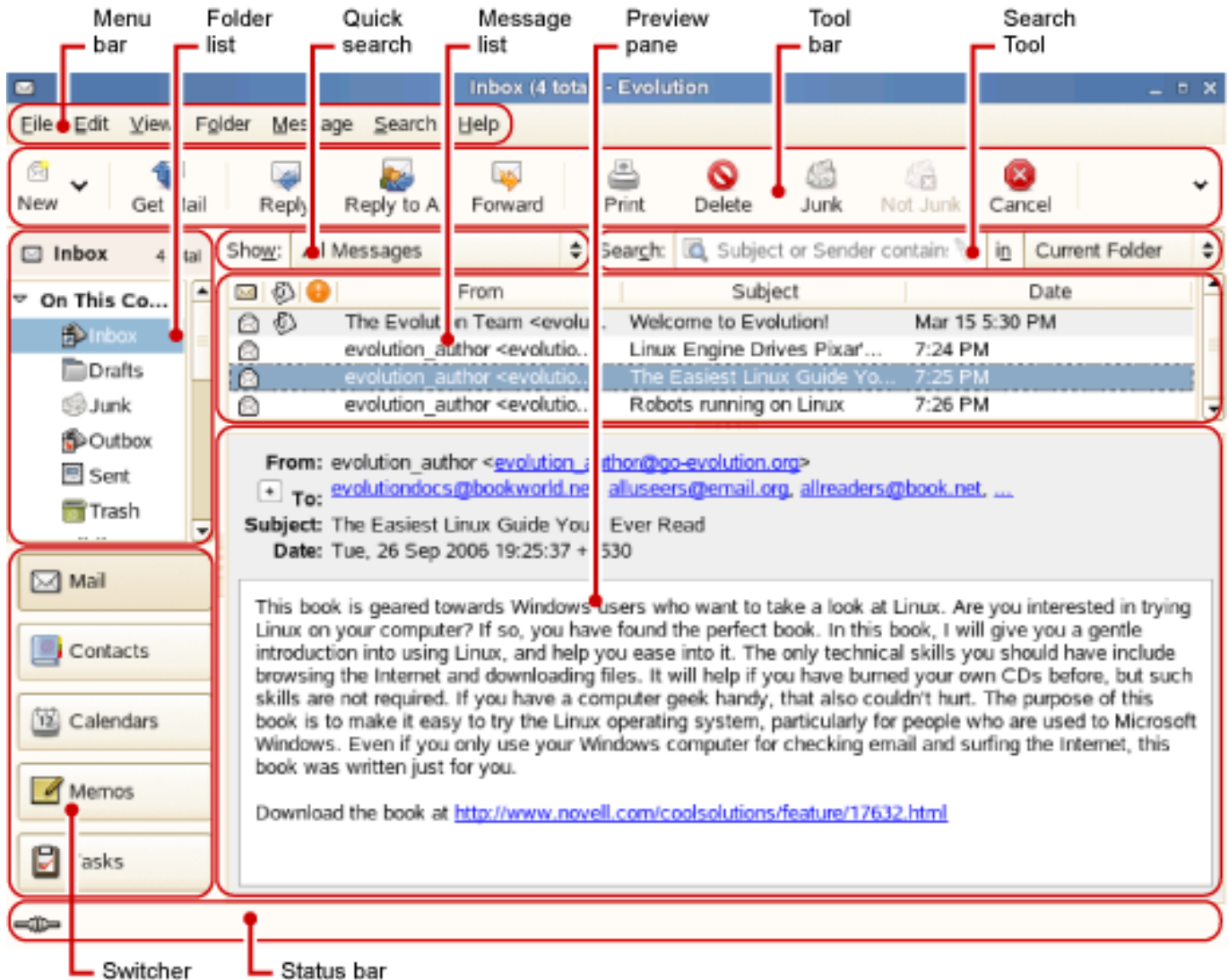
#### Tip

Evolution uses standard file types for e-mail and calendar information, so you can copy those files from your `~/.evolution` directory. The file formats used are **mbox** for e-mail and iCal for calendar information.

Contacts files are stored in a database, but can be saved as a standard vCard\*. To export contact data, open your contacts tool and select the contacts you want to export (press Ctrl+A to select them all). Click File > Save Contact as VCard.

## 1.2 Using Evolution: An Overview

Now that the first-run configuration has finished, you're ready to begin using Evolution. Here's a quick explanation of what's happening in your main Evolution window.



### Menu Bar:

The menu bar gives you access to most Evolution features. For additional information, see [The Menu Bar](#).

### Folder List:

The folder list gives you a list of the available folders for each account. To see the contents of a folder, click the folder name and the contents are displayed in the e-mail list.

### Toolbar:

The toolbar gives you fast and easy access to the frequently used features in each component.

### Search Tool:

The search tool lets you search your e-mail, contacts, calendar, and tasks to easily find what you're looking for.

### Message List:

The message list displays a list of e-mail that you have received. To view an e-mail in the preview pane, click the e-mail in the e-mail list.

**Side bar:**

The side bar lets you switch between folders and between Evolution tools. At the bottom of the side bar is the switcher that let you switch Evolution tools, and above that is a list of all the available folders for the current tool. For additional information, see [The Side Bar](#).

**Switcher:**

The switcher at the bottom of the side bar lets you switch between the Evolution tools - mail, contacts, Calendars, Memos and Tasks.

**Status Bar:**

The status bar periodically displays a message, or tells you the progress of a task. This most often happens when you're checking or sending e-mail. These progress queues are shown in the previous figure. The Online/Offline indicator is here, too, in the lower left of the window.

**Preview Pane:**

The preview pane displays the contents of the e-mail that is selected in the e-mail list.

### 1.2.1 The Menu Bar

The menu bar's contents always provide all the possible actions for any given view of your data. If you're looking at your Inbox, most of the menu items relate to e-mail. Some content relates to other components of Evolution and some, especially in the File menu, relates to the application as a whole.

**File:**

Anything related to a file or to the operations of the application is listed in this menu, such as creating things, saving them to disk, printing them, and quitting the program itself.

**Edit:**

Holds useful tools that help you edit text and move it around. Lets you access the settings and configuration options in the Edit menu.

**View:**

Lets you decide how Evolution should look. Some of the features control the appearance of Evolution as a whole, and others the way a particular kind of information appears.

**Folder:**

Holds actions that can be performed on folders. You can find things like copy, rename, delete, and so on.

**Message:**

Holds actions that can be applied to a message. If there is only one target for the action, such as replying to a message, you can normally find it in the Message menu.

**Search:**

Lets you search for messages, or for phrases within a message. You can also see previous searches you have made. In addition to the Search menu, there is a text entry box in the toolbar that you can use to search for messages. You can also create a search folder from a search.

**Help:**

Opens the Evolution Help files.

### 1.2.2 The Side Bar

The most important job for Evolution is to give you access to your information and help you use it quickly. One way it does that is through the side bar, which is the column on the left side of the main window. The switcher at the bottom of the side bar

let you switch between the Evolution tools, such as Mail and Contacts, are the shortcuts. Above them is a list of folders for the current Evolution tool.

The folder list organizes your e-mail, calendars, contact lists, and task lists in a tree, similar to a [file tree](#). Most people find one to four folders at the base of the tree, depending on the tool and their system configuration. Each Evolution tool has at least one folder, called On This Computer, for local information. For example, the folder list for the e-mail tool shows any remote e-mail storage you have set up, plus local folders and search folders, which are discussed in [Using Search Folders](#).

If you get large amounts of e-mail, you might want more folders than just your Inbox. You can create multiple calendar, task, or contacts folders.

To create a new folder:

1. Click Folder > New.
2. Type the name of the folder in the Folder Name field.
3. Select the location of the new folder.
4. Click OK.

#### 1.2.2.1 Changing Switcher Appearance:

To change the appearance of your switcher click *View > Switcher Appearance* from the Menu bar. Under Switcher Appearance you can select:

##### **Icons and Text:**

Displays buttons with the label and the icon corresponding to it.

##### **Icons Only:**

Shows only the icons.

##### **Texts Only:**

Displays buttons with the label, not the icons.

##### **Toolbar Style:**

Shows buttons using the desktop toolbar settings.

##### **Hide Buttons:**

This option hides all the shortcut buttons of switcher.

#### 1.2.2.2 Folder Management

Right-click a folder or subfolder to display a menu with the following options:

##### **Copy:**

Copies the folder to a different location. When you select this item, Evolution offers a choice of locations to copy the folder to.

##### **Move:**

Moves the folder to another location.

##### **Mark Messages As Read:**

Marks all the messages in the folder as read.

##### **New Folder:**

Creates another folder in the same location.

##### **Delete:**

Deletes the folder and all its contents.

**Rename:**

Lets you change the name of the folder.

**Disable:**

Disables the account.

**Properties:**

Checks the number of total and unread messages in a folder, and, for remote folders, lets you select whether to copy the folder to your local system for offline operation.

You can also rearrange folders and messages by dragging and dropping them.

Any time new e-mail arrives in a e-mail folder, that folder label is displayed in bold text, along with the number of new messages in that folder.

### 1.2.3 E-Mail

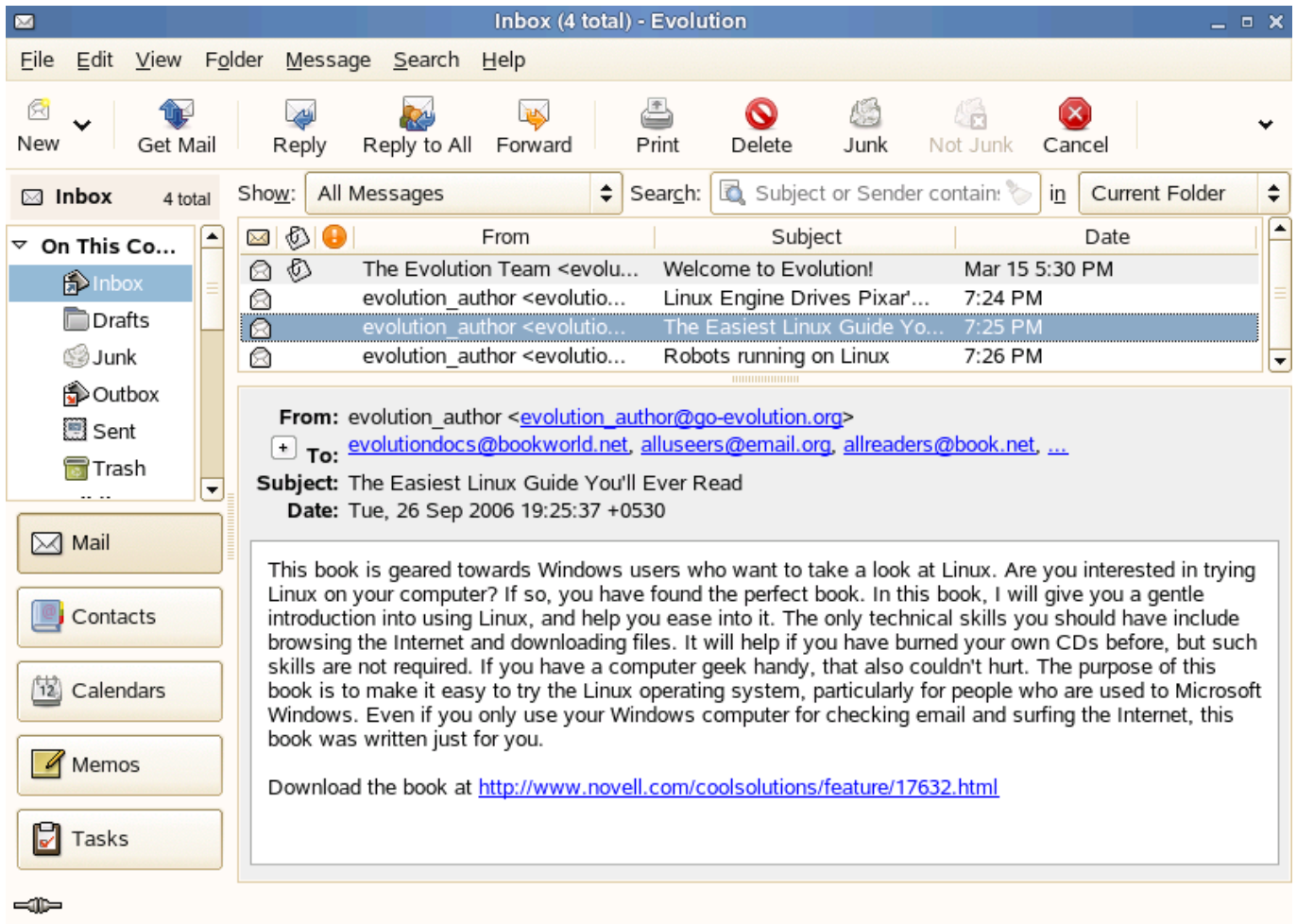
Evolution e-mail is like other e-mail programs in several ways:

- It can send and receive e-mail in HTML or as plain text, and makes it easy to send and receive multiple file attachments.
- It supports multiple e-mail sources, including **IMAP**, **POP3**, and local mbox or mh spools and files created by other e-mail programs.
- It can sort and organize your e-mail in a wide variety of ways with folders, searches, and filters.
- It lets you guard your privacy with encryption.

However, Evolution has some important differences from other e-mail programs. First, It is built to handle very large amounts of e-mail. The **junk e-mail**, message **filtering** and **searching** functions were built for speed and efficiency. There's also the **search folder**, an advanced organizational feature not found in some e-mail clients. If you get a lot of e-mail, or if you keep every message you get in case you need to refer to it later, you'll find this feature especially useful. Here's a quick explanation of what's happening in your main Evolution e-mail window.

---





### Message List:

The message list displays all the messages that you have. This includes all your read and unread messages, and e-mail that is flagged to be deleted.

### Preview Pane:

This is where your e-mail is displayed.

If you find the preview pane too small, you can resize the pane, enlarge the whole window, or double-click the message in the message list to have it open in a new window. To change the size of a pane, drag the divider between the two panes.

As with folders, you can right-click messages in the message list and get a menu of possible actions, including moving or deleting them, creating filters or search folders based on them, and marking them as junk mail.

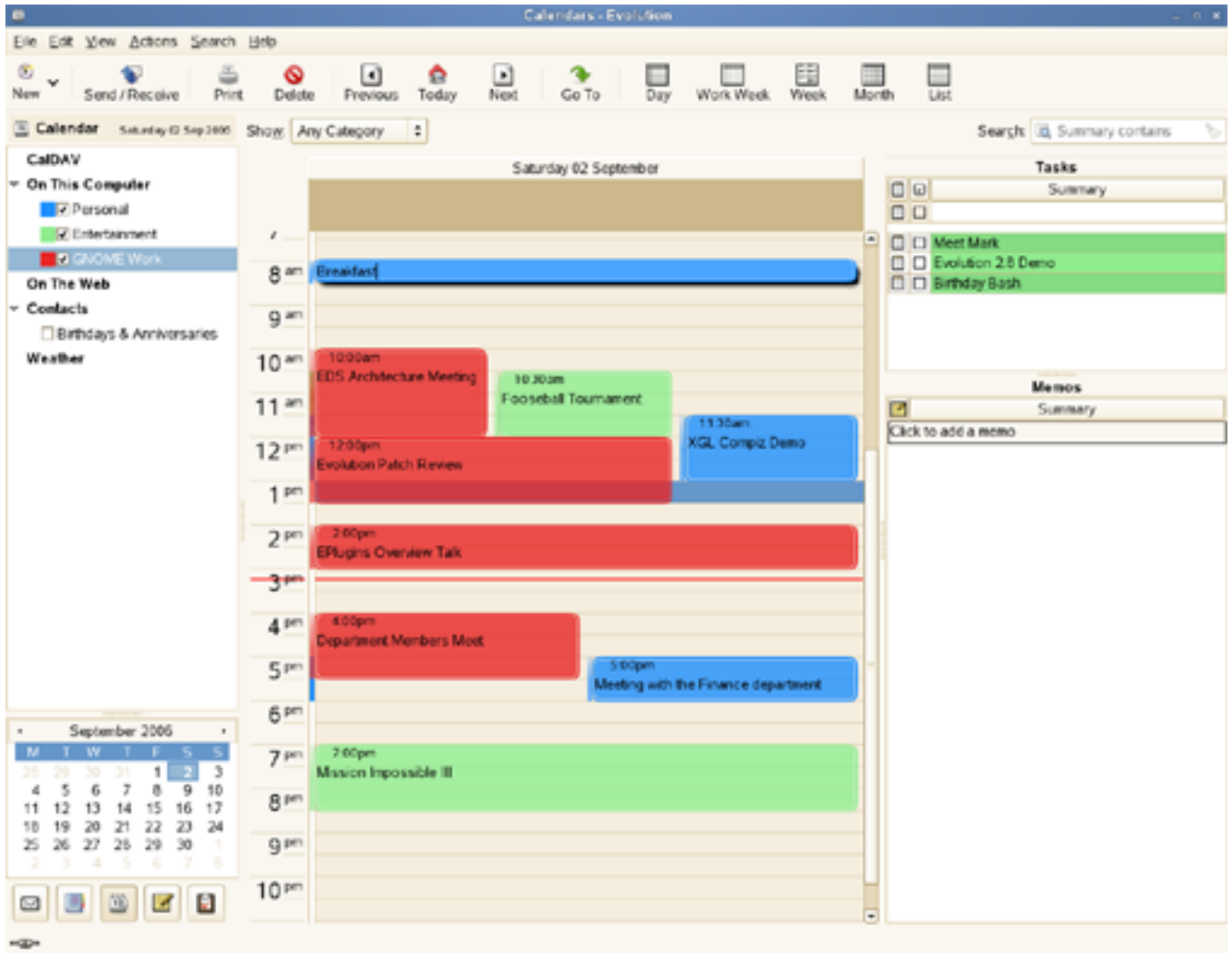
Most of the e-mail-related actions you want to perform are listed in the Message Menu and Folder Menu in the menu bar. The most frequently used ones, like Reply and Forward, also appear as buttons in the toolbar. Most of them are also located in the right-click menu and as keyboard shortcuts.

For an in-depth guide to the e-mail capabilities of Evolution, read [Sending and Receiving E-Mail](#).

## 1.2.4 The Calendar

To begin using the calendar, click Calendar in the switcher. By default, the calendar shows today's schedule on a ruled background. At the left bottom, there is a monthly calendar you can use to switch days. At the upper right, there is a Task list, where you can keep a list of tasks separate from your calendar appointments. Below that, there is a Memo list.





### Appointment List:

The appointment list displays all your scheduled appointments.

### Month Pane:

The month pane is a small view of a calendar month. To display additional months, drag the column border to the right. You can also select a range of days in the month pane to display a custom range of days in the appointment list.

### Task List:

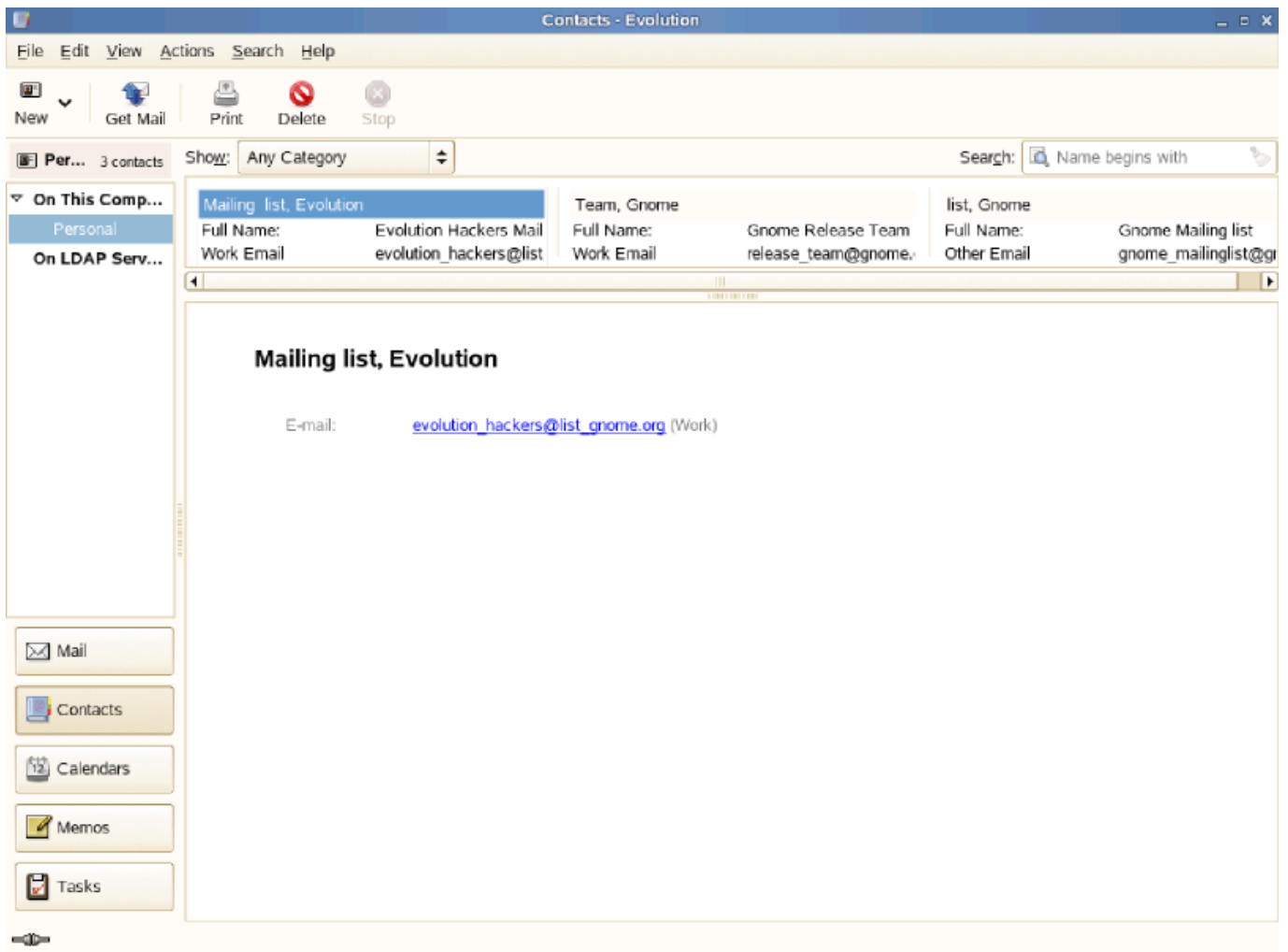
Tasks are distinct from appointments because they generally don't have times associated with them. You can see a larger view of your task list by clicking Tasks in the switcher.

For more information about the calendar, see [Evolution Calendar](#).

## 1.2.5 The Contacts

The Evolution contacts can handle all of the functions of an address book or phone book. However, it is easier to update Evolution than it is to change an actual paper book, in part because Evolution can synchronize with Palm OS\* devices and use [LDAP](#) directories on a network.

To use the contacts tool, click Contacts in the switcher. By default, the display shows all your contacts in alphabetical order, in a minicard view. You can select other views from the View menu, and adjust the width of the columns by clicking and dragging the gray column dividers.



Another advantage of the Evolution contacts is its integration with the rest of the application. For example, you can right-click an e-mail address in Evolution mail to instantly create a contact entry.

#### Contact list

The largest section of the contacts display shows a list of individual contacts. You can also search the contacts in the same way that you search e-mail folders, using the search tool on the right side of the toolbar.

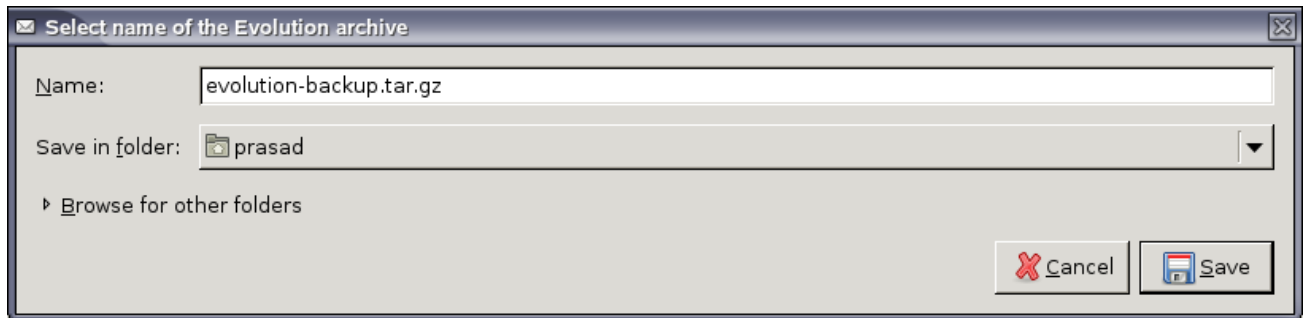
For detailed instructions on how to use the address book, read [Evolution Contacts: the Address Book](#).

## 1.3 Backup And Restore Evolution

With the Backup and Restore plugin enabled, you can successfully backup Evolution to your machine and restore it whenever it is required. The back up saves your Evolution gconf settings, mails, contacts, tasks, memos and calendars and creates an archive.

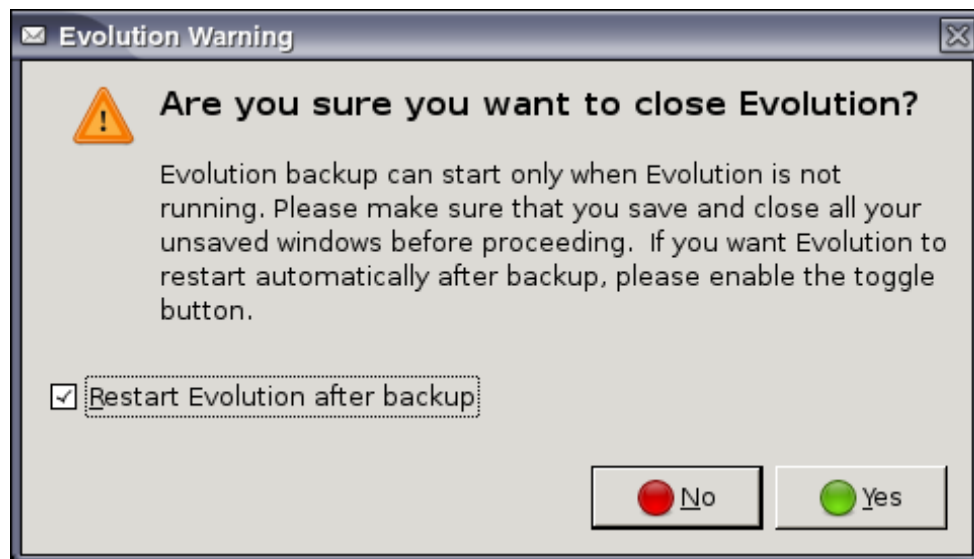
To take the backup,

1. Select File > Backup Settings to select the folder to save the backup.

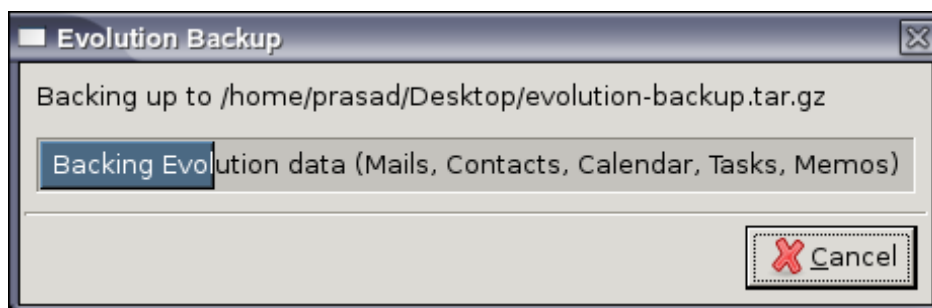


Evolution is always backed up as evolution-backup.tar.gz.

Before the backup process starts, it asks you to close Evolution and displays a warning as shown below:



2. Click Restart Evolution after backup to restart Evolution immediately after the backup process.
3. Click Yes to close Evolution and start backup.



Evolution will auto-restart after the process.

### 1.3.1 Restore Evolution

This feature restores your settings from the archive.

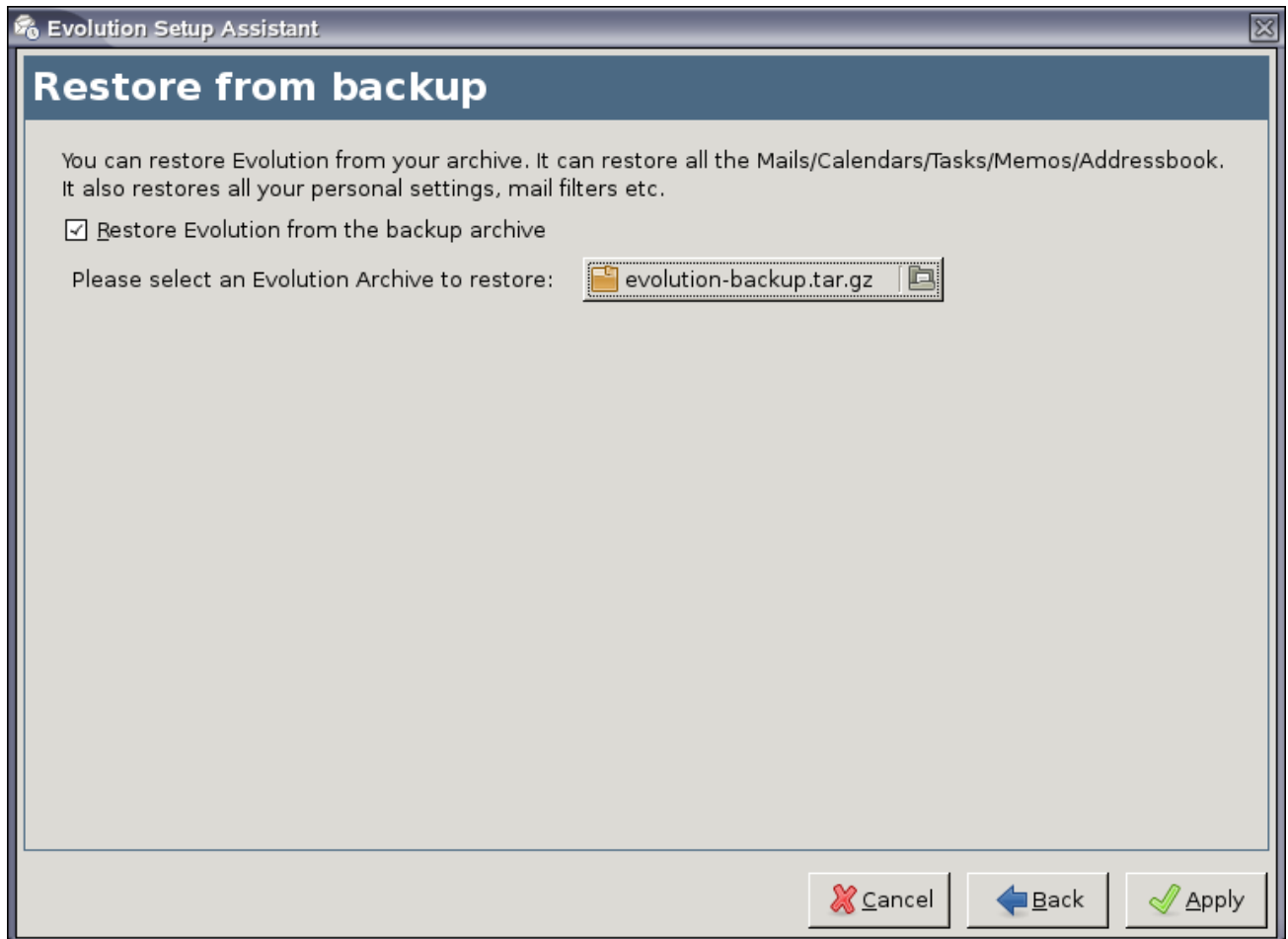
To restore Evolution,

1. Select File > Restore Settings to open the available evolution.tar.gz files
2. Select the evolution.tar.gz and click Save.

Before the process starts, it asks you to close Evolution. Close the windows and click Restore to restore Evolution.

**Tip**

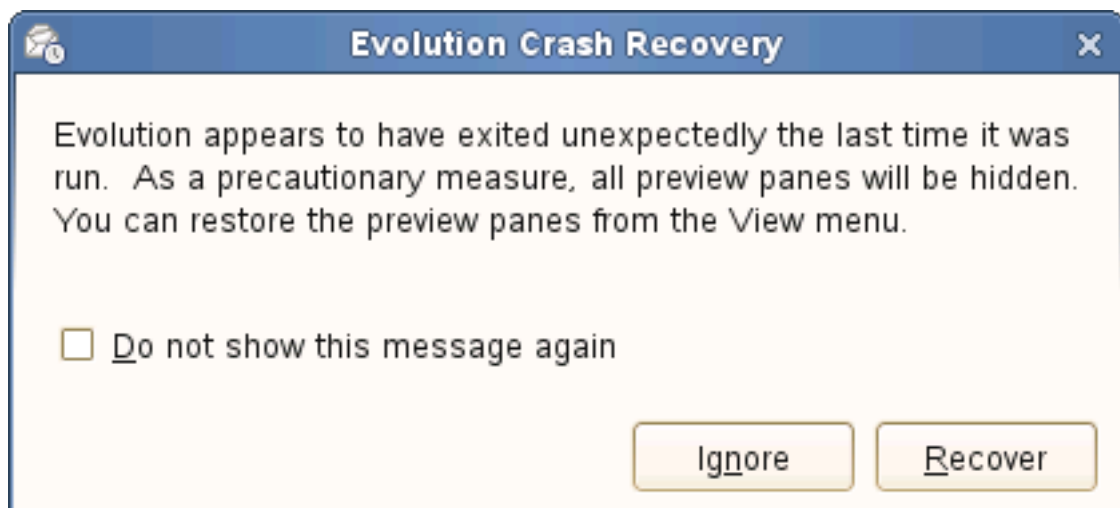
If you are creating your first account via the startup-wizard, you have an option to restore from the archive if it is available locally.



Evolution will auto-restart after the process.

## 1.4 Crash Recovery

Evolution displays a crash detection message when you restart it after a crash.



Click Ignore to restore the preview pane displayed when Evolution was crashed. If you click Recover, Evolution opens with all preview panes hidden.

## 1.5 Command Line Options

Evolution has a number of command line options that you can use. You can find the full list by entering the command **man evolution** or **evolution --help**. The most important command line options are:

Command	Description
evolution --offline	Starts Evolution in offline mode.
evolution --disable-preview	Disables all the preview panes when you launch Evolution. It lets Evolution not to open the last crashed message, task or contact when you restart Evolution. Thus, it provides a way to avoid system crash caused by previewing message, task or contact.
evolution mailto:joe@somewhere.net	Starts Evolution and begins composing a message to the e-mail address listed.
evolution -c mail	Starts Evolution in mail mode.
evolution -c calendar	Starts Evolution in calendar mode.
evolution -c contacts	Starts Evolution in contacts mode.
evolution --force-shutdown	Forces every part of Evolution to shut down immediately.
evolution '%s'	Makes Evolution your default e-mail handler for your Web browser and in the GNOME* Control Center.

## Chapter 2

# Sending and Receiving E-Mail

This section, and [Organizing Your E-Mail](#), provide you with an in-depth guide to the capabilities of Evolution™ as a mail client. For information about how to customize your mail account, see [Mail Preferences](#).

- [Reading Mail](#)
- [Composing New E-Mail Messages](#)
- [Sending Invitations by Mail](#)
- [IMAP Subscriptions Manager](#)
- [Encryption](#)

### 2.1 Reading Mail

If you are not already viewing mail, switch to the mail tool by clicking the Mail shortcut button, or press Ctrl+1. To read a message, select it in the message list; if you'd like to see it in its own window, either double-click it, press Enter, or press Ctrl+O.

---

#### Tip

To read mail with the keyboard, you can click the Spacebar to page down and press Backspace to page up while reading an e-mail. Ensure that you use the keys when message list is enabled.

Navigate the message list by using the arrow keys on the keyboard. To go to the next and previous unread messages, press the period (.) or comma (,) keys. On most keyboards, these keys are also marked with the > and < symbols, which is a convenient way to remember that they move you forward and backward in your message list. You can also use the right square bracket (]) for the next unread message, and the left square bracket ([) for the previous unread message.

---

#### 2.1.1 Magic Spacebar For Reading Mail

With Magic Spacebar, you can easily read the unread messages in all the mail folders. You can read mail, scroll the mail and switch folders using the spacebar on your keyboard.

When you are on the Mail view, the spacebar will give you the following behavior:

- When you press the spacebar for the first time, it takes you to the next unread message.
  - If the message is more than one screen long, the spacebar works as pagedown.
  - If you press the spacebar after you reach the bottom of the page, it takes you to the next unread message if any.
  - If there are no more unread messages in the mailbox, pressing spacebar takes you to the next unread message in the next folder.
  - If new messages arrive in a number of folders, spacebar toggles between those folders. This feature allows you to switch to the next unread message in a different folder without having to click the folder.
-

### 2.1.2 Checking for New Mail

To check your mail, click Send/Receive in the toolbar. If you haven't created any mail accounts yet, the setup assistant asks you for the information it needs to check your e-mail. For information on creating mail accounts, see [Starting Evolution for the First Time](#).

---

**Note**

'Get Mail' in the Evolution toolbar replaced with Send/Receive tool in SLED.

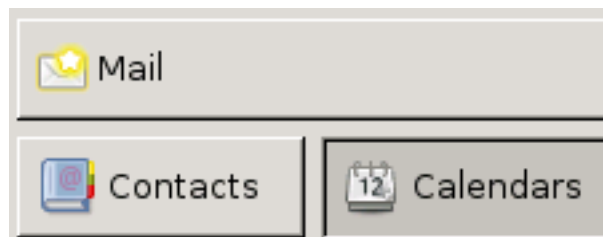
---



If this is your first time checking mail, or you haven't asked Evolution to store your password, you are prompted for the password. Enter your password to download your e-mail.

If you get an error message instead of mail, you probably need to check your network settings. To learn how to do that, see [Mail Header Preferences](#), or ask your system administrator.

### 2.1.3 New Mail Notification

Evolution notifies you of new e-mail arriving. When you receive a new mail in your inbox, a blinking icon appears on the Switcher.



You can also view a blinking icon  in the notification area that disappears when you open the new e-mail. You can keep the mouse over the  icon to view the notification message.

### 2.1.4 Vertical View Vs Classical View

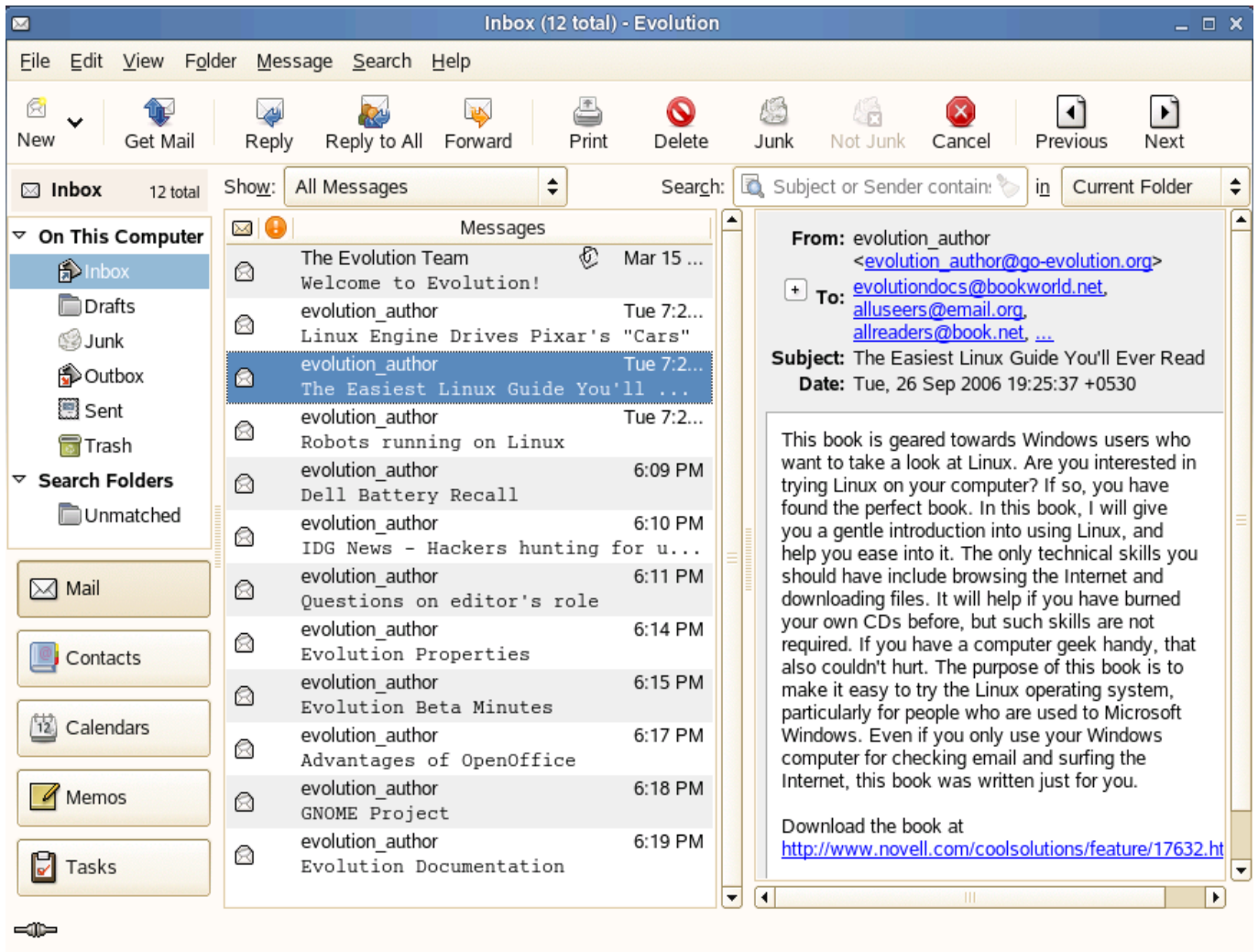
Evolution provides you vertical view in addition to the classical view. In the vertical view, message preview pane is located at the right side of the message list when compared to the Classical view where the message preview pane is placed below the message list. Vertical View enables you to use the extra width of the wide screen monitors.

**Vertical View:**

To switch to vertical view

1. Click View > Preview > Vertical View

In Vertical view, default message list contains a double line compressed headers, which enables you to consume the extra width in the preview column. The compressed columns have Sender Name and Email, Attachment Icon, Date and Subject in the second line.



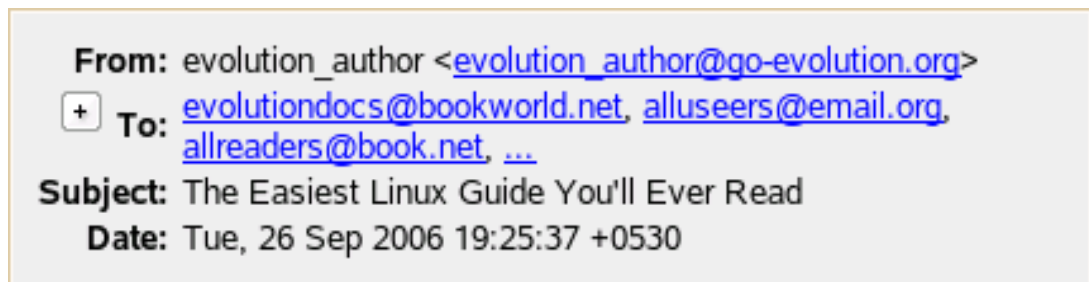
### Classical View:

To switch to classical view,

1. Click View > Preview > Classical View

### 2.1.5 Collapsible Message Headers

Evolution compresses the TO, CC, BCC headers of received mail and shows only limited addresses. You can set the limit of the number of addresses to be displayed in the preview pane.





Use the following procedure to set the limit of addresses to be displayed:

1. Click Edit > Preferences



2. Select Mail Preferences
3. Check ‘Shrink To/CC/Bcc headers to column’ to limit the address
4. Enter the limit in the field.

You can expand the message headers by click the  icon or the ‘...’ in the message preview pane. To collapse click  icon in the preview pane.

## 2.1.6 Sharing Mailboxes with Other Mail Programs

If you want to use Evolution and another e-mail client, such as Mutt, at the same time, use the following procedure:

1. Download your mail in the other application as you would normally.
2. In Evolution, click Edit > Preferences, then click Mail Accounts. Select the account you want to use to share mail and click Edit. Instead of Edit, you might want to create a new account just for this source of mail by clicking New.
3. Under the Receiving Mail tab, select the type of mail file that your other mail application uses, then specify the full path to that location. A typical choice would be mbox files, with the path `/home/username/Mail/`.
4. Click OK.

You can only use one mail client at a time. The mail files are locked by the mail program that is currently using them, so the mail files can’t be accessed by any other mail program.

## 2.1.7 Working with Attachments and HTML Mail

If someone sends you an **attachment**, Evolution displays a file icon at the end of the message to which it is attached. Text, including HTML formatting and embedded images appears as part of the message, rather than as a separate attachment. Attachments are also listed under the address list. To view the attachments, click the arrow to expand the attachment window. To open an attachment, double-click it. Click the Save All button to save all the attachments.

### 2.1.7.1 Saving or Opening Attachments

If you get an e-mail message with an attachment, Evolution can help you save the attachment or open it with the appropriate applications.

Evolution shows a right-arrow icon, the number of attachments, and a Save or Save All button to save all the attachments. Click the right-arrow icon to show the attachment bar.

To save an attachment to disk:

1. Click the down-arrow on the attachment icon, or right-click the attachment icon in the attachment bar, then click Save As.
2. Select a location and name for the file.
3. Click OK.

To open an attachment using another application:

1. Click the down-arrow on the attachment icon or right-click the attachment icon in the attachment bar.
2. Select the application to open the attachment.
3. Click OK.

The options available for an attachment vary depending on the type of attachment and the applications your system has installed. For example, attached word processor files can be opened in OpenOffice.org or another word processor, and compressed archive files can be opened in the File Roller application.

### 2.1.7.2 Inline Images in HTML Mail

When someone sends you HTML mail that includes an image in the body of the message (for example, the welcome message in your Inbox), Evolution displays the image inside the message. You can create messages like this by using the Insert Image tool in the message composer. Alternately, just drag an image into the message composition area.

Some images are links in a message, rather than being part of the message. Evolution can download those images from the Internet, but does not do so unless you request it. This is because remotely Servered images can be slow to load and display, and can even be used by spammers to track who reads the e-mail. Not automatically loading images helps protect your privacy.

To load the images for one message:

1. Click View > Load Images.

To set the default action for loading images:

1. Click Edit > Preferences, then click Mail Preferences.
2. Click the HTML Mail tab.
3. Select one of the items: Never Load Images Off the Net, Load Images in Mail From Contacts, or Always Load Images Off the Net.
4. Click Close.

To set your proxy in KDE:

1. Click the menu icon > System > Configuration > Yast.
2. Click Network Services, then click Proxy.
3. Specify your proxy settings (if you don't know your proxy settings, contact your ISP or system administrator).
4. Click Finish, then click Close.

To set your proxy in GNOME:

1. Click System > Administrative Settings (enter your root password if needed).
2. Click Network Services, then click Proxy.
3. Specify your proxy settings (if you don't know your proxy settings, contact your ISP or system administrator).
4. Click Finish, then click Close.

### 2.1.8 Using Evolution for News

USENET newsgroups are similar to mail, so it is often convenient to read news and mail side by side. You can add a news source, called an NNTP server, the same way you would add **new e-mail account**, selecting USENET News as the source type. The news server appear as a remote mail server, and each news group works like an IMAP folder. When you click Send/Receive, Evolution also checks for news messages.

When you create a news group account, you are not subscribed to any groups. To subscribe to a news group:

1. Click Folder > Subscriptions.
  2. Select your NNTP account, select the groups you want to subscribe to, then click Subscribe.
  3. Click Close.
-

### 2.1.9 Deleting Mail

Evolution allows you to delete unwanted messages. To delete a message, select it and press the Delete key, or click the delete tool in the toolbar, press Ctrl+D, or right-click the message, then click Delete.

When you press Delete or click the Trash folder, your mail is not actually deleted, but is marked for deletion. Your e-mail is recoverable until you have expunged your mail. When you expunge a folder, you remove all the mail that you have marked for deletion. To show deleted messages, uncheck Hide Deleted Messages option from the View menu. You can view the messages stricken off for later deletion. You can also find deleted messages in your Trash folder.

To permanently erase all the deleted messages in a folder, click Folder > Expunge or press Ctrl+E.

Trash folders in GroupWise, local and IMAP accounts are actually virtual search folders that display all messages you have marked for later deletion. Hence, emptying Trash is nothing but expunging deleted mails from all your folders in the account.

However, this is not true for the Trash folder on Exchange servers, which behaves just the same as it does in Outlook. It is a normal folder with actual messages in it. For more information about search folders, see [Using Search Folders](#).

### 2.1.10 Undeleting Messages

You can undelete a message that has been deleted but not expunged. To undelete a message, select the message, click Edit > Undelete.

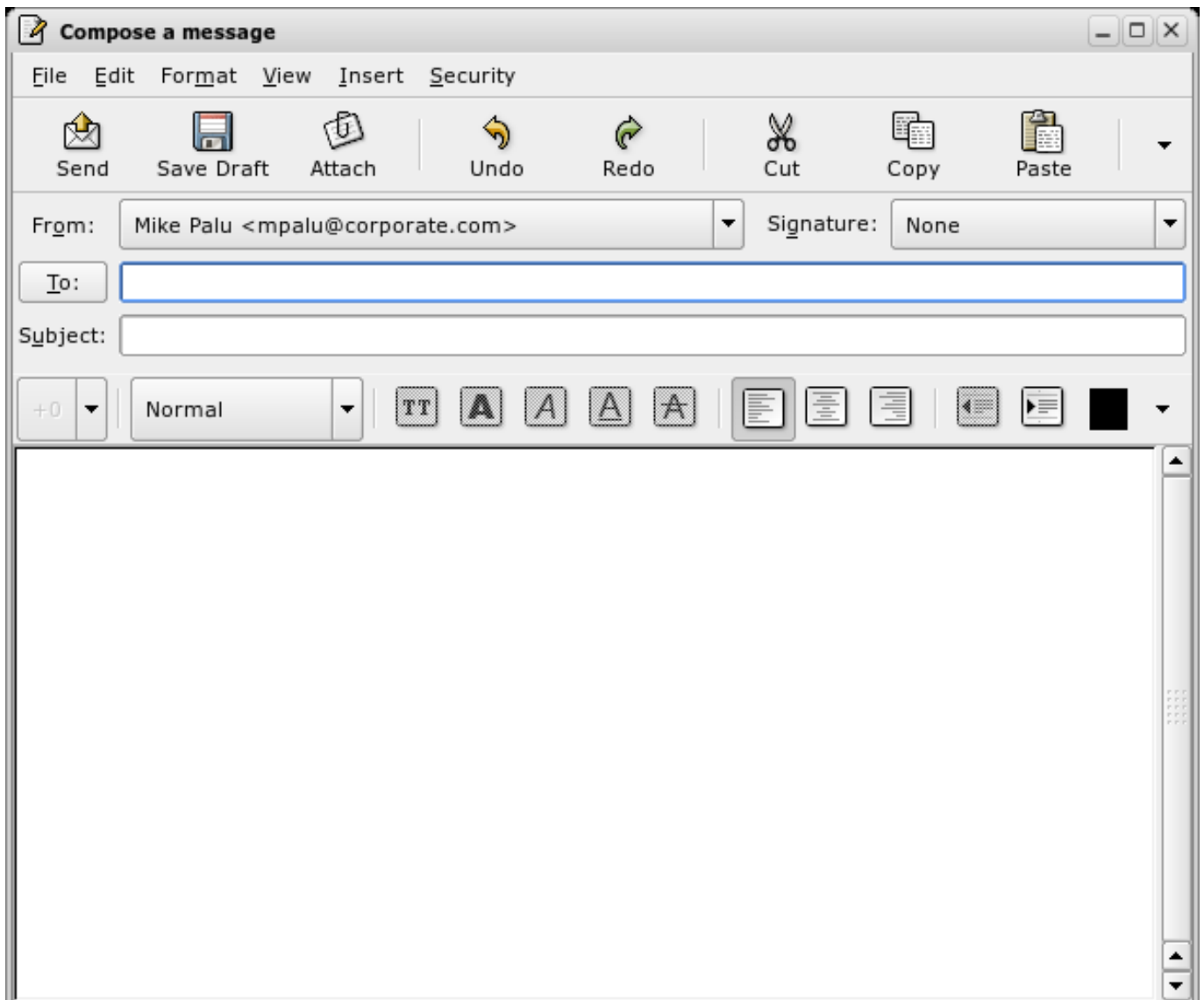
If you have marked a message for deletion, undeleting it unmarks it, and the message is removed from the Trash folder.

## 2.2 Composing New E-Mail Messages

You can start writing a new e-mail message by clicking File > New > Mail Message, by pressing Ctrl+N when in the mailing tool, or by clicking New in the toolbar.

Enter an address in the To field. If you want to enter multiple email addresses, type in the addresses separated by comma. You can also use contact list to send messages to multiple recipients. Enter a subject in the Subject field, and a message in the box at the bottom of the window. After you have written your message, click Send.

New mail message window look like this:



This section contains the following topics:

- [Unicode, ASCII, and Non-Latin Alphabets](#)
- [Sending Composed Messages Later](#)
- [Working Offline](#)
- [Attachments](#)
- [Specifying Additional Recipients for E-Mail](#)
- [Choosing Recipients Quickly](#)
- [Replying to E-Mail Messages](#)
- [Searching and Replacing with the Composer](#)
- [Enhancing Your E-Mail with HTML](#)
- [Mail Send Options](#)
- [Forwarding Mail](#)
- [Tips for E-Mail Courtesy](#)

## 2.2.1 Unicode, ASCII, and Non-Latin Alphabets

If you want to write in a non-Latin alphabet while using a Latin keyboard, try selecting a different input method in the message composer. Right-click in the message composition area and select an input method from the Input Methods menu, then begin typing. The actual keys vary by language and input style. For example, the Cyrillic input method uses transliterated Latin keyboard combinations to get the Cyrillic alphabet, combining letters where necessary. “Zh” and “ya” produce the appropriate single Cyrillic letters, and the single-quote (‘) produces a soft sign character.

For greater language display capabilities, click Edit > Preferences, then select the character set choices in the Mail Preferences and Composer Preferences sections. If you aren’t sure which one to use, select UTF-8, which offers the greatest range of character displays for the greatest range of languages.

### 2.2.1.1 Using Character Sets

A character set is a computer’s version of an alphabet. In the past, the ASCII character set was used almost universally. However, it contains only 128 characters, meaning it is unable to display characters in Cyrillic, Kanjii, or other non-Latin alphabets. To work around language display problems, programmers developed a variety of methods, so many human languages now have their own specific character sets, and items written in other character sets display incorrectly. Eventually, standards organizations developed the UTF-8 Unicode\* character set to provide a single compatible set of codes for everyone.

Most e-mail messages state in advance which character set they use, so Evolution usually knows what to display for a given binary number. However, if you find that messages are displayed as rows of incomprehensible characters, try selecting a different character set in the mail settings screen. If your recipients can’t read your messages, try selecting a different character set in the composer options dialog box. For some languages, such as Turkish or Korean, it might work best for you to select the language-specific character set. However, the best choice for most users is UTF-8, which offers the widest range of characters for the widest range of languages.

## 2.2.2 Sending Composed Messages Later

Evolution normally sends mail as soon as you click Send. However, can save a message to be sent later:

- If you are offline when you click Send, Evolution adds your message to the Outbox queue. The next time you connect to the Internet and send or receive mail, that message is sent.
- Click File > Save Draft to store your messages in the drafts folder for later revision.
- If you prefer to save your message as a text file, click File > Save As, then specify a filename.

## 2.2.3 Working Offline

Offline mode help you communicate with remote mail storage systems like GroupWise®, IMAP or Exchange, in situations where you are not connected to the network at all times. Evolution keeps a local copy of one or more folders to allow you to compose messages, storing them in your Outbox to be sent the next time you connect.

POP mail downloads all messages to your local system, but other connections usually download just the headers, and get the rest only when you want to read the message. Before you go offline, Evolution downloads the unread messages from the folders you have chosen to store.

To mark a folder for offline use,

1. Right-click the folder, then click Properties.
2. Click Copy Folder Content Locally for Offline Operation.

Your connection status is shown by the small icon in the lower left border of the Evolution main window. When you are online, it displays two connected cables. When you go offline, the cables separate.

To cache your selected folders and disconnect from the network,

1. Click File > Work Offline, or click the connection status icon in the lower left of the screen.

A message pop-ups and asks you whether you want to go offline immediately or cache before you go offline.



2. Click Synchronize to download all the messages to the folders marked for offline.

Or

Click Do not synchronize to go offline immediately, without downloading the messages locally for offline operations.

Select Do not show this message again to switch off this popup. The default is to not synchronize while going offline.

When you want to reconnect,

1. Click File > Work Online, or click the connection status icon again.

#### 2.2.3.1 Download Messages for Offline Operations

This feature prepares you for going offline and for offline operations. It helps you download all the messages locally before you go offline. If otherwise, by default, it goes offline when you click the offline button without downloading the message.

To download messages for offline operations,

1. Select File > Download messages for offline.

#### 2.2.3.2 Automatic Network State Handling

Evolution automatically understands the network state and acts accordingly. For instance, Evolution switches to offline mode when the network goes down and automatically switches on when the network is up again. Ensure that your system has Network Manager installed on to enable this feature.

### 2.2.4 Attachments

To attach a file to your e-mail:

1. Click the Attach icon in the composer toolbar.
2. Select the file you want to attach.
3. Click OK.

You can also drag a file into the composer window. If you want to send it as an inline attachment, right-click the attachment and click Properties, then select Automatic Display of Attachments.

When you send the message, a copy of the attached file goes with it. Be aware that large attachments can take a long time to send and receive.

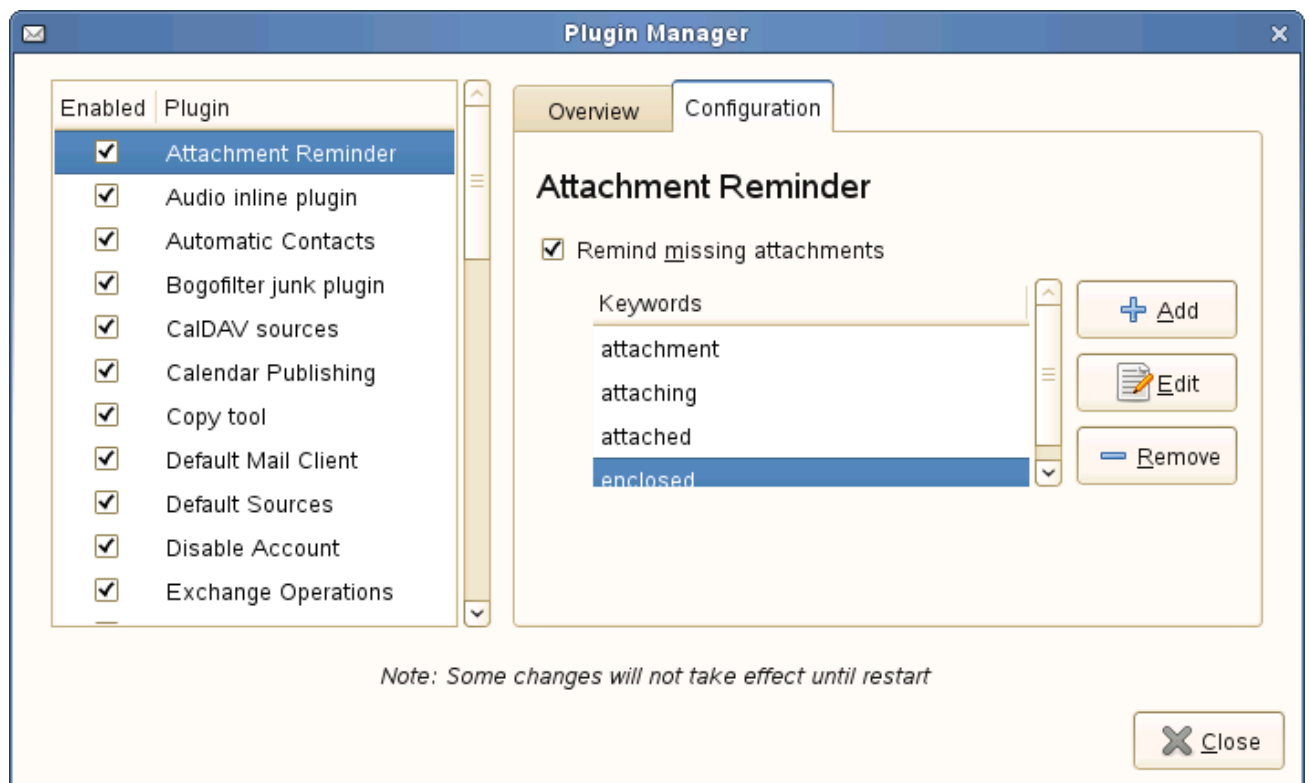
#### 2.2.4.1 Attachment Reminder:

With Attachment Reminder plugin enabled, Evolution reminds you to attach a file to your email if it appears that you have not. If it finds that you have missed to attach a file, a message is displayed as shown below:

1. Click Continue Editing to attach the missing file you are reminded of, or click Send to send the message without any attachment.

To enable the Attachment Reminder,

1. Select Edit > Plugins > Attachment Reminder.
2. Click Configure to add the keywords.



3. Click Add to add keywords such as “Attach” or “Attachment”.

Based on the keywords you have added here, it searches every email you are sending. If it finds the keywords such as “attach” in your e-mail and no actual attached file, you are reminded of missing attachments.

4. To edit any of the existing keywords, select the keyword and click Edit and modify.

#### 2.2.5 Specifying Additional Recipients for E-Mail

Evolution, like most e-mail programs, recognizes three types of addressee: primary recipients, secondary recipients, and hidden (blind) recipients. The simplest way to direct a message is to put the e-mail address or addresses in the To: field, which denotes primary recipients. Use the Cc: field to send a message to secondary recipients.

Addresses on the Bcc: list are hidden from the other recipients of the message. You can use it to send mail to large groups of people, especially if they don't know each other or if privacy is a concern. If your Bcc: field is absent, click View > Bcc Field.

If you frequently write e-mail to the same groups of people, you can create address lists in the contacts tool, and then send them mail as though they have a single address. To learn how to do that, see [Creating a List of Contacts](#).

Evolution has the ability to let you specify the Reply-To in an e-mail. Using this, you can set up a special Reply-To for an e-mail. To do this:

1. Open a compose window.
2. Open the Reply-To field by clicking View > Reply To.
3. Specify the address you want as the Reply-To address in the new Reply-To field.
4. Complete the rest of your message.
5. Click Send.

## 2.2.6 Choosing Recipients Quickly

Address auto completion is by default enabled in Evolution when you create contacts. Evolution makes it easy for you to quickly fill in the address field without having to remember the email address of recipients. You can type nicknames or other portions of address data in the address field and Evolution will display a drop-down list of possible address completions from your contacts. If you type a name or nickname that can go with more than one card, Evolution opens a dialog box to ask you which person you meant.

If Evolution does not complete addresses automatically, click Edit > Preferences, then click Autocompletion. There, select the groups of contacts you want to use for address autocompletion in the mailer.

Alternately, you can click the To:, Cc:, or Bcc: buttons to get a list of the e-mail addresses in your contacts. Select addresses and click the arrows to move them into the appropriate address columns.

For more information about using e-mail with the contact manager and the calendar, see [Send Me a Card: Adding New Cards Quickly](#) and [Scheduling With the Evolution Calendar](#).

## 2.2.7 Replying to E-Mail Messages

To reply to a message, click the message to reply to in the e-mail list and click Reply, or right-click within the message and select Reply to Sender. This opens the message composer. The To: and Subject: fields are already filled, although you can alter them if you prefer. In addition, the full text of the old message is inserted into the new message, either in grey with a blue line on one side (for HTML display) or with the > character before each line (in plain text mode), to indicate that it is part of the previous message.

If you're reading a message with several recipients, you can use Reply to All instead of Reply. If there are large numbers of people in the Cc: or To: fields, this can save substantial amounts of time.

### 2.2.7.1 Using the Reply To All Feature

Susan sends an e-mail to a client and sends copies to Tim and to an internal company mailing list of co-workers. If Tim wants to make a comment for all of them to read, he uses Reply to All, but if he just wants to tell Susan that he agrees with her, he uses Reply. His reply does not reach anyone that Susan put on her Bcc list, because that list is not shared with anyone.

If you subscribe to a mailing list, and want your reply to go just to the list, rather than to the sender, select Reply to List instead of Reply or Reply to All.

### 2.2.7.2 Keyboard shortcuts



Tools	Shortcuts
Reply to sender	Ctrl+R
Reply to List	Ctrl+L
Reply to All	Shift+Ctrl+R
Forward	Ctrl+F

## 2.2.8 Searching and Replacing with the Composer

The message composer makes several text searching features available to you.

### Find:

Enter a word or phrase, and Evolution finds it in your message.

### Find Regex:

You can search for a complex pattern of characters, called a **regular expression** or “regex” in your composer window. If you’re not sure what a regular expression is, you should ignore this feature.

### Find Again:

Select this item to repeat the last search you performed.

### Replace:

Find a word or phrase, and replace it with something else.

For all of these menu items, you can choose whether to search backwards in the document from the point where your cursor is. You can also determine whether the search is to be case sensitive in determining a match.

## 2.2.9 Enhancing Your E-Mail with HTML

Normally, you can’t set text styles or insert pictures in e-mail. However, most newer e-mail programs can display images and text styles in addition to basic alignment and paragraph formatting. They do this with **HTML**, just like Web pages do.

Some people do not have HTML-capable mail clients, or prefer not to receive HTML-enhanced mail because it is slower to download and display. Because of this, Evolution sends plain text unless you explicitly ask for HTML.

### 2.2.9.1 Basic HTML Formatting

You can change the format of an e-mail message from plain text to HTML by choosing Format HTML.

To send all your mail as HTML by default, set your mail format preferences in the mail configuration dialog box. See **Composer Preferences** for more information.

HTML formatting tools are located in the toolbar just above the space where you actually compose the message. They also appear in the Insert and Format menus.

The icons in the toolbar are explained in **tool-tips**, which appear when you hold your mouse pointer over the buttons. The buttons fall into five categories:

#### Headers and Lists:

At the left edge of the toolbar, you can choose Normal for a default text style or Header 1 through Header 6 for varying sizes of header from large (1) to tiny (6). Other styles include preformat, to use the HTML tag for preformatted blocks of text, and three types of bullet points for lists.

For instance, instead of using asterisks to mark a bulleted list, you can use the Bulleted List style from the style drop-down list. Evolution uses different bullet styles, and handles word wrap and multiple levels of indentation.

#### Text Styles:

Use these buttons to determine the way your e-mail looks. If you have text selected, the style applies to the selected text. If you do not have text selected, the style applies to whatever you type next.

Button	Description
TT	Typewriter text, which is approximately the same as the Courier monospace font.
Bold A	Bolds the text.
Italic A	Italicizes the text.
Underlined A	Underlines the text.
Strike through A	Marks a line through the text.

**Alignment:**

Located next to the text style buttons, the three paragraph icons should be familiar to users of most word processing software. The left most button aligns your text to the left, the center button centers text, and the right button aligns the text to the right.

**Indentation Rules:**

The button with the arrow pointing left decreases a paragraph's indentation, and the right arrow increases its indentation.

**Color Selection:**

At the far right is the color section tool, where a box displays the current text color. To choose a new color, click the arrow button to the right. If you have text selected, the color applies to the selected text. If you do not have text selected, the color applies to whatever you type next. You can select a background color or image by right-clicking the message background, then selecting Style Page.

**2.2.9.2 Advanced HTML Formatting**

Under the Insert menu, there are several more items you can use to style your e-mail. To use these and other HTML formatting tools, make sure you have enabled HTML mode by using Format HTML.

**2.2.9.2.1 Inserting a Link**

Use the Insert a Link tool to put hyperlinks in your HTML messages. If you don't want special link text, you can just enter the address directly, and Evolution recognizes it as a link.

1. Select the text you want to link from.
2. Right-click in the text, then click Insert Link.
3. Type the URL in the URL field.
4. Click Close.

**2.2.9.2.2 Inserting an Image**

1. Click Image.
2. Browse to and select the image file.
3. Click OK.

**2.2.9.2.3 Inserting a Rule**

You can insert a horizontal line into the text to help divide two sections:

1. Click Rule.
  2. Select the width, size, and alignment.
  3. Select Shade if necessary.
  4. Click Close.
-

#### 2.2.9.2.4 Inserting a Table

You can insert a table into the text:

1. Click Table.
2. Select the number of rows and columns.
3. Select the type of layout for the table.
4. Select a background for the table.

To insert a picture for the background, click Browse and select the desired image.

5. Click Close.

### 2.2.10 Mail Send Options

You can set the following options when sending mails in Evolution.

#### **Read Receipts:**

Evolution allows you to request a receipt for your sent messages to indicate when your message is being viewed by the recipient. Receipts are useful when sending e-mail that is time-sensitive. To request a receipt, click Insert > Request Read Receipt in the composer window.

#### **Prioritize Message:**

You can prioritize a message to be sent, so that the recipient sees its relative importance. To prioritize a message, click Insert > Prioritize Message in the composer window.

---

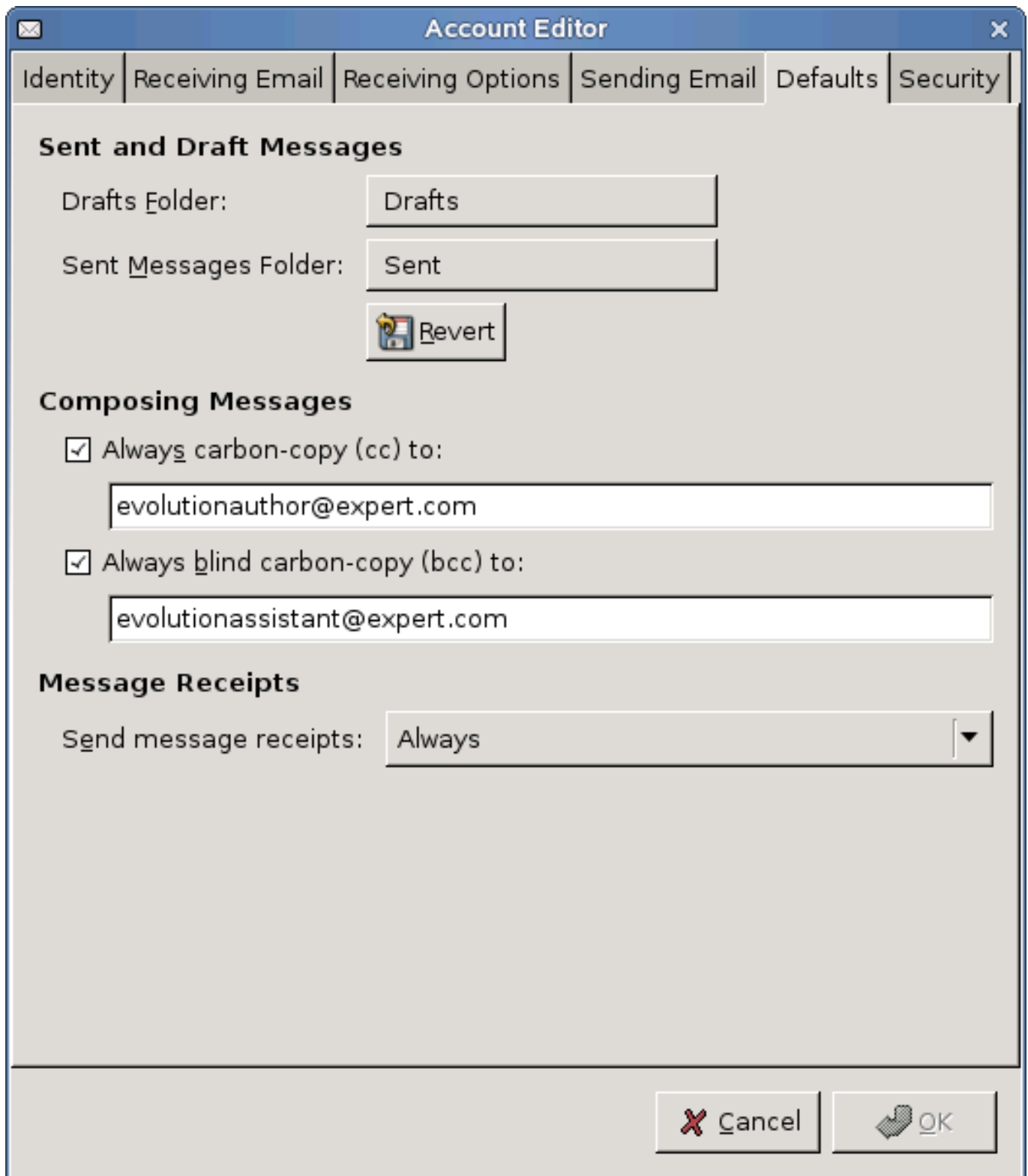
#### **Note**

Evolution will ignore the message priority, because it assumes that the recipient should decide whether the message is important or not.

---

### 2.2.11 Default Settings

Evolution allows you to change the default settings. You can organize your draft folder and sent folder, set the addresses to which you want to sent carbon copies and blind carbon copies to. You can also change the settings for message receipts from Default setting window.



The screenshot shows the 'Account Editor' window with the 'Defaults' tab selected. The window has a title bar with a close button and a tab bar with six tabs: Identity, Receiving Email, Receiving Options, Sending Email, Defaults, and Security. The 'Defaults' tab is active, showing settings for 'Sent and Draft Messages', 'Composing Messages', and 'Message Receipts'. Under 'Sent and Draft Messages', there are text boxes for 'Drafts Folder' (containing 'Drafts') and 'Sent Messages Folder' (containing 'Sent'), and a 'Revert' button with a floppy disk icon. Under 'Composing Messages', there are two checked checkboxes: 'Always carbon-copy (cc) to:' with a text box containing 'evolutionauthor@expert.com', and 'Always blind carbon-copy (bcc) to:' with a text box containing 'evolutionassistant@expert.com'. Under 'Message Receipts', there is a 'Send message receipts:' label and a dropdown menu set to 'Always'. At the bottom right are 'Cancel' and 'OK' buttons.


**Account Editor**

Identity | Receiving Email | Receiving Options | Sending Email | **Defaults** | Security

**Sent and Draft Messages**

Drafts Folder: Drafts

Sent Messages Folder: Sent

 Revert



**Composing Messages**

☒ Always carbon-copy (cc) to:  
evolutionauthor@expert.com

☒ Always blind carbon-copy (bcc) to:  
evolutionassistant@expert.com

**Message Receipts**

Send message receipts: Always

 Cancel  OK

To change your default settings,

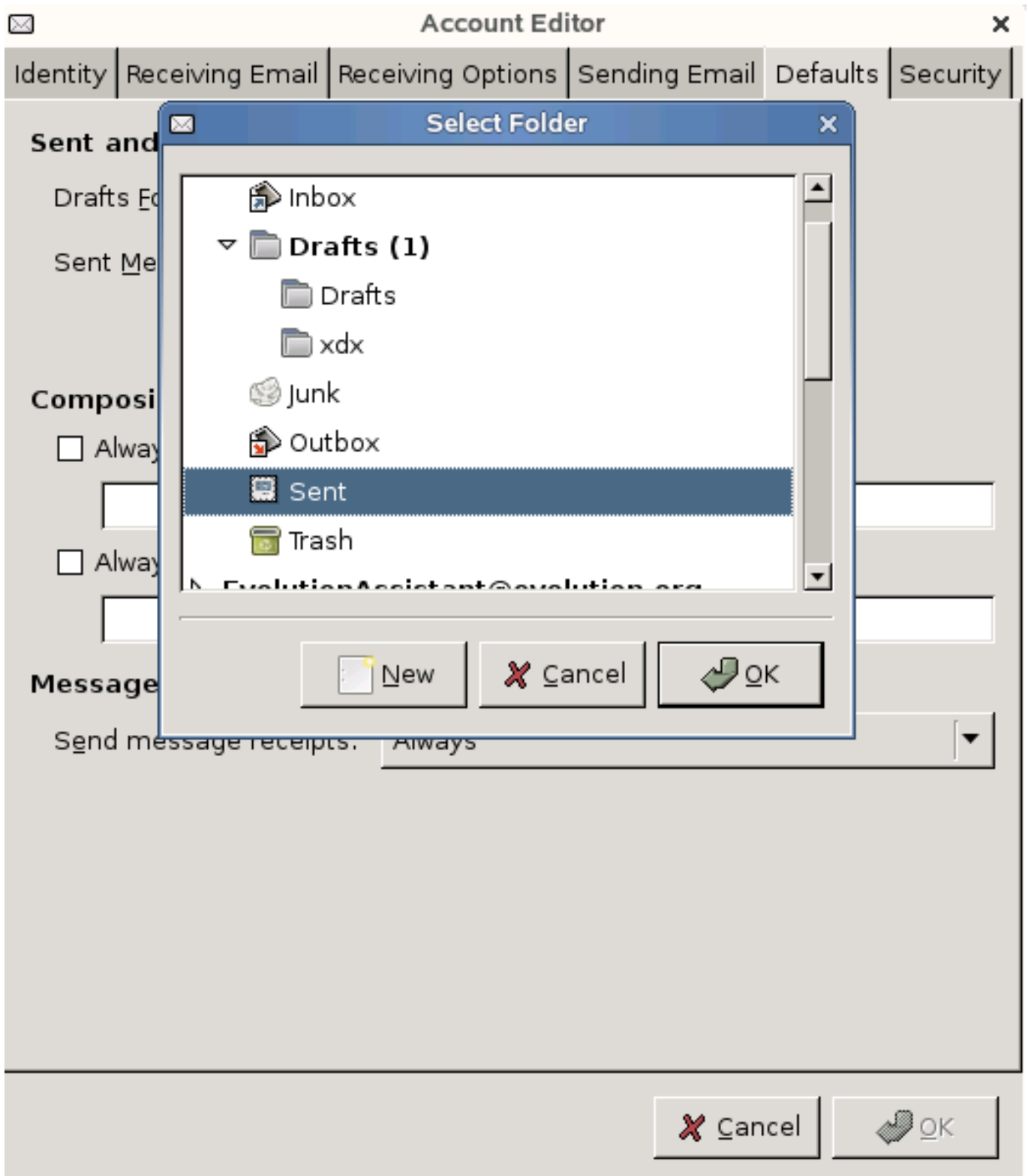
1. Select Edit > Preferences to open Evolution Preferences window.
2. Select the mail account you want to change the default settings.
3. Click Edit to open Account Editor window.
4. Click Default tab.

5. Click the respective check boxes and enter the email addresses you want CC and BCC to.
6. Select the desired option for send message receipts from the drop-down list.

#### **2.2.11.1 Changing Default Folder for Sent and Draft Items**

By default, all the sent messages directly goes to Sent folder and those messages marked as drafts are saved in Draft folder. To change the default setting for draft items,

1. Click Drafts button to open Folder view.
  2. Select the folder you want to save the drafts to.
  3. Click OK.
  4. Click Revert button to revert back to previous settings.
-



To change the default folder for sent items,

1. Click Sent button to open the Folder view.
2. Select the desired folder for sent items.
3. Click OK.
4. Click Revert button to revert back to previous settings.

### 2.2.12 Forwarding Mail

When you receive an e-mail, you can forward it to other individuals or groups that might be interested. You can forward a message as an attachment to a new message (this is the default) or you can send it **in line** as a quoted portion of the message you are sending. Attachment forwarding is best if you want to send the full, unaltered message to someone else. Inline forwarding is best if you want to send portions of a message, or if you have a large number of comments on different sections of the message you are forwarding. Remember to note from whom the message came, and whether you have removed or altered content.

To forward a message you are reading:

1. Click Forward on the toolbar.  
or  
If you prefer to forward the message **inline** instead of attached, click Message > Forward As > Inline from the menu.
2. Select an addressee as you would when sending a new message; the subject is already entered, although you can alter it if you want.
3. Add your comments on the message in the composition frame, then click Send.

Attachments to a message you are forwarding are forwarded only when you send the original message as an attachment. Inline messages do not forward any attachments.

### 2.2.13 Tips for E-Mail Courtesy

- Don't forward chain letters. If you must, watch out for hoaxes and urban legends, and make sure the message doesn't have multiple layers of greater-than signs, (>) indicating multiple layers of careless in-line forwarding.
- Always begin and close with a salutation. Say "please" and "thank you," just like you do in real life. You can keep your pleasantries short, but be polite.
- **WRITING IN CAPITAL LETTERS MEANS YOU'RE SHOUTING!** Don't write a whole message in capital letters. It hurts people's ears.
- Check your spelling and use complete sentences. By default, Evolution puts a red line beneath words it doesn't recognize, as you type them.
- Don't send nasty e-mails (flames). If you get one, don't write back.
- When you reply or forward, include enough of the previous message to provide context.
- Don't send spam.

## 2.3 Sending Invitations by Mail

If you create an event in the calendar component, you can then send invitations to the attendee list through the Evolution e-mail tool. The invitation card is sent as an attachment in iCal format.

To send an invitation in GroupWise, right click on the calendar item and click Forward as iCalendar.

When you receive an invitation, you have several options:

#### **Accept:**

Indicates you will attend the meeting. When you click the OK button, the meeting is entered into your calendar.

#### **Tentatively Accept:**

Indicates you will probably attend the meeting. When you click the OK button, the meeting is entered into your calendar, but is marked as tentative.

---

**Decline:**

Indicates you are unable to attend the meeting. The meeting is not entered into your calendar when you click OK, although your response is sent to the meeting host if you have selected the RSVP option.

**RSVP:**

Select this option if you want your response sent to the meeting organizers.

## 2.4 IMAP Subscriptions Manager

Because IMAP folders exist on the server, and opening them or checking them takes time, you need fine-grained control over the way that you use IMAP folders. You use the IMAP subscriptions manager to do this. If you prefer to have every mail folder displayed, you can select that option as well. However, if you want to choose specific items in your mailbox, and exclude others, you can use the subscription management tool to do that.

1. Select Folder > Subscriptions.
2. If you have accounts on multiple IMAP servers, select the server where you want to manage your subscriptions.  
Evolution displays a list of available files and folders.
3. Select a file or folder by clicking it.  
You should select at least the Inbox folder. Depending upon the way your IMAP server is configured, the list of available files might include non-mail folders. If it does, you can ignore them.
4. Click Subscribe to add a folder to the subscribed list.
5. When you have subscribed to the folders you want, close the window.

## 2.5 Encryption

To protect and encode your e-mail transmissions, Evolution offers two encryption methods:

- GPG Encryption
- S/MIME Encryption

Evolution helps you protect your privacy by using GNU Privacy Guard (GPG), an implementation of strong **Public Key Encryption**.

GPG uses two keys: public and private. You can give your public key to anyone you want to receive encrypted messages, or put it on a public key server so that people can look it up before contacting you. Your private key lets you decrypt any message encrypted with your public key. Never give your private key to anyone.

When you send a message that is encrypted, you must encrypt it using your intended recipient's public key. To receive an encrypted message, you must make sure that the sender has your public key in advance. For signing messages, you encrypt the signature with your private key, so only your public key can unlock it. When you send the message, the recipient gets your public key and unlocks the signature, verifying your identity.

Evolution does not support older versions of PGP, such as OpenPGP and Inline PGP.

You can use encryption in two different ways:

- You can encrypt the entire message, so that nobody but the recipient can read it.
- You can attach an encrypted signature to a plain text message, so that the recipient can read the message without decrypting it, and needs decrypting only to verify the sender's identity.

For example, suppose that Kevin wants to send an encrypted message to his friend Rachel. He looks up her public key on a general key server, and then tells Evolution to encrypt the message. The message now reads “@#\$23ui7yr87#@!48970fsd.” When the information gets to Rachel, she decrypts it using her private key, and it appears as plain text for her to read.



## 2.5.1 Making a GPG Encryption Key

Before you can get or send encrypted mail, you need to generate your public and private keys with GPG. This procedure covers version 1.2.4 of GPG. If your version is different, these steps might vary slightly. You can find out your version number by entering **gpg --version**.

1. Open a terminal and enter **gpg --gen-key**.
2. Select an algorithm, then press Enter.  
or  
To accept the default algorithm of DSA and ElGamal, press Enter (recommended).
3. Select a key length, then press Enter. To accept the default, 1024 bits, press Enter.
4. Enter how long your key should be valid for.  
or  
To accept the default of no expiration, press Enter, then press Y when you are prompted to verify the selection.
5. Type your real name, then press Enter.
6. Type your e-mail address, then press Enter.
7. (Optional) Type a comment, then press Enter.
8. Review your selected user ID. If it is correct, press O.
9. Type a passphrase, then press Enter.
10. Move your mouse randomly to generate the keys.

After the keys are generated, you can view your key information by entering **gpg --list-keys**. You should see something similar to this:

```
/home/you/.gnupg/pubring.gpg ----- pub 1024D/32j38dk2 20-01-06-20 you <you@example.com> sub 1024g/289sk1j3 2001-06-20 [expires: 2002-11-14]
```

GPG creates one list, or keyring, for your public keys and one for your private keys. All the public keys you know are stored in the file `~/gnupg/pubring.gpg`. If you want to give other people your key, send them that file.

If you want, you can upload your keys to a key server.

1. Check your public key ID with **gpg--list-keys**. It is the string after 1024D on the line beginning with pub. In the example above, it is 32j38dk2.
2. Enter the command **gpg --send-keys --keyserver wwwkeys.pgp.net 32j38dk2**. Substitute your key ID for 32j38dk2. You need your password to do this.

Key servers store your public keys for you so that your friends can decrypt your messages. If you choose not to use a key server, you can manually send your public key, include it in your signature file, or put it on your own Web page. However, it is easier to publish a key once, and then let people download it from a central place when they want.

If you don't have a key to unlock or encrypt a message, you can set your encryption tool to look it up automatically. If it can't find the key, an error message appears.

## 2.5.2 Getting and Using GPG Public Keys

To send an encrypted message, you need to use the recipient's public key in combination with your private key. Evolution handles the encryption, but you need to get the public key and add it to your keyring.

To get public keys from a public key server, enter the command **gpg --recv-keys --keyserver wwwkeys.pgp.net keyid**, substituting `keyid` for your recipient's ID. You need to enter your password, and the ID is automatically added to your keyring.

---

**Note**

The domain '*wwwkeys.gpg.net*' is assigned to multiple hosts in various networks. The `gpg` utility tries to connect to one in the current network; and if that particular host is down, it fails with a time-out.

To avoid this, Type **\$ host wwwkeys.gpg.net** in a terminal console and get the IP address of the hosts. You can ping each of them to find the one which is up and running. Now, you can replace *wwwkeys.gpg.net* in the `gpg --recv-keys --keyserver wwwkeys.gpg.net` keyid command with that explicit IP number as returned by the `host` utility.

---

If someone sends you a public key directly, save it as a plain text file and enter the command **gpg --import** to add it to your keyring.

### 2.5.3 Setting up GPG Encryption

1. Click Edit > Preferences, then click Mail Accounts.
2. Select the account you want to use securely, then click Edit.
3. Click the Security tab.
4. Specify your key ID in the PGP/GPG Key ID field.
5. Click OK.
6. Click Close.

Evolution requires that you know your key ID. If you don't remember it, you can find it by typing **gpg --list-keys** in a console window. Your key ID is an eight-character string with random numbers and letters.

### 2.5.4 Encrypting Messages

To encrypt a single message:

1. Open a Compose a Message window.
2. Click Security > PGP Encrypt.
3. Compose your message, then click Send.

You can set Evolution to always sign your e-mail messages:

1. Click Edit > Preferences, then select Mail Accounts.
2. Select the mail account to encrypt, then click Edit.
3. Click the Security tab.
4. Select Always Sign Outgoing Messages When Using This Account.
5. Click OK.
6. Click Close.

### 2.5.5 Unencrypting a Received Message

If you receive an encrypted message, you need to decrypt it before you read it. Remember, the sender must have your public key before they can send you an encrypted message.

When you view the message, Evolution prompts you for your PGP password. Enter it, and the unencrypted message is displayed.

---

## 2.5.6 S/MIME Encryption

S/MIME encryption also uses a key-based approach, but it has some significant advantages in convenience and security. S/MIME uses certificates, which are similar to keys. The public portion of each certificate is held by the sender of a message and by one of several certificate authorities, who are paid to guarantee the identity of the sender and the security of the message. Evolution already recognizes a large number of certificate authorities, so when you get a message with an S/MIME certificate, your system automatically receives the public portion of the certificate and decrypts or verifies the message.

S/MIME is used most often in corporate settings. In these cases, administrators supply certificates that they have purchased from a certificate authority. In some cases, an organization can act as its own certificate authority, with or without a guarantee from a dedicated authority such as VeriSign\* or Thawte\*. In either case, the system administrator provides you with a certificate file.

If you want to use S/MIME independently, you can extract an identification certificate from your Mozilla\* or Netscape\* Web browser. See the Mozilla help [Mozilla Help](#) for more information on security certificates.

The certificate file is a password-protected file on your computer.

### 2.5.6.1 Adding a Signing Certificate

1. Click Edit > Preferences, then click Certificate.
2. Click Import.
3. Select the file to import, then click Open.
4. Click Close.

Similarly, you can add certificates that are sent to you independently of any authority by clicking the Contact Certificates tab and using the same Import tool. You can also add new certificate authorities, which have their own certificate files, in the same way.

### 2.5.6.2 Signing or Encrypting Every Message

After you have added your certificate, you can sign or encrypt a message by clicking Security > S/MIME Sign or S/MIME Encrypt in the message composer.

To have every message signed or encrypted:

1. Click Edit > Preferences, then select the account to encrypt the messages in.
  2. Click Edit, then click Security.
  3. Click Select next to Signing Certificate and specify the path to your signing certificate.  
or  
Click Select next to Encryption Certificate and specify the path to your encryption certificate.
  4. Select the appropriate options.
  5. Click OK.
  6. Click Close.
-

## Chapter 3

# Organizing Your E-Mail

Whether you only get a few e-mail messages a day, or you receive hundreds, you probably want to sort and organize them. Evolution™ has the tools to help you do it.

- [Importing Your Old E-Mail](#)
- [Sorting the Message List](#)
- [Getting Organized with Folders](#)
- [Searching for Messages](#)
- [Create Rules to Automatically Organize Mail](#)
- [Using Search Folders](#)
- [Stopping Junk Mail \(Spam\)](#)

### 3.1 Importing Your Old E-Mail

Evolution allows you to import old e-mail and contacts so that you don't need to worry about losing your old information.

#### 3.1.1 Importing Single Files

Evolution can import the following types of files:

**vCard (.vcf, .gcrd):**

The address book format used by the GNOME, KDE, and many other contact management applications. You should be able to export to vCard format from any address book application.

**vCalender:**

A format for storing calender files, which is generally used by Evolution, Microsoft Outlook, Sunbird, and Korganizer.

**iCalendar or iCal (.ics):**

A format for storing calendar files. iCalendar is used by Palm OS handhelds, Evolution, and Microsoft Outlook.

**Evolution/Mozilla/Outlook CSV/Tab (.csv, .tab):**

CSV or Tab files saved using Evolution, Microsoft Outlook and Mozilla.

**Microsoft Outlook Express 4 (.mbx):**

The e-mail file format used by Microsoft Outlook Express 4. For other versions of Microsoft Outlook and Outlook Express, see the workaround described in [Step 1](#).

**LDAP Data Interchange Format (.LDIF):**

A standard data format for contact cards.

**Berkley Mailbox (.mbox or null extension):**

The e-mail format used by Mozilla, Netscape, Evolution, Eudora\*, and many other e-mail clients.

To import your old e-mail:

1. Click File > Import.
2. Click Forward.
3. Select Import a Single File, then click Forward.
4. Select the file to import, then click Forward.
5. Click Import.

### 3.1.2 Importing Multiple Files

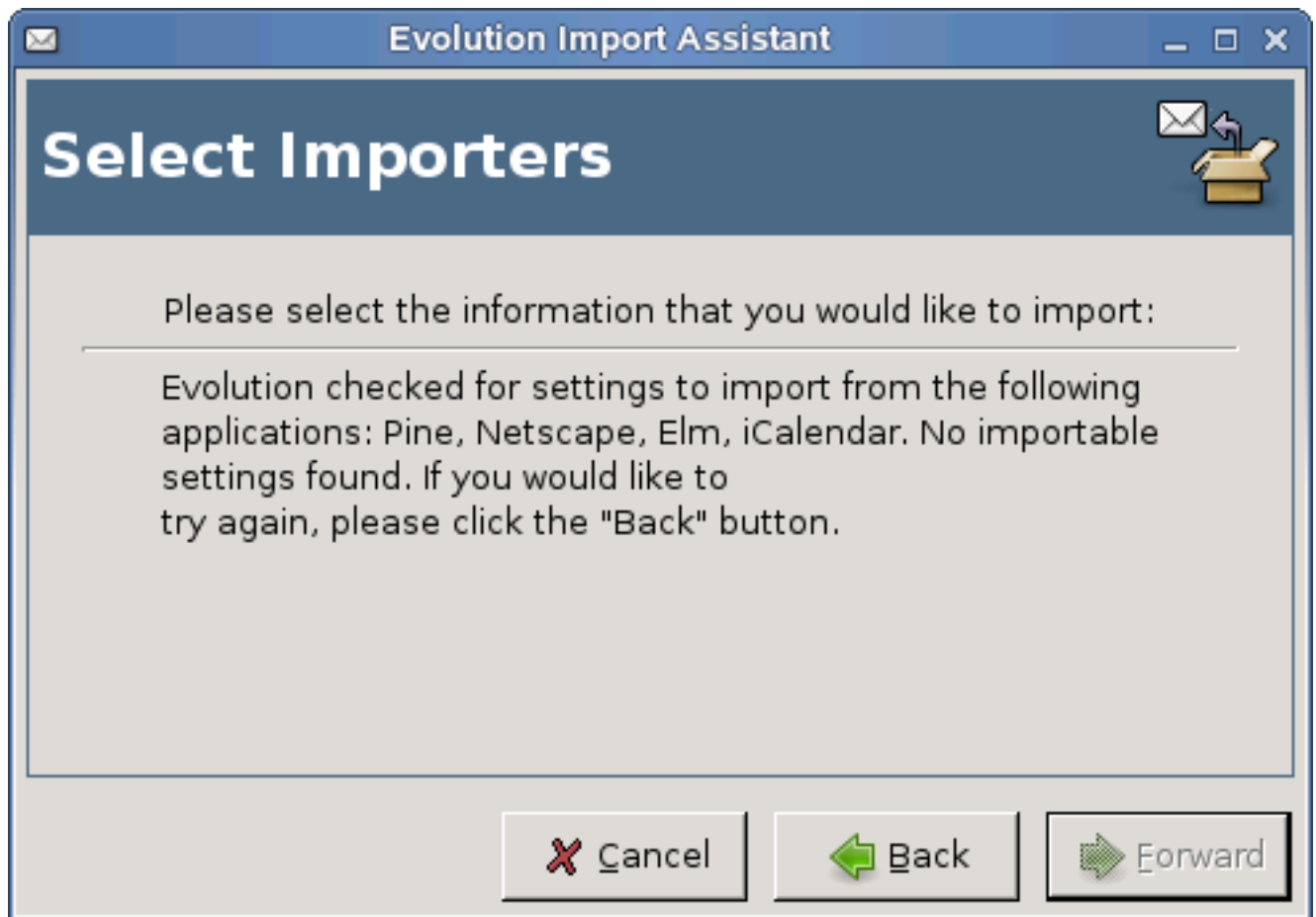
Evolution automates the import process for several applications it can recognize.

1. Click File > Import.
2. Click Forward.
3. Select Import Data and Settings From Older Programs, then click Forward.

Follow the steps [Step 3](#) through [Step 5](#) to import.

Evolution searches for old mail programs and, if possible, imports the data from them.

---



Microsoft Outlook and versions of Outlook Express after version 4 use proprietary formats that Evolution cannot read or import. One migration method that works well is to use the Outport application. See [outport.sourceforge.net](http://outport.sourceforge.net) for additional information. You can also import data into another Windows mail client such as Mozilla.

1. While in Windows, import your .pst files into Mozilla Mail (or another mail program such as Netscape or Eudora that uses the standard mbox format).  
Mozilla and Netscape users need to click File > Compact > All Folders from within the Netscape or Mozilla mail tool. Otherwise, Evolution imports and undeletes the messages in your Trash folders.
2. Copy the files to the system or partition that Evolution is installed on.
3. Use the Evolution import tool to import the files.

For POP mail, filters are applied as messages are downloaded. For IMAP mail, filters are applied to new messages when you open the Inbox folder. On Exchange servers, filters are not applied until you select your Inbox folder and click Message > Apply Filters, or press Ctrl+Y. To force your filters to act on all messages in the folder, select the entire folder by pressing Ctrl+A, then apply the filters by pressing Ctrl+Y.

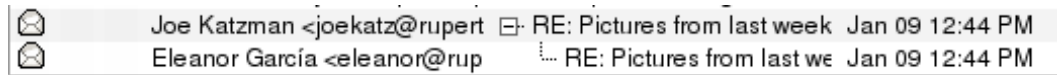
## 3.2 Sorting the Message List

Evolution helps you work by letting you sort your e-mail. To sort by sender, subject, or date, click the bars with those labels at the top of the message list. The direction of the arrow next to the label indicates the direction of the sort. Click again, to sort them in reverse order. For example, click Date to sort messages by date from oldest to newest. Click again, and Evolution sorts the list from newest to oldest. You can also right-click the message header bars to get a set of sorting options, and to add to or remove columns from the message list.

To look at the complete headers for a message, click View > Message Display > Show Full Headers. To see all message data, click View > Message Display > Show E-Mail Source.

### 3.2.1 Sorting Mail In E-mail Threads

You can also choose a threaded message view. Click View > Threaded Message List to turn the threaded view on or off. When you select this option, Evolution groups the replies to a message with the original, so you can follow the thread of a conversation from one message to the next.



In a thread of conversation view, each new message is stacked below of the ones that arrived before it, so that the newest message is always the one you see first. Whenever a new message arrives to an old thread as a reply, you will see it below the parent message. You always see the thread based on the date of the recent message received. The threads are sorted by the date of most recent message in the threads.

#### Tip

There is a gconf key to toggle between the collapsed or expanded state of mail thread. By default, it is collapsed and you can change this at `/apps/evolution/mail/display/thread_expand`. If the value is set to false, expanded state is remembered. When you restart Evolution, all the threads are arranged to this state. This is a highly advanced option only for the advanced users.

### 3.2.2 Sorting Mail with Column Headers

The message list normally has columns to indicate whether a message has been read, whether it has attachments, how important it is, and the sender, date, and subject. You can change the column order, or add and remove columns by dragging and dropping them.

### 3.2.3 Sorting Mail With Column Headers

In addition to it, Evolution enables you to sort your messages by using Sort-by list. You can use any of the criteria given in the Sort-by list such as *sender*, *location*, *to*, *from*, *size*, and so forth to perform sorting. It returns the sorted email list that matches the criteria you have selected.

To sort messages, perform the following procedure:

1. Right click message header bar.
2. Click Sort by to get a list of options.

#### Sort by:

Sorts the message by different criteria as listed below:

- Recipients
- Sender
- Location
- Sender
- Due By
- Follow Up Flag
- Flag Status
- Size
- To
- Received
- Date
- Subject

- From
- Attachment
- Score
- Flagged
- Status
- Custom

---

**Note**

Clicking each sort criteria cycles take you through three possibilities. Sort by criteria in ascending or descending order or unsort the message. When you click any of the sort criteria reiteratively, Evolution sort the messages in a sequential order - ascending, descending and unsort. For example, when you click Recipients for the first time, Evolution sort the messages by recipients in ascending order and for the second time, sort in the reverse order. For the next click, messages will be displayed unsorted.

---

**Sort Ascending:**

Sorts the messages top to bottom and returns you the sorted e-mail list in the order of oldest to the latest.

**Sort Descending:**

Sort descending revers the order and returns you the sorted e-mail list in the order of newest to oldest.

**Unsort:**

Unsort removes sorting from this column, reverting to the order of messages as they were added to the folder.

**Removing a Column:**

Remove this column from the display. You can also remove columns by dragging the header off the list and letting it drop.

**Adding a Column:**

When you select this item, a dialog box appears, listing the possible columns. Drag the column you want into a space between existing column headers. A red arrow shows where the column will be placed.

**Best Fit:**

Automatically adjusts the widths of the columns for the most efficient use of space.

**Customizing the Current View:**

Choose this item to pick a more complex sort order for messages, or to choose which columns of information about your messages you want to display.

3. Select the search criteria.

You can view the messages in the desired order in the message list.

### 3.2.4 Using the Follow up Feature

To make sure you don't forget about a message, you can use the Follow up feature.

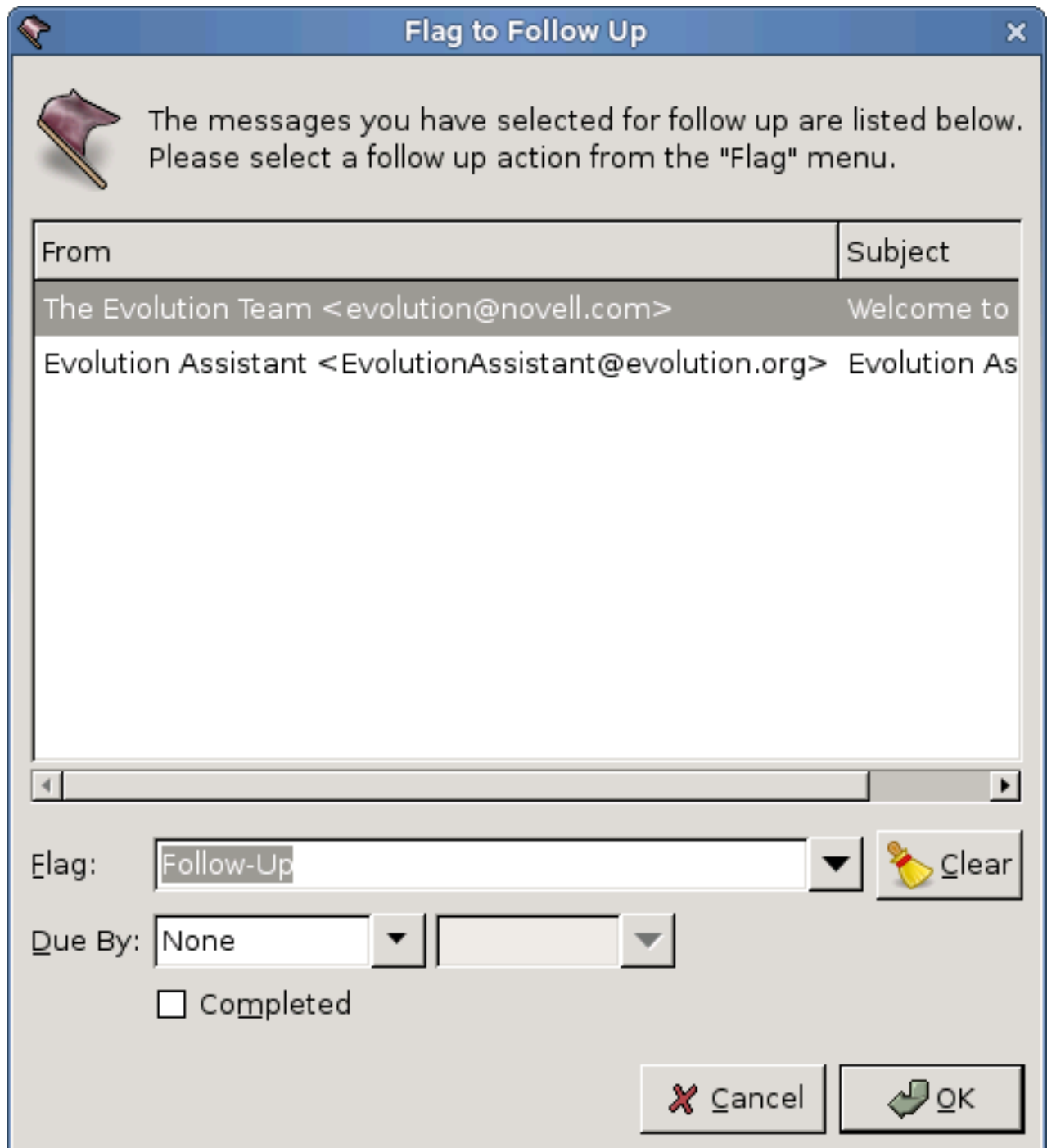
1. Select one or more messages.
2. Right-click one of the messages.
3. Click Mark for Follow Up.

You can also open the Flag to Follow Up window by

1. Select the messages.
  2. Select Message menu.
-



3. Click Mark as.
4. Select Follow Up or press Shift+Ctrl+G.  
A dialog box opens to allow you to set the type of flag and the due date.



The flag itself is the action you want to remind yourself about. Several are provided for you, such as Call, Forward, and Reply, but you can enter your own note or action if you want.

After you have added a flag, you can mark it as complete or remove it entirely by right-clicking the message, then click either Flag Completed or Clear Flag.

When you read a flagged message, its flag status is displayed at the top, before the message headers. An overdue message might tell you "Overdue: Call by April 07, 2003, 5:00 PM."

Flags can help you organize your work in a number of ways. For example, you might add a Flag Status column to your message list and sort that way. Alternately, you could create a search folder that displays all your flagged messages, then clear the flags when you're done, so the search folder contains only messages with upcoming deadlines.

#### Mark as Important Feature:

If you prefer a simpler way to remind yourself about messages, you can mark them as important by right-clicking the message, then click Mark as Important or Select Message > Mark as >Important.

### 3.3 Getting Organized with Folders

Evolution, like most other mail systems, stores mail in folders. You start out with a few mail folders, such as Inbox, Outbox, and Drafts, but you can create as many as you like. Create new folders by clicking Folder > New, or by right-clicking in the folder list and selecting New Folder.

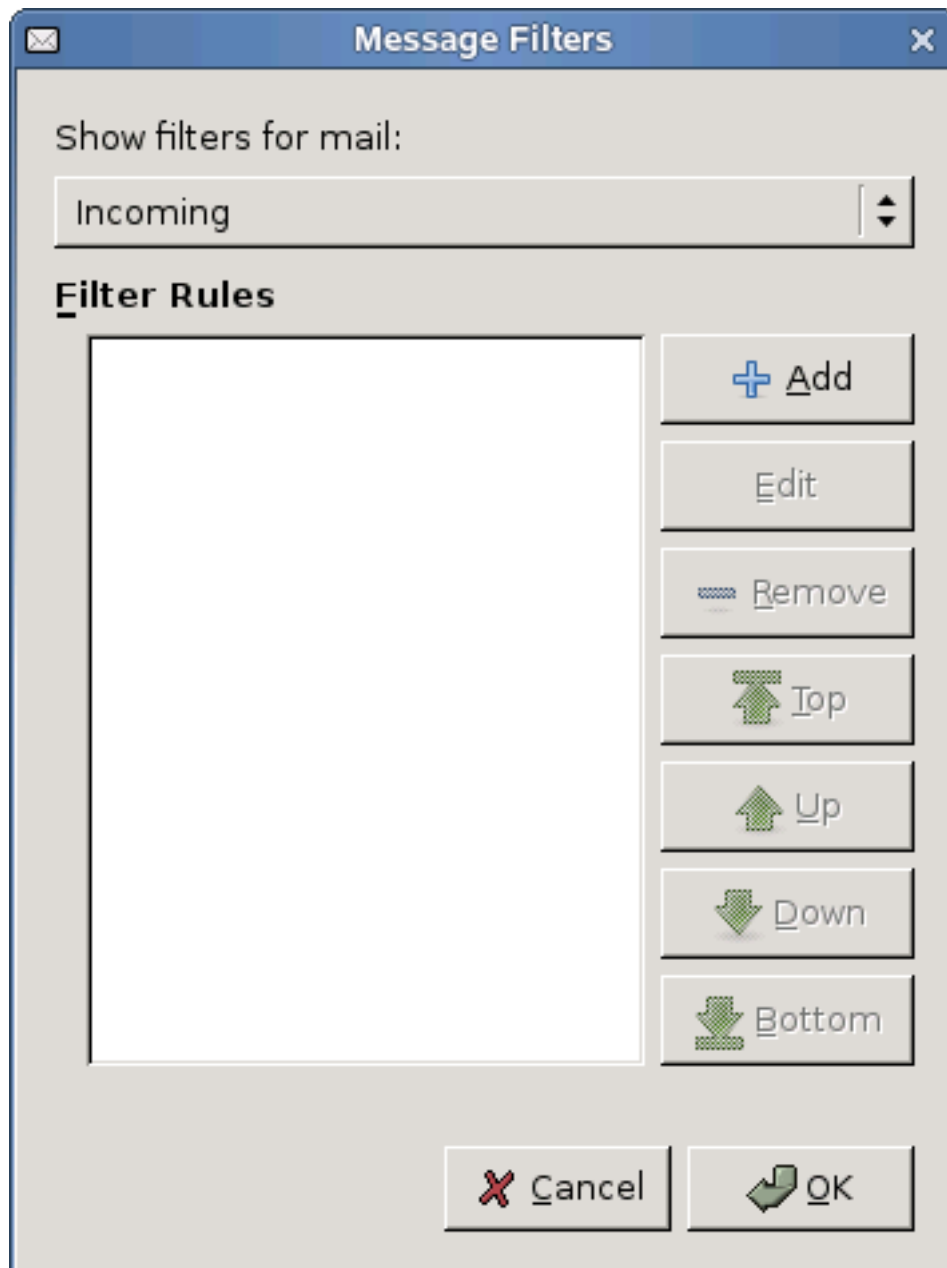
When you click OK, your new folder appears in the folder view. You can then move the messages to it by dragging and dropping them, or right click > Move to folder or press Shift+Ctrl+V.

You can also drop the messages to a particular folder by selecting Message > Move to folder or press Shift+Ctrl +V. This will open Select folder window, where you can drop your message to any of the folders listed.



If you want to create a new folder click New at the bottom left of the window. Specify the location and enter the label of the folder at the entry box appeared at the top. You can also move the messages from one folder to another by selecting the message and then press Move tab at the bottom right.

If you create a filter with the filter assistant, you can have mail filed automatically. For that select Edit > Message Filters to appear Message Filters window



Click the Add tab to appear Add Rule window from where you can set different criteria for filtering messages. For more information refer [Creating New Filter Rules](#).

---

**Note**

The Inbox folder on most IMAP servers cannot contain both subfolders and messages. When you create additional folders on your IMAP mail server, branch them from the root of the IMAP account's folder tree, not from the Inbox. If you create subfolders in your Inbox folder, you lose the ability to read messages that exist in your Inbox until you move the folders out of the way.

---

## 3.4 Searching for Messages

Most email clients can search the message for you, but Evolution does it differently and efficiently giving you faster search result with Quick search, Customized Search and Advanced Search.

**Quick Search:**

---

Quick Search displays all the messages that match the in-built criteria you selected from the drop-down list at the top left side, just above the message list.

To perform quick search, perform the following procedure:

1. Click Show to expand the drop-down list.
2. Select the search criteria from the list
  - All Messages
  - Unread Messages
  - No Label
  - Important
  - Work
  - Personal
  - To do
  - Later
  - Read Messages
  - Recent Messages
  - Last 5 Days' Messages
  - Messages with Attachments
  - Important Messages
  - Messages Not Junk
3. Evolution displays the messages matching the criteria present in the shown message list

---

**Tip**

The following labels need not necessarily be the same as the default names listed here. You can change the name of these labels by selecting Edit > Preferences > Mail Preferences > Colors.

- Important
  - Work
  - Personal
  - To do
  - Later
- 

**Customized Search:**

Evolution allows you to perform customized search. To search for a message use the following procedure:

1. Click search icon  to specify the search type.

**Subject or Sender Contain:**

Finds messages that contain the search text in the subject or sender. It does not search in the message body.

**Recipients Contain:**

Finds messages with the search text in the To: and Cc: headers.

**Message Contains:**

Searches the message body and all headers for the specified text.

---

**Subject Contain:**

Shows messages where the search text is in the subject line.

**Sender Contain:**

Finds messages whose From: header contains a match for your search text.

**Body Contains:**

Searches only in message text, not any other header.

2. Click the drop-down list to select the scope
  - Current Folder
  - Current Account
  - All Accounts
  - Current Message
3. Type the search string in the search entry and press Enter.

---

**Note**

The folder list will be disabled while you perform search on All Accounts or Current Account.

---

Evolution shows your search results in the message list. You might want to create a search folder instead; see [Using Search Folders](#) for more detail.

---

**Note**

To clear your search click the Clear button or menu, or enter a blank search. You can also press Shift+Ctrl+Q to clear the search.

---

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**Tip**

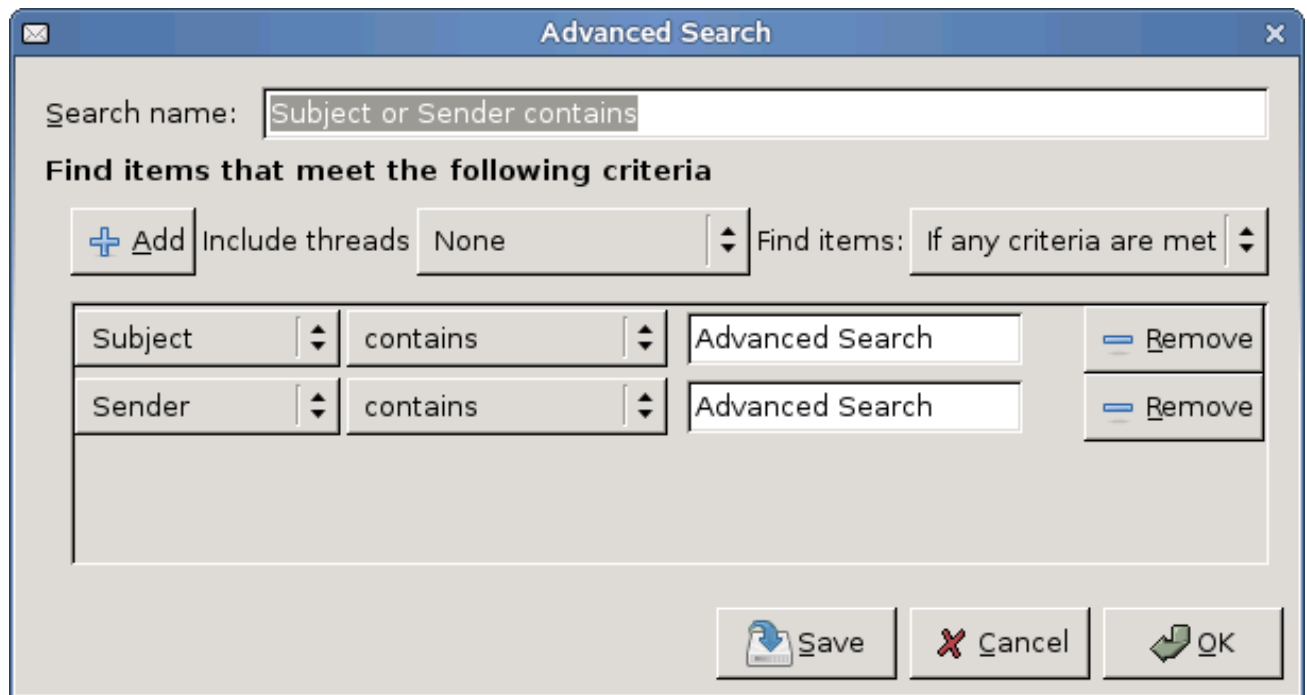
You can even perform a quick search on a customized search results as it just filters and displays the messages in the message list.

---

**Advanced Search:**

To perform advanced search,

1. Select Search menu
  2. Click Advanced Search to open Advanced Search dialogue box
-



3. Enter the Search name.
4. Click Add to add rules. For more information on rules, refer [Step 4](#) under [Creating A Search Folder](#).
5. Click OK.
6. Press Save to save your search results.

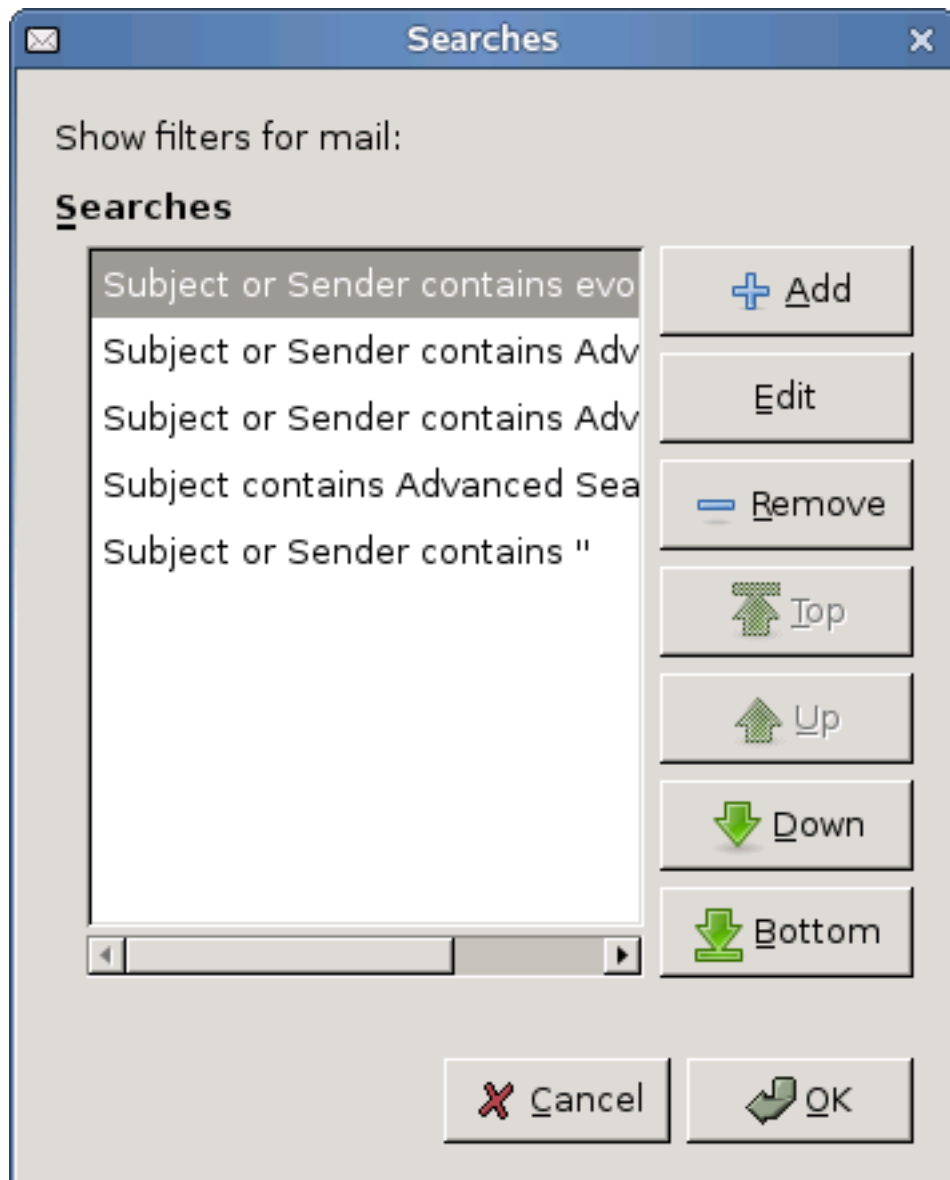
**Save Search:**

To save your search results other than from advanced search, select Search > Save Search. You can view the label of your search results listed under Search menu.

**Edit Saved Searches:**

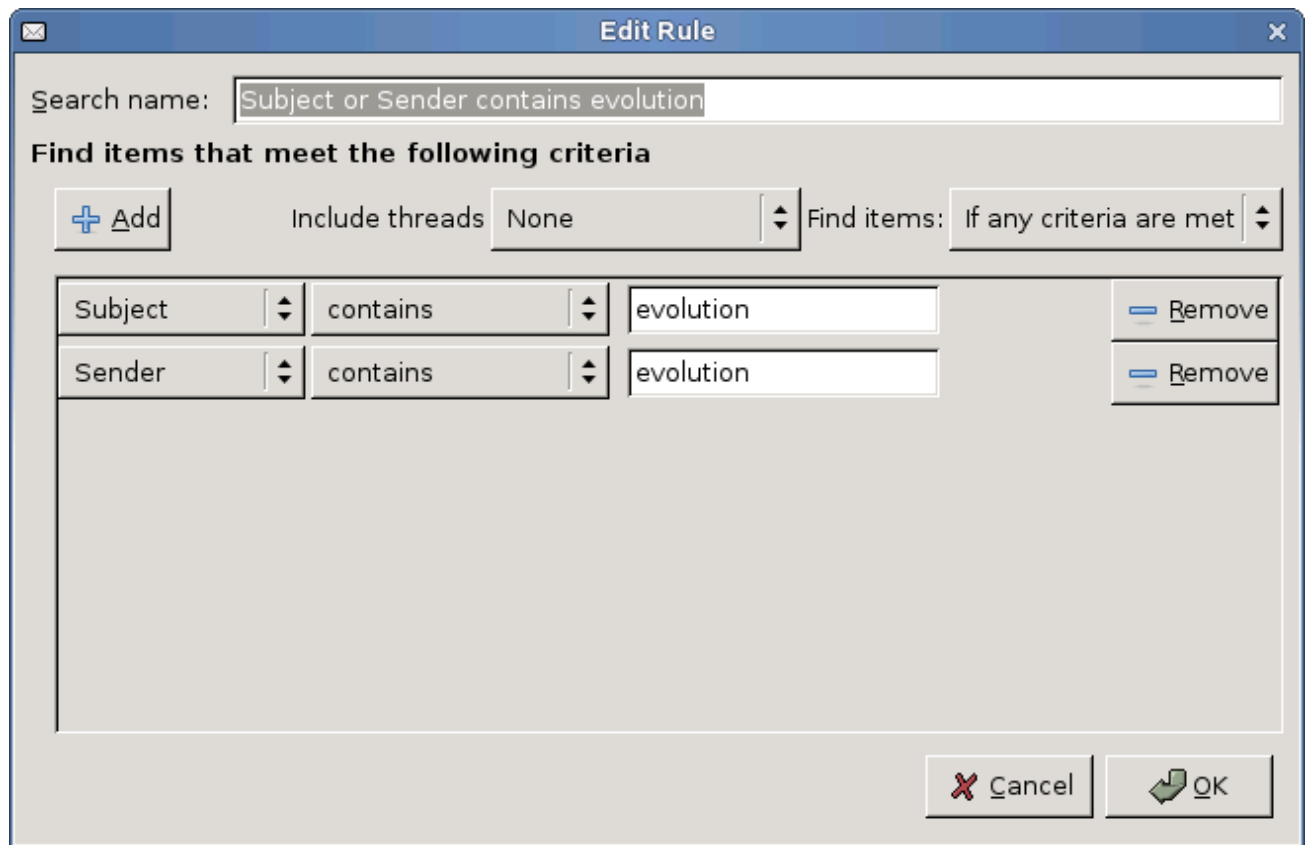
To edit your saved searches

1. Select Search
2. Click Edit Saved Searches to open Searches dialogue box.



3. Click Edit tab to edit to open Edit Rule dialogue box

You can also add or remove Searches from the list by using the respective buttons available at the right.



4. Edit the title or search criteria from the dialogue box.
5. Click OK.

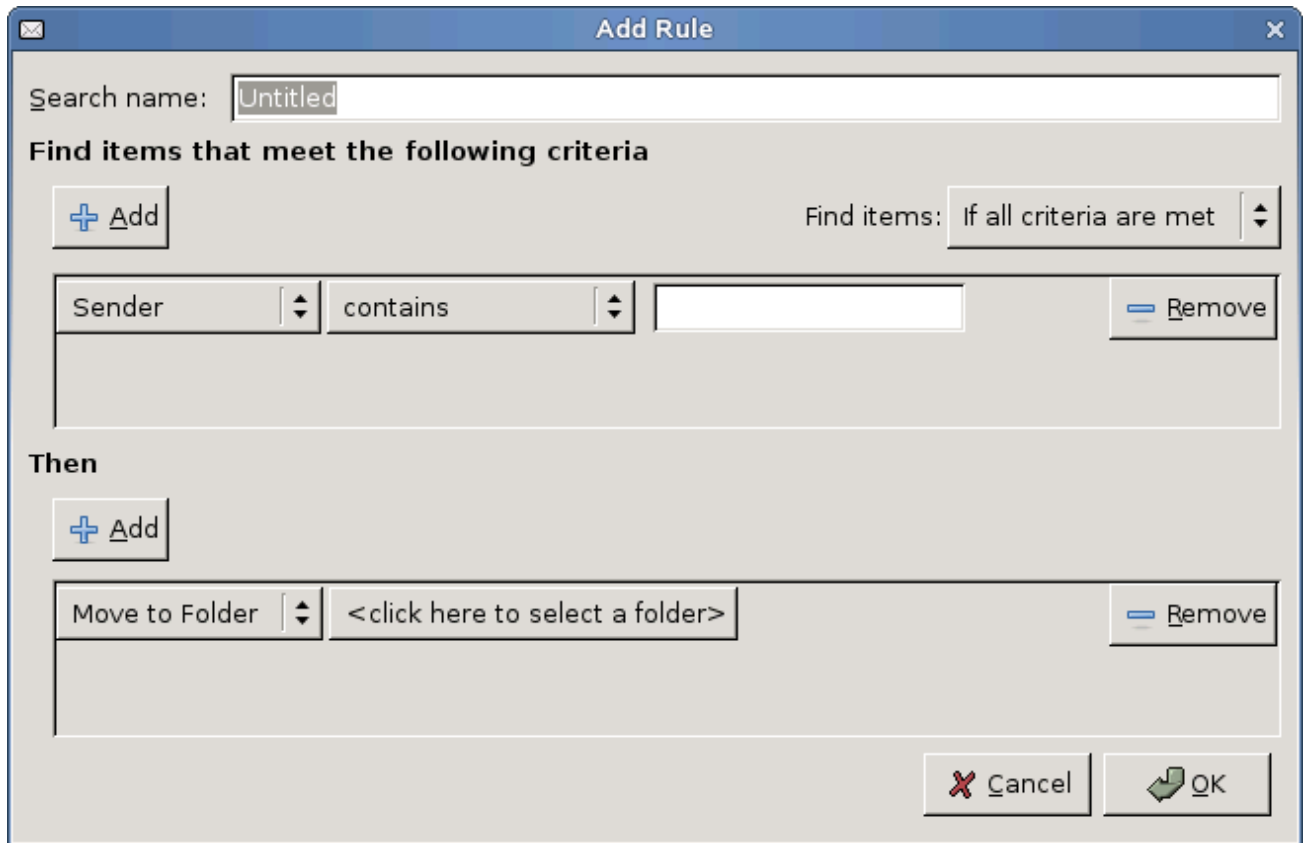
## 3.5 Create Rules to Automatically Organize Mail

Filters work very much like the mail room in a large company. Their purpose is to bundle, sort, and distribute mail to the various folders. In addition, you can have multiple filters performing multiple actions that might effect the same message in several ways. For example, your filters could put copies of one message into multiple folders, or keep one copy and send one to another person.

### 3.5.1 Creating New Filter Rules

1. Click Edit > Message Filters.
2. Click Add.
3. Type a name for the filter in the Rule name field.





4. Define the criteria for the filter in the If section.

For each of the filter criteria, you must first select which parts of the message you want to filter:

**Sender:**

The sender's address.

**Recipient:**

The recipients of the message.

**Subject:**

The subject line of the message.

**Specific Header:**

Any header including custom ones.

If a message uses a header more than once, Evolution pays attention only to the first instance, even if the message defines the header differently the second time. For example, if a message declares the Resent-From: header as "engineering@example.com" and then restates it as "marketing@example.com," Evolution filters as though the second declaration did not occur. To filter on messages that use headers multiple times, use a regular expression.

**Message Body:**

Searches in the actual text of the message.

**Expression:**

(For programmers only) Match a message according to an expression you write in the Scheme language, used to define filters in Evolution.

**Date Sent:**

Filters messages according to the date on which they were sent. First, choose the conditions you want a message to meet, such as before a given time or after a given time. Then choose the time. The filter compares the message's time stamp to the system clock when the filter is run, or to a specific time and date you choose from a calendar. You can also have it look for a message within a range of time relative to the filter, such as two to four days ago.

**Date Received:**

This works the same way as the Date Sent option, except that it compares the time you received the message with the dates you specify.

**Label:**

Messages can have labels of Important, Work, Personal, To Do, or Later. You can set labels with other filters or by hand.

**Score:**

Sets the message score to any whole number greater than 0. You can have one filter set or change a message score, and then set up another filter to move the messages you have scored. A message score is not based on anything in particular: it is simply a number you can assign to messages so other filters can process them.

**Size:**

Sorts based on the size of the message in kilobytes.

**Status:**

Filters according to the status of a message. The status can be Replied To, Draft, Important, Read, or Junk.

**Flagged:**

Checks whether the message is flagged for follow-up.

**Attachments:**

Creates a filter based on whether there is an attachment for the e-mail.

**Mailing List**

Filters based on the mailing list the message came from. This filter might miss messages from some list servers, because it checks for the X-BeenThere header, which is used to identify mailing lists or other redistributors of mail. Mail from list servers that do not set X-BeenThere properly are not caught by these filters.

**Regex Match:**

If you know your way around a **regex**, or regular expression, this option allows you to search for complex patterns of letters, so that you can find, for example, all words that start with a and end with m, and are between six and fifteen letters long, or all messages that declare a particular header twice. For information about how to use regular expressions, check the man page for the grep command.

**Source Account:**

Filters messages according to the server you got them from. This is most useful if you use multiple POP mail accounts.

**Pipe to Program:**

Evolution can use an external command to process a message, then process it based on the return value. Commands used in this way must return an integer. This is most commonly used to add an external junk mail filter.

**Junk Test:**

Filters based on the results of the junk mail test.

**Select the Criteria for the Condition:**

If you want multiple criteria for this filter, click Add Criterion and repeat step 4.

**Select the Actions for the Filter in the Then Section:**

Select any of the following options.

- **Move to Folder:**

Moves the message into a folder you specify. [Click Here](#) to select the destination folder.

- **Copy to Folder:**

Puts a copy of the message into a folder you specify. [Click Here](#) to select the destination folder.

- **Delete:**

Marks the message for deletion. The message can be undeleted until you expunge or empty the trash.

- **Stop Processing:**

Select this if you want to have all other filters ignore this message.

---

- **Assign Color:**  
Marks the message with a color of your choice.
- **Assign Score:**  
Assigns the message a numeric score.
- **Adjust Score:**  
Changes the numeric score by the amount you set.
- **Set Status:**  
Sets the status of the message. The status can be Replied To, Draft, Important, Read, or Junk.
- **Unset Status:**  
If the message has a status value, unsets it. If a status value is not set, it does nothing.
- **Beep:**  
Makes the system beep.
- **Play Sound:**  
Select a sound file for Evolution to play.
- **Pipe to Program:**  
Sends the message to a program of your choice. No return value is expected. This feature can be used to create automatic Web postings from e-mail messages or to perform additional message post processing not supported by Evolution.
- **Run Program:**  
Evolution runs an application.

5. Click Add Action if you need multiple actions and click OK.

6. Click OK.

There is an easy shortcut for fast filter or search folder creation:

1. Right-click the message in the e-mail list.
2. Select one of the items under the Create Rule from the Message submenu.  
Creating a rule based on a message opens the filter creation tool with some of the information about the message already filled in for your convenience.

If you have several filters that match a single message, they are all applied to the message in order, unless one of the filters has the Stop Processing action. If you use that action in a filter, the messages that it affects are not touched by other filters.

When you first open the Filters dialog box, you are shown the list of filters sorted in the order in which they will be applied. You can move them up and down in the priority list by clicking the Up and Down buttons.

### 3.5.2 Editing Filters

1. Click Edit > Message Filters.
2. Select the filter to edit, then click Edit.
3. Make the desired corrections, then click OK twice.

### 3.5.3 Deleting Filters

1. Click Edit > Message Filters.
  2. Select the filter to remove, then click Remove.
  3. Click OK.
-

## 3.6 Using Search Folders

If filters aren't flexible enough, or you find yourself performing the same search again and again, consider a search folder. Search folders are an advanced way of viewing your e-mail messages within Evolution. If you get a lot of mail or often forget where you put messages, search folders can help you keep things organized.

A search folder is really a hybrid of all the other organizational tools: it looks like a folder, it acts like a search, and you set it up like a filter. In other words, a conventional folder actually contains messages, but a search folder is a view of messages that might be in several different folders. The messages it contains are determined on the fly using a set of criteria you choose in advance.

As messages that meet the search folder criteria arrive or are deleted, Evolution automatically adjusts the search folder contents. When you delete a message, it is erased from the folder in which it actually exists, as well as any search folders that display it.

The Unmatched Search Folder is the opposite of other search folders: it displays all messages that do not appear in other search folders.

If you use remote e-mail storage like IMAP or Microsoft Exchange, and have created search folders to search through them, the Unmatched Search Folder also searches the remote folders. If you do not create any search folders that search remote mail stores, the Unmatched Search Folder does not search in them either.

As an example of using folders, searches, and search folders, consider the following: To organize his mailbox, Jim sets up a search folder for e-mail from his friend and co-worker Anna. He has another search folder for messages that have novell.com in the address and Evolution in the subject line, so he can keep a record of what people from work send him about Evolution. If Anna sends him a message about anything other than Evolution, it only shows up in the "Anna" search folder. When Anna sends him mail about the user interface for Evolution, he can see the message both in the "Anna" search folder and in the "Internal Evolution Discussion" search folder.

### 3.6.1 Creating A Search Folder

1. Click Message > Create Rule, then select a search folder based on Subject, Sender, Recipient, or Mailing List.

or

Select Search menu > Create Search Folder From Search.

---

**Note**

Perform this operation from the search results. Create a search folder from search is enabled only when you already have performed a search.

---

or

Select Edit > Search Folder

2. Click Add.
-

**New Search Folder**

Search name:

**Find items that meet the following criteria**

Include threads:  Find items:

Subject	contains	evolution	<input type="button" value="Remove"/>
Sender	contains	evolution	<input type="button" value="Remove"/>

**Search Folder Sources**

☐ All local folders  
☐ All active remote folders  
☐ All local and active remote folders  
☒ Specific folders

3. Type the name of the search folder in the Search name field.
4. Select your search criteria. For each criterion, you must first select which of the following parts of the message you want the search to examine. The criteria are almost similar to those for filters.

**Sender:**

Sender's address.

**Recipients:**

The recipients of the message.

**Subject:**

The subject line of the message.

**Message Body:**

Searches in the actual text of the message.

**Expression:(For programmers only)**

Match a message according to an expression you write in the Scheme language used to define filters in Evolution.

**Date Sent:**

Filters messages according to the date on which they were sent. First, choose the conditions you want a message to meet, such as before a given time or after a given time. Then choose the time. The filter compares the message's time stamp to

the system clock when the filter is run, or to a specific time and date you choose from a calendar. You can also have it look for a message within a range of time relative to the filter, such as two to four days ago.

**Date Received:**

This works the same way as the Date Sent option, except that it compares the time you received the message with the dates you specify.

**Label:**

Messages can have labels of Important, Work, Personal, To Do, or Later. You can set labels with other filters or manually.

**Score:**

Sets the message score to any whole number greater than 0. You can have one filter set or change a message score, and then set up another filter to move the messages you have scored. A message score is not based on anything in particular: it is simply a number you can assign to messages so other filters can process them.

**Size:**

Sorts based on the size of the message in kilobytes.

**Status:**

Filters according to the status of a message. The status can be Replied To, Draft, Important, Read, or Junk.

**Follow Up:**

Checks whether the message is flagged for follow-up.

**Attachments:**

Creates a filter based on whether there is an attachment for the e-mail.

**Mailing List:**

Filters based on the mailing list the message came from. This filter might miss messages from some list servers, because it checks for the X-BeenThere header, which is used to identify mailing lists or other redistributors of mail. Mail from list servers that do not set X-BeenThere properly are not caught by these filters.

**Match all:**

Checks whether the message matches all the criteria listed.

5. Select the folders where this search folder will search. Your options are:

**All local folders:**

Uses all local folders for the search folder source in addition to individual folders that are selected.

**All active remote folders:**

Remote folders are considered active if you are connected to the server; you must be connected to your mail server for the search folder to include any messages from that source in addition to individual folders that are selected.

**All local and active remote folders:**

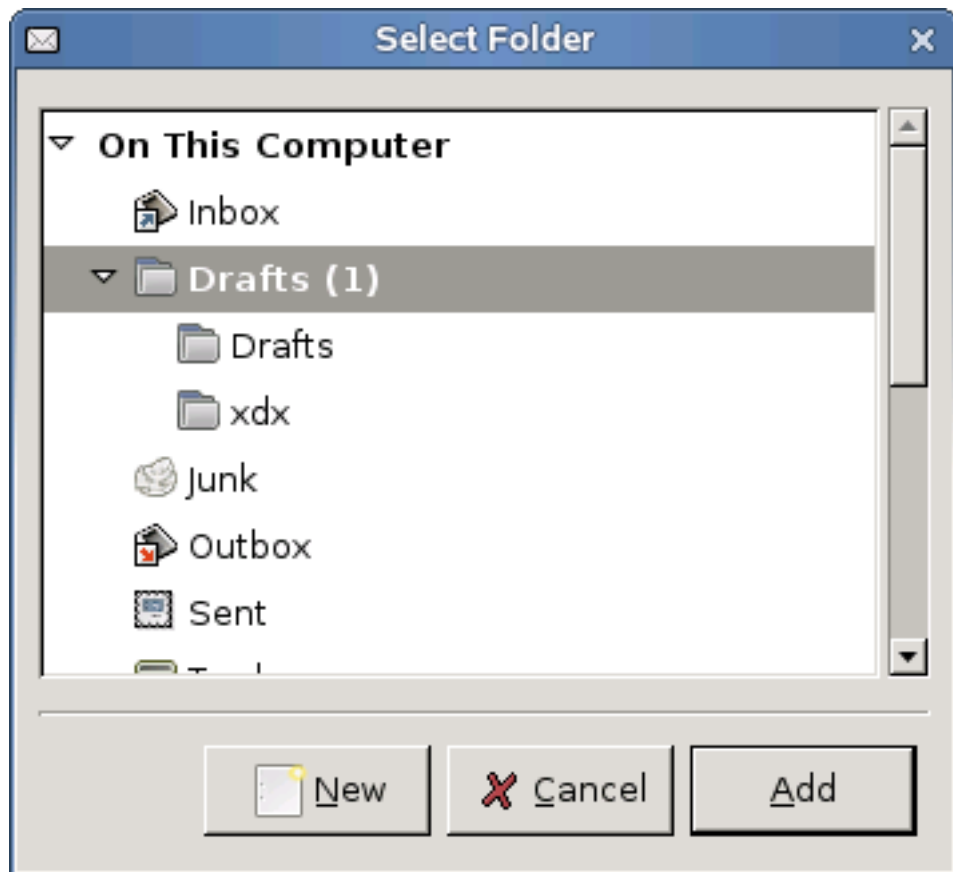
Uses all local and active remote folders for the search folder source in addition to individual folders that are selected.

**Specific folders only:**

Uses individual folders for the search folder source.

If you select Specific folders only,

- (a) click Add button to open the Select folder window.



(a) Select the folder and press Add button.

You can view the folder added to the list in the entry box at the bottom of the New Search Folder window.

6. Click OK.

### 3.7 Stopping Junk Mail (Spam)

Evolution can check for junk mail for you. Evolution uses SpamAssassin\* and/ or Bogofilter\* with trainable Bayesian filters to perform the spam check. When the software detects mail that appears to be junk mail, it will flag it and hide it from your view. Messages that are flagged as junk mail are displayed only in the Junk folder.

The junk mail filter can learn which kinds of mail are legitimate and which are not if you train it. When you first start using junk mail blocking, check the Junk folder to be sure that legitimate mail doesn't get flagged as junk mail. If good mail, is incorrectly flagged, remove it from the Junk folder by right-clicking it and selecting Mark as Not Junk or press Shift+Ctrl+J. If Evolution misses junk mail, right-click the message, then click Mark as Junk or press Ctrl+J. When you correct it, the filter can recognize similar messages in the future, and becomes more accurate as time goes on.

Every filter needs to learn at the least 100 spam and 100 ham to start working. For that, you must mark each message manually by clicking the *Not junk* button in the toolbar to learn that it is ham. The *Junk* button learns a message as spam.

To change your junk mail filtering preferences, click Edit > Preferences, then click Mail Preferences. For more information on this see, [Junk Mail Preferences](#).

For additional junk mail settings, see [Receiving Mail Options](#).

---

**Note**

SpamAssassin\* is an application that scan through the mail box to find junk mails. Evolution uses SpamAssassin as the default spam-filtering application. For more information, see [The Apache SpamAssassin Project](#).

Bogofilter\* is a mail filter that classifies mail as spam or ham (non-spam) by a statistical analysis of the message's header and content (body). It is able to learn from the user's classifications and corrections. For more information on Bogofilter, see [The Bogofilter site](#).

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## Chapter 4

# Evolution Contacts: the Address Book

This section shows you how to use the Evolution™ contacts tool to organize any amount of contact information, share addresses over a network, and save time with everyday tasks.

- [Contacts and Cards](#)
- [Searching for Contacts](#)
- [Organizing your Contacts](#)
- [LDAP: Shared Address Books on a Network](#)
- [Send Me a Card: Adding New Cards Quickly](#)

### 4.1 Contacts and Cards

Contacts are the individuals you have chosen to add to your address book so you can keep track of information about them and send e-mail to them. In Evolution, an individual contact is called a card. For more information on organizing your contact list see [Organizing your Contacts](#). To learn about configuring the contacts tool, refer [Contact Management](#).

#### 4.1.1 The Contact Editor

If you want to add or change cards, use the contact editor. You can edit email address, telephone numbers, mailer addresses and all other contact information you have entered for a particular contact.

The contact editor window has three tabs:

**Contacts:**

Contains basic contact information.

**Personal Information:**

Contains a more specific description of the person, including URLs for calendar and free/busy information.

**Mailing Address:**

Contains the individual's mailing address.

You can also use Action Menu to find Forward Contact, which opens a new message with the card already attached, and Send Message to Contact, which opens a new message to the contact's e-mail address.

From the Contact Editor toolbar, you can save and close, print, close, or delete the contact.

You can add card from within an e-mail message or calendar appointment. In an open e-mail, right-click any e-mail address or message, and click Add to Address Book or select Add Sender to Address Book from the Message menu.

Most of the items in the contact editor simply display the information you enter, but some of them have additional features:

**Full Name:**

Specify the name of your contact here. You can type a name into the Full Name field, but you can also click the Full Name button to bring up a small dialog box with text boxes for first and last names, titles like “Mr.” or “Her Excellency,” and suffixes like “Jr.” The Full Name field also interacts with the File Under box to help you organize your contacts and to handle multi-word surnames. To see how it works, type a name in the Full Name field. As an example, we’ll use Miguel de Icaza. You’ll notice that the File Under field also fills in, but in reverse: Icaza, Miguel de. If you had entered John Q. Doe, the contacts editor would have correctly guessed that the entry should be filed under “Doe, John Q.” However, Miguel’s surname, “de Icaza”, has two words, and to sort it correctly you must enter de Icaza, Miguel in the File As entry.

**Where:**

Select one of your address books as the location for this contact. You might not be able to write to all available address books, especially those on a network.

**Categories:**

Click the Categories button to select categories for this card. If you assign contact categories, you can then search for contacts using those categories. For more information on contact categories, see [Organizing your Contacts](#)

**Free/Busy and Calendar URLs:**

Click the Personal Information tab to enter Web addresses for the contact. If the contact publishes Free/Busy or calendar data online, using a server other than Exchange or GroupWise, you can specify the addresses for those servers here. After you do so, you can check their schedules when creating appointments in the calendar.

---

**Contact Editor**

Contact Personal Information Mailing Address

Full Name... Bob Henry Nickname:

File under: Henry, Bob Where: Personal

Categories Business

**Email**

Work bhenry@some\_domain.com Other

Home  Other

☐ Wants to receive HTML mail

**Telephone**

Business Phone 888-123-1234 Mobile Phone

Home Phone  Business Fax

**Instant Messaging**

AIM  ICQ

Yahoo  GroupWise

Help Cancel OK

#### 4.1.1.1 Creating and Editing Contacts

Follow the steps given below to create a new card.

1. Click the down arrow key next to the New button in the toolbar
2. Select Contacts from the drop-down list or press Shift+Ctrl+C to appear Contact Editor.
3. Enter the contact information to the entry boxes provided.
4. Click OK.

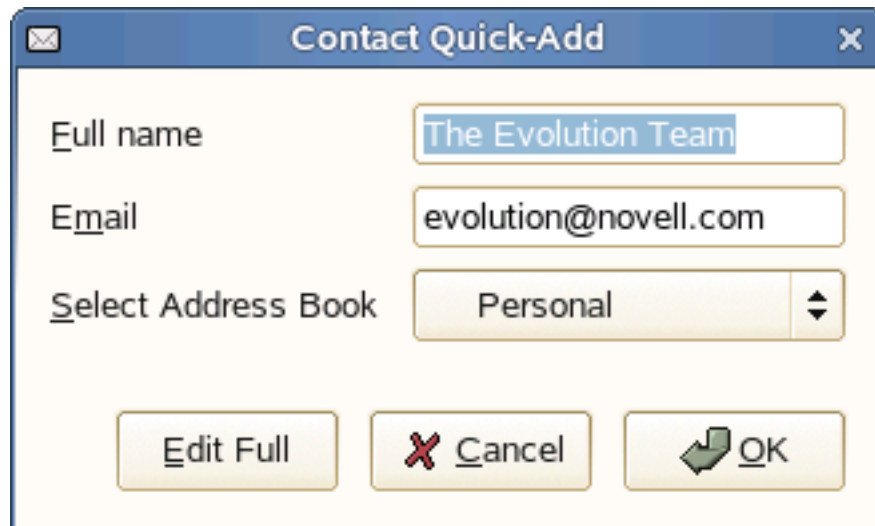
If you want to change a card that already exists,

1. Press Contact tool from the Switcher to appear the Contact list.

2. Double click on the card you want to edit.
3. Edit from the Contact Editor window.
4. Click OK.

You can also edit the contact information from the message list.

1. Right click on the address from Message Header
2. Select Add to Address Book to appear Contact Quick-Add window


A screenshot of the 'Contact Quick-Add' dialog box. It has a blue title bar with a close button (X) on the right. The dialog contains three input fields: 'Full name' with the text 'The Evolution Team', 'Email' with the text 'evolution@novell.com', and 'Select Address Book' with a dropdown menu showing 'Personal'. At the bottom, there are three buttons: 'Edit Full', 'Cancel' (with a red X icon), and 'OK' (with a green checkmark icon).

3. Press Edit Full tab at the bottom left to appear Contact Editor window
4. Edit the required information from Contact Editor and press OK.

## 4.2 Searching for Contacts

### Customized Search:

Evolution enables you to find the contact address quickly by using Customized Search. To find the contact address you are looking for, use the following procedure:

1. Click  to expand the drop-down list.
2. Specify the search criteria from any of the following:
  - Name begins with
  - Email begins with
  - Any field contains
3. Press Enter to begin the search

For a more complex search, select Search Advanced and select criteria that describe your desired contact:

1. Name the rule in the Rule Name field.
2. Set up your criteria in the Find items field.
3. Select Add to add additional criteria.

---

#### 4. Click Search.

To show all your contacts, Click Clear in the search bar or search with an empty query.

#### **Quick Search:**

Displays all the contacts that match the built-in criteria you have selected from the drop-down list at the top left side, just above the Display pane.

To perform quick search, use the following procedure:

1. Click show to expand the drop-down list.
2. Select the search criteria from any of the following:

- Anniversary
- Birthday
- Business
- Competition
- Favorites
- Gifts
- Goals/Objectives
- Holiday
- Holiday Cards
- Hot Contacts
- Ideas
- International
- Key Customer
- Miscellaneous
- Personal
- Phone Calls
- Status
- Strategies
- Suppliers
- Time & Expenses
- VIP
- Waiting
- Weather: Cloudy
- Weather: Fog
- Weather: Partly Cloudy
- Weather: Rain
- Weather: Snow
- Weather: Sunny
- Weather: Thunderstorms

3. Evolution displays the desired contacts.
-

## 4.3 Organizing your Contacts

Evolution allows you to organize your contact list. You can create several individual address books, or contact groups. Within a given address book, you can have several categories of contacts.

- [Contacts Groups](#)
- [Creating a List of Contacts](#)
- [Grouping with Categories](#)
- [Configuring Evolution to use LDAP](#)

### 4.3.1 Contacts Groups

Contacts Groups are nothing but Address Books. The simplest way to organize contacts is to create additional address books. You can create a new one by clicking File > New > Address Book. For contacts groups on your computer, you only need to provide a name. For contacts on the network, you need to provide more information about the contacts server you are trying to access.

To move a card from one group to another, just drag it from the main display of contacts. You cannot change the contents of most network contact groups.

---

**Note**

Contacts groups are not the same as contact lists. A contact group is like a folder or address book full of contacts. A contact list is a single contact that contains other contacts, and is most often used to e-mail several people at once.

---

### 4.3.2 Importing Contacts

You can import contacts from other contact management tools with the Import tool.

1. Click File > Import.

or

Mail yourself a contact as vCard attachment.

Currently VCF and LDIF are supported. CSV and TAB format files are supported from Microsoft Outlook, Thunderbird, Mozilla, and Evolution.

### 4.3.3 Creating a List of Contacts

A contact list is a set of contacts with a single nickname that you create. When you send e-mail to the nickname, it is sent to every member of the list. This differs from a network mailing list in that it exists only on your computer as a convenience to you, rather than as an actual e-mail address managed by a mailing list application on a server.

For example, you could create one card for each family member, then add those cards to a contact list called “Family.” Then, instead of entering each person’s e-mail address individually, you can send e-mail to “Family” and the message would go to all of them.

To create a list of contacts:

1. Open the list creation dialog box by clicking the New List button.

or

Click File > New > Contact List.

2. Specify a name for the list.
-

3. Specify the names or e-mail addresses of contacts.

or

Drag contacts from the main window into the list.

4. Choose whether you want to hide the e-mail addresses when you send a message to the list.

Unless it is a very small list, it is recommended that you leave the addresses hidden. This is the same thing as using the “Bcc:” feature discussed in [Specifying Additional Recipients for E-Mail](#).

5. When you are finished, click OK.

The list appears as a contact card, which you can use as you would any other card, including mailing the list to another person and sending e-mail to the list.

To mail the list, open a new e-mail and type the name you chose for the list. Evolution addresses the message to the entire list when you send the message. You can also right-click the list’s address card in the contacts tool and select Send Message to List.

Evolution cannot store contact lists on Microsoft Exchange servers.

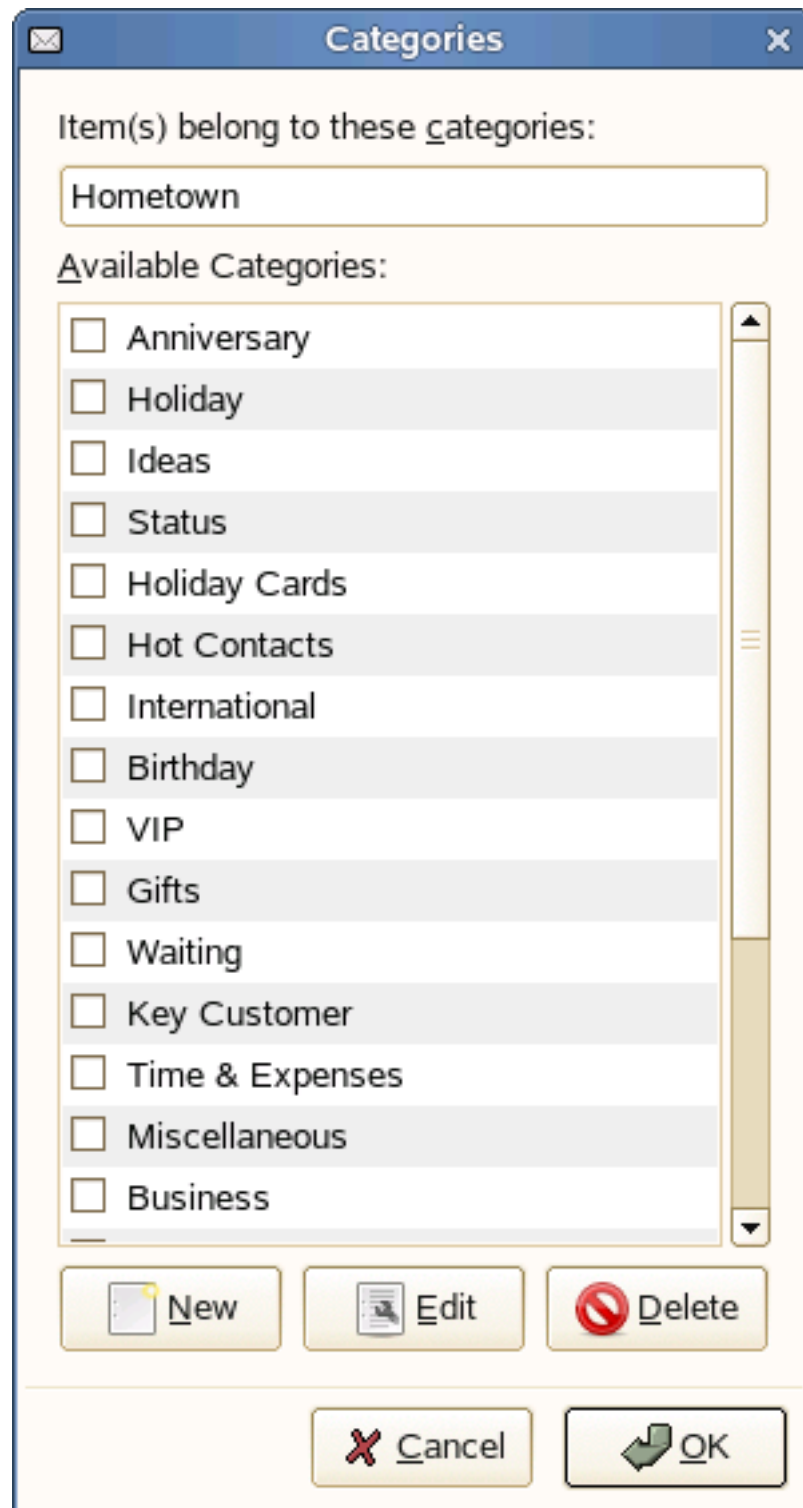
#### 4.3.4 Grouping with Categories

Another way to group cards is to mark them as belonging to different categories. You can mark a card as being in several categories or no category at all. For example, you put a friend’s card in the “Business” category because he works with you, the “Friends” category because he’s a friend, and the “Frequent” category because you call him often.

To mark a card as belonging to a category,

1. Double click the card to appear the Contact Editor window
2. Click the Categories button at the left.

You can view the Categories dialogue box as given below.



3. Select the category from the list. You can select as many or as few categories as you like.

If the master list of categories doesn't suit you, you can add your own categories. To add new category,

1. Enter the new category in the entry box at the top
2. Click OK.

You can view the category name appeared in the field next to Categories button in the Contact Editor

3. Press OK at the right bottom of the Contact Editor window.



---

**Tip**

You can edit or set the color and icon for each categories available under categories list. To achieve that click Edit button at the bottom of the Categories window. Press delete button to delete the items from the list.

---

## 4.4 LDAP: Shared Address Books on a Network

The **LDAP** protocol was created to let users share contact information over a network by sharing access to a central directory. LDAP allows a company to maintain a shared set of contact information. Many companies keep a common LDAP address book for all their employees or for client contacts.

To learn how to add a remote LDAP directory to your available contact folders, see **Contact Management**. Remote groups of contacts appear under the On LDAP Servers item in the switcher. They work like a local folder of contact cards, with the following exceptions:

- Network folders are only available when you are connected to the network. If you use a laptop or have a modem connection, you might want to copy or cache some of the network directory. You do this by dragging and dropping your desired contacts into the local contacts list.

You can also mark the network folder for offline usage. To mark the folder, right-click the folder, then click Properties. Select Copy Folder Content Locally for Offline Operation.

- To prevent excess network traffic, Evolution does not normally load data from the LDAP server upon opening.
- Depending on your server settings, you might not be able to edit all the fields in a contact stored on an LDAP server. Some servers prohibit some or all changes, and others use a smaller set of fields than Evolution allows. Check with your system administrator if you need different settings.

### 4.4.1 Configuring Evolution to use LDAP

For information about setting up Evolution to use LDAP, refer to **Contact Management**.

## 4.5 Send Me a Card: Adding New Cards Quickly

When you get information about a person in the mail or in a calendar entry, you can add it to an address card. To do so, right-click any e-mail address or e-mail message, and click Add to Address Book on the menu that appears. If the sender already exists, the Editor tab opens and you can edit the detail. Evolution can also add cards from a hand-held device during HotSync\* operation. For more information, see **Synchronizing Your Handheld Device**.

## Chapter 5

# Evolution Calendar

This section shows you how to use the Evolution™ Calendar to manage your schedule alone or in conjunction with peers. To learn about importing calendar data, see [Importing Single Files](#), which covers the Import tool.

- [Ways of Looking at your Calendar](#)
- [Scheduling With the Evolution Calendar](#)
- [Searching for Calendar Items](#)
- [Printing Displayed Items](#)
- [Deleting Old Appointments and Meetings](#)
- [Delegating Meetings](#)
- [Multiple Calendars, Web Calendars, and CalDAV](#)
- [The Task List](#)
- [Memos](#)
- [Configuring Time Zones](#)

### 5.1 Ways of Looking at your Calendar

In Evolution, you can keep multiple calendars and overlay them one over the next. For example, you might have a schedule of events for work, one for home, and one for your favorite sports team. The switcher lists those calendars, and you can select or deselect the boxes next to them to show and hide the appointments in your calendar view. By hiding and showing different sets of appointments, you can be sure to avoid conflicts, while keeping a minimum of clutter in your view.

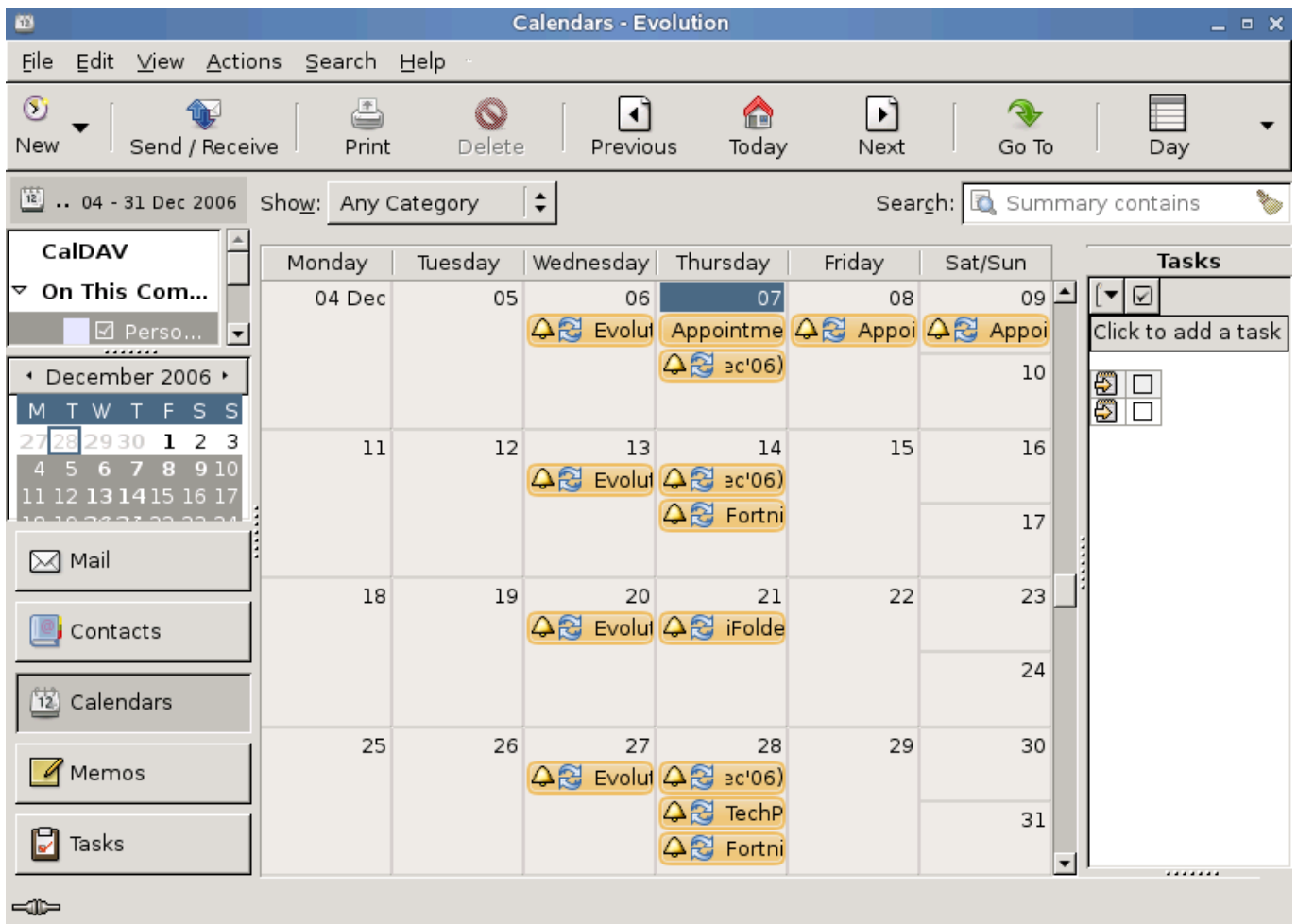
Appointments for each calendar appear as a different color.

The toolbar offers you five different buttons that can show you different views of your calendar.

Calendar View	Shortcut Keys
Day	control+y
Work Week	control+j
Week	control+k
Month	control+m
List	control+l

You can also select an arbitrary range of days in the small calendar just above the switcher at the left. To do this, select the days

that you want to view in your calendar.



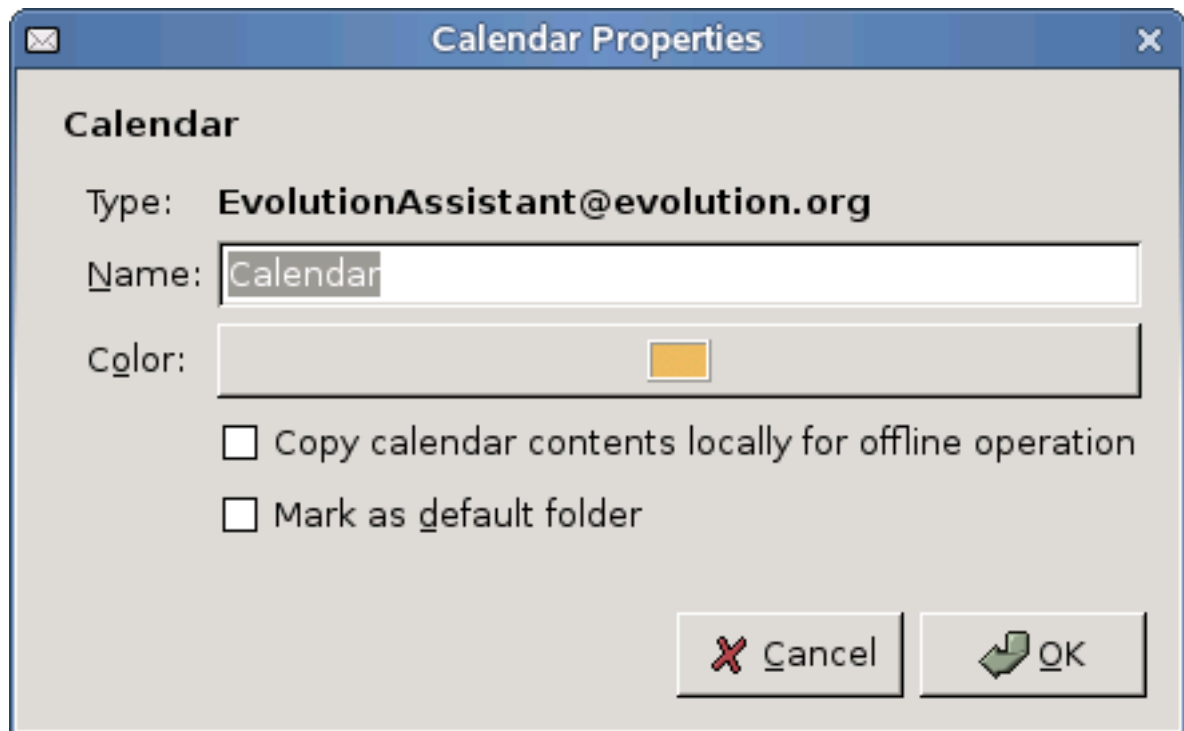
The Prev and Next buttons move you forward and back in your calendar pages. If you are using a week or month view, you can move by week or month. To return to today's listing, click the Today button in the toolbar.

To visit calendar entries for a specific date, click Go To and select the date in the dialog box that appears.

### 5.1.1 Calendar Properties

Evolution allows you to edit the label of your calendar, assign color, and copy content for offline use. To set your calendar properties

1. Select the calendar from the folder view at the left.
2. Right click.
3. Select Properties to open Calendar Properties dialogue box.



4. Edit the label from Name field.
5. To assign a color for the calendar, click the Color tab.
6. Select the color and click OK.

To mark your calendar content for offline use, click Copy calendar contents locally for offline operations.

Or

Right click on the calendar at the left and select Mark Calendar for offline use. For more information on working offline refer [Working Offline](#).

---

**Tip**

To export or share or to store a calendar locally in iCal format, right click on the calendar in the calendar view at the left and select Save to Disk.

---

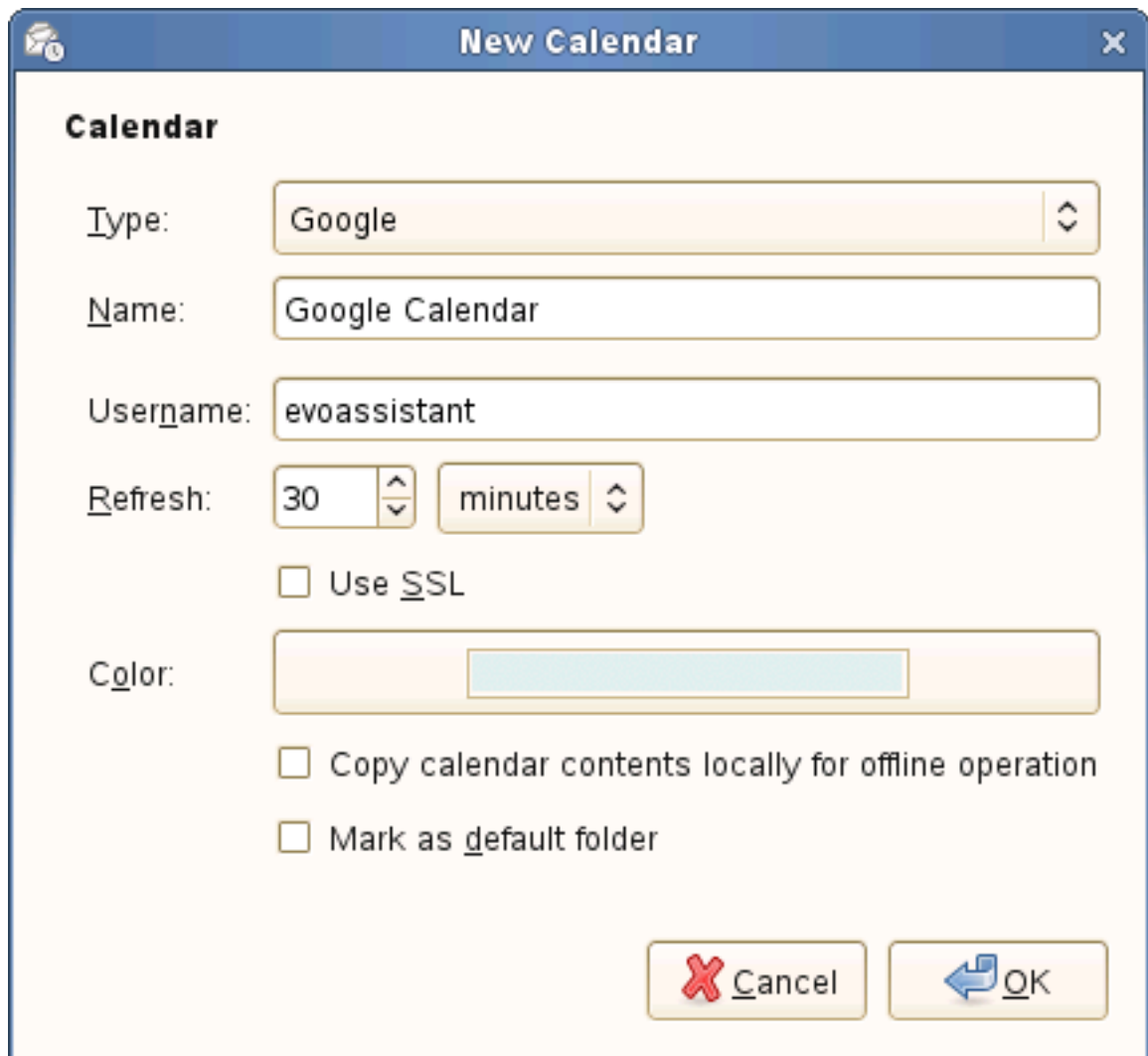
Click Mark as default folder if you want to mark this folder as your default calendar folder.

### 5.1.2 Google Calendar

Evolution allows you to access your Google calendar. You can view the Google calendar offline and create, modify and delete the calendar items online.

To integrate Google calendar to Evolution:

1. Click New, then select Calendar to open the New Calendar dialog.
2. Select Google from the Type drop-down list.



**Calendar**

Type: Google

Name: Google Calendar

Username: evoassistant

Refresh: 30 minutes

☐ Use SSL

Color: [Light Blue]

☐ Copy calendar contents locally for offline operation

☐ Mark as default folder

Cancel OK

3. Enter the following:

- **Name:**  
Specify a name for the Google calendar
- **Username:**  
Specify your username for your Google account

4. Set the time to automatically refresh the calendar.

5. Select Use SSL to enable SSL for communication between Evolution and Google server.

6. If you want to set a color label for the calendar, click the Color tab and select the desired color and click OK.

7. If you want to view the calendar items offline, select Copy calendar content locally for offline operation check box.  
If you have marked for offline operation, you cannot modify or create the calendar items.

8. Click OK to save your modifications.

## 5.2 Scheduling With the Evolution Calendar

There are two types of events you can schedule with Evolution: appointments and meetings. An appointment is an event you schedule for yourself only, and a meeting is an event that you schedule multiple people for. You can also use the busy/free search for meetings to determine the availability of invitees.

- [Appointments](#)
- [Sending a Meeting Invitation](#)
- [Accepting and Replying to a Meeting Request](#)
- [Reading Responses to Meeting Requests](#)
- [Using the Free/Busy View](#)
- [Publishing Calendar and Free/Busy Information Without a Groupware Server](#)
- [Accessing Free/Busy Data Without a Groupware Server](#)

## 5.2.1 Appointments

In Evolution, an appointment is an event you schedule for yourself.

- [Creating Appointments](#)
- [Reminders](#)
- [Classifications](#)
- [Recurrence](#)

### 5.2.1.1 Creating Appointments

1. Click File > New > Appointment.

or

Click Calendars on the Switcher, then click New > Appointment.

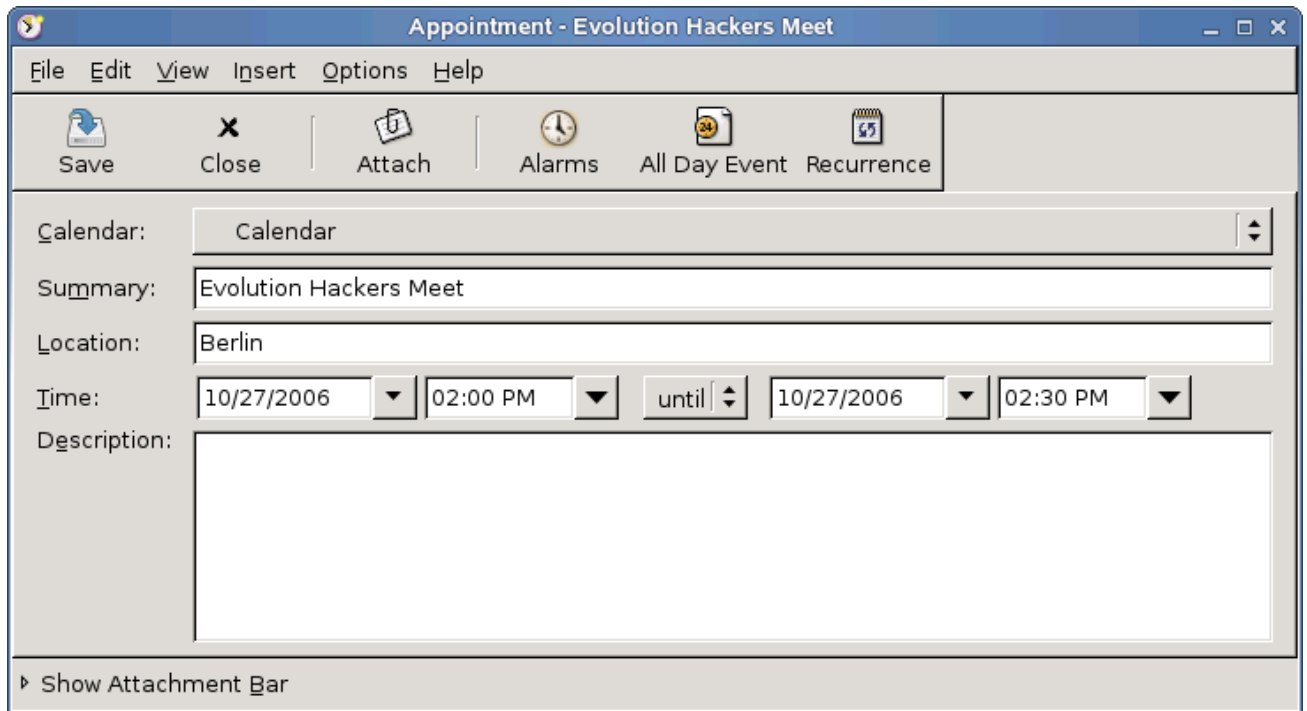
or

Double-click in a blank space on the calendar view to open an Appointment dialogue box. The appointment is created for that particular time on the calendar view against which you have double clicked on.

or

Select the required duration on the calendar view and enter the summary.

2. Select a calendar in the Calendar drop-down list. Type a brief summary of the appointment in the Summary field.



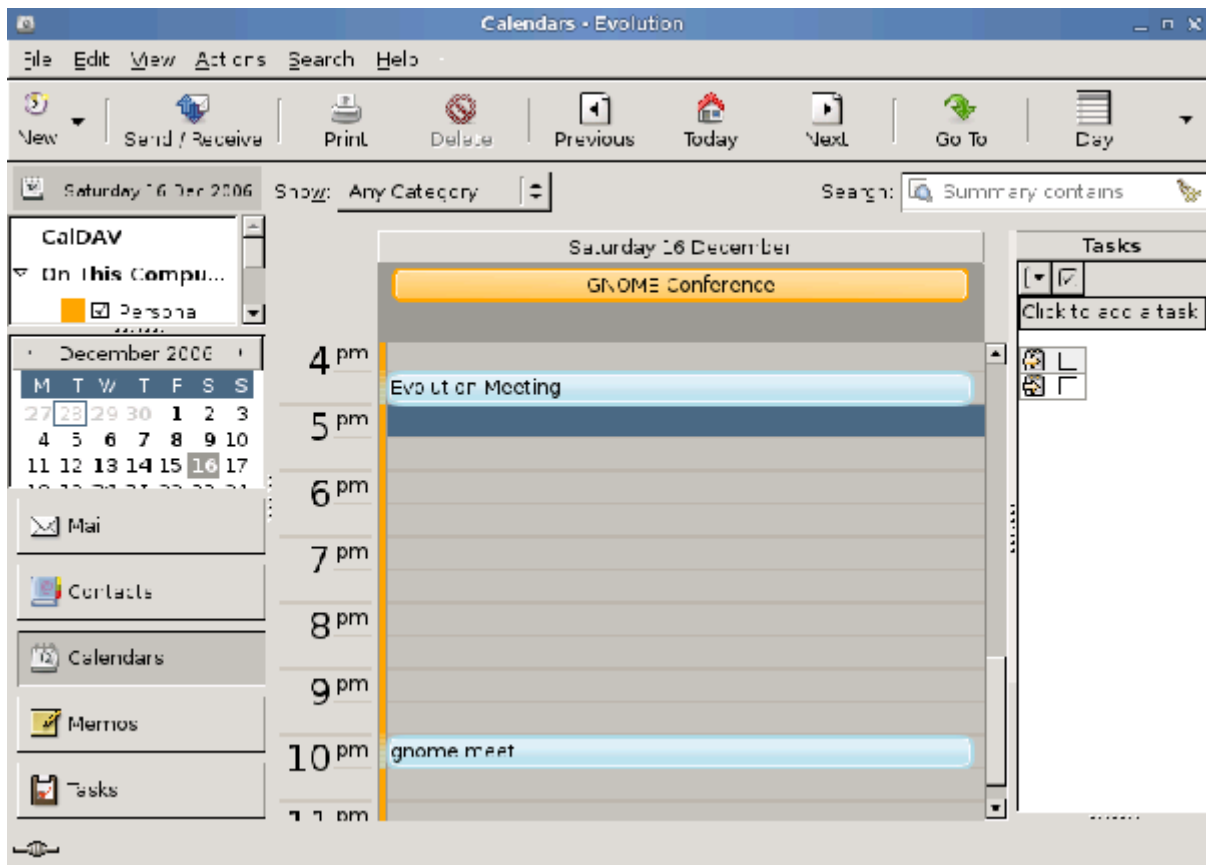
3. Type a location for the appointment in the Location field.
4. Select the date, time and set the duration
5. Enter a brief summary of the appointment in the description field.
6. To select this appointment as an all day event, click Options > All Day Event.  
or  
Click the All Day Event button on the toolbar.
7. If the event is an all day event, specify a starting and ending date.
8. If the event is not an all day event, specify a starting and ending time.
9. Select For to specify the duration.  
or  
Select Until to specify the ending time of the event.
10. Type the time zone information in the Time Zone field.  
or  
Click the globe to customize the time zone.  
To hide or show the Time Zone field, click View > Time Zone.
11. To show the time as busy, click Options > Show Time as Busy.
12. (Optional) Type a category in the Categories field. To show or hide the Categories field, click View > Categories.  
For more information on categories, see [Classifications](#).
13. Type a description in the Description field.
14. To select an alarm for this appointment, click Alarm on the toolbar.  
If you select an alarm, specify when and how you want the alarm to notify. For more information on reminders, see [Reminders](#).

15. (Optional) To add an attachment to the appointment, drag and drop the attachment into the attachment bar.  
or  
Click the Attach button on the toolbar, or click Insert > Attachment and then browse to the attachment.
16. (Optional) Select a classification (Public, Private, or Confidential) by clicking > Options > Classifications.
17. (Optional) Click the Recurrence button on the toolbar.  
or  
Click Options > Recurrence, and specify whether you want the appointment to recur and how often.

#### 5.2.1.1.1 All Day Event

An All Day event appears at the top of a day's appointment list, in the header under the date, rather than inside. That makes it easy to have appointments that overlap and fit inside each other. For example, a conference might be an All Day appointment, and the meetings at the conference could be timed appointments. Appointments with specific starting and ending times can also overlap. When they do they display as multiple columns in the day view of the calendar.

If you create calendar appointments that overlap, Evolution displays them side by side in your calendar.



#### 5.2.1.2 Reminders

You can have several Reminders for individual appointments, any time prior to the appointment you schedule. You can have one reminder of each of the following types:

- **Display:**

A notification pops up on your screen to remind you of your appointment.



- **Audio:**

Your computer delivers a sound alarm.

- **Program:**

You can run a program as a reminder. You can enter its name in the text field, or find it with the Browse button.

Apart from the above notifications, the Evolution alarm icon blinks in the notification area. To pause the alarm or view the event, click the notification icon.

To create a reminder:

1. When creating an appointment, click Alarms on the toolbar, or click Options > Alarms.
2. Select the alarm for the event.
3. Select Customize to add or remove customized alarms for the event.

If you have stored reminders in a local calendar, they work from the moment you log in. However, for reminders stored on any remote server like GroupWise Exchange which requires authentication, you must run Evolution at least once after logging in. No matter where the reminders are stored, you can quit Evolution and still be reminded of an upcoming appointment.

### 5.2.1.3 Classifications

If you are using a calendar on a Novell GroupWise® or Microsoft Exchange server, select a classification for the appointment to determine who can view it. Public is the default category, and a public appointment can be viewed by anyone on the calendar-sharing network. Private denotes one level of security, and Confidential an even higher level. The different levels vary depending on your server settings; check with your system administrator or adjust your delegation settings.

If you are using a Novell GroupWise or Microsoft Exchange server, other people on the server can check your schedule to see if you are available at any given time. If you have an appointment that is flexible or that you want to designate as Free rather than Busy time, select the Free box in the Show Time As section. Normally, appointments display as Busy.

You can categorize appointments in the same way you can categorize contacts.

1. Type a category in the Categories field.
2. Select the check box next to each category that matches the appointment you are creating.
3. To show or hide Categories field, click View > Categories.

---

**Tip**

You can add a new category to your category list by clicking Edit Master Category List, then click Click Here To Add A Category.

---

After you have selected your categories, click OK to assign these categories to the appointment. The categories you selected are now listed in the text box to the right of the Categories button.

Appointments with categories appear with icons in the calendar display, and you can also search for appointments by category. To display only the appointments in a particular category, select Category Is in the search bar at the top of the calendar, and select a category.

### 5.2.1.4 Recurrence

The Recurrence tool button lets you describe repetition in appointments ranging from once every day up to once every 100 years. You can then choose a time and date when the appointment stops recurring, and, under Exceptions, pick individual days when the appointment does not recur. Make your selections from left to right, and you form a sentence: “Every two weeks on Monday and Friday until January 3, 2008” or “Every month on the first Friday for 12 occurrences.”

After you have finished settings, click the disk icon in the toolbar to save and close the appointment editor window. If you want, you can alter an appointment summary in the calendar view by clicking it and typing. You can change other settings by right-clicking the appointment then choosing Open, or double-clicking the appointment.

---

## 5.2.2 Sending a Meeting Invitation

A meeting is an event you schedule for multiple people. Evolution can be used to schedule group meetings and help you manage responses to meeting requests.

When you create a meeting or group appointment, you can specify the attendees in several categories, such as “chair” or “required.” When you save the meeting listing, each attendee is sent an e-mail with the meeting information, which also gives them the option to respond.

If you don’t need to collect attendance information when you’re scheduling an event, and would rather just announce the event, right-click the meeting and select Forward as iCalendar. This opens a new e-mail message with the event notification attached as an announcement. Recipients can add the event to their calendars with one click, but it won’t automatically send you e-mail about whether they plan to attend.

To schedule a meeting:

1. Click File > New > Meeting.
2. If you have multiple e-mail accounts, select the one to use by selecting an item in the Organizer field.
3. Select a calendar in the Calendar drop-down list.
4. Click Add to add the e-mail addresses of people you want to invite.
5. To remove an attendee from the list, select an attendee and press Remove.
6. To edit a field, select the field and click Edit.
7. Click View on the menu bar to show or hide the Type, Role, Status, and RSVP fields.
8. Type summary of the meeting in the Summary field.
9. Type a location for the meeting in the Location field.
10. To select this meeting as an all day event, click the All Day Event button on the toolbar.
11. If the event is an all day event, specify a starting date and an ending date.
12. If the event is not an all day event, specify a starting time and an ending time.
13. Select For to specify the duration or select Until to specify the ending time of the event.
14. Type the time zone information in the Time Zone field.  
or  
Click the globe to customize the time zone.  
To hide or show the Time Zone field, click View > Time Zone.
15. (Optional) To set an alarm for this meeting, click Alarms on the toolbar, then specify when and how you want to the alarm to notify you.  
For more information on reminders, see [Reminders](#).
16. (Optional) To add an attachment to the appointment, drag and drop the attachment into the attachment bar.  
or  
Click the Attach button on the toolbar, or click Insert > Attachment and then browse to the attachment.
17. (Optional) Select a classification (Public, Private, or Confidential) by clicking > Options > Classifications.
18. (Optional) Click the Recurrence button on the toolbar.  
or  
Click Options > Recurrence, and specify whether you want the appointment to recur and how often.

19. To query free/busy information for the attendees, click the Free/Busy button on the toolbar.

or

Click Options > Free/Busy.

20. Click Save to save the meeting.

An e-mail is sent out to all the recipients, inviting them to your event.

---

**Note**

A meeting can have only one organizer, and only the organizer can add participants. You can designate yourself the organizer of the meeting, but if you are not the original organizer, you can create confusion in the scheduling process. If you want to invite additional people to a meeting without changing the organizer, it is best to forward the first organizer's message to the additional participants.

---

### 5.2.3 Accepting and Replying to a Meeting Request

Meeting requests are sent as iCal attachments. To view or respond to one, click the attachment icon and view it inline in the mail window. All the details are shown about the event, including time and dates. Then you can choose how to reply to the invitation. Your choices are:

- Accept
- Tentatively Accept
- Decline

Click OK to send an e-mail to the organizer with your answer. The event is also added to your calendar if you accept.

After you add the meeting to your calendar, you can make changes to the information, but if the original organizer sends out another update, your changes might be overwritten.

### 5.2.4 Reading Responses to Meeting Requests

When you get a reply to a meeting invitation you sent, you can view it inline by clicking the attachment and selecting View Inline. At the bottom, you can click OK to update your attendee list.

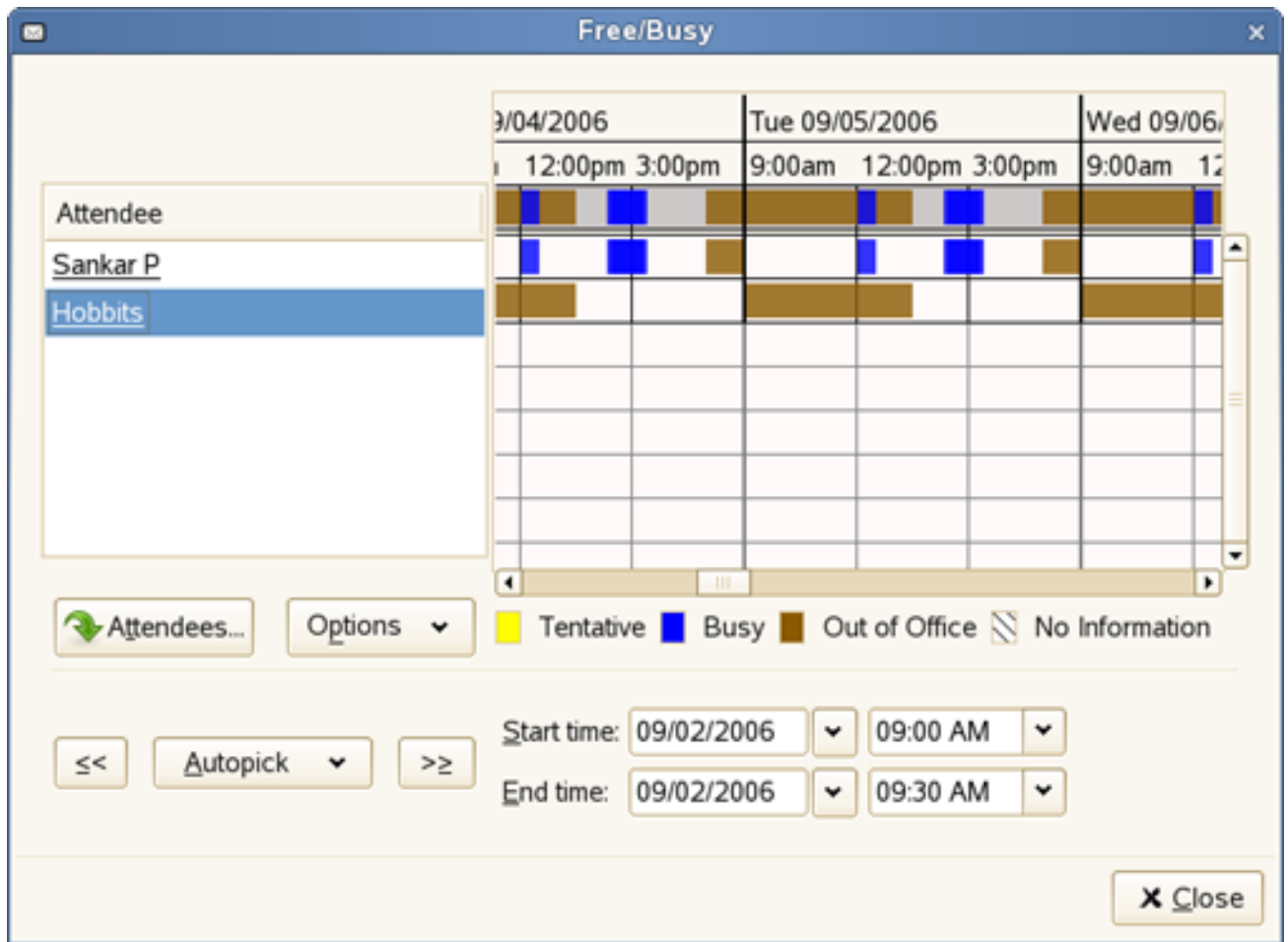
### 5.2.5 Using the Free/Busy View

In addition to the standard meeting scheduling tools, you can use the Free/Busy view to check whether people are available in advance. The Free/Busy feature is normally a function of dedicated groupware servers such as Microsoft Exchange and Novell GroupWise. However, you can also publish Free/Busy information online, and access Free/Busy information published elsewhere. If not everyone you collaborate with publishes Free/Busy data, you can still use iCal event invitations to coordinate schedules with other people.

To access the free/busy view:

1. Click File > New > Meeting.
  2. Click Add to add the e-mail addresses of people you want to invite.
-

3. Click the Free/Busy button on the toolbar, or click Options > Free/Busy.



4. Adjust the meeting time, either by dragging the meeting borders or by using the Autopick buttons to choose a time automatically, then click Save and Close. Attendees on an Exchange server have the appointment updated automatically; others receive e-mail notification of any change in plans.

#### Attendee List:

The Attendee List shows the people who have been invited to the appointment.

#### Schedule Grid:

The Schedule Grid shows the published Free/Busy information for the people you have invited. This is where you compare schedules to find free time to schedule the appointment. Individuals have visible scheduling information only if they use the same Novell GroupWise or Microsoft Exchange server you do (that is, if they are in the same organization as you), or if they publish free/busy information at a URL you can reach and you have entered that URL into their contact cards using the contact editor.

##### 5.2.5.1 Publishing Calendar and Free/Busy Information Without a Groupware Server

You can publish Calendar and Free/Busy information to a WebDAV, FTP server, or remote machine through secure shell or other Web server with HTTP PUT support. Check with your system administrator if you are not sure you have this functionality.

To set up Calendar or Free/Busy publishing:

1. Click Edit > Preferences, then click Calendar and Tasks.
2. Click the Calendar Publishing tab, click Add, then select the information you want to publish.

3. Select the frequency with which you want to upload data.
4. Select the calendars you want to display data for.
5. Specify the publishing location for the upload server.
6. Type your username and password.
7. Click OK.

To immediately publish calendar information, go to the Calendar tool and click Actions > Publish Calendar Information.

---

**Note**

Evolution allows you to specify a template to use when posting to the Free/Busy server.

---


### 5.2.5.2 Accessing Free/Busy Data Without a Groupware Server

If individuals give you a URL for Free/Busy data or for their Web calendar, you can enter it as part of the contact information in the Contacts tool. Then, when you schedule a meeting with them, Evolution looks up the schedule and displays it in the Free/Busy data.

## 5.3 Searching for Calendar Items

### Customized Search:

Evolution enables you to find the Calendar items by using Customized Search. To start searching for various calendar items, use the following procedure:

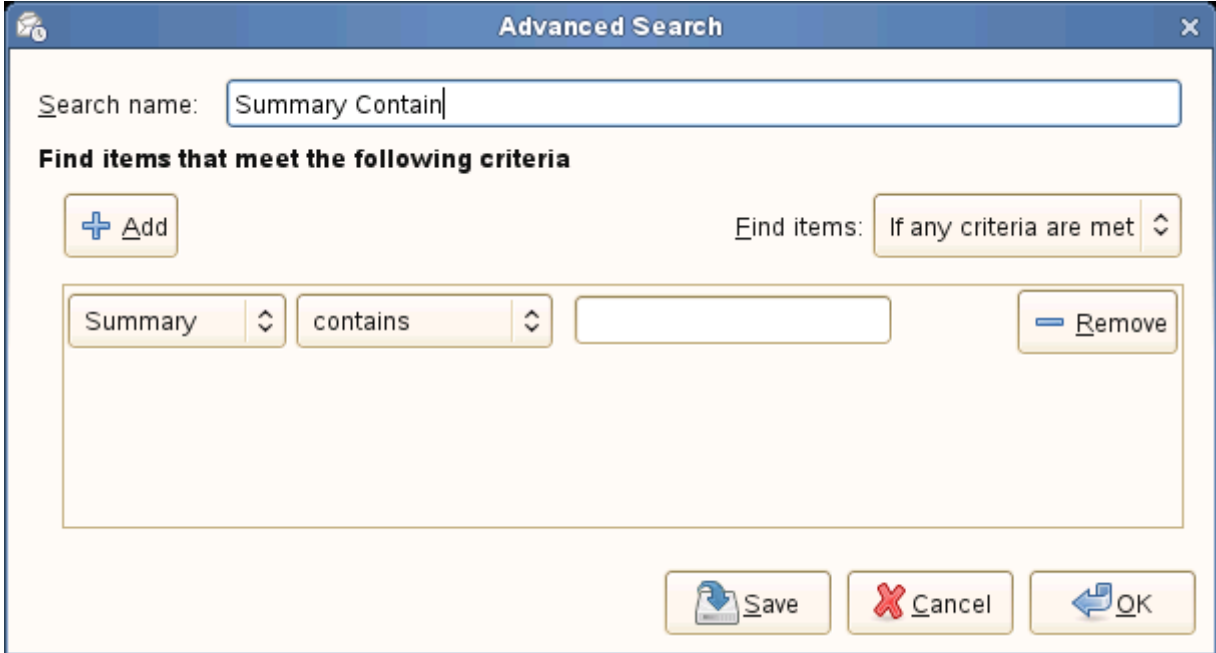
1. Click the search icon  to expand the drop-down list
2. Select the search type:
  - Summary contains
  - Description contains
  - Any field Contains
3. Evolution displays the desired Calendar items.

### Advanced Search:

You can perform an advanced search based on any of the search type mentioned above.

To perform an advanced search:

1. Select the desired search type from the drop-down list.
2. Select Advanced Search to open Advanced Search dialogue box.  
Search name field displays the search type you have selected.



**Advanced Search**

Search name:

**Find items that meet the following criteria**

**+ Add** Find items:

**- Remove**

**Save** **Cancel** **OK**

3. Click Add to add rules.
4. Select the criteria and then, type a search entry in the given field.
5. Click OK.
6. Click Save to save your search results.

### Quick Search:

Displays all the Calendar items that match the in-built criteria that you have selected from the drop-down list in the Search bar.

To perform quick search, perform the following procedure:

1. Click the Show drop-down list.
2. Select the search criteria:
  - Any Category
  - Unmatched
  - Active Appointments
  - Next 7 Days' Appointments
  - Anniversary
  - Birthday
  - Business
  - Competition
  - Favourites
  - Gifts
  - Goals/Objectives
  - Holidays
  - Holiday Cards
  - Ideas
  - International
  - Key Customers

- Miscellaneous
- Personal
- Phone Calls
- Status
- Strategies
- Suppliers
- Time & Expenses
- VIP
- Waiting

You can view the desired items listed in the Calender view.

## 5.4 Printing Displayed Items

To print the displayed calendar items, click File > Print or right click on the calendar item > Print.

## 5.5 Deleting Old Appointments and Meetings

Keeping a list of everything you did in the past eventually slows down your calendar. To delete old events, click Actions > Purge, then enter the number of days of past events you want to keep. Click OK to purge the items.

## 5.6 Delegating Meetings

Only attendees of a meeting can delegate a meeting.

1. In the Calendar, right-click the meeting you want to delegate.
2. Click Delegate Meetings.
3. Select the contacts you want to delegate the meeting to.
4. Click OK.

Each contact receives a copy of the meeting.

## 5.7 Multiple Calendars, Web Calendars, and CalDAV

To create a new calendar, click File > New > Calendar. If the calendar is one you plan to store locally, you need only provide a name and color. If it is a remote calendar, specify the name, color, URL, and a refresh frequency. The refresh frequency determines how often Evolution checks to see if the calendar has changed. If you are working with someone who publishes an online calendar, you might want to check for updates every thirty minutes. On the other hand, if you have displayed a sports team schedule in your calendar, you might not need to refresh it more than once a week.

The [icalshare.com](http://icalshare.com) Web site has an extensive list of shared online calendars, including national and religious holidays, phases of the moon, sports, and local and regional events.

Evolution lets you view and manage calendars on remote CalDAV servers such as Hula®. For more information about Hula, see the [Hula Project Web site](#). The procedure to create a CalDAV calendar source is similar to that of a remote Web calendar source. You can view and create calendar events on CalDav accounts just like other calendars on Evolution.

## 5.8 The Task List

The Task List, located in the lower-right corner of the calendar, lets you keep a list of tasks separate from your calendar appointments. You can use the list in a larger window by clicking the Tasks button in the switcher or in the folder tree.

Task Lists are more easily organized in the dedicated Tasks tool. Each task list is assigned a color, and you can use the Tasks tool switcher to hide and show task lists just like calendars. In the calendar display task pad, tasks from all visible task lists appear, color coded by list.

- [Creating a New Task List](#)
- [Creating a New Task](#)
- [Assigned Tasks](#)

### 5.8.1 Creating a New Task List

1. Click File > New > Task List.
2. Specify the name and color for the task list.
3. (Optional) If the task is an online list, specify the URL of the task list.
4. Click OK.

After you have added a task to your to-do list, its summary appears in the Summary section of the task list. To view or edit a detailed description of an item, double-click it, or right-click it and select Open. You can delete items by selecting them, then clicking Delete. The list of tasks is sorted in a similar way to the list of e-mail messages in Evolution Mail. Click once on a message header to change the direction and type of sorting, or right-click to add or remove columns from the display.

### 5.8.2 Creating a New Task

1. Click New > Task.
2. Select a group for the task.
3. Type a brief summary for the task in the Summary field.
4. (Optional) Specify a starting date and ending date for the task
5. (Optional) Specify a starting time and ending time for the task
6. Type the time zone information in the Time Zone field.  
or  
Click the globe to customize the time zone.  
To hide or show the Time Zone field, click View > Time Zone.
7. (Optional) Type a category in the Categories field.  
To show or hide the Categories field, click View > Categories.
8. Type a description for the task.
9. (Optional) Click Options > Classifications, then select a classification (as Public, Private or Confidential) for the task.
10. (Optional) To specify a status for the task, click Options > Status Details.
11. (Optional) To add an attachment to the task, drag and drop the attachment into the attachment bar.  
or  
Click the Attach button on the toolbar, then browse to the attachment.



### 5.8.3 Assigned Tasks

Evolution can be used to assign a task to multiple people.

When you assign a task, you can specify the attendees in several categories, such as “chair” or “required.” When you save the task, each attendee is sent an e-mail with the task information, which also gives them the option to respond.


To assign a new task:

1. Click File > New > Assigned Task.
2. If you have multiple e-mail accounts, select the one to use by selecting an item in the Organizer field.
3. Select a group for the task.
4. Click Add, or press Insert key, or right click and then press Add to add the e-mail addresses of people you want to assign the task. To remove an attendee from the list, select an attendee, then press Remove. To edit a field, select the field, then click Edit. Click View on the menu bar to show or hide the Type, Role, Status, and RSVP fields.
5. Type a brief summary of the task in the Summary field.
6. (Optional) Specify a starting date and time, and a due date and time for the task.
7. Type the time zone information in the Time Zone field.  
or  
Click the globe to customize the time zone.  
To hide or show the Time Zone field, click View > Time Zone.
8. (Optional) Type a category in the Categories field.  
To show or hide Categories field, click View > Categories.
9. Type a description for the task.
10. (Optional) To add an attachment to the assigned task, drag and drop the attachment into the attachment bar.  
or  
Click the Attach button on the toolbar, then browse to the attachment.
11. (Optional) Click Options > Classifications, then select a classification (as Public, Private or Confidential) for the task.
12. (Optional) To specify a status for the task, click Options > Status Details.

### 5.8.4 Searching For Task Items

#### Customized Search:

Evolution enables you to find the task items by using Customized Search. To start searching for various task items, use the following procedure:

1. Click the search icon  to expand the drop-down list
2. Select the search type:
  - Summary contains
  - Description contains
  - Any field Contains
3. Evolution displays the desired Task items.

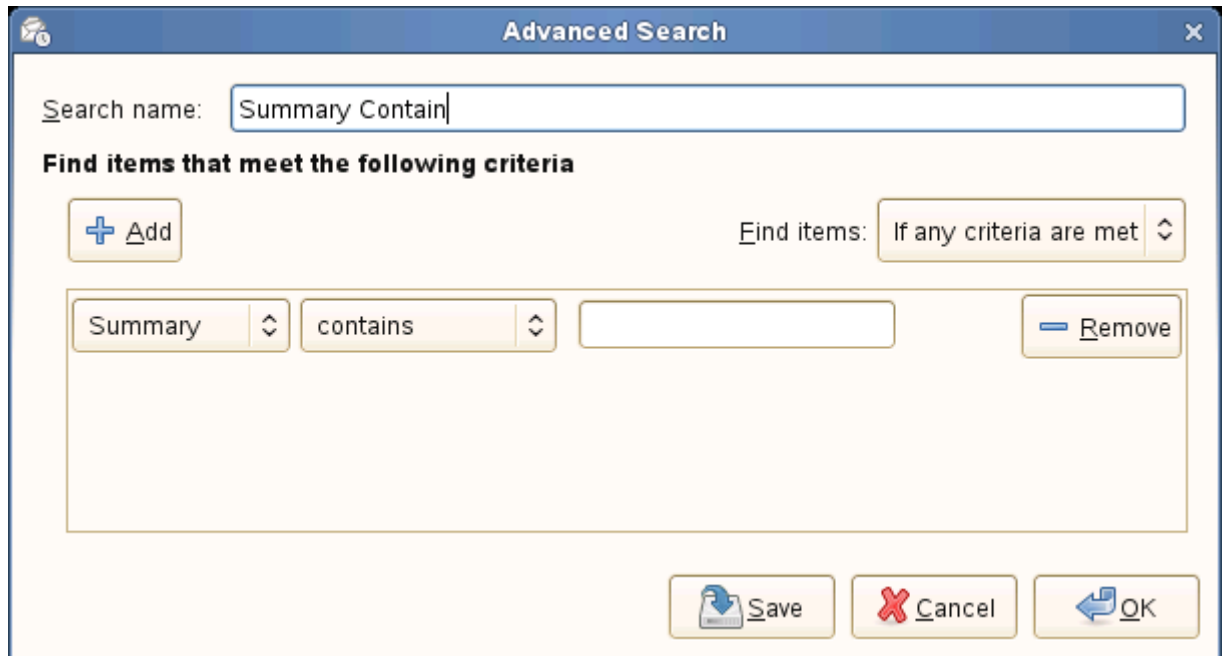
**Advanced Search:**

You can perform an advanced search based on any of the search type mentioned above.

To perform an advanced search:

1. Select Advanced Search to open Advanced Search dialogue box.

Search name field displays the search type you have selected.



2. Click Add to add rules.
3. Select the criteria and then, type a search entry in the given field.

**Quick Search:**

Displays all the task items that match the in-built criteria that you have selected from the drop-down list at the top left side, just above the display pane.

This feature provides the following best quick search options. This allows you to quickly see when tasks are due, as it can become unwieldy for planning if you have a lot of tasks in hand.

**Any Category:**

It shows all the tasks that fall under any category.

**Unmatched:**

It shows all the tasks that do not fall under any of the categories listed here.

**Next 7 Days' Tasks:**

It shows all the active tasks that are due within the next seven dates. You can view all the tasks that end within the next seven days from the current date.

**Active Tasks:**

It shows all the tasks whose due date is yet to come. This allows you to see the date due for tasks due in the future.

**Over Due Tasks:**

It shows all the tasks whose end date has already passed.

**Completed Tasks:**

It shows the tasks whose status is 100% completed.

**Tasks With Attachment:**

It shows all the tasks with attachment.

**<List of Categories>:**

Lists all the tasks that belong to a particular category such as Anniversary, Holidays, Gifts etc.

To perform quick search,

1. Click the Show drop-down list from the Search bar.
2. Select the search criteria:

- Any Category
- Unmatched
- Next 7 Days Tasks
- Active Tasks
- Over Due Tasks
- Completed Tasks
- Tasks With Attachments
- Anniversary
- Birthday
- Business
- Competition
- Favourites
- Gifts
- Goals/Objectives
- Holidays
- Holiday Cards
- Ideas
- International
- Key Customers
- Miscellaneous
- Personal
- Phone Calls
- Status
- Strategies
- Suppliers
- Time & Expenses
- VIP
- Waiting

You can view the desired items listed in the Task view.

---

## 5.9 Memos

In Evolution, the Memos component lets you create, edit, and store journal entries without dates, using the filesystem as a backend.

The screenshot shows a window titled "Journal entry - No summary". It features a menu bar with "File", "Edit", "View", "Insert", "Options", and "Help". Below the menu is a toolbar with "Save", "Close", and "Attach" buttons. The main content area includes a "Group:" dropdown menu currently set to "Personal", a "Summary:" text input field, a "Start date:" field showing "06/14/2007" with a small dropdown arrow, and a large "Description:" text area. At the bottom of the window is a checkbox labeled "Show Attachment Bar".

To create a new memo entry:

1. Click File > New > Memo.
2. Select a group in which you would create a memo entry.
3. (Optional) Type a category in the Categories field.  
To show or hide Categories field, click View > Categories.
4. Type text for the memo in the Summary field.
5. In the Start Date field, type the date this reminder note should appear in the recipients' Calendars.
6. Type text for the memo in the Memo Content field.
7. (Optional) To add an attachment to the memo, drag and drop the attachment into the attachment bar.  
or  
Click the Attach button on the toolbar, then browse to the attachment.
8. (Optional) Click Options > Classifications, then select a classification (as Public, Private or Confidential) for the memo.

### 5.9.1 The Memo list

As with calendars and tasks, you can create multiple memo lists. Each memo list is assigned a color, and you can use the Memos switcher to hide and show memos.


To create a new memo list:

1. Click File > New > Memo List.
2. Type the group, name and color for the memo list.
3. Click OK.

### 5.9.2 Searching For Memo Items

#### Customized Search:

Evolution enables you to find the Memo items by using Customized Search. To start searching for various Memo items, use the following procedure:

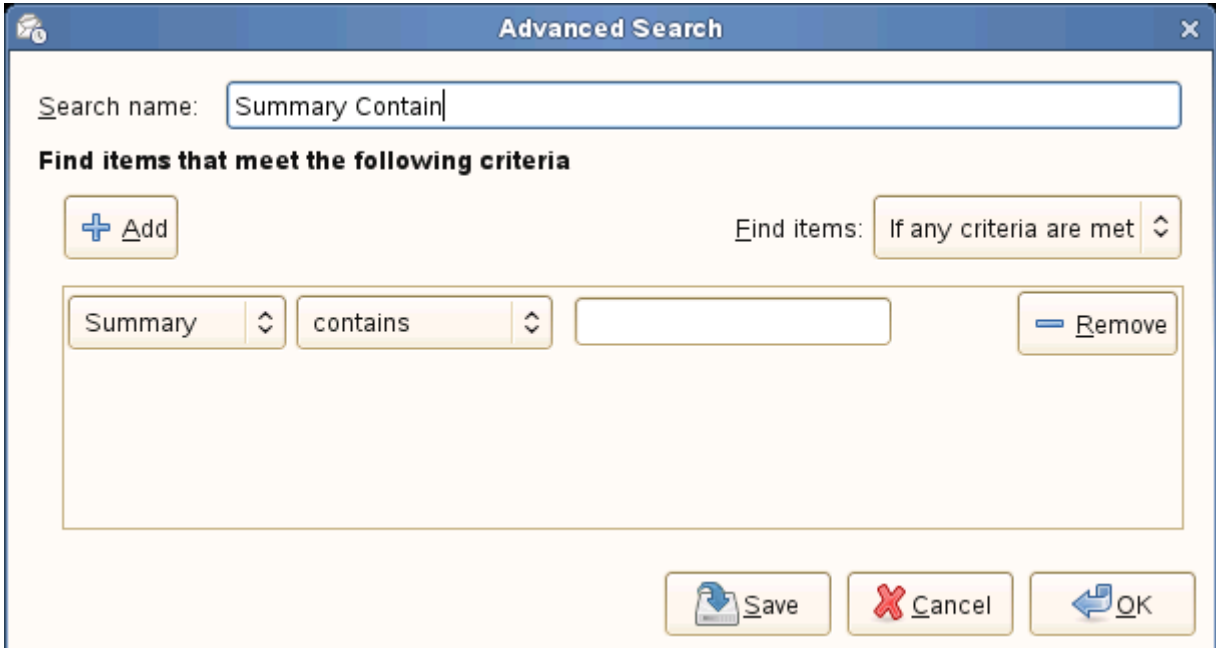
1. Click the search icon  to expand the drop-down list
2. Select the search type:
  - Summary contains
  - Description contains
  - Any field Contains
3. Evolution displays the desired Calendar items.

#### Advanced Search:

You can perform an advanced search based on any of the search type mentioned above.

To perform an advanced search:

1. Select the desired search type from the drop-down list.
2. Select Advanced Search to open Advanced Search dialogue box.  
Search name field displays the search type you have selected.



The image shows the 'Advanced Search' dialog box in Evolution. At the top, there's a title bar with a close button. Below it, a 'Search name:' field contains the text 'Summary Contain'. Underneath, a section titled 'Find items that meet the following criteria' contains an '+ Add' button and a 'Find items:' dropdown menu set to 'If any criteria are met'. Below this, there's a row of three elements: a dropdown menu with 'Summary', a dropdown menu with 'contains', and an empty text input field. To the right of these is a '- Remove' button. At the bottom of the dialog, there are three buttons: 'Save' (with a floppy disk icon), 'Cancel' (with a red X icon), and 'OK' (with a blue arrow icon).

3. Click Add to add rules.
4. Select the criteria and then, type a search entry in the given field.

5. Click OK.
6. Click Save to save your search results.

**Quick Search:**

Displays all the Memo items that match the in-built criteria that you have selected from the Show drop-down list in the Search bar.

To perform quick search,

1. Click the Show drop-down list.
2. Select the search criteria:

- Any Category
- Unmatched
- Anniversary
- Birthday
- Business
- Competition
- Favorites
- Gifts
- Goals/Objectives
- Holidays
- Holiday Cards
- Ideas
- International
- Key Customers
- Miscellaneous
- Personal
- Phone Calls
- Status
- Strategies
- Suppliers
- Time & Expenses
- VIP
- Waiting

You can view the desired items listed in the Memo view.

## 5.10 Configuring Time Zones

Evolution supports the use of time zones. If you share calendar files with friends or co-workers, you might need to configure your time zone.

1. Click Edit > Preferences, then click Calendar and Tasks.
2. Click the icon next to the Time Zone field, then select your location.  
Each red dot represents a major city.
3. Select a city, then click OK.

You can also configure time zone information specific to each appointment. To do that, simply create a new appointment and click the globe to customize the time zone that the time exists in. For example, if you live in New York but have a telephone meeting set for noon with someone in California, you need to make sure that your schedules are coordinated. Setting time zones on a per-appointment basis helps avoid that potential confusion.

## 5.11 Marcus Bains Line

The Marcus Bains Line is a marker to show the current date and time. This feature is now available in the Evolution calendar.

## Chapter 6

# Connecting to Exchange Servers

Evolution™ Exchange for Microsoft Exchange allows Evolution clients to access accounts on Microsoft Exchange 2000 and 2003 servers. Like Evolution, it is free software and is licensed under the GPL.

- [Evolution Exchange Features](#)
- [Adding Your Exchange Account to Evolution](#)
- [Accessing the Exchange Server](#)
- [Settings Exclusive to Evolution Exchange](#)
- [Scheduling Meetings with Free/Busy](#)



### Important

Evolution Exchange works only with Exchange 2000 and later, and requires that Outlook Web Access be enabled. Each user needs a valid Microsoft Exchange server account, including a license.

---

## 6.1 Evolution Exchange Features

Evolution Exchange supports the following basic Microsoft Exchange features:

- General
    - **Remote Exchange Information Store:**  
Allows you to access mail, address book (including the Global Address List folder), calendars, and task folders on an Exchange server from Evolution.
    - **Palm Synchronization:**  
Supported for Contacts and Calendars on Exchange.
    - **Password Management:**  
Allows you to reset your password. If your password has expired, Evolution asks you to change your password at startup.
  - Mail
    - **Viewing Mail in Exchange Folders:**  
Mail stored on the Exchange server is visible in the Mail component in Evolution.
-



- **Sending E-mail via Exchange Protocols:**

If you use the Microsoft Exchange mail transport protocol to send e-mail, make sure that the address you have entered as your e-mail address is exactly the one that the Exchange server has on file. This might be “yourname@exchange-server.example.com” rather than “yourname@example.com”.

- **Out of Office Message:**

You can set ‘out of Office’ message that will automatically be sent to people who send mails to you while you are away from office.

- **Send Options:**

You can set the priority and sensitivity of the sent message so that the recipients will know how important the message is. The priority can have one of the three values - High, Normal or Low and sensitivity can have one of the four values-Normal, Personal, Private and Confidential respectively. You can also enable delivery receipt request and read receipt request for the messages sent.

- **Calendar**

- **Meeting Requests/Proposal:**

Allows Evolution users to schedule meetings. You can check when other users are busy according to their calendars and send the meeting requests accordingly.

- **Adding iCalendar Meeting Requests to the Calendar:**

Allows you to add the iCalendar meeting requests you receive to your Exchange calendar. Note that you need to specify the calendar from the list, to which you want to add your meeting schedules.

- **Contacts**

- **Address Completion:**

Supported for your Exchange Contacts folder.

- **Adding vCards to the Address Book:**

Allows you to save the vCards you receive in attachment to your Exchange address book. New Address Book entries can also be created on Exchange from received e-mail messages with a single click.

- **Work Offline (disconnected mode)**

To mark a folder for offline usage, right-click the folder, then click Properties. Click Copy Folder Content Locally for Offline Operation. For more information see [Working Offline](#).

- Recall Message function is not available.

## 6.2 Adding Your Exchange Account to Evolution

After you have installed Evolution Exchange, you need to set up access for your Exchange account on both the Exchange server and within Evolution.

- [Exchange Server Settings](#)
  - [Standard Configuration Tool for Evolution Exchange](#)
  - [Simple Configuration Tool for Evolution Exchange](#)
  - [Creating a New Exchange Account](#)
  - [Configuring an Existing Account for Evolution Exchange Account](#)
-

## 6.2.1 Exchange Server Settings

Check with your system administrator to ensure that:

- You have a valid account on the Exchange server.
- You are permitted to access the account with WebDAV. This is the default setting for the Exchange server, so unless your system administrator has specifically turned it off, no changes should be necessary.

The [Novell® Web site Knowledgebase](#) has additional information about checking to make sure that your Exchange server accepts connections from Evolution.

## 6.2.2 Standard Configuration Tool for Evolution Exchange

When you know that your server is ready for you to connect, you are ready to add your Exchange account to Evolution Exchange.

### 6.2.2.1 Simple Configuration Tool for Evolution Exchange

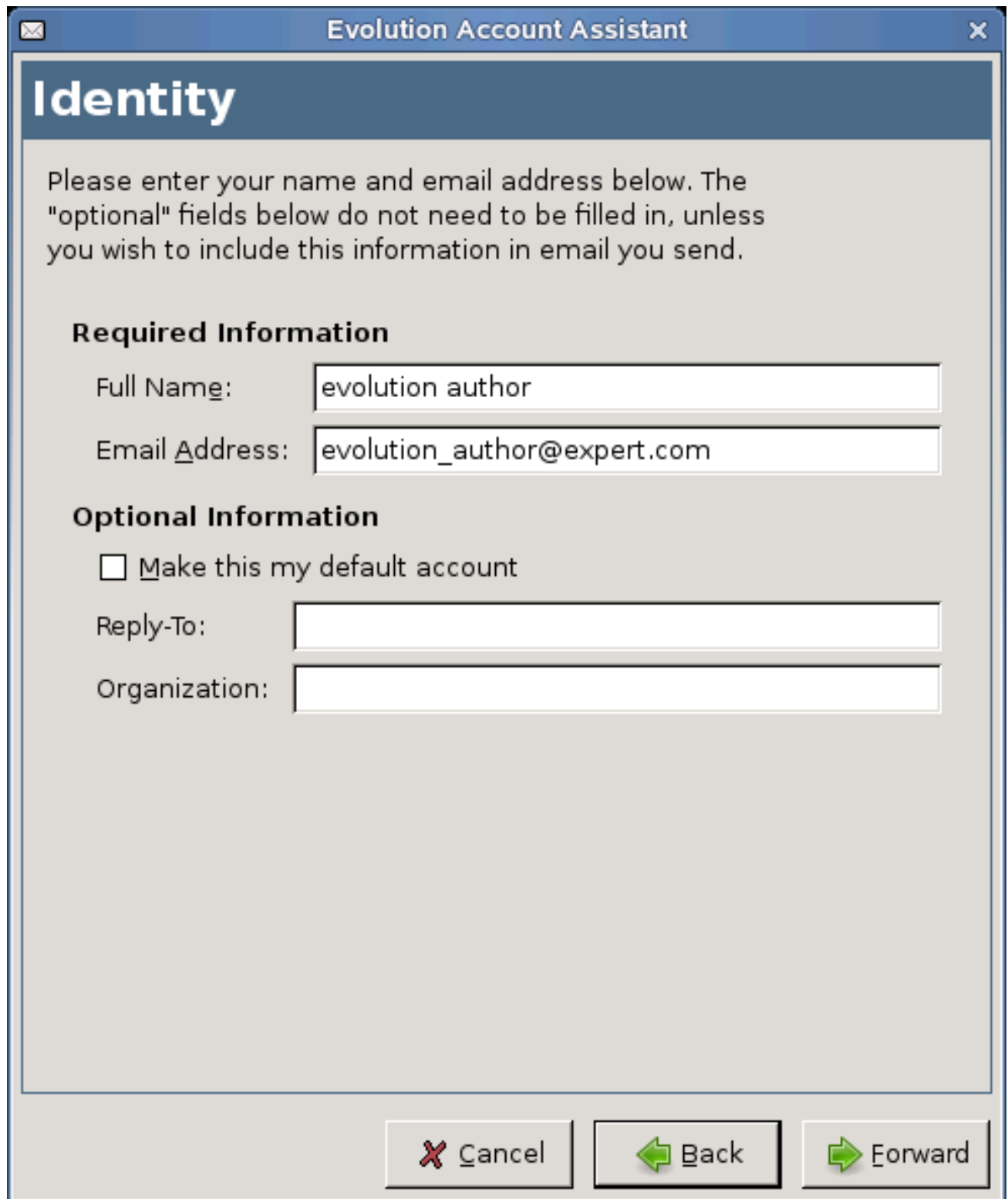
Evolution Exchange comes with a simple account creation tool for Exchange accounts.

If you have no accounts configured, the simple account configuration assistant starts when you start Evolution. It asks only for the Outlook Web Access URL, and your username and password. Evolution Exchange determines the remaining information for you.

If the simple account configuration tool does not run automatically, you need to create an account manually. For more information on how to do this, see [Creating a New Exchange Account](#).

### 6.2.2.2 Creating a New Exchange Account

1. Click Edit > Preferences or press Shift+Ctrl+S
  2. Click Add.
-



The screenshot shows a window titled "Evolution Account Assistant" with a close button in the top right corner. The main heading is "Identity". Below it, a text block says: "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 you send."

**Required Information**

Full Name:

Email Address:

**Optional Information**

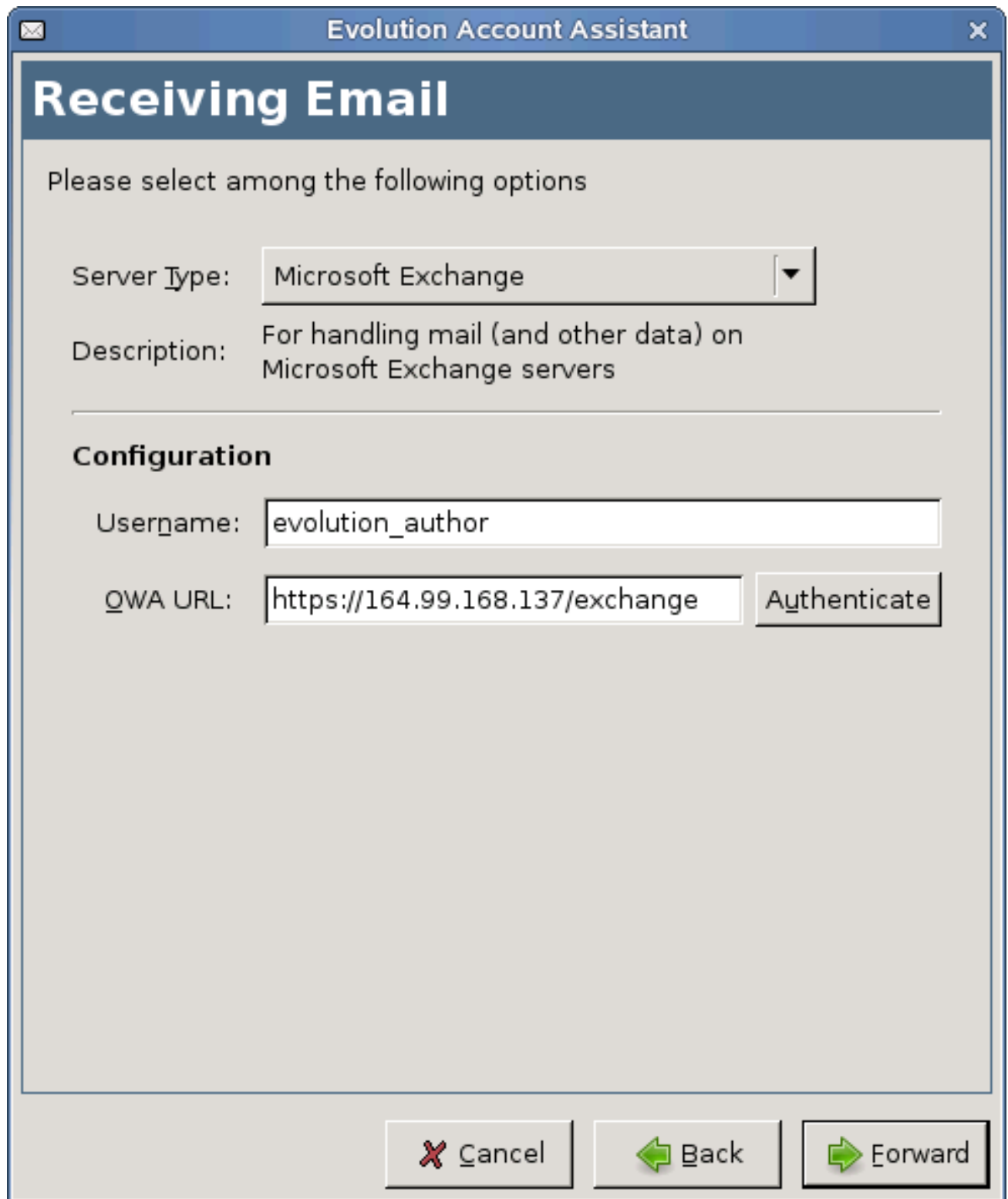
☐ Make this my default account

Reply-To:

Organization:

At the bottom, there are three buttons: "Cancel" (with a red X icon), "Back" (with a green left arrow icon), and "Forward" (with a green right arrow icon).

3. Create the account following the procedure in [Starting Evolution for the First Time](#). Remember to select Microsoft Exchange as server type in the Receiving Mail section.



The image shows a window titled "Evolution Account Assistant" with a close button in the top right corner. The main heading is "Receiving Email". Below this, it says "Please select among the following options". There is a "Server Type:" label followed by a dropdown menu showing "Microsoft Exchange". Below that is a "Description:" label followed by the text "For handling mail (and other data) on Microsoft Exchange servers". A horizontal line separates this from the "Configuration" section. In the "Configuration" section, there is a "Username:" label followed by a text box containing "evolution\_author". Below that is a "QWA URL:" label followed by a text box containing "https://164.99.168.137/exchange" and an "Authenticate" button. At the bottom of the window are three buttons: "Cancel" (with a red X icon), "Back" (with a green left arrow icon), and "Forward" (with a green right arrow icon).

Evolution Account Assistant

## Receiving Email

Please select among the following options

Server Type: Microsoft Exchange

Description: For handling mail (and other data) on Microsoft Exchange servers

---

### Configuration

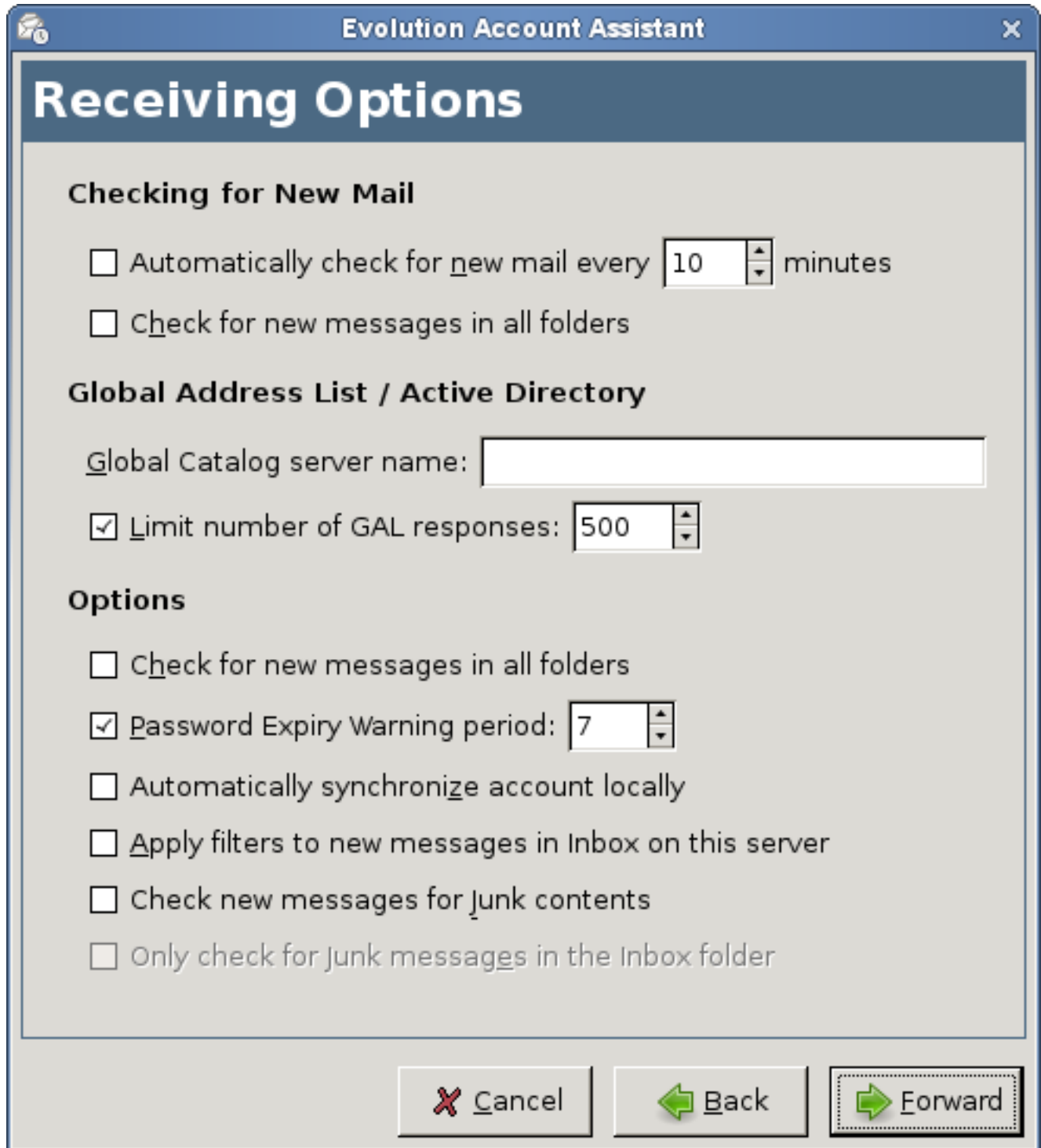
Username: evolution\_author

QWA URL: https://164.99.168.137/exchange Authenticate

Cancel Back Forward

**Note**

You may configure only One Microsoft Exchange account can be configured in Evolution.



The screenshot shows the 'Evolution Account Assistant' window with the 'Receiving Options' tab selected. The window has a blue title bar with a close button. The main content area is light gray and contains three sections: 'Checking for New Mail', 'Global Address List / Active Directory', and 'Options'. The 'Checking for New Mail' section has two checkboxes: 'Automatically check for new mail every 10 minutes' (unchecked) and 'Check for new messages in all folders' (unchecked). The 'Global Address List / Active Directory' section has a text field for 'Global Catalog server name' and a checked checkbox for 'Limit number of GAL responses: 500'. The 'Options' section has six checkboxes: 'Check for new messages in all folders' (unchecked), 'Password Expiry Warning period: 7' (checked), 'Automatically synchronize account locally' (unchecked), 'Apply filters to new messages in Inbox on this server' (unchecked), 'Check new messages for junk contents' (unchecked), and 'Only check for junk messages in the Inbox folder' (unchecked). At the bottom, there are three buttons: 'Cancel' (with a red X icon), 'Back' (with a green left arrow icon), and 'Forward' (with a green right arrow icon).

**Evolution Account Assistant**

## Receiving Options

**Checking for New Mail**

☐ Automatically check for new mail every 10 minutes

☐ Check for new messages in all folders

**Global Address List / Active Directory**

Global Catalog server name:

☒ Limit number of GAL responses: 500

**Options**

☐ Check for new messages in all folders

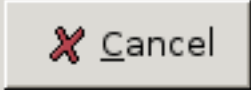
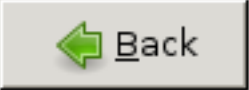

☒ Password Expiry Warning period: 7

☐ Automatically synchronize account locally

☐ Apply filters to new messages in Inbox on this server

☐ Check new messages for junk contents

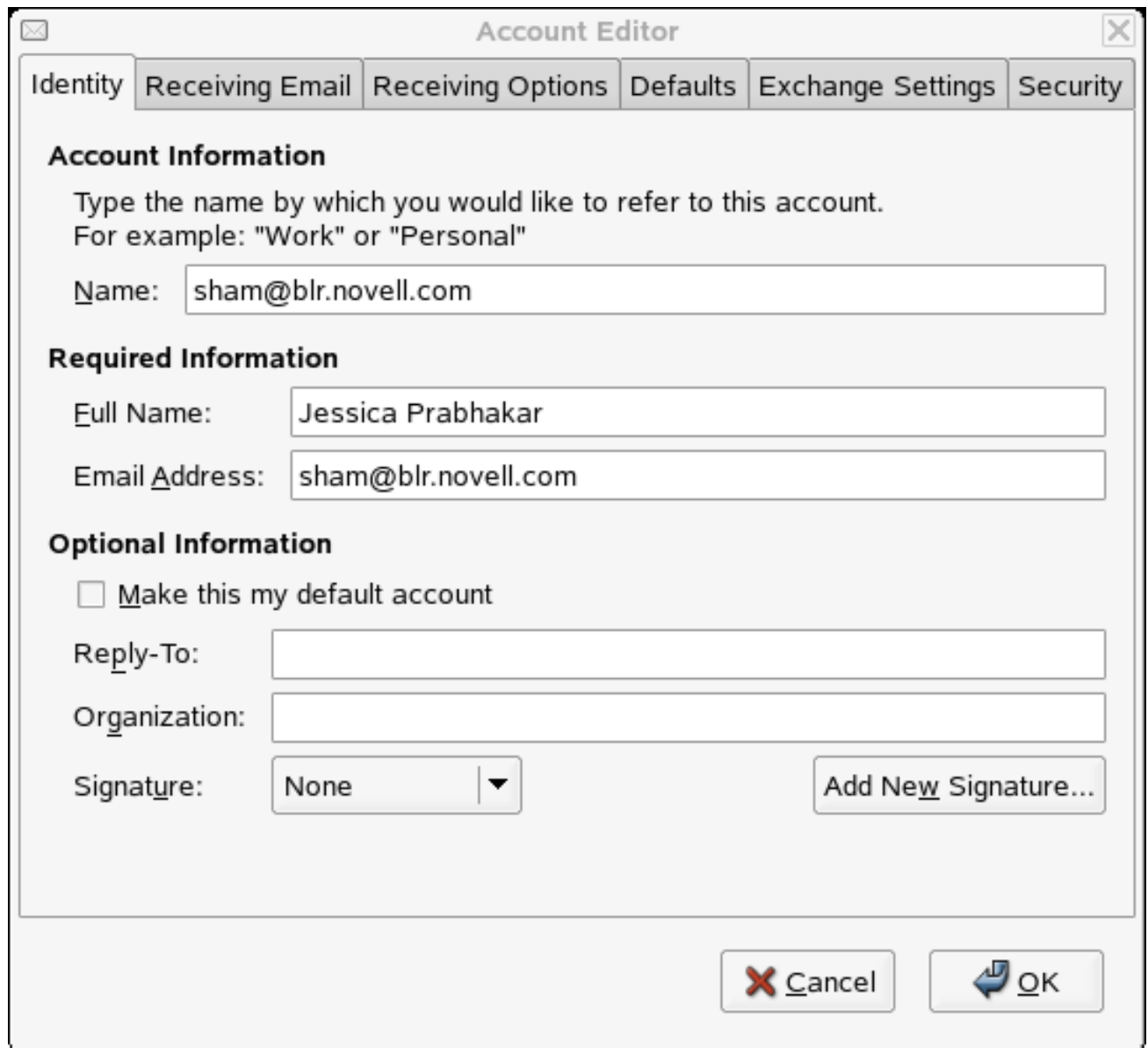
☐ Only check for junk messages in the Inbox folder

### 6.2.2.3 Configuring an Existing Account for Evolution Exchange Account

Use the following procedure to configure your existing account for Evolution Exchange:

1. Click Edit > Preferences or press Shift+Ctrl+S, then click Mail Accounts.
2. Select the account you want to convert, then click Edit to appear the Account Editor.  
You can view Identity tab enabled.



The screenshot shows the 'Account Editor' dialog box with the 'Identity' tab selected. The dialog has a title bar with a close button. Below the title bar are six tabs: 'Identity', 'Receiving Email', 'Receiving Options', 'Defaults', 'Exchange Settings', and 'Security'. The 'Identity' tab is active and contains three sections: 'Account Information', 'Required Information', and 'Optional Information'. In the 'Account Information' section, there is a text field for 'Name' containing 'sham@blr.novell.com'. In the 'Required Information' section, there are text fields for 'Full Name' containing 'Jessica Prabhakar' and 'Email Address' containing 'sham@blr.novell.com'. In the 'Optional Information' section, there is a checkbox for 'Make this my default account' which is unchecked, a text field for 'Reply-To', a text field for 'Organization', and a 'Signature' section with a dropdown menu set to 'None' and a button 'Add New Signature...'. At the bottom right of the dialog are 'Cancel' and 'OK' buttons.

**Account Editor**

Identity Receiving Email Receiving Options Defaults Exchange Settings Security

**Account Information**

Type the name by which you would like to refer to this account.  
For example: "Work" or "Personal"

Name: sham@blr.novell.com

**Required Information**

Full Name: Jessica Prabhakar

Email Address: sham@blr.novell.com

**Optional Information**

☐ Make this my default account

Reply-To:

Organization:

Signature: None ▼ Add New Signature...

Cancel OK

3. Change your e-mail address as needed.
4. Click the Receiving Mail tab, then select Microsoft Exchange as your server type.

**Account Editor**

Identity Receiving Email Receiving Options Defaults Exchange Settings Security

Server Type: Microsoft Exchange ▼

Description: For handling mail (and other data) on Microsoft Exchange servers

---

**Configuration**

Username: sham

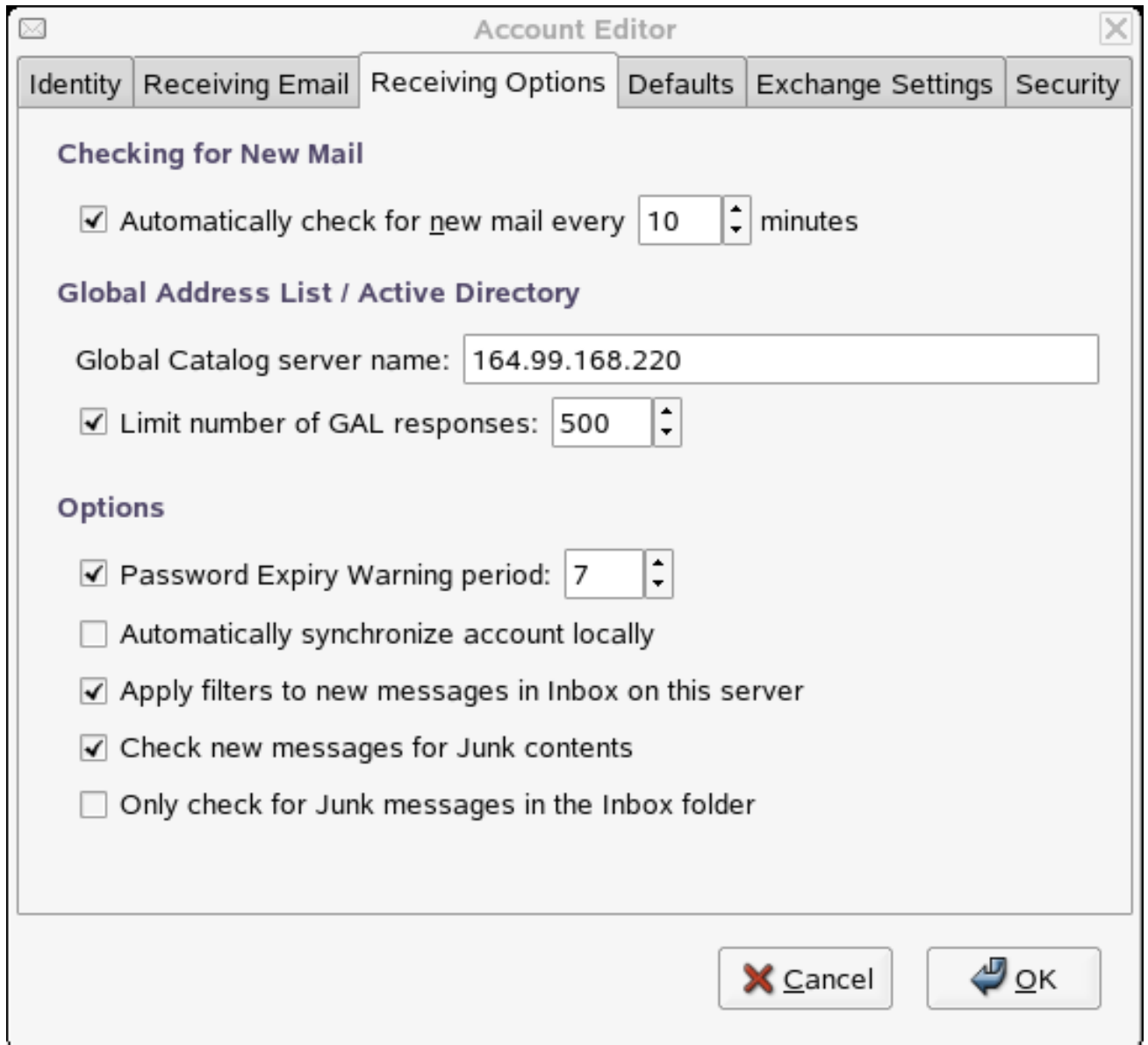
OWA Url: http://164.99.168.220/exchange **Authenticate**

**Authentication Type**

Secure Password ▼ Check for Supported Types

**Cancel** **OK**

5. Type your user name, and the Outlook Web Access (OWA) URL. Click Authenticate, then enter the password at the prompt. The Exchange server authenticates your account.
6. Select your authentication method.



7. Click the Receiving Options tab, then specify how often to check for new mail, your Global Catalog server name and whether to apply filters to messages in your Inbox, check for junk, set a password expiry period, and any other settings you want to include.
8. Use the Defaults tab to define folders, send cc: or bcc: messages to certain IDs, and set options for message receipts.
9. Use the Security tab to set PGP and s/MIME options.
10. Quit Evolution and restart it.

Changes to Evolution Exchange accounts configuration are not active until you have restarted the application.

## 6.3 Accessing the Exchange Server

When you have installed Evolution Exchange, you can access public folders and perform certain Exchange actions like delegation and password management, and subscribing to other user's calendars, tasks, and contact folders. You can also carry out any folder-related operations like adding, deleting, and renaming folders, and selecting folder permissions on calendars, tasks, and contact folders. Use the regular Mail tool for mail, the Contacts tool for contacts, and the Calendar tool for setting schedules.

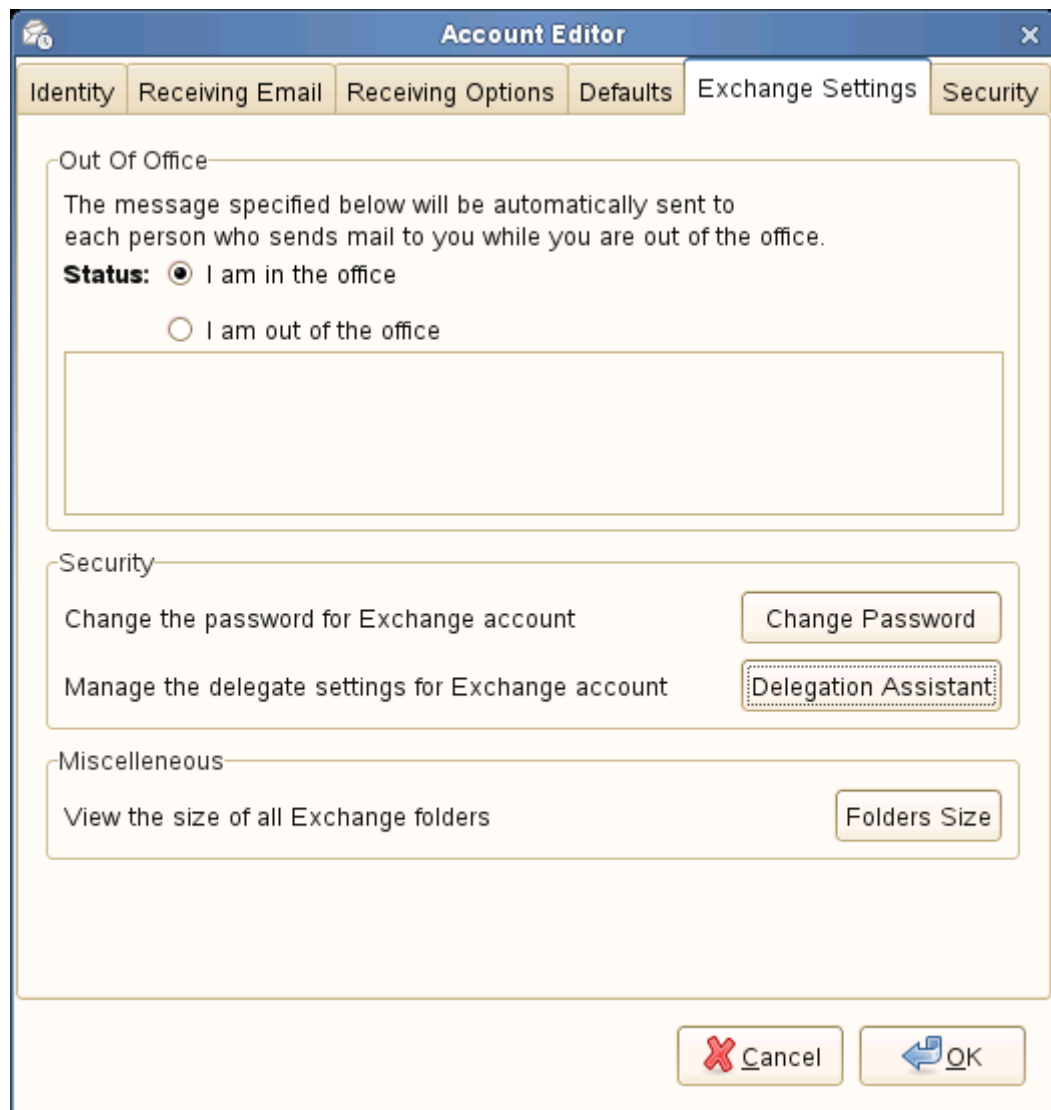


If you are using both an Exchange account and a local mail account, you should be aware that whenever you save an e-mail address or appointment from an e-mail message, it is saved in your Exchange contacts list or calendar, rather than in your local account. The same is true for synchronization with Palm OS devices; tasks, and appointments. Addresses from your Palm OS device are synchronized in the Exchange folders rather than in local folders.

To avoid unnecessary strain on the server, the Global Address List (GAL) appears empty until you search for something in it.

## 6.4 Settings Exclusive to Evolution Exchange

There are some settings in Evolution that are available only with Evolution Exchange, like delegation and permission handling, creating “Out of Office” messages, changing password and viewing folder size.



- [Send Options](#)
- [Access Delegation](#)
- [Delegating Access to Others](#)
- [Subscribe to Other Users' Folders](#)
- [Subscribe to Public Folders](#)

- [Setting an Out of Office Message](#)
- [Scheduling Meetings with Free/Busy](#)

## 6.4.1 Send Options

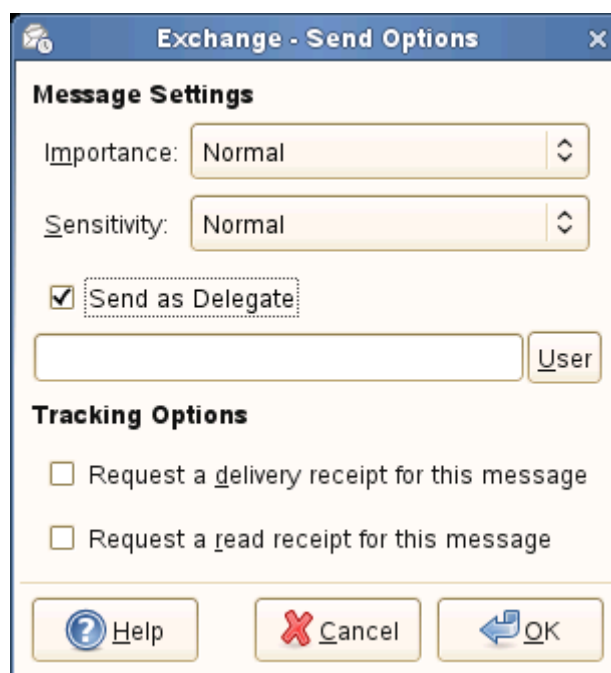
You can set the priority and sensitivity of the sent message from an exchange account so that the recipients will know how important the message is. The priority can have one of the three options - High, Normal or Low and sensitivity can have one of the four options - Normal, Personal, Private and Confidential respectively. You can also enable delivery receipt request and read receipt request for the messages sent.

### 6.4.1.1 Tracking Options

Evolution lets you track the status of an item you have sent. You can enable the Delivery Receipt request as well as Read Receipt request so that you will know when the item reached the recipients or read by them.

To set the importance and sensitivity of the message:

1. Open a Compose Message window.
2. Select the exchange account from the From field.
3. Click Insert > Send Options to open the Send Option dialog box



4. Select the priority for your sent message from the given three options (Normal, High, Low)
5. Select the sensitivity for your sent message from the given four options (Normal, Personal, Private, Confidential).
6. **Message Access Delegation:**

Click Send as Delegate to send the message to the recipient on behalf of someone else.



#### Important

To send a calendar item as delegate, you should subscribe to the delegator's message and also you should have necessary rights assigned to you by the delegator.

- (a) Click User to open Show Contacts dialogue box.
- (b) Select the contact from the desired Address book and click Add, then close the dialogue box.

**Warning**

You are not permitted to send a message on behalf of more than one person at a time.

---

When the recipient opens the mail, he or she can also read a message that ‘The message was sent by *<Delegator’s name>* on behalf of *<Delegate’s name>* on the preview pane header bar.

7. Select the Request a delivery receipt for this message check box to get a delivery receipt from your recipient.
8. Select the Request a read receipt for this message to get a read receipt for the message you have sent.
9. Click OK to confirm your selection.

#### 6.4.1.2 Delegating Calendar Items

You can send Meetings or Appointments on behalf of someone else if you have subscribed to his or her Calendar.

To delegate a Meeting,

1. Select the delegator’s calendar.
2. Open a new Meeting composer window.
3. Add the recipients.
4. Click Send after filling in all other informations required.

When the recipient receives the calendar item, he or she can read the message on top that the *<Delegator>* through *<Delegate>* requests your presence at the following meeting.

When a delegate receives the calendar item from another delegate, he or she can read that the *<Delegator>* through *<Delegate>* request the presence at the following meeting. Please respond of behalf of his or her *<Delegator>*.

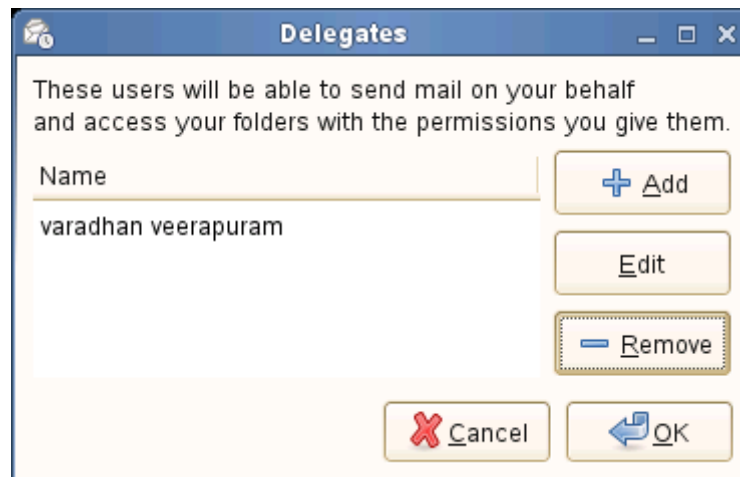
#### 6.4.2 Access Delegation

You can allow other people in your organization’s Global Address List to access your calendar, address book, and messages, and they can let you manage theirs. Delegation allows people to do anything from check on each other’s schedules to completely manage their personal information.

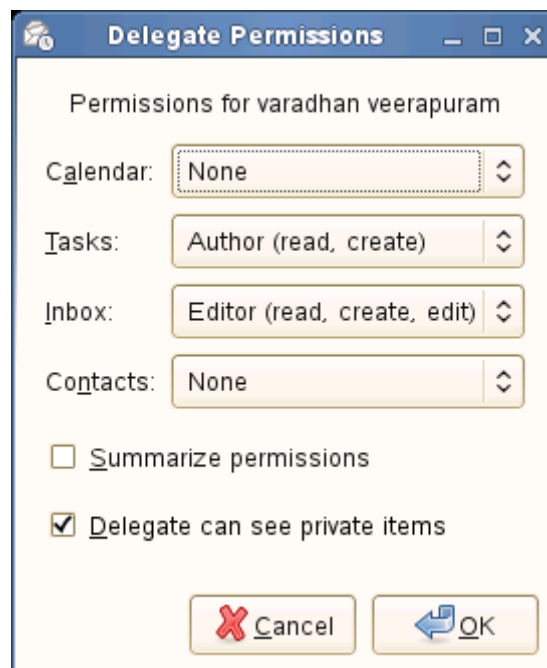
##### 6.4.2.1 Delegating Access to Others

To add someone to your list of delegates:

1. Click Edit > Preferences or press Shift+Ctrl+S, then click the Exchange Settings tab.
  2. Click Delegation Assistant to open the Delegates dialogue box.
-



3. Click Add, then search for a contact in the Global Address List.  
Remember that the Global Address List (GAL) appears empty until you have searched for something in it.
4. Select the delegate and click Edit to open the delegate permission dialogue box.



5. Select from the following access levels for each of the four types of folders:

**None:**

Do not allow this person to access any folders of this type.

**Reviewer (read-only):**

Allows the delegate to see items in this type of folder, but not create new items or edit existing items.

**Author (read, create):**

The delegate can view items in your folders, and can create new items, but cannot change any existing items.

**Editor (read, create, edit):**

The delegate can view, create, and change items in your folders.

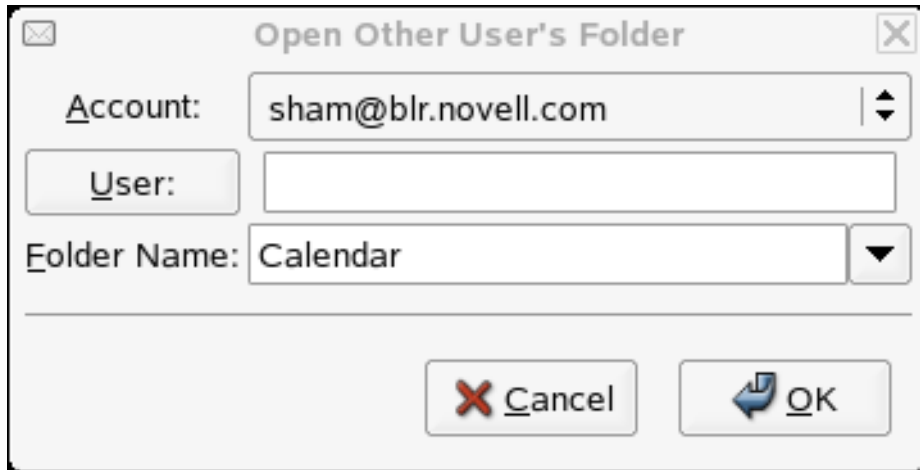
6. Click OK.

The delegate will be notified through a separate mail that he/she is being added to your list of delegates. The mail summarizes all the rights that has been assigned to him or her.

### 6.4.2.2 Subscribe to Other Users' Folders

To access the folders delegated to you:

1. Click File > Subscribe to Other User's Exchange Folder.



2. Specify the e-mail address of the user who has delegated to you, or click User to select the user from your address book.
3. Select the folder you want to open.
4. Click OK.

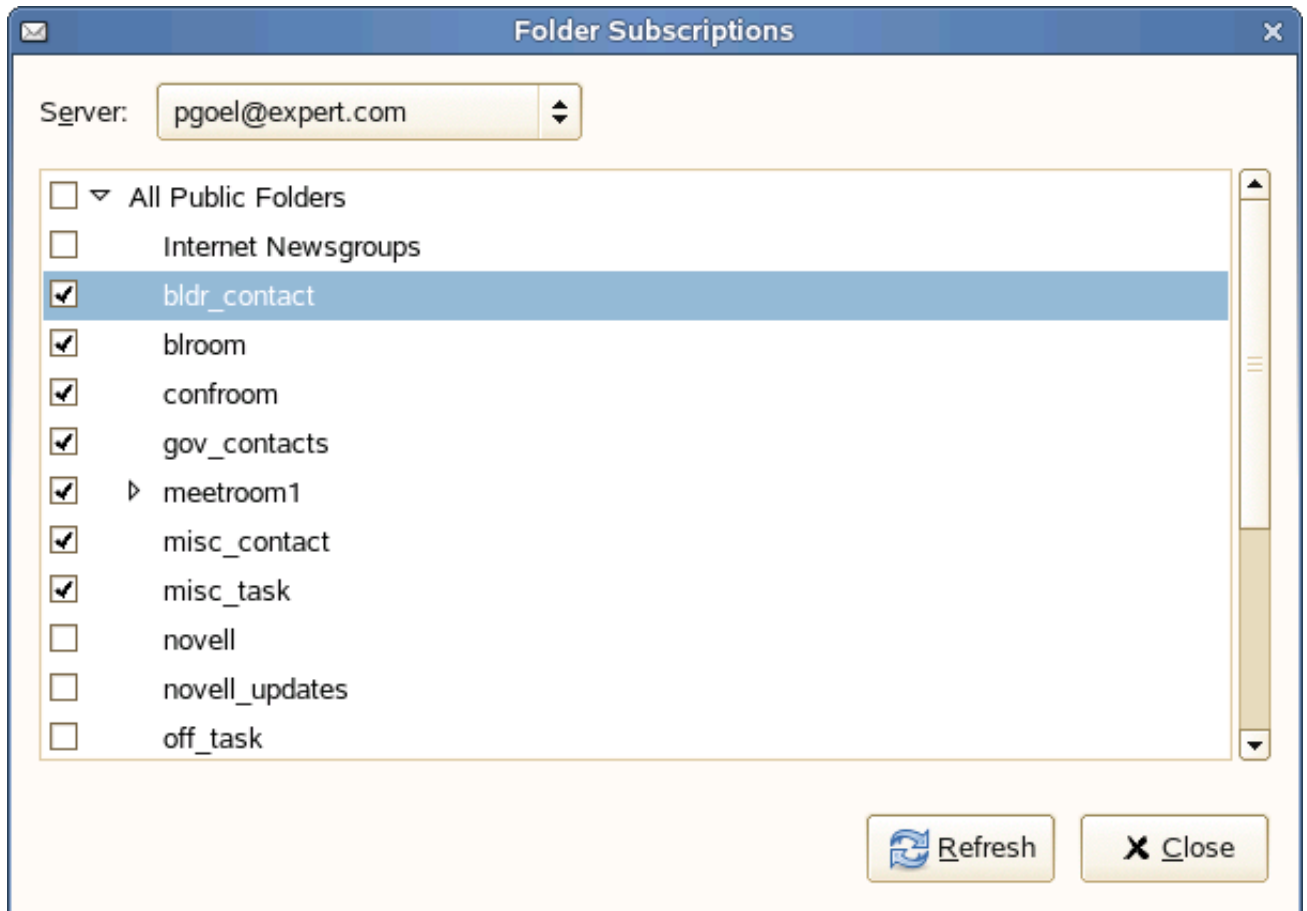
Folders delegated to you appear in your folder list inside a folder labeled with the name of its owner. For example, if Martha Thompson delegates folders to you, you see a folder called Martha Thompson's Folders in the folder tree at the same level as your Personal Folders and Public Folders.

If the folder fails to open properly, check with the folder owner to make sure that you have been granted the correct access permissions.

### 6.4.3 Subscribe to Public Folders

You can subscribe to public folders available on the Exchange server.

1. Click Folder > Subscriptions.
2. Select the Exchange account.
3. Check the folders you want to subscribe to.



4. Click OK.

The folders you have subscribed to appear in the folder list at the left.

5. To view contents of a folder, click it.

#### 6.4.4 Reminders

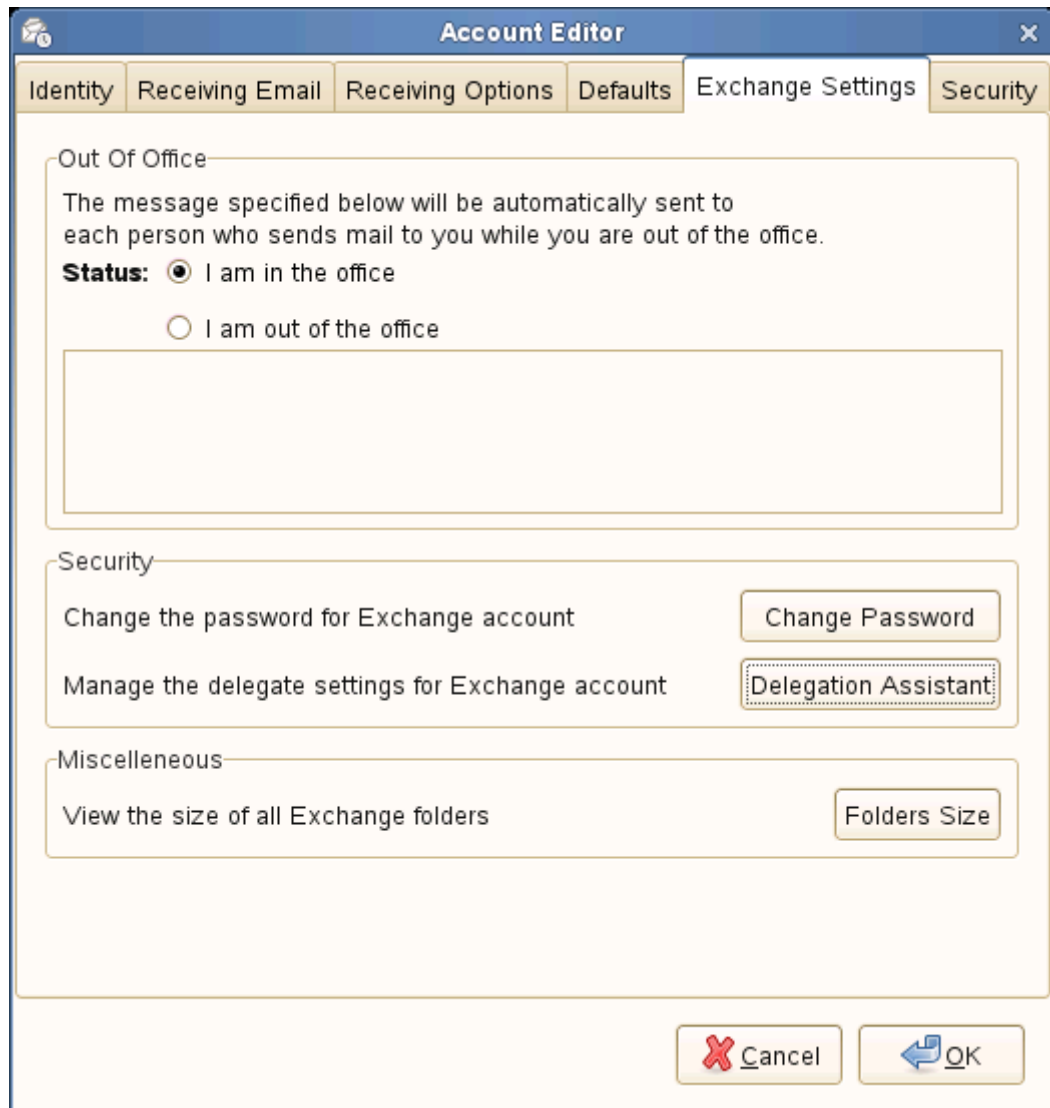
Reminders for meetings in your Exchange calendar do not work until you have run Evolution at least once after logging in. This is different from locally stored reminders, which work from the moment you log in, regardless of whether you have run Evolution in the session. so that you can fix a convenient time for a meeting. To enable Reminder setting in your Exchange account, select 'Remember the password' checkbox. To find more information about Reminders see [Reminders](#)

#### 6.4.5 Setting an Out of Office Message

An Out of Office message is an automatic reply that you can send as a reply to messages, explaining why you aren't immediately responding to their messages. For example, if you go on vacation for a week and won't access your e-mail, you can set an automatic reply so that people know that you aren't ignoring them.

1. Click Edit > Preferences > Mail Accounts.
2. Select the Exchange account, then click Edit.
3. Select the Exchange Settings tab. The top option allows you to set an Out of Office message.
4. Click I Am Currently Out of the Office.
5. Type a short message in the text field.

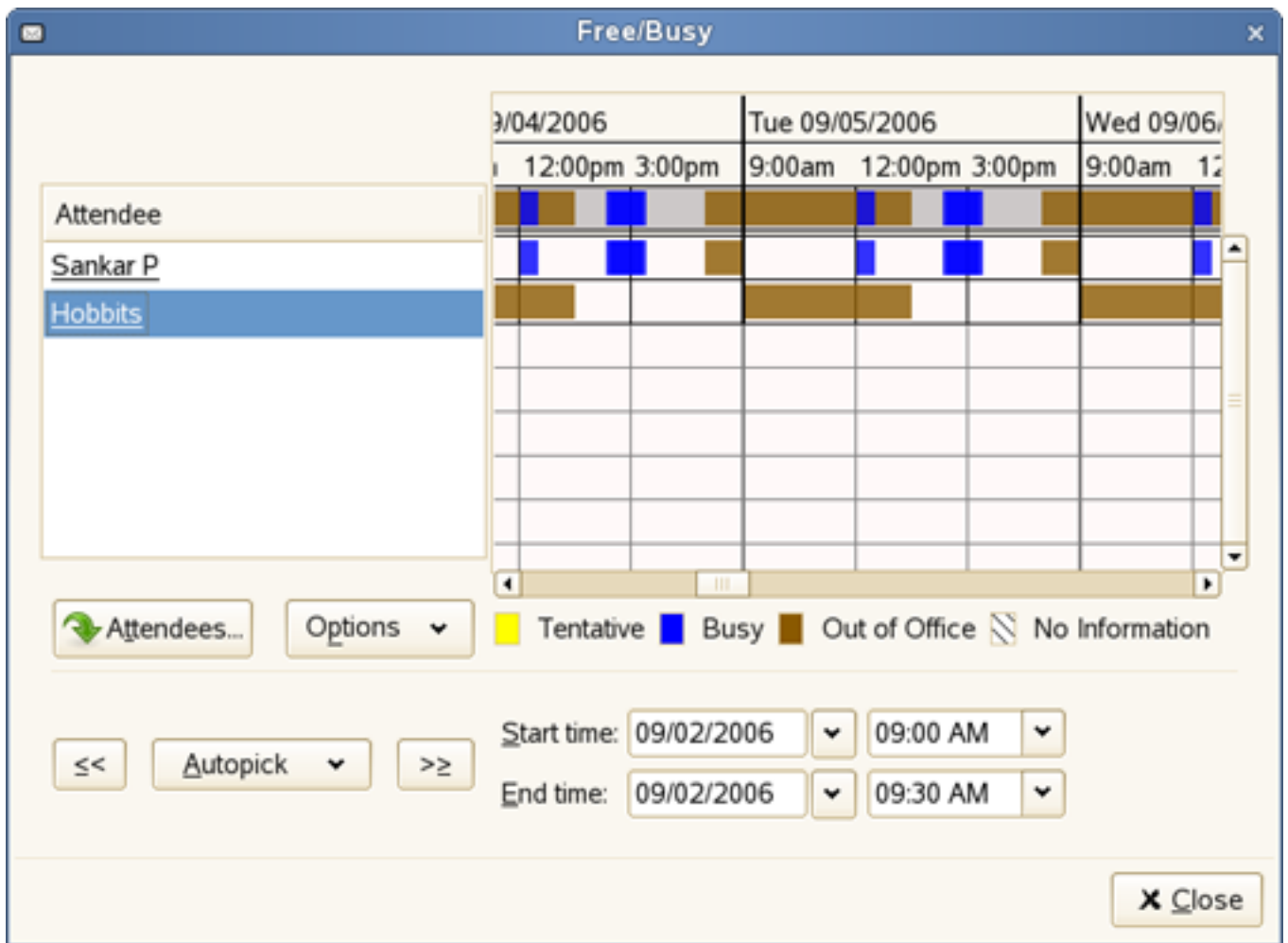
6. Click OK.



Your message is automatically sent to anyone who sends you mail until you return and select I Am in the office.

## 6.5 Scheduling Meetings with Free/Busy

Evolution helps you fix a convenient time for a meeting according to the availability of the attendees. Its Free/Busy feature allows you to perform a check on other user's Exchange calendar to find whether they are busy according to their Exchange calendars, if so, you can reschedule the meeting altogether.



1. Create a new appointment in the calendar.
2. Right-click the appointment, then select Schedule Meeting to appear Evolution Meeting editor.
3. Click the Add tab to enter the email addresses into the list.
4. Click the Attendees tab to select the participants from Global Address List (GAL).

You can directly select the participants from the following address lists.

- Personal
- Global Address List
- Contacts

You can also specify the category as Anniversary, Birthday, Business etc. from the drop-down list for each address list given.

5. Add the participants to the following categories of attendees.
  - Chair Persons
  - Required Participants
  - Optional Participants
  - Resources
6. Click Free/Busy tool at the top right corner.



7. Click Options > Update Free/Busy to check participant schedules and, if possible, update the meeting in all participants' calendars

If meeting attendees are not available during the times you have scheduled a meeting, you can “nudge” the meeting forward or backward to the nearest available time. To do so, just click the arrows to the left or right of the Autopick button. The Autopick tool lets you move the meeting to the nearest time during which all attendees are available. If you are not satisfied with those results, you can also drag the edges of the area marked as meeting time to the hours that you want to select.

## Chapter 7

# Connecting to GroupWise

Evolution™ can access accounts on Novell® GroupWise® 7 system.

- [GroupWise Features](#)
- [GroupWise Terminology vs. Evolution Terminology](#)
- [Adding your GroupWise Account to Evolution](#)
- [Scheduling Appointments with Free/Busy](#)
- [Managing Sent Items](#)
- [Giving Other People Access to Your Mailbox or Calendar](#)
- [Junk Mail Handling](#)

### 7.1 GroupWise Features

GroupWise connectivity in Evolution supports the following basic Novell GroupWise features:

- Mail
  - Viewing mail and folders stored on the GroupWise system.
  - Sending mail from you GroupWise account.
  - Converting mail to a task or meeting.
  - Tracking the status of a message.
  - Marking a message as junk mail adds the sender to your GroupWise junk mail list.
  - Improved Status Tracking.
- Calendar
  - You can send and receive appointment and meeting requests. Allows Evolution users to schedule meetings and view attendee availability for other users on GroupWise.
  - You can receive an iCalendar meeting request and add it to your GroupWise calendar.
- Contacts
  - Address Completion is supported for your GroupWise address books, including the System address book, the Frequent Contacts address book, and your personal address book.

- If you receive a card attachment and click Save in Address Book, it is saved to your Personal address book. New Address Book entries can also be added to your personal address book from received E-mail messages.
- To create your GroupWise Frequent contacts and Personal address books, you need to access your GroupWise account once through GroupWise Java client because Evolution currently does not support creating them. The GroupWise system address book is marked for offline use by default. This boosts performance.
- **Reminder Note**
  - GroupWise Reminder Note is integrated into Memo component. You can view the Reminder notes listed under Memos at the bottom right of the Calendar view given that you have selected them under the Memos component.
- **Proxy**
  - You can assign Proxy access to other users.
  - You can view other users' accounts through Proxy access.

There are, however, some features that are not available:

- Resending items
- Retracting items
- Accepting appointments or meetings in offline mode
- Archive

## 7.2 GroupWise Terminology vs. Evolution Terminology

GroupWise and Evolution sometimes uses different terminology for different types of items. The following table compares GroupWise terminology to Evolution terminology.

GroupWise	Evolution
Appointment	Meeting
Posted Appointment	Appointment
Reminder Note	None; use a task
Discussion Note	None; use an assigned task
Phone Message	None; use a message
Checklist	None; use a task

## 7.3 Adding your GroupWise Account to Evolution

- [Creating a New GroupWise Account](#)
- [Changing an Existing Account to Work with GroupWise](#)

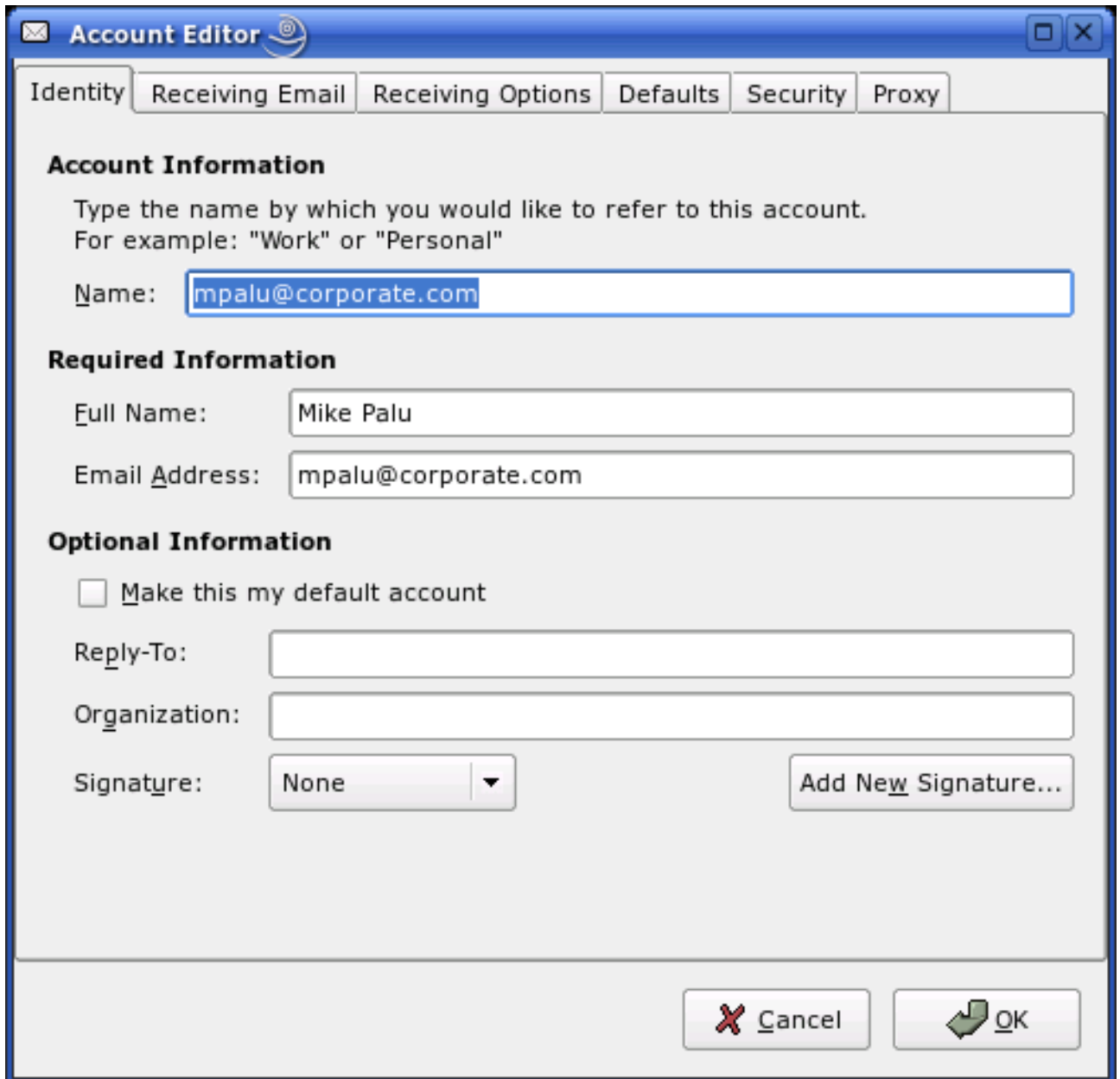
### 7.3.1 Creating a New GroupWise Account

1. Click Edit > Preferences, then click Mail Accounts.
2. Click Add.
3. Create the account following the procedure in [Starting Evolution for the First Time](#).

### 7.3.2 Changing an Existing Account to Work with GroupWise

If you have an existing e-mail account, and want to convert it to use with GroupWise:

1. Click Edit > Preferences, then click Mail Accounts.
2. Select the account you want to convert, then click Edit.
3. Click the Identity tab.



The screenshot shows the 'Account Editor' dialog box with the 'Identity' tab selected. The dialog has a title bar with a close button. Below the title bar are tabs: 'Identity', 'Receiving Email', 'Receiving Options', 'Defaults', 'Security', and 'Proxy'. The 'Identity' tab contains three sections: 'Account Information', 'Required Information', and 'Optional Information'. In 'Account Information', there is a text field for 'Name' containing 'mpalu@corporate.com'. In 'Required Information', there are text fields for 'Full Name' (containing 'Mike Palu') and 'Email Address' (containing 'mpalu@corporate.com'). In 'Optional Information', there is a checkbox for 'Make this my default account' which is unchecked, a text field for 'Reply-To', a text field for 'Organization', a dropdown menu for 'Signature' set to 'None', and a button 'Add New Signature...'. At the bottom right are 'Cancel' and 'OK' buttons.

**Account Editor**

Identity Receiving Email Receiving Options Defaults Security Proxy

**Account Information**

Type the name by which you would like to refer to this account.  
For example: "Work" or "Personal"

Name:

**Required Information**

Full Name:

Email Address:

**Optional Information**

☐ Make this my default account

Reply-To:

Organization:

Signature:  Add New Signature...

Cancel OK

4. Change your e-mail address as needed.
5. Click the Receiving Email tab, then select Novell GroupWise as your server type.

**Account Editor**

Identity | Receiving Email | Receiving Options | Defaults | Security | Proxy

Server Type: Novell GroupWise ▼

Description: For accessing Novell GroupWise servers

---

**Configuration**

Server: 123.123.123.123

Username: mpalu

---

**Security**

Use Secure Connection: Never ▼

---

**Authentication Type**

Password ▼ Check for Supported Types

☒ Remember password

Cancel OK

6. Type the name of your mail server, your user name, and select whether to use SSL.

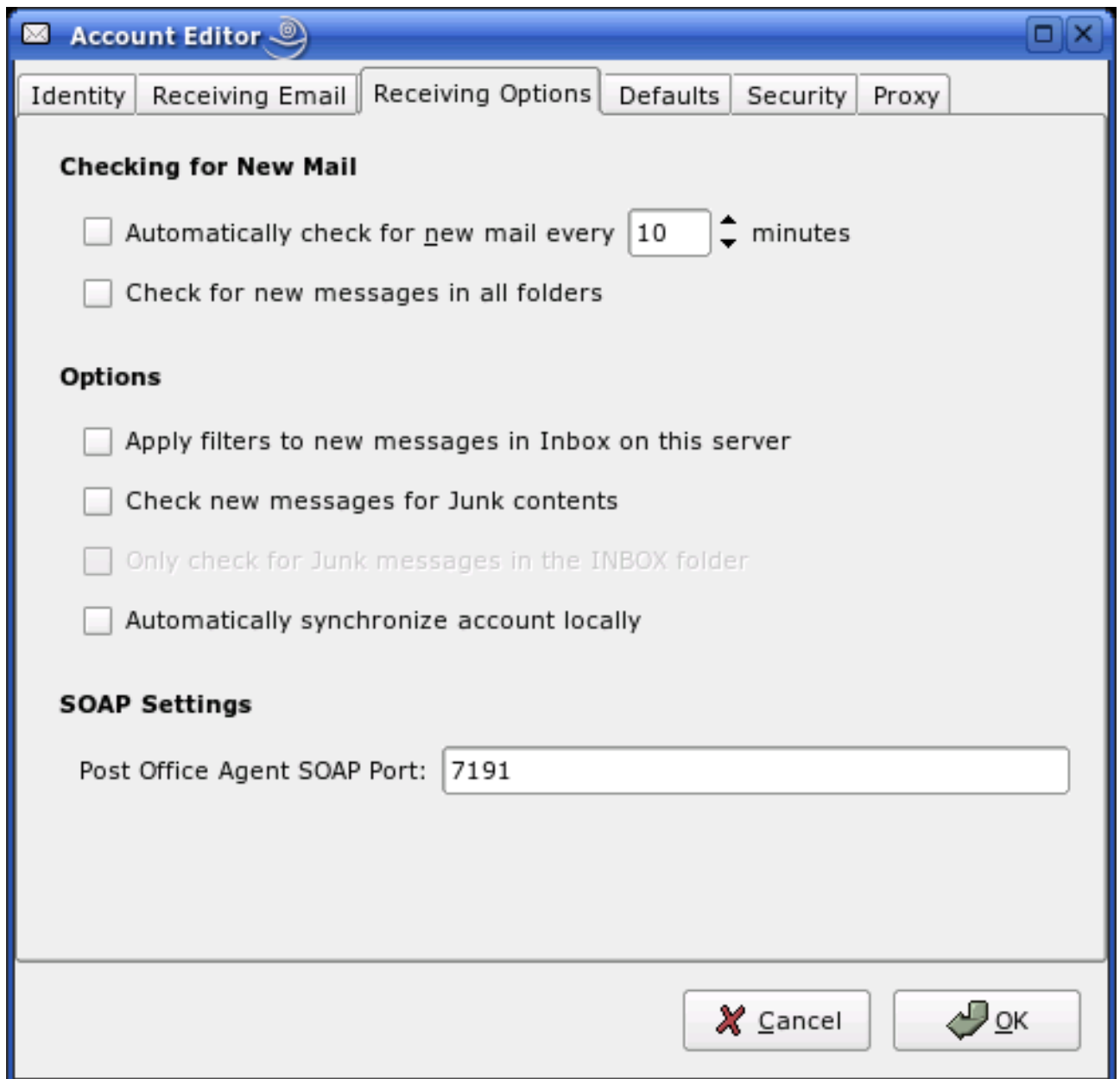
---

**Note**

Select SSL for a highly secured connection between your client and server. Contact your administrator for further details.

---

7. Click the Receiving Options tab, then select if you want Evolution to automatically check for new mail.  
If you select this option, you need to specify how often Evolution should check for new messages.



8. Select if you want to check for new messages in all folders.
9. Select if you want to apply filters to new messages in the Inbox on the server.  
For additional information on filtering, see [Creating New Filter Rules](#).
10. Select if you want to check new messages for junk content.  
For additional information on junk content, see [Junk Mail Preferences](#).
11. Select if you want to only check for junk messages in the Inbox folder.
12. Select if you want to automatically synchronize your remote calendar and contacts locally.  
It fetches the remote calendar and contact information and stores it on your local drive.

---

**Note**

Remote calendar and contacts are typically stored remotely on servers rather than on local hard disk.

---

13. Specify your Post Office Agent SOAP port in the Post Office Agent SOAP Port field.  
If you are unsure what your Post Office Agent SOAP port is, contact your system administrator.
14. (Optional) Click the Proxy tab, then click Add to add any Proxy users to your account.
15. Click OK, then click Close.

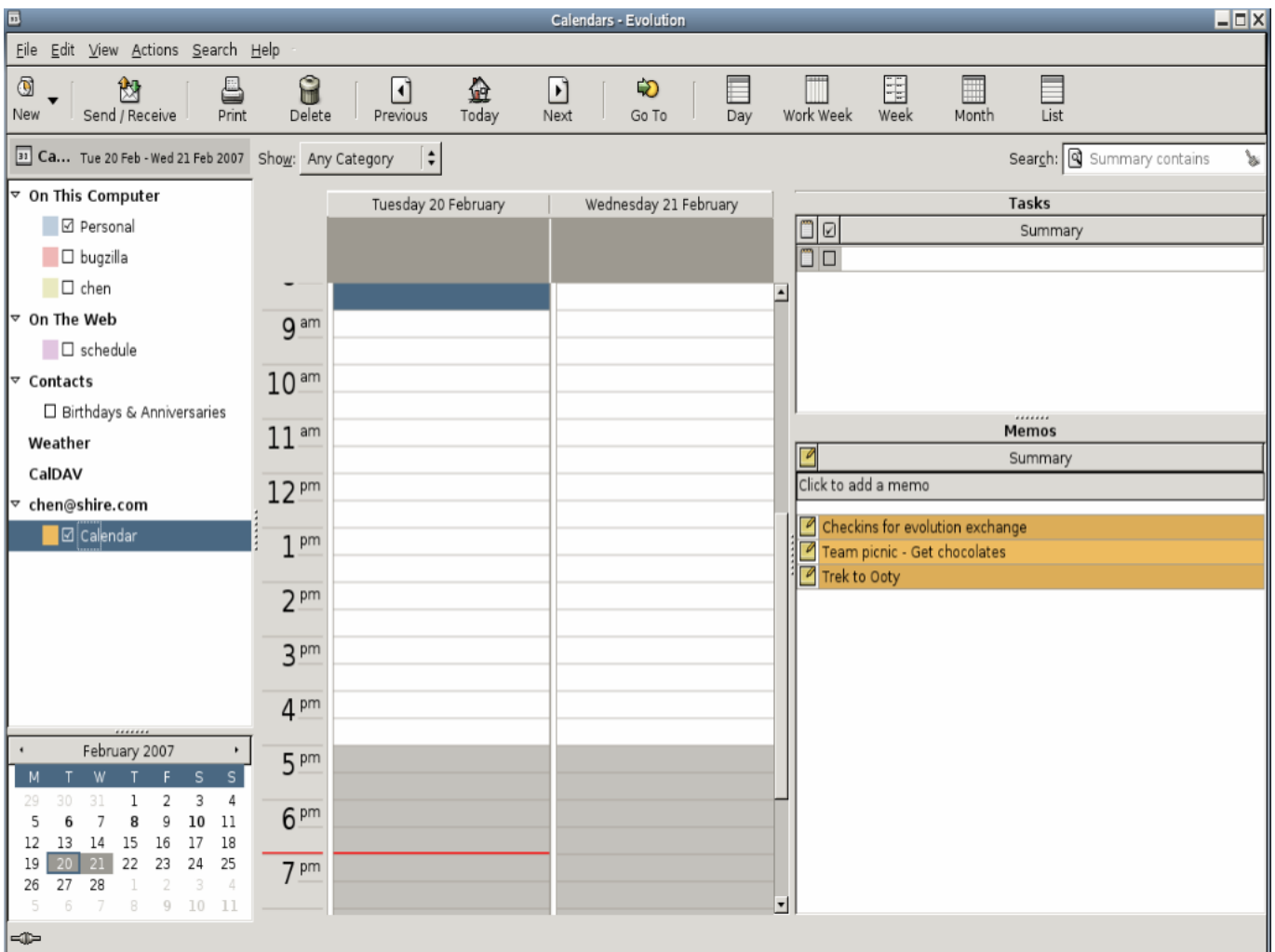
## 7.4 Reminder Notes

GroupWise Reminder notes are like mail messages except they are scheduled for a particular day and appear on the Calendar for that date. You can use reminder notes to show vacations, holidays, pay days, birthdays, and so forth. Posted reminder notes are placed in your Calendar on the date you specify. They are not placed in your Mailbox or in any other user's Mailbox.

Evolution integrates this feature into its Memo component so that you can view the Reminder notes listed under Memo at the right bottom side of the calendar view.

### Note

Select the memo or the Reminder notes under the Memo component to display it on the Calendar view.



To create a new Reminder Note follow [Step 1](#) through [Step 8](#) under [Memos](#).

To send a Reminder Note,

1. Click New > Shared Memo to open the new window.
2. Select the Organizer's account name from the drop-down list given next to the Organizer field.
3. In the To field, type a username, then press Enter. Repeat for additional users.
4. Select the Group in which you would create the entry.
5. Enter a brief description about the Reminder Note in the Summary field.
6. In the Start Date field, type the date this reminder note should appear in the recipients' Calendars.
7. Specify the category that the Reminder note falls under.
8. Enter the description for the Reminder Note.
9. Click Save.

Journal entry - No summary

File Edit View Insert Options Help

Save Close Attach

Organizer: [dropdown]

To: [text input]

Group: Notes [dropdown]

Summary: [text input]

Start date: 02/21/2007 [date picker]

Categories... [button]

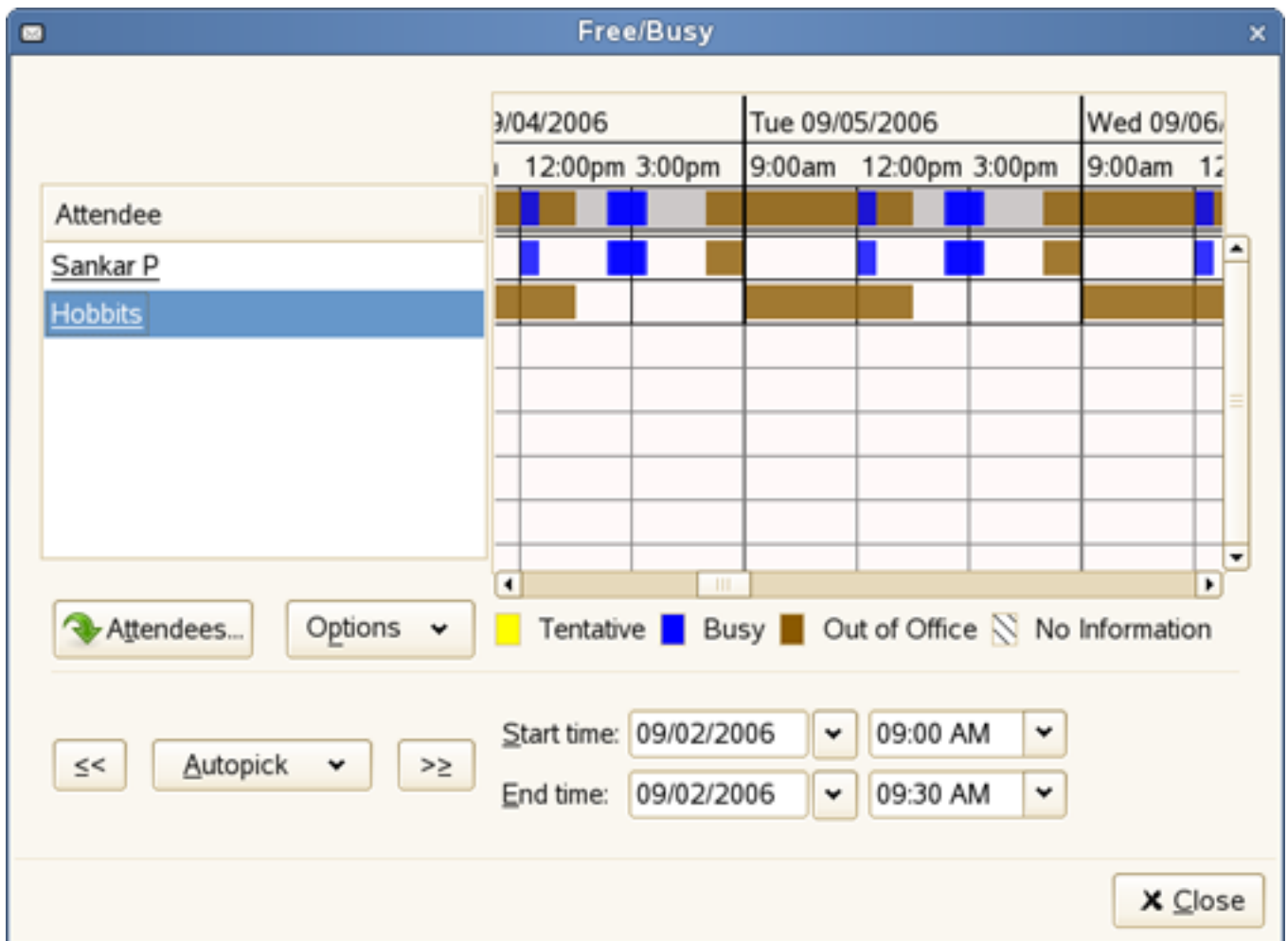
Description: [text area]

Show Attachment Bar

## 7.5 Scheduling Appointments with Free/Busy

When you schedule a meeting with your calendar on GroupWise, you can check when other local GroupWise users are busy according to their GroupWise calendars.





Reminders for appointments in your GroupWise calendar do not work until you have run Evolution at least once after logging in. This is different from locally stored reminders, which work from the moment you log in, regardless of whether you have run Evolution in the session.

1. Open a new appointment in the calendar.
2. Click Actions > Schedule Meeting.
3. Add attendees, either by entering their e-mail addresses into the list, or by clicking the Invite Others button.
4. Click Options, then click Update Free/Busy to check participant schedules and, if possible, update the meeting in all participants' calendars.

If meeting attendees are not available during the times you have scheduled a meeting, you can “nudge” the meeting forward or backward to the nearest available time. To do so, just click the arrows to the left or right of the Autopick button. The Autopick tool moves the meeting to the nearest time during which all attendees are available. If you aren't satisfied with those results, you can drag the edges of the meeting time to the hours that you want to select.

## 7.6 Managing Sent Items

- [Confirming Delivery of Items You have Sent](#)
- [Displaying Sent Items](#)
- [Checking the Status of an Item You Have Sent](#)

- [Requesting a Reply for Items You Send](#)
- [Requesting a Reply for Items You Send](#)

**Important**

You can manage your sent items for GroupWise e-mail only if the recipient is located on the same GroupWise system as you.

---

## 7.6.1 Confirming Delivery of Items You have Sent

Evolution provides several ways for you to confirm that your item was delivered. You can easily track message status of any message you have sent. For example, you can see when an e-mail was delivered and when the recipient opened or deleted the e-mail.

### Track an Item You Sent:

You can check the status in the Message Status window of an e-mail You have sent.

### Receive Notification When the Item is Opened or Deleted:

You can receive notification when the recipient opens or deletes a message. For information, see [Requesting a Reply for Items You Send](#).

### Request a Reply:

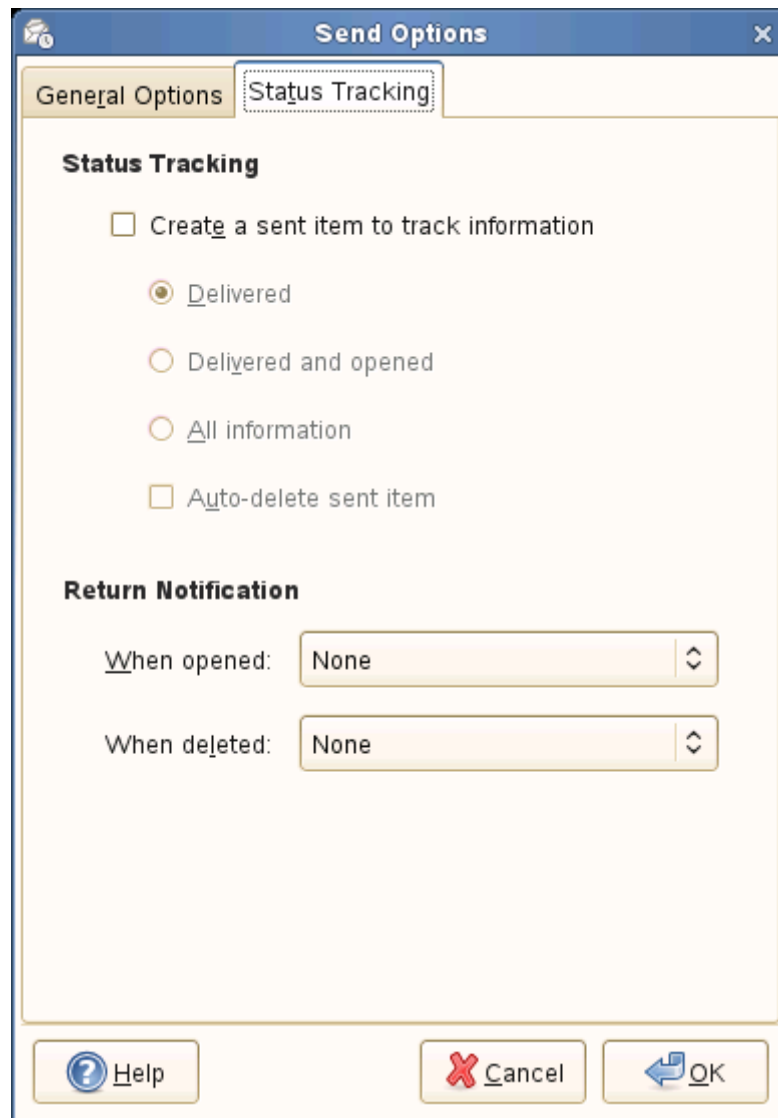
You can inform the recipient that you need a reply to an e-mail. Evolution adds a sentence to the item stating that a reply is requested and changes the icon in the recipient's Mailbox to a double arrow. For information, see [Requesting a Reply for Items You Send](#).

#### 7.6.1.1 Status Tracking

You can enable Status Tracking before you send any messages.

To track the status of the message you are sending,

1. In the Compose Message window, click Insert > Send Options > Status Tracking
-



2. Select the check box next to Create a sent item to track information.
3. Select any of the options given (Delivered, Delivered and opened, All information)  
Based on this selection, you can view the status of the send message in the Sent Items folder.  
For more information, see [Checking the Status of an Item You Have Sent](#).
4. Select the check box next to Auto-delete sent item to delete the sent item automatically from the Sent folder.
5. **Return Notification:**  
In the Return Notification, specify the type of return receipt you want.
6. Click OK.

#### 7.6.1.2 Checking the Status of an Item You Have Sent

1. Right-click an e-mail in your Sent folder, then click Track Message Status.  
With Message Tracking, you will know when the item reached the recipients or read by them. You will also know exactly who received your message, who read your message, who deleted and when.

## 7.6.2 Changing the Priority of an E-Mail

1. In the Compose Message window, click Insert > Send Options.
2. Select High Priority, Standard Priority, Low Priority, or Undefined.  
The small icon next to an item in the Mailbox is red when the priority is high.
3. Click OK.

## 7.6.3 Requesting a Reply for Items You Send

1. In the Compose Message window, click Insert > Send Options.

**Send Options**

General Options | Status Tracking

Classification: Normal

Priority: Undefined

**Replies**

☒ Reply requested

☐ When convenient

☒ Within 0 days

**Delivery Options**

☐ Delay message delivery

Until: 07/27/07 12:21

☐ Set expiration date

After: 0 days

Help Cancel OK

2. Click Reply Requested, then specify when you want to receive the reply.  
If you select When Convenient, then Reply Requested: When Convenient appears at the top of the message. If you select Within x Days, then Reply Requested: By day month numeric day time year appears at the top of the message.
3. Click Set expiration date, and specify the number of date for the message to get expired.  
Until the specified count of days have passed, your message remains in the recipient's Inbox.
4. Click OK.

## 7.6.4 Setting Message Delivery Options

You can delay the delivery of an individual message by having them held in the Outbox for a specified time after clicking Send.

1. Click Delay message delivery.
2. Set the Date and Time until you want the message to be held in the Outbox.
3. Click OK.

## 7.6.5 Displaying Sent Items

You might want to display items you previously sent. For example, you can read a sent e-mail.

1. Click the Sent Items folder in the Folder List.

All sent items reside in this folder unless you select a different folder for sent e-mail in the account editor default settings. For more information refer [Changing Default Folder for Sent and Draft Items](#) under [Default Settings](#).

## 7.6.6 Delegating an Item

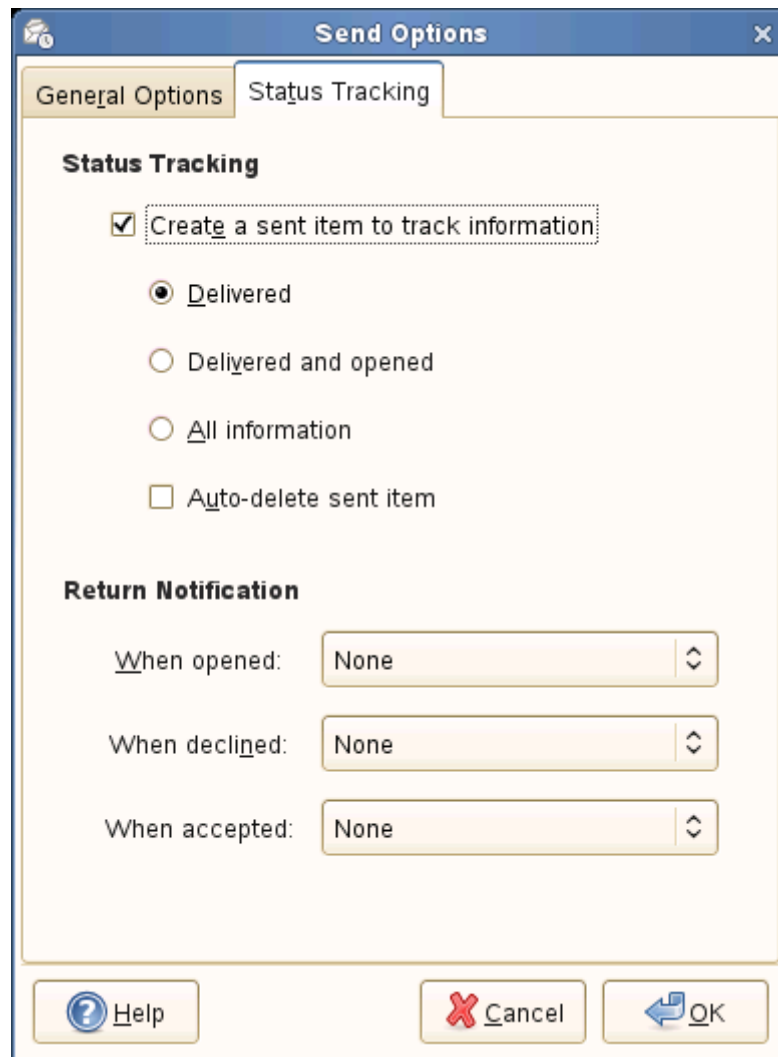
1. In the Calendar, right-click the meeting or appointment you want to delegate.
2. Select Delegate Meeting, then select the contacts you want to delegate the meeting/appointment for.
3. Click OK.

Each contact gets a copy of the appointment or meeting.

### 7.6.6.1 Status Tracking

To track the status of the message you have sent,

1. In the Compose Meeting window, click Insert > Send Options > Status Tracking
-



2. Select the check box next to Create a sent item to track information.
3. Select any of the options given (Delivered, Delivered and opened, All information)  
Based on this selection, you can view the status of the send message in the Sent Items folder.
4. Select the check box next to Auto-delete sent item to delete the sent item automatically from the Sent folder.
5. **Return Notification:**  
In the Return Notification, specify the type of return receipt you want.
6. Click OK.

## 7.7 Giving Other People Access to Your Mailbox or Calendar

Use Proxy to manage another user's Mailbox and Calendar. Proxy lets you perform various actions, such as reading, accepting, and declining items on behalf of another user, within the restrictions the other user sets.



### Important

You can proxy for a user in a different post office or domain, as long as that person is in the same GroupWise system. You cannot proxy for a user in a different GroupWise system.

This section contains the following topics:

- [Receiving Proxy Rights](#)
- [Assigning Proxy Rights to Another User](#)
- [Adding and Removing Proxy Names and Rights in Your Proxy List](#)
- [Managing Someone Else's Mailbox or Calendar](#)
- [Marking an Item Private](#)

### 7.7.1 Receiving Proxy Rights

Two steps must be completed before you can act as someone's proxy. First, the person for whom you plan to act as proxy must grant you rights in the Proxy List in Preferences. Second, you must proxy to the user so you can access his or her Mailbox or Calendar.

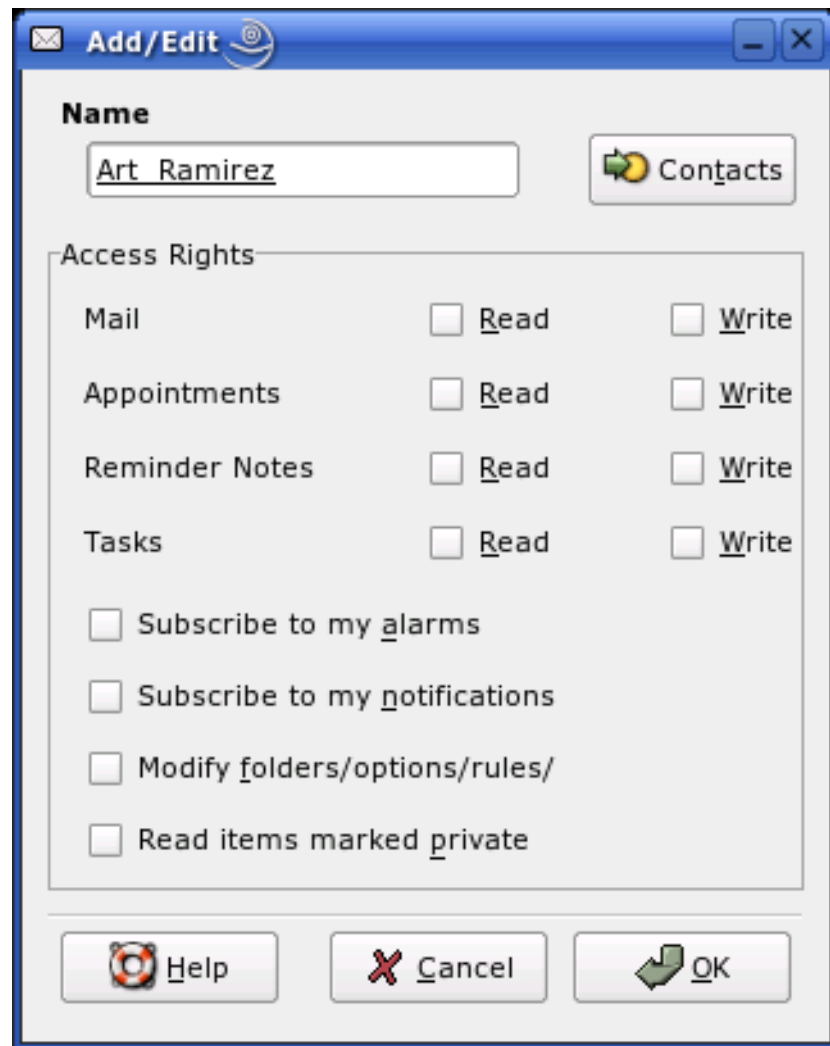
### 7.7.2 Assigning Proxy Rights to Another User

Use the Proxy List in the Preferences Account Editor to give other users rights to proxy for you. You can assign each user different rights to your calendaring and messaging information. If you want to let users view specific information about your appointments when they do a Busy Search on your Calendar, give them Read access for appointments. The following table describes the rights you can grant to users:

This Right	Lets your proxy do this
Read	Read items you receive. Proxies cannot see your Contacts folder with this or any other proxy right.
Write	Create and send items in your name, including applying your signature if you have one defined. Assign categories to items, and change the subject of items.
Subscribe to my alarms	Receive the same alarms you receive. Receiving alarms is supported only if the proxy is on the same post office you are.
Subscribe to my notifications	Receive notification when you receive items. Receiving notifications is supported only if the proxy is on the same post office you are.
Modify options/rules/folders	Change the options in your Mailbox. The proxy can edit any of your Options settings, including the access given to other users. If the proxy also has Mail rights, he or she can create or modify rules and folders. This right allows a proxy to add, delete, and modify categories.
Read items marked Private	Read the items you marked Private. If you don't give a proxy Private rights, all items marked Private in your Mailbox are hidden from that proxy.

### 7.7.3 Adding and Removing Proxy Names and Rights in Your Proxy List

1. Click Edit > Preferences, then click Mail Accounts.
2. Select the GroupWise account to edit, then click Edit.
3. Click the Proxy tab, then click Add.
4. To add a user to the list, type the name in the Name box or import the contact from Contact list.
5. Select the rights you want to give to the user.



6. Repeat [Step 4](#) and [Step 5](#) to assign rights to each user in the Proxy List.

7. Click OK, then click Close.

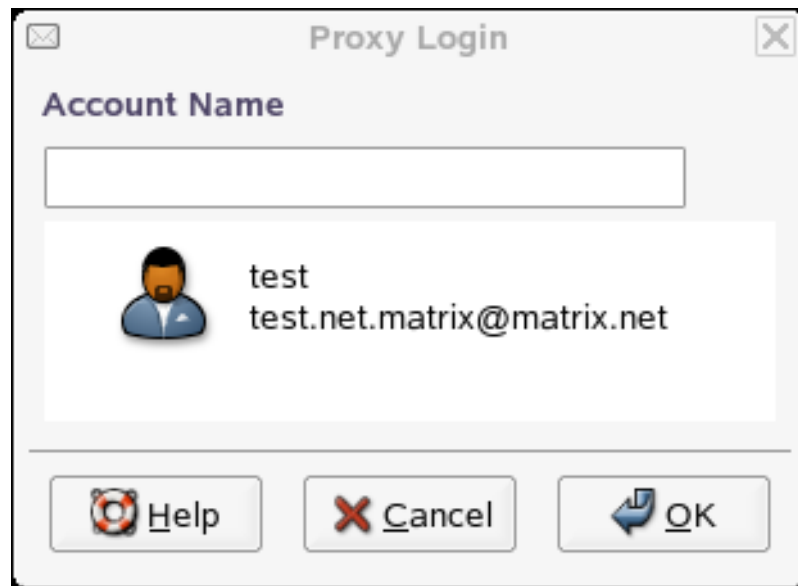
To delete a user from the Proxy List, select the user, then click Remove User.

#### 7.7.4 Managing Someone Else's Mailbox or Calendar

Before you can act as a proxy for someone, that person must give you proxy rights in his or her Proxy List in Preferences. The amount of access you have depends on the rights you have been given.

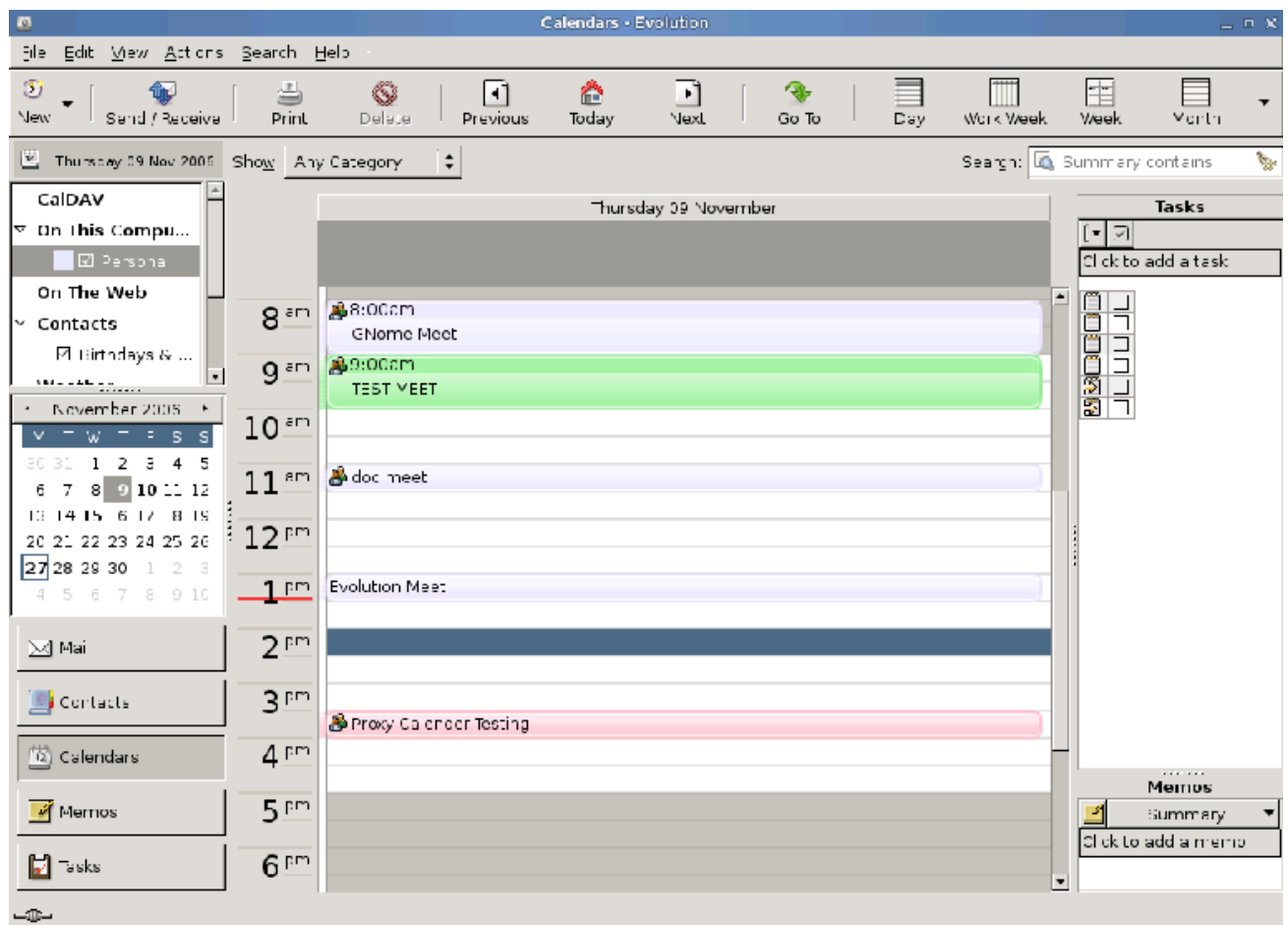
1. Right-click on the GroupWise account in the folder list.
2. Click Proxy Login.





3. Type the user name of the person who has given you Proxy access, or select from the list.
4. Click OK.

The user's data appears in the respective components.



You can set different colors to each user to distinguish between each users' appointments. You can also select whether to display the appointments of a particular user or not.

### 7.7.5 Marking an Item Private

You can limit a proxy's access to individual items in your Mailbox or Calendar by marking items Private.

When you mark an item Private, you prevent unauthorized proxies from opening it. Proxies cannot access items marked Private unless you give them those rights in your Access List.

If you mark an item Private when you send it, neither your proxies nor the recipient's proxies can open the item without rights. If you mark an item Private when you receive it, it cannot be read by your unauthorized proxies, but it can be read by the sender's proxies. Appointments marked Private display in Busy Search according to the status you selected when you accepted the appointment.

1. In an open item, click Actions, then click Mark Private.

or

In your Calendar, click an item in the Appointments, Reminder Notes, or Tasks List, click Actions, then click Mark Private.

## 7.8 Junk Mail Handling

Junk mail handling for GroupWise accounts is a little different than other junk mail handling. When you mark an item as junk mail in GroupWise, the item is added to your junk list in the GroupWise system. Because these settings are on the GroupWise system, your junk list follows you from computer to computer.

- [Marking a Message As Junk Mail](#)
- [Marking a Message As Not Junk Mail](#)
- [Enabling or Disabling Your Junk Mail List](#)
- [Adding an E-Mail Address to Your Junk List](#)
- [Removing an E-Mail Address from Your Junk List](#)

### 7.8.1 Marking a Message As Junk Mail

1. Select the message to mark as junk, then click the Junk icon or press Ctrl+J.

The message is moved to your Junk Mail folder and the user is added to your junk list.

### 7.8.2 Marking a Message As Not Junk Mail

1. Select the message to mark as not junk in your Junk Mail folder.
2. Right-click the message, then click Mark as Not Junk.

Or select the message and press Shift+Ctrl+J

The message is moved to your Mailbox folder and the name is removed from your junk list.

### 7.8.3 Enabling or Disabling Your Junk Mail List

1. Right-click a message, then click Junk Mail Settings.
2. Select if you want to enable or disable junk mail handling.
3. Click OK.

#### **7.8.4 Adding an E-Mail Address to Your Junk List**

1. Right-click a message, then click Junk Mail Settings.
2. Type the e-mail address to block in the Email field.
3. Click Add, then click OK.

#### **7.8.5 Removing an E-Mail Address from Your Junk List**

1. Right-click a message, then click Junk Mail Settings.
  2. Select the e-mail address to remove, then click Remove.
  3. Click OK.
-

## Chapter 8

# Connecting to Hula

Evolution™ supports mail connectivity to Hula® servers through IMAP and calendaring support through CalDAV.

To add your Hula account to Evolution, you must create a new Hula account by performing the following steps:

1. Click Edit, click Preferences, then click Mail Accounts.
  2. In the Preferences window, click Add.
  3. Follow the procedure explained in [Starting Evolution for the First Time](#).
-

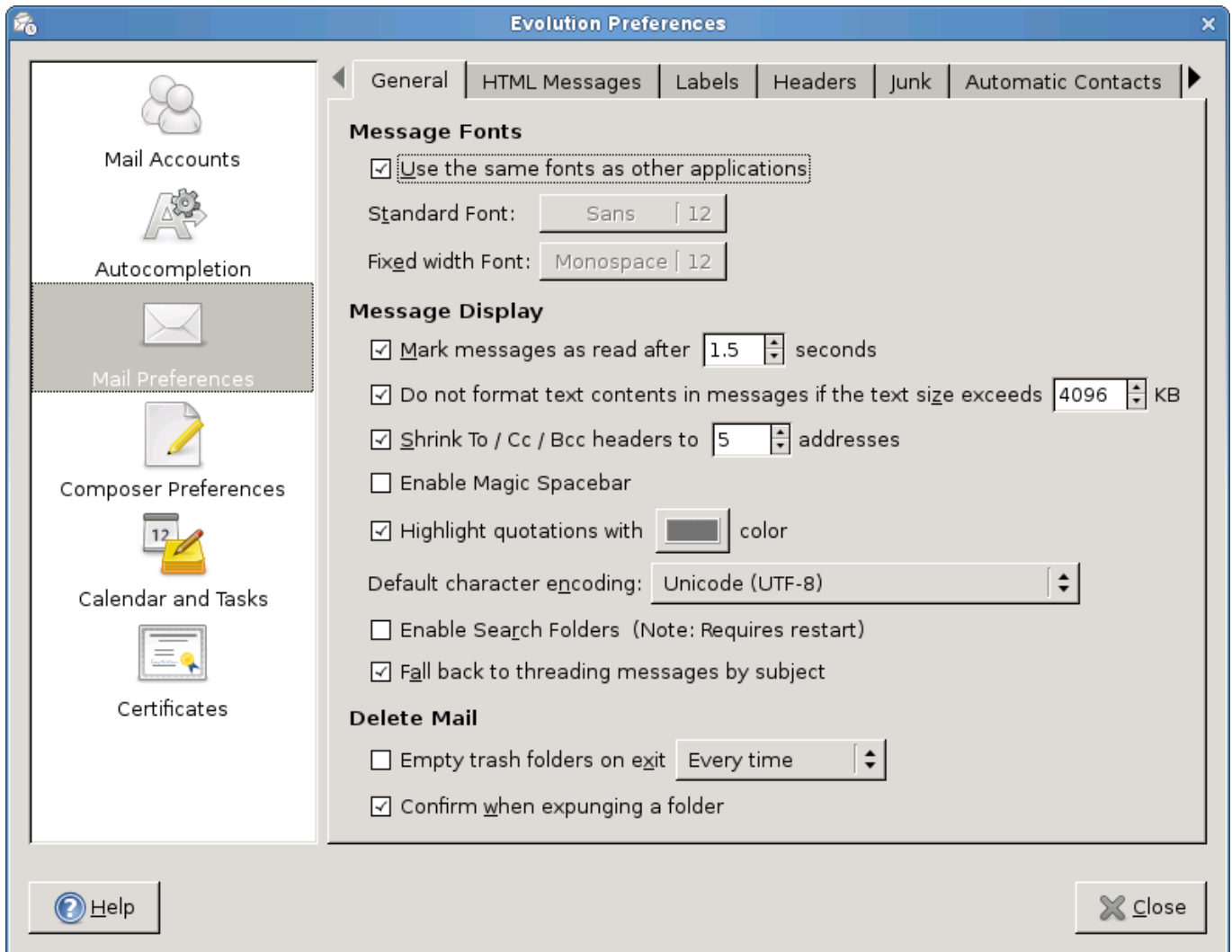
## Chapter 9

# Advanced Configuration

Perhaps your mail server has changed names. Or you have grown tired of a certain layout for your appointments. Whatever the reason, you can change your Evolution™ settings.

- [Working with Mail Accounts](#)
- [Autocompletion](#)
- [Mail Preferences](#)
- [Composer Preferences](#)
- [Calendar and Tasks Settings](#)
- [Contact Management](#)
- [Certificates](#)
- [Debug Logs](#)

You reach the Evolution settings window by clicking Edit > Preferences. In the left part of the settings window is a column, similar to the Evolution switcher, that lets you choose which portion of Evolution to customize. The right part of the window is where you make your actual changes.



There are six items you can customize.

**Mail Accounts:**

Add or change information about your e-mail accounts, such as the servers you connect to, the way you download mail, and your password authentication mode. This is the most complex item in the list, and is covered in [Working with Mail Accounts](#).

**Autocompletion:**

Set the contact groups to be used when completing e-mail addresses in the message composer. For more information, see [Autocompletion](#).

**Mail Preferences:**

These are overall mail reading preferences, such as display settings, notification options, and security. Settings that vary per account are in the Mail Accounts tool, described in [Working with Mail Accounts](#), but most of the mail settings are in [Mail Preferences](#).

**Composer Preferences:**

These are settings for the way that you use the mail composer, such as shortcuts, signatures, and spelling. This includes the ability to substitute graphical emoticons for “emoticons” such as : ) that many people use in e-mail. This tool is covered in [Composer Preferences](#).

**Calendar and Tasks:**

Use these settings to control how the calendar behaves, including your time zone and the length of your work week. For more information, see [Calendar and Tasks Settings](#).

**Certificates:**

Use these settings for certificate handling for S/MIME security systems. For more information, see [Certificates](#).

Previous versions of Evolution included directory servers, folder settings, and Exchange delegation in the settings tool. Directory servers can now be set up as contacts groups in the Contacts tool, you can change folder settings in the folder right-click menu, and Exchange delegation is available in the Message Menu of the Exchange tool.

## 9.1 Working with Mail Accounts

Evolution allows you to maintain multiple accounts, or identities. When you are writing an e-mail message, you can choose which account to use by selecting from the drop-down list next to the From field in the message composer.

Click Send/Receive to select all mail sources that are not disabled. If you don't want to check mail for a given account, select the account in the Mail Accounts tab and click the Disable button..

To add a new account, click Add to open the Evolution configuration assistant. To alter an existing account, select it in the Preferences window, then click Edit to open the account editor dialog box.

The account editor dialog box has seven sections:

**Identity:**

Specify the name and e-mail address for this account. You can also choose a default signature to insert into messages sent from this account.

**Receiving Email:**

Select the way you receive e-mail. You can download e-mail from a [POP server](#), read and keep it on the server (Microsoft Exchange, Novell® GroupWise®, or IMAP[IMAP](#)), or read it from files that already exist on your desktop computer. Your server requires you to use a Secure Socket Layer (SSL) connection. You can select from the given three options: No encryption, TLS encryption or SSL encryption.

Your system administrator might ask you to connect to a specific port on a mail server. To specify which port you use, just type a colon and the port number after the server name. For example, to connect to port 143 on the server smtp.example.com, specify smtp.example.com:143 as the server name.

For additional information, see [Receiving Mail](#).

**Receiving Options:**

Decide if you want to check for mail automatically and how often, as well as setting other message retrieval options.

For additional information, see [Receiving Mail Options](#).

**Sending Mail:**

Use this section to choose and configure a method for sending mail. You can choose [SMTP](#), Microsoft Exchange (if you have installed the Evolution Connector for Microsoft Exchange), or [Sendmail](#).

For additional information, see [Sending Mail](#).

**Defaults:**

Use this section to set where this account stores the messages that it has sent, and the messages that you save as drafts. If you want to revert to the default settings, click Restore Defaults.

If you want to send someone a copy of every message from this account, select either Always Carbon-Copy (Cc) To: or Always Blind Carbon-Copy (Bcc) To:, and specify one or more addresses.

You can specify the way you want to receive message receipts. You can set Send message receipts to Never, Always or Ask for each message. For more information refer [Default Settings](#).

You can change the default settings of your sent items. Click Advanced Send Options to prioritize, classify your send messages. You can also set the date for reply request so that recipient will know the immediacy and can accordingly response to your message. Enable status tracking and set Return Notification for Mail, Calendar and Task.

**Security:**

Use this section to set the security options for this account. If you use encryption, enter your PGP key ID (see [Encryption](#) for more information) and select among the four options to determine key and signature handling.

**Proxy:**

This only displays if you have a GroupWise account. Use this section to set proxy access for other users to access your mailbox or calendar.

## 9.2 Autocompletion

The Autocompletion tool lets you choose address books to auto-complete names for you. This functionality requires accessibility to each of the address books you want to use. To enable autocompletion, select each of the address books that you want to use auto completion in the Autocompletion page.

## 9.3 IMAP Mail Headers

Evolution allow you to choose the headers that you want to download so that you can reduce the download time and at the same time having control as to filter or move your mails around the way you like it. Evolution help you customize your IMAP Mail header preferences and thus save the download time. The IMAP Mail headers are as follows:

**All Headers:**

This include all the available IMAP Mail headers. By choosing this option, Evolution will download all the Headers for all the messages.

**Basic Headers:**

This will include Date, From, To, CC, Subject, Preferences, In-Reply-To, Message-ID, Mime-Version, and Content-Type. If you want to just fetch and see messages without having to categorically filter messages based on your mailing lists, choose this option. This will make Evolution work faster and is generally recommended for common users.

**Mailing List Headers:**

Enable this option to have filters based on mailing list headers (like list ID) so that in addition to the basic headers, the headers that correspond to mailing-lists are also fetched. Mailing list headers will have the informations such as the mailing list ID, owner of the mailing list, and so on with which you can create mailing list filters.

This is the default Header preferences that comes with Evolution. When this option is chosen, Evolution will download a basic set of headers (as described above) along with a set of headers that are needed for client-side filters based on mailing lists. If you do not have any filters on Evolution, it is recommended to switch to the "Basic Headers Only" option.

**Custom Headers:**

These are the extra headers in addition to the above standard headers. You can add custom headers in addition to the standard headers. If you want to have filters based on some specific custom headers and you do not want to compromise on the network speed by downloading-all-mail-headers, Evolution provides a handy way of achieving this by the Custom Headers Option. Here, you can selectively Add/Remove headers based on your needs.

---

**Note**

This option may not be needed if you have chosen to download ALL Headers.

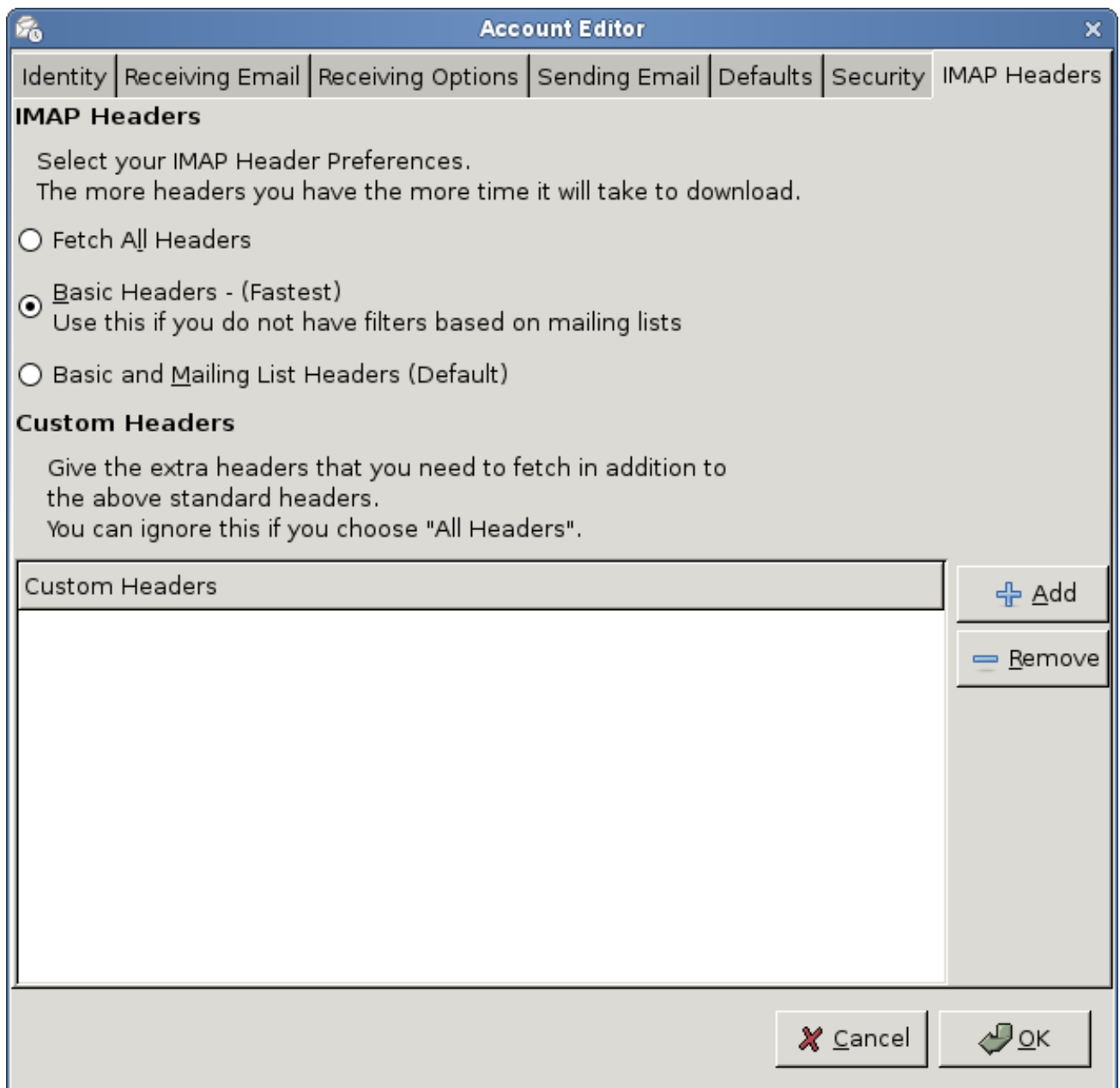
---

To set the IMAP Mail headers:

1. Select Edit > Preferences.
  2. Select the IMAP account and click Edit to open the Account Editor.
-



3. On the Account Editor, click IMAP Headers tab to open IMAP Headers to the Account Editor.



4. Click Fetch All Headers to download all the available header information.

**Warning**

The more headers you have, the more time it will consume to download. This option is not recommended.

5. Click Basic Headers to download basic headers.
6. Click Basic and Mailing Headers to download both.
7. Click Add to add any predefined custom headers.
8. Click Remove to remove the custom headers.

## 9.4 Mail Preferences

The Mail Preferences tool lets you choose how to display citations, how long to wait before marking a message as read, and other mail display settings.

- [General Mail Settings](#)
- [HTML Mail Preferences](#)
- [Color Preferences](#)
- [Mail Header Preferences](#)
- [Junk Mail Preferences](#)
- [Automatic Contacts Preferences](#)
- [Calendar and Tasks Preferences](#)

For information on individual e-mail account settings, see [Working with Mail Accounts](#).

### 9.4.1 General Mail Settings

The General page has the following options:

#### Message Fonts:

Normally, Evolution uses the same fonts as other GNOME applications. To choose different fonts, deselect Use the same fonts as other applications and select one font for standard typefaces and a second for monospace, terminal, or display.

#### Message Display:

Choose how long you want to wait before marking a message read, how to highlight quotations, and the default encoding. Enable ‘Fall back to threading message by subject’ to group the messages as message threads. You can also set the limit to the number of addresses displayed in the message header by enabling ‘Shrink To/CC/BCC header to’ option. You can also set the limit for rendering text content in the message you receive. By default, when you receive a message with text content more than 4096 Kilo Bytes, Evolution will not render the message in the preview pane. You can view unformatted text either inline or using an external application. You can also enable Magic spacebar and search folders.

To group the messages as threads select View > Group By threads or press Ctrl +T.

#### Deleting Mail:

Choose whether to delete messages automatically when quitting Evolution and how frequently, and whether you want to explicitly confirm the final deletion of messages. Select Confirm when expunging a folder to confirm the final deletion. You can have four different options to set the frequency for deletion: Everytime, Once per day, Once per week, and Once per month.

#### New Mail Notifications:

Evolution can alert you to the arrival of new mail with a beep or by playing a sound file. Choose your alert noise, or select none, as you prefer. You can choose not to notify on new mail arrival.

### 9.4.2 HTML Mail Preferences

The HTML Mail page has the following options:

#### Show Image Animations:

Turns animation on or off.

#### Prompt When Sending HTML Messages to Contacts That Don’t Want Them:

Some people do not like HTML mail, and you can set Evolution to warn you of this preference. This warning appears only when you send HTML mail to people in your contacts who are listed as disliking HTML.

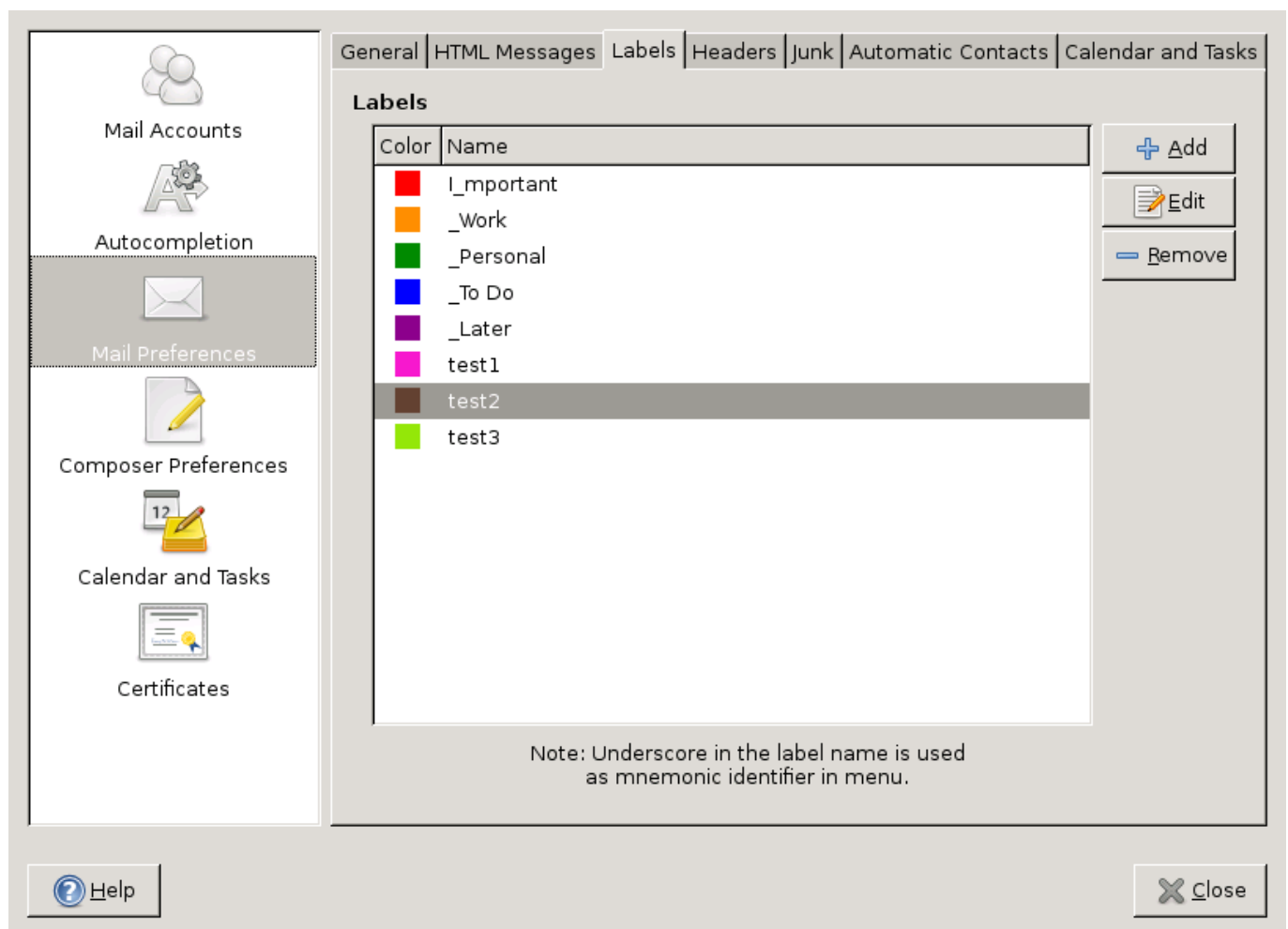
### Loading Images:

You can embed a image in an e-mail and have it load only when the message arrives. However, spammers can use image loading patterns to confirm “live” addresses and invade your privacy. You can elect to never load images automatically, to load images only if the sender is in your contacts, or always load images.

If you have chosen not to load images automatically, you can choose to see the images in one message at a time by selecting View > Load Images or press Ctrl +I.

### 9.4.3 Label Preferences

The Label preferences option lets you add color labels for different kinds of messages. You can add, edit or remove the labels. You can also assign colors to each label you have created.



#### Note

You cannot remove the default labels.

1. Click Add and specify the name in the Label Name dialog.
2. Click the color tab and select a color, then click OK.

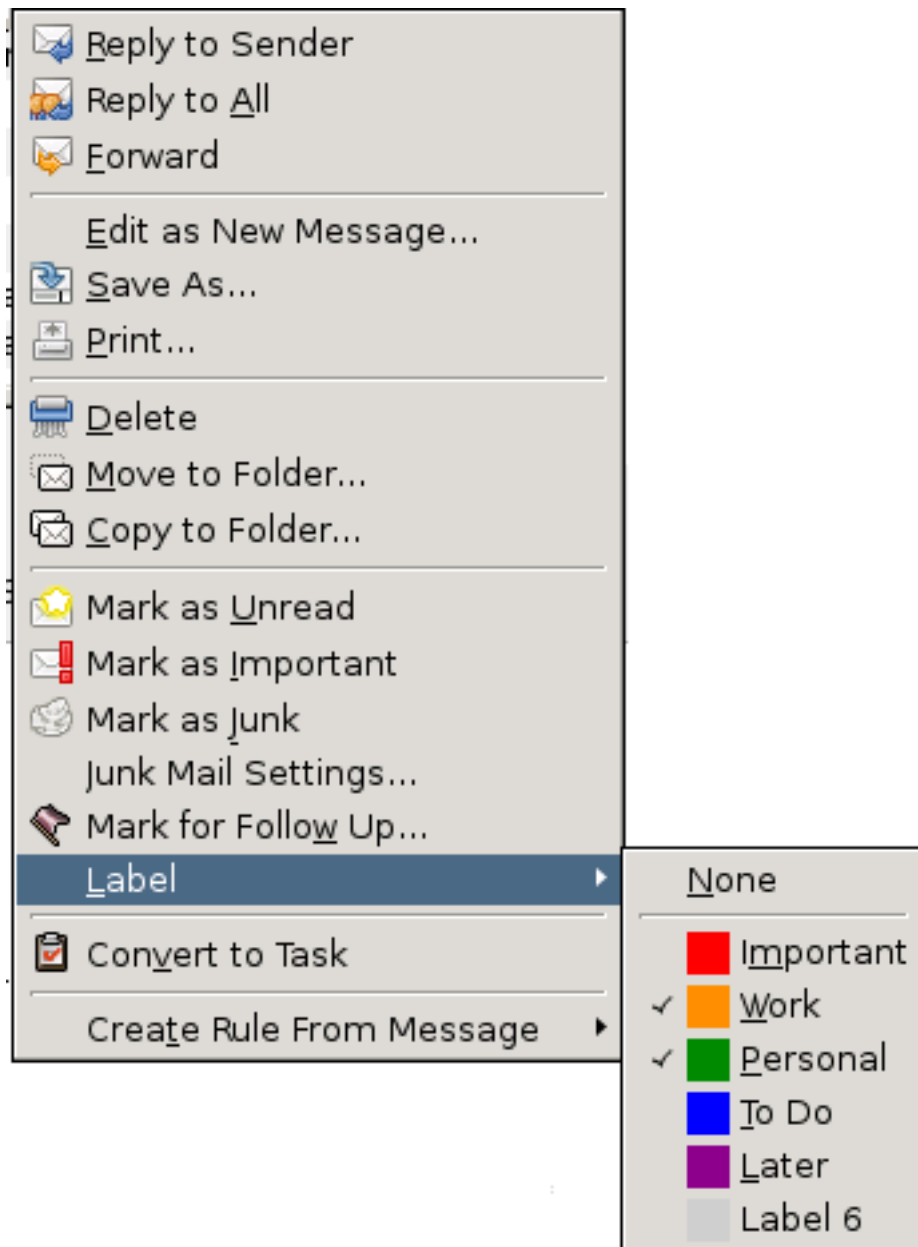
To edit label properties:

1. Select the label and click Edit.

2. Edit name and color, then click OK.

To assign a label for mail:

1. Right-click the message from the message preview.
2. Click Label and select the desired label for the message.



#### 9.4.4 Mail Header Preferences

The headers on an incoming message are the information about the message that isn't the content of the message itself, such as the sender and the time it was sent. Select the options here to show or hide different amounts of information about the messages you read. You can also add or remove new mail headers to the list. The default mail headers cannot be removed.

##### Sender Photograph:

This feature adds support for viewing the photograph of the sender at the right side of the preview pane.

To enable this feature, select Edit > Preferences > Mail Preferences > Headers > Show the photograph of sender in the email preview. Deselect this option to disable this feature.

By default it searches only in the local addressbooks enabled for autocompletion. If you deselect the option 'Search for sender photograph only in the local addressbook', it searches in all the addressbooks enabled for autocompletion. If there are multiple matches for the same contact, it always takes the first one. Consider a contact that has multiple matches - the first one with a photograph and the second without a photo. Here, Evolution takes the first contact regardless of it not having a photograph.

This feature is disabled by default as it causes delay in fetching the messages.

### 9.4.5 Junk Mail Preferences

You can check your incoming messages for junk content using Bogofilter or/and SpamAssassin tool with trainable Bayesian filters. Note that you need to enable the respective junk plugins to enable junk filtering.

To enable junk filtering using SpamAssassin and/or Bogofilter,

1. Select Edit > Plugins
2. Select Bogofilter junk plugin and SpamAssassin junk plugin.

#### **General:**

You can enable checking incoming mails for junk contents and also decide how often you want to delete junk mails on exit. You also have the option to choose either SpamAssassin or Bogofilter or both. Click Check incoming mail for junk.

#### **Checking Incoming Mail for Junk:**

This option turns automatic junk mail filtering on or off.

#### **Delete junk mails on exit:**

Select Delete junk messages on exit and also specify when to delete the junk messages from the options (Every time, Once per day, Once per week, Once per month).

#### **Default junk plugin:**

Select SpamAssassin or/and Bogofilter as your junk filter. You can view them only if you have enabled the respective plugins. When you select any option, it also reports if the underlying binary is available or not.

---


GeneralHTML MailColorsHeadersJunkAutomatic ContactsCalendar and Tasks

**General**

☒ Check incoming mail for junk

☐ Delete junk mails on exit Every time

Default junk plugin: Spamassassin

 Spamassassin plugin is available and the binary is installed.

**Spamassassin Options**

☒ Include remote tests

This will make Spamassassin more reliable, but slower

**Bogofilter Options**

☒ Convert mail text to Unicode

**SpamAssassin Options:**

Remote test performs filtering junk mails on remote servers. It also includes online tests, like checking for blacklisted message senders and ISPs.

This option uses tests that require a network connection, such as checking to see if a message is in a list of known junk messages, or if the sender or gateway are blacklisted by anti-spam organizations. Online tests can make filtering slower, because remote tests add to the amount of time it takes to check for junk mail, but increase accuracy. When you select this option, you do not need to do any additional setup to make this work.

**Bogofilter Options:**

Select Convert mail text to unicode to enable unicode based filtering. For more information on Bogofilter, see [Bogofilter site](#).

**Note**

Check new messages for junk contents option under Edit > Preferences > Mail Accounts > Edit > Receiving option is enabled only for IMAP. Check incoming mail for junk option under Edit > Preferences > Mail Preferences > Junk > General refers only to POP and Local Delivery.

### 9.4.6 Automatic Contacts Preferences

There are two items in this section: Automatic Contacts automatically adds people that you respond to into your address book. You can select the default address book for automatic contacts from the list.

Instant Messaging Contacts periodically synchronizes contact information and images with your instant messaging program. Currently this only works with Pidgin. Your address book must not be a read-only one for both these features to function properly.

### 9.4.7 Calendar and Tasks Preferences

Allows you to delete messages after you have acted on an appointment. It also allows you to select calendars to search for meeting conflicts.

## 9.5 Composer Preferences

There are three tabs for message composer settings where you can set the composer preferences. The General tab covers shortcuts and assorted behavior, the Signature tab sets your signature, and the Spell Checking tab controls spell checking.

- **General**
- **Signature**
- **Spell Checking**

### 9.5.1 General

In the General tab, you can set the following options:

#### **Default Behavior:**

Choose how to normally forward and reply to messages, what character set they will use, whether they are in HTML, and whether that HTML can contain graphic emoticons.

You can forward messages either as an attachment or inline, or else as quoted. Choose reply style from the drop-down list: Quote original message, Do not quote original message, Attach original message.

#### **Top Posting Options:**

When replying, you can choose where to place your signature in the message. You can place the signature either above the original message or at the end of the composer window. Top Posting is not recommended because placing the signature other than at the end of the message is against the mailing standards.

#### **Alerts:**

There are two optional alerts you can select:

- **Prompt When Sending Messages With an Empty Subject Line:**

The composer warns you if you try to send a message without a subject.

- **Prompt When Sending Messages with Only Bcc Recipients Defined:**

The composer warns you if you try to send a message that has only Bcc recipients. This is important because some mail servers fail to transmit blind carbon copy if you do not have at least one recipient that is visible to all readers.

### 9.5.2 Signature

The signature editor allows you to create several different signatures in plain text or in HTML, and to specify which of them will be added to e-mail you create in the message composer. If you prefer to use an alternate signature or none at all, you can select it from the mail composer itself.

---

### 9.5.3 Spell Checking

To choose a spell-checking language, select it here. You must install the `gnome-spell` package, available through ZENworks® Linux Management, for spell-checking to be available in Evolution. Additional dictionaries are also available through Red Carpet® and are detected automatically if you have installed them. You must also install the `aspell` package. If this is the case, please contact your packager. To have the composer automatically check your spelling while you type, select **Check Spelling While I Type**. You can set the color for misspelled words.

## 9.6 Calendar and Tasks Settings

The calendar configuration tool has four pages:

- **General**
- **Display**
- **Alarms**
- **Calendar Publishing**

### 9.6.1 General

The General page lets you set the following options:

**Time Zone:**

The city you're located in, to specify your time zone.

**Time Format:**

Choose between twelve-hour (AM/PM) and twenty-four-hour time formats.

**Week Starts:**

Select the day to display as the first in each week.

**Day Begins:**

For Evolution, a normal work day begins at 9 a.m. and ends at 5 p.m. You can select your preferred hours to make sure that all your events are displayed properly.

**Day Ends:**

Sets the end of a normal workday.

**Alerts:**

If you want to be warned before you delete any appointment, or to have a reminder automatically appear for each event, select the options here.

### 9.6.2 Display

The Display page lets you choose how your appointments and tasks appear in your calendar.

**Time Divisions:**

Sets the time increments shown as fine lines on the daily view in the calendar.

**Show appointment end times in week and month views:**

If there is space, Evolution shows the end times in the week and month views for each appointment.

**Compress weekends in month view:**

---



Select this option to display weekends in one box instead of two in the month view.

**Show week numbers in date navigator:**

Shows the week numbers next to the respective weeks in the calendar.

**Tasks due today:**

Select the color for tasks due today.

**Overdue tasks:**

Select the color for overdue tasks.

**Hide completed tasks after:**

Select this option to have completed tasks hidden after a period of time measured in days, hours, or minutes. If you don't select this option, completed tasks remain in your task list, marked as complete.

### 9.6.3 Alarms

**Select the Calendars for Alarm Notification:**

Select the calendars for which you want an alarm notification. If you don't select the calendar, you will not have an alarm notification for any event in this calendar.

### 9.6.4 Free/Busy

Allows you to specify a template to use while posting your Free/Busy information to a server.

### 9.6.5 Calendar Publishing

**Publishing:**

Allows you to select a URL to post your calendar information to. When you add a URL, you can specify the publishing location, the frequency of publishing, which calendar to publish, and who to authenticate as.

## 9.7 Certificates

Evolution allows you to add certificates for yourself as well as for contacts. This allows you to communicate with others securely over an encrypted connection, or sign a message confirming your identity to the contact. These settings only apply to S/MIME encryption.

**Your Certificates:**

Click the Your Certificates tab to display a list of certificates that you own. You can import, view, back up and delete your certificates from this page.

**Contact Certificates:**

Click the Contact Certificates tab to display a list of certificates that you have for contacts. These certificates allow you to decrypt messages as well verify signed messages. You can import, view, edit, and delete your contact certificates from this page.

**Authorities:**

Click the Authorities tab to display a list of trusted certificate authorities who verify that the certificate you have is valid. You can import, view, edit, and delete certificate authorities from this page.

---

## 9.8 Contact Management

There are two main tasks for configuring contact information:

- [Creating a Contact](#)
- [Creating an Address Book](#)

### 9.8.1 Creating a Contact

To add a new contact list, either local or remote:

1. Click Contacts in the Switcher.
2. Click the down-arrow next to New.
3. Select Contact List.
4. Type a name and location for the Address Book.
5. Click OK.

### 9.8.2 Creating an Address Book

1. Click File > New > Address Book.
2. Select the type of Address Book.

**On This Computer:**

Creates a local address book on the computer.

**On LDAP Server:**

Creates an address book on the LDAP server.

**Specific Account:**

If you have an account that allows you to create an address book on that server, you can select that account.

3. If you selected On This Computer, specify the name of the computer, and choose whether you want to the new address book as your default folder.

or

If you are creating an **LDAP** server, enter the server information as requested by the assistant:

**Server Name:**

The Internet address of the contact server you are using.

**Login Method:**

Specify whether your login is anonymous, uses an e-mail address, or uses a distinguished name. If the login is not anonymous, specify the e-mail address or distinguished name (DN) required by the server.

**Port:**

The Internet port Evolution connects to in order to access the LDAP database. This is normally 389.

**Use SSL/TLS:**

SSL and TLS are security mechanisms. If you select Always, Evolution does not connect unless secure connections are available. The default value is Whenever Possible, which uses secure connections if they are available, but does not cause failure if they are not.

**Details: Search Base:**

The **search base** is the starting point for a directory search. Contact your network administrator for information about the correct settings.

**Search Scope:**

The **search scope** is the breadth of a given search. The following options are available:

- **One:**  
Searches the Search Base and one entry below it.
- **Sub:**  
Searches the Search Base and all entries below it.
- **Timeout (minutes):**  
The maximum time Evolution attempts to download data from the server before giving up.
- **Download Limit:**  
The maximum number of results for a given search. Most servers refuse to send more than 500, but you can set the number lower if you want to shorten downloads for very broad searches.
- **Display Name:**  
The name you want to use as a label for this folder. It can be any name you choose.

**Search Filter:**

The search filter can be set here for all the LDAP queries. For example:

ObjectClass=\*: Lists all the objects from the server. ObjectClass=User: Lists only the user objects. Filter ((ObjectClass=User)(ObjectClass=Contact)): Retrieves the User and Contact List objects. (&(mail=\*)(ObjectClass=\*))): Lists the objects associated with the e-mail addresses.

---

**Note**

If you change any LDAP address book configurations, Evolution and the Evolution Data Server need to be restarted in order to see the changes.

---

or

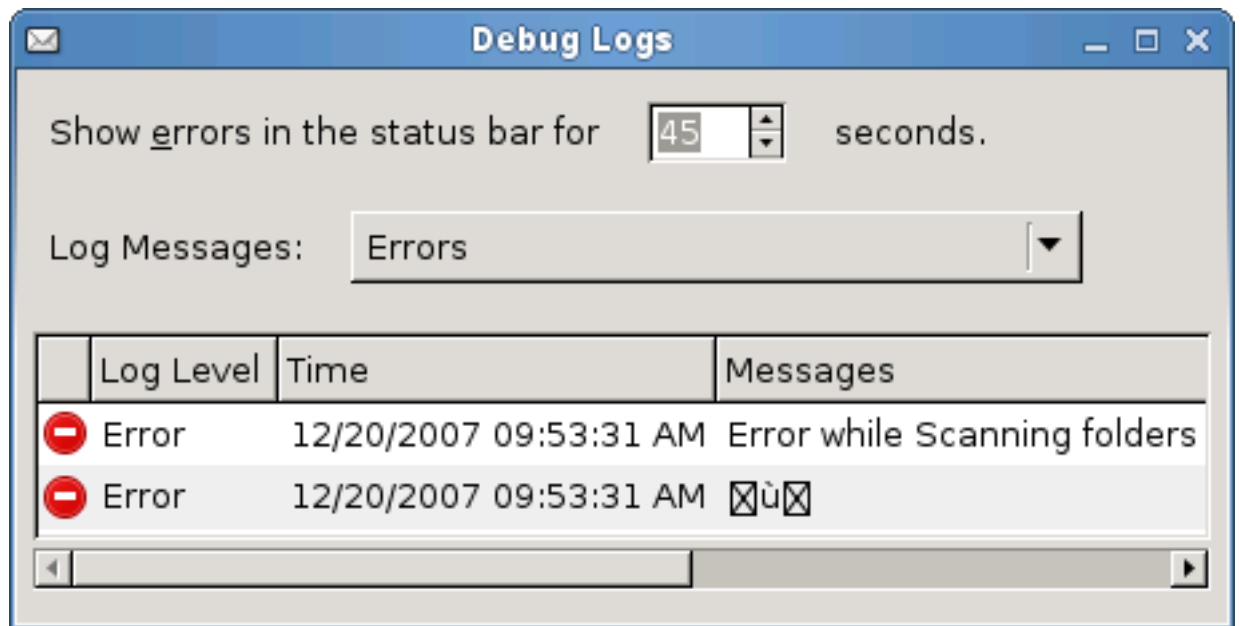
If you are creating the address book for a specific account, type the name of the address book if you want the address book stored locally when offline, and if you want the address book to be your default folder.

4. Click OK.

## 9.9 Debug Logs

Evolution allows you to view the error logs and set the display duration for the error message in the statusbar. When an error occurs, statusbar display the error message for the specified duration and then it is moved to the debug file.

1. From Help menu, select Debug Logs.
-




2. Specify the display duration for the error messages.

The messages remain in the statusbar for this specified time.

---

**Note**

The  icon indicates that the error message displayed is a warning. The



icon is displayed with a “for-your-information” message.

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## Chapter 10

# Synchronizing Your Handheld Device

Synchronization presents you with three issues you need to address. First, you need to enable synchronization. Second, your computer needs to recognize and access your handheld. At this time, Evolution™ only supports Palm OS devices like the PalmPilot\* and the Handspring Visor. Third, you should decide what sort of synchronization behavior you want.

- [Enabling Synchronization](#)
- [Selecting Conduits](#)
- [Synchronizing Information](#)

### 10.1 Enabling Synchronization

If you haven't used a handheld device with your computer before, you need to run the GNOME Control Center by clicking System > Settings, and make sure that Pilot Link is properly configured. Make sure that you have read and write permissions on the device, which is normally `/dev/pilot`. If that does not work, check in `/dev/ttyS0` if you have a serial connection, or in `/dev/ttyUSB1` for a USB connection. You can do this by becoming root and adding your username to the group that owns this device node. For a USB device on sync, two device nodes are created, `ttyUSB0` and `ttyUSB1`. The second node is the one to be used in configuring the device.

### 10.2 Selecting Conduits

After your computer and your Palm OS device are communicating, select the **conduits** you want under the Pilot Conduits section of the Control Center. You can use conduits to synchronize data with several applications; the Evolution conduits are labeled EAddress, for the contacts in your address book; ECalendar, for your calendar; and EToDo, for your task list.

Click Enable, then click Settings to change what the conduit does when activated. Your options can vary depending on the conduit, but typically they are as follows:

**Disabled:**

Do nothing.

**Synchronize:**

Copy new data from the computer to the handheld, and from the handheld to the computer. Remove items that were on both systems but have been deleted on one.

**Copy From Pilot:**

If there is any new data on the handheld device, copy it to the computer.

**Copy To Pilot:**

Copy new data from the computer to the handheld.

Select the behavior you want for each conduit you choose to use. If you're not sure, use Synchronize.

## 10.3 Synchronizing Information

Use the following procedure to synchronize the data on your Palm OS device with the data you store in Evolution.

If you want to back up your information before synchronizing, make a copy of the **evolution** directory inside your home directory.

1. Put your handheld device in its cradle and press the HotSync button.

If you use Palm OS v. 4.0 and have password protection turned on for your handheld device, you might encounter trouble synchronizing. If this happens, try turning off password protection on your handheld, synchronize it with your desktop computer, and then re-enable password protection on your handheld.

If you have followed the setup instructions properly, your Palm OS device will synchronize data with Evolution.

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## Appendix A

# Migration from Outlook to Evolution

If you are using Microsoft Outlook, but not Microsoft Exchange, this section helps you switch to Evolution™.

### A.1 Migrating Local Outlook Mail Folders

Exchange and IMAP mail is stored on the server, so you do not need to migrate it to your Linux\* partition. However, if you have stored mail on your computer, you might want to make it accessible to Evolution.

First, while using Windows, prepare your messages for import:

1. Clean up your mail. Delete messages and folders you do not need, and click File > Folders > Properties > Advanced > Compact to erase old, deleted messages from your PST file.
2. If you nest your folders one inside another, you might want to rename subfolders so that you can tell which folder they belong to. You must re-nest them after you load them into Evolution.
3. Import the files into Mozilla Mail (or another mailer, such as Netscape or Eudora, that uses the standard mbox format).  
Linux mailers cannot do this task, because it requires a library available only under Windows. In Mozilla, import by selecting Window Mail & Newsgroups Tools Import.

Mozilla creates a set of files in the directory **Windows\Application\_Data\Mozilla\Profiles\(\Username)\(Random Letters)\Mail\Local Folders\OutlookMail\**. The data files are those that have no file extension.

If you are using Windows XP or Windows 2000, your Windows hard drive is probably in the NTFS format, which some Linux systems cannot read without additional software. You might find it simpler to copy the mail folders to a different drive or to burn a CD.

When you have your mail in a format Evolution can understand, reboot to Linux. Then continue with the following procedure. To create new folders for your files:

1. Mount your Windows drive or the disk where you saved the mail files.
2. Copy all the mail files into your home directory or another convenient place.
3. Start Evolution.
4. Select File > New Folder to create the folders you want.

To import the data files:

1. In Evolution, open the File Import assistant by clicking File > Import.

2. Click Next, then select Import A Single File.
3. Leave the file type as Automatic, then click Browse to select the data file.  
Remember, the data files are the files that have no file extension.
4. Select the folder where you want to put the imported data file.
5. Click OK.
6. Repeat the import steps until you have imported all your mail.



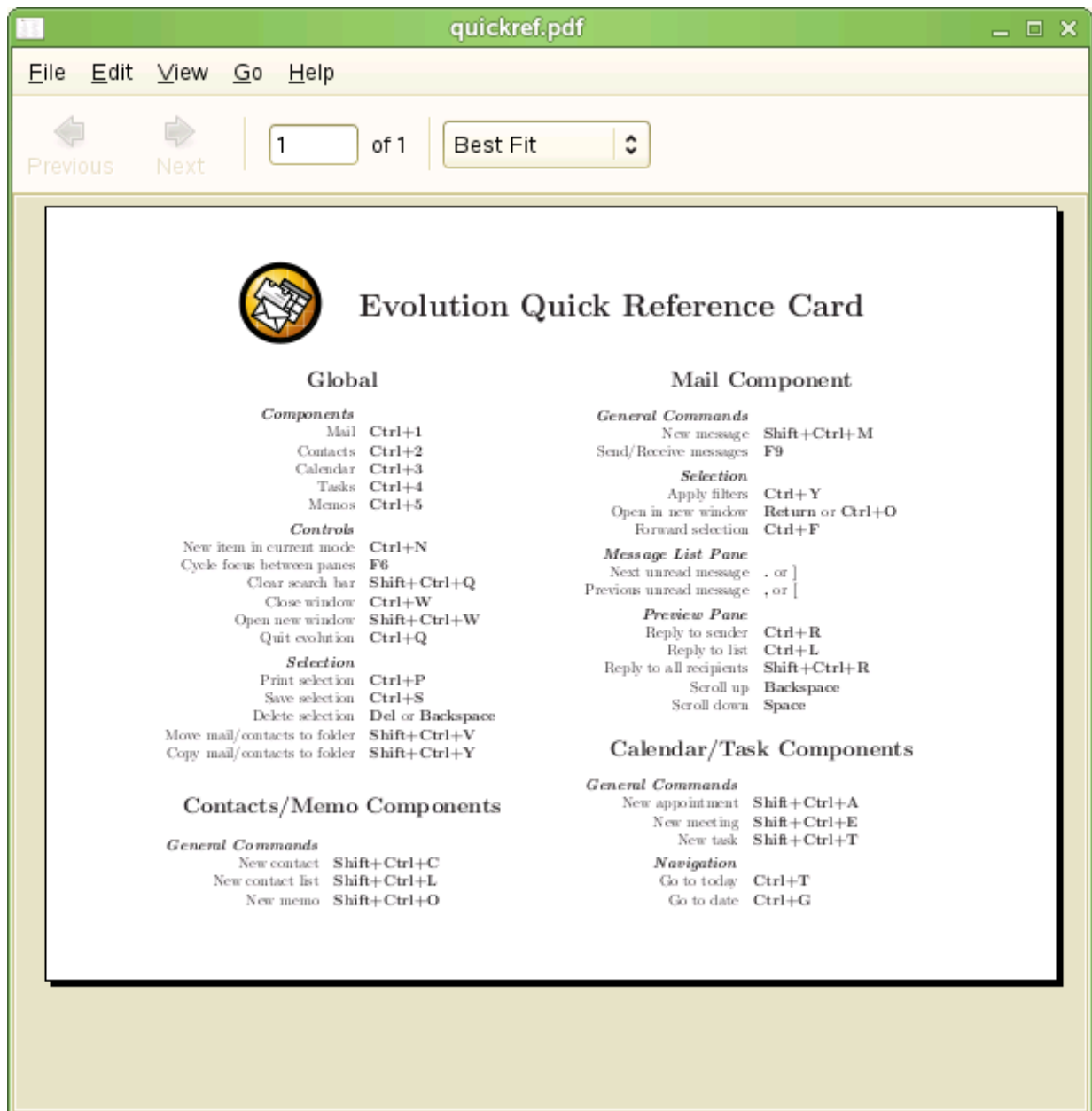
## Appendix B

# Quick Reference

You can print this section to use it as a quick reference for most of the things you want to do with Evolution™. You can also find this information by selecting Help > Quick Reference in the Menubar.

- [Opening or Creating Items](#)
  - [Mail Tasks](#)
  - [Calendar](#)
  - [Address Book](#)
-

## B.1 Opening or Creating Items



### New Item:

Press Ctrl+N to open a new item for whatever part of Evolution you're working in. In mail, this means you create a new message. If you're looking at your address book, Ctrl+N creates a new contact card, and in the calendar, a new appointment.

### Creating a New E-mail Message:

Use File > New > Mail Message or Shift+Ctrl+M.

### Creating a New Appointment:

Use File > New Appointment or Shift+Ctrl+A.

### Entering a New Contact:

Double-click in any blank space in the contact manager to create a new address card. You can also use File > New Contact or Shift+Ctrl+C.

### Creating a New Task:

File > New Task or Shift+Ctrl+T.

## B.2 Mail Tasks

### **Send and Receive Mail:**

Press F9, click the Send/Receive button in the toolbar, or click File > Send/Receive.

### **Navigating the Message List with the Keyboard:**

Press (J) or (.) to jump to the next unread message. (I) or (,) goes to the previous unread message. Use the arrow keys to move up and down in the list of all messages.

### **Moving the Display Up and Down in the Preview Pane:**

Press the Spacebar to move down a page. Press Backspace to move up a page.

### **Replying To a Message:**

To reply only to the sender of the message, click Reply in the toolbar, or press Ctrl+R.

To reply to the sender and all the other visible recipients of the message, click Reply to All or select the message and press Shift+Ctrl+R.

### **Forwarding a Message:**

Select the message or messages you want to forward, then click Forward in the toolbar, or press Ctrl+F.

### **Opening a Message In a New Window:**

Double-click the message you want to view, or select it and press Enter or Ctrl+O.

### **Creating Filters and Search Folders:**

Right-click a message and select Create Rule From Message. You can also create filters and Search folders in the Edit menu.

### **Adding a Sender to the Address Book:**

Right-click a message and select Add Sender to Address Book. You can also right-click on any e-mail address to add it to your address book.

## B.3 Calendar

### **Creating a New Appointment:**

Use File > New Appointment or Shift+Ctrl+A.

You can also click in any blank spot in the calendar and start typing to create a new appointment entry.

### **Creating a New Task:**

Use File > New Task or Shift+Ctrl+T.

## B.4 Address Book

### **Editing a Contact:**

Double-click the contact's address card to change details.

### **Deleting a Contact:**

Right-click a contact, then click Delete; or select a contact, then click Delete on the toolbar.

### **Sending E-mails to a Contact:**

Right-click a contact, then click Send Message to Contact.

### **Creating a New Contact:**

Double-click in any blank space in the contact manager to create a new address card, or right-click anywhere in the address book and select New Contact. You can also click File > New Contact or press Shift+Ctrl+C.

## Appendix C

# Known Bugs and Limitations

Evolution™ bug tracking is done at the [GNOME bug tracking System](#). You can use that, or the GNOME Bug Report Tool (known as bug-buddy at the command line) if you find bugs or want to request new features.

A complete list of feature requests and other issues with Evolution is available online in the GNOME bug tracking system. You can learn more about the Evolution development process at the [Evolution Developer site](#).

If you need additional help with Evolution, visit the [Novell® support site](#) at.

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## Appendix D

# Authors

Evolution was written by the Evolution™ team and numerous other dedicated GNOME programmers. You can see their names by clicking Help > About from any Evolution window.

The Evolution code owes a great debt to the GNOME-pim and GNOME-Calendar applications, and to KHTMLW. The developers of Evolution acknowledge the efforts and contributions of all who worked on those projects.

For more information please visit the Evolution [Web page](#). Please send all comments, suggestions, and bug reports to the [bug tracking database](#). Instructions for submitting bug reports can be found on-line at the same location. You can also use the GNOME bug report tool, bug-buddy, to submit your defect reports.

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Please file comments and suggestions for this manual as bugs in the GNOME bug tracking system. If you contributed to this project but do not see your name here, please contact Radhika PC (pradhika@novell.com) or Sreenivasa Ragavan (sragavan@novell.com) and either of them will list you.

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## Appendix E

# Glossary

This glossary contains terms that are frequently used in this guide as well as in Evolution™.

**Assistant**

A tool that guides a user through a series of steps, usually to configure or set up a program. Equivalent to Wizard and Druid.

**attachment**

Any file sent with an e-mail. Attachments can be embedded in a message or appended to it.

**automatic indexing**

A pre-downloading procedure that allows Novell® Evolution™ to quickly refer to data. It enables faster searches and decreases memory usage for data displays.

**Bcc (Blind Carbon Copy)**

Blind copy recipients (Bcc) receive a copy of an item. Other recipients receive no information about blind copies. Only the sender and the blind copy recipient know that a blind copy was sent. If a recipient replies and chooses Reply to All, the blind copy recipient does not receive the reply.

**Cc (Carbon Copy)**

Carbon copy recipients (CC) receive a copy of an item. CC recipients are users who would benefit from the information in an item, but are not affected by or directly responsible for it. All recipients can see that a carbon copy was sent. They can also see the names of the CC recipients.

**conduit**

A small application that controls the transfer of data between a handheld device and a desktop computer.

**Evolution**

The GNOME groupware application.

**execute**

To run a program. Any file that can be run is called an executable. Evolution can download executable attachments, but before they can be run, the files must be marked as executable with a shell or file manager. This security precaution prevents the automatic or accidental execution of malicious programs. For more information on executables and file permissions, see the documentation for your file manager or shell.

**expunge**

When messages are marked for deletion, they remain until they are expunged. When a message is expunged, it is permanently deleted, as long as it was marked for deletion.

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**file tree**

A way of describing a group of files on a computer. The top of the tree is called the root directory, and is denoted by */*. The rest of the branches spread downward from the root. Don't confuse the root directory with the root account or root's home directory, normally **/root**.

**filter**

Within Evolution, a filter is a method of sorting mail automatically when it is downloaded. You can create filters to perform one or more actions on a message that meets any (or all) of a wide range of criteria.

**forward**

Forwards a copy of the message and any additional comments to a different e-mail address.

**groupware**

A term describing an application that helps groups of people work together. Typically, a groupware application has several productivity features built into one program, including e-mail, calendar, and address book tools.

**HTML**

Hypertext Markup Language (HTML) is a language for describing page layout in electronic documents such as Web pages, help files, and e-mail messages. HTML can be used in e-mail and news posts to insert images and apply text treatments.

**iCal**

iCal is a protocol that Evolution uses to manage the calendar section.

**IMAP**

Internet Mail Access Protocol. It allows access to e-mail that is typically stored remotely on a server rather than on a local hard disk. Often contrasted with POP.

**inline**

Displayed as part of a message or other document, rather than attached as a separate file. Contrast with *attachment*.

**LDAP**

Lightweight Directory Access Protocol. Allows a client to search through a large database of addresses, phone numbers, and people stored on a server.

**mail client**

The application with which a person reads and sends e-mail. Its counterparts are the various types of mail servers, which handle user authentication and direct messages from the sender to the recipient.

**POP**

Post Office Protocol. A mechanism for e-mail transport. In contrast to IMAP, it is used only to get mail from a server and store it locally on your hard disk.

**protocol**

An agreed-upon method of communication, especially one for sending particular types of information between computer systems. Examples include POP (Post Office Protocol), for e-mail, and HTTP (HyperText Transfer Protocol) for Web pages.

**public key encryption**

A strong encryption method that uses a set of two keys, one of which is made public, and one of which is kept private. Data encrypted using the public key can only be decrypted using the private key. The longer the keys, the more difficult it is to break the encryption.

**regular expression**

A regular expression (regex) is a way of describing a string of text using metacharacters or wildcard symbols. For example, the statement `fly.*so[au]p` means any phrase beginning with 'fly' and ending in 'soup' or 'soap'. If you searched for that expression, you'd find both 'fly in my soup' and 'fly in my soap.' For more information, enter **man grep** from the command line.

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**script**

A program written in an interpreted (rather than compiled) language. Often used as a synonym for macro, to denote a series of prerecorded commands or actions within an application. Scripts are used to accomplish repetitive and tedious tasks, to save the user time.

**search base**

LDAP can break contact lists into many groups. The search base tells LDAP the top group to use. How much of the Search Base to search is set by the Search Scope option.

**search folder**

An e-mail organization tool. Search folders allow you to create a folder that contains the results of a complex search. Search folder contents are updated dynamically.

**search scope**

Search Scope states how much of the search base to search.

**Sendmail**

A program that sends mail. Evolution can use it instead of SMTP; some people prefer it because it offers more flexibility; however, it is more difficult to set up.

**switcher**

An area of Evolution that offers users fast access to the most frequently used features of the application.

**signature**

Text placed at the end of every e-mail sent, similar to a hand-written signature at the bottom of a written letter. A signature can be anything from a favorite quotation to a link to a Web page; courtesy dictates that it be fewer than four lines long.

**SMTP**

Simple Mail Transfer Protocol. The most common way of transporting mail messages from your computer to the server.

**tooltip**

A small box of explanatory text that appears when the mouse pointer is held over a button or other interface element.

**virus**

A program that inserts itself into other files or programs. When executed, it spreads to more programs and other computers. A virus can cause substantial damage by clogging networks or disk drives, deleting files, or opening security holes.

**vCard**

A file format for the exchange of contact information. When you get an address card attached to an e-mail, it is probably in vCard format.

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## Appendix F

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