## **Evolution (Linux)**

During setup, a distinction must be made as to where your e-mail inbox is located:

- Microsoft Exchange System at Jade University
- Microsoft Office 365 Exchange Online

## Microsoft Exchange - Jade University of Applied Sciences

When you start Evolution for the first time, you will be greeted by the startup wizard in Evolution.

- Welcome " window:
  - $\circ\,$  Click the "Weiter" (ENG: "Next") button.
- "Aus Sicherungsdatei wiederherstellen" window (ENG: "Restore from Backup File"):

 $^\circ\,$  If you have a backup file from an older installation you can select it here. Otherwise click on the "Weiter" (ENG: "Next") button.

- "Identität" window (ENG: "Identity"):
  - $\circ\,$  Voller Name (ENG: "Full Name"): Enter your first and last name here.
  - $\circ\,$  E-Mail-Adresse (ENG: "Email address): Enter your email address at Jade University here.
  - Organization: Jade University
  - Eigenschaften des E-Mail-Servers anhand der eingegebenen E-Mail-Adresse abrufen (ENG: Check the properties of the e-mail server based on the e-mail address entered): deactivated
  - $\,\circ\,$  Click on the "Next" button
- "Abrufen von E-Mails" window (ENG: "Retrieve e-mails"):
  - $\circ\,$  Server-Art (ENG: "Server type"): Exchange Web Services
  - Benutzername (ENG: "User name"): Domain login (form: ma1150@hs-woe.de)
  - Rechneradresse (ENG: "Computer address"): https://mail.jade-hs.de/EWS/Exchange.asmx
  - OAB-Adresse (ENG: "OAB address"): https://mail.jade-hs.de/OAB/
  - $\circ\,$  Click on the "Next" button
- **"Empfangsoptionen" window** (ENG: "Receive Options"):
  - Entfernte E-mails automatisch lokal in allen Ordnern abgleichen (ENG: "Automatically synchronise remote e-mails locally in all folders"): activated
  - $\circ\,$  Click on the "Next" button
- **"Konto-Zusammenfassung" window** (ENG: "Account Summary"):
  - $\circ\,$  The entry in the Name field designates this account in Evolution you can accept the default setting here.
  - $\,\circ\,$  Click on the "Next" button
- **"Fertig" window** (ENG: "Done"):
  - $\circ\,$  The configuration is finished. Click on the "Anwenden" (ENG: "Apply") button, this will establish a connection to your Exchange account.
- Window "Legitimierungsanfrage" (ENG: "Legitimisation request"): Here you check your user name again and enter your password, which you can also save locally in the key ring of your PC.
  - Benutzernmae (ENG: "User name"): Domain login (form: ma1150@hs-woe.de)
  - $\circ~$  Passwort (ENG: "Password"): Your password in the PC network system
  - $\circ\,$  Dieses Passwort zu Ihrem Schlüsselbund hinzufügen (ENG: "Add this password to your

keychain"): activated

Evolution then connects to your Exchange account and the data is synchronised between the Exchange servers and Evolution.

## **Microsoft Office 365 - Exchange Online**

When you start Evolution for the first time, you will be greeted by the start wizard in Evolution.

- Welcome , window: Click the "Weiter" (ENG: "Next") button.
- **"Aus Sicherungsdatei wiederherstellen" window** (ENG: "Restore from Backup File"): If you have a backup file from an older installation you can select it here. Otherwise click on the "Weiter" (ENG: "Next") button.
- **"Identität" window** (ENG: "Identity"): Enter the details below and then click on the "Weiter" button.
  - Voller Name (ENG: "Full Name"): Enter your first and last name here.
  - E-Mail-Adresse (ENG: "Email address): Enter your email address at Jade University here.
  - Organization: Jade University
  - Eigenschaften des E-Mail-Servers anhand der eingegebenen E-Mail-Adresse abrufen (ENG: "Check the properties of the e-mail server based on the e-mail address entered"): deactivated
  - $\,\circ\,$  Click on the "Next" button
- "Abrufen von E-Mails" window (ENG: "Retrieve e-mails"):
  - Server-Art (ENG: "Server type"): Exchange web services
  - Benutzername (ENG: "User name"): Enter your e-mail address at Jade University here.
  - Rechneradresse (ENG: "Computer address"): https://outlook.office365.com/EWS/Exchange.asmx
  - OAB address: https://mail.jade-hs.de/OAB/
  - Legitimierung (ENG: "Authentication"): OAuth2 (Office365)
  - Click on the "Next" button
- "Empfangsoptionen" window (ENG: "Receive options") :
  - Entfernte E-mails automatisch lokal in allen Ordnern abgleichen (ENG: "Automatically synchronise remote e-mails locally in all folders"): activated
  - $\circ~$  Click on the "Next" button
- **"Konto-Zusammenfassung" window** (ENG: "Account Summary"):
  - $\circ\,$  Here you can accept the default, the entry in the Name field designates this account in Evolution.
  - Click on the "Next" button
- **"Fertig" window** (ENG: "Done"):
  - The configuration is finished Click on the "Anwenden"(ENG: "Apply") button to establish a connection to your Exchange Online account.
- Window "Legitimierungsanfrage für Microsoft 365-Konto" (ENG: "Legitimization request for Microsoft 365 account"):
  - Benutzername (ENG: "User name"): <your e-mail address>
  - $\circ\,$  Passwort (ENG: "Password"): Your password in the PC network system
  - $\circ\,$  When asked "Vertrauen Sie hs-woe.de?" (ENG: "Do you trust hs-woe.de?" click on the "Weitere" button
  - $\circ\,$  Click on the "Akzeptieren" (ENG: "Accept") button for the requested authorizations

Evolution then establishes a connection to your Exchange Online account and the data is synchronized between the Exchange Online servers and Evolution.

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