

Linux Ubuntu Evolution mail setup

Evolution can be launched either from the icon on the panel or from the Main Menu: Main menu --> Internet --> Evolution Email

The first time you run Evolution, you will be placed in the welcome/setup screen to configure Evolution to send and receive email using your email account. Follow the onscreen instructions to fill in the information required about your email account. Some of the important items to fill in are: described below.

Identity

For the identity screen the following have to be entered:

Email name: (fill in your name)

Email address: (fill in your email address)



The screenshot shows the 'Identity' window in Evolution. It has a blue header with the title 'Identity' and a small icon of people. Below the header is a text box with instructions: '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.' There are two sections: 'Required Information' and 'Optional Information'. Under 'Required Information', there are two text boxes: 'Full name:' with the value 'Scorch Customer' and 'Email address:' with the value 'Your.username@scorch.co.nz'. Under 'Optional Information', there are two text boxes: 'Reply-To:' and 'Organization:'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Forward'.

Receiving Mail

For the receiving mail screen, the following have to be entered:

Server type: POP

Host: (fill in name of your POP3 server)

Username: (fill in username of your POP3 email account)



The screenshot shows the 'Receiving Mail' window in the Evolution Setup Assistant. It has a blue header with the title 'Receiving Mail' and a small icon of an envelope. Below the header is a text box with instructions: 'Please enter information about your incoming mail server below. If you are not sure, ask your system administrator or Internet Service Provider.' There are three sections: 'Server Type', 'Configuration', and 'Authentication'. Under 'Server Type', there is a dropdown menu with 'POP' selected. Under 'Configuration', there are three text boxes: 'Host:' with the value 'pop3.scorch.co.nz', 'Username:' with the value 'Your.username@scorch.co.nz', and 'Use secure connection (SSL):' with a dropdown menu set to 'Never'. Under 'Authentication', there is a dropdown menu with 'Password' selected, a 'Check for supported types' button, and a checkbox for 'Remember this password'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Forward'.

Sending Mail

Server type: SMTP

Host: (fill in name of your SMTP server)



Time Zone

Ensure that you select the correct time zone (Pacific Auckland or Wellington).

Apply

After successfully filling in the configuration screens, click on the Apply button at the confirmation screen, Evolution will be started and the main Evolution screen is displayed.



Only a very brief description of the functionalities and features of Evolution are given here. The user should refer to the Help button on the menu bar for more details.