

# Novell Evolution

1.4

USER'S GUIDE

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Novell, Inc.  
1800 South Novell Place  
Provo, UT 84606  
U.S.A.

[www.novell.com](http://www.novell.com)

Novell Ximian Evolution User's Guide

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# Preface

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## Organization

This book is divided into two parts, with several appendices. The first part is a guided tour, which will explain how to use *Evolution*. If you are new to *Evolution* or to groupware in general, this section is for you. The second section, covering configuration, is targeted at more advanced users, but anyone who wants to change the way *Evolution* looks or acts can benefit from reading it.

## Typographical conventions

In this book, we'll mark some words with special typography:

*Applications*

**Commands** you type at the command line

*Labels* for buttons and other portions of the graphical interface

Menu selections look like this: **Menu** → **Submenu** → **Menu Item**

**Buttons** you can click

**Anything you type in**

Text output from a computer

*Words* that are defined in the *Glossary*.

We'll provide assorted bits of additional information in tips set off from the rest of the book, as well.



### Tip

Tips and bits of extra information will look like this.

Examples are also set off from the rest of the text. They look like this:

### Example 1. Example Example

This is what an example looks like. We'll provide examples for some of the more complicated tasks you might be performing.

Lastly, we'll have warnings, in cases where you should be careful:



### Example Warning



This is what a warning looks like. If there's a chance you'll run into trouble, we'll warn you beforehand.

## Additional Help Sources

You can find additional help in three places. For information about command-line options, open a terminal window and type **man evolution** or **evolution --help**. For support, late-breaking news, and errata, visit the Ximian support center at [support.ximian.com](http://support.ximian.com)<sup>1</sup>.

## What's New in Evolution 1.4

If you're already familiar with Ximian Evolution 1.2, there are a number of new features in this version. Most of the changes, however, have been made behind the scenes, as we moved to the GNOME 2 platform. Ximian Connector for Microsoft Exchange also has new features, described in the Section called *What's New in Connector 1.4* in Chapter 7. You can find a complete list of bugs fixed and features added in the Evolution release notes at the Ximian Developer Website<sup>2</sup>. Some of the features include:

### Better Fonts

Ximian Evolution 1.4 uses the same font smoothing technology as the rest of your GNOME 2 desktop.

### Cleaner Shutdowns

We have fixed several bugs that caused Evolution to continue to occupy system resources when it was not running.

### Mail Composer HTML Improvements

The message composer has continued to improve.

### New Graphics and Icons

We've added new graphics and icons.

## Introductory Tips for Experienced Users

This section has a few tips for experienced users of Linux or UNIX systems:

### Backups and File Locations

To create a backup of your Evolution data, copy the `~/evolution/local/` directory to your backup disk. To access data you have backed up, use the *Import* tool to restore individual files as needed.

### Default Browsers

To set the browser that opens when you click a link in an email, open the GNOME preferences tool (**System** → **Settings** or **gnome-control-center**) and start the *File Associations* tool. There, look under *Internet Services*, select *World wide web (http)*, and select the browser of your choice. If you wish to use a browser other than the ones suggested, you will need to enter the full

shell command. For example you might use **mybrowser "%s"** to start the mybrowser program at the right page.

### Making Evolution Your Default Mail Client

For GNOME desktops, you can set `Evolution` to be the default mail client, so that it opens when you click a `mailto:` link in web pages and help tools. To do that, open the GNOME preferences tool and start the *File Associations* tool. There, look under *Internet Services*, select *Electronic mail transmission (mailto)*, and select `Evolution` from the drop-down list.

For applications such as Mozilla and Netscape, which do not use the GNOME preference tools, you will need to find the protocol handler preference tool for that application and enter **evolution "%s"** as your choice for handling `mailto` links.

## Notes

1. <http://support.ximian.com>
2. <http://developer.ximian.com>

# Chapter 1. Getting Started with Ximian Evolution

## What is Ximian Evolution, and What Can It Do for Me?

Information is useless unless it's organized and accessible; it's hardly even worth the name if you can't look at it and be *informed*. The goal of `ximian Evolution` is to make the tasks of storing, organizing, and retrieving your personal information easier, so you can work and communicate with others. That is, it's a highly evolved *groupware* program, an integral part of the Internet-connected desktop.

In other words, `ximian Evolution` is a tool to help you get your work done. It can help you work in a group by handling email, 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 `ximian Evolution`, you can accomplish your most common daily tasks faster. For example, it takes only one or two clicks to enter an appointment or an address card sent to you by email, or to send email to a contact or appointment. `ximian Evolution` makes displays faster and more efficient, so searches are faster and memory usage is lower. People who get lots of mail will appreciate advanced features like VFolders™, which let you save searches as though they were ordinary mail folders.

## The First Time you Start Ximian Evolution

To start `ximian Evolution`, do either of the following:

- Select **Programs**→**Evolution** from your menu panel.
- Type **evolution** at the command line.



### Command Line Options

Evolution has a number of command-line options that you may wish to make use of. You can find the full list by running the commands `man evolution` or `evolution --help`. The most important ones are:

- To start Evolution in offline mode: `evolution --offline`
- To start Evolution and begin composing a message to the email address you name: `evolution mailto:joe@somewhere.net`
- To make your web browser use Evolution as the default email client, enter `evolution "%s"` as the email handler in your web browser or in the GNOME Control Center.

The first time you run the program, it will create a directory called `evolution` in your home directory, where it will store all of its local data. Then, it will open a first-run assistant to help you set up mail accounts and import data from other applications.

Using the first-run assistant will take approximately two to five minutes.

## Defining Your Identity

The Identity window is the first step in the assistant. Here, you will enter some basic personal information. You can define multiple identities later on with the **Tools**→**Settings** tool and clicking the **Mail Accounts** button.

- Full Name: Your full name (Example: John Doe).
- Email Address: Your email address (Example: john@doe.com)
- Reply-To: If you want to have replies sent to another email address, enter it here (optional).
- Organization: The company where you work, or the organization you represent when you send email (optional).

## Receiving Email

The *Receiving Email* lets you determine which you will get your email.

- Server Type: There are numerous types of servers from which Ximian Evolution can fetch your mail. Ask your system administrator if you're not sure which of the following are available to you:
  - POP: Downloads your email to your hard disk for permanent storage.
  - Microsoft Exchange: Available only if you have purchased the Ximian Connector for Microsoft Exchange, this will allow you to connect to a Microsoft Exchange 2000 server, which stores email, calendar, and contact information on the server.
  - IMAP: Keeps the email on your server so you can access your email from multiple systems.
  - Standard Unix mbox spool or directory: If you want to read and store mail in the mail spool on your local system, choose this option. You'll need to provide the path to the mail spool you want to use.
  - Maildir format mail directories: If you download your mail using qmail or another maildir-style program, you'll want to use this option. You'll need to provide the path to the mail directory you want to use.
  - MH format mail directories: If you download your mail using mh or another MH-style program, you'll want to use this option. You'll need to provide the path to the mail directory you want to use.
  - Local Delivery: Choose this option if you want to move mail from the spool and store it in your home directory. If you would rather leave mail in your system's spool files, choose the **Standard Unix mbox spools** option instead. You'll need to provide the path to the mail spool you want to use.
  - None: Select this if you do not plan to check mail with this account.

If you selected POP, Microsoft Exchange, or IMAP as your mail server, you'll need to enter some more information:

- The host name of your mail server. Ask your system administrator if you're not sure.
- The username for the account on that system.

- Whether you want to use a secure (SSL) connection. If your server supports it, it's best to enable this security option.
- The authentication options supported by your server. If you're not sure, click the *Check for supported types* button or ask your system administrator.
- Whether you'd like Evolution to remember your password.



#### **Ximian Evolution Talk to Microsoft Exchange?**

If you have purchased Ximian Connector for Microsoft Exchange, you can access Microsoft Exchange 2000 servers natively. If you do not have the Connector, or if you use an older version of Microsoft Exchange, talk to your system administrator about access to standard protocol services like POP and IMAP.

### **More Mail Configuration Options**

There are more extensive options for mail preferences, especially if you've chosen POP, Microsoft Exchange, or IMAP as incoming mail server type. If you want to set these options after you've created the account, you can select **Tools**→**Configure**, click the **Mail Accounts** button. Then, select the account you want to change and click **Edit**. See the Section called *Mail Options* in Chapter 10 for details.

If you chose POP mail:

- **Checking for new mail:** If you would like Evolution to check for new mail automatically, check the box and select a frequency in minutes.
- **Message Storage:** If you'd like to store copies of your mail on the server, check this option.

If you chose Microsoft Exchange:

- **Checking for new mail:** If you would like Evolution to check for new mail automatically, check the box and select a frequency in minutes.
- **Global Address List/Active Directory:** Enter the name of your global catalog server here. You may also choose to limit the server's responses and select a maximum number of results for an address search. A maximum number of results limits the load on your system and on your network.
- **Mailbox Name:** If your active directory user name is different from your Exchange mailbox name, enter the mailbox name here.
- **Outlook Web Access (OWA) Path:** In most cases, the URL for web access is "http://server.company.com/exchange." If your system has a path that is not "exchange," enter the appropriate value here.
- **Public Folder Server:** Enter the name of your organization's public folder server, if any, here.
- **Apply filters to new messages in Inbox on this server:** Check this box to use filters when you visit the Inbox for this account.

If you chose IMAP:

- Checking for new mail: If you would like Evolution to check for new mail automatically, check the box and select a frequency in minutes.
- If you want Evolution to check for new messages in *all* your IMAP folders, make sure the *Check for new messages in all folders* box is selected.
- Show only subscribed folders: Check this box if you have more folders in your IMAP view than you want to read.
- Override server-supplied namespace: If you like, enter a specific directory where your server stores mail for you. Typical values are "mail" and "Mail." For more information about how to use IMAP mail, see the Section called *Subscription Management* in Chapter 3.
- Apply filters to new messages in INBOX on this server: If you'd like your filters to work on this account as well as on locally downloaded mail, check this box.



#### What's an IMAP Namespace?

For IMAP mail servers, your sysadmin may provide you with a specific namespace, the directory on where your server stores mail for you. If you check your IMAP mail and your folder list includes files that don't look like mail folders, you probably need to change your mail namespace. Typical values are "mail" and "Mail." If you prefer, you can choose to subscribe to individual mail folders one at a time. For more information about how to use IMAP mail, see the Section called *Subscription Management* in Chapter 3.

## Sending Email

The *Sending Email* step lets you configure sending email.

- Server Type: There are numerous server types that Ximian Evolution supports for sending your mail.
  - SMTP: Sends mail directly from your system.
  - Microsoft Exchange: Sends mail through a Microsoft Exchange server using the Microsoft Exchange 2000 protocol. Available only if you have are using the Ximian Connector for Microsoft Exchange. You must have a valid license key purchased from [store.ximian.com](http://store.ximian.com)<sup>1</sup>.
  - 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 only select this option if you know how to set up a Sendmail service.

If you choose SMTP, there are a few additional items to enter:

- Host: enter your mail sending server's name or IP address here.
- Server requires authentication: If your server requires you to enter a password to send mail, check this box.

- **Authentication Type:** Unless you've been told otherwise, your best bet is to leave this set at *Password*. If you're not sure, ask your system administrator or ISP, or have Ximian Evolution check for you by clicking **Check for supported types**.
- **Username:** The account name you use when you login to check your email. Normally, this is the part of your email address before the '@' character. For Exchange servers, it is the username you would use to log in to a Windows workstation at your company.
- **Remember Password:** If you prefer to not enter your password every time you check email, press this button.

## Account Management

This is a very short section. You can pick two things: the name for the account, and whether it is the default account.

The name you choose for the account is used for display within Evolution, and is not sent with any emails. The suggested name is your email address, but you can use other words or phrases, like "Work," "Personal" or "First Account" if you like.

If you check the box next to the label *Make this my default account*, Evolution will assume that you will send messages from this most often, and will set the "From" selector to this account whenever you open a new message. Only one account can be the default.

If you have not done so already, you may also be asked to choose a time zone.

## Importing Mail (Optional)

If Ximian Evolution finds mail or address files from another application, it will offer to import them. If you're not sure which file format your mail program uses, ask your system administrator. If you want, you can skip this step and return to it at a later time by selecting **File**→**Import**.

Ximian Evolution can import the following types of files:

VCard (.vcf, gcrd):

The addressbook 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.

Microsoft Outlook Express 4 (.mbx):

Email file format used by Microsoft Outlook Express 4. For other versions of Microsoft Outlook and Outlook Express, see the workaround described in the note below.

MBox (mbox):

The email box format used by Mozilla, Netscape, Ximian Evolution, Eudora, and many other email clients.



Microsoft Outlook and Outlook Express Users

Microsoft Outlook, and versions of Outlook Express after version 4, use proprietary formats that Ximian Evolution cannot read or import. For contacts, you may have to email them to yourself and import them that way. For email, there is a simpler workaround:

1. While using Windows, import the files into Mozilla Mail (or another mailer, such as Netscape or Eudora, that uses the standard mbox format).
2. Copy the files to the system or partition you use for Ximian Evolution.
3. Use the Ximian Evolution import tool to import the files. There's more information about why this works, and how, at the Ximian support website.<sup>2</sup>



### Netscape Users

Before importing mail from Netscape, make sure you select **File**→**Compact All Folders**. If you don't, Ximian Evolution will import and undelete the messages in your Trash folders.



### Exporting Files From Ximian Evolution

Ximian Evolution uses standard file types for all its information, so you should have no trouble taking your information elsewhere if you want.

For mail, that's `mbox`, for calendar, `iCal`, and for the address book, vCards in a `.db3` database.

## Importing Mail from Other Mail Clients

Chances are, you already have your email in another mail program and don't want to lose the information. The following section describes how to import mail from specific mail clients.

### Importing Mail from mutt

`mutt` is a text-based mail client which is shipped with many Linux and Unix distributions. `mutt` uses the standard `mbox`, `maildir`, and `MH` file formats, which makes importing your mail into Evolution easy. By default, `mutt` uses the `mbox` file format.

1. Open Ximian Evolution
2. Click **File**→**Import** or press **Ctrl+I**.
3. Click **Next**.
4. Select **Import a Single File**
5. Click **Browse** and select the file you would like to import from. By default, your email is stored in `~/mbox` for the `mbox` format and `~/Maildir` for the `Maildir` format.



- When prompted for what folder in Evolution to import to, select a folder. You can also create a new folder and drop it in there.

## Importing Mail from KMail

KMail is the mail client which is shipped with the KDE desktop environment. KMail uses the standard mbox file format, which means that importing your mail into Evolution is easy.

- Open Ximian Evolution
- Click **File**→**Import** or press **Ctrl+I**.
- Click **Next**.
- Select **Import a Single File**
- Click **Browse** and select the file you would like to import from. By default, KMail stores its information in the Mail directory of your home directory.
- When prompted for what folder in Evolution to import to, select a folder. You can also create a new folder and drop it in there.

## What's What in Ximian Evolution

Now that you've gotten the first-run configuration out of the way, you're ready to get down to work. Here's a quick explanation of what's going on in your main Ximian Evolution window.

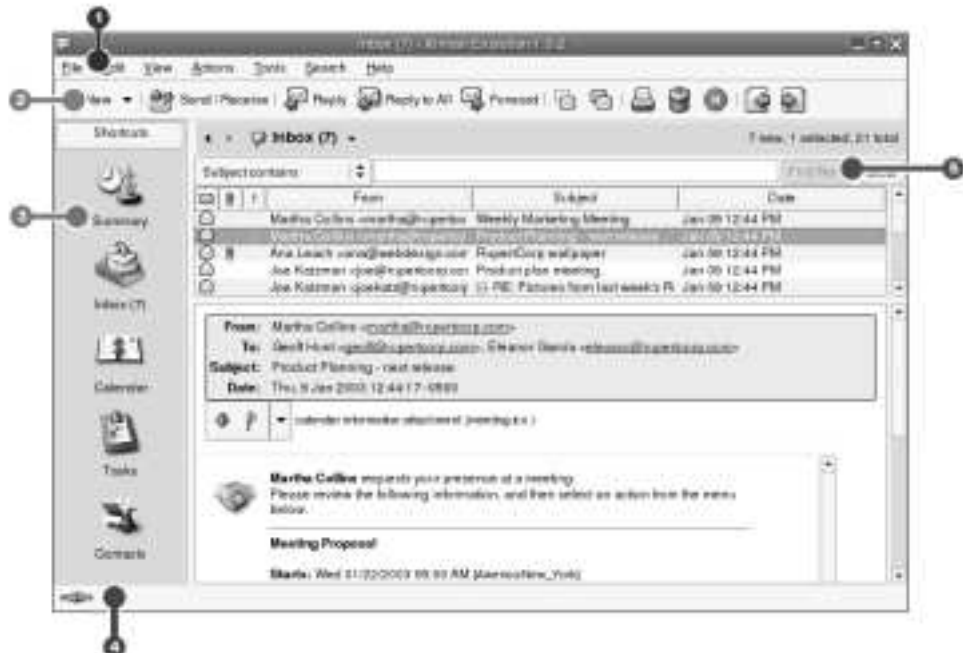


Figure 1-1. The Ximian Evolution Main Window

**1** *Menu Bar*

The *menu bar* gives you access to nearly all the features that can be found in Ximian Evolution.

**2** *Toolbar*

The *Toolbar* gives you fast and easy access to the most used features in each component.

**3** *Shortcut Bar*

The *Shortcut Bar* lets you go to your favorite components with the click of a button.

**4** *Status Bar*

Periodically, Ximian Evolution will need to quietly display a message, or tell you the progress of a task. This most often happens when you're checking or sending email. These progress queues are shown here, in the *Status Bar*.

**5** *Search Tool*

The *Search Tool* lets you search through your email with precision so you can easily find what you're looking for.

## The Shortcut Bar

Ximian Evolution's most important job is to give you access to your information and help you use it quickly. One way it does that is through the shortcut bar, the column on the left hand side of the main window. The large buttons with names like *Inbox* and *Contacts* are the shortcuts, and you can select different groups of shortcuts by clicking the rectangular group buttons.

Take a look at the *Shortcut Bar*. The shortcut buttons in that category are:

### Summary:

Start your day here. The Ximian Evolution *Summary* gives you a quick summary of new or important messages, daily appointments and urgent tasks. You can customize its appearance and content, and use it to access Ximian Evolution services.

### Inbox:

Click the **Inbox** button to start reading your mail. Your Inbox is also where you can access Ximian Evolution's tools to filter, sort, organize, and search your mail.

### Calendar:

The Calendar can store your appointments and task lists for you. Connected to a network, you can use it to keep a group of people on schedule and up to date.

### Tasks:

A full-size view of your calendar's task pad.

### Contacts:

The Addressbook holds contacts, with address, phone, and other personal information. Like calendar information, contact data can be synchronized with hand-held devices and shared over a network.

## Folders and The Folder Bar

The folder bar is a more comprehensive way to view the information you've stored with Ximian Evolution. It displays all your appointments, address cards, and email in a tree that's a lot like a *file tree*-- it starts small at the top, and branches downward. On most computers, there will be three or four folders at the base. First, of course, is the *Summary*, a customizable summary of your information. Below that are your *Local Folders*, which hold all the Ximian Evolution data that's stored on your computer. After that are your network servers: *LDAP* servers that host shared contact directories, and *IMAP* mail folders to which you subscribe. Lastly, there are *vFolders*, or virtual folders, discussed in the Section called *Getting Really Organized with vFolders* in Chapter 4,



Figure 1-2. Using the Folder Bar

A typical *Local* folder contains the following folders:

- *Calendar*, for appointments and event listings.
- *Contacts*, for address cards.
- *Drafts*, for messages you started and didn't finish.
- *Inbox*, for incoming mail.
- *Outbox*, for messages you have written but not yet sent. This will be empty unless you use Ximian Evolution while offline.
- *Sent*, for sent mail.
- *Tasks*, for your task list. Portions of your task list are reflected in the calendar, as well as in the summary folder.
- *Trash*, a *vFolder* view of all the messages you have marked for deletion but not yet *expunged*.



### Navigating without the Folder Bar or the Shortcut Bar

You don't need the folder bar or the shortcut bar to move around the main window. You can use the **Tab** key to switch from one part of the window to another. When you hide the folder bar, there is a menu on the left side of the window just below the toolbar to move about the folder tree, even with the folder and shortcut bars hidden.

If you get large volumes of mail, you'll want more folders than just your Inbox. To create a new folder:

1. Select **File**→**New**→**Folder** or press the keyboard shortcut **Shift+Ctrl+E**.
2. Select the name of the folder in the *Folder Name* field.
3. Select the folder type. The available options are.
  - Calendar
  - Contacts
  - Mail
  - Tasks
4. Choose the location of the new folder.

### Subfolders

Ximian Evolution lets you nest folders inside of each other, so that you can have a detailed organizational system.



### Folders Have Limits

Calendars must go in calendar folders, mail in mail folders, and contacts in contact folders.

Right-clicking will bring up a menu for just about anything in Ximian Evolution. If you right-click on a folder, you'll have a menu with the following options:

- **View**, to view the folder.
- **Open in New Window** to view the folder in another window.
- **Move**, to move the folder to another location.
- **Copy**, to duplicate the folder.
- **Delete**, to delete the folder and all its contents.
- **Rename**, to change its name.
- **Create New Folder**, to create another folder in the same location.
- **Add to Shortcut Bar**, to add the folder to your shortcut bar.
- **Properties**, to view or change the folder properties.

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

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

## The Menu Bar

The menu bar's contents will 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 will relate to mail; some will relate to other components of Ximian Evolution and some, especially those in the **File Menu** will relate to the application as a whole.

### File:

Anything related to a file or to the operations of the application generally falls under this menu: creating things, saving them to disk, printing them, and quitting the program itself.

### Edit:

The **Edit** menu holds useful tools that help you edit text and move it around.

### View:

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

### Actions:

Holds actions which maybe applied to a message. Normally, if there is only one target for the action -- for example, replying to a message -- you can find it in the **Actions** menu.

### Tools:

Tools for configuring, changing, and setting up go here. For mail, that means things like and the **Virtual Folder Editor**. For the Calendar and the Contact Manager, it's color, network, and layout configuration.

### Search:

Select menu items here to 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.

### Help:

Select among these items to open the Help Browser and read the Ximian Evolution manual.

Once you've familiarized yourself with the main window you can start doing things with it. We'll start with the *Summary*, which provides a quick overview of your Ximian Evolution information.

## Introducing the Summary

The Ximian Evolution Summary provides you with a quick run-down of important information: your appointments for a given day, how much new mail you have,

headlines from selected news services, and so forth. To see the Summary, click on the **Summary** button in the shortcut bar, or select the *Summary* folder in the folder bar.

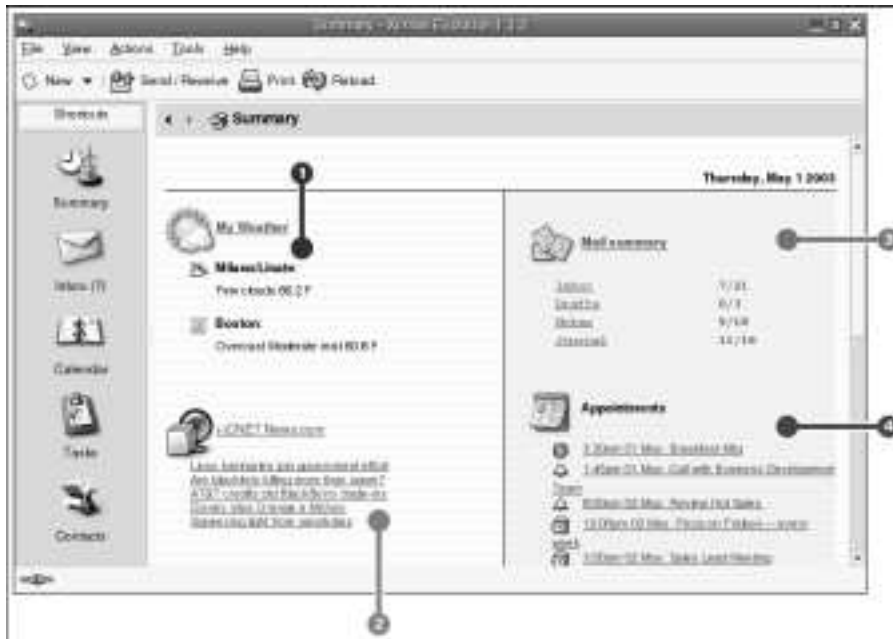


Figure 1-3. The Evolution Summary

**1** *Weather Summary*

Shows you the latest weather updates from hundreds of cities around the world.

**2** *News Feeds*

Displays up to the minute news from your favorite websites.

**3** *Mail Summary*

Shows you how many email messages you have in your selected folders, waiting to be read.

**4** *Calendar Summary*

Shows you your calendar. Tasks are displayed below calendar appointments.

To add additional services to your Summary, or to edit the existing services, select **Tools**→**Configure** and click the **Summary Settings** button.

## Introducing Email

Ximian Evolution email is like other email programs in several ways:

- It can sort and organize your mail in a wide variety of ways with folders, searches, and filters.
- It can send and receive mail in HTML or as plain text, and makes it easy to send and receive multiple file attachments.

- It supports multiple mail sources, including *IMAP*, *POP3*, and local *mbox* or *mh* spools and files created by other mail programs.
- It lets you guard your privacy with encryption.

However, Ximian Evolution has some important differences. First, it's built to handle very large amounts of mail. Both the filtering and searching functions were built for speed and efficiency on large volumes of mail. There's also the Ximian Evolution vFolder, an advanced organizational feature not found in mainstream mail clients. If you get a lot of 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 what the mailer looks like:



Figure 1-4. Ximian Evolution Mail

## 1 Message List

The *Message List* displays all the emails that you have. This includes all your read, unread, and email that is flagged to be deleted.

## 2 Email Viewer

This is where your email is displayed.

If you find the view pane too small, you can resize the pane, enlarge the whole window, or double-click on the message in the message list to have it open in a new window. To change the sizes of a pane, just click and hold on the divider between the two panes. Then you can drag up and down to select the size of the panes.

Just like with folders, you can right-click on messages in the message list and get a menu of possible actions: you can move, delete, or undelete them, and create filters or vFolders based on them.

Most of the mail-related actions you'll want to perform are listed in the **Actions** menu in the menu bar. The most frequently used ones, like **Reply** and **Forward**, also appear as buttons in the toolbar. Almost all of them are also located in the right-click menu and as keyboard shortcuts, which tend to be faster once you get the hang of them.

You can choose whichever way you like best; the idea is that the software should work the way you want, rather than making you work the way the it does.

For an in-depth guide to the email capabilities of Ximian Evolution, read Chapter 3.

## Introducing the Calendar

To begin using the calendar, select **Calendar** from the shortcut bar. By default, the calendar starts showing today's schedule on a ruled background. At the upper right, there's a monthly calendar you can use to switch days. Below that, there's a *Task* pad, where you can keep a list of tasks separate from your calendar appointments. The day view in the calendar looks like this:



Figure 1-5. Ximian Evolution Calendar View

### 1 Appointment List

The *Appointment List* is responsible for showing you all of your scheduled appointments, whether they are all day appointments or simply one time appointments that last a half an hour.

### 2 Task List

The *Task List* compliments the *Appointment List* as it keeps track of tasks which don't have a time associated with them. Tasks can have complex notes associated with them, and you can also note their completeness on a percentage scale. To display more information about your notes, drag the column border to the left.

### 3 Month Pane

The month pane is a small view of your calendar by month. To display more months here, drag the column border to the left. If you select a range of days in the month pane they will be displayed *Appointment List*.

For more information about the calendar read Chapter 6.



## Introducing the Address Book

The Ximian Evolution address book can handle all of the functions of an address book, phone book, or Rolodex. Of course, it's a lot easier to update Ximian Evolution than it is to change an actual paper book. Ximian Evolution also allows easy synchronization with hand-held devices and functions with LDAP directories on a network.

Another advantage of the Ximian Evolution address book is its integration with the rest of the application. For example, you can create an address card from an email just by right-clicking on the sender's email address.

To open your address book, click on **Contacts** in the shortcut bar, or select one of your contacts folders from the folder bar. Figure 1-6 shows the address book in all its organizational glory. By default, the address book shows all your cards 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.

The address book looks like this:



Figure 1-6. Ximian Evolution Contact Interface

### 1 Contact List

The *Contact List* lists your contact cards. You can also search through the cards in the same way that you search email folders, with the search bar just above the contact list.

### 2 Alphanumeric Shortcuts

Click one of the buttons along the right side of the window to view contacts that begin with the letter or number you click.

For detailed instructions on how to use the address book, read Chapter 5.

## **Notes**

1. <http://store.ximian.com>
2. <http://support.ximian.com>

## Chapter 2. Getting Oriented with the Ximian Evolution Summary

### Using the Summary

The Ximian Evolution Summary can show you what you need to know quickly. It will show you your tasks for that day, how many emails are waiting for you, and much more.

To begin using your Summary, click on the *Shortcut Bar* or *Summary* at the top of the *Folder Bar*. By default, you will see:

- Weather Reports
- News feeds from the Internet
- Mail summary
- Appointments
- Tasks

### Customizing the Summary's Modules

Evolution's modules can be customized to suit your needs. For example, you can choose which mail boxes are summarized, and which news services appear.



#### Using the Summary through an HTTP Proxy

If you use an HTTP proxy, Ximian Evolution must be able to find it through the `gnome-vfs` subsystem before it can access news and weather from the Internet. This is also the case if you wish to load remote images into HTML mail message.

You can find the proxy settings tool in the Control Center.

### Customizing the Weather Summary

To add a city to be displayed in the weather:

1. Choose **Tools**→**Settings** and select the *Summary Preferences* tool.
2. Click the *Weather* tab.
3. Select the city on the left hand column.
4. Click the **Add** button.

Below the list of cities, you can select the time, in seconds, between updates, and whether you wish to see temperatures in Celsius or Fahrenheit.

## Customizing Your News Feeds

To customize your news feeds:

1. Choose **Tools**→**Settings** and select the *Summary Preferences* tool. Then, choose the *News Feeds* tab.
2. In the left hand column, select the news feed to add to your display.
3. Click the **Add** button.
4. Click **OK**.

You can also add your own news feeds. Evolution will display RDF formatted XML news feeds from the website of your choice. For most sites, it's a file called "index.rdf."

## Customizing Your Mail Summary

To customize your mail summary:

1. Choose **Tools**→**Settings** and select the *Summary Preferences* tool.
2. Click the **Mail** tab.
3. Expand the folder tree to the folders you wish to display in the Summary.
4. Click the checkbox to the left of that folder.

## Customizing Your Schedule Summary

To customize your calendar summary:

1. Choose **Tools**→**Settings** and select the *Summary Preferences* tool.
2. Click the **Schedule** tab.
3. Choose whether you'd like appointments displayed for one day, five days, a week, or a month.
4. Choose whether you'd like to display all tasks, or just the tasks due today.

## Chapter 3. Using Evolution for Email

This chapter, and Chapter 4, will provide you with an in-depth guide to the capabilities of Evolution as a mail client. For information about how to set up your mail account, see the Section called *Mail Options* in Chapter 10.



### If you use IMAP Mail

If you chose IMAP mail during the setup process, you must subscribe to your mail folders before you can read mail in them. Read the Section called *Subscription Management* to find out how.

## Reading Mail

Start the mail client by clicking on the **Inbox** icon in the shortcut bar, or by selecting a mail folder in the folder bar. To read a message, select it in the message list; if you'd like to see it in its own window, double-click on it or press **Ctrl+O**.



### Reading Mail with the Keyboard

You can click the space bar to page down while you're reading an email, and press backspace to page up in an email. This may help to make reading your email faster.

You can navigate the message list by pressing the arrow keys up and down. To jump to the next unread message, press the . (period) or ] (close bracket) key. You can go to the previous unread message with , (comma) or [ (open bracket).

## Sorting the message list

Evolution helps you work by letting you sort your email. To sort by sender, subject, or date, click on 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, and if you click again, you'll sort them in reverse order. For example, click once on *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 on the message header bars to get a set of sorting options, and add or remove columns from the message list. You can find detailed instructions on how to customize your message display columns in the Section called *Sorting Mail with Column Headers* in Chapter 4.



### Email Headers

To look at the complete headers for email messages, select **View**→**Message Display**→**Show Full Headers**. To see absolutely every bit, choose **View**→**Message Display**→**Show Email Source**.

You can also choose a threaded message view. Select **View**→**Threaded** 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.



Figure 3-1. Message Threading In Action

## Deleting Mail

Once you've read your mail, you may want to get rid of it. To delete a message:

1. Click the message to select it
2. Press delete button or right click on the message and choose *Delete*.



### Why do I still see deleted mail?

When you press **Delete** or click the trash button, your mail isn't actually deleted, but is marked for deletion. Your email is not gone until you have expunged it. When you "Expunge" a folder, you remove all the mail that you have marked for deletion.

If you don't like this behavior, select **View**→**Hide Deleted Messages**. Then, you will only see deleted messages when you look in your *Trash* folder.

3. Click **Actions**→**Expunge** or press **Ctrl+E**



### Trash is Actually a vFolder?

Both local and IMAP Trash folders are actually vFolders that display all messages you have marked for later deletion. For more information about vFolders, see the Section called *Getting Really Organized with vFolders* in Chapter 4. Since emptying your trash expunges the messages in your Trash folder, choosing **Actions**→**Empty Trash** is the same as expunging deleted mail from *all* your folders.

This is not, however, true for the Trash folder on Exchange servers, which behaves just the same as it would in Outlook. That is to say, the Trash folder on an Exchange server is a normal folder with actual messages in it.

## Undeleting Messages

To undelete a message:

1. Select a message you have marked for deletion.
2. Press **Ctrl+U** or choose **Edit**→**Undelete**



### What does Undelete actually do?

If you have marked a message for deletion, undeleting it will unmark it, and the message will be removed from the Trash folder. However, it can't bring back messages that have been expunged.

## Checking for New Mail

Now that you've had a look around the Inbox, it's time to check for new mail. Click **Send/Receive** in the toolbar to check your mail. If you haven't entered any mail settings yet, the setup assistant will ask you for the information it needs to check your email.

The assistant will give you several dialog boxes where you configure:

- your personal information
- your outgoing email server information
- your mail account identity name



Figure 3-2. Mail Setup Assistant

To check your email, press the **Check Mail** button. If this is your first time checking mail, or you haven't asked Evolution to store your password, you'll be prompted for the password. Enter your password and your email will be downloaded.



### Can't Check Mail?

If you get an error message instead of mail, you probably need to check your network settings. To learn how to do that, have a look at the Section called *Mail Options* in Chapter 10, or ask your system administrator.



### Sharing Mailboxes with Other Mail Programs

If you want to use `Evolution` and another email client, such as `Mutt`, at the same time, here's how:

1. Download your mail in the other application as you would normally.
2. In `Evolution`, select **Tools**→**Settings**, go to the Mail Accounts configuration tool, and pick the account you'd like to use to share mail. You may want to create a new account just for this source of mail.
3. Under the *Receiving Mail* tab, select the type of mail file that your other mail application uses, and then enter the full path to that location. A typical choice would be mbox files, with the path `/home/username/Mail/`.
4. Click the **OK** button.

## Working with Attachments and HTML Mail

If someone sends you an *attachment*, a file attached to an email, `Evolution` will display the file at the bottom of the message to which it's attached. Text, including HTML formatting and embedded images, will appear as part of the message, rather than at the end of the message as an attachment.

### Saving or Opening Attachments

If you get an attachment with an email message, Ximian `Evolution` can help you save it or open it with the appropriate applications.

To save an attachment to disk:

1. Click the downward pointing arrow on the attachment icon and select **Save to Disk**.
2. Choose a location and name for the file.
3. Click **OK**.

To Open an Attachment in a Program:

1. Open the mail message with the attachment you want to read.
2. Click the arrow next the attachment icon.
3. Select the program you'd like to use. It will start up and open the document.

### 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 when you first start Ximian `Evolution`) `Evolution` will display the image inside the message. You can create messages like this by using the **Insert**→**Image** tool in the message composer.

If the image isn't included in the message, but is, instead, a link to an image, `Evolution` can download the image from the Internet for you. However, `Evolution` will not display the image unless you ask it to. This is because remotely hosted images can be slow to load and display, and can even be used by spammers to track who reads their email. Having images not load automatically helps protect your privacy.



If you want the images to load for one message, select **View**→**Message Display**→**Load Images**. If you want Ximian Evolution to load remotely hosted images more often, select **Tools**→**Settings** and go to the mail settings tool. There, click the *HTML Mail* tab and select one of the items there: *Never load images off the net*, *Load images if sender is in addressbook*, or *Always load images off the net*.



### Loading Images from the Net through an HTTP Proxy

If you use an HTTP proxy (as in many large organizations), Evolution must be able to find it through the *gnome-vfs* subsystem before it can load images from the Internet. This is also the case if you wish to access weather and news information through the Summary tool.

If you are using GNOME 1.4, you will need to configure this in the Nautilus *Preferences* dialog. However, in GNOME 2.0 and later, you can use the GNOME Control Center. Select **System**→**Settings** from your menu panel or from the GNOME menu, and then click the **Network Proxies** button in the *System Settings* category. Select the *Use an HTTP network proxy* check box and then enter information about your proxy. If you are not sure, check with your ISP or system administrator.

## Composing New Email Messages

You can start writing a new email message by selecting **File**→**New**→**Mail Message**, or by pressing the **New** button in the Inbox toolbar. When you do so, the New Message window will open, as shown in Figure 3-3.



Figure 3-3. New Message Window

Enter an address in the *To:* field. If you wish, enter a subject in the *Subject:*, and a message in the box at the bottom of the window. Once you have written your message, press **Send**.

## Sending Composed Messages Later

Evolution will normally send mail as soon as you click the **Send** button. However, there are a few ways you can save a message to be sent later:

- If you are offline, Evolution will add your messages to the *Outbox* queue. The next time you connect to the Internet and send or receive mail, that message will be sent.
- Choose **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, choose **Save As** and then choose a file name.

## Working Offline

Offline mode is a tool designed for use with IMAP or Exchange mail accounts in situations where you will not be connected to the network at all times. It will keep a local copy of one or more folders, and allow you to compose messages, storing them in your Outbox to be sent the next time you connect.

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

To mark a folder for offline use, select **Settings**→**Preferences** and then click the *Folders* icon. In the *Offline Folders* tab, click the check-box next to the folders that you would like to use while you are offline.

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

To cache your selected folders and disconnect from the network, select **File**→**Work Offline** or click the connection status icon in the lower left of the screen. When you want to reconnect, choose **File**→**Work Online** or click the connection status icon again.

## More About Mail Composition

In the next few sections, you'll see how Evolution handles advanced email features, including large recipient lists, attachments, and forwarding.

### Attachments

To attach a file to your email:

1. Push the attach button in the composer toolbar
2. Select the file you want to attach
3. Press **OK**

You can drag a file from your desktop into the composer window to attach it as well.

To hide the display of files you've attached to the message, select **View**→**Hide Attachments**; to show them again, choose **Show Attachments**.

When you send the message, a copy of the attached file will go with it. Be aware that big attachments can take a long time to download.

### Specifying Recipients for Email

Evolution, like most email 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 email address or addresses in the *To:* field, which denotes primary recipients. To send mail to more than one or two people, you can use the *Cc:* field.

Harkening back to the dark ages when people used typewriters and there were no copy machines, "Cc" stands for "Carbon Copy." Use it whenever you want to share a message you've written to someone else.

*Bcc:* is a little more complex. You use it like *Cc:*, but people on the *Bcc:* list are hidden from the other recipients of the message. 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 email to the same groups of people, you can create address lists in the Contact Manager, and then send them mail as though they had a single address. To learn how to do that, read the Section called *Creating a List of Contacts* in Chapter 5.



#### Setting Reply-to On a Per-Mail Basis

Evolution has the ability to let you specify the Reply-To in an email. Using this, you can setup a special Reply-To for an email. To do this:

1. Open a composer window
2. Open the Reply-To field by selecting **View** → **Reply To**
3. Enter the address you wish to have be the Reply-To address in the new Reply-To field.

### Choosing Recipients Quickly

If you have created address cards in the contact manager, you can also enter nicknames or other portions of address data, and Evolution will offer a drop down list of possible address completions from your address book. If you enter a name or nickname that can go with more than one card, Evolution will open a dialog box to ask you which person you meant.

Alternately, you can click on the **To:**, **Cc:**, or **Bcc:** buttons to get a list -- potentially a very long one -- of the email addresses in your contact manager. Select addresses and click on the arrows to move them into the appropriate address columns.

For more information about using email together with the contact manager and the calendar, see the Section called *Send me a Card: Adding New Cards Quickly* in Chapter 5 and the Section called *Scheduling With the Evolution Calendar* in Chapter 6.

## Replying to Email Messages

To reply to a message, press the **Reply** button while it is selected, or choose **Reply to Sender** from the message's right-click menu. That will open the message composer. The *To:* and *Subject:* fields will already be filled, although you can alter them if you wish. In addition, the full text of the old message is inserted into the new message, either in grey with a blue line to one side (for HTML display) or with the > character before each line (in plain text mode), to indicate that it's part of the previous message. People often intersperse their message with the quoted material as shown in Figure 3-4.



Figure 3-4. Reply Message Window

If you're reading a message with several recipients, you may wish to 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.

### Example 3-1. Using the Reply to All feature

Susan sends an email 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**. Note that his reply will not reach anyone that Susan put on her *Bcc* list, since that list is not shared with anyone.

If you're subscribed to a mailing list, and want your reply to go just to the list, rather than to the sender, choose **Reply to List** instead of **Reply** or **Reply to All**.



#### What is a Mailing List?

Mailing Lists are one of the most popular tools for group collaboration on the Internet. Here's how they work:

Someone sends a message to a single address, like <evolution@ximian.com>.

That address belongs to a program that distributes the message to a list of recipients. The mail management program lets individuals subscribe to or unsubscribe from the list at will, without requiring the message writers to remember the addresses of every recipient.

Mailing list servers can also let network administrators control mail flow, list membership, and even moderate the content of mailing lists.

## Searching and Replacing with the Composer

You are probably familiar with search and replace features in any sort of text-editing software, and if you come from a Linux or Unix background, you may know what **Find Regex** does. If you aren't among the lucky who already know, here's a quick rundown of the automated text searching features that the message composer makes available to you.

### Find

Enter a word or phrase, and `Evolution` will find it in your message.

### Find Regex

Find a regex, also called a *regular expression*, in your composer window.

### 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 or not to *Search Backwards* in the document from the point where your cursor is. For all but the regular expression search (which doesn't need it), you are offered a check box to determine whether the search is to be *Case Sensitive* when it determines a match.

## Enhance your email with HTML

Normally, you can't set text styles or insert pictures in emails, which is why email is often regarded as uncommunicative and cold, and why people often resort to using far too many exclamation points to convey their feelings. However, most newer email programs can display images and text styles as well as basic alignment and paragraph formatting. They do this with *HTML*, just like web pages do.



### HTML Mail is not a Default Setting

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 some people may prefer not to get HTML mail, `Evolution` sends plain text unless you explicitly ask for HTML.

You can change the format of an email message between plain text and HTML by choosing **Format** → **HTML**.

To send all your mail as HTML by default, set your mail format preferences in the mail configuration dialog. See the Section called *Message Composer Preferences* in Chapter 10 for more information.

HTML formatting tools are located in the toolbar just above the space where you'll actually compose the message, and 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 over the buttons. The buttons fall into four 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 the highly organized.



#### **Using Bullets to Make Your Email More Attractive**

Instead of using asterisks to mark a bulleted list, try the *Bulleted List* style from the style dropdown list. *Evolution* uses more attractive bullets and handles word wrap and multiple levels of indentation.

### Text style

Use these buttons to determine the way your letters look. If you have text selected, the style will apply to the selected text. If you do not have text selected, the style will apply to whatever you type next. The buttons are:

Push **B** for bold text

Push **I** for italics

Push **U** to underline

Push **S** for a strikethrough.

### Alignment

Located next to the text style buttons, these three paragraph icons should be familiar to users of most word processing software. The leftmost button will make your text aligned to the left, the center button, centered, and the right hand button, aligned on the right side.

### Indentation rules

The button with the arrow pointing left will reduce a paragraph's indentation, and the right arrow will increase its indentation.

### Color Selection

At the far right is the color section tool. The colored box displays the current text color; to choose a new one, click the arrow button just to the right. If you have text selected, the color will apply to the selected text. If you do not have text selected, the color will apply to whatever you type next. You can select a background color or image by right-clicking on the message background and selecting *Page*.

The **Insert** gives you opinions which let you spruce up your email to make it more interesting:

## Insert Link

Lets you link some text to a website. Use this 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 will recognize it as a link. To add a link:

1. Select the text you wish to link from.
2. Right click on the text and click on **Link**.
3. Put the URL you want to use in the *URL* field.
4. Click **OK**.



If you're typing a web page address to be automatically formatted, keep in mind that a space terminates the link.

## Insert Image

Lets you put an image alongside text.

To insert an image into your email:

1. Make sure that you have the **Format**→**HTML** selector checked.
2. Click the **Insert Image** button in the toolbar, or select **Insert**→**Image**.
3. Choose your image by clicking the **Browse** button.
4. Press **Insert** to insert the image.

## Insert Rule

Inserts a horizontal line into the text to help divide two sections.

To insert a rule:

1. Make sure that you have the **Format**→**HTML** selector checked.
2. Click the **Rule** button in the *Toolbar*.
3. Select the type of rule. You can use a plain line, a 3D line, or a yellow line with flowers.
4. Choose the size of the line, as a percentage of the width of the email window.
5. Choose the alignment and style. For the plain line, you can choose the thickness of the line, and whether it will be shaded, or solid. For the other types, you can only choose alignment.
6. Click **Insert** to insert the rule.

## Insert Table

Inserts a table into the text to help divide two sections.

To insert a table:

1. Make sure that you have the **Format**→**HTML** selector checked.
2. Click the **Table** button in the *Toolbar*.

3. Select the table **Template** you wish to use. Each has a slightly different feel and layout.
4. If you so desire, you may change the number of rows, columns, spacing of each cell, and so forth.
5. Click the **Insert** button.

Once the table is in place, you can right-click on it and get a list of ways to alter it, such as changing its background color, expanding it, or deleting a row or cell.

## Templates

Evolution not only allows you to decorate your email with HTML text and graphics, but provides you with prebuilt templates for you to use when making these improvements. You can use these to emphasize a point or frame an image in an attractive manner.

To include a template into your HTML based email:

1. Make sure that the **Format** → **HTML** selector is checked.
2. Click the **HTML Template** button in the *Toolbar* or select **Insert** → **HTML Template**
3. Select the template type in the *Template* selection box. Your options are *Note* and *Image Frame*.
4. Set the size and alignment of the HTML template.
5. Click **Insert** to insert it where the cursor is.
6. Click on the text in the template, and enter the text you want to use.

If you have selected an image frame template, right-click on the image and select **Image** to select the image you want to place in the frame.

## Forwarding Mail

The post office forwards your mail for you when you change addresses, and you can forward a letter if it comes to you by mistake. The email *Forward* button works in much the same way. It's particularly useful if you have received a message and you think someone else would like to see it. You can forward a message as an attachment to a new message (this is the default) or you can send it *inline* as a quoted portion of the message you are sending. Attachment forwarding is best if you want to send the full, unaltered message on 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 where, if at all, you have removed or altered content.

To forward a message you are reading, press **Forward** on the toolbar, select **Actions** → **Forward**, or press **Ctrl+J**. If you prefer to forward the message *inline* instead of attached, select **Actions** → **Forward Inline** from the menu. Choose an addressee as you would when sending a new message; the subject will already be entered, although you can alter it if you wish. Enter your comments on the message in the composition frame, and press **Send**.



## Seven Tips for Email Courtesy

- Don't send spam or forward chain mail. 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 pleasant!
- **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 will put a red line beneath words it doesn't recognize, as you type them.
- Don't send nasty emails (flames). If you get one, don't write back.
- When you reply or forward, include just enough of the previous message to provide context: not too much, not too little.
- Don't send spam.

## RSVPs in Mail

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

If you click on the attachment button and click the **View Inline**, Ximian Evolution will show you information about the meeting, and let you respond to the meeting in several ways. Select the response that you would like, and then click the **OK** button.

Your options are:

### Accept

Select this entry if you will attend the meeting. When you click the **OK** button, the meeting will be entered into your calendar.

### Tentatively Accept

Select this entry if you will probably attend the meeting. When you click the **OK** button, the meeting will be entered into your calendar, but marked as tentative.

### Decline

Select this item if you will be unable to attend the meeting. The meeting will not be entered into your calendar when you click the **OK**, although your response will be sent to the meeting host if you have checked the *RSVP* box.

### RSVP

Check this box if you would like your response sent to the meeting organizers.

## Subscription Management

Since 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. That's why Evolution has an IMAP subscriptions manager. If you prefer to have every mail

folder displayed, you can select that option as well. However, if you'd like to choose specific items in your mailbox, and exclude others, you can use the subscription management tool to do that.

Here's how:

1. Select **Tools**—>**Subscribe to Folders**.
2. If you have accounts on multiple IMAP servers, select the server where you'd like to manage your subscriptions. Evolution will display a list of available files and folders.
3. Select a file or folder by clicking on it. You will want to select at least the *INBOX* folder. Depending upon the way your IMAP server is configured, the list of available files may include non-mail folders. If it does, you can ignore them.
4. Click the **Subscribe** to add it to the subscribed list.
5. When you have subscribed to the folders you want, close the window.

## Encryption

### What is Encryption?

Encryption is an ancient method of keeping information safe from prying eyes. Evolution helps you protect your privacy by using GPG, an implementation of strong *Public Key Encryption*.



#### Public Key? Private Key? What is the difference?

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. *Never give your private key to anyone, ever.* Your private key lets you decrypt any message encrypted with your public key.

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

You can use encryption in two different ways:

Encrypt the entire message, so that nobody but the recipient can read it.

Attach an encrypted signature to a plain text message, so that the recipient can read the message with

### Example 3-2. Sending an Encrypted Message

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.



### Always Sign

You can set Evolution to always sign your email messages:

1. Select **Tools** → **Settings**, go to the Mail Account settings, and select the account with which you want to use encryption.
2. Open the *Security* tab.
3. Click the **Always sign outgoing messages when using this account** button.

## Making Encryption Keys

Before you can get or send encrypted mail, you need to generate your public and private keys with GPG. Here's how:



### GPG Versions

This manual covers version 1.0.6 of GPG. If your version is different, this may not be entirely accurate. You may find out your version number by typing in the command: **gpg --version**.

1. Open a terminal and type **gpg --gen-key**.
2. Choose the default algorithm, "DSA and ElGamal."
3. Choose a key length. The default, 1024 bits, should be long enough.
4. Decide if you want your key to expire automatically, and if so, when.
5. Enter your name, email address, and any additional personal information you think is appropriate. Do not falsify this information, because it will be needed to verify your identity later on.
6. Next, enter your passphrase. It does not have to be the same as your email password or your login password. In fact, it probably shouldn't. Don't forget it. If you lose it, your keys will be useless and you will be unable to decrypt messages sent to you with those keys.
7. Now, GPG will generate your keys. This may take awhile, so feel free to do something else while it's happening. In fact, using your computer for something else actually helps to generate better keys, because it increases the randomness in the key generation seeds.

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

```
/home/you/.gnupg/pubring.gpg
-----
pub 1024D/32j38dk2 2001-06-20 you <you@your-address.com>
```

```
sub 1024g/289sklj3 2001-06-20 [expires: 2002-11-14]
```

GPG will create 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 wish, you can upload your keys to a key server. Here's how:

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



### Why Use a Key Server?

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 people public key, include it in your signature file, or put it on your own web page. However, it's easier to publish them once, and then let people download them from a central place when they want.

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

## Getting and Using Public Keys

To encrypt a message to your someone else you'll need to use their public key in combination with your private key. *Evolution* does that for you, but you still need to get their 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 will need to type in your password, and then their ID will automatically be added to your keyring. When you send mail to them, *Evolution* will allow you to encrypt your messages.

If someone sends you their public key directly, save it as a plain text file and enter the command `gpg filename`. This will add it to your keyring.

## Setting up Evolution's Encryption

You'll need to open **Tools** → **Settings** and select the *Mail Accounts* button, then select the account you want to use securely, and click the **Edit** button. Then, select the *Security* tab in the account dialog. In the *Security* tab is a section labeled *Pretty Good Privacy*. Enter your key ID and click **OK**. Your key is now integrated into your identity in *Evolution*.



### What is my Key ID again?

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 will be an eight character string with random numbers and letters.

## **Sending Encrypted Messages**

As you know, you can use encryption to hide the entire message, or just to verify your signature. Once you've generated your public and private keys, and have the public keys of the people to whom you want to send mail, here's what to do:

### **Signing a Message**

To sign a message, choose: **Security** → **PGP Sign** . You will be prompted for your encryption password. Once you enter it, click **OK** and your message will be signed.

### **Encrypting a Message**

Encrypting a message is very similar to signing a message. Just choose the menu item **Security** → **PGP Encrypt**

### **Unencrypting a Received Message**

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

When you view the message, Evolution will ask you for your PGP password. Enter it, and the message will be displayed properly.



## Chapter 4. Organizing and Managing your Email

Even if you only get a few email messages a day, you probably want to sort and organize them. When you get a hundred a day and you want to refer to a message you received six weeks ago, you *need* to sort and organize them. Fortunately, Ximian Evolution has the tools to help you do it.

### Importing Your Old Email and Settings

Evolution allows you to import old email and data so that you don't need to worry about losing your old information.

#### Importing Email and Other Data

Ximian Evolution can import the following types of files:

VCard (.vcf, gcrd):

The addressbook 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.

iCalendar (.ics):

A format for storing calendar files. iCalendar is used by PalmOS based handhelds, Ximian Evolution, and Microsoft Outlook.

Microsoft Outlook Express 4 (.mbx):

Email file format used by Microsoft Outlook Express 4. For other versions of Microsoft Outlook and Outlook Express, see the workaround described in the note below.

LDAP Data Interchange Format (LDIF):

A standard data format for address book cards.

MBox (mbox):

The email box format used by Mozilla, Netscape, Ximian Evolution, Eudora, and many other email clients.

To import your old email:

1. Click **File**→**Import**.
2. Click **Next** after reading the Welcome screen.
3. Select **Import a single file**.
4. Find the file that you wish to import into Evolution.
5. Click **Import**

#### Importing Preferences

Evolution can import all your old mail, contacts, and other information from other applications, making your transition to Evolution easy.

To import your old information:

1. Click **File**→**Import**.
2. Click **Next** after reading the Welcome screen.
3. Select **Import data and settings from older programs**.
4. The left-most column shows the application which your information will be imported from. You then select checkboxes on each component to import different properties of each application.
5. Click **Next**
6. Click **Import**



### Microsoft Outlook and Outlook Express Users

Microsoft Outlook, and versions of Outlook Express after version 4, use proprietary formats that Ximian Evolution cannot read or import. For contacts, you may have to email them to yourself and import them that way. For email, there is a simpler workaround:

1. While using Windows, import the files into Mozilla Mail (or another mailer, such as Netscape or Eudora, that uses the standard mbox format).
2. Copy the files to the system or partition you use for Ximian Evolution.
3. Use the Ximian Evolution import tool to import the files. There's more information about why this works, and how, at the Ximian support website.



### Netscape Users

Before importing mail from Netscape, make sure you select **File**→**Compact All Folders**. If you don't, Ximian Evolution will import and undelete the messages in your Trash folders.

## Sorting Mail with Column Headers

By default, the message list has columns with the following headings: an envelope icon indicating whether you have read or replied to a message, an exclamation point indicating priority, and the *From*, *Subject*, and *Date* fields. You can change their order and remove them by dragging and dropping them. To add columns:

1. Right click on the column header
2. Click **Add a Column**
3. Click and drag a column you want into a space between existing column headers. A red arrow will show you where the column will be placed.

Right-click on one of the column headers to get a list of options:



**Sort Ascending:**

Sorts the messages top to bottom.

**Sort Descending:**

Sorts the messages bottom to top.

**Remove this Column:**

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

**Customize 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 wish to display

### Column Sorting with the Follow Up Feature

One way to make sure you don't forget about a message is with the *Follow Up* feature. To use it, select one or more messages, and then right-click on one and select **Follow Up**. A dialog box will open and 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 wish. You may set a deadline date for the flag as well, if you wish.

Once you have added a flag, you can mark it as complete or remove it entirely by right-clicking on the message and selecting *Flag Completed* or *Clear Flag*.

When you read a flagged message, its flag status will be displayed right 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 vFolder that displays all your flagged messages, and clear the flags when you're done, so the vFolder contains only messages with upcoming deadlines.

## Getting Organized with Folders

Ximian Evolution keeps mail, as well as address cards and calendars, 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 selecting **New** and then **Folder** from the **File** menu. Ximian Evolution will ask you for the name and the type of the folder, and will provide you with a folder tree so you can pick where it goes.

When you click **OK**, your new folder will appear in the folder view. You can then put messages in it by dragging and dropping them, or by using the **Move** button in the toolbar. If you want to move several messages at once, click on the ones you want to move while holding down the **Ctrl** key, or use **Shift** to select a range of messages. If you create a filter with the filter assistant, you can have mail filed automatically.



### Subfolders in IMAP

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 INBOX. If you create subfolders in your INBOX

folder, you will lose the ability to read messages that exist in your INBOX until you move the folders out of the way.

## Searching for Messages

Most mail clients can search through your messages for you, but Ximian Evolution does it faster. You can search through just the message subjects, just the message body, or both body and subject.

To start searching, enter a word or phrase in the text area right below the toolbar, and choose a search type:

*Body or subject contains:*

This will search message subjects and the messages themselves for the word or phrase you've entered in the search field.

*Body contains:*

This will search only in message text, not the subject lines.

*Subject contains:*

This will show you messages where the search text is in the subject line. It will not search in the message body.

*Body does not contain:*

This finds every email message that does not have the search text in the message body. It will still show messages that have the search text in the subject line, if it is not also in the body.

*Subject does not contain:*

This finds every mail whose subject does not contain the search text.

When you've entered your search phrase, press **Enter**. Ximian Evolution will show your search results in the message list.

If you think you'll want to return to a search again, you can save it and execute it later. Just click *Save Search* from the **Search** menu. Then, you can run that search on any folder by selecting it from the **Search** menu. You may also want to create a vFolder instead; see the Section called *Getting Really Organized with vFolders* for more detail.

When you're done with the search, go back to seeing all your messages by choosing **Show All** from the *Search* drop-down box, or enter a blank search.

If you'd like to perform a more complex search, open the advanced search dialog by selecting *Advanced...* from the *Search* drop-down menu. Then, create your search criteria (each with the same options you saw in the regular search bar), and decide whether you want to find messages that match all of them, or messages that match even one. Then, click **Search** to go and find those messages.

You'll see a similar approach to sorting messages when you create filters and vFolders in the next few sections.

## 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 may effect the same message in several ways. For example, your filters could put copies of one message into multiple folders, or keep a copy and send one to another person as well, and it can do that quickly. Of course, it's also faster and more flexible than an actual person with a pile of envelopes.



#### Quick Filter Creation

There is an easy shortcut for fast filter or vFolder creation. Right-click on the message in the message list, and select one of the items under the **Create Rule from Message** submenu.

## Making New Filters

To create a new filter:

1. Click **Tools**→**Filters**
2. Press the **Add** button.
3. Name your filter in the *Rule name* field. For each filter criterion, you must first select which of the following parts of the message you want the filter to examine:
  - Sender - The sender's address.
  - Recipients - The recipients of the message.
  - Subject - The subject line of the message.
  - Specific Header - The filter can look at any header you want, even obscure or custom ones. Enter the header name in the first text box, and put your search text in the second one.



#### Repeated Headers

If a message uses a header more than once, Evolution will pay 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@rupertcorp.com" and then restates it as "marketing@rupertcorp.com," Evolution will filter as though the second declaration had not occurred. To filter on messages that use headers multiple times, use a regular expression.

- Message Body - Search 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 Ximian Evolution.



Figure 4-1. Creating a Mail Filter



### What if Multiple Filters Match One Message?

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

When you first open the filters dialog, 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.

- **Date sent** - Filter messages according to the date on which they were sent: First, choose the conditions you want a message to meet -- *before* a given time, *after* it, and so forth. Then, choose the time. The filter will compare 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 even have it look for messages within a range of time relative to the filter -- perhaps you're looking for messages less than two days old.
- **Date Received** - This works the same way as the *Date Sent* option, except that it compares the time you got the message with the dates you specify.
- **Score** - Emails have a standard priority range from -3 (least important) to 3 (most important). You can have filters set the priority of messages you receive, and then have other filters applied only to those messages which have a certain priority.
- **Size (kb)** - Sorts based on the size of the message in kilobytes.
- **Status** - Filters according to the status of a message, such as 'New'.
- **Attachments** - Create a filter based on whether or not you have an attachment in the email.
- **Mailing List** - Filter based on the mailing list it came from.



### How Does Filtering on Mailing Lists Work?

Filtering on mailing list actually looks for a specific mailing-list header called the `X-BeenThere` header, used to identify mailing lists or other redistributors of mail.

- Expression - If you know your way around a *regex*, or regular expression, put your knowledge to use here. This allows you to search for complex patterns of letters, so that you can find, for example, all words that start with a and ends 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 manual page for the **grep** command.
  - Source Account - Filter messages according the server you got them from. You can enter a URL or choose one from the drop-down list. This ability is only relevant if you use more than one mail source.
4. Select the criterion for the condition. If you want multiple criteria for this filter, press **Add criterion** and repeat the previous step.
  5. Select the actions for the filter in the *Then* section. You can select any of the following options.
    - Move to Folder - If you select this item, Ximian Evolution will put the messages into a folder you specify. Click the **<click here to select a folder>** button to select a folder.
    - Copy to Folder - If you select this item, Ximian Evolution will put the messages into a folder you specify. Click the **<click here to select a folder>** button to select a folder.
    - Forward to Address - Select this, enter an address, and the addressee will get a copy of the message.
    - Delete - Marks the message for deletion. You can still get the message back, at least until you **Expunge** your mail yourself.
    - Stop Processing - Select this if you want to tell all other filters to ignore this message, because whatever you've done with it so far is plenty.
    - Assign Color - Select this item, and Ximian Evolution will mark the message with whatever color you please.
    - Assign Score - If you know that all mail with "important" somewhere in the message body line is important, you can give it a high priority score. In a subsequent filter you can then arrange your messages by their priority score.
  6. Set Status - If you want to add multiple actions for this filter, press **Add action** and repeat the previous step.
  7. Press **OK**.



#### When Are Filters Applied?

If you use Ximian Connector to store your mail on an Exchange server, filters are not applied until you open your INBOX folder and select **Actions** → **Apply Filters** or press **Ctrl-Y**

### Example 4-1. Using a Filter to Avoid Spam

Spam, also known as unsolicited commercial email (UCE), is the bane of many people's Inboxes, but it doesn't have to be. Using Ximian Evolution filters and an external Spam detection tool like SpamAssassin (<http://spamassassin.org/>), you can catch the vast majority of junk mail and drop it directly into the trash.

The easiest way to do this is to get your system administrator to install SpamAssassin (or its equivalent) on your mail server. There, it will flag messages it suspects of being Spam with the "X-Spam-Status" header to your mail, which you can then search for in a filter. Because SpamAssassin scores mails based on the likelihood that messages are junk, you can even choose how strict you want it to be. If you don't have a friendly network administrator, never fear: you can install SpamAssassin on your own system, then pipe messages through it before reading them.

If your system administrator or ISP has SpamAssassin, here's how to siphon off the junk mail:

1. Select **Tools**→**Filters**.
2. Click **Add**.
3. Set the first part of your search criterion to look in a *Specific header*.
4. Enter **X-Spam-Flag** as the name of the header.
5. Choose *contains* at the second drop-down box.
6. Enter **YES** as the content to search for. You're now working with all email that has the word "YES" in the "X-Spam-Status" header.
7. For actions, choose what you'd like to do with the messages. You can delete the messages automatically, but it's more prudent to place them in a "Possible Junk Mail" folder, and check them over just to make sure a genuine message didn't get flagged by accident.
8. Click OK. You're done.

If you don't have SpamAssassin or other junk mail filtering on your mail server, there's still hope, although it's not quite as simple. First, download and install SpamAssassin from <http://spamassassin.org>. You'll need to download the "spamassassin" and "perl-Mail-SpamAssassin" packages, and you can install them with Red Carpet by selecting **Install Local Packages** from the **File** menu. Further instructions are at the SpamAssassin web site. Once you have the software installed, do the following:

1. Open a new create a text file with any text editor ( **Programs** → **Accessories** → **Text Editor** is the most convenient) and paste in the following:

```
spamassassin -e
```

This will run the SpamAssassin command and report back 0 if the message is not junk.

2. Save the file as "spam-filter.sh"
3. Mark the file as an executable program: Open your home directory in Nautilus, right-click on spam-filter.sh there, and select **Properties**. Then, click the "Permissions" tab and check the box in the *Execute* column and the *Owner* row. Alternately, open a terminal ( **Programs** → **Accessories** → **Terminal** ) and enter the command: `chmod +x spam-filter.sh`.
4. Back in Evolution, create a new filter: Select **Tools**→**Filters**, then click **Add**.
5. Select "Pipe Message to Shell Command" as the first portion of the criterion.

6. Enter `"/home/username/spam-filter.sh"` as the shell command, then select "Does Not Return" and "0" as the remaining two items. Substitute your username for "username" so that Evolution can find the script.
7. For actions, choose what you'd like to do with the messages. You can delete the messages automatically, but it's more prudent to place them in a "Possible Junk Mail" folder, and check them over just to make sure a genuine message didn't get flagged by accident.
8. You're done. Click "OK" to close the filter and "OK" to close the filter editor.

## Editing Filters

To edit a filter:

1. Select **Tools** → **Filters**
2. Select the filter in the *Filter Rules* section and press **Edit**.
3. Change the desired settings.
4. Press **OK** in the filter editor window.
5. Press **OK** in the filter manager window.

## Deleting Filters

To delete a filter:

1. Select **Tools+Filters**
2. Select the filter and press **Delete**.



### Changing Folder Names and Filters

- Incoming email that your filters don't move goes into the Inbox; outgoing mail that they don't move ends up in the Sent folder. So be sure to change the filters that go with it.

## Getting Really Organized with vFolders

If filters aren't flexible enough for you, or you find yourself performing the same search again and again, consider a vFolder. vFolders, or virtual folders, are an advanced way of viewing your email messages within Ximian Evolution. If you get a lot of mail or often forget where you put messages, vFolders can help you stay on top of things.

A vFolder 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, while a conventional folder actually contains messages, a vFolder is a view of messages that may 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 vFolder criteria arrive or are deleted, Ximian Evolution will automatically place them in and remove them from the vFolder contents list. When you delete a message, it gets erased from the folder in which it actually exists, as well as any vFolders which display it.

Imagine a business trying to keep track of mail from hundreds of vendors and clients, or a university with overlapping and changing groups of faculty, staff, administrators and students. The more mail you need to organize, the less you can afford the sort of confusion that stems from an organizational system that's not flexible enough. vFolders make for better organization because they can accept overlapping groups in a way that regular folders and filing systems can't.



#### The "Unmatched" vFolder

The Unmatched vFolder is the mirror of all your other vFolders: it displays whatever messages are not matched by other vFolders.

If you use remote email storage like IMAP or Microsoft Exchange, and have created vFolders to search through them, the Unmatched vFolder will follow your lead, and search the remote folders as well. If you do not create any vFolders that search in remote mail stores, the Unmatched vFolder will not search in them either.

### Example 4-2. Using Folders, Searches, and vFolders

To organize his mailbox, Jim sets up a virtual folder for emails from his friend and co-worker Anna. He has another one for messages that have ximian.com in the address and Ximian 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 Ximian Evolution, it only shows up in the "Anna" folder. When Anna sends him mail about the user interface for evolution, he can see that message both in the "Anna" vFolder and in the "Internal Evolution Discussion" vFolder.

### Creating vFolders

To create a vFolder:

1. **Tools** → **Virtual Folder Editor**
2. Click **Add**
3. Name your vFolder in the *Rule 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:





Figure 4-2. Selecting a vFolder Rule

- Sender - The sender's address.
- Recipients - The recipients of the message.
- Subject - The subject line of the message.
- Message Body - Search 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 vFolders in Ximian Evolution.
- Date sent - Search messages according to the date on which they were sent: First, choose the conditions you want a message to meet -- *before* a given time, *after* it, and so forth. Then, choose the time. The vFolder will compare 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 even have it look for messages within a range of time relative to the filter -- perhaps you're looking for messages less than two days old.
- Date Received - This works the same way as the *Date Sent* option, except that it compares the time you got the message with the dates you specify.
- Label - This works the same way as the *Score* option, although it allows you to select from various labels applied to the message, such as *Important*, *Personal*, *To Do*, *Work* or *Later*.
- Score - Emails have a standard priority range from -3 (least important) to 3 (most important). You can have vFolders set the priority of messages you receive, and then have other vFolders applied only to those messages which have a certain priority.
- Size (kb) - Sorts based on the size of the message in kilobytes.
- Status - Searches according to the status of a message, such as 'New'.
- Attachments - Create a vFolder based on whether or not you have an attachment in the email.
- Mailing List - Search based on the mailing list it came from.
- Source Account - Search messages according to the server you got them from. You can enter a URL or choose one from the drop-down list. This ability is only relevant if you use more than one mail source.

5. Select the folder sources. You can select:

- Specific folders only



If you select specific folders only, you need to specify the source folders in the box below.

- With all local folders
- With all active remote folders
- With all local and active folders

Remote folders are considered active if you are connected to the server; you must be connected to your mail server for the vFolder to include any messages from that source.

## Notes

1. <http://spamassassin.org/>
2. <http://spamassassin.org>

## Chapter 5. Working with Your Contacts

This chapter will show you how to use the *Evolution* addressbook to organize any amount of contact information, share addresses over a network, and several ways to save time with everyday tasks. To learn about configuring the addressbook, see the Section called *Directory Server Settings* in Chapter 10. You can import contacts from other contact management tools with the Import tool by selecting **File**→**Import**, or by mailing them to yourself as vCard attachments.

The toolbar for the addressbook is quite simple.

- Click **New Contact** to create a new card, or double-click in a blank space in the contact list.
- Click **New List** to create a new card, or double-click in a blank space in the contact list.
- The **printer** icon sends one or more of your cards to the printer.
- The **stop sign** icon stops loading contact data from the network. This button is only relevant if you are looking at contact information on a network.

Your contact information fills the rest of the display. Move through the cards alphabetically with the buttons and the scrollbar to the right of the window. Of course, if you have more than a few people listed, you'll want some way of finding them more quickly, which is why there's a search feature.

### The Contact Editor

To delete a contact:

1. Click once on the contact.
2. Press the **Delete** button.

If you want to add or change cards, you'll use the contact editor. To change a card that already exists, double click on it to open the contact editor window. If you want to create a new card, clicking the **New** button in the toolbar will open the same window, with blank entry boxes for you to fill in.

The contact editor window has three tabs, *General*, for basic contact information, *Details*, for a more specific description of the person, and *Collaboration* for information about scheduling and working closely with them. In addition, it contains a **File** menu and an **Actions** menu. Under **Actions** you will find **Forward Contact**, which opens a new message with the card already attached, and **Send Message to Contact**, which will open a new message to the contact.

The toolbar is relatively simple: *Save and Close*, *Print*, *Close*, and *Delete*.



Figure 5-1. Evolution Contact Editor

The *General* tab has seven sections, each with an icon: a face, for name and company; a telephone for phone numbers; an envelope for email address; a globe for web page address; a house for postal address; a file folder for contacts, and a briefcase for categories.

#### Full Name

The *Full Name* field has two major features:

- You can enter a name into the **Full Name** field, but you can also click the **Full Name** button to bring up a small dialog box with a few text boxes

#### *Title:*

Enter an honorific or select one from the menu.

#### *First:*

Enter the first, or given, name.

#### *Middle:*

Enter the middle name or initial, if any.

#### *Last:*

Enter the last name (surname).

#### *Suffix:*

Enter suffixes such as "Jr." or "III."

The *Full Name* field also interacts with the *File As* box to help you organize your contacts.

To see how it works, type a name in the *Full Name* field. As an example, we'll use the Ximian mascot, **Rupert T. Monkey**. You'll notice that the *File As* field also fills in, but in reverse: *Monkey, Rupert*. You can pick *Rupert Monkey* from the drop-down, or type in your own, such as **T. Rupert Monkey**.



#### Filing Suggestion

Don't enter something entirely different from the actual name, since you might forget that you've filed Rupert's information under "F" for "Fictitious Ximian Employee."

#### Multiple Values for Fields:

If you click on the downward pointing triangle buttons next to the *Primary Email* field, you can also choose *Email 2* and *Email 3*. Although the contact editor will only display one of those at any given time, *Evolution* will store them all. Entries that have information in them have a check mark next to them. The buttons next to the telephone and postal address fields work in the same way.

The last item in the *General* tab is the *Categories* organization tool; for information on that, read the Section called *Organizing your Addressbook*.

The *Details* tab is much simpler:

- The briefcase - Describes the person's professional life
- The face - Describes the person's personal life
- The globe - Miscellaneous notes



#### Contact Shortcuts

You can add cards from within an email message or calendar appointment. While looking at an email, right-click on any email address or message, and choose **Create Card for this Address** or **Create Card for this Sender** from the menu.

## Searching for Contacts

*Evolution* allows searching through contacts quickly and easily.

To search through contacts:

1. Select your search focus in the search bar.
2. Enter your query.
3. Press return to search.

To perform a complex search through your contacts:

1. Open **Tools**—→**Search for contacts**
2. Name the rule in the *Rule Name* field.
3. Setup your criteria information in the *If* section.
4. If you want to add more criteria, click the **Add Criterion** button.
5. Click **Search**.

To show all your contacts, select **Show All** in the *Search Bar* or search with an empty query.

## Organizing your Addressbook

Organizing your addressbook is a lot like organizing your mail. You can have folders and searches the same way you can with mail, but the addressbook does not allow Virtual Folders. It does, however, allow each card to fall under several categories, and allow you to create your own categories. To learn about categories, read the Section called *Grouping with Categories*.

### Groups of contacts

Evolution offers two ways for you to organize your cards. The first way is to use folders; this works the same way mail folders do. For more flexibility, you can also mark contacts as elements of different categories. To better integrate with email tools, you can also create lists of contacts that you can send mail to as a single person.

### Grouping with Folders

The simplest way to group address cards is to use folders. By default, cards start in the *Contacts* folder. If you've read Chapter 1 then you already know that you can create a new folder by selecting **File**→**New**→**Folder** and that you can put new folders anywhere you like. Just like with mail, cards must be in a card folder, and no card can be in two places at once. If you want more flexibility, try the Section called *Grouping with Categories*.

To put a card into a folder, just drag it there from the folder view. Remember that contact cards can only go in contact folders, just like mail can only go in mail folders, and calendars in calendar folders.

### Grouping with Categories

The other way to group cards is to mark them as belonging to different categories. That means that you can mark a card as being in several categories or no category at all. For example, I put my friend Matthew's card in the "Business" category, because he works with me, the "Friends" category, because he's also my friend, and the "Frequent" category, because I call him all the time and can never remember his phone number.

To mark a card as belonging to a category, click the **Categories** button at the lower right. From the dialog box that appears, you can check as many or as few categories as you like.

### Creating a List of Contacts

To create a list of contacts:

1. Open the list creation dialog box by clicking the **New List** button or selecting **File** → **New** → **Contact List**.
2. Enter a name for the list.
3. Enter names or email addresses of contacts, or just drag contacts from the main window into the list.
4. Choose whether you would like to hide the email 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 the Section called *Specifying Recipients for Email* in Chapter 3.

When you are done, click **OK**. The list will appear as a contact card, which you can use as you would any other. That includes emailing the list to another person, and, of course, sending email to the list.

To mail the list, open a new email and type the name you chose for the list. Ximian Evolution will address the message to the entire list when you send it. You can also right-click on the list's address card in the Addressbook and select **Send Message to List**.

Ximian Evolution cannot store contact lists on Exchange servers.

## LDAP: Shared Addressbooks on a Network

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

To learn how to add a remote directory to your available contact folders, see the Section called *Directory Server Settings* in Chapter 10. Once you have a LDAP connection, the network contacts folder or folders will appear inside the *External Directories* folder in the folder bar. It will work exactly like a local folder of 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 may wish to copy or cache the network directory. You do this by dragging and dropping your desired contacts into the local contacts list.
- To prevent excess network traffic, *Evolution* will not normally load the contents of LDAP folders immediately upon opening. You must click *Display All* before LDAP folder cards will be loaded from the network. You can change this behavior in the Contact Preferences window.
- You cannot add, delete, or alter cards on the LDAP server. If you need to change information there, you will need to speak to your system administrator

### Configuring Evolution to use LDAP

For information about setting up *Evolution* to use LDAP, please refer to the Section called *Directory Server Settings* in Chapter 10

## Send me a Card: Adding New Cards Quickly

As noted before, 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 on any email address or email message, and select **Add Sender to Address Book** from the menu that appears.

*Evolution* can also add cards from a hand-held device during HotSync operation. For more information about that, see Chapter 8.





## Chapter 6. Managing your Schedule

This chapter will show you how to use the Ximian Evolution Calendar to manage your schedule alone or in conjunction with peers. To learn about importing calendar data, see the Section called *Importing Email and Other Data* in Chapter 4, which covers the Import tool.

### Ways of Looking at your Calendar

The toolbar offers you four different views of your calendar:

- Day
- Work Week
- Week
- Month

Press the calendar-shaped buttons on the right side of the toolbar to switch between views.

You can also select an arbitrary range of days in the small calendar at the upper right. To do this, click and drag on the days that you wish to view in your calendar.

The **Prev** and **Next** buttons will move you forward and back in your calendar pages. If you're looking at only one day, you'll see tomorrow's page, or yesterday's. If you're looking at your calendar by week or month, you'll move around by just that much. To come back to today's listing, click the **Today** button in the toolbar.

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

### Scheduling With the Evolution Calendar

Of course, you'll want to use the calendar to do more than find out what day it is. This section will tell you how to schedule appointments, set alarms, and determine appointment recurrence. If you have installed the Ximian Connector for Microsoft Exchange, you can also read the Section called *Scheduling Appointments with Free/Busy* in Chapter 7 to learn about how to take full advantage of the collaborative group scheduling functions available on the Microsoft Exchange Server.

#### Creating appointments

To create a new appointment, select **File**→**New**→**Appointment** or click the **New Appointment** button on the left end of the toolbar. The New Appointment dialog will pop up with the menu bar, tool bar, and window full of choices for you.



#### Shortcut

If you don't need to enter more information than the date and time of the appointment, you just click in any blank space in the calendar and start typing. You can enter other information later with the appointment editor.

Your appointment must have a starting and ending date (by default, today) but you can choose whether to give it starting and ending times or to mark it as an *All day*

*event*. An *All day event* appears at the top of a day's appointment list, in the grey header under the date, rather than inside it. 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 would be timed appointments. Of course, appointments with specific starting and ending times can also overlap. When they do they're displayed as multiple columns in the day view of the calendar.

Evolution supports the use of timezones. If you share calendar files with friends or co-workers, it is quite possible you will need to configure your timezone. To configure your timezone:

1. Select **Tools**→**Settings**, and click the *Calendar And Tasks* icon in the settings dialog.
2. Click the **Globe** button in the *Time* section, located in the *General* tab.
3. Each red dot represents a major city. Click a dot and click **OK** to select your time zone.

You can also configure timezone information specific to the Start and End time in each appointment. To do that, simply create a new appointment and click on a globe to customize the timezone 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 you're not calling each other a few hours off. Setting time-zones on a per-appointment basis helps avoid that potential confusion.



#### **Multiple Simultaneous Appointments**

If you create calendar appointments that overlap, Evolution will display them side by side in your calendar. However, Evolution cannot help you do multiple things at once.

You can have several *Reminders*, any time prior to the appointment you've scheduled. You can have one reminder of each of the following types:

*Display:*

A window will pop up on your screen to remind you of your appointment.

*Audio:*

Choose this to have your computer deliver a sound alarm.

*Program:*

Select this if you would like to run a program as a reminder. You can enter its name in the text field, or find it with the **Browse** button.



#### **Reminders Without Evolution**

If you have stored reminders in a local calendar, they will work from the moment you log in. However, for reminders stored on an Exchange server, 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.

*Classification* only applies to calendars on a network. *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.

Evolution can handle free/busy scheduling Using the Ximian Connector on a Microsoft Exchange 2000 server. For more information about Ximian Connector, see Chapter 7.

To set your appointment to be free or busy, simply click the box in the *Show Time As* section in the *Appointment Editor*.

Evolution lets you categorize your appointments, which can help if you lead a busy life. The bottom section of the *Appointment* tab is where your categorization is done.



### Adding a New Appointment Category

You can add a new category to your category list by clicking on **Edit Master Category List** and single-clicking on *Click here to add a category*.

The purpose of categories is to let you view all appointments which have similar activities. To do this, in the calendar view, change *Any field contains* to *Has category* and enter your category at right.

Clicking on the **Categories** button opens up the category list. To associate a category to an appointment, simply click the check box.

Once you've 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.

The *Recurrence* tab 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 will stop recurring, and, under *Exceptions*, pick individual days when the appointment will *not* recur. Make your selections from left to right, and you'll form a sentence: "Every two weeks on Monday and Friday until January 3, 2003" or "Every month on the first Friday for 12 occurrences."

Once you're done with all those settings, click on 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 on it and typing. You can change other settings by right-clicking on the appointment then choosing **Open**.

## Sending an RSVP with the Calendar

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 appointment listing, each attendee will be sent an email with the appointment information and gives them the option to respond.



### Simple Announcements

If you don't need to collect attendance information when you're scheduling an event, and would rather just announce it, select **Actions** → **Forward as iCalendar**. That will open a new email message with the event notification attached as an announcement. Recipients will be able to add the event to their calendars with one click, but won't automatically send you email about whether they'll attend.

To schedule a meeting:

1. Select **Actions**—→**Schedule Meeting**. The *Scheduling* and *Meeting* tabs open.
2. If you have multiple Evolution email accounts, choose the one you'll use by selecting an item in the *Organizer* field.
3. Click the space labeled *Click here to add an attendee* to enter the names and email addresses of people you will invite, or click the **Invite Others** to select them from your addressbook.
4. Save the Appointment.

An email is now sent out to all the recipients, inviting them to your event.

### Replying to a Meeting Request

Meeting requests are sent as iCal attachments. To view or respond to one, click on 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** and an email will be sent to the organizer with your answer. The event will also be added to your calendar if you accept.

Note, however, that if you add a meeting to your calendar, there are some limitations: only the organizer of a meeting can add participants in a meeting. Your only options, as a participant, are to accept the meeting, or decline it.

Once you have added the meeting to your calendar, you can make changes to your copy—change the description, mark yourself the organizer, invite more people, and so forth—but be aware that if the original organizer sends out another update, your changes may be overwritten.



#### **There Can Be Only One**

A meeting can have only one organizer. You can designate yourself the organizer of the meeting, but unless you coordinate that action with the organizer you are replacing, you could create confusion in the scheduling process. If you want to invite additional people to a meeting without changing the organizer, it's best to forward the first organizer's message to the additional participants.

### Getting Responses to Meeting Requests

Once you get a reply to your meeting invitation, you'll need to view it inline in the email. Click the attachment and select **View Inline**. At the bottom, you can click **OK** to update your attendee list.

## Scheduling Meetings and 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. At this time, the Free/Busy feature only works with Microsoft Exchange servers. However, you can still use iCal event invitations to coordinate schedules with other people no matter what server you're using.

To access the free/busy view:

1. Open or create an appointment in the *Calendar* window.
2. Click **Actions**→**Schedule Meeting**
3. Open the *Scheduling* tab.

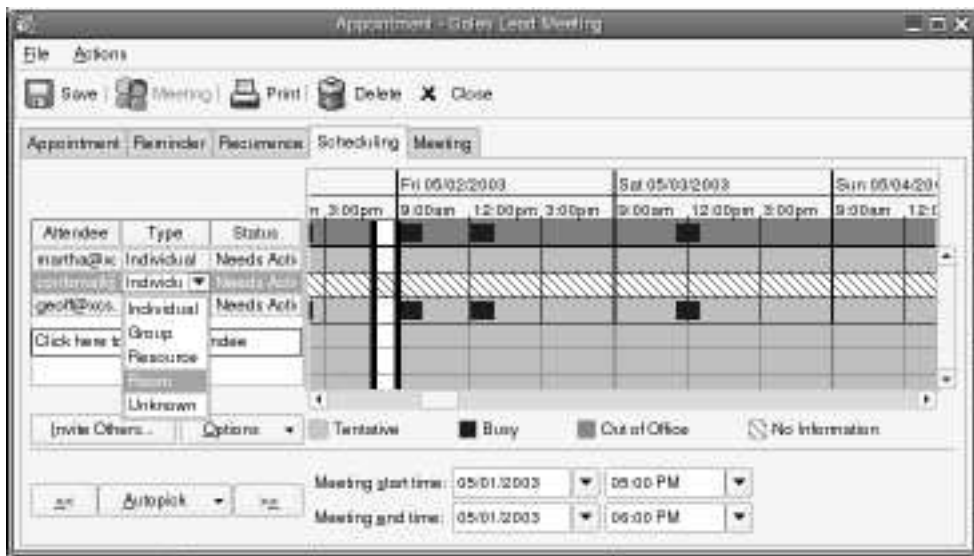


Figure 6-1. Appointment Scheduling Window

### 1 Attendee List

The *Attendee List* lists off the people who have been invited to the respective appointment. It also shows their RSVP status.

### 2 Schedule Grid

The *Schedule Grid* shows the invitee's published Free/Busy information. This is where you compare people's schedules to find free time to schedule the appointment.

### 3 Meeting Scheduler

The *Meeting Scheduler* allows you to schedule the meeting in the *Free/Busy* window.

## Scheduling an Appointment

To schedule an appointment, you'll first need people's free/busy information. If you're using the Ximian Connector for Microsoft Exchange, all of the information is already available to you in the Global Address List. Otherwise, each person will have to email you their schedule files and you will have to incorporate them into your calendar.

Regardless of how you get the information, Ximian Evolution will display it in the *Scheduling* tab. The pending appointment time will appear in white with bold black borders. Each attendee's free and busy times appear color-coded next to their names in the attendee list.

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 will have the appointment updated automatically; others will receive email notification of any change in plans.

Read the Section called *Scheduling Appointments with Free/Busy* in Chapter 7 to learn about how to use this feature with the Ximian Connector for Microsoft Exchange.

## The Task Pad

The Task Pad, 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 choosing the **Tasks** button in the shortcut bar or in the folder tree.

To record a new task, click the **Add** button in the toolbar. *Evolution* will pop up a small window with five items in it:

### *Summary:*

The description you enter here will appear in the To Do list itself.

### *Due Date:*

Decide when this item is due. You can either type in a date and time, or select one from the **Calendar** and **time** drop-down menus.

### *Start Date:*

The date you intend to start working.

### *Description:*

If you wish, you can keep a more detailed description of the item here. For example, you can note that a task is in progress, and display how close it is to completion.

### *Classification:*

Sets who will see it if your calendar is shared.

There are more options in the *Details* tab such as priority and progress settings.

Once you've added a task to your to-do list, its summary appears in the *Summary* section of task list. To view or edit a detailed description of an item, double-click on it, or right click on it and select **Open**. You can delete items by selecting them and clicking on the **Delete** button.

The list of tasks is sorted in a similar way to the list of email messages in *Ximian Evolution Mail*. Click once on the message headers to change the direction and type of sorting, or right-click to add or remove columns from the display.

## Folders for Your Tasks

Like any other component in *Evolution*, you can create a folder to help organize your tasks. To do this:

1. Open the *Folders Bar*.
2. Click **Tasks**.
3. Right click on **Tasks**.
4. Click **Create New Folder**.
5. Enter the folder name.
6. Click **OK**

## Multiple Calendars

*Evolution* permits you to have and maintain multiple calendars. This is useful if you maintain schedules for other people, if you are responsible for resource or room allocation, or if you have multiple personalities.

### Example 6-1. Keeping Multiple Calendars

Lucy, the office manager for a small company, has one calendar for her own schedule. She maintains one for the conference room, to schedule meetings. Next to that, she maintains a calendar that reflects when consultants are going to be on site, and another that keeps track of when the Cubs are playing.

To create a new calendar, select **File**→**New**→**Folder**. You'll need to tell the *New Folder* dialog that the new folder should be of the calendar type. You can place the calendar in any calendar folder and access it from the folder view.

Each calendar folder can hold only one calendar.





## Chapter 7. The Ximian Connector for Microsoft Exchange

The Ximian Connector for Microsoft Exchange allows Ximian Evolution clients to access accounts on Microsoft Exchange 2000 servers. It is available through Ximian Red Carpet in its own channel, but cannot be used without a license file. The license file may be purchased from the Ximian online store at [store.ximian.com](http://store.ximian.com)<sup>1</sup>. Unlike the regular Ximian Evolution client, the Ximian Connector for Microsoft Exchange is proprietary software and source code is not available.



### Requirements

Ximian Connector works only with Exchange 2000, and requires that Outlook Web Access be enabled. Each user will need a valid Microsoft Exchange 2000 server account, including license.

### What's New in Connector 1.4

Ximian Connector 1.4 has added the *Out of Office* feature and an automatic configuration tool for large Exchange deployments.

Previous versions of Ximian Connector for Microsoft Exchange added support for the **Flag for Followup** feature, public folders, delegation, direct booking, and more. For information on setting up delegation, see the Section called *Access Delegation*.

### Connector Features

In addition to the features listed above, Ximian Connector supports the following basic Microsoft Exchange features:

- General

#### Remote Exchange Information Store

Allows you to access mail, address book (including Global Address List folder), and calendars, and task folders on an Exchange 2000 server from Evolution.

#### Palm synchronization

Supported for Contacts and Calendars on Exchange.

- Mail

#### Viewing Mail in Exchange Folder

#### Sending Email via Exchange Protocols

You may use the Microsoft Exchange mail transport protocol to send email. Make sure that the address you have entered as your email address is exactly the one that the Exchange server has on file. This may be "yourname@exchange-server.ximian.com" rather than "yourname@ximian.com."

- Calendar

#### Meeting Request/Proposal

Allows Evolution users to schedule meetings and view attendee availability for other users (Evolution or Outlook users) on Exchange.

#### Adding iCalendar Meeting Requests to Calendar

If you receive an iCalendar meeting request and add it to your calendar, it will be saved to your Exchange calendar.

- Contacts

#### Address Completion

Supported for your Exchange Contacts folder. Not yet supported for the Global Address List.

#### Adding VCards to Address Book

If you receive a VCard attachment and click **Save in Address Book**, it will be saved to your Exchange address book.

New Address Book entries can be created on Exchange from received email messages with a single click

There are, however, some features which are not available:

- Work Offline (disconnected mode).
- "Recall Message" function.

## Installing the Connector

To install the Ximian Connector, run Ximian Red Carpet by selecting **System**→**Get Software**. Subscribe to the Ximian Connector for Microsoft Exchange channel, select the Ximian Connector for Microsoft Exchange2000, and click the **Install** button. You can also install the Connector by downloading the individual packages from <ftp.ximian.com> if you wish.

Once you have installed the software, you will also need to install a license file. The license file is the verification that you have paid for a license to use the Ximian Connector. You can get the license file from the Ximian online store at [store.ximian.com](http://store.ximian.com). You will need a browser with strong (128-bit or greater) encryption to access the store. When you purchase a Ximian Connector license, the store will mail you the license file with instructions for installation. Once installed, the license file unlocks the Ximian Connector functionality and you may connect to an Exchange server.

## Adding your Exchange Account in Ximian Evolution

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

## 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 Ximian website knowledge base, at [support.ximian.com](http://support.ximian.com)<sup>3</sup>, has additional information about checking to make sure that your Exchange server will accept connections from Ximian Evolution.

## Standard Configuration Tool for Ximian Connector

Once you know that your server is ready for you to connect, you are ready to add your Exchange account to Ximian Connector.

## Simple Configuration Tool for Ximian Connector

Ximian Connector 1.4 comes with a simple account creation tool for some installations. Other installations will require the standard account tool described in the Section called *Standard Configuration Tool for Ximian Connector* below.

The simple assistant works in the following cases:

- If you receive your license key in Ximian Evolution, the simple assistant will start when you click the license file attachment and choose **Open in Ximian Connector**.
- If you have no accounts configured, and your system administrator has preinstalled a license key file, the simple assistant will start when you start Ximian Evolution. It asks only for the name of your Outlook Web Access server, and your username and password. Ximian Connector will determine the remaining information on its own.

If the simple account tool does not run automatically, create an account as described below.

## Creating a New Exchange Account

If you would like to create a new account for your Exchange server, select **Tools**→**Mail Settings** from any mail view. Then click the **Add** button in the accounts list. The account creation assistant will guide you through the process, which is also described in the Section called *The First Time you Start Ximian Evolution* in Chapter 1. If you're not sure about any of the information you need, just ask your system administrator.



### Installing the License File

Your purchase email will contain instructions for installing the license file: it may be opened with Ximian Evolution and installed automatically that way, or placed in the evolution directory in your home directory.

Be aware that the evolution directory in your home directory won't exist if you haven't already run Ximian Evolution. If you have not done so already, start Ximian Evolution and configure an account as described below. Then, quit the application and place the

connector-key.txt file in your evolution directory. When you start Evolution again, the license will be verified and Ximian Connector will work properly.

## Identity

Enter your name and email address. If you wish, you may add your organization and the location of your signature file. Only your name and email address are required.

## Receiving Mail

In this step, you'll enter information about the way you check mail:

1. First, select *Microsoft Exchange* as your server type.
2. Enter the name of your Exchange email server, and the user name you would use to log in to a Windows workstation in your organization.
3. If you wish, select the box labeled *Use secure connection (SSL)*, to take advantage of a more secure connection method. This may allow you to connect to the server from outside your firewall.
4. Select the kind of authentication your network uses. You can click the **Check for Supported Types** button to see which kinds will work.
5. If you would like Evolution to remember your password, check the box labeled *Remember this password*.

## Receiving Mail, Step Two

There are a few additional options in this step:

1. Checking for New Mail: If you would like to check for new mail automatically, click the checkbox and enter an interval in minutes.
2. Global Address List/Active Directory: Enter the name of your global catalog server (directory server). This will allow you to use the Global Address List (GAL). Normally, Evolution will fetch a maximum of 500 responses to any query, but you may increase or decrease this number if you wish. A lower number decreases load on the server, and many servers will refuse to return more than 1000 results, no matter how many you ask for.



### The Global Catalog Server

The Global Catalog server provides you with access access to the Global Address List, free/busy information, and folder delegation features. These may not work properly if you do not have a Global Catalog server.

3. Exchange Server: There are two options here:
  - Exchange mailbox name: Enter your exchange mailbox name. The suggested value is probably correct.
  - Outlook Web Access (OWA) Path: In most cases, the URL for Outlook Web Access is "http://server.company.com/exchange." If your system has a URL that does not end in "/exchange," enter the custom path here.
  - Public Folder Server: Enter the name of your public folder server here.
4. Apply filters to new messages in Inbox on this server: Check this box to filter messages in this account.

## Sending Mail

Select *Microsoft Exchange* as your email sending method. There is nothing else to do in this step.

## Account Management

Enter a name that you will use to remember this account. "Exchange Account" is a good suggestion. Note that you cannot have two accounts with the same name. If you'd like to make this your default account for sending email, check the *Make this my default account* box.

You're done. Click **Finish** and **OK**, then quit Evolution and start it again. Now you're ready to get to work on the Exchange server.

## Changing an Existing Account to Work with Exchange

If you have an existing email account, and want to convert it to use for Exchange, select the account you want to convert and click the **Edit** button. You'll want to change settings in the following tabs of the account dialog:

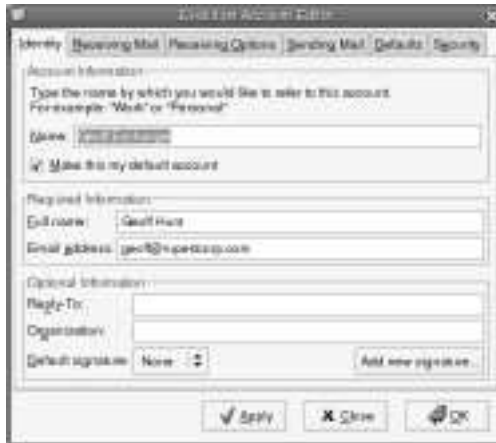


Figure 7-1. Exchange Account Settings: Identity

## Identity

If your email address will change because you are moving to a new server, then change it in this tab. Otherwise, move to the next tab.

## Receiving Mail

Select *Microsoft Exchange* as your server type. Enter your name of your server next to *Host*, and the user name for your account next to *Username*. If your server supports SSL (Secure Socket Layer) encryption, it you can check the *Use SSL* box

to take advantage of more secure data transfers.

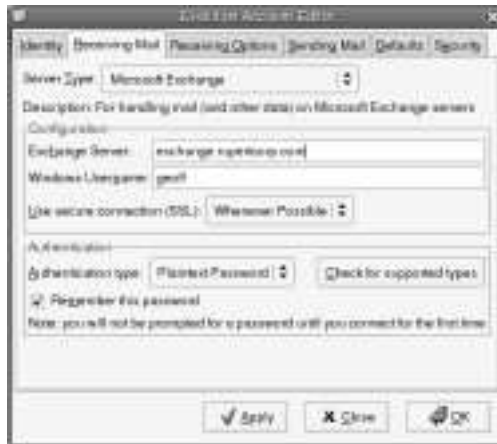


Figure 7-2. Exchange Account Settings: Receiving Mail

### Receiving Options

Here, you'll find some additional settings:

#### Checking for New Mail

Select whether you would like to check for mail automatically, and if so, how often.

#### Global Address List/Active Directory

The Global Address List (GAL) is an addressbook for everyone represented in your organization's Exchange deployment. To use the GAL, click the tab labeled *Receiving Options* and enter the name of your Global Catalog Server. The GAL is maintained by your system administrator and you cannot add, change, or remove items from it using Ximian Evolution. However, you can use it to invite people to meetings and to look up addresses and other information.

#### Exchange Server

If your Exchange server requires you to use a different mailbox name from the name you use to log in, select the second check-box and enter the mailbox name. Check with your system administrator to be sure.

In most cases, the URL for web access is "http://server.company.com/exchange." If your system has a path that is not "exchange," check the box and enter the custom path here.

If your network uses a different server for Public Folders than for personal folders, enter its name here.

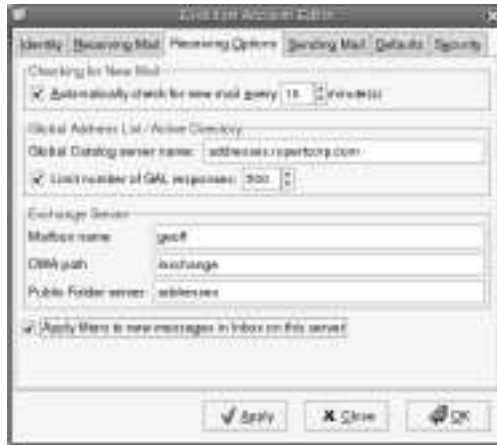


Figure 7-3. Exchange Account Settings: Receiving Mail

### Sending Mail

If you will use your Exchange server to send as well as receive mail, select *Microsoft Exchange* as your server type, and enter the server name as the *Host*.

Once you have made those changes, click the **OK** button.

Then, quit Evolution and start it up again. Changes to the Ximian Connector accounts configuration are not active until you have restarted the application.

### Accessing the Exchange Server

Like IMAP and LDAP data, information for Exchange accounts is stored on the server, not on your desktop computer. This means that you can access it from multiple locations. It also means that your Microsoft Exchange account information is in a separate folder tree from the *Local* tree in your folder bar. You'll see it below the local tree, with the name you gave the account. If you have multiple accounts, you will have multiple folder trees.

Click on any of the folder tree items to visit them; you may have to enter your server password. You can now create contact cards, send and receive email as you would normally. If there are items in your local calendar or addressbook that you'd like to add to your Exchange stores, you can copy and paste them over, or just drag items from one folder to another as you would with two local stores.



#### Saving Attached Addresses and Appointments

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



#### The Global Address List Appears Empty At First

To avoid unnecessary strain on the server, the GAL will appear empty until you have searched for something in it. If you want to display all the cards in the list, click in the search box and press **Enter**. This enters a blank search: since every card contains a blank in it, every card will appear.

## Special Connector Only Settings

There are two items in the Evolution preferences window that are available only with Ximian Connector. The first is delegation and permissions handling, and the second is the creation of "Out of Office" messages.

### 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.

### Delegating Access to Others

To add someone to your list of delegates, click the **Add** button and select them from the Global Address List. When delegating you can grant different levels of access to different types of data. You may also decide whether the access you grant applies to items marked *Private*, or only to public items.

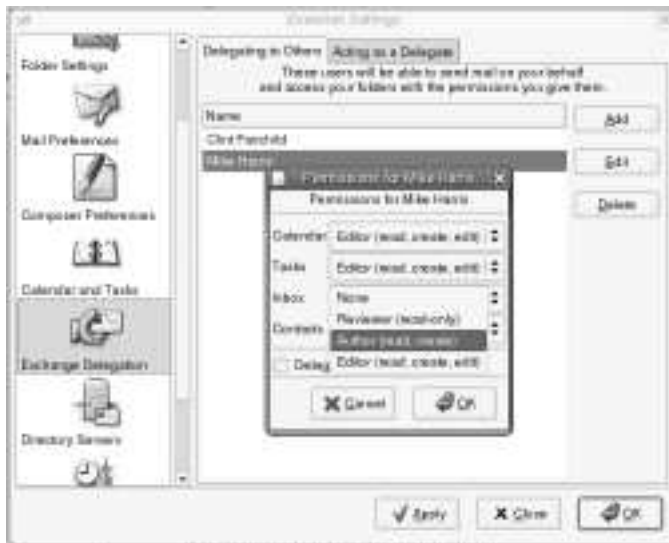


Figure 7-4. Exchange Account Delegation

For each of the four types of folder, you may select one of the following levels of access:

None

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



Reviewer (read-only)

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

Author (read, create)

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

Editor (read, create, edit)

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

### Acting as a Delegate for Others

To see the list of people who have granted you access to their folders, click the *Acting as a Delegate* tab in the Exchange Delegation settings window. If you plan to send email on behalf of someone, click the checkbox next to their name, and an email identity will be created. You can then select that identity in the *From* list in your message composer.

To access the folders delegated to you, do the following:

1. Select **File**→**Open Other User's Folder**
2. Enter the email address of the user who has delegated to you or click the **User** button to select them from your addressbook.
3. Select the folder you wish to open.
4. Click OK.

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



#### Error Messages

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

### Setting an Out of Office Message

An *Out of Office* message is an automatic reply that you can send to emails, explaining why you aren't going to respond to their message. For example, if you go on vacation for a week and will be away from email, you can set an automatic reply so that people who write to you know that you aren't ignoring them.

To create an *Out of Office* message, select **Tools**→**Settings** and then click the **Out of Office** button.

Then, click *I am currently out of the office..* Then, enter a short message in the text entry box. Click OK.

Your message will be sent automatically to anyone who sends you mail until you return and click *I am currently in the office*.

## Scheduling Appointments with Free/Busy

When you schedule a meeting with your calendar on the Exchange server, you can check when other local Exchange users are busy according to their Exchange calendars. To do so:

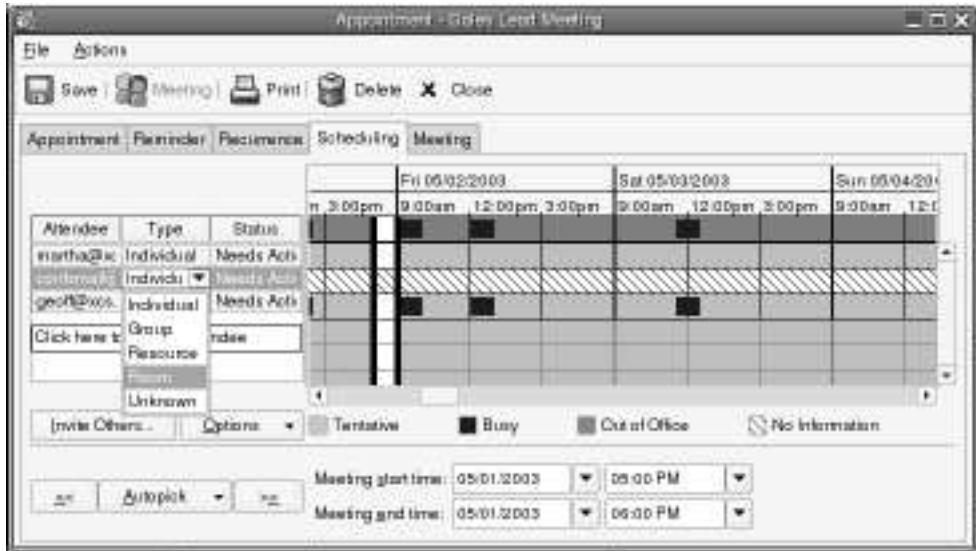


Figure 7-5. Scheduling With Free/Busy Information



### Reminders In Exchange

Reminders for appointments in your Exchange calendar will not work until you have run Evolution at least once after logging in. This is different from locally stored reminders, which will 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. Choose **Actions** → **Schedule Meeting** in the meeting editor window.
3. Add attendees, either by entering their email addresses into the list, or by clicking the **Invite Others** button. If you choose to so, it's best to use the Global Address List (GAL). Choose the GAL from the drop-down list of address sources at the top of the dialog box.
4. Choose *Options* and then *Update Free/Busy* to check participant schedules and, if possible, update the meeting in all participants' calendars.



### Using Autopick to Adjust Meeting Times

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 will move 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.

## Notes

1. <http://store.ximian.com>
2. <http://store.ximian.com>
3. <http://support.ximian.com>



## Chapter 8. Synchronizing Evolution with Hand-Held Devices

This chapter is very short. It describes how to synchronize the data on your Palm-OS device with the data you store in *Ximian Evolution*. If you need information on how to set up handheld synchronization, consult Chapter 11.

### Using HotSync

Put your hand-held device in its cradle and press the HotSync button.



#### **Palm OS v. 4.0 with Passwords**

If you use Palm OS v. 4.0 and have password protection turned on for your handheld device, you may 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 set up instructions properly, your Palm-OS device will synchronize data with *Ximian Evolution*.

That's it.



## Chapter 9. Printing with Evolution

If you've printed from most any other Gnome application, you should be able to print from Evolution without much trouble.

Whether you're printing a message, a calendar page, or a selection of address cards, you can choose to print directly to a printer, or save the print output to a *postscript* file. You can also use the preview feature to see how your printed output will look.

### Print Preview

**Print Preview** appears both as a button in the printing dialog and as an item in the **File** menu. In both places, it does the same thing: it opens a new window that shows you what would happen if you were to print the current message, calendar, appointment, or address card.

That window allows you to select which pages you want to see, and how close you'd like to look at them. Zoom in or out, fit the page to the window (the **Fit** button) or match the width of the page and the window (the **Fit Width** button). None of these buttons changes the way the page will be printed, but they do let you get a better look. If you're satisfied with the way the your paper looks, click **Print** to send your document on its way. If you'd like to change it, just close the *Print Preview* window and make the changes you want from your mail, calendar, or addressbook.



Figure 9-1. Print Preview

### File or Printer?

The printer selection window, shown in Figure 9-2, lets you choose the format for printing-- *Generic Postscript*, whether to write to a PDF file, and whether to print to a file or to an actual printer in Generic Postscript. If you choose a printer, you'll be asked for the printer command (probably **lpr**) which your system uses. If you choose to print to a file, you'll need to decide upon a filename. And of course, you'll want to

choose a number of copies, and whether to collate them.



### Printing to PostScript?

PostScript is the file format used by most laser printers, and in UNIX world is the easiest way to print to a file. However, most systems running Microsoft Windows can't recognize or handle PostScript files. You'll need to print to PDF if you want to share your file with Windows users.

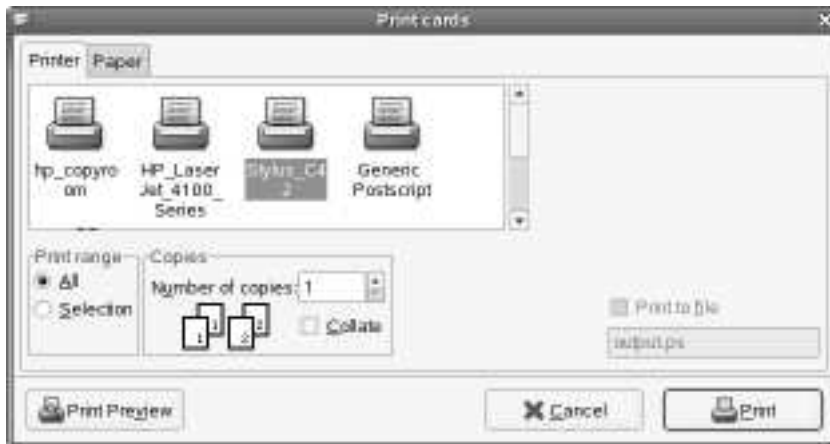


Figure 9-2. Choosing a Printer

If you're printing a message that's more than one page, you'll have the option of choosing which pages to print. If you're printing a calendar entry, you can decide what range of dates to print. And, if you're printing contact cards, you can decide whether to print only the selected cards, or all of them.

When you're ready, click **Print** to print, **Preview** to have a look (or another look) at the preview, or **Cancel** to cancel the whole deal.



## Chapter 10. Advanced Configuration

Perhaps your mail server has changed names. Perhaps you've grown tired of a certain layout for your appointments. Whatever the reason, you want to change your Evolution settings. This chapter will tell you how to do just that.

Evolution 1.2 brings with it a redesigned comprehensive settings window that you can open by choosing **Tools**→**Settings**, no matter where you are in Evolution. On the left half of the settings window is a column, similar to the Evolution shortcut bar, which lets you choose which portion of Evolution to customize. The right half of the window is where you'll make your actual changes.



Figure 10-1. Changing Mail Settings

There are eight items you can customize. From top to bottom, they are:

### Mail Accounts

Here, add or change information about your email accounts: the servers to which you connect, the way you download mail, your password authentication mode, and so forth. This is the most complex item in the list, and is covered in the Section called *Working with Mail Accounts*.

### Folder Settings

Here, you can choose the default folders for various components of Evolution, the folders that will be cached locally when you go to offline mode, and the folders that Evolution will use when it is searching for autocompletion information as you address a mail.

### Mail Preferences

These are overall mail reading preferences: display settings, notification options, security, and so forth. Settings that vary per-account are in the Mail Accounts tool, described in the Section called *Working with Mail Accounts*, but most of the mail settings are here.

### Composer Preferences

Settings for the way that you use the mail composer: shortcuts, signatures, spelling, and so forth. One fun feature here is the ability to substitute graphi-

cal smiley-faces for "emoticons" such as :) that many people use in email. This tool is covered in the Section called *Message Composer Preferences*.

### Calendar and Tasks

Here, you can set the way the calendar behaves, including your time zone and the length of your work-week.

### Exchange Delegation

This item will only appear if you have Ximian Connector for Microsoft Exchange installed. It will allow you to choose who has access to your Exchange account. This feature is covered in the Section called *Access Delegation* in Chapter 7.

### Directory Servers

This item allows you to enter account information for connecting to remote directory (LDAP) servers.

### Summary Preferences

Set the mail folders, news feeds, schedule summary length, and weather locations to be displayed here. For news feeds, enter the web address of any RDF file. Summary customization is covered in the Section called *Customizing the Summary's Modules* in Chapter 2 rather than in this chapter.

### Out of Office

This item will only appear if you have Ximian Connector for Microsoft Exchange installed. It allows you to create and remove automatic "vacation" messages. For information about how to use this feature, read the Section called *Setting an Out of Office Message* in Chapter 7.

## Working with Mail Accounts

Ximian Evolution allows you to maintain multiple accounts, or identities. This is useful want to keep personal and professional email separate, or if you wear several hats at work. When you are writing an email message, you can which account to use by selecting from the drop-down list next to the *From* entry in the message composer.

Clicking **Send/Receive** will refresh any IMAP, mh, or mbox listings and check and download mail from all POP servers. In other words, **Send/Receive** gets your mail, no matter how many sources you have, or what types they are. If you don't want to check mail for a given account, select it in the *Mail Accounts* tab and click the **Disable** button.

To add a new account, simply click **Add** to open the mail configuration assistant. To alter an existing identity, select it in the Preferences window, and then click **Edit** to open the account editor dialog.

The account editor dialog has six sections:

#### *Identity*

Here, enter the name, email address, and other identifying information for the account. You may also choose a default signature to insert into messages sent from this account.

#### *Receiving Mail*

Here, select the way you will be getting mail: you may download mail from a server (POP), read and keep it on the server (Microsoft Exchange or IMAP), or read it from files that already exist on your desktop computer. If you use a server,

it may permit or require you to use a Secure Socket Layer (SSL) connection. To turn SSL connections on, just click the **Use Secure Connection (SSL)** button.



### Specifying Port Numbers

Your system administrator may 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.omniport.com`, you would enter as `smtp.omniport.com:143` as the server name.

### Receiving Options

Here, decide whether you'd like to check for mail automatically and how often, as well as other message retrieval options.

If you chose POP:

- **Checking for new mail:** If you would like Evolution to check for new mail automatically, check the box and select a frequency in minutes.
- **Message Storage:** If you'd like to store copies of your mail on the server, check this option.
- **Store status headers in Elm/Pine/Mutt format:** If you would like to use the X-Status header format used by the mail clients Elm, Pine, and Mutt, select this option. This option is useful if you plan to check your mail with those clients from time to time.

If you chose Microsoft Exchange:

- *Checking for new mail:* If you would like Evolution to check for new mail automatically, check the box and select a frequency in minutes.
- *Global Catalog server name:* enter the name of your Global Catalog server to create a folder for your organization's Global Address List.
- *Limit number of Responses:* Select a maximum number of results for an address search. Lowering the maximum number the load on your system and on your network. Most servers will not send more than 1000 results, regardless of the value you select here.
- *Mailbox Name:* Enter your mailbox name.
- *OWA Path:* Enter the path used with Outlook Web Access on your server.
- *Public Folder Server:* Enter the name of your public folder server, if it differs from your Exchange server.
- *Apply Filters to new messages in Inbox on this server:* check this box if you wish to apply filters to this account.

If you chose IMAP:

- *Checking for new mail:* If you would like Evolution to check for new mail automatically, check the box and select a frequency in minutes.
- If you want Evolution to check for new messages in *all* your IMAP folders, make sure the *Check for new messages in all folders* box is selected.

- *Show only subscribed folders*: Check this box if you have more folders in your IMAP view than you want to read.
- *Override server-supplied namespace*: If you like, enter a specific directory where your server stores mail for you. Typical values are "mail" and "Mail." For more information about how to use IMAP mail, see the Section called *Subscription Management* in Chapter 3.
- *Apply filters to new messages in INBOX on this server*: If you'd like your filters to work on this account, check this box.
- *Store status headers in Elm/Pine/Mutt format*: If you would like to use the X-Status header format used by the mail clients Elm, Pine, and Mutt, select this option. This option is useful if you plan to check your mail with those clients from time to time.

### *Sending Mail*

In this section, you will choose and configure a method for sending mail. You may choose *SMTP*, Microsoft Exchange (if you have purchased the Ximian Connector for Microsoft Exchange) or *sendmail*.

If you choose Exchange or Sendmail, you're done with this tab. SMTP offers you a choice of hostname, connection security level, and authentication type, which you will recognize as similar to those for IMAP and POP servers in the *Receiving Mail* tab.

### *Defaults*

Here, you can decide where this account will store the messages that it has sent, and the messages that you save as drafts. If you wish to revert to the "factory" settings, click the **Restore Defaults** button.

If you wish to send someone a copy of every message from this account, check the box labeled *Always carbon-copy (Cc) to:* or *Always blind carbon-copy (Bcc) to:*, and enter one or more addresses.

### *Security*

In this section, you will set the security options for this account. If you use encryption, enter your PGP key id (see the Section called *Encryption* in Chapter 3 for more information) and select among the four options below to determine key and signature handling.

## **Folder Settings**

There are three sets of folder options. In the first, *Defaults*, select which folders will be your usual mail, contact, calendar, and task folders. These are the folders opened when you click items in the shortcut bar, and when you want to save a calendar attachment or address card.

The *Offline Folders* are the ones which will be cached when you activate the **Go Offline** feature.

Select one or more folders of contacts for your *Autocompletion Folders*. When you type a few letters into the message composer address fields, Evolution will look for matches in the folders you choose here.

## Mail Options

The *Mail Options* tool lets you choose how to display citations, how long to wait before marking a message as read, and other mail display settings. There are three categories of settings: General, HTML Mail, and Colors.

For information on individual email account settings, see the Section called *Working with Mail Accounts*.

In the *General* tab, your options are:

### *Message Fonts*

Normally, Evolution will use the same fonts as other GNOME applications. To choose different fonts, uncheck the box *Use the same fonts as other applications* and select one font for standard typefaces and a second for monospace, or terminal, display.

### *Message Display*

These three settings handle the way messages appear to you.

#### Mark Messages as Read

Normally, Evolution will mark a message as read as soon as it is displayed. If you prefer, you may set this to happen only after a delay, or disable it entirely and mark messages as read only when you choose to do so.

#### Default Character Encoding

This setting allows you to select character interpretation sets so that Evolution can display different alphabets. If you are not sure, pick Unicode (UTF-8), which will work for a large number of languages and character sets.

#### Quotation Highlight Color

Choose a color to highlight quotations from other messages.

#### Deleting Mail

Here, choose whether to delete messages automatically when quitting Evolution, and whether you wish to explicitly confirm the final deletion of messages.

#### New Mail Notification

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 wish.

The options in the *HTML Mail* section are:

#### Loading Images

You can embed a message in an email 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 may elect never to load images automatically, to load images only if the sender is in your addressbook, 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**→**Message Display**→**Load Images**.

*Show animated images*

Turn animation on or off here.

*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. This warning will appear only when you send HTML mail to people in your address book who are listed as disliking HTML.

The *Colors* tab lets you select different color labels for individual messages. You can return to the default settings by clicking the **Restore Defaults** button.

## Message Composer Preferences

There are three tabs of settings you can change for the message composer. The General tab covers shortcuts and assorted behavior, and the other two control signatures and spell checking. In the General tab, you can set:

*Default Behavior*

Choose how you will normally forward and reply messages, what character set they will use, whether they will be in HTML, and whether that HTML can contain smiley face images.

*Alerts*

There are two optional alerts here:

*Prompt when sending messages with an empty subject*

The composer will warn you if you try to send a message without a subject.

*Prompt when sending messages with only Bcc recipients defined*

The composer will warn you if you try to send a message that has only *Bcc* recipients. This is important because some mail servers will fail to honor blind carbon copy if you do not have at least one recipient that is visible to all readers.

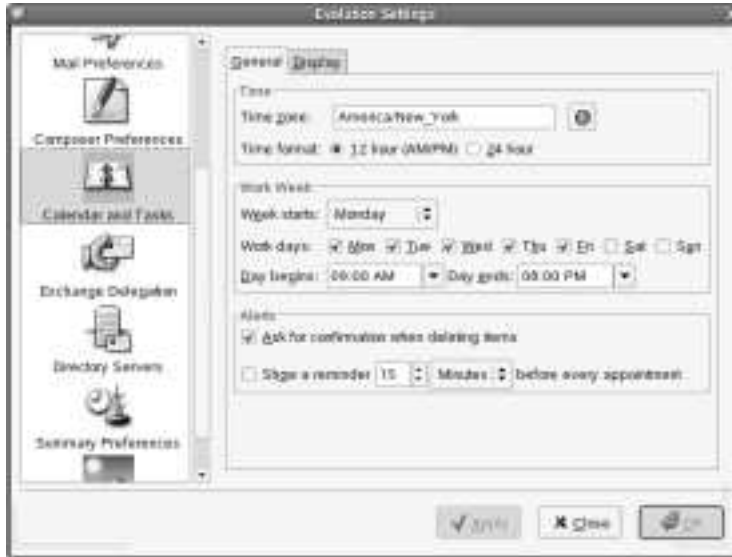
The signature editor allows you to create several different signatures in plain text or in HTML, and to specify which of them will be added to emails you create in the message composer. If you prefer to use an alternate signature or none at all, you can select it from the mail composer itself.

In the spell-checking tool, you can set spelling options, including the language or languages you will use. Note that you must install the *gnome-spell* package, available through Red Carpet, for spell-checking to be available in Evolution. Alternate dictionaries are also available through Red Carpet and are detected automatically if you have installed them.

You can check the spelling of messages by selecting **Edit**→**Spell Check Document**. Alternately, check the **Check spelling while i type** box, and choose a color for your misspelled words.

## Calendar and Task List Settings

The calendar configuration tool has two tabs *General* and *Display*, and is illustrated in Figure 10-2.



**Figure 10-2. Calendar Preferences Dialog**

The *General* tab lets you set the following:

### *Time zone*

The city you're located in, to judge your time zone.

### *Time format*

You may choose between twelve-hour (AM/PM) and twenty-four hour time formats here by clicking the appropriate radio button.

### *Work Week*

When does your work day start, and when does it end? In the day and week views, *Evolution* displays all the hours in the range you select here, even if there are no appointments for those times. Of course, you can still schedule an appointment outside of these hours, and if you do, the display will be extended to show it.

### *Week Starts*

You can set weeks to start on Sunday or on Monday.

### *Day Begins*

Set the beginning of a normal workday. If you work odd hours, or want to make sure that your early-morning appointments are displayed, you may find this option useful.

### *Day Ends*

Set the end of a normal workday. If you work odd hours, or want to make sure that your evening appointments are displayed, you may find this option useful.

### Alerts

If you'd like to be warned before you delete any appointment, or to have a reminder automatically appear for each event, select the check boxes here.

The Display section lets you choose how your appointments and tasks will appear in your calendar.

The display properties you can set are:

#### *Time divisions*

Sets the increments shown on the daily view in the calendar. You can set this to be anywhere from five minutes to an hour, in five minute increments.

#### *Show appointment end times in week and month views*

If there is space, Evolution will show the end times in the week and month views for each appointment.

#### *Compress weekends in month view*

If checked, your weekends will be shown in one box, instead of one for each day in the month view.

#### *Show week numbers in date navigator*

This will show the week numbers next to the respective weeks in the calendar.

#### *Tasks due today*

Configures what color to set your tasks that are due today to.

#### *Overdue tasks*

Choose the color for overdue tasks.

## Directory Server Settings

Addressbook settings are limited to the usage and configuration of directory servers (LDAP and Exchange). To learn how to set autocompletion options, see the Section called *Folder Settings*. Other addressbook controls are available in the addressbook window itself.

To add a new *LDAP* server to your available contact folders:

1. Select **Tools**→**Settings** and click the **Directory Servers** shortcut button.
2. Click the **Add** button on the right side to open a Directory Server addition assistant.
3. Enter the server information as requested by the assistant:

#### Server name

Address of the server where the addressbook is located.

#### Login Method

Specify whether your login is anonymous, using an email address, or a "distinguished name." If the login is not anonymous, enter the login name 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 will 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.

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 Limit

This is the maximum time Evolution will attempt to download data from the server before giving up.

Download Limit

Set 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

This is the name you will use to label this folder, and may be any name you choose.

4. Click **OK**.
5. Click **OK** to permanently make changes or **Apply** to temporarily set the changes.

Editing a directory server account means changing that same information, although it is displayed in a slightly different order.



## Chapter 11. Setting up your synchronization system

Synchronization presents you with two issues you'll need to address.

Your computer needs to recognize and access your handheld. At this time, *Ximian Evolution* only syncs with handhelds. You should decide what sort of synchronization behavior you want.

If you haven't used a handheld device with your computer before, you'll need to run the *GNOME Control Center* by selecting **System** → **Settings**, and make sure that *Pilot Link* is properly configured. You will need to make sure that you have read and write permissions on the device, which is normally `/dev/pilot`. If that does not work, check `/dev/ttyS0` if you have a serial connection, or `/dev/ttyUSB0` for a USB connection. You can do this by becoming root and running the command: **`chmod 777 /dev/ttyUSB0`**.

Once your computer and your Palm-OS device are talking happily to each other, select the *conduits* you want under the *Pilot Conduits* section of the Control Center. You may use conduits to synchronize data with several applications; the *Ximian Evolution* conduits are labeled *EAddress*, for the contacts in your addressbook, *ECalendar*, for your calendar, and *ETodo*, for your task list.

To enable a conduit, click the **Enable** to enable it, and click **Settings** to change what it will do when activated. Your options may vary depending on the conduit, but typically they will be:

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 the handheld device, copy it to the computer.

Copy To Pilot:

Copy new data from the computer to the handheld.

Merge From Pilot:

Copy new data from the handheld to the computer, and remove any information from the computer that has been deleted on the handheld.

Merge To Pilot:

Copy new data from the computer to the handheld, and remove any information from the handheld that has been deleted on the computer.

Select the behavior you want for each conduit you choose to use. If you're not sure, go ahead and stick with *Synchronize*. Then, put your handheld on its cradle and press the HotSync button.



**Data Loss Prevention**

## *Chapter 11. Setting up your synchronization system*

It's always a good idea to make a backup. To do that, make a copy of the `evolution` directory inside your home directory.

## Appendix A. Quick Reference

You might want to copy this section and tape it to the wall next to your computer: it's a very short summary of most of the things you'll want to do with `ximian Evolution`.



### Custom Keyboard Shortcuts

If you have set custom keyboard shortcuts for your desktop, (you can do this the control center: select **System**→**Settings** from your menu panel), they may interfere with Evolution keyboard shortcuts.

For example, if you have chosen Emacs-style key bindings for your desktop-wide text editor, the shortcut **Ctrl+W** will act as "Cut region" rather than as "Close Window" in the message composer.

## Opening or Creating Anything

New Item:

Press **Ctrl+N** to open a new item for whatever part of `ximian Evolution` you're working on. In mail, that means you'll create a new message. If you're looking at your addressbook, **Ctrl+N** creates a new contact card, and in the calendar, a new appointment.

Create a new folder:

**File**→**New**→**Folder** or **Ctrl+Shift +E**

Create a new Shortcut in the Evolution Bar:

**File**→**New**→**Shortcut** or **Ctrl+Shift+S**

Create a new email message:

Use **File**→**New**→**Mail Message** or **Ctrl+Shift +M**

Create a new Appointment:

**File**→**New**→**Appointment** or **Ctrl+Shift+A**

Enter 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 **Ctrl+Shift+C**

Create a new Task:

**File**→**New**→**Task** or **Ctrl+Shift+T**

## Mail Tasks

Here are the most frequent email tasks, and shortcuts for navigating your mailbox with the keyboard instead of the mouse:

Send and Receive Mail:

Press **F9**, click the **Send/Receive** button in the toolbar, or choose **Actions**→**Send/Receive**.

Navigating the Message List with the Keyboard:

Press **]** or **.** to jump to the next unread message. [**,** goes to the previous unread message. Use the arrow keys to move up and down along the list of all messages.

Move the display up and down in the preview pane:

Press the space bar to go a page down. Press **Backspace** to go a page up.

Reply to a Message:

To reply to the sender of the message only: 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**

Forward a Message:

Select the message or messages you want to forward, and click **Forward** in the toolbar, or press **Ctrl+F**

Open a Message in a New Window:

Double-click the message you want to view, or select it and press **Return Ctrl+O**

Create Filters and Virtual Folders:

Right-click on a message and select **Create Rule From Message**. You can also create filters and virtual folders in the **Tools** menu.

Add Sender to Address Book:

Right-click on a message and select **Add Sender to Address Book**. You can also right-click on any email address to add it to your address book.

## Calendar

Create a new Appointment:

**File**→**New**→**Appointment** or **Ctrl+Shift+A**

Create a new Task:

**File**→**New**→**Task** or **Ctrl+Shift+T**



**New Appointments Fast**

Click on any blank spot in the calendar and start typing to create a new appointment entry.

## Addressbook

Here are shortcuts for the most frequent addressbook actions:

### Edit a Contact:

You can edit a contact two ways:

- Click once on the person's address card and you can edit the person's properties all in the same window.
- Double-click on the contact's card and alter their details.

### Deleting a Contact:

Right click on a contact and click *Delete* or select a contact and press the **Delete** on the toolbar.

### Email a Contact:

Right click on a contact and select *Send message to contact*.

### Creating 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 **Ctrl+Shift+C**





# Glossary

**Assistant:**

A tool which 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 along with an email. Attachments may be embedded in a message or appended to it.

**Automatic Indexing:**

Pre-fetching procedure that allows `Evolution` to refer to data quickly. It enables faster searches and decreases memory usage for data displays.

**Bcc (Blind Carbon Copy):**

A way of addressing a message. Bcc is used to send a group of people an e-mail, while hiding their names and addresses from each other.

**Cc (Carbon Copy):**

Carbon-copies are used to send a 3rd party a copy of the e-mail, so they can keep up to date on a conversation, without being in the To: list.

**Conduit:**

A small application which controls the transfer of data between a handheld device and a desktop computer.

**Druid:**

See "Assistant."

**Evolution:**

`Evolution` is 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 till they are expunged. When a message is expunged, it is permanently deleted, as long as it was marked for deletion.

**File Tree:**

A way of describing a group of files on a computer. With the perversity typical of computer (and especially Unix and Linux) nomenclature, the top of the tree is called the root directory, and 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's 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:**

If you get a message intended for someone else, you can use message forwarding to send it on to the right person.

**Groupware:**

Groupware is a term describing an application which helps groups of people work together. Typically, a groupware application will have several productivity features built into one program, including: email, calendar, and addressbook tools.

**HTML:**

Hyper-text Markup Language (HTML) is a language for describing page layout in electronic documents like web pages, help files, and email messages. HTML can be used in email and news posts to insert images and apply text treatments.

**Hot Key:**

Hot-keys are keyboard combinations used to do actions on a computer instead of using the mouse. Hot-keys can speed up computer usage.

**iCal:**

iCal is the program which Evolution uses to manage the calendar section.

**IMAP:**

Depending upon whom you ask, IMAP stands for the Internet Mail Access Protocol, or the Interim Mail Access Protocol. It allows access to email which is typ-

ically (although not always) stored remotely on a server rather than on a local hard disk. Often contrasted with *POP*:. This will not be on the test.

**Inline:**

Displayed as part of a message or other document, rather than attached as a separate file. Contrast with *Attachment*:.

**LDAP:**

LDAP, the 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:**

A mail client is 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 sender to recipient.

**Minicard:**

A format for the display of contact data. Similar in appearance to a small business card.

**Nautilus:**

Nautilus is the next generation file manager for GNOME.

**POP:**

POP, the Post Office Protocol, is a mechanism for email 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 email, and HTTP (Hypertext Transfer Protocol), for web pages.

**Postscript:**

A standard document publishing format. Many printers read raw Postscript, making Postscript quite versatile.

**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, or "regex", is a way of describing a string of text using metacharacters or wild-card 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." There's not room here to go into depth, but if you want, have a look at the documentation for the **grep** command by opening a command line and typing in **man grep**.

**Script:**

A program written in an interpreted (rather than compiled) language. Often used as a synonym for "macro," to denote a series of pre-recorded commands or actions within an application. Often times, 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 that is searched is set by the *Search Scope* option.

**Search Scope:**

Search Scope states how much of the *Search Base* to search.

**Sendmail:**

As its name implies, *sendmail* is a program which sends mail. *Evolution* can use it instead of *SMTP*; some people prefer it because it offers more flexibility, but is more difficult to set up.

**Shortcut Bar:**

A portion of *Evolution* which offers users fast access to the most frequently used portions of the application.

**Signature:**

In email terms, a signature is a piece of text placed at the end of every email 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:**

This is the most common way of transporting mail messages from the client's computer (you) to the server. SMTP stands for Simple Mail Transfer Protocol.

**Tool-Tip:**

A small box of explanatory text which appears when the mouse pointer is held motionless over a button or other interface element.

**Virus:**

A program which inserts itself into other files or programs and which, when executed, 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 email, it's probably in VCard format. Not to be confused with *vFolder*.

**vFolder:**

An email organization tool. vFolders allows you to create a folder that contains the results of a complex search. vFolder contents are updated dynamically.



## Appendix B. Known bugs and limitations

Ximian Evolution bug tracking is done at the Ximian bug tracking System<sup>1</sup>. You may use that, or the GNOME Bug Report Tool (known as **bug-buddy** at the command line) if you find bugs or would like to request new features.

If you need additional help with Ximian Evolution, please visit the Ximian support site at [ximian.com/support](http://ximian.com/support)<sup>2</sup>.

A complete list of feature requests and other issues with Evolution is available online in the Ximian bug tracking system. You can learn more about the Ximian Evolution development process at [developer.ximian.com](http://developer.ximian.com)<sup>3</sup>.

### Notes

1. <http://bugzilla.ximian.com>
2. <http://support.ximian.com>
3. <http://developer.ximian.com>





## Appendix C. Authors

Evolution was written by the Ximian Evolution team and numerous other dedicated GNOME programmers. You can see their names by selecting **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.

Ximian would like to thank everyone who helped out with the bug tracking process, particularly Miles Lane, and also the staff of El Pelon Taqueria, on Peterborough St. in Boston, for sustenance.

For more information please visit the Evolution Web page<sup>1</sup>. Please send all comments, suggestions, and bug reports to the Ximian bug tracking database<sup>2</sup>. 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.

This manual was written by Aaron Weber (<aaron@ximian.com>), Kevin Breit (<mrproper@ximian.com>) Duncan Mak (<duncan@ximian.com>) and Ettore Perazzoli (<ettore@ximian.com>) with the help of the application programmers and the GNOME Documentation Project. Special thanks to Baris Cicek for proofreading.

Please file comments and suggestions for this manual as bugs in the Ximian bug tracking system. If you contributed to this project but do not see your name here, please contact Aaron Weber (<aaron@ximian.com>) and he'll list you.

Partial list of Documentation Translators (application translated to 36 additional languages):

- Daniel Persson for Swedish (.se)
- Hector Garcia Alvarez for Spanish (.es)
- Kjartan Maraas for Norwegian (.no)

## Notes

1. [http://www.ximian.com/products/ximian\\_evolution/](http://www.ximian.com/products/ximian_evolution/)
2. <http://bugzilla.ximian.com>



## Appendix D. GNU General Public License

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59 Temple Place, Suite 330,  
Boston,  
MA 02111-1307  
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