Ximian Evolution 1.4 Sun Microsystems Edition User Guide

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Part No: 817–3692–10
October 2003

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Contents

Preface

Ximian Evolution 1.4 Sun Microsystems Edition User Guide describes how to use Ximian Evolution 1.4 Sun Microsystems Edition.

Who Should Use This Book

This book is for users who want to use Ximian Evolution 1.4 Sun Microsystems Edition for the following applications:

- Email client
- Calendar
- Task manager

Before You Read This Book

Before you read this book, you should ensure that you have some familiarity with the following topics:

- Email applications
- Calendar applications

How This Book Is Organized

This book is organized as follows:

- Chapter 1

  Read this chapter for an introduction to the major components and functions of Evolution.
- Chapter 2

  Read this chapter for information about how to get started with Evolution.
- Chapter 3

  Read this chapter for information about how to use your **Summary**.
- Chapter 4

  Read this chapter for information about how to use your **Inbox** to compose, send, receive, and manage messages.
- Chapter 5

  Read this chapter for information about how to use **Calendar** to schedule appointments, meetings, and tasks.
- Chapter 6

  Read this chapter for information about how to use **Tasks** to manage the work tasks that you perform.
- Chapter 7

  Read this chapter for information about how to use the Sun ONE connector to access your Sun ONE calendar server.
- Appendix A provides information for troubleshooting Ximian Evolution.
- Glossary is a list of terms used in this book, and definitions of the terms.

Accessing Sun Documentation Online

The docs.sun.com[SM] Web site enables you to access Sun technical documentation online. You can browse the docs.sun.com archive or search for a specific book title or subject. The URL is `http://docs.sun.com`.

Typographic Conventions

The following table describes the typographic changes used in this book.

TABLE P–1 Typographic Conventions

Typeface or Symbol	Meaning	Example
`AaBbCc123`	The names of commands, files, and directories; on-screen computer output	Edit your `.login` file. Use `ls -a` to list all files. `machine_name% you have mail.`
`AaBbCc123`	What you type, contrasted with on-screen computer output	`machine_name%` **`su`** `Password:`
AaBbCc123	Command-line placeholder: replace with a real name or value	To delete a file, type **`rm`** *filename*.
AaBbCc123	Book titles, new words, or terms, or words to be emphasized.	Read Chapter 6 in *User's Guide*. These are called *class* options. You must be *root* to do this.

Shell Prompts in Command Examples

The following table shows the default system prompt and superuser prompt for the C shell, Bourne shell, and Korn shell.

TABLE P–2 Shell Prompts

Shell	Prompt
C shell prompt	`machine_name%`
C shell superuser prompt	`machine_name#`
Bourne shell and Korn shell prompt	`$`
Bourne shell and Korn shell superuser prompt	`#`

CHAPTER 1

Overview of Ximian Evolution

This chapter provides an overview of Ximian Evolution.

Introduction to Evolution

Evolution helps you to work in a group that is connected by networked computers. Evolution contains the following component applications:

Calendar	You can use **Calendar** to schedule appointments, meetings, and tasks.
Contacts	You can use **Contacts** to create an address book of your contacts.
Inbox	You can use **Inbox** to compose, send, receive, and manage email messages.
Summary	**Summary** gives you an overview of your day. **Summary** displays an overview of your email messages, and your appointments, meetings, and tasks.
Tasks	You can use **Tasks** to manage the work tasks that you perform.
Connectors	You can use connectors to connect to mail and calendar servers.

Figure 1–1 shows an Evolution window that displays **Summary**.

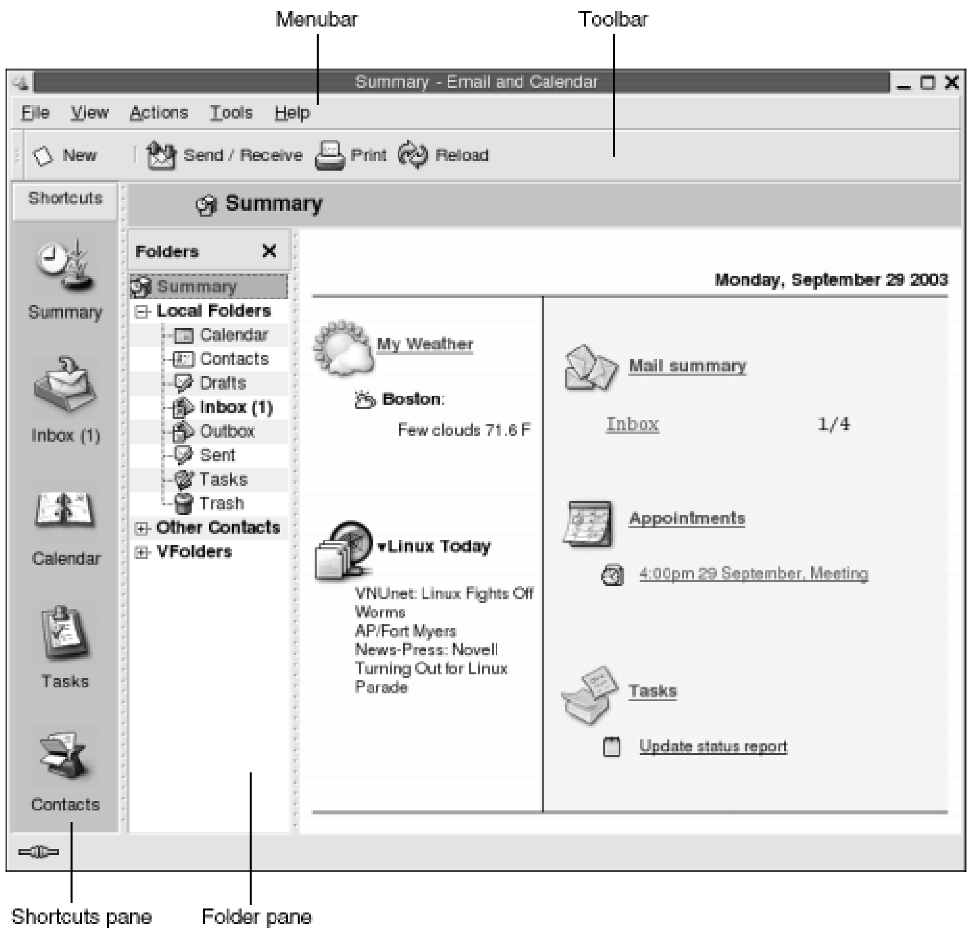

FIGURE 1–1 Evolution Summary Window

The Evolution window contains the following items:

Menubar	Contains menus that you use to perform tasks in Evolution.
Toolbar	Contains buttons that you use to perform tasks in Evolution.
Shortcuts pane	Displays your shortcuts. Shortcuts are icons that provide quick access to your folders. The shortcuts pane is located at the extreme left side of the Evolution window. To display the shortcuts pane, choose View → Shortcut Bar so that the Shortcut Bar menu item is selected.

	To hide the shortcuts pane, choose View → Shortcut Bar again, so that the Shortcut Bar menu item is deselected.
Folder pane	Displays a list of your folders. The folder pane is located at the left side of the Evolution window. To display the folder pane, choose View → Folder Bar so that the Folder Bar menu item is selected. Alternatively, click on the name of the current folder at the top of the message list. To hide the folder pane, choose View → Folder Bar again, so that the Folder Bar menu item is deselected. Alternatively, click on the Close button at the top of the folder pane.

Most Evolution components also contain a searchbar. You can use the searchbar to perform simple searches. For example, you can search **Inbox** for a message that contains a particular text string.

Accessing Evolution Applications

To display one of the component applications in Evolution, perform one of the following actions:

- Click on the appropriate shortcut in the shortcuts pane. For example, click on the **Inbox** shortcut to display your email messages.

  To display the shortcuts pane, choose View → Shortcut Bar.
- Choose the folder for the application from the folder pane. For example, choose **Calendar** from the folder pane to display your calendar.

  To display the folder pane, choose View → Folder Bar.
- Choose the folder for the application from the **Go to folder** dialog. Choose File → Go to Folder. The **Go to folder** dialog is displayed. Select the folder for the application, then click OK. Alternatively, double-click on the folder.

Using the Shortcuts Pane

By default, Evolution contains shortcuts for the following component applications: **Calendar**, **Contacts**, **Inbox**, **Summary**, **Tasks**.

You can open shortcuts from the shortcuts pane in any of the following ways:

- Click on the shortcut.
- Right-click on the shortcut, then choose Open from the popup menu.
- To open the shortcut in a new window, right-click on the shortcut, then choose Open in New Window from the popup menu.

You can also customize the shortcuts pane. The following sections describe how to customize the shortcuts pane.

Working With Shortcuts Groups

You can create groups of shortcuts in the shortcuts pane. By default, the shortcuts pane contains one group which is represented by the Shortcuts button at the top of the shortcuts pane.

To open a group, click on the button that represents the group.

To Create a Shortcuts Group

To create a shortcuts group, right-click on a vacant space on the shortcuts pane, then choose Add Group from the popup menu. A **Create New Shortcut Group** dialog is displayed. Type a name for the new group in the dialog, then click OK. A button that represents the group is added to the shortcuts pane.

To Rename a Shortcuts Group

To rename a shortcuts group, right-click on the button that represents the group, then choose Rename this Group from the popup menu. A **Rename Shortcut Group** dialog is displayed. Type a new name for the group in the dialog, then click OK. The text on the button in the shortcuts pane that represents the group is updated.

To Remove a Shortcuts Group

To remove a shortcuts group, right-click on the button that represents the group, then choose Remove this Group from the popup menu. A **Remove Shortcut Group** dialog is displayed. Click Delete to remove the shortcuts group.

Note – You cannot remove the **Shortcuts** group.

To Change the Size of Icons in a Shortcuts Group

To change the size of icons in a shortcuts group, right-click on the button that represents the group, then choose Small Icons or Large Icons from the popup menu.

Working With Shortcuts

You can add, rename, and remove shortcuts from your shortcuts groups. The following sections describe how to work with shortcuts.

To Add a Shortcut

To add a shortcut to a shortcuts group, perform the following steps:

1. Open the shortcuts group to which you want to add the shortcut.
2. In the folder pane, right-click on the folder for which you want to add a shortcut, then choose Add to Shortcut Bar from the popup menu. The folder is added to the shortcuts group as a shortcut.

To Add Default Shortcuts

You can add the default shortcuts to a shortcuts group. To add the default shortcuts to a shortcuts group, perform the following steps:

1. Open the shortcuts group to which you want to add the default shortcuts.
2. Right-click on a vacant space on the shortcuts pane, then choose Create Default Shortcuts from the popup menu. The default shortcuts are added to the shortcuts group.

To Rename a Shortcut

To rename a shortcut, right-click on the shortcut, then choose Rename from the popup menu. A **Rename Shortcut** dialog is displayed. Type a new name for the shortcut in the dialog, then click OK. The text on the shortcut is updated.

To Remove a Shortcut

To remove a shortcut, right-click on the shortcut, then choose Remove from the popup menu.

Using Folders

In Evolution, you store your information in folders. For example, the default location for your incoming messages is the **Inbox** folder.

You can use the following user interface components to work with your folders:

- File menu
- Folder pane

To Open a Folder

To open a folder, choose File → Go to Folder. Select the folder that you want to open from the **Go to folder** dialog, then click OK.

Alternatively, click on the folder in the folder pane.

To open the current folder in a new window, choose File → Folder → Open in New Window.

Alternatively, right-click on the folder in the folder pane, then choose Open in New Window from the popup menu.

To Create a New Folder

To create a new folder, perform the following steps:

1. Choose File → Folder → New Folder. Alternatively, right-click in the folder pane, then choose New Folder from the popup menu. A **Create New Folder** dialog is displayed.
2. Enter the details of the folder that you want to create in the **Create New Folder** dialog. The following table describes the elements on the **Create New Folder** dialog:

Element	Description
Folder name	Type a name for the folder in the text box.
Folder type	Select the type of folder from the drop-down list.
Specify where to create the folder	Use the tree to select the location where you want to create the new folder.

3. Click OK.

To Move a Folder

To move a folder, perform the following steps:

1. Open the folder that you want to move, then choose File → Folder → Move. Alternatively, right-click on the folder that you want to move in the folder pane, then choose Move from the popup menu. A **Move Folder** dialog is displayed.
2. Use the tree in the **Move Folder** dialog to select the location where you want to move the folder.

   To create a new folder, click on the New button. A **Create New Folder** dialog is displayed. For more information, see "To Create a New Folder" on page 18.
3. Click OK.

To Copy a Folder

To copy a folder, perform the following steps:

1. Open the folder that you want to copy, then choose File → Folder → Copy. Alternatively, right-click on the folder that you want to copy in the folder pane, then choose Copy from the popup menu. A **Copy Folder** dialog is displayed.
2. Use the tree in the **Copy Folder** dialog to select the location where you want to copy the folder.

   To create a new folder, click on the New button. A **Create New Folder** dialog is displayed. For more information, see "To Create a New Folder" on page 18.
3. Click OK.

To Rename a Folder

To rename a folder, perform the following steps:

1. Open the folder that you want to rename, then choose File → Folder → Rename. Alternatively, right-click on the folder that you want to rename in the folder pane, then choose Rename from the popup menu. A **Rename Folder** dialog is displayed.
2. Type a new name for the folder in the dialog, then click OK.

To Delete a Folder

To delete a folder, open the folder that you want to delete, then choose File → Folder → Delete. Alternatively, right-click on the folder that you want to delete in the folder pane, then choose Delete from the popup menu. A confirmation dialog is displayed. Click Delete to delete the folder.

Performing Actions in Evolution

In Evolution, you can perform the same action in several ways. For example, you can delete a message from your **Inbox** in the following ways:

UI Component	Action
Menubar	Choose Edit → Delete.
Toolbar	Click on the Delete toolbar button.
Popup menu	Right-click on the message, then choose Delete from the popup menu.
Shortcut keys	Press Ctrl + D.

This guide describes functionality from the menubar.

Sorting Items

You can sort items in Evolution to arrange the items in the order that you prefer. You can sort messages, tasks, and contacts.

You can sort items by the fields that relate to the item. For example, you can sort tasks by their **Summary** field.

You can sort items in ascending or descending order. For example, you can sort your messages by date in descending order, so that the most recent messages are at the top of the message list.

You can sort items in Evolution in any of the following ways:

- To sort the items in ascending order, click on the column heading that represents the field by which you want to sort the items. A down arrow is displayed in the column heading.

  Alternatively, right-click on the column heading, then choose Sort Ascending from the popup menu.
- To sort the items in descending order, click twice on the column heading that represents the field by which you want to sort the items. An up arrow is displayed in the column heading.

  Alternatively, right-click on the column heading, then choose Sort Descending from the popup menu.

- You can also unsort the items. That is, you can return the items from the current sort order to the default sort order. To return your messages to the default sort order, right-click on the column heading, then choose Unsort from the popup menu.

  The default sort order for email messages is sorted by received date in ascending order. The default sort order for tasks is sorted by summary in ascending order. The default sort order for contacts is sorted by organization in ascending order.

Using Views

A view is a particular arrangement of the items in a folder. Views enable you to look at items in different ways.

Standard views are available from the View menu. To use a standard view, choose View → Current View, then select the view that you require. For example, you can choose to view your calendar with one of the following views:

- **Day View**
- **Work Week View**
- **Week View**
- **Month View**

You can modify the current view, then save the current view. You can also create custom views for messages, tasks, and contacts. The following table shows the characteristics that you can modify for message, task, and contact views:

Characteristic	Description
Fields	You can specify the fields that you want to display in the view. For example, an **Inbox** view might display only the **From**, **Subject**, **Date**, and **Follow Up Flag** fields.
Groups	You can group the items in a view by particular fields. For example, an **Inbox** view might group messages by the **Follow Up Flag** field.
Sort order	You can specify the order in which the items in the view are sorted. For example, an **Inbox** view might sort messages by the **Date** field, within the group.

To Format the Columns in the Current View

You can format the display of columns in the current view in the following ways:

- To add a column to the view, right-click on any column heading, then choose Add a Column from the popup menu. An **Add a column** dialog is displayed.

  To add a column, drag the column from the dialog to the position in which you want the column to appear.
- To move a column, drag the column heading. Drop the column heading at the position in which you want the column to appear.
- To remove a column, right-click on the column heading, then choose Remove This Column from the popup menu.
- To adjust the width of the columns, point to the edge of the column that you want to change. A resize table column pointer is displayed. Drag the edge of the column to the size that you want.

  Alternatively, you can automatically adjust the width of the columns to fit the contents. To automatically adjust the width of the columns, right-click on the column heading, then choose Best Fit from the popup menu.

For information on how to save the current view, see "To Save the Current View" on page 23.

To Customize the Current View

To customize the current view, except for calendar views, perform the following steps:

1. Right-click on any column heading, then choose Customize Current View from the popup menu. A **Customize Current View** dialog is displayed.
2. To specify the fields displayed in the view, click on the Fields Shown button. A **Show Fields** dialog is displayed.

   To add a field to the view, select the field in the **Available Fields** list box, then click Add. The field is moved to the **Show these fields in order** list box.

   To remove a field from the view, select the field in the **Show these fields in order** list box, then click Remove. The field is moved to the **Available Fields** list box.

   To change the position of a field in the view, select the field in the **Show these fields in order** list box. Click the Move Up button or Move Down button to change the position of the field. Repeat these steps until the field is in the required position.

   Click OK to close the **Show Fields** dialog.
3. To specify how items are grouped in the view, click on the Group By button. A **Group** dialog is displayed.

   Select the first field by which you want to group items from the **Group Items By** drop-down list. Use the **Ascending** or **Descending** options to select the order in which you want to display the items in the group. To display the name of the field by which the items are grouped, select the **Show field in View** option.

   To group items by additional fields, use the **Then By** drop-down lists and the associated options.

To clear all the settings in all the elements in the **Group** dialog, click on the Clear All button.

Click OK to save your settings and close the **Group** dialog.

Note – You cannot specify how to group items in **Inbox** views.

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4. To specify how the fields are sorted in the view, click on the Sort button. A **Sort** dialog is displayed.

   Select the first field by which you want to sort items from the **Sort Items By** drop-down list. Use the **Ascending** or **Descending** options to select the order in which you want to display the items in the view.

   To sort items by additional fields, use the **Then By** drop-down lists and the associated options.

   Click OK to close the **Sort** dialog.
5. Click OK to close the **Customize Current View** dialog.

For information on how to save the current view, see "To Save the Current View" on page 23.

To Save the Current View

To save the current view, perform the following steps:

1. Choose View → Current View → Save Custom View.
2. To create a new view, select the **Create New View Named** option. Type a name for the new view in the text box under the **Create New View Named** option.

   Alternatively, to overwrite the current view, select the **Replace Existing View** option.
3. Click OK.

To Create a Custom View

To create a custom view, perform the following steps:

1. Choose View → Current View → Define Views. A **Define Views for** *component* dialog is displayed.
2. To create a new view, click New.
3. Type a name for the view in the **Name of new view** text box. Select a type of view from the **Type of view** list box. Click OK. A dialog is displayed that you can use to define the characteristics of the view.

4. To specify the fields displayed in the view, click on the Fields Shown button. A **Show Fields** dialog is displayed.

   To add a field to the view, select the field in the **Available Fields** list box, then click Add. The field is moved to the **Show these fields in order** list box.

   To remove a field from the view, select the field in the **Show these fields in order** list box, then click Remove. The field is moved to the **Available Fields** list box.

   To change the position of a field in the view, select the field in the **Show these fields in order** list box. Click the Move Up button or Move Down button to change the position of the field. Repeat these steps until the field is in the required position.

   Click OK to close the **Show Fields** dialog.

5. To specify how the items are grouped in the view, click on the Group By button. A **Group** dialog is displayed.

   Select the first field by which you want to group items from the **Group Items By** drop-down list. Use the **Ascending** or **Descending** options to select the order in which you want to display the items in the group. To display the name of the field by which the items are grouped, select the **Show field in View** option.

   To group items by additional fields, use the **Then By** drop-down lists and the associated options.

   To clear all the settings in all the elements in the **Group** dialog, click on the Clear All button.

   Click OK to save your settings and close the **Group** dialog.

6. To specify how the fields are sorted in the view, click on the Sort button. A **Sort** dialog is displayed.

   Select the first field by which you want to sort items from the **Sort Items By** drop-down list. Use the **Ascending** or **Descending** options to select the order in which you want to display the items in the view.

   To sort items by additional fields, use the **Then By** drop-down lists and the associated options.

   To clear all the settings in all the elements in the **Sort** dialog, click on the Clear All button.

   Click OK to save your settings and close the **Sort** dialog.

7. Click OK on the define views dialog to create the view.

   Alternatively, to revert to the default view settings, click on the Revert button.

8. Click OK on the **Define Views for Mail** dialog to close the dialog.

CHAPTER 2

Getting Started

The information in this chapter describes how to use Evolution Setup Assistant to get started with Ximian Evolution. This chapter contains information on how to configure your email account, and how to import data from other applications. This chapter also describes how to configure your Sun ONE account, and how to configure an LDAP server.

- "Using the Evolution Setup Assistant" on page 25
- "Configuring Your Sun ONE Account" on page 33
- "Configuring an LDAP Server" on page 34

Using the Evolution Setup Assistant

When you start Ximian Evolution for the first time, the Evolution Setup Assistant is displayed. The Evolution Setup Assistant guides you through the initial configuration process for Evolution. In the initial configuration process, you do the following:

- Enter identity information.
- Create an email account.
- Select your time zone.
- Import data from other applications.

The Evolution Setup Assistant displays pages where you enter the configuration information. The first page displays a welcome message. To begin the initial configuration process for Evolution, click on the Forward button on the **Welcome** page.

The Evolution Setup Assistant window contains the following buttons:

Forward — When you have entered the required information in the page and you are ready to continue to the next page in the configuration process, click on the Forward button.

Back	If you want to return to the previous page, click on the Back button.
Cancel	Click on the Cancel button to stop the Evolution configuration process and close the Evolution Setup Assistant.

The following sections describe the information that you need to enter in the Evolution Setup Assistant. If you are unsure what information to enter, contact your system administrator.

Entering Your Identity Information

Enter your identity information in the **Identity** page in the Evolution Setup Assistant. Table 2–1 lists the identity settings that you can configure.

When you complete your identity information, click on the Forward button.

TABLE 2–1 Identity Settings

Element	Description
Full name	Type your full name in the text box.
Email address	Type your email address in the text box.
Reply-To	Optional. In the text box, type the email address to which to send replies to your messages. When someone replies to your messages, the reply goes to this address. If you do not type an address in this text box, the address in the **Email address** text box is used as your reply-to address.
Organization	Optional. Type the name of the organization for which you work.

Configuring a Mail Server From Which to Receive Email

Enter your receiving mail server information in the first **Receiving Mail** page in the Evolution Setup Assistant.

Evolution can receive email in several ways. Select the type of server from which you want to receive email from the **Server Type** drop-down list. Select one of the following options:

- **IMAP**: Internet Message Access Protocol (IMAP) servers receive and store your messages. When you log in to an IMAP server, you can view header information for your messages. You can open the messages that you want to read, and you can also create and use folders on the IMAP server.

  Select this option if you want to access your email from multiple systems.

- **POP**: Post Office Protocol (POP) servers store your messages until you log in to the server. When you log in to the POP server, all your messages are downloaded to your local area and are deleted from the POP server. You work with your messages in your local area. Typically, a POP server has a permanent connection to the Internet, and the clients of the server connect occasionally to the Internet.

  Select this option to download your messages to your local directories.
- **Local delivery**: The `mbox` format stores your messages in one large file in your local file system. This file is called a *mail spool*.

  Select this option if you want to store email from the mail spool in your home directory.
- **MH-format mail directories**: Mail servers that use `mh` format store messages in individual files. Select this option if you want to use an application that uses the `mh` format.
- **Maildir-format mail directories**: Mail servers that use `maildir` format also store messages in individual files. The `maildir` format is similar to the `mh` format. Select this option if you want to use an application that uses the `maildir` format, for example, qmail.
- **Standard Unix mbox spool or directory**: This option uses `mbox` format. Select this option if you want to store email from the mail spool in a directory other than your home directory.
- **None**: Select this option if you do not want to use this email account to receive email messages.
- **Microsoft Exchange**: Select this option if you want to access your account on a Microsoft Exchange 2000 server. This option is only available if you purchase Ximian Connector for Microsoft Exchange.

When you select an option from the **Server Type** drop-down list, more options are displayed in the **Receiving Mail** page. Depending on the option that you selected, different options are displayed. Table 2–2 lists the receiving mail server settings that you can configure. the elements in the **Receiving Mail** window

When you complete the receiving mail server information, click on the Forward button.

TABLE 2–2 Receiving Mail Server Settings

Element	Description
Host	Enter the host name of the mail server in this field. **IMAP**, **POP** options only.
Username	Enter your username for your account on the mail server in this field. **IMAP**, **POP** options only.

TABLE 2–2 Receiving Mail Server Settings *(Continued)*

Element	Description
Authentication type	Select a type of authentication to use for the account. **IMAP**, **POP** options only.
Check for supported types	Click on this button to check what types of authentication the server supports. The types of authentication that the server supports are added to the **Authentication type** drop-down list. **IMAP**, **POP** options only.
Remember this password	Select this option if you want to connect directly to the mail server, rather than enter your password each time you connect. **IMAP**, **POP** options only.
Path	Enter the path to the location where you want to store your email. **Local delivery**, **MH-format mail directories**, **Maildir-format mail directories**, **Standard Unix mbox spool or directory** options only.

Configuring Receiving Email Options

Enter your receiving email options in the second **Receiving Mail** page in the Evolution Setup Assistant. Table 2–3 lists the options for receiving email that you can configure.

When you complete the receiving email options, click on the Forward button.

TABLE 2–3 Receiving Email Options

Element	Description
Automatically check for new mail every	Select this option if you want Evolution to check for new messages automatically. Use the spin box to specify how often to check for new messages, in minutes.
Check for new messages in all folders	Select this option if you want Evolution to check for new messages in all your IMAP folders. **IMAP** option only.
Show only subscribed folders	Select this option to view only the IMAP folders to which you have subscribed, not all of your IMAP folders. **IMAP** option only.

TABLE 2–3 Receiving Email Options *(Continued)*

Element	Description
Override server-supplied folder namespace	An *IMAP namespace* is a directory where your messages are stored. Select this option if you want to store your messages in a namespace other than the default namespace that the IMAP server provides. **IMAP** option only.
Namespace	If you select the **Override server-supplied folder namespace** option, enter the namespace in which you want to store your messages in this field. **IMAP** option only.
Apply filters to new messages in INBOX on this server	Select this option to apply your message filters to messages that are delivered to your Inbox on the IMAP server, as well as to messages that you download to your local area. **IMAP** option only.
Leave messages on server	Select this option to store copies of your messages on the POP server. **POP** option only.
Apply filters to new messages in INBOX	Select this option to apply your message filters to your Inbox. **Maildir-format mail directories**, **Standard Unix mbox spool or directory** options only.
Store status headers in Elm/Pine/Mutt format	Select this option if you want to use the `X-Status` message header format. Select this option if you use email applications that use the `X-Status` message header format. For example, Elm, mutt, and Pine use the `X-Status` message header format. **Standard Unix mbox spool or directory** option only.
Use the '.folders' folder summary file (exmh)	Select this option if you want Evolution to use the folder summary file that is generated by the exmh application. **MH-format mail directories** option only.

Configuring How to Send Email

Enter your sending email configuration information in the **Sending Mail** page in the Evolution Setup Assistant. Evolution can send email in several ways. Select the type of server that you want to use to send email from the **Server Type** drop-down list. Select one of the following options:

- **SMTP**: Uses Simple Mail Transfer Protocol (SMTP) to forward messages to a server. The server sends the messages.
- **Sendmail**: Uses the `sendmail` program to send email from your system.
- **Microsoft Exchange**: Uses a Microsoft Exchange server which uses several protocols to send email. This option is only available if you purchase Ximian Connector for Microsoft Exchange.

When you select an option from the **Server Type** drop-down list, more dialog elements are displayed in the **Sending Mail** page. Depending on the option that you selected, different elements are displayed in the page. Table 2–4 lists the sending email settings that you can configure.

When you complete the configuration information for sending email, click on the Forward button.

TABLE 2–4 Sending Email Settings

Element	Description
Host	Enter the DNS name or the IP address of the mail server in this field. **SMTP**, **Microsoft Exchange** options only.
Server requires authentication	Select this option if the server requires you to authenticate when you log in to send email. **SMTP** option only.
Authentication Type	Select a type of authentication to use for the account. **SMTP** option only.
Check for supported types	Click on this button to check what types of authentication the server supports. The types of authentication that the server supports are added to the **Authentication Type** drop-down list. **SMTP** option only.
Username	Enter your username for your account on the mail server in this field. **SMTP** option only.
Remember this password	Select this option if you want to connect directly to the mail server, rather than enter your password each time you connect. **SMTP** option only.

Configuring Account Management Settings

Enter your account management information in the **Account Management** page in the Evolution Setup Assistant. Table 2–5 lists the account management settings that you can configure.

When you complete the account management information, click on the Forward button.

TABLE 2–5 Account Management Settings

Element	Description
Name	Type a name for this email account in the text box.
Make this my default account	Select this option to make the new account your default email account.

Selecting a Time Zone

Select your time zone in the **Timezone** page in the Evolution Setup Assistant. The **Timezone** page shows a map of the world. The red dots on the map represent major cities and other locations.

Use your mouse to select a time zone, as follows:

Mouse	Point to a red dot on the map to display the name of the location. The name is displayed under the map.
Left mouse button	Click on an area on the map to zoom in to that area and to select that time zone.
Right mouse button	Click the right mouse button on the map to zoom out.

Alternatively, select a time zone from the **Selection** drop-down list.

When you select a time zone, click on the Forward button.

Importing Data From Other Applications

Evolution searches for email or contact data in the following formats:

`mbox` format	Evolution, Netscape Version 4.7*x*, Mozilla, Eudora, Pine, and Elm use this email format.
`.mbx` format	Microsoft Outlook Express 4 uses this email format.
Vcard format	GnomeCard, other GNOME applications, KDE, and other contact management applications use this format for contact information.

Typically, files in this format have `.vcf` or `.gcrd` file extensions.

If Evolution finds email or contact data from the listed applications on your system, the Evolution Setup Assistant displays an **Importing Files** page. The **Importing Files** page displays a list of the applications for which Evolution has found email or contact data.

If Evolution finds email data for an application, a **mail** check box is displayed under the application.

If Evolution finds contact data for an application, an **address book** check box is displayed under the application.

To import data, select the check boxes for the data that you want to import, then click on the Import button.

When you complete the import, click on the Forward button.

When you complete entering configuration information, click on the Apply button.

Note – If you do not want to import data when you do the initial configuration of Evolution, you can use the Evolution Import Assistant. The Evolution Import Assistant guides you through the process to import data. To open the Evolution Import Assistant, choose File → Import from the Evolution window.

Importing Email from mutt

The mutt email client is text-based. Linux and UNIX distributions often include mutt. You can import your email easily from mutt to Evolution because mutt uses the standard `mbox`, `maildir`, and `mh` formats.

By default, mutt stores your email as follows:

Format	Directory
`mbox`	`~/mbox`
`maildir`	`~/Maildir`

To import email from mutt to Evolution, perform the following steps:

1. Choose File → Import from the Evolution window. An Evolution Import Assistant is displayed.
2. Click on the Forward button to begin the configuration process. An **Importer Type** page is displayed.

3. Select the **Import a single file** option, then click on the Forward button.
4. Enter the name of the file that you want to import in the **Filename** field. Alternatively, to browse for the file, click on the Browse button. When you select a file, click OK, then click on the Forward button.
5. Click on the Import button. A **Select folder** dialog is displayed.
6. Select the Evolution folder to which you want to import the mutt email. Alternatively, click on the New button to create a new folder.

   When you select a folder, click OK. Your mutt email is imported to the folder that you specified.

Importing Email from KMail

KMail is the email client for KDE. You can import your email easily from KMail to Evolution because KMail uses the standard `mbox` format. By default, KMail stores your email in the `Mail` directory of your home directory.

To import email from KMail to Evolution, perform the following steps:

1. Choose File → Import from the Evolution window. An Evolution Import Assistant is displayed.
2. Click on the Forward button to begin the configuration process. An **Importer Type** page is displayed.
3. Select the **Import a single file** option, then click on the Forward button.
4. Enter the name of the file that you want to import in the **Filename** field. Alternatively, to browse for the file, click on the Browse button. When you select a file, click OK, then click on the Forward button.
5. Click on the Import button. A **Select folder** dialog is displayed.
6. Select the Evolution folder to which you want to import the KMail mail. Alternatively, click on the New button to create a new folder.

   When you select a folder, click OK. Your KMail email is imported to the folder that you specified.

Configuring Your Sun ONE Account

The Sun ONE Connector for Evolution allows you to use Evolution as a client for the Sun ONE calendar server.

To configure a Sun ONE account, perform the following steps:

1. Choose Tools → Settings. An **Evolution Settings** dialog is displayed.

2. Click on **Sun One accounts** in the left pane. A table for Sun ONE accounts is displayed in the right pane.
3. Click Add. An **Add new account** dialog is displayed.
4. Enter the Sun ONE account information in the **Add new account** dialog. The following table describes the elements on the **Add new account** dialog:

Element	Description
Account Name	Type a short account name.
Protocol	Select one of the following protocols from the drop-down list: ■ **http**: Select this protocol for normal operation. ■ **https**: Select this protocol for additional security. If you are not sure which protocol to specify, contact your Sun ONE system administrator.
Server	Type the name of your Sun ONE server. For example, `sunone.internal.company.com`.
Port	Type the port number for your Sun ONE server.
User	Type the user name that you use to log in to the Sun ONE server. Remember that user names are case sensitive. Do not enter your password in this dialog. The Sun ONE server asks for the password when you access the account.
Poll Interval (min)	Use this spin box to specify how frequently to check the server for updates.

5. Click OK to save your changes and close the **Add new account** dialog. Evolution checks your Sun ONE account information, then displays an **Information** dialog that tells you that you must restart Evolution for these settings to take effect.
6. Restart Evolution.

Configuring an LDAP Server

The Lightweight Directory Access Protocol (LDAP) enables users to access contact information over a network. Users can share the same contact information. A typical application of LDAP is a single address book for all employees in a company, that all employees can access.

To configure an LDAP server, perform the following steps:

1. Choose Tools → Settings. An **Evolution Settings** dialog is displayed.
2. Click on **Directory Servers** in the left pane. A table for LDAP servers is displayed in the right pane.
3. Click Add. An LDAP Configuration Assistant is displayed. The LDAP Configuration Assistant guides you through the configuration process for an LDAP server. Click on the Forward button to begin the configuration process. A **Server Information** page is displayed.
4. Enter general server information in the **Server Information** page. The following table describes the elements on the **Server Information** page:

Dialog Element	Description
Server name	Enter a DNS name or an IP address for the LDAP server where the contact information is located.
Log in method	Select a method to use to log in. Select one of the following options: ■ **Anonymously**: Select this option if you do not want to authenticate your identity when you log in. ■ **Using email address**: Select this option if you want to use your email address to log in to the LDAP server. Your email address must be added to the LDAP server before you can use the email address to log in to the server. ■ **Using distinguished name (DN)**: Select this option if you want to use your *distinguished name* to log in to the LDAP server. A distinguished name uniquely identifies a user in an LDAP directory. Your distinguished name must be added to the LDAP server before you can use the distinguished name to log in to the server.
Email Address, or **Distinguished name**	Enter the email address or the distinguished name with which you want to log in to the LDAP server.

   When you complete the general server information, click on the Forward button. A **Connecting to Server** page is displayed.
5. Enter server connection information in the **Connecting to Server** page. The following table describes the elements on the **Connecting to Server** page:

Dialog Element	Description
Port number	Enter the port number for Evolution to use to connect to the LDAP server in the field. A typical value for this field is `389`.

Dialog Element	Description
Use SSL/TLS	Select when to use the *Secure Sockets Layer (SSL)* protocol or the *Transport Layer Security (TLS)* to connect to the LDAP server. Select one of the following options: ■ **Always**: Select this option to always use SSL or TLS to connect to the LDAP server. ■ **Whenever Possible**: Select this option to use SSL or TSL to connect to the LDAP server only if you are not in a secure environment. ■ **Never**: Select this option to never use SSL or TLS to connect to the LDAP server.

When you complete the server connection information, click on the Forward button. A **Searching the Directory** page is displayed.

6. Enter search details for the directory on the server in the **Searching the Directory** page. The following table describes the elements on the **Searching the Directory** page:

Dialog Element	Description
Search base	The information in an LDAP server is organized as a tree structure. A *search base* is a particular location in the tree structure that is the starting point for an LDAP directory search. A *base entry* is the name of a search base. Type the base entry to use for your LDAP directory searches in the text box.
Show Supported Bases	Click on this button to display a list of search bases that are supported by Evolution.
Search scope	Select the scope for your directory searches. Select one of the following options: ■ **One**: Select this option to search the search base and one level below the search base. ■ **Sub**: Select this option to search the search base and all levels below the search base.
Timeout (minutes)	Use the slider to specify the amount of time to wait before Evolution stops the search.
Download limit	Specify the maximum number of contacts that you want to download from the LDAP server.

When you complete the search information, click on the Forward button. A **Display Name** page is displayed.

7. Type a name for the server in the **Display name** text box. This name is displayed in your Evolution interface.

When you complete the display name, click on the Forward button. A **Finished** page is displayed.

8. Click on the Apply button to create the LDAP server and close the LDAP Configuration Assistant.

CHAPTER 3

Using Summary

The information in this chapter describes how to use Ximian Evolution **Summary**.

Introduction to Summary

Summary gives you an overview of your day. Figure 3–1 shows a typical **Summary** window.

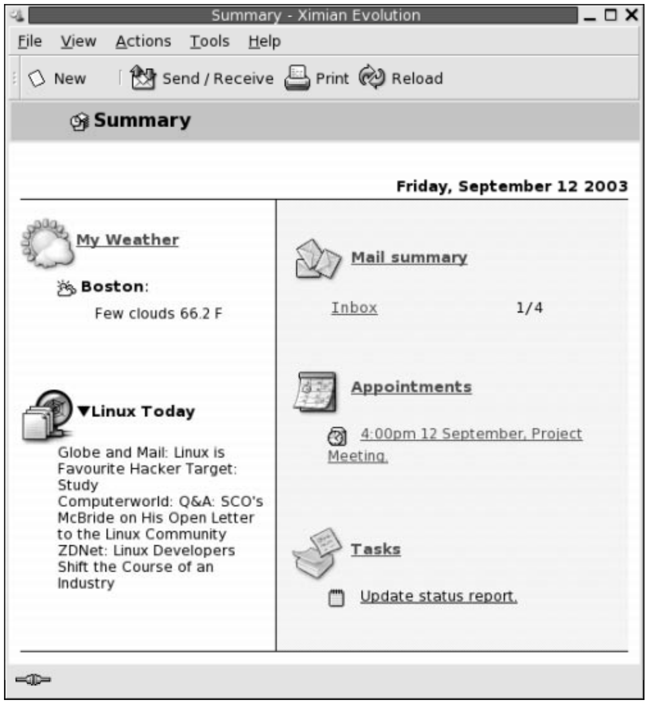


FIGURE 3–1 Typical Summary Window

The **Summary** window shows the following information:

My Weather — Displays weather information from the Internet. To view the website that provides the weather information, click on the **My Weather** link. You can customize your summary to show weather information for different locations.

News feeds — Displays news headlines from websites that provide news feeds. To view a story, click on the headline for the story. To view the website that provides the news headlines, click on the link at the top of the news headlines.

Mail summary — Shows the number of new messages in your folders, and the total number of messages in your folders. To display your email, click on the **Mail summary** link. If your **Mail summary** displays other folders, click on the link to the folder to display the folder.

Appointments — Shows your appointments and meetings. To display your calendar, click on the **Appointments** link.

Tasks — Shows your tasks that are not completed. Tasks that are overdue are displayed in different color than tasks that are in progress. To display your tasks, click on the **Tasks** link.

To reload your summary display, click on the Reload button.

You can perform some common actions from **Summary**, such as updating your appointments and tasks.

You can customize what information is displayed in your summary. For example, you can specify which folders to show in your mail summary. You can also specify the number of days for which you want to display appointments and tasks.

Note – By default, **Summary** displays only the appointments, meetings, and tasks, that are in your local folders. You can customize Ximian Evolution to display appointments, meetings, and tasks from your Sun ONE account.

To Print Your Summary

To print your summary, click on the Print button. A **Print Summary** dialog is displayed. Select the options that you require from the **Print Message** dialog, then click on the Print button.

If you want to preview how the message looks when printed, click on the Print Preview button in the **Print Summary** dialog.

Using Summary to Update Appointments and Tasks

To update an appointment from **Summary**, click on the appointment. An **Appointment** window is displayed. Modify the details of the appointment in the **Appointment** window, choose File → Save. For more information on working with appointments, see Chapter 5.

To update a task from **Summary**, click on the task. A **Task** window is displayed. Modify the details of the task in the **Task** window, choose File → Save. For more information on working with tasks, see Chapter 6.

CHAPTER 4

Using Inbox

The information in this chapter describes how to use **Inbox**.

Introduction to Inbox

Inbox is the default location for your email messages. You can use **Inbox** to compose, send, and receive messages. Figure 4–1 shows a typical **Inbox** window.

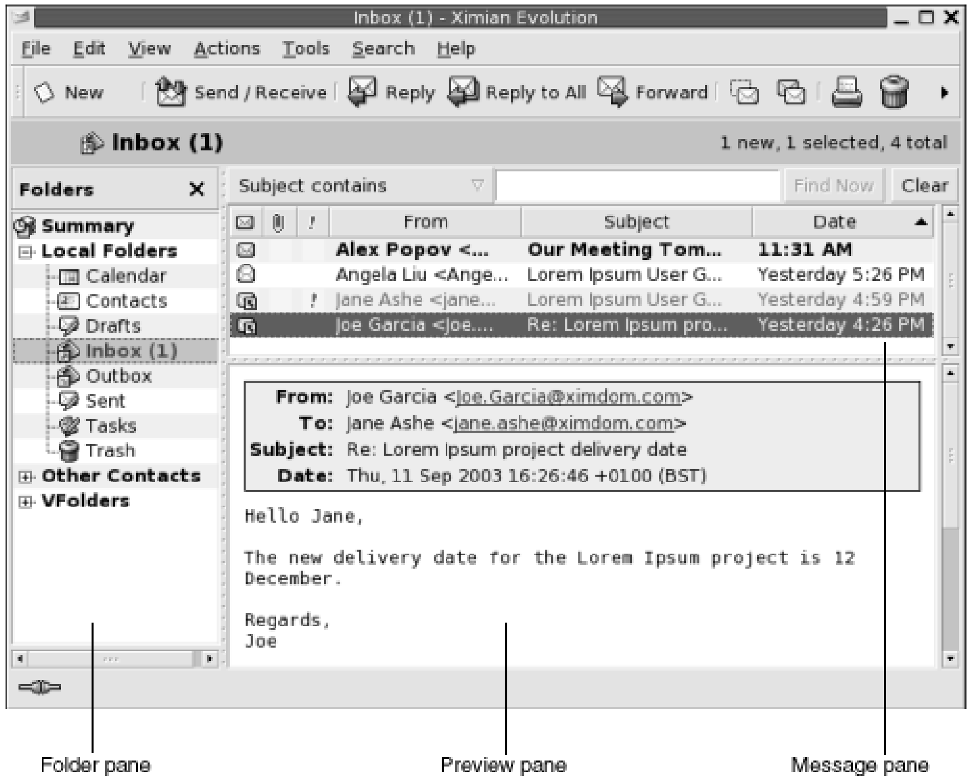


FIGURE 4–1 Typical Inbox Window

The **Inbox** window contains a folder pane. The folder pane displays the folders in which you can store your messages. To show or hide the folder pane, choose View → Folder Bar.

The **Inbox** window also contains a message pane and a preview pane. In the upper part of the window, the message pane displays a list of your messages. In the lower part of the window, the preview pane displays a preview of the currently selected message. To show or hide the preview pane, choose View → Preview Pane.

Figure 4–2 shows a typical message pane.

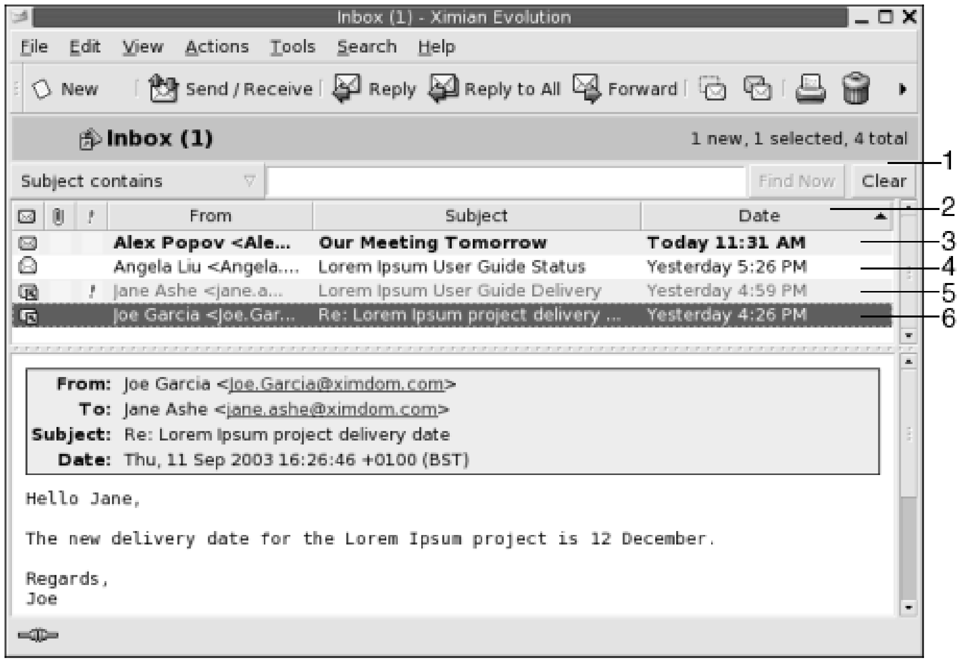


FIGURE 4–2 Typical Message Pane

The following table lists the message pane interface components that are in Figure 4–2:

Number	Description
1	Searchbar. You can use the searchbar to perform a simple search of all messages in a folder. For example, you can search for a message that contains a particular text string.
2	Column headings. In the message pane, your messages are organized as a table. The rows of the table contain header information for your messages. The columns represent information fields of your messages, such as the sender of the message, the subject of the message, and so on. By default, the message pane displays the following columns, from left to right: ■ Status ■ Attachment ■ Important ■ From ■ Subject ■ Date

The message header information is displayed in different formats in the message list, depending on the status of the message. Figure 4–2 illustrates these formats in the message list. The following table lists and describes the formats in which the message header information is displayed:

Number	Format	Description
3	Bold	This message has not been read.
4	No formatting	This message has been read.
5	Red color	This message is marked as important.
6	Highlighted	This message is currently selected.

You can use the **Inbox** window to perform all of your email-related tasks, such as reading, composing, and sending messages. Ximian Evolution enables you to organize your messages into folders, and to sort your messages by different fields. You can mark, flag, and label your messages to help you to manage your messages.

You can also use the following Evolution features to help you to manage your messages:

Views — Views enable you to look at your messages in different ways. A *view* is a particular arrangement of messages. A view specifies which columns are displayed in a message list, and by which fields the messages are sorted. You can use standard views, or you can create custom views.

Virtual folders — A *virtual folder* represents messages that might reside in more than one folder. Virtual folders enable you to view messages that are located in several folders, as if the messages are in one folder.

Filters — A *filter* is a tool that you can use to test your messages for specific conditions, then perform actions on the messages that meet the conditions. For example, you can use a filter to automatically move email that you receive from an address to a folder.

Searches — The **Inbox** window contains a searchbar. You can use the searchbar to search the contents of the messages in your message list. You can also perform advanced searches.

Evolution enables you to save your searches. The saved searches are added to the Search menu, and you can choose the searches from this menu. Evolution also contains a search editor that you can use to add, edit, and delete searches.

Receiving Your Messages

To receive your messages, choose Actions → Send/Receive. Typically, your new messages are displayed in your **Inbox**. If you have new messages, the title of your **Inbox** is displayed in bold. The number of new messages is displayed beside the **Inbox** title.

Displaying Your Messages

You can save and print your messages. You can also change how your messages are displayed.

To Open a Message

To open a message, double-click on the message in the message list.

Alternatively, select the message that you want to open in the message list, then choose File → Open Message.

To Save a Message

To save a message as a file, open the message, then choose File → Save As. Enter a name for the file in the **Save Message As** dialog, then click OK.

To Print a Message

To print a message, open the message, then choose File → Print. Select the options that you require from the **Print Message** dialog, then click Print.

To preview how the message looks when printed, choose File → Print Preview.

To View an Attachment in a Message

An *attachment* is a file that is included in a message. If you want to send a file to someone, you can attach the file to the message. If a message contains attachments, a button for each attachment appears at the bottom of the message. If your system recognizes the file type of the attachment, the icon for that file type is displayed in the button.

You can perform the following actions on an attachment:

Action	Instructions
View the attachment in the message	Click on the right arrow icon at the left side of the button. Alternatively, click on the down arrow at the right side of the button, then choose View Inline from the popup menu. If the attachment is already displayed in the message, click on the down arrow icon at the left side of the button to the hide the attachment. Alternatively, click on the down arrow at the right side of the button, then choose Hide from the popup menu.
Save the attachment	Click on the down arrow at the right side of the button, then choose Save Attachment from the popup menu. A **Save Attachment** dialog is displayed. Use the **Save Attachment** dialog to save the attachment.
Open the attachment in an application	If your system recognizes the file type of the attachment, you can open the attachment in an application. To open the attachment, click on the down arrow at the right side of the button, then choose Open in *application-name* from the popup menu.

To View Images in Messages

You might receive messages that contain images in the body of the message. You might also receive messages that contain links to images on the Internet. Linked images might be slow to load, and in some cases might provide information to senders of *spam* email. By default, Evolution does not display linked images in messages.

To display a linked image in a message, open the message, then choose View → Message Display → Load Images.

To Change the Size of Text in Messages

You can change the size in which text is displayed in messages. You can change the size of text in a message window or in the preview pane.

To reduce the size of the text, choose View → Text Size → Smaller. To increase the size of the text, choose View → Text Size → Larger.

To return the size of the text to the default size, choose View → Text Size → Original Size.

To Change the Display of Messages

You can change the way in which your messages are displayed. You can change the message display in a message window, or in the preview pane.

To display full header information for your messages, choose View → Message Display → Show Full Headers. The header information contains technical details of the message, such as the server that delivered the message, the format of the message, and so on.

To display the full source for the message, choose View → Message Display → Show Email Source. The full source for the message is the source code for the message.

To return to normal display, choose View → Message Display → Normal Display.

Sending Messages

You can send new messages, reply to messages that you receive, or forward messages that you receive. You can enter addresses to which you want to send messages in the following fields in the message window:

To Enter the addresses to which you want to send the message in this field.

Cc To *cc* a message means to copy the message to another address. Enter the addresses to which you want to copy the message in this field. To display the **Cc** field, choose View → Cc Field in the message window.

Bcc Enter the addresses to which you want to *blind-copy* the message in this field. When you blind-copy a message, the addresses that you blind-copy do not appear in the delivered message. To display the **Bcc** field, choose View → Bcc Field in the message window.

To Send a New Message

To compose and send a new message, perform the following steps:

1. Choose File → New → Mail Message. Alternatively, choose Actions → Compose New Message. A **Compose a message** window is displayed.
2. Use the **Compose a message** window to compose your message. The following table describes the elements in the **Compose a message** window:

Element	Description
From	If you have more than one email account, use this drop-down list to select which email address to put in the **From** field of the message.
Signature	If you want to add a signature to your message, use this drop-down list to select the signature to add. You can select a signature that is generated automatically from your email account details. You can also create custom signatures.
To	Enter the email address to which you want to send the message. If you want to send the message to more than one address, separate the addresses with a comma.
Subject	Type a brief summary of the topic of your message in this text box.
Content	Type the text of your message in the area of the window under the **Subject** field and the format toolbar. You can format messages that you send. For more information, see "Composing Messages" on page 52.

3. You can attach a file to the message. To attach a file to the message, perform the following steps:
   a. In the **Compose a message** window, choose Insert → Attachment. An **Attach file(s)** dialog is displayed.
   b. Use the dialog to select a file to attach to the message. When you select a file, click OK. The attachment is displayed as an icon in an attachments pane on the **Compose a message** window.
4. To send the message, choose File → Send.

To Reply to a Message

To reply to a message, perform the following steps:

1. Open the folder that contains the message to which you want to reply. In the message list, select the message to which you want to reply.

   Alternatively, open the message to which you want to reply.

2. To reply to the sender of the message, choose Actions → Reply to Sender. To reply to the sender of the message, and everyone copied on the message, choose Actions → Reply to All. A new message window is displayed. Depending on your preferences, the new message might contain the original message.
3. Type the text of your message in the area of the window under the **Subject** field and the format toolbar.
4. To send the message, choose File → Send.

To Forward a Message

You can forward a message to other addresses. You can forward a message in several ways. The following table describes the ways you can forward a message:

Forward As	Description
An attachment	Attaches the forwarded message as a file to the new message.
Inline	Inserts the forwarded message in the body of the new message. This style is useful if you want to quote from the forwarded message.
Quoted	Inserts the forwarded message in the body of the new message, and inserts characters, such as greater-than signs (>), before each line of the forwarded message. This style is useful if you want to quote from the forwarded message, and want to visually mark the lines from the forwarded message.
Redirect	Forwards the message and preserves the message header information. For example, imagine that you receive a message from Alex Popov, then redirect the message to Joe Garcia. When Joe Garcia opens the message, Alex Popov appears as the sender of the message. This style is useful if you receive a message for which you are not the most appropriate recipient. For example, if you work in customer service, and the message is a sales inquiry.

To forward a message, perform the following steps:

1. Open the folder that contains the message that you want to forward. In the message list, select the message that you want to forward.

   Alternatively, you can open the message that you want to forward.
2. Choose Actions → Forward Message. A new message window is displayed.

   Alternatively, you can use the Actions → Forward menu to forward the message in another style. The following table describes how to forward a message in other styles:

To Forward a Message as...	Choose...
An attachment	Actions → Forward → Attached
Inline	Actions → Forward → Inline
Quoted	Actions → Forward → Quoted
Redirect	Actions → Forward → Redirect

3. In the **To** field, enter the email address to which you want to forward the message. If you want to forward the message to more than one address, separate the addresses with a comma.
4. If you want to add more text to the message, type the text in the area under the **Subject** field and the format toolbar.
5. To send the message, choose File → Send.

Composing Messages

You can use the following formats for your messages:

- HTML format

  You can apply formatting to text in HTML format, as follows:

Font formatting	Bold, italic, underline, font size, font color, and other font formatting.
Paragraph formatting	Paragraph styles, including heading styles, bulleted list styles, and numbered list styles. You can also specify paragraph alignment and indentation.
Page formatting	Enables you to select a message template, to set a document, to specify a background image, and other page formatting.

- Plain text format

  You cannot apply any formatting to plain text messages.

To Create a Message in HTML Format

To create a message in HTML format, choose File → New → Mail Message. In the **Compose a message** window, choose Format → HTML so that the HTML menu item is selected.

To Apply Font Formatting to Messages in HTML Format

To apply font formatting, perform the following steps:

1. Select the text that you want to format.
2. To format the selected text, perform one or more of the following actions:

Format	Action
Plain text	Choose Format → Style → Plain text.
Bold	Choose Format → Style → Bold.
Italic	Choose Format → Style → Italic.
Underline	Choose Format → Style → Underline.
Strikethrough	Choose Format → Style → Strikeout.
Font size	Choose Format → Font Size, then select the font size from the submenu. You must specify the size of the text in relation to the size of normal text. The options that you can select include **+2**, **+1**, **-1**, **-2**, and so on.
Font color	Choose Format → Text. Click on the arrow in the **Color** drop-down list. Select a color from the color table. Alternatively, to specify a custom color, click on the Custom Color color selector button. Use the color wheel or the spin boxes to select the color. Click OK to add the new color to the color table. Click OK to apply the font color formatting, and close the dialog.

You can also use the format toolbar to format text. To use the format toolbar to format text, click on the button that represents the format that you want to apply.

To Apply Paragraph Formatting to Messages in HTML Format

To apply paragraph formatting, perform the following steps:

1. Click in the paragraph that you want to format.
2. To format the selected paragraph, perform one or more of the following actions:

Format	Action
Style	Choose Format → Paragraph. A **Properties: Paragraph** dialog is displayed. Select the style that you want from the **Style** drop-down list. The styles that you can select include the following: ■ Normal ■ Preformatted text ■ Heading styles ■ Address style ■ Bulleted lists ■ Ordered lists Click OK to apply the style and close the dialog.
Alignment	Choose Format → Paragraph. Select the alignment from the **Left**, **Center**, or **Right** options. Click OK to apply the alignment and close the dialog.
Indentation	To increase the indent in the paragraph, choose Format → Increase Indent. To decrease the indent in the paragraph, choose Format → Decrease Indent.

You can also use the format toolbar to format paragraphs. To use the format toolbar to format paragraphs, click on the button that represents the format that you want to apply.

To Apply Page Formatting to Messages in HTML Format

To apply page formatting, perform the following steps:

1. Choose Format → Page. A **Properties: Page** dialog is displayed.
2. Select a template for the page from the **Template** drop-down list.
3. Type a name for the page in the **Document Title** text box.
4. Enter the name of the image file that you want to use for the message background in the **Background Image** drop-down combination box.

   Alternatively, click Browse to display a **Background Image** dialog. Use the dialog to specify the image file that you want to use.
5. To select a color for the text, links, or message background, click on the arrow in the appropriate drop-down list in the **Colors** group. Select a color from the color table.

   Alternatively, to specify a custom color, click on the **Custom Color** color selector button. Use the color wheel or the sliders to select the color. Click OK to add the new color to the color table. Click OK to apply the color and close the dialog.

6. Click OK to apply the formatting to the message and close the **Properties: Page** dialog.

Deleting Messages

When you delete a message, the following occurs:

- The message is moved to your **Trash** folder.
- If your Inbox is configured to show deleted messages, the message appears in your message list, in strikethrough format. To show deleted messages, choose View → Hide Deleted Messages so that the Hide Deleted Messages menu item is deselected.

If you need to retrieve a message from **Trash**, you can undelete the message. When you undelete a message, the message is restored to the folder from which you deleted the message.

You can *expunge* a folder to remove permanently from the folder the messages that you deleted.

You can empty your **Trash** folder to delete the contents of **Trash** permanently. That is, when you empty **Trash**, you expunge all your folders.

To Delete a Message

To delete a message, select the message that you want to delete in the message list, then choose Edit → Delete.

To Undelete a Message

To undelete a message, select the message that you want to undelete in the **Trash** folder, then choose Edit → Undelete.

To Expunge a Folder

To delete permanently the messages from a folder, open the folder, then choose Actions → Expunge.

To Empty Trash

To empty Trash, choose Actions → Empty Trash.

Managing Your Messages

The following sections describe how you can navigate, select, and sort your messages. The following sections also describe how to mark and flag your messages to help manage your work.

Navigating Messages

You can navigate the messages in your message list in several ways. Table 4–1 describes how to navigate messages in a message list.

TABLE 4–1 Navigating Messages

Task	Action
Go to the first message.	Press Home.
Go to the last message.	Press End.
Move up a page in the message list.	Press Page Up.
Move down a page in the message list.	Press Page Down.
Go to the next message.	Choose Actions → Go To → Next Message.
Go to the next unread message.	Choose Actions → Go To → Next Unread Message.
Go to the next message that is marked as important.	Choose Actions → Go To → Next Important Message.
Go to the first message of the next thread.	Choose Actions → Go To → Next Thread.
Go to the previous message.	Choose Actions → Go To → Previous Message.
Go to the previous unread message.	Choose Actions → Go To → Previous Unread Message.
Go to the previous message that is marked as important.	Choose Actions → Go To → Previous Important Message.

Selecting Messages

You can select messages in several ways in a message list. Table 4–2 describes how to select messages in a message list.

TABLE 4–2 Selecting Messages in a Message List

Task	Action
Select a message	Click on the message.
Select a group of contiguous messages	Press-and-hold Shift. Click on the first message in the group, then click on the last message in the group.
Select multiple messages	Press-and-hold Ctrl. Click on the messages that you want to select.
Select all messages in a folder	Choose Edit → Select All.
Invert the selection of messages	Choose Edit → Invert Selection. The messages that are currently selected become deselected, and the messages that are not selected become selected.

Note – Do not click on the icon in the status column to select a message.

Viewing Messages by Thread

You can display your messages by thread. A message thread is a set of emails, composed of an initial email message about a subject and all responses to that message. A message thread is created when you send a message, and you receive a number of replies to the message. When you display your messages by thread, you can view the messages on a particular subject in chronological order. In this way, you can follow an email conversation from one message to the next message.

To display your messages by thread, choose View → Threaded Message List.

Marking Messages as Read or Unread

When you receive a message, the message is marked as unread. In your message list, the message header information is displayed in bold, and the message icon shows a closed envelope. After you open the message, or display the message in the preview pane, the message is automatically marked as read. The message header information is displayed in normal text, and the message icon shows an open envelope.

You can mark messages that you have read as unread, and you can mark messages that you have not read as read.

To mark a message as unread, select the message in the message list. Choose Edit → Mark as Unread.

To mark a message as read, select the message in the message list. Choose Edit → Mark as Read.

To mark all messages in a folder as read, select the folder in the folder pane. Choose Edit → Mark All as Read.

Marking Messages as Important

You can mark messages that you receive as important, to visually mark the message in your message list. When you mark a message as important, the message header information changes color, and an exclamation-point icon is displayed in the Important column.

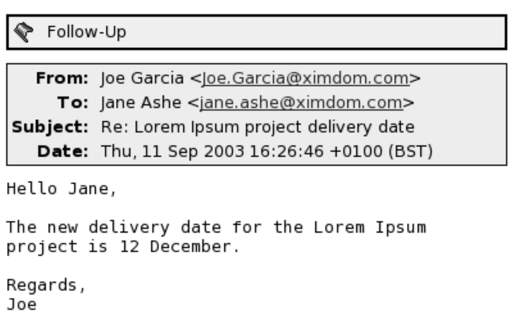
To mark a message as important, select the message in the message list. Choose Edit → Mark as Important.

To mark a message as normal, select the message in the message list. Choose Edit → Mark as Unimportant.

Flagging Messages for Follow Up

You can add a follow-up flag to a message in your Inbox. A flag can specify a follow-up action for the message, and a due date and due time for the action. Use flags to remind yourself to follow up on issues that arise from your messages.

Flags are displayed at the top of messages. The following figure shows a **Follow-Up** flag in a message:



When the action associated with a flag is completed, you can set the status of the flag to completed. You can also clear a flag from a message.

You can display the following flag-related fields in your message list:

- **Flag Status**
- **Follow Up Flag**
- **Due By**

For more information, see "To Customize the Current View" on page 22.

To Flag a Message

To flag a message, perform the following steps:

1. Select the message or messages that you want to flag in the message list.
2. Choose Actions → Follow Up. A **Flag to Follow Up** dialog is displayed.
3. Enter the details for the flag in the **Flag to Follow Up** dialog. The following table describes the elements on the **Flag to Follow Up** dialog:

Element	Description
Flag	Select the flag that you want to add to the message or messages from the drop-down combination box. For example, if you want to remind yourself to reply to a message, select the **Reply** flag. Alternatively, you can type a new flag name in the text box.
Clear	Click on this button to remove the flag from the message.
Due by	Use the drop-down combination boxes to specify the date and time by which the task associated with the flag is due to be completed.
Completed	Select this option to indicate that the action specified by the flag is completed.

4. Click OK.

To Set a Flag to Completed

To set a flag to completed, right-click on the message in the message list. Choose Flag Completed from the popup menu. The flag is removed from the top of the message.

Alternatively, select the message in the message list, then choose Actions → Follow Up. On the **Flag to Follow Up** dialog, select the **Completed** option.

To Clear a Flag

To remove a flag from a message, right-click on the message in the message list. Choose Clear Flag from the popup menu.

Alternatively, you can select the message, then choose Actions → Follow Up. On the **Flag to Follow Up** dialog, click on the Clear button.

Labelling Messages

You can add a color label to messages in the message list. The label changes the color of the message header information in the message list to visually mark the message. For example, to mark a message as personal, you can add a Personal label to the message.

To label a message, right-click on the message in the message list. Choose Label from the popup menu, then select the label that you require from the submenu.

Hiding Messages

You can hide messages in a message list. To hide messages, select the messages that you want to hide, then choose View → Hide Selected Messages.

To hide messages that you have read, choose View → Hide Read Messages.

To show hidden messages, choose View → Show Hidden Messages. When you show hidden messages, Evolution does not show deleted messages.

To show deleted messages, choose View → Hide Deleted Messages. The deleted messages appear in strikethrough format in the folder from which you deleted the messages.

Using Inbox Folders

You can store your messages in folders. By default, Evolution provides the following folders for your messages:

Folder	Description
Drafts	The default folder for draft messages. When you compose a message, then choose File → Save Draft, the message is saved in this folder. When you complete and send the message, the message is deleted from this folder.
Inbox	The default location of your incoming messages.
Outbox	Contains messages that you sent, but which Evolution has not sent yet because you have not connected to the mail server.
Sent	The default folder for messages that you send.

Folder	Description
Trash	Contains messages that you deleted.

To organize your messages, you can create folders, and move or copy messages from your Inbox to the folders. For more information on how to use folders, see the following sections.

To Open the Folder of Another User

You can open the folders of other users, if you have the appropriate permissions. To open the folder of another user, perform the following steps:

1. Choose File → Open Other User's Folder. An **Open Other User's Folder** dialog is displayed.
2. Enter the details of the folder that you want to open in the **Open Other User's Folder** dialog. The following table describes the elements on the **Open Other User's Folder** dialog:

Element	Description
Account	Use the drop-down list to select the email account that contains the folder that you want to open.
User	In the field, type the name of the user who owns the folder that you want to open. Alternatively, to select a user from a list of contacts, click on the User button. Use the Select Contacts from Addressbook dialog to select a user.
Folder Name	Use the drop-down combination box to specify the name of the folder that you want to open.

3. Click OK.

   To close the folder of the other user, choose File → Remove Other User's Folder.

To View the Properties of a Folder

To view the properties of a folder, open the folder, then choose File → Folder → Properties for "*folder-name*". A properties dialog is displayed. When you have viewed the properties, click OK to close the dialog.

To Subscribe to a Folder on a Mail Server

To subscribe to a folder on a mail server, perform the following steps:

1. Choose Tools → Subscribe to Folders. A **Folder Subscriptions** dialog is displayed.
2. Enter the details of the folder to which you want to subscribe in the **Folder Subscriptions** dialog. The following table describes the elements on the **Folder Subscriptions** dialog:

Element	Description
Server	Use the drop-down list to select the mail server that contains the folder to which you want to subscribe.
Folder tree	Select the folder to which you want to subscribe from the tree.
Subscribe	To subscribe to the selected folder, click on the Subscribe button.
Unsubscribe	To unsubscribe from the selected folder, click on the Unsubscribe button.

To Move a Message to a Folder

To move a message to a folder, perform the following steps:

1. Select the message that you want to move, then choose Actions → Move to Folder. A **Move message(s) to** dialog is displayed.
2. Use the tree in the **Move message(s) to** dialog to select the folder to which you want to move the message.

   To create a new folder, click on the New button. A **Create New Folder** dialog is displayed. For more information, see "To Create a New Folder" on page 18.
3. Click OK.

Alternatively, display the folder pane, then drag the message to the folder in the folder pane.

To Copy a Message to a Folder

To copy a message to a folder, perform the following steps:

1. Select the message that you want to copy, then choose Actions → Copy to Folder. A **Copy message(s) to** dialog is displayed.
2. Use the tree in the **Copy message(s) to** dialog to select the folder to which you want to copy the message.

To create a new folder, click on the New button. A **Create New Folder** dialog is displayed. For more information, see “To Create a New Folder” on page 18.

3. Click OK.

Searching Your Messages

Evolution enables you to search your messages. You can search for text in individual messages. You can use the searchbar to perform a simple search of all messages in a folder. For example, you can search for a message that contains a particular text string.

You can also perform advanced searches that use more complex search criteria. For example, you can search for messages that include an attachment, that are flagged, and that you received on a particular date.

You can also save your searches, then use the searches later from the Search menu.

To Search a Message

To search a message, perform the following steps:

1. Open the message that you want to search.

   Alternatively, check that the preview pane is displayed, then select the message that you want to search.
2. Choose Edit → Search Message. A **Find in Message** dialog is displayed.
3. Type the text that you want to search for in the **Find** text box. To make the search case sensitive, select the **Case Sensitive** option.
4. Click Find. The matches are highlighted in the message. The total number of matches is displayed in the **Find in Message** dialog.
5. To close the **Find in Message** dialog, click Close.

To Search All Messages in a Folder

To search all messages in a folder, perform the following steps:

1. Display the folder that contains the messages that you want to search.
2. Select the message component in which to search from the drop-down list in the searchbar.
3. Type the text that you want to search for in the text box on the searchbar.

4. Click on the Find Now button. Alternatively, choose Search → Find Now. The messages that match the search criteria are displayed in the message list.

   To save the search, choose Search → Save Search. A **Save Search** dialog is displayed. Type a name for the search in the **Rule name** text box, then click OK.

   To clear the search criteria and display all the messages in the folder, choose Search → Clear. Alternatively, click on the Clear button in the searchbar.

To Perform an Advanced Search

To perform an advanced search on your messages, perform the following steps:

1. Display the folder that contains the messages that you want to search.
2. Choose Search → Advanced. Alternatively, select **Advanced** from the drop-down list in the searchbar. An **Advanced Search** dialog is displayed.
3. Use the **If** group box to create criteria for the search. To create criteria, perform the following steps:
   a. From the first drop-down list, select the message component in which to search. For example, select **Message Body** to search the text in the body of the message.
   b. From the second drop-down list, select the relationship between the message component and the search text. For example, to search for messages whose body includes the search text, select **contains** from the second drop-down list.
   c. In the text box, type the search text. This text is not case sensitive.
   d. To add more criteria, click on the Add button. To remove a criterion, click on the Remove button beside the criterion.
4. Select the appropriate option from the **Execute actions** drop-down list. Select one of the following options:
   - **if any criteria are met**: Select this option if you want the search to return matches where any of the specified criteria are met.
   - **if all criteria are met**: Select this option if you want the search to return only matches where all of the specified criteria are met.
5. Click OK to perform the advanced search. The messages that match are displayed in the message list.

   Alternatively, to save the search, type a name for the search in the **Rule name** text box, then click Save. Choose Search → *search-name* to perform the search.

   To clear the advanced search criteria and display all the messages in the folder, choose Search → Clear.

Using the Search Editor

Evolution enables you to save your searches. The saved searches are added to the Search menu, and you can choose the searches from this menu. Evolution contains a search editor to enable you to add, edit, and delete your searches. You can also rearrange the order of the searches in your Search menu.

To Add a Search

To add a search, perform the following steps:

1. Choose Search → Edit Saved Searches. A **Search Editor** dialog is displayed.
2. Click Add. An **Add Rule** dialog is displayed.
3. Enter the details for the search in the **Add Rule** dialog. The following table describes the elements on the **Add Rule** dialog:

Element	Description
Rule name	Type a name for the search in the text box.
Add	Click this button to add more criteria.
Execute actions	Use the drop-down list to specify whether the search returns a message if the message meets all, or any, of the criteria in the search.
First drop-down list	Select the message component in which to search. For example, select **Message Body** to search the text in the body of the message.
Second drop-down list	Select the relationship between the message component and the search text. For example, to search for messages whose body includes the search text, select **contains** from the second drop-down list.
Text box	Type the search text. This text is not case sensitive.
Remove	To remove a criterion, click on the Remove button beside the criterion.

4. Click OK. The search is added to the Search menu.

You can use also save searches that you perform from the searchbar. For more information, see “To Search All Messages in a Folder” on page 63. You can also use the **Advanced Search** dialog to save a search. For more information, see “To Perform an Advanced Search” on page 64.

To Edit a Search

To edit a search, perform the following steps:

1. Choose Search → Edit Saved Searches. A **Search Editor** dialog is displayed.
2. Select the search that you want to edit, then click Edit. An **Edit Rule** dialog is displayed. Modify the details for the search in the **Edit Rule** dialog. For more information on the elements in the dialog, see "To Add a Search" on page 65.
3. Click OK to save your changes and close the **Edit Rule** dialog.
4. Click OK to close the **Search Editor** dialog.

To Delete a Search

To delete a search, perform the following steps:

1. Choose Search → Edit Saved Searches. A **Search Editor** dialog is displayed.
2. Select the search that you want to delete, then click Remove.
3. Click OK. The search is removed from the Search menu.

To Arrange the Searches in the Search Menu

To arrange the searches in the Search menu, perform the following steps:

1. Choose Search → Edit Saved Searches. A **Search Editor** dialog is displayed. The **Search Editor** dialog displays your searches in the same order as the Search menu.
2. Select a search whose position you want to change, then click Up button or Down button until the search is in the required position.
3. Click OK. The position of the search is updated in the Search menu.

Using Filters

You can use filters to perform actions on your incoming and outgoing email. For example, you can create a filter that automatically moves email that you receive from a particular address to a particular folder.

Use filters to deal with spam email. For example, you can create a filter to delete messages from a particular address. You can also create filters to delete messages that contain particular terms in the **Subject** field or in the message body.

Using the Filter Editor

You can use the filter editor to add, edit, and delete message filters. You can also use the filter editor to rearrange the positions of your filters in the filter editor.

To Add a Filter

To add a filter, perform the following steps:

1. Choose Tools → Filters. A **Filters** dialog is displayed.
2. From the drop-down list at the top of the dialog, select whether you want the filter to apply to incoming or outgoing email.
3. Click Add. An **Add Rule** dialog is displayed.
4. Enter the details for the filter in the **Add Rule** dialog. Enter the criteria for the filter in the top section of the dialog. The following table describes the elements in the top section of the **Add Rule** dialog:

Element	Description
Rule name	Type a name for the filter in the text box.
Add	Click this button to add more criteria to the filter.
Execute actions	Use the drop-down list to specify whether to perform the filter actions if the message meets all, or any, of the criteria for the filter.
First drop-down list	Select the message component to use for the criterion. For example, if you want the filter to search the text in the body of the message, select **Message Body**.
Second drop-down list	Select the relationship between the message component and the search text. For example, if you want the filter to search for messages whose body includes the search text, select **contains** from the second drop-down list.
Text box	Type the search text. This text is not case sensitive.
Remove	To remove a criterion, click on the Remove button beside the criterion.

5. Enter the actions to take if the criteria are met, in the bottom section of the dialog. The following table describes the elements in the bottom section of the **Add Rule** dialog:

Element	Description
Add	Click this button to add more actions to the filter.
Drop-down list	Select an action to perform from the drop-down list. Depending on the action that you select, another control might appear beside the drop-down list. For example, if you select the **Move to Folder** action, a button is displayed. Click on the button to open a dialog from which you can select a folder.
Remove	To remove an action, click on the Remove button beside the action.

6. When you have entered the details for the filter, click OK on the **Add Rule** dialog.
7. Click OK to close the **Filters** dialog.

Note – You can create a filter that copies messages that match your criteria to more than one folder.

To Edit a Filter

To edit a filter, perform the following steps:

1. Choose Tools → Filters. A **Filters** dialog is displayed.
2. From the drop-down list at the top of the dialog, select whether the filter that you want to edit is for incoming or outgoing email.
3. Select the filter that you want to edit, then click Edit. An **Edit Rule** dialog is displayed.
4. Modify the details of the filter in the dialog as required. For more information on the dialog, see "To Add a Filter" on page 67.
5. When you have modified the details for the filter, click OK on the **Edit Rule** dialog.
6. Click OK to close the **Filters** dialog.

To Delete a Filter

To delete a filter, perform the following steps:

1. Choose Tools → Filters. A **Filters** dialog is displayed.
2. From the drop-down list at the top of the dialog, select whether the filter that you want to delete is for incoming or outgoing email.
3. Select the filter that you want to delete, then click Remove. The filter is deleted.
4. Click OK to close the **Filters** dialog.

To Change the Position of a Filter

To change the position of a filter in the **Filters** dialog, perform the following steps:

1. Choose Tools → Filters. A **Filters** dialog is displayed.
2. From the drop-down list at the top of the dialog, select whether the filter whose position you want to change is for incoming or outgoing email.
3. Select the filter whose position you want to change.
4. Click the Up button or the Down button to change the position of the filter. Repeat this step until the filter is in the required position.
5. Click OK to close the **Filters** dialog.

To Create a Filter From a Message

To create a filter from a message, perform the following steps:

1. Select the message from which you want to create a filter in the message list.
2. Choose Tools → Create Filter From Message, then choose one of the following menu items:
   - Filter on Subject: Creates a filter from the subject of the selected message.
   - Filter on Sender: Creates a filter from the sender of the selected message.
   - Filter on Recipients: Creates a filter from the recipients of the selected message.
   - Filter on Mailing List: Creates a filter from the mailing lists in the **To** and **Cc** fields of the selected message.

   An **Add Filter Rule** dialog is displayed. The dialog contains criteria for the filter, depending on which menu item you chose.
3. Modify the details of the filter in the dialog if required. For more information on the dialog, see “To Add a Filter” on page 67.
4. Click OK. The filter is added to your list of filters.

To Apply Filters to Selected Messages

You can apply all the filters in the filter editor to messages that you select. You can use this function to check that a filter works.

To apply filters to messages, perform the following steps:

1. Select the message or messages to which you want to apply filters.
2. Choose Actions → Apply Filters.

If messages meet the criteria in your filters, the actions that are associated with the filters are performed.

Using Virtual Folders

Virtual folders enable you to use one folder to view messages that are located in several folders. Your virtual folders are listed in **VFolders** in your folder pane. To display a virtual folder, select the virtual folder from the **VFolders** item in your folder pane.

If your folder pane is not displayed, choose View → Folder Bar.

Use virtual folders to organize messages that are located in more than one folder. For example, imagine your company has a product that is called Lorem Ipsum. You have a client called Ximdom.com. Employees of Ximdom.Com send you messages regularly about Lorem Ipsum, and about other products. You store the messages in many folders.

You can use virtual folders to organize messages from Ximdom.Com that are related to the Lorem Ipsum product, and that are not related to the product. To organize messages in this way, you might create the following virtual folders:

Ximdom.Com (Lorem Ipsum)	Displays messages from all folders that are from addresses that contain *@ximdom.com*, and that have the text *lorem ipsum* in the message body.
Ximdom.Com (Other)	Displays messages from all folders that are from addresses that contain *@ximdom.com*, and that do not have the text *lorem ipsum* in the message body.

You can create virtual folders in the following ways:

- Use the virtual folder editor.
- Use a message in your message list to automatically generate the virtual folder.
- Perform a search, then use the search to automatically generate the virtual folder.

Using the Virtual Folder Editor

You can use the virtual folder editor to add, edit, and delete virtual folders. You can also use the virtual folder editor to rearrange the positions of your virtual folders in the folder pane.

To Add a Virtual Folder

To add a virtual folder, perform the following steps:

1. Choose Tools → Virtual Folder Editor. A **vFolders** dialog is displayed.
2. Click Add. An **Add Rule** dialog is displayed.
3. Enter the details for the virtual folder in the **Add Rule** dialog. The following table describes the elements on the **Add Rule** dialog:

Element	Description
Rule name	Type a name for the virtual folder in the text box.
Add	Click this button to add more criteria to the virtual folder.
Execute actions	Use the drop-down list to specify whether a message must meet all, or any, of the criteria, to be added to the virtual folder. You can select the following options: ■ **if all criteria are met**: Select this option to specify that the message must meet all of the criteria in the search. ■ **if any criteria are met**: Select this option to specify that the message must meet at least one of the criteria in the search.
First drop-down list	Select the message component to use for the criterion. For example, if you want the virtual folder to search the text in the body of the message, select **Message Body**.
Second drop-down list	Select the relationship between the message component and the search text. For example, if you want the virtual folder to search for messages whose body includes the search text, select **contains** from the second drop-down list.
Text box	Type the search text. This text is not case sensitive.
Remove	To remove a criterion, click on the Remove button beside the criterion.

Element	Description
vFolder Sources	From the drop-down list, select the folders from which you want to create the virtual folder. Select one of the following options: ■ **specific folders only**: Select this option to create the virtual folder from folders that you specify. To specify a folder, click Add. A **Select Folder** dialog is displayed. Select the folder that you want to add from the dialog, then click OK. To remove a folder, select the folder, then click Remove. ■ **with all local folders**: Select this option to create the virtual folder from all folders on your local system. ■ **with all active remote folders**: Select this option to create the virtual folder from all folders on the mail server to which you are connected. ■ **with all local and active remote folders**: Select this option to create the virtual folder from the following: ■ All folders on your local system. ■ All folders on the mail server to which you are connected.

4. When you have entered the details for the virtual folder, click OK on the **Add Rule** dialog.
5. Click OK to close the **vFolders** dialog.

To Edit a Virtual Folder

To edit a virtual folder, perform the following steps:

1. Choose Tools → Virtual Folder Editor. A **vFolders** dialog is displayed.
2. Select the virtual folder that you want to edit, then click Edit. An **Edit Rule** dialog is displayed.
3. Modify the details of the virtual folder in the dialog as required. For more information on the dialog, see “To Add a Virtual Folder” on page 71.
4. When you have modified the details for the virtual folder, click OK on the **Edit Rule** dialog.
5. Click OK to close the **vFolders** dialog.

To Delete a Virtual Folder

To delete a virtual folder, perform the following steps:

1. Choose Tools → Virtual Folder Editor. A **vFolders** dialog is displayed.
2. Select the virtual folder that you want to delete, then click Remove. The virtual folder is deleted.
3. Click OK to close the **vFolders** dialog.

To Change the Position of a Virtual Folder

To change the position of a virtual folder in your folder pane, perform the following steps:

1. Choose Tools → Virtual Folder Editor. A **vFolders** dialog is displayed.
2. Select the virtual folder whose position you want to change.
3. Click the Up button or the Down button to change the position of the virtual folder. Repeat this step until the virtual folder is in the required position.
4. Click OK to close the **vFolders** dialog.

To Create a Virtual Folder From a Message

To create a virtual folder from a message, perform the following steps:

1. Select the message from which you want to create a virtual folder in the message list.
2. Choose Tools → Create Virtual Folder From Message, then choose one of the following menu items:
   - VFolder on Subject: Creates a virtual folder from the subject of the selected message.
   - VFolder on Sender: Creates a virtual folder from the sender of the selected message.
   - VFolder on Recipients: Creates a virtual folder from the recipients of the selected message.
   - VFolder on Mailing List: Creates a virtual folder from the mailing lists in the **To** and **Cc** fields of the selected message.

   A **New VFolder** dialog is displayed. The dialog contains criteria for the virtual folder, depending on which menu item you chose.
3. Modify the details of the virtual folder in the dialog if required. For more information on the dialog, see “To Add a Virtual Folder” on page 71.
4. Click OK. The virtual folder is added to the list of virtual folders in the folder pane.

To Create a Virtual Folder From a Search

To create a virtual folder from a search, perform the following steps:

1. Perform the search from which you want to create a virtual folder. For more information, see “Searching Your Messages” on page 63.
2. After you perform the search, choose Search → Create Virtual Folder From Search. A **New VFolder** dialog is displayed. The dialog contains the search criteria for the search you performed.
3. Modify the details of the virtual folder in the dialog if required. For more information on the dialog, see “To Add a Virtual Folder” on page 71.
4. Click OK. The virtual folder is added to the list of virtual folders in the folder pane.

CHAPTER 5

Using Calendar

The information in this chapter describes how to use Ximian Evolution**Calendar**.

Overview of Calendar

You can use **Calendar** to schedule appointments, meetings, and tasks. This chapter describes the features of a local calendar. Most of the features in a Sun ONE calendar are the same as those in a local calendar. See Chapter 7 for more information about the differences between a local calendar and a Sun ONE calendar.

Figure 5–1 shows a typical **Calendar** window.

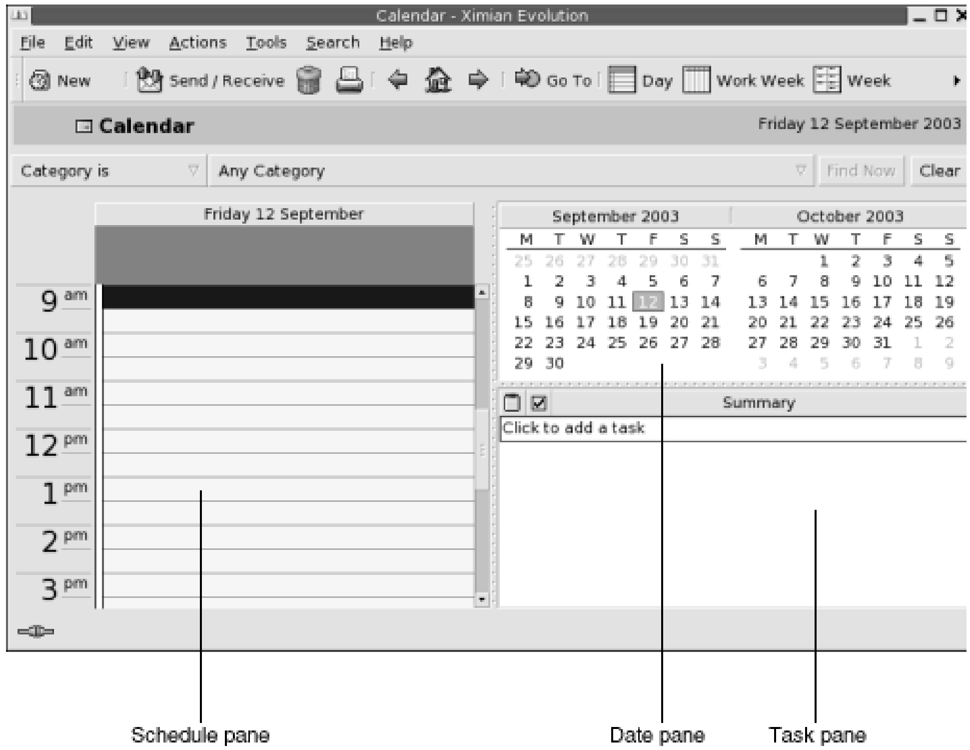


FIGURE 5–1 Typical Calendar Window

The **Calendar** window contains the following panes:

Pane	Description
Schedule pane	The schedule pane is the largest pane in the **Calendar** window. The schedule pane displays the schedule for the selected dates, using the specified view.
Date pane	In the upper right area of the **Calendar** window, the date pane displays all of the dates in the current month as dark numerals. Dates in the previous month and next month, if included, are shown as light numerals. The date for today is outlined with a red box. Dates on which an appointment is scheduled are displayed in bold type. Currently selected dates are highlighted.
Task pane	In the lower right area of the **Calendar** window, the task pane displays the task list from the default tasks folder. The same tasks are displayed when you open the Tasks folder associated with the current calendar. For more information about tasks, see Chapter 6.

Viewing Your Calendar

You can change the view that Evolution uses to display the schedule, as follows:

View	Description
View → Current View → Day View	Displays the schedule for a single day. By default, Evolution displays the daily schedule divided into thirty-minute segments. The time segments for work hours have a light background, the time segments for nonwork hours have a dark background. The single-day view is the default view.
View → Current View → Work Week View	Displays the schedule for a work week. By default, this view displays the schedule for Monday to Friday inclusive.
View → Current View → Week View	Displays the schedule for a week.
View → Current View → Month View	Displays the schedule for a month.

Navigating Your Calendar

Evolution automatically displays the schedule for today. You can navigate to another date to display the schedule for that date.

To Go to a Particular Date

To go to a particular date, perform the following steps:

1. Choose View → Go to Date, to display the **Go To Date** dialog.
2. Use the month drop-down list to select the required month.
3. Use the year spin box to select the required year, or type the year in the text box. Evolution displays the dates in the specified month, in the main section of the **Go To Date** dialog.
4. Select the required date. Evolution closes the **Go To Date** dialog, then displays the schedule for the selected date.

To Return to the Schedule for Today

To return to the schedule for today, choose View → Go to Today.

Creating an Appointment

You can use **Calendar** to create an all-day appointment, or an appointment of short duration. You can create a standalone appointment, or a series of appointments.

To Create a Standalone Appointment

To create a standalone appointment, perform the following steps:

1. Choose File → New → Appointment. An **Appointment** window is displayed.
2. Enter the appointment details in the **Appointment** tabbed section. The following table describes the elements in the **Appointment** tabbed section:

Element	Description
Summary	Type a short description of the appointment.
Location	Type the location of the appointment.
Start time	Use these drop-down combination boxes to specify the appointment start date and time.
End time	Use these drop-down combination boxes to specify the appointment end date and time.
Globe button	To specify a time in a different time zone, click on the globe button to the right of the drop-down combination boxes. A **Select a Time Zone** dialog is displayed. Click on the map to select a time zone, or select a time zone from the drop-down list, then click OK.
All day event	Select this option to create an all-day appointment. To create an appointment of shorter duration, deselect this option.
Details text box	Type the details of the appointment.

Element	Description
Classification	Select one of the following options: ■ **Public**: Select this option to enable other users on your network to see all details of this appointment in your schedule. ■ **Private**: Select this option to specify that other users on your network cannot see any details of this appointment in your schedule. ■ **Confidential**: Select this option to allow other users on your network to see only that this appointment is in your schedule. The other users cannot see the appointment details.
Show Time As	Select one of the following options: ■ **Free**: Select this option to indicate to other users on your network that you are free to attend another meeting during the time specified for this appointment. ■ **Busy**: Select this option to indicate to other users on your network that you are not free to attend another meeting during the time specified for this appointment.
Categories and text box	Type the category name to assign a category to this appointment. If you want to assign more than one category, separate the categories with a comma. Alternatively, click on the Categories button. Use the Edit Categories dialog to select a category.

3. To schedule an alert to remind you about the appointment, click on the **Reminder** tab. The following table describes the elements in the **Reminder** tabbed section:

Element	Description
Basics	Displays the date, start time, and end time of the appointment.
Display a Message	Select one of the following alert types from the drop-down list: ■ **Display a message** ■ **Play a sound** ■ **Run a program** ■ **Send an Email** The **Send an Email** option is only available in Sun ONE accounts.
Time-units spin box	Use the spin box to specify the number of time units.
minute(s)	Select one of the following time-unit types from the drop-down list: ■ **minute(s)** ■ **hour(s)** ■ **day(s)**

Element	Description
before	Select one of the following options from the drop-down list: ■ **before** ■ **after**
start of appointment	Select one of the following options from the drop-down list: ■ **start of appointment** ■ **end of appointment**
Options	Click on the Options button to display an **Alarm Options** dialog. See “Alarm Options Dialog” on page 80.
Alarm list	This element displays a list of the alarms that are set for the currently selected appointment.
Add	Click Add to add the specified alarm to the **Reminders** list.
Remove	Click Remove to remove the selected alarm from the **Reminders** list.

4. To save the appointment, choose File → Save.

   To save the appointment and then close the **Appointment** window, choose File → Save and Close.

   To save the appointment in a file, choose File → Save As to display the **Save as** window. Type the filename, then click OK.

   To close the **Appointment** window without saving the appointment, choose File → Close.
5. To preview the details of the appointment, choose File → Print Preview.

   To print the details of the appointment, choose File → Print.

Alarm Options Dialog

Use the **Alarm Options** dialog to specify additional options for an alarm. The following table describes the elements in the **Alarm Options** dialog:

Element	Description
Repeat the alarm	Select this option to show the alarm more than once.
extra times	Use this spin box to specify the number of times to repeat the alarm.
every	Use this spin box to specify the number of time units between each repeated alarm.

Element	Description
minutes	Select one of the following time-unit types from the drop-down list: ■ **minutes** ■ **hours** ■ **days**
text box	The title of the text box depends on the alarm type, as follows: ■ **Display a Message**: Type the message text in the**Message to Display** text box. ■ **Play a Sound**: Enter the name of the sound file in the **Play sound** drop-down combination box. Alternatively, click Browse to display a **Select file** dialog. Use the dialog to specify the sound file that you want to use. ■ **Run a Program**: Type the program name in the **Run program** text box. Type the program arguments in the **With these arguments** text box. ■ **Send an Email**: Type the email addresses to which you want to send the email reminder, in the text box beside the Send To button. If you want to send the reminder to more than one address, separate the addresses with a comma. Alternatively, click on the Send To button. Use the **Select Contacts from Addressbook** dialog to select addresses. Type the message text in the **Message to Send** text box. **Note –** The **Alarm Repeat** functionality is not supported in this release.

To Create an All-Day Appointment

To create an all-day appointment, perform the following steps:

1. Choose File → New → All Day Appointment. An **Appointment** window is displayed, with the **All day event** option selected. The **Appointment** window is similar to that displayed when you choose File → New → Appointment, except that the start time and end time are not displayed.
2. Enter the appropriate details in the **Appointment** window, as described in “To Create a Standalone Appointment” on page 78.
3. Choose File → Save and Close. Evolution saves the all-day appointment and then closes the **Appointment** window.

To Create a Recurring Appointment

To create a recurring appointment, perform the following steps:

1. Create an appointment as described in “To Create a Standalone Appointment” on page 78.

2. In the **Appointment** window, click on the **Recurrence** tab to display the **Recurrence** tabbed section. The following table describes the elements in the **Recurrence** tabbed section:

Element	Description
Basics	Displays the date, start time, and end time of the appointment.
Recurrence Rule	Select one of the following options: ■ **No recurrence**: Select this option to schedule one appointment only. ■ **Simple recurrence**: Select this option to use predefined settings to schedule a series of appointments. ■ **Custom recurrence**: Select this option to use your own settings to schedule a series of appointments. The **Custom recurrence** functionality is not supported in this release.
Every	Use this spin box to specify the number of time units between each appointment in the series.
day(s)	Select one of the following time-unit types from the drop-down list: ■ **day(s)** ■ **week(s)** ■ **month(s)** ■ **year(s)**
forever	Select one of the following options from the drop-down list, to specify when the series of appointments ends: ■ **forever**: Select this option to specify that the series of appointments continues indefinitely. ■ **for**: Select this option to display the **occurrences** spin box. Use the spin box to specify the number of appointments in the series. ■ **until**: Select this option to display a drop-down combination box. Use the drop-down combination box to specify the date of the last appointment in the series.
Exceptions	Use this drop-down combination box to specify the dates in the series when you do not want to schedule an appointment.
Add	Click Add to add the specified date to the list of exceptions.
Modify	Click Modify to make the specified changes to the selected date in the list of exceptions.
Remove	Click Remove to remove the selected date from the list of exceptions.

Element	Description
Preview	The **Preview** section displays all of the dates in the current month. The current date is outlined in red. Dates on which an appointment is scheduled in the current series are displayed in bold. Figure 5–2 shows a typical **Preview** section. Click on the left arrow, to the left of the month name in the **Preview** section, to display the previous month. Click on the left arrow several times to scroll back through several months. Click on the right arrow, to the right of the month name in the **Preview** section, to display the next month. Click on the right arrow several times to scroll forward through several months.

3. Choose File → Save and Close. Evolution saves the series of appointments and then closes the **Appointment** window.

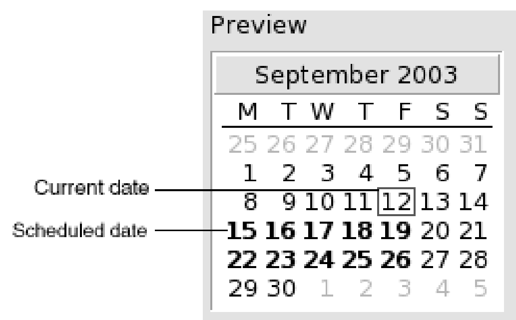


FIGURE 5–2 Typical Preview Section

Deleting an Appointment

You can delete a standalone appointment, a series of appointments, or an appointment within a series of appointments.

To Delete a Standalone Appointment

To delete a standalone appointment, perform the following steps:

1. Double-click on the appointment in the schedule pane, to open the **Appointment** window.

2. Choose File → Delete.
3. If a confirmation alert appears, click Yes.

To Delete a Series of Appointments

To delete a series of appointments, perform the following steps:

1. Double-click on any appointment in the series, in the schedule pane, to open the **Appointment** window.
2. Choose File → Delete.
3. If a confirmation alert appears, click Yes.

To Delete an Appointment Within a Series of Appointments

To delete an appointment within a series of appointments, perform the following steps:

1. Choose View → Current View → Day View.
2. Right-click on the appointment that you want to delete, in the schedule pane.
3. Choose Delete this Occurrence from the popup menu.

Creating a Meeting

You can use Evolution to create a meeting, to invite others to the meeting, and book the necessary resources for the meeting.

To Create a Meeting

To create a meeting, perform the following steps:

1. Choose File → New → Meeting. An **Appointment** window is displayed. The **Appointment** window is similar to that displayed when you choose File → New → Appointment, except that the window contains two additional tabs: **Scheduling** and **Meeting**.
2. Enter the appropriate details in the **Appointment**, **Reminder**, and **Recurrence** tabs in the **Appointment** window, as described in "To Create a Standalone Appointment" on page 78 and "To Create a Recurring Appointment" on page 81.

3. To enter more details about the meeting, click on the **Meeting** tab to display the **Meeting** tabbed section.
4. Select the organizer of the meeting from the **Organizer** drop-down list.

   Evolution automatically enters the name of the current user in the **Organizer** text box. If you maintain several Evolution accounts, select the appropriate account from the drop-down list.
5. The meeting attendees are listed in table format. From left to right, the meeting attendees table contains the following columns by default:

Column	Description
Attendee	Evolution automatically enters the current user as the first entry in the attendee list. To add another attendee to the list, click on the **Click here to add an attendee** text below the attendee list. Type the name or email address of the person or group that you want to invite to the meeting, or the name of the resource or room that you want to book for the meeting. If you want to send the meeting information to the attendee, you must type the email address of the attendee in this field.
Type	Click on the field under the **Type** column header, to activate a drop-down list. Select one of the following types from the drop-down list: ■ **Individual** ■ **Group** ■ **Resource** ■ **Room** ■ **Unknown**
Role	Click on the field under the **Role** column header, to activate a drop-down list. Select one of the following roles from the drop-down list: ■ **Chair** ■ **Required Participant** ■ **Optional Participant** ■ **Non-Participant** ■ **Unknown**
RSVP	Click on the field under the **RSVP** column header, to activate a drop-down list. Select one of the following options from the drop-down list, to specify whether a reply should be sent to the meeting organizer: ■ **Yes** ■ **No**

Column	Description
Status	Click on the field under the **Status** column header, to activate a drop-down list. Select one of the following status options from the drop-down list: ■ **Needs Action** ■ **Accepted** ■ **Declined** ■ **Tentative** ■ **Delegated**

Press Return to add the new entry to the attendee list.

To delete an attendee from the list, right-click on the entry in the attendee list, then choose Delete from the popup menu.

For information on how to change the current view, save the current view, or create custom views, see "Using Views" on page 21.

6. Click on the **Invite Others** button to create a new entry in the table. Evolution also displays the **Select Contacts from Addressbook** dialog, which you can use to select attendees.
7. Click on the **Scheduling** tab to display the **Scheduling** tabbed section. You can use the **Scheduling** tabbed section to identify a time period when all attendees are free to attend the meeting, and when the necessary resources are available for the meeting. The following table describes the elements in the **Scheduling** tabbed section:

Element	Description
Attendee list	Displays the list of meeting attendees. This attendee list is the same as that in the **Meeting** tabbed section, except that the **Role** and **RSVP** columns are not displayed. You can customize the contents of this table, as described in "Using Views" on page 21.
Legend	Describes the color codes that are used in the schedule to indicate the following: ■ **Tentative**: The attendee has another appointment but has marked the time as free, so the attendee might be able to attend this meeting at the indicated time. ■ **Busy**: The attendee has another appointment and cannot attend this meeting at the indicated time. ■ **Out of Office**: The attendee is out of the office and cannot attend this meeting at the indicated time. ■ **No Information**: The attendee has not published their free or busy information, so Evolution cannot determine whether the attendee can attend this meeting at the indicated time.

Element	Description
Schedule	Displays the schedule for each of the meeting attendees. The time segments for the currently selected time period have a light background, all other time segments have a dark background. The free or busy time for each attendee is indicated by colored squares.
Invite Others	Click on the **Invite Others** button to create a new entry in the attendee list. Evolution also displays the **Select Contacts from Addressbook** dialog, which you can use to select attendees.
Options	Click on the **Options** button to display a popup menu that contains the following menu items: ■ **Show Only Working Hours**: Select this option to change the schedule to show only the work hours in each day. Deselect this option to show all hours in each day. Work hours are defined as the hours between **Day begins** and **Day ends**. ■ **Show Zoomed Out**: Select this option to change the schedule to show a summarized schedule for several days. Deselect this option to show a detailed schedule for each day. ■ **Update Free/Busy**: Choose this menu item to update the free or busy information in the schedule, for each attendee in the attendee list.
<< button	Click on the << button to highlight in the schedule the previous time period that meets the selected **Autopick** criteria. Evolution automatically updates the **Meeting start time** and **Meeting end time** values.
Autopick	Click on the Autopick button to display a popup menu that contains the following menu items: ■ **All People and Resources**: Choose this menu item to highlight a time period when all of the specified people and all of the specified resources are free. ■ **All People and One Resource**: Choose this menu item to highlight a time period when all of the specified people and any of the specified resources are free. ■ **Required People**: Choose this menu item to highlight a time period when all of the required people are free. ■ **Required People and One Resource**: Choose this menu item to highlight a time period when all of the required people and any of the specified resources are free.
>> button	Click on the >> button to highlight in the schedule the next time period that meets the selected **Autopick** criteria. Evolution automatically updates the **Meeting start time** and **Meeting end time** values.
Meeting start time	Use these drop-down combination boxes to specify the meeting start date and time.
Meeting end time	Use these drop-down combination boxes to specify the meeting end date and time.

8. Choose File → Save and Close. Evolution creates the meeting and then asks if you would like to send the meeting information.
9. Click Yes to send the meeting information to the specified mail addresses.

   Click No to save the meeting information without sending the information to the specified mail addresses. You can send the meeting information at a later time, as described in "Sending Meeting Information" on page 88.

Sending Meeting Information

To send meeting information, perform the following steps:

1. Double-click on the meeting in the schedule pane, to open the **Appointment** window.
2. Choose Actions → Forward as iCalendar to display an email message window, similar to the **Inbox Compose a message** window. Evolution automatically inserts text in the **Subject** text box and in the message content area. Evolution includes the meeting information in the message body.
3. Enter the email addresses to which you want to send the meeting information, in the **To** field. If you want to send the information to more than one address, separate the addresses with a comma. Alternatively, click on the To button. Use the **Select Contacts from Addressbook** dialog to select addresses.

   For more information about the elements in the message window, see "To Send a New Message" on page 49.
4. Choose File → Send to send the meeting information to the specified email addresses.
5. Choose File → Close to close the **Appointment** window.

Canceling a Meeting

You can cancel a meeting, or revoke an invitation to a meeting for individual attendees.

To Cancel a Meeting

To cancel a meeting, perform the following steps:

1. Double-click on the meeting in the schedule pane, to open the **Appointment** window.
2. Choose Action → Cancel Meeting to display a confirmation alert.
3. Click Yes to cancel the meeting. Evolution sends a cancellation notice to the specified mail addresses.

To Revoke an Invitation to a Meeting

To revoke an invitation to a meeting, perform the following steps:

1. Double-click on the meeting in the schedule pane, to open the **Appointment** window.
2. Click on the **Meeting** tab to display the **Meeting** tabbed section.
3. Right-click on the attendee whose invitation you want to revoke, then choose Delete from the popup menu. Evolution deletes the attendee from the attendee list.

   Repeat this step for each additional attendee whose invitation you want to revoke.
4. Choose File → Save and Close. Evolution asks if you would like to send the updated meeting information.
5. Click Yes to send the updated meeting information to the specified mail addresses:
   - A message with the subject `Cancel:Calendar Information` is sent to the attendees whose invitation is revoked.
   - A message with the subject `Calendar information` is sent to the attendees who remain on the attendee list.

   Click No to save the updated meeting information without sending a message to the specified mail addresses.

Replying to a Meeting Invitation

Evolution sends meeting invitations to your **Inbox**, as attachments to email messages. To reply to a meeting invitation, perform the following steps:

1. Open the email message to which the meeting invitation is attached.
2. Open the meeting invitation by viewing the attachment in the message, as described in "To View an Attachment in a Message" on page 48.
3. Select one of the following options:
   - **Accept**
   - **Tentatively Accept**

- **Decline**

If you accept the invitation, Evolution adds the event to your calendar when you close the meeting invitation.

4. Select the **RSVP** option to specify that you want to reply to the meeting organizer.

   If you select the **RSVP** option, Evolution sends an email to the meeting organizer with the details of your reply, when you close the meeting invitation.

   If you do not select the **RSVP** option, Evolution does not send a reply to the meeting organizer.
5. Click on the calendar button to display a popup menu that lists your calendar folders. Select the calendar where you want to save the details of this invitation.
6. Click OK to close the meeting invitation.
7. Close the email message.

Updating a Meeting Based on Invitation Replies

When a meeting attendee replies to your meeting invitation, you receive an email with the reply attached. To update the meeting based on the reply, perform the following steps:

1. Open the email message to which the reply is attached.
2. Open the reply by viewing the attachment in the message, as described in "To View an Attachment in a Message" on page 48.
3. Click OK to close the reply. Evolution updates the attendee list, based on the details of the reply.
4. Close the email message.

Refreshing the Meeting Details

When you accept a meeting invitation, you add the meeting to your calendar. You might want to check that the meeting details are still up to date. To do this, perform the following steps:

1. Double-click on the meeting in the schedule pane, to open the **Appointment** window.

2. Choose Actions → Refresh Meeting to send an email message to the meeting organizer. The subject of the email is **Refresh: Calendar information**.
3. The organizer decides whether to send you the latest meeting details.

   Only the organizer can change the details of a meeting. Any changes made by a meeting attendee are ignored.

Publishing Free/Busy Information

You can publish the free or busy information for an account, so that other users on the network can consult the schedule for that account when they want to organize a meeting.

To Publish Free/Busy Information

To publish the free or busy information for an account, perform the following steps:

1. Choose Actions → Publish Free/Busy Information, to display the **Calendar information** window. The **Calendar information** window is an email window, similar to the **Inbox Compose a message** window. Evolution automatically inserts text in the **Subject** text box and in the message content area. Evolution includes the free or busy information as an attachment to the email.
2. Type, in the **To** text box, the email addresses to which you want to send the free or busy information. If you want to send the information to more than one address, separate the addresses with a comma.

   Alternatively, click on the To button. Use the **Select Contacts from Addressbook** dialog to select addresses.

   For more information about the elements in the **Calendar information** window, see "To Send a New Message" on page 49.
3. Choose File → Send to send the free or busy information to the specified email addresses.

CHAPTER 6

Using Tasks

This chapter provides information on how to work with Ximian Evolution **Tasks**.

Overview of Tasks

You can use **Tasks** to create a task, view existing tasks, sort the task list, or change the status of a task.

Figure 6–1 shows a typical **Tasks** window.

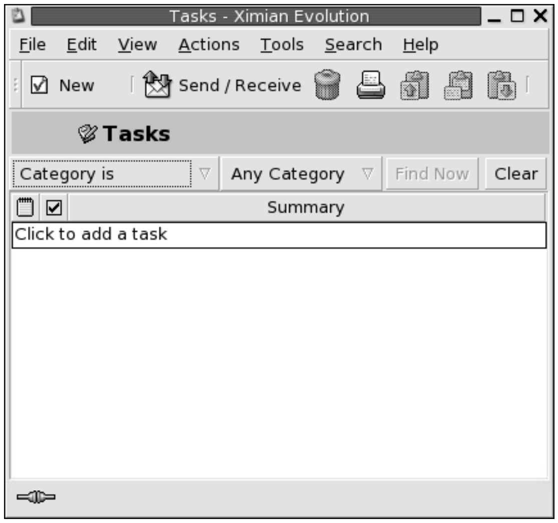


FIGURE 6–1 Typical Tasks Window

In the **Tasks** window, your tasks are organized as a table. The rows of the table display information about your tasks. The columns represent information fields for your tasks, such as the completed status of the task, the summary of the task, and so on. From left to right, the **Tasks** window displays the following columns by default:

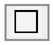
- Type

  The task type is indicated by an icon. The following table lists and describes the task-type icons:

Icon	Description
	Task is unassigned.
	Task is assigned.

- Complete

  The completion status is indicated by an icon. The following table lists and describes the completion—status icons:

Icon	Description
	Task is incomplete.
	Task is complete.

- **Summary**

  The **Summary** is a short text description of the task.

For information on how to change the current view, save the current view, or create custom views, see “Using Views” on page 21.

Tasks are displayed in different formats in the **Tasks** window, depending on the status of the task. The following table lists and describes the task formats:

Format	Description
Normal	Task is not started or is in progress.
Highlighted	Task is currently selected.
Strikethrough	Task is completed.
Colored	Task is overdue or is due today.

Creating a Task

To create a task, perform the following steps:

1. Choose File → New → Task. A **Task** window is displayed.
2. Enter the task information in the **Basic** tabbed section. The following table describes the elements in the **Basic** tabbed section:

Element	Description
Summary	Type a short description of the task.

Element	Description
Due Date	Use the drop-down combination boxes to specify the date and time by which to complete the task.
Start Date	Use the drop-down combination boxes to specify the date and time at which to start the task.
Globe button	To specify a time in a different time zone, click on the globe button to the right of the drop-down combination boxes. A **Select a Time Zone** dialog is displayed. Click on the map to select a time zone, or select a time zone from the drop-down list, then click OK.
Description	Type a detailed description of the task.
Classification	Select one of the following options: ■ **Public**: Select this option to enable other users on your network to see all details of this task in your schedule. ■ **Private**: Select this option to prevent other users on your network from seeing any details of this task in your schedule. ■ **Confidential**: Select this option to allow other users on your network to see only that this task is in your schedule. The other users cannot see the task details.
Categories and text box	Type the category name to assign a category to this task. If you want to assign more than one category, separate the categories with a comma. Alternatively, click on Categories. Use the **Edit Categories** dialog to select a category.

3. To enter more details about the task, click on the **Details** tab. The following table describes the elements in the **Details** tabbed section:

Element	Description
Status	Select one of the following status options from the drop-down list: ■ **Not Started** ■ **In Progress** ■ **Completed** ■ **Cancelled**
Priority	Select one of the following priority options from the drop-down list: ■ **Undefined** ■ **Low** ■ **Normal** ■ **High**

<table>
<tr><th>Element</th><th>Description</th></tr>
<tr><td>% Complete</td><td>Use the spin box to specify how complete the task is, or type the percentage in the text box.

Depending on the value that you enter, Evolution updates several other elements, as follows:

100:

Selects Completed from the Status drop-down list.
Inserts the current date and time in the Date Completed drop-down combination boxes.

1–99 inclusive:

Selects In Progress from the Status drop-down list.
Inserts None in the first Date Completed drop-down combination box.
Clears the contents of the second Date Completed drop-down combination box.

0:

Selects Not Started from the Status drop-down list.
Inserts None in the first Date Completed drop-down combination box.
Clears the contents of the second Date Completed drop-down combination box.

</td></tr>
</table>

<table>
<tr><th>Element</th><th>Description</th></tr>
<tr><td>Date Completed</td><td>Select a date from the first drop-down combination box, and a time from the second drop-down combination box, to specify the date and time at which the task was completed

Depending on the value that you enter, Evolution updates several other elements, as follows:

date:

Selects Completed from the Status drop-down list.
Inserts <code>100</code> in the % Complete text box.
Inserts the selected date in the first Date Completed drop-down combination box.
Inserts the current time in the second Date Completed drop-down combination box.

Now:

Selects Completed from the Status drop-down list.
Inserts <code>100</code> in the % Complete text box.
Inserts the current date in the first Date Completed drop-down combination box.
Inserts the current time in the second Date Completed drop-down combination box.

Today:

Selects Completed from the Status drop-down list.
Inserts <code>100</code> in the % Complete text box.
Inserts the current date in the first Date Completed drop-down combination box.
The contents of the second Date Completed drop-down combination box remain unchanged.

None:

If the status of the task is Not Started, no elements are affected.
If the status of the task is In Progress, Evolution inserts <code>50</code> in the % Complete text box.
If the status of the task is Completed, Evolution updates several elements, as follows:

Selects Not Started from the Status drop-down list.
Inserts <code>0</code> in the % Complete text box.
Inserts None in the first Date Completed drop-down combination box.
Clears the contents of the second Date Completed drop-down combination box.

</td></tr>
<tr><td>URL</td><td>Type the URL associated with the task, if any. Click on the connect button to open the specified URL in the default web browser.</td></tr>
</table>

4. To save the task, choose File → Save.

   To save the task and then close the **Task** window, choose File → Save and Close.

To save the task details in a file, choose File → Save As to display the **Save as** window. Enter the filename, then click OK.

To close the **Task** window without saving the task, choose File → Close.

5. To preview the details of the task, choose File → Print Preview.

   To print the details of the task, choose File → Print.

Assigning a Task

You can only assign a task from a local folder. You cannot assign a task from a Sun ONE folder.

To assign a task, perform the following steps:

1. Double-click on the task in the **Tasks** window to open a **Task** window containing the tabbed sections described in “Creating a Task” on page 95.
2. Choose Actions → Assign Task to display the **Assignment** tabbed section.
3. Select the organizer of the task from the **Organizer** drop-down list.
4. The task assignments are listed in table format. You can customize the table by adding or removing columns, as described in “Using Views” on page 21. By default, the task assignments table contains the columns described in the following table:

Column	Description
Attendee	Evolution automatically enters the current user as the first entry in the attendee list. To add another attendee to the list, click on the **Click here to add an attendee** text below the attendee list. Type the name of the person, group, resource, or room to which you want to assign the task. If you want to send the task information to the attendee, you must type the email address of the attendee in this field.
Type	Click on the field under the **Type** column header to activate a drop-down list. Select one of the following types from the drop-down list: ■ **Individual** ■ **Group** ■ **Resource** ■ **Room** ■ **Unknown**

Column	Description
Role	Click on the field under the **Role** column header to activate a drop-down list. Select one of the following roles from the drop-down list: ■ **Chair** ■ **Required Participant** ■ **Optional Participant** ■ **Non-Participant** ■ **Unknown**
RSVP	Click on the field under the **RSVP** column header to activate a drop-down list. Select **Yes** or **No** from the drop-down list to specify whether to send a reply to the meeting organizer.
Status	Click on the field under the **Status** column header, to activate a drop-down list. Select one of the following status options from the drop-down list: ■ **Needs Action** ■ **Accepted** ■ **Declined** ■ **Tentative** ■ **Delegated**

5. Click on the **Invite Others** button to create a new entry in the assignments table. Evolution also displays the **Select Contacts from Addressbook** dialog, which you can use to select attendees.
6. Choose File → Save and Close. Evolution creates the task assignments and then asks if you would like to send the task assignment information.
7. Click Yes to send the task assignment information to the specified mail addresses.

   Click No to save the task assignment information without sending to the specified mail addresses. You can send the task assignment information at a later time, as described in "Sending Task Information" on page 100.

Sending Task Information

To send task information, perform the following steps:

1. Double-click on the task in the **Tasks** window to open a **Task** window.
2. Choose Actions → Forward as iCalendar to display a task information window. The task information window is an email message window, similar to the **Inbox Compose a message** window. Evolution automatically inserts text in the **Subject** text box and in the message content area. Evolution includes the task information as an attachment to the message.

3. Type the email addresses to which you want to send the task information, in the **To** text box. If you want to send the information to more than one address, separate the addresses with a comma. Alternatively, click on the To button. Use the **Select Contacts from Addressbook** dialog to select addresses.

   For more information about the elements in the task information window, see “To Send a New Message” on page 49.
4. Choose File → Send to send the task information to the specified email addresses.
5. Choose File → Close to close the **Task** window.

Marking a Task as Complete

To mark a task as complete, perform the following steps:

1. Select the task in the **Tasks** window.
2. Choose Edit → Mark as Complete.

Sorting Tasks

For information on how to sort tasks, see Chapter 1.

Deleting Tasks

You can delete individual tasks, or all tasks marked as complete.

To Delete Individual Tasks

To delete individual tasks, perform the following steps:

1. Select the tasks in the **Tasks** window.
2. Choose Edit → Delete to display a confirmation alert.
3. Click Yes to delete the selected tasks.

To Delete All Tasks Marked As Complete

To delete all tasks marked as complete, perform the following steps:

1. Choose Actions → Expunge to display a confirmation alert.
2. Click Yes to delete all tasks marked as completed.

CHAPTER 7

Using Sun ONE Connector Accounts and Folders

The information in this chapter describes how to use Sun ONE Connector for Ximian Evolution accounts and folders.

Overview of Sun ONE Connector

The Sun ONE Connector allows you to use Evolution as a client for the Sun ONE calendar server. With Sun ONE Connector installed, you can access one or more accounts on a Sun ONE server, send and receive invitations to meetings, and share calendar access with other people in your organization. The server is designed to work with LDAP directory servers and POP or IMAP email servers, which you can configure separately.

Sun ONE accounts are distinct from email or directory server accounts, and have their own section in the **Evolution Settings** dialog. Sun ONE accounts and folders differ from other Evolution folders in the following ways:

- A Sun ONE account always has at least three folders: **Personal Calendar**, **Personal Tasks**, and **Personal Invitations**. You cannot delete these three folders. To delete other folders that you create, right-click on the folder then select Delete from the popup menu.

- The Sun ONE server does not support nested folders more than one level deep. Each folder that you create or open exists on the same level as all other folders. Each folder that you create automatically contains three subfolders: **Calendar**, **Tasks**, and **Invitations**.
- As with individual mail accounts, each Sun ONE account is displayed as a top-level folder in the folder pane. You can drag one or more folders to the shortcuts pane to create shortcuts, but no shortcuts are created automatically. To display the folder pane, choose View → Folder Bar from the main Evolution window.
- Each Sun ONE folder has two types of ownership: primary ownership and normal ownership. If you create a folder, you are the primary owner and have all of the access permissions for the folder. You can also add others to the list of owners for that folder. You can set different access levels for the other owners. For more information, see "Setting Access Permissions" on page 109.

Working with Sun ONE Accounts

This section describes how to create, edit, or delete a Sun ONE account.

To Create a Sun ONE Account

For information on how to create a new Sun ONE account, see "Configuring Your Sun ONE Account" on page 33.

To Edit a Sun ONE Account

To edit a Sun ONE account, perform the following steps:

1. Choose Tools → Settings to display the **Evolution Settings** dialog.
2. Click on **Sun ONE accounts** in the left pane. Evolution displays a table of accounts that you have created, in the right pane.
3. Select the SUN ONE account that you want to edit.
4. Click Edit to display an **Options for account** *name* dialog. For information on the contents of the **Options for account** *name* dialog, see "Configuring Your Sun ONE Account" on page 33.
5. Use the **Options for account** *name* dialog to modify the details of the Sun ONE account.
6. Click OK to save your changes and close the **Options for account** *name* dialog.

7. Click OK to close the **Information** alert that tells you that you must restart Evolution for the change to take effect.
8. Restart Evolution.

To Delete a Sun ONE Account

To delete a Sun ONE account, perform the following steps:

1. Choose Tools → Settings to display the **Evolution Settings** dialog.
2. Click on the Sun ONE accounts button in the left pane. Evolution displays a table of accounts that you have created, in the right pane.
3. Select the SUN ONE account that you want to delete.
4. Click Remove to display a confirmation alert.
5. Click Delete to delete the selected account.
6. Click OK to close the **Information** alert that tells you that you must restart Evolution for the change to take effect.
7. Restart Evolution.

Using the Personal Calendar Folder

A calendar that is stored on a Sun ONE server functions in a similar way to a calendar stored locally, as described in Chapter 5. There are some differences, as described in this section:

- Every event in a Sun ONE calendar is a meeting, which includes schedule and invitation data as well as time, recurrence, and reminder data.
- The reminder feature for calendars stored on a Sun ONE server works in the same way as the reminder feature for local calendars, except as follows:
  - For security reasons, you can send an email message as a reminder for Sun ONE meetings, but not for locally stored calendars.
  - The Sun ONE server stores a maximum of one reminder per meeting. Locally stored meetings can have one of each supported reminder type.
  - If you create a reminder and then change the meeting time for a meeting stored on a Sun ONE server, the reminder does not adjust automatically. You must delete the old reminder then create a new reminder.
- When you use the Sun ONE calendar to create a meeting, attendees with a Sun ONE account receive their meeting invitation in their **Personal Invitations** folder. If you enter an email address that is not associated with an account on the Sun ONE server, that attendee receives an email notification of the event.

- When you modify or delete a series of appointments, or an appointment within a series of appointments, in a Sun ONE calendar, Evolution displays a **Question** dialog when you save the changes. Select one of the following options in the **Question** dialog, then click OK:
  - **This Instance Only**: Select this option to delete only the selected appointment.
  - **This and Future Instances**: Select this option to delete the selected appointment and all future appointments in the series.
  - **All Instances**: Select this option to delete all appointments in the series.

Free or Busy Information and the Directory Server

You can publish the free or busy information for an account, so that other users on the network can consult the schedule for that account when they want to organize a meeting.

To take advantage of free or busy information, and other Sun ONE calendar server features, use the Sun ONE directory server where possible. Alternatively, copy cards from the directory server to your local address book. Contact cards that come from the server have a special attribute that identifies that they have calendars on the Sun ONE server. Cards that you create may appear identical to cards from the server. However, cards that you create function by email address only, and are not identified and integrated into the Sun ONE system.

Using the Personal Tasks Folder

Task folders stored on a Sun ONE server appear identical to those stored locally, as described in Chapter 6.

Using the Personal Invitations Folder

When someone else creates a meeting in their Sun ONE calendar and lists you as a participant, a new invitation appears in your **Personal Invitations** folder. Invitation folders are structured as follows: the top half of the folder displays a list of invitations, and the bottom half of the folder displays details about the selected item.

The invitations are listed in table format. The following table describes the columns in the invitations table:

Column	Description
Starts	Indicates when the meeting is scheduled to start.
Summary	Provides a short description of the meeting.
Organizer	Specifies the organizer of the meeting.
Status	Indicates the current status of the meeting invitation. If the invitation is new, the status is **Needs Action**. To respond to the invitation, click on the field under the **Status** column header, to activate a drop-down list. Select one of the following status values from the drop-down list: ■ **Accepted** ■ **Declined** ■ **Tentative** This status is displayed until the server synchronizes, which can take up to one minute. At that point, the invitation disappears from your **Personal Invitations** folder. If you accept the invitation, the event appears in your calendar.

For information on how to change the current view, save the current view, or create custom views, see "Using Views" on page 21.

Managing Subscriptions

If you have the required access permissions, you can subscribe to calendars owned by other users. If you do not have permission to read a calendar, you can see that the calendar exists and subscribe to the calendar, but you cannot read any of the calendar contents.

To Display All Calendars

To display all calendar folders on the Sun ONE server, including folders that belong to other people, right-click on any Sun ONE folder. Choose Manage Subscriptions from the popup menu to open the **SunOne Calendar Subscriptions** dialog.

The available calendars are listed in table format. The following table describes the columns in the calendars table:

Column	Description
Subscribed	Indicates whether you are subscribed to the calendar.
Calendar ID	Provides a unique identifier for the calendar.
Owner	Specifies the owner of the calendar.
Description	Provides a short description of the calendar.

For information on how to change the current view, save the current view, or create custom views, see "Using Views" on page 21.

Click Cancel to close the **SunOne Calendar Subscriptions** dialog.

To Display a Subset of Calendars

By default, all calendars are listed. To display a subset of calendars, perform the following steps:

1. Right-click on any Sun ONE folder, then choose Manage Subscriptions from the popup menu to open the **SunOne Calendar Subscriptions** dialog.
2. Select one of the following search criteria from the drop-down list:
   - **Any field contains**
   - **Calendar ID contains**
   - **Owner contains**
   - **Description contains**
3. Type the search text in the text box.
4. Click on the **Find Now** button. Evolution lists only the calendars that match the search criteria.

   To clear the search, click on the Clear button.
5. Click Cancel to close the **SunOne Calendar Subscriptions** dialog.

To Subscribe to a Calendar

To subscribe to a calendar, perform the following steps:

1. Right-click on any Sun ONE folder, then choose Manage Subscriptions from the popup menu to open the **SunOne Calendar Subscriptions** dialog.
2. Select the calendar to which you want to subscribe.
3. Click on the Subscribe button.
4. Click OK to save your changes and close the **SunOne Calendar Subscriptions** dialog.

Evolution displays the selected calendar as a subfolder of the specified Sun ONE folder.

To Unsubscribe From a Calendar

To unsubscribe from a calendar, perform the following steps:

1. Right-click on any Sun ONE folder, then choose Manage Subscriptions from the popup menu to open the **SunOne Calendar Subscriptions** window.
2. Select the calendar from which you want to unsubscribe.
3. Click on the Unsubscribe button.
4. Click OK to save your changes and close the **SunOne Calendar Subscriptions** dialog.

   Evolution deletes the selected calendar from the specified Sun ONE folder.

Setting Access Permissions

Access permissions control who can view or change each calendar folder.

Primary calendar owners have full access to their own calendars. The Calendar Server does not perform any access control checks when primary owners access their own calendars. Primary calendar owners can designate other owners for their calendars. The other owner can then act on behalf of the primary owner to schedule, delete, modify, accept, or decline events or tasks for a calendar.

Access Control Rule Ordering

The order in which the access control rules are listed is significant, because the server follows the first rule that grants or denies access, and ignores all subsequent conflicts.

Always put the most specific rules first, and the more general rules later. For example, suppose the first rule for the calendar `jane.ashe:sports` grants read access to all users. Then, the Calendar Server encounters a second rule that denies `angela.liu` read access to this calendar. In this case, the Calendar Server grants `angela.liu` read access to this calendar and ignores the second rule because of the conflict.

To ensure that an access right for a specific user such as `angela.liu` is honored, place the rule for `angela.liu` before more global entries such as a rule that applies to all users of a calendar.

To Display the Access Permissions

To display the access permissions for a folder, perform the following steps:

1. Right-click on the folder, then choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. The access control rules are listed in the **Permissions** tabbed section. The following table describes the elements in the **Permissions** tabbed section:

Element	Description
Name	Name of the person or group to whom access permissions have been granted.
Availability	Select this option to allow the named person to see that the folder exists.
Invite	Select this option to allow the named person to invite you to meetings.
Read	Select this option to allow the named person to read the contents of the folder.
Delete	Select this option to allow the named person to delete the contents of the folder.
Modify	Select this option to allow the named person to modify the contents of the folder.
Add	Click Add to add a new entry to the permissions list.
Edit	Click Edit to edit an entry in the permissions list.
Remove	Click Remove to remove an entry from the permissions list.
OK	Click OK to save your changes and close the **Folder permissions** dialog.
Cancel	Click Cancel to close the **Folder permissions** dialog without saving your changes.

3. To display the list of owners for the folder, click on the **Owners** tab. The following table describes the elements in the **Owners** tabbed section:

Element	Description
User	Displays the list of owners of the folder.
Add	Click Add to add a user to the **User** list.
Remove	Click Remove to remove the selected user from the **User** list.
OK	Click OK to save your changes and close the **Folder permissions** dialog.

Element	Description
Cancel	Click Cancel to close the **Folder permissions** dialog without saving your changes.

To Grant Access Permissions to a User

To grant access permissions for a folder to a user, perform the following steps:

1. Right-click on the folder and choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. Click Add to display the **Add permission** dialog.
3. Type the name of the user in the **User** text box.
4. Select some or all of the required permissions:
   - **Availability**
   - **Invite**
   - **Read**
   - **Delete**
   - **Modify**
5. Click OK to save your changes and close the **Add permission** dialog.
6. Click OK to save your changes and close the **Folder permissions** dialog.

To Add a User to the List of Owners

To add a user to the list of owners for a folder, perform the following steps:

1. Right-click on the folder and choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. Click on the **Owners** tab to display the **Owners** tabbed section.
3. Click Add to display the **Add owner** dialog.
4. Type the name of the user in the **Enter user name** text box.
5. Click OK to save your changes and close the **Add owner** dialog.
6. Click OK to save your changes and close the **Folder permissions** dialog.

You can grant different levels of access to the owners. Unless you choose otherwise, the owners can view and edit Public, Private, and Confidential tasks and events for that folder.

To Remove Access Permissions from a User

To remove access permissions for a folder from a user, perform the following steps:

1. Right-click on the folder and choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. Select the user in the **Permissions** tabbed section.
3. Deselect some or all of the required permissions:
   - **Availability**
   - **Invite**
   - **Read**
   - **Delete**
   - **Modify**

   Alternatively, click Remove to remove the user from the list.
4. Click OK to save your changes and close the **Folder permissions** dialog.

To Remove a User from the List of Owners

To remove a user from the list of owners for a folder, perform the following steps:

1. Right-click on the folder and choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. Click on the **Owners** tab to display the **Owners** tabbed section.
3. Select the user in the list.
4. Click Remove to remove the user from the list of owners.
5. Click OK to save your changes and close the **Folder permissions** dialog.

APPENDIX **A**

Troubleshooting Ximian Evolution

This chapter provides troubleshooting information for Ximian Evolution.

Opening Evolution From a Command Line

When you open Evolution, the last folder that you used is displayed. For example, if you display **Inbox**, then close Evolution, the next time that you open Evolution, **Inbox** is displayed.

You can open Evolution from a command line, and specify the folder that you want to open. The following table lists some typical Evolution folders, and the commands that you use to open Evolution with that folder displayed:

Folder	Command
Calendar	`evolution-1.4 evolution:/local/Calendar`
Contacts	`evolution-1.4 evolution:/local/Contacts`
Inbox	`evolution-1.4 evolution:/local/Inbox`
Summary	`evolution-1.4 evolution:/local/Summary`

Folder	Command
Any folder	`evolution-1.4 evolution:/`*folder-path*

Importing Email From Outlook and Outlook Express

The following email applications use proprietary formats that Evolution cannot read or import:

- Microsoft Outlook
- Versions of Outlook Express higher than version 4

To import email from Microsoft Outlook and Versions of Outlook Express higher than version 4, use the following workaround:

1. In Windows, import the Microsoft Outlook or Outlook Express emails into an email application that uses the `mbox` format. For example, import the emails into Mozilla, Netscape, or Eudora.
2. Copy the emails to the system or partition you use for Evolution.
3. Use the Evolution Import Assistant to import the emails.

Importing Email From Netscape

Before you import email from Netscape, choose File → Compact All Folders from the Netscape Messenger window. If you do not perform this action, Evolution imports and undeletes the messages in your **Trash** folders.

Importing Contacts From Outlook and Outlook Express

To import contacts from Microsoft Outlook and Versions of Outlook Express higher than version 4, email the contacts to your Evolution account.

Exporting Data from Ximian Evolution

Evolution uses standard formats to store data. You can export data easily from Evolution to other applications. The following table lists the formats that Evolution uses to store data:

Application	**Format**
Email	`mbox`
Calendar	iCalendar
Contacts	Vcards in a `.db3` database

Glossary

base entry	The name of an LDAP search base.
bcc	To blind-copy a message. The acronym *bcc* means *blind carbon copy*.
blind-copy	To copy a message, so that the address that are blind-copied do not appear in the delivered message.
cc	To copy a message. The acronym *cc* means *carbon copy*. This term originates from when people used carbon paper to create copies of messages.
distinguished name	A name that uniquely identifies a user in an LDAP directory.
expunge	To remove permanently from a folder the messages that you deleted.
filter	A tool that you use to perform actions automatically on your incoming and outgoing email. For example, you can create a filter that automatically moves email that you receive from a particular address to a particular folder.
IMAP	Internet Message Access Protocol (IMAP). Servers that use IMAP receive and store your messages.
IMAP namespace	A directory where your messages are stored.
LDAP	Lightweight Directory Access Protocol (LDAP). A protocol that enables users to access contact information over a network.
mail spool	The `mbox` format stores your messages in one large file. This files is called a mail spool.
`maildir`	An email format that stores your messages in individual files.
`mbox`	An email format that stores your messages in one large file. Ximian Evolution uses this format.
`mh`	An email format that stores your messages in individual files.

POP	Post Office Protocol (POP). Servers that use POP store your messages until you log in.
search base	A location in an LDAP server that is the starting point for an LDAP search.
`sendmail`	A program that sends email.
SMTP	Simple Mail Transfer Protocol (SMTP). Servers that use SMTP forward messages to another server, which sends the message.
SSL	Secure Sockets Layer (SSL). A secure protocol for information transfer across a network.
TLS	Transport Layer Security (TLS). A secure protocol for information transfer across a network.
virtual folder	A tool that you can use to organize your messages, where you use one folder to view messages that are located in several folders.

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