

Transcript: JiscMail

This video introduces you to JiscMail and setting up email alerts within JiscMail.

JiscMail is a national academic mailing list service provided by Jisc. Jisc provide digital solutions for UK education and research. JiscMail helps people in education and research to discuss, debate, collaborate and communicate with their peers.

There are two types of mailing lists in JiscMail: discussion lists, which allow conversation, and announcement lists, which are used to send updates. You cannot post directly to the announcement lists.

JiscMail is a popular service with around 9,000 mailing lists and over 1 million subscribers. Let's take a look at how to subscribe to mailing lists in JiscMail.

Firstly, open a web browser and navigate to JiscMail. The URL is jiscmail.ac.uk.

You do not need an account to use JiscMail but having one will allow you to find lists that are not public and to manage your subscriptions. You can choose to register using your Single Sign On or set up a unique username and password.

To register using your Single Sign On, click 'Institutional Log On' at the top of the home page. You'll be asked for your institution. Search for 'University of Oxford'. Click 'Continue'. You will now be asked for your Single Sign On credentials.

To create a unique username and password, click 'Register or reset password' in the bottom left. Provide an email address and password. Then click 'Register Password'.

To find mailing lists, hover over the 'Mailing Lists' button at the top of the home page. You can choose to conduct an advanced search under 'Find and join a mailing list', browse mailing lists alphabetically, or by those recently created.

You can also browse by subject category to see what mailing lists are in your area. To do this, select 'Find and join mailing list' from the dropdown. Towards the bottom of the advanced search screen is 'View mailing list by subject category'. As an example, I'm going to click on 'Biological Sciences' and then click 'Go'.

Underneath the mailing list names are descriptions of what the mailing list covers. Once you find a mailing list that you would like to subscribe to, click its title. I am going to click on 'Bioinformatics'.

You'll be taken to the mailing list's home page where you'll see dates the previous emails were sent to this mailing list. This is a good opportunity to look at when the last email was sent. If it was a few years ago, you can be confident it is not an active mailing list and you, therefore, might not want to subscribe. If emails were sent very recently, you know the list is still in use.

On the mailing list home page, you can also browse or search through previous emails that have been sent to the list and subscribe to the mailing list. To browse, click on the month and year to see emails sent during that period. To search the mailing list archives using a keyword search, submit your search query into the 'Search Archives' box on the right. For instance, if I type in 'epidemiology' and hit 'Search', you will see emails that have been sent to the mailing list on this subject.

To subscribe to the mailing list, click 'Subscribe or Unsubscribe'. On the next page you need to type in your name and email address then click subscribe. An email will be sent to the address you entered, prompting you to confirm your identity. Once you do that, you will

begin to receive emails from the mailing list. To unsubscribe, follow the previous instructions but click 'Unsubscribe'.