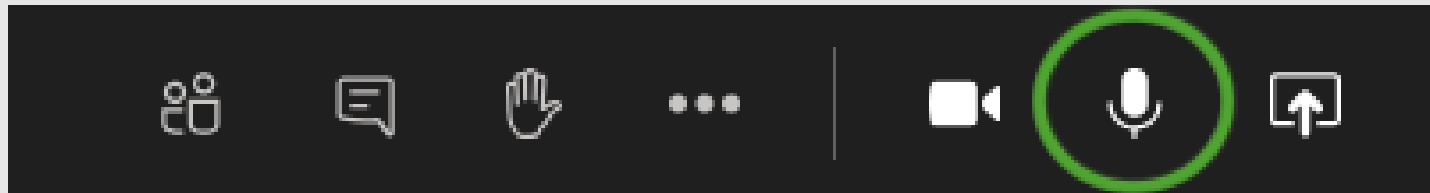


Keeping up to date with research

Helen Worrell and Morwenna Broughton

The webinar will be starting soon.
While you wait, please mute your microphone.



Aims

- Understand how email alerts can help you
- How to utilise the following key platforms:
 - SOLO
 - Bibliographic databases
 - Newspapers
 - Journal alerts
 - JiscMail
- Managing alerts

How do email alerts work?

Removes distracting and superfluous information.



Email alerts: advantages



A lot of services offer email alerts



The email joins all your other emails



You can keep your work all in one place

Email alerts: disadvantages



You will need to go back to the original source and remove yourself from email alerts



If you like to keep your work separate, having your emails all together may not suit you

Catalogues

SOLO

JISC Library
Hub Discover

WorldCat

Library of
Congress

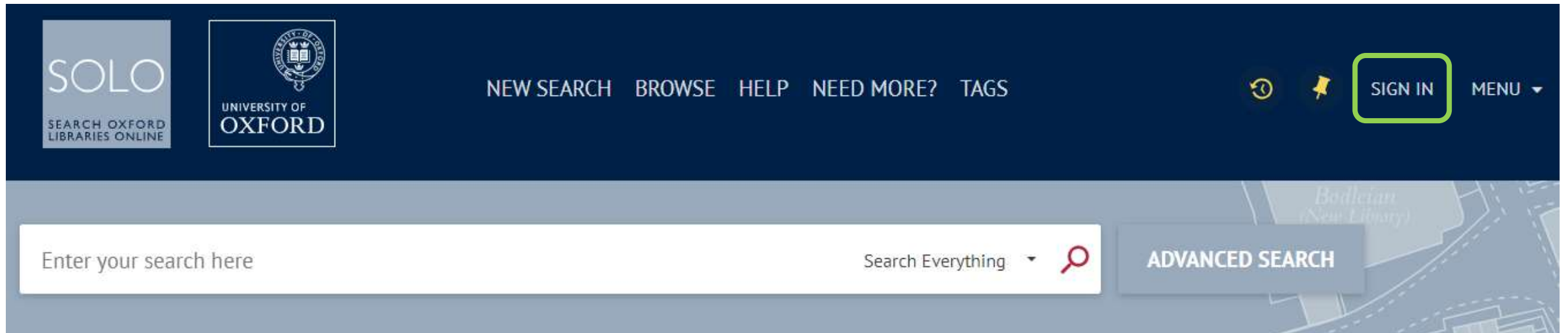
Demonstration

SOLO

SEARCH OXFORD
LIBRARIES ONLINE

SOLO: sign in

1. Go to SOLO (<https://solo.bodleian.ox.ac.uk/>) and sign into SOLO by clicking the 'sign in button' in the top right



SOLO: enter search

- 2. Enter search query and click the magnifying button or return key on keyboard

cotton industry lancashire

✕ Search Everything ▼




SOLO: save query

- 3. Click the 'Save query' button at the top of the results page

☐ **SELECT ALL** 0 selected **PAGE 1** 1-10 of 2,178 Results [Save query](#)

1



ARTICLE
Fustian and Velvet Cutting – A Subdivision of the Lancashire Cotton Industry
Holden, Roger
2016 | Maney Publishing on behalf of the Association for Industrial Archaeology | electronic
Industrial archaeology review. Volume 38:Number 2 (2016); pp 131-145


● **Electronic Legal Deposit item – currently unavailable due to system outage at British Library. Check with your subject librarian for advice on alternatives >**
UK legislation regulates access - why?

Not in a Bodleian library? Other ways to get this:

[Download PDF of subscription copy](#) [Read Article](#) [View Issue Contents](#)

[Link](#) [Email](#) [Pin](#) [More](#)

2



BOOK
The Lancashire cotton industry : a history since 1700
Rose, Mary B.
1996 | Preston : Lancashire County Books | xi, 404 p., [8] p. of plates : ill., maps, ports. ; 25 cm.

Find & Request >

[Link](#) [Email](#) [Pin](#) [More](#)

SOLO: favourites

- 4. Click the pin icon at the top of the webpage to go to your Favourites

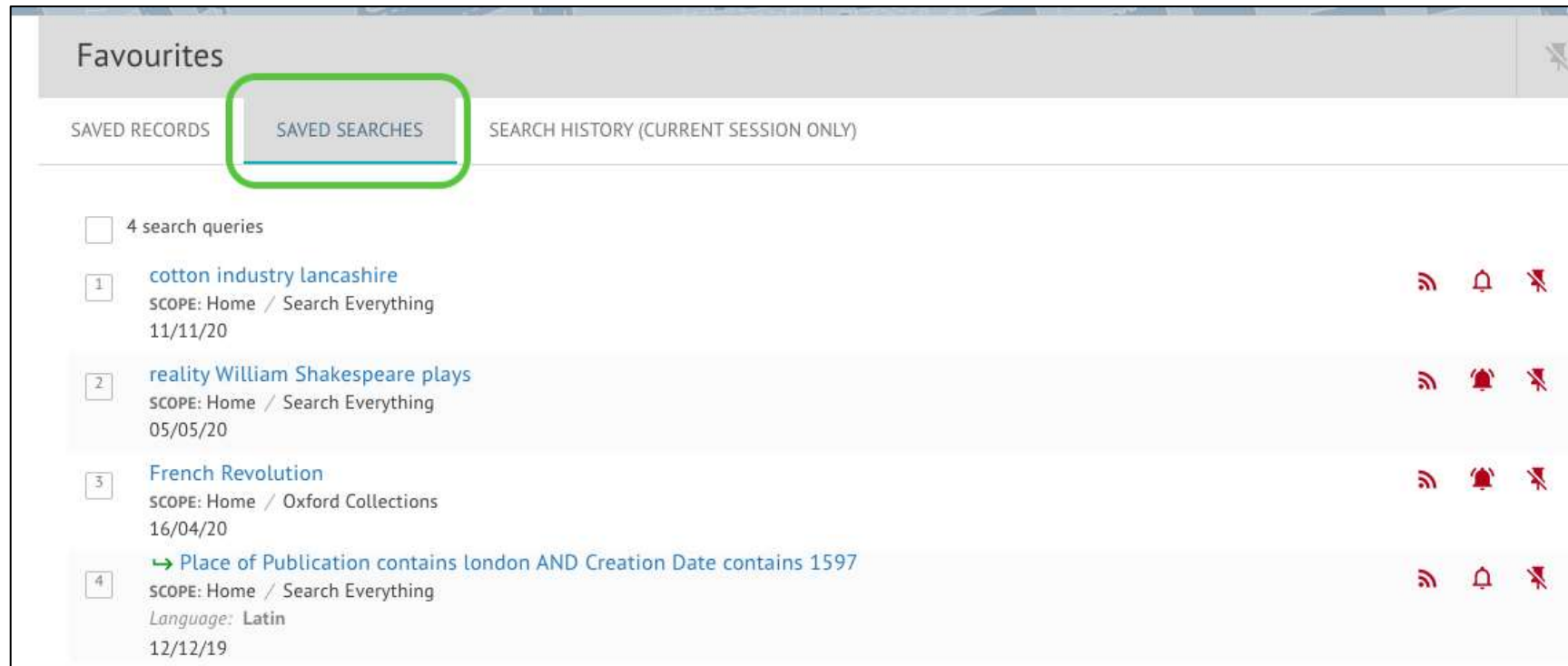
The screenshot shows the SOLO search interface. At the top, there is a dark blue header with the SOLO logo, the University of Oxford logo, and navigation links: NEW SEARCH, BROWSE, HELP, NEED MORE?, and TAGS. On the right side of the header, there is a yellow pin icon highlighted with a green box, and a dropdown menu showing 'Broughton, Morwenna'. Below the header, there is a search bar with the text 'cotton industry lancashire'. To the right of the search bar, there is a 'Search Everything' button and an 'ADVANCED SEARCH' button. Below the search bar, there is a results bar with a 'SELECT ALL' checkbox, '0 selected', 'PAGE 1', '1-10 of 2,179 Results', and a 'Save query' button. Below the results bar, there is a list of results. The first result is an article titled 'Fustian and Velvet Cutting – A Subdivision of the Lancashire Cotton Industry' by Holden, Roger, published in 2016. The article is highlighted with a yellow background. Below the article title, there is a note: 'Electronic Legal Deposit item – currently unavailable due to system outage at British Library.'

text access

- 1
- ARTICLE
- Fustian and Velvet Cutting – A Subdivision of the Lancashire Cotton Industry**
- Holden, Roger
- 2016 | Maney Publishing on behalf of the Association for Industrial Archaeology | electronic Industrial archaeology review. Volume 38: Number 2 (2016); pp 131-145
- Electronic Legal Deposit item – currently unavailable due to system outage at British Library.

SOLO: saved search

- 5. In your Favourites, click 'Saved Searches' to see the search you just saved















SOLO: alert

- 6. Click the bell icon next to your saved search in order to turn on email alerts

Favourites

SAVED RECORDS SAVED SEARCHES SEARCH HISTORY (CURRENT SESSION ONLY)

<input type="checkbox"/>	4 search queries	
<input type="checkbox"/>	cotton industry lancashire SCOPE: Home / Search Everything 11/11/20	  
<input type="checkbox"/>	reality William Shakespeare plays SCOPE: Home / Search Everything 05/05/20	  
<input type="checkbox"/>	French Revolution SCOPE: Home / Oxford Collections 16/04/20	  
<input type="checkbox"/>	→ Place of Publication contains london AND Creation Date contains 1597 SCOPE: Home / Search Everything Language: Latin 12/12/19	  

Favourites

SAVED RECORDS

SAVED SEARCHES

SEARCH HISTORY (CURRENT SESSION ONLY)

☐ 4 search queries

1 [cotton industry lancashire](#)
SCOPE: Home / Search Everything
11/11/20



2 [reality William Shakespeare plays](#)
SCOPE: Home / Search Everything
05/05/20



3 [French Revolution](#)
SCOPE: Home / Oxford Collections
16/04/20



4 [→ Place of Publication contains london AND Creation Date contains 1597](#)
SCOPE: Home / Search Everything
Language: Latin
12/12/19



Bibliographic Databases

Cross-search 1000s of scholarly journal articles



Save searches and set up email alerts



Scopus, Proquest, Web of Science, EBSCO
databases (Historical Abstracts, Philosophers
Index, ATLA etc) and more



Demonstration: bibliographic databases



Web of Science™

Demonstration: ProQuest

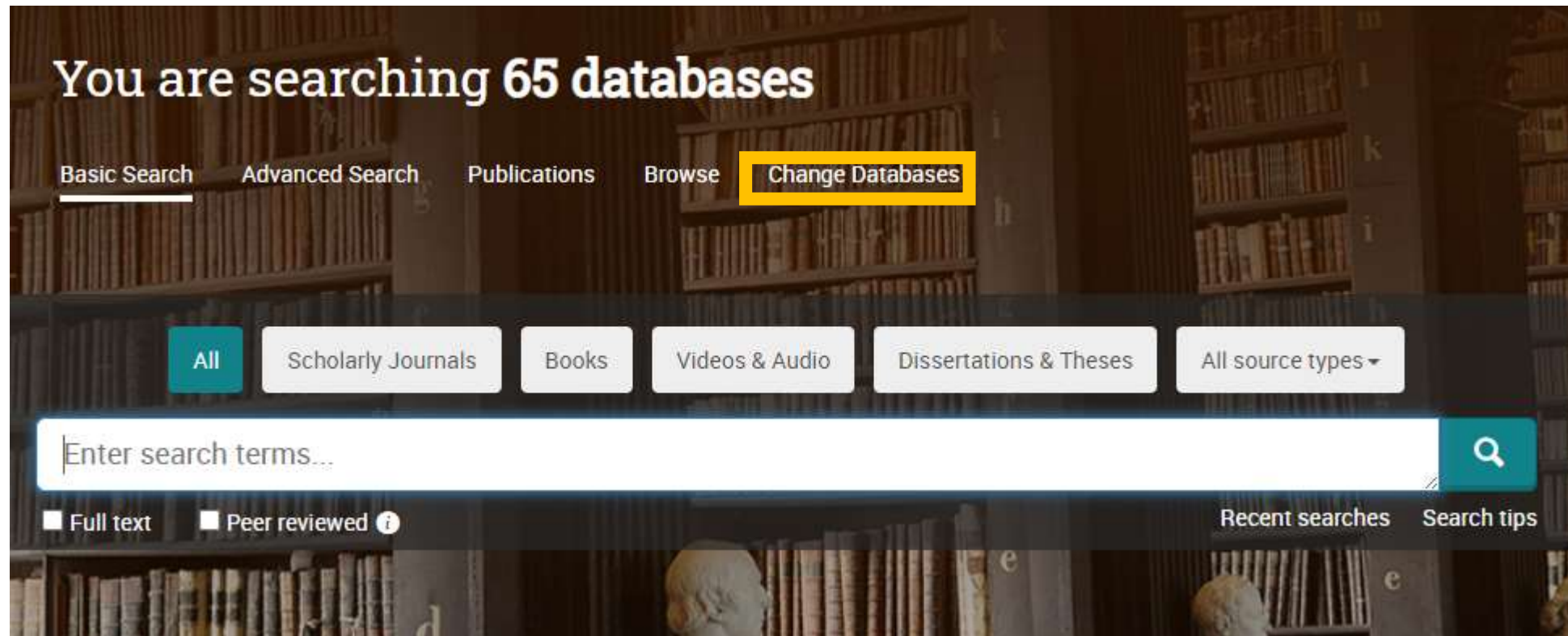


ProQuest: select database

1. Go to

<https://search.proquest.com/index>.

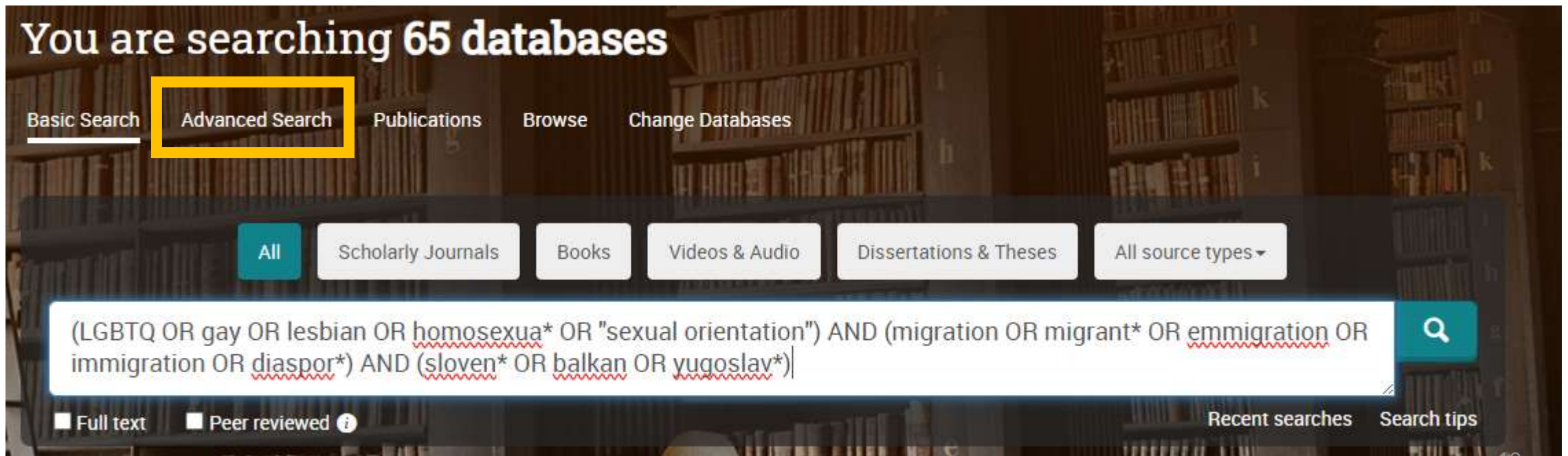
You can select a database if wanted



ProQuest: search

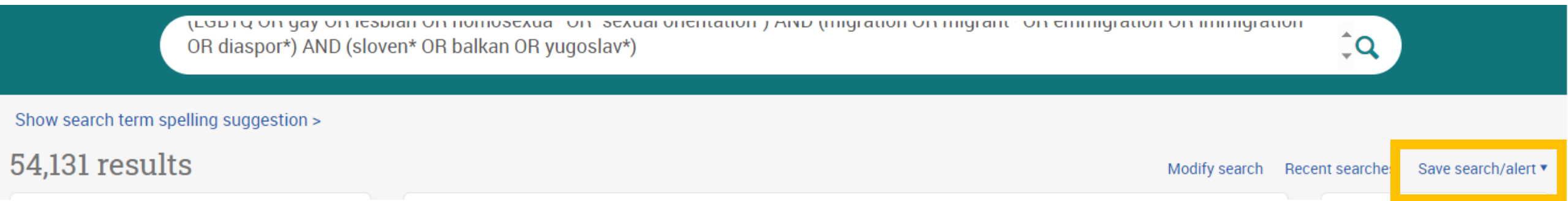
2. Type your search in the search bar
And click the search icon.

Using 'advanced search' will give you
more options



ProQuest: save search

3. Click 'Save search/alert'



The screenshot shows the ProQuest search interface. At the top, a teal search bar contains the query: `(LGBTQ OR gay OR lesbian OR homosexual OR sexual orientation) AND (migration OR migrant OR emigration OR immigration OR diaspor*) AND (sloven* OR balkan OR yugoslav*)`. To the right of the search bar is a magnifying glass icon. Below the search bar, on the left, is a link that says "Show search term spelling suggestion >". In the center, the text "54,131 results" is displayed. On the right side, there are three buttons: "Modify search", "Recent searches", and "Save search/alert". The "Save search/alert" button is highlighted with a yellow rectangular border and includes a small downward-pointing arrow.

(LGBTQ OR gay OR lesbian OR homosexual OR sexual orientation) AND (migration OR migrant OR emigration OR immigration OR diaspor*) AND (sloven* OR balkan OR yugoslav*)

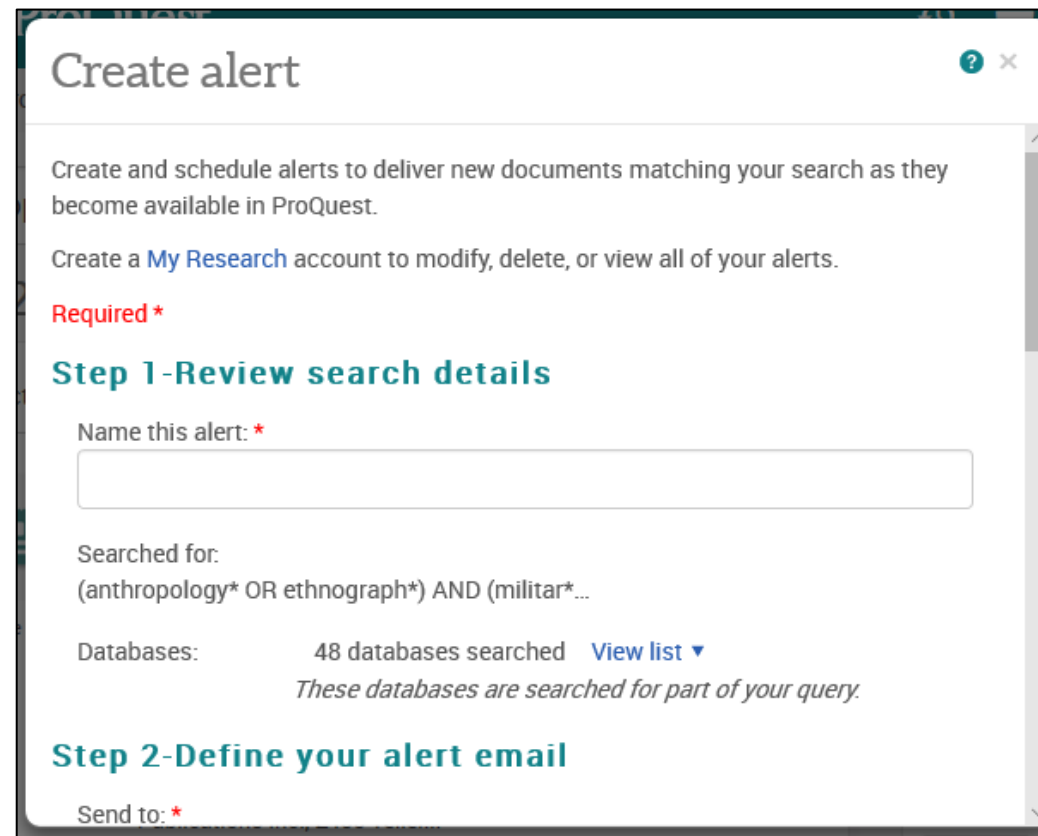
Show search term spelling suggestion >

54,131 results

Modify search Recent searches Save search/alert ▼

ProQuest: create alert

3. Click 'Save search/alert' and click 'create alert'. If you want to save or modify your search you will need to create a free account



The screenshot shows the 'Create alert' form in ProQuest. At the top, there's a title bar with a question mark icon and a close button. Below the title, a brief instruction says: 'Create and schedule alerts to deliver new documents matching your search as they become available in ProQuest.' This is followed by a link to 'My Research' for account management. A red 'Required *' label indicates mandatory fields. The form is divided into two sections: 'Step 1-Review search details' and 'Step 2-Define your alert email'. In Step 1, there is a text input field for 'Name this alert: *'. Below it, the search criteria are displayed: 'Searched for: (anthropology* OR ethnograph*) AND (militar*...'. The database search results show '48 databases searched' with a 'View list' link. A note states 'These databases are searched for part of your query.' Step 2 begins with the label 'Step 2-Define your alert email' and a 'Send to: *' field.

Create alert

Create and schedule alerts to deliver new documents matching your search as they become available in ProQuest.

Create a [My Research](#) account to modify, delete, or view all of your alerts.

Required *

Step 1-Review search details

Name this alert: *

Searched for:
(anthropology* OR ethnograph*) AND (militar*...

Databases: 48 databases searched [View list](#) ▼
These databases are searched for part of your query.

Step 2-Define your alert email

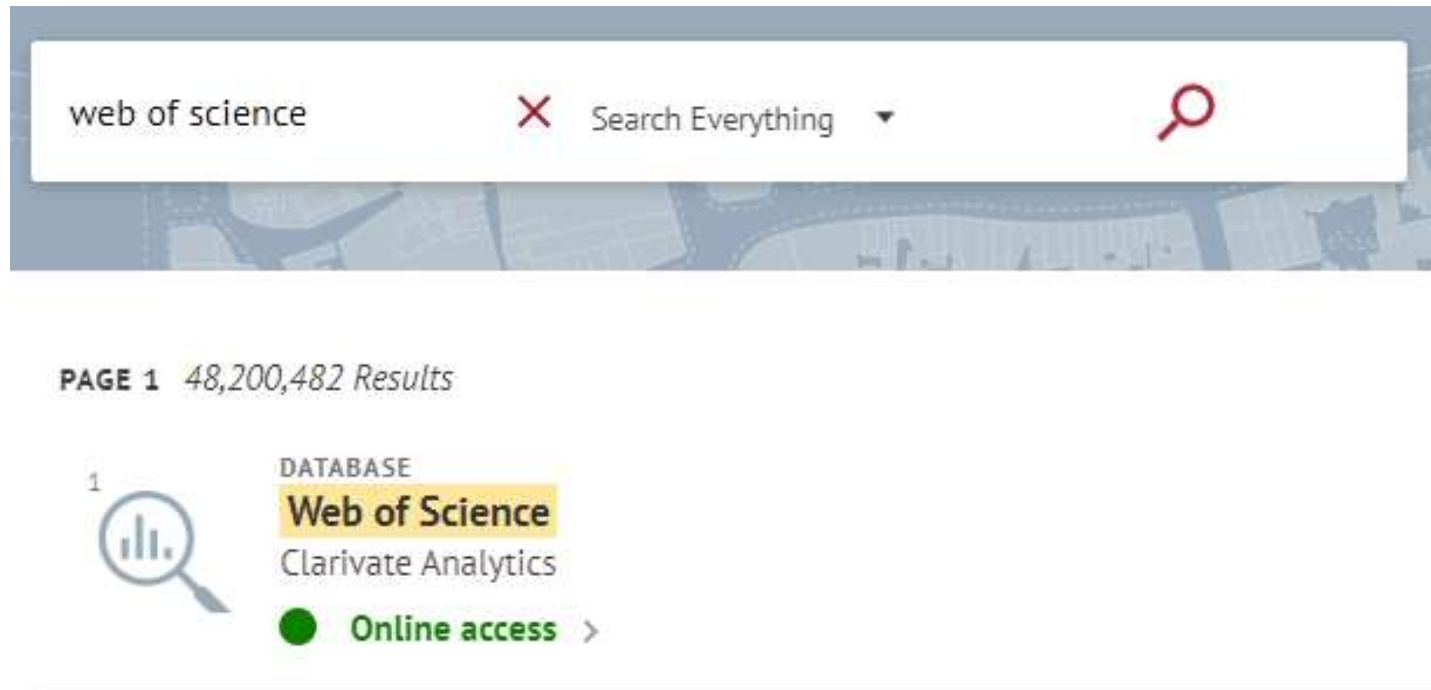
Send to: *

Demonstration: Web of Science

Web of Science™

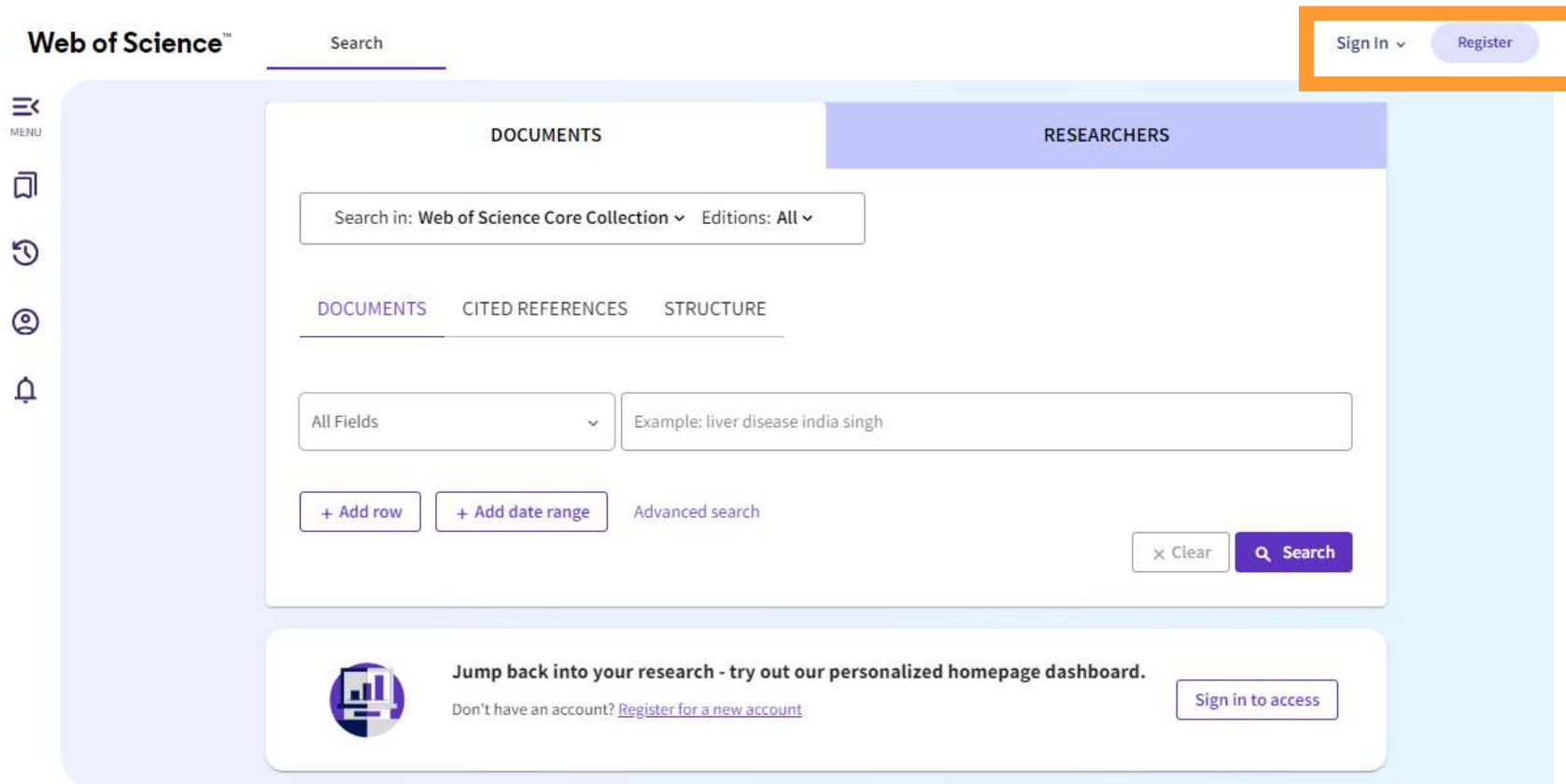
Web of Science: access

1. Search SOLO for 'Web of Science' and click 'online access'



Web of Science: sign in

2. You will need to sign in to Web of Science with your personal Web of Science username and password. If you have not got one, click Register to set one up.



The screenshot shows the Web of Science homepage. At the top left is the 'Web of Science™' logo. To its right is a 'Search' button. In the top right corner, there is a 'Sign In' button with a dropdown arrow and a 'Register' button, both highlighted by an orange rectangular box. Below the header, there are two tabs: 'DOCUMENTS' and 'RESEARCHERS'. The 'DOCUMENTS' tab is active. Under this tab, there is a search bar with a dropdown menu set to 'Web of Science Core Collection' and 'Editions: All'. Below the search bar are three sub-tabs: 'DOCUMENTS', 'CITED REFERENCES', and 'STRUCTURE'. The 'DOCUMENTS' sub-tab is active. Below the sub-tabs, there is a search field with a dropdown menu set to 'All Fields' and a text input field containing the example text 'Example: liver disease india singh'. Below the search field are three buttons: '+ Add row', '+ Add date range', and 'Advanced search'. To the right of these buttons are two buttons: 'x Clear' and 'Search'. At the bottom of the page, there is a banner with a bar chart icon, the text 'Jump back into your research - try out our personalized homepage dashboard.', and a link 'Don't have an account? Register for a new account'. To the right of the banner is a 'Sign in to access' button.

Web of Science: search

3. Enter your search. You can limit to a particular subject database by clicking on 'editions'



The screenshot displays the Web of Science search interface. At the top, there is a search bar with the text "Search in: Web of Science Core Collection" and a dropdown menu labeled "Editions: All". The "Editions: All" dropdown is highlighted with a yellow border. Below the search bar, there are three tabs: "DOCUMENTS", "CITED REFERENCES", and "STRUCTURE". The "DOCUMENTS" tab is selected. Below the tabs, there is a search field with a dropdown menu labeled "All Fields" and a search input box. The search input box contains the text "(LGBTQ OR gay OR lesbian OR homosexua* OR \"sexual orientation\") AND (migration OR mi" and a red "X" icon. Above the search input box, there is a small text box with the example "Example: liver disease india singh".

Web of Science: create alert

4. Click 'create alert'

The screenshot displays the Web of Science interface for a search result. At the top, there are three buttons: 'Analyze Results', 'Citation Report', and 'Create Alert'. The 'Create Alert' button is highlighted with a yellow border. Below these buttons, the interface is divided into two main sections. On the left, there is a 'Refine results' section with a search bar labeled 'Search within results...' and a list of 'Quick Filters' including 'Open Access' (4 results) and 'Enriched Cited References' (2 results). On the right, there is a list of search results. The first result is titled 'A Southern man can have a harem of up to twenty Danish women': Sexotic politics and immigration in Denmark, 1965-1979. The word 'immigration' is highlighted in yellow. To the right of the title, it says '24 References'. Above the list, there are buttons for 'Add To Marked List' and 'Export', and a 'Relevance' dropdown menu.

6 Documents You may also like... Analyze Results Citation Report **Create Alert**

Refine results Export Refine

Search within results...

Quick Filters

- ☐ Open Access 4
- ☐ Enriched Cited References 2

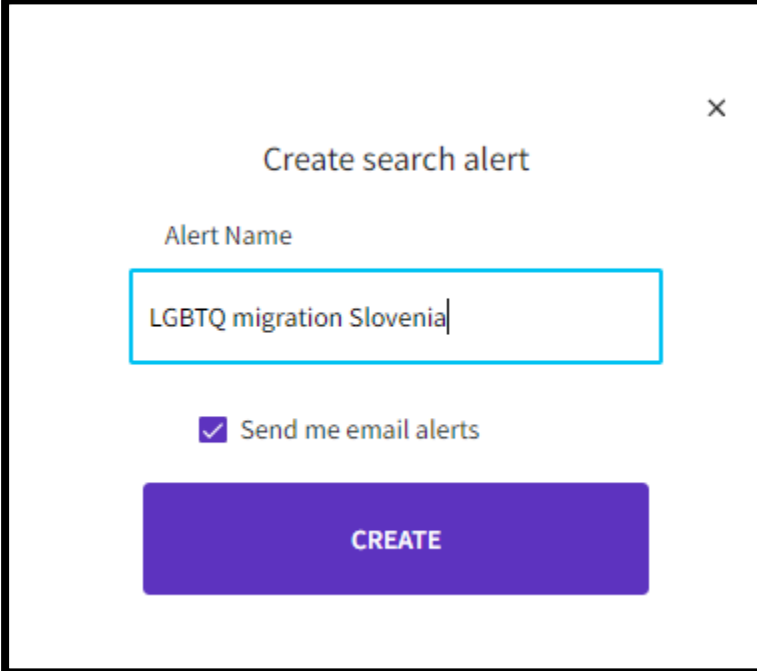
0/6 Add To Marked List Export ▾ Relevance ▾ < 1 of 1 >

1 'A Southern man can have a harem of up to twenty Danish women': Sexotic politics and immigration in Denmark, 1965-1979

Shield, ADJ 24 References

Web of Science: alert settings

5. Fill in the alert name and choose whether to receive emails. Click 'create alert'



The screenshot shows a modal dialog box titled "Create search alert" with a close button (X) in the top right corner. Inside the dialog, there is a label "Alert Name" above a text input field. The input field contains the text "LGBTQ migration Slovenia" and is highlighted with a blue border. Below the input field, there is a checked checkbox labeled "Send me email alerts". At the bottom of the dialog is a large purple button with the text "CREATE" in white capital letters.

Web of Science: citation alert

6. To set up an alert for a specific article on the results page click on the article title

☐ 4 [Educational selectivity of native and foreign-born internal migrants in Europe](#)

 [Europe](#)

González-Leonardo, M; Bernard, A; (...); López-Gay, A

Dec 20 2022 | DEMOGRAPHIC RESEARCH 47, pp.1033-1046

BACKGROUND It is well-established that internal migration is selective, particularly with respect to age, educational attainment, and nativity status. However, the interplay between education and immigrants' origin remains largely unknown. Thus, it is unclear how the educational selectiv ... [Show more](#)

[FIND IT @ OXFORD](#) [Free Full Text from Publisher](#) ...

4 Citations

39 References

[Related records](#)

Web of Science: create citation alert

7. Click 'create citation alert'

The screenshot displays a Web of Science article page. The main title is "Educational selectivity of native and foreign-born internal migrants in Europe", with "migrants" highlighted in yellow. The authors listed are González-Leonardo, M; Bernard, A; García-Román, J; and López-Gay, A. The source is "DEMOGRAPHIC RESEARCH", Volume 47, Page 1033-1046, published in December 2022. On the right side, the "Citation Network" section shows 4 citations, 4 times cited in all databases, and 39 cited references. A yellow box highlights the "Create citation alert" button, which is represented by a bell icon and the text "Create citation alert".

Educational selectivity of native and foreign-born internal migrants in Europe

By [González-Leonardo, M](#) (Gonzalez-Leonardo, Miguel) ^[1]; [Bernard, A](#) (Bernard, Aude) ^[2]; [García-Román, J](#) (Garcia-Roman, Joan) ^[3]; [López-Gay, A](#) (Lopez-Gay, Antonio) ^[3], ^[4]

[View Web of Science ResearcherID and ORCID](#) (provided by Clarivate)

Source [DEMOGRAPHIC RESEARCH](#) ▾
Volume: 47 Page: 1033-1046
DOI: 10.4054/DemRes.2022.47.34

Published DEC 20 2022

Citation Network

In Web of Science Core Collection

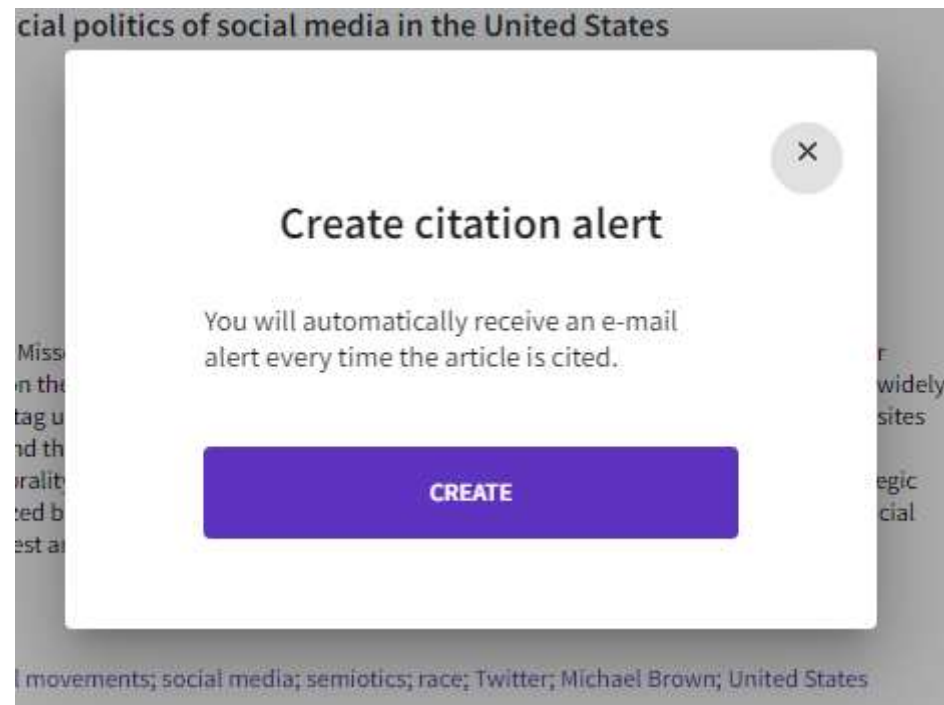
4 Citations [Create citation alert](#)

4 Times Cited in All Databases [+ See more times cited](#)

39 Cited References [→ View Related Records](#)

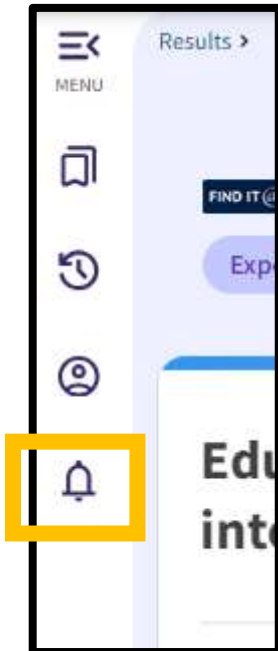
Web of Science: save citation alert

7. Click 'create'



Web of Science: manage alerts

8. To manage your alerts
click on the bell icon for 'alerts'



Thinking
critically about
citation

Who is being cited?



Where are they publishing?



How can you elevate marginalised
voices?

Have a go

Have a go at one of the exercises that interests you and take a break if needed.





Use Nexis UK to save searches
and set up email alerts.

Newspapers

Demonstration: Nexis UK



Nexis UK: access

1. Search SOLO for 'nexis uk'. Click 'online access'. Click on an online access option depending on where you are.

The screenshot displays the Nexis UK search interface. At the top, a search bar contains the text 'nexis uk' and a magnifying glass icon. To the right of the search bar is a button labeled 'ADVANCED SEARCH'. Below the search bar, the text 'Did you intend to search for: nexis uk?' is visible. On the left side, there is a section titled 'Sort & Filter Results' with a checkbox for 'Include results without full-text access' and a 'Sort by' dropdown menu set to 'Relevance'. Below this is a 'Show only:' dropdown menu. The main search results area shows '0 selected', 'PAGE 1', and '5,515 Results'. A red pin icon and a 'Save query' button are also present. The first result is from the 'DATABASE' section, titled 'Nexis UK' and 'LexisNexis (Firm)'. A yellow box highlights the 'Online access' button, which is accompanied by a green dot icon and a right-pointing arrow.

nexis uk

Search Everything

ADVANCED SEARCH

Sort & Filter Results

☐ Include results without full-text access

Sort by Relevance

Show only: ^

Online Resources

Did you intend to search for: nexis uk?

☐ 0 selected PAGE 1 5,515 Results Save query

DATABASE

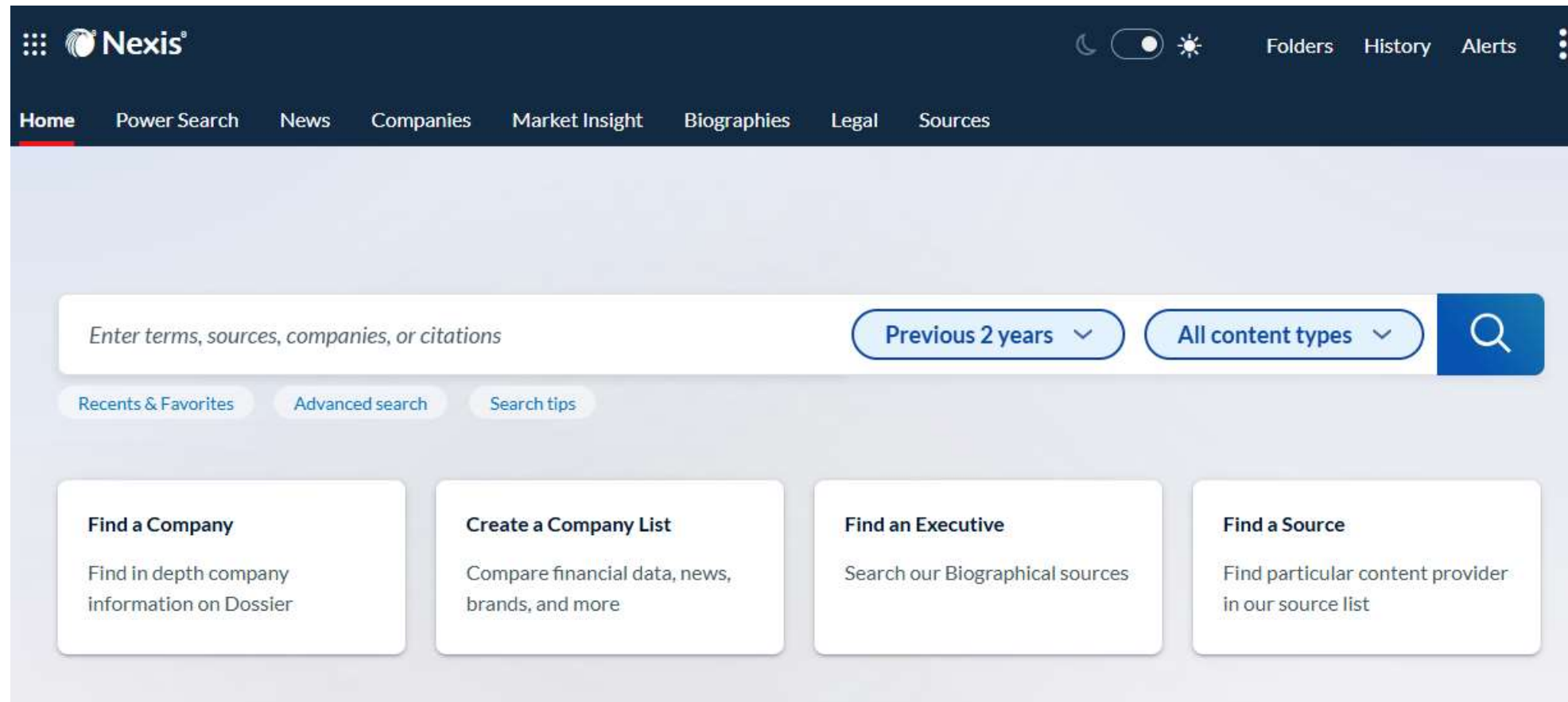
Nexis UK

LexisNexis (Firm)

Online access >

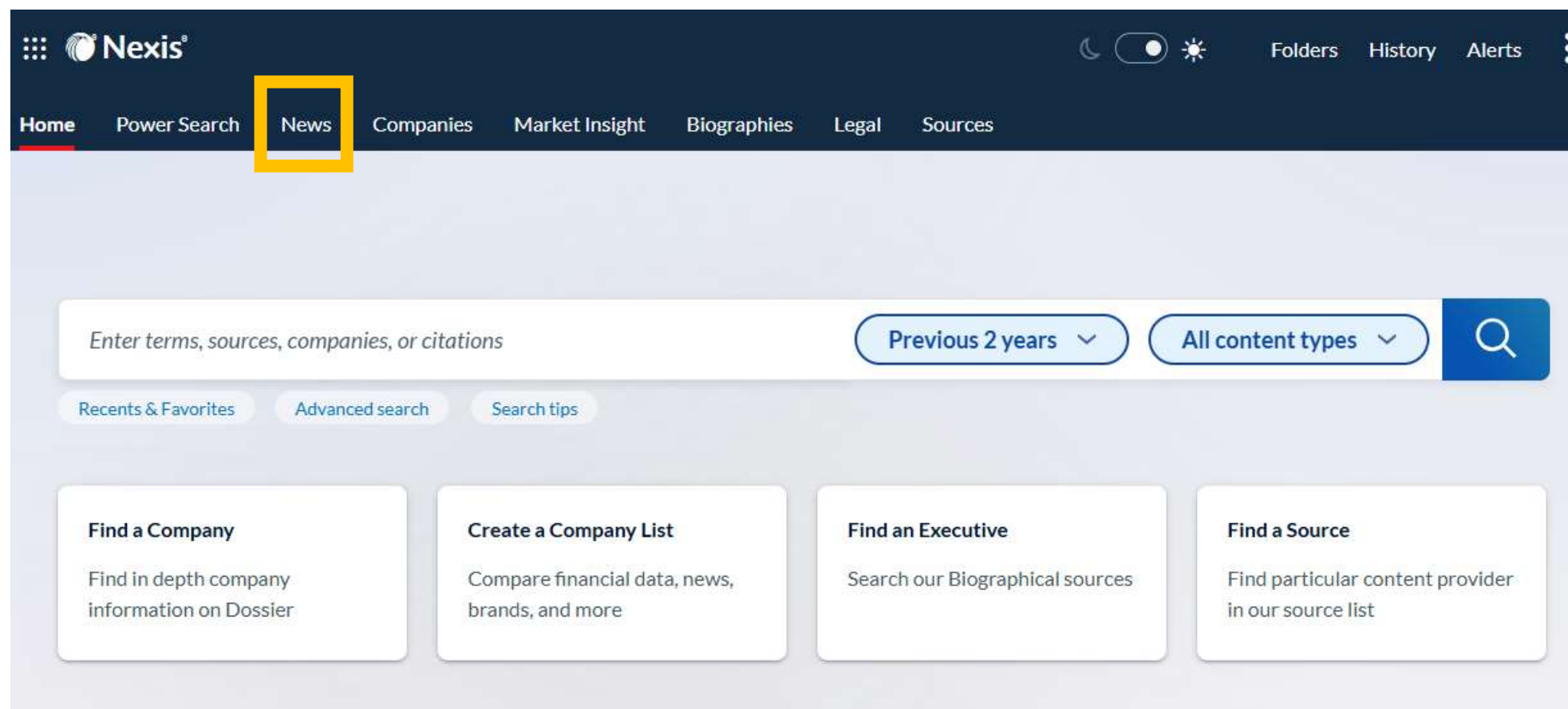
Nexis UK: home page

2. You will automatically be directed to the Nexis UK homepage.



Nexis UK: search

3. Click 'news' to search news articles



Nexis UK: limit search

4. You may want to limit by type or by region. You can enter your search here.

News 

"pitt rivers museum" AND (restitut* OR repatriat*)

News



[Advanced search](#) | [Search tips](#)

Explore




By Type

By Region

By Language

Nexis UK: results


- Results are automatically sorted by relevance.
You can click on the article title to read more.


Results for:"pitt rivers museum" AND...  [Actions](#)  [Select Language](#)  [Disclaimer](#)


News 390

Legal News 1


Narrow by

News 










[Clear](#) 

Search within results 

☒ Include ☐ Exclude



Group Duplicates: [What's this?](#)

         [Create Newsletter](#) Sort by:

1. ☐ **The road to restitution Looted in 1897, then scattered across the world, the Benin Bronzes had never been fully mapped - until now. Josh Spero and Aanu Adeoye on why a digital archive of the kingdom's treasures marks a new era The road to restitution** [Preview](#)

05 Nov 2022 | Financial Times (London, England) | Josh Spero ; Aanu Adeoye
LIFE AND ARTS;NEWS; FRONT PAGE; Pg. 1,2 | 2813 words | 14 hits

... have attracted particular attention since he is also curator of world archaeology at Oxford's **Pitt Rivers Museum**, which has long held a substantial collection of Benin Bronzes.) What has been missing from the Benin Bronzes discussion, hindering a true...

..., a gallery in Nigeria filled. But there are more ways to **restitute** things than physically, and one main avenue

Nexis UK: view article

6. You can read, download or email the article to yourself.



Benin Bronzes must be returned to Africa, says curator of Oxford's Pitt Rivers Museum

telegraph.co.uk

November 5, 2020 Thursday 8:28 PM GMT

Copyright 2020 Telegraph Media Group Limited All Rights Reserved

The Telegraph

Section: NEWS; Version:1


Length: 812 words

Byline: By Jessica Carpani

Nexis UK: create alert

7. You can create an alert by clicking the bell icon or save the search by clicking on 'actions'


Results for:"pitt rivers museum" AND...


 [Actions](#)


News 390

Legal News 1


Narrow by


News 










[Clear](#) 

Search within results 


☒ Include ☐ Exclude



Group Duplicates: Off  [What's this?](#)

[Create Newsletter](#)

Sort by: Relevance 

1. ☐

[The road to restitution Looted in 1897, then scattered across the world, the Benin Bronzes had never been fully mapped - until now. Josh Spero and Aanu Adeoye on why a digital archive of the kingdom's treasures marks a new era The road to restitution](#)

[Preview](#)

05 Nov 2022 | Financial Times (London, England) | Josh Spero ; Aanu Adeoye

LIFE AND ARTS;NEWS; FRONT PAGE; Pg. 1,2 | 2813 words | 14 hits

... have attracted particular attention since he is also curator of world archaeology at Oxford's **Pitt Rivers Museum**, which has long held a substantial collection of Benin Bronzes.) What has been missing from the Benin Bronzes discussion, hindering a true...

..., a gallery in Nigeria filled. But there are more ways to **restitute** things than physically, and one main avenue


Nexis UK: view and modify alerts

8. You can view, modify or delete previous alerts by clicking on 'alerts' in the top menu.



Nexis UK: modifying alerts

8. Click in the box next to the search you want to modify. You will be able to edit, restart, stop or delete the search.

1. 

"rhodes must fall" AND oxford

Alert expired

Edit

Nexis® | Search | -None- | As updates are available | Email + online

Terms: "rhodes must fall" AND oxford

Period: 21 Feb 2022 - 30 Aug 2022

Filters:

Note: No note available

News: United Kingdom; News

Description:

No description available



Journal alerts

Receive alerts when new new issues of your favourite journals are published.

- Publisher websites
- JournalTOCs/BrowZine

Publisher website

Advantage

- Usually faster than other alert services.

Disadvantages

- Cover a small number of journals.
- More difficult to manage your alerts.

BrowZine

Advantages

- Alerts available for thousands of journals.
- Manage alerts in one place.

Disadvantage

- It takes slightly longer for alerts to be sent.

Year-round publishing



Some journals release articles online **all year round, between issues.**



Possible delay in receiving notifications of these articles if relying on alerts for new journal issues.



Demonstration:
publisher website



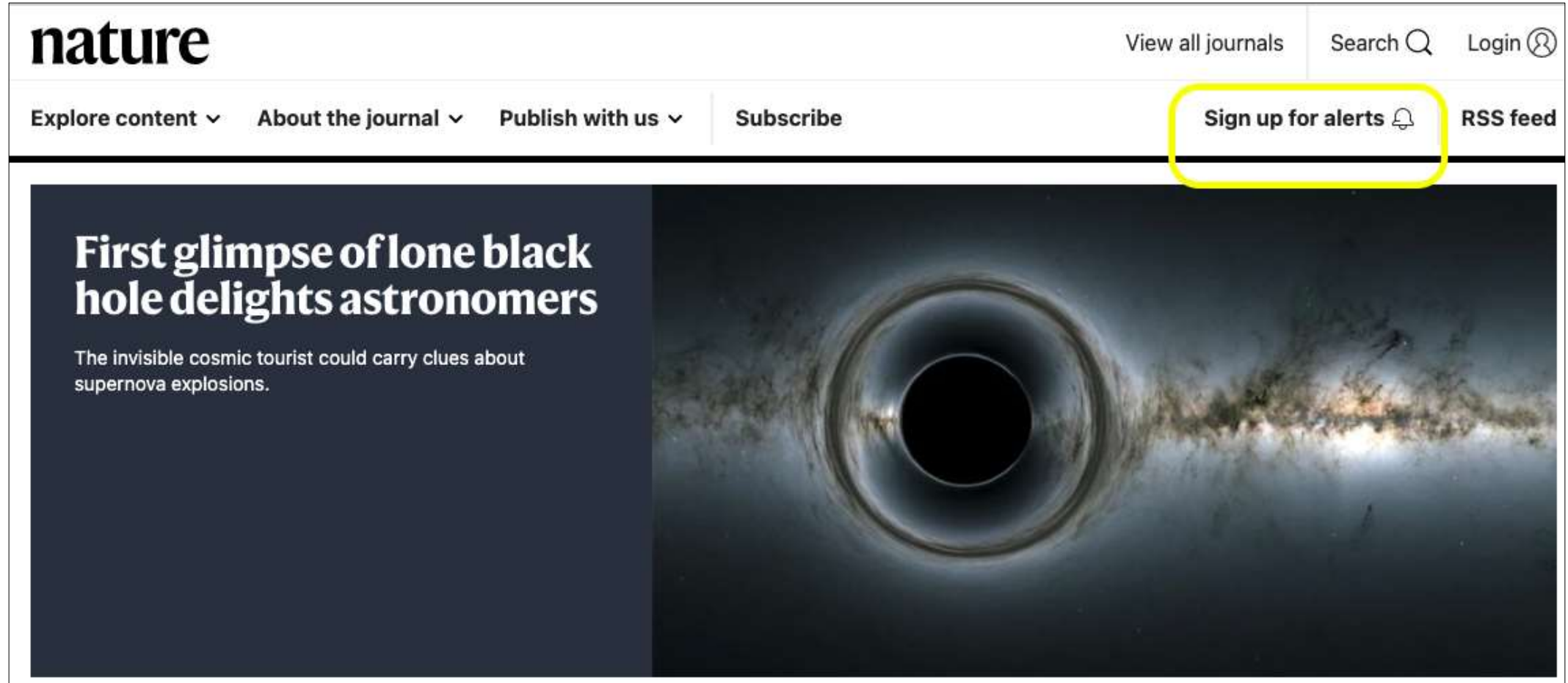
Nature journal

Nature website

Go to the Nature website (<https://www.nature.com/>).

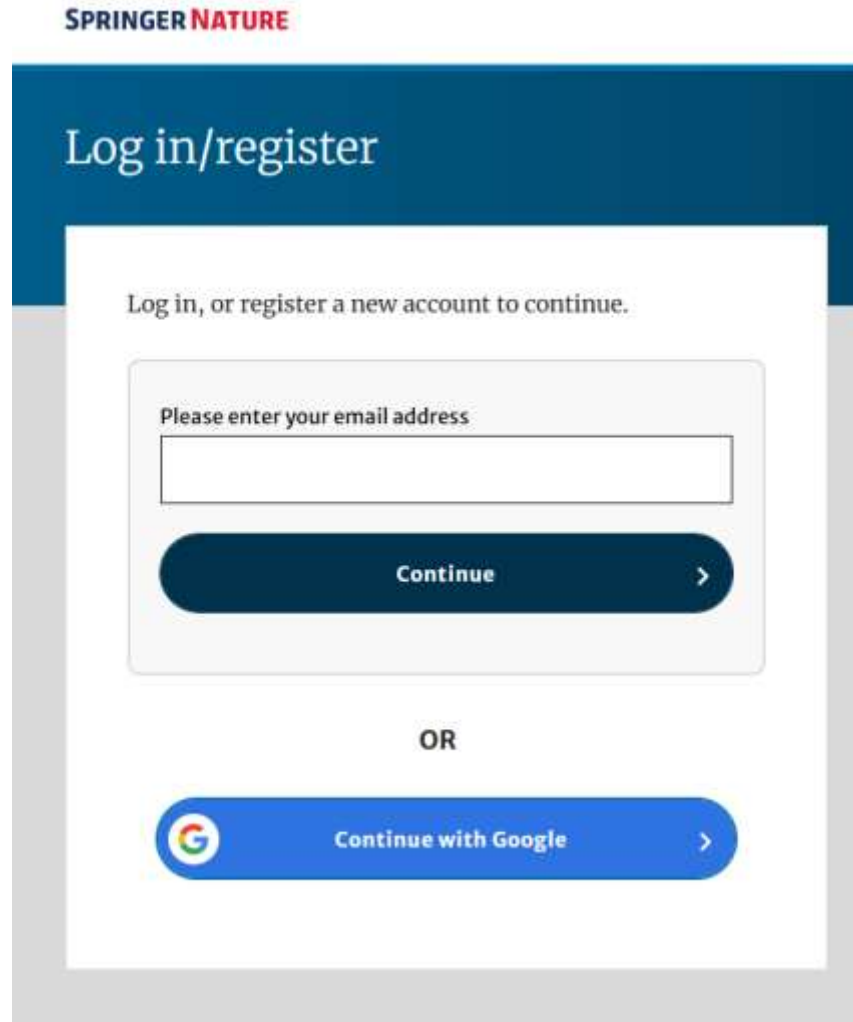
Nature sign up

Click 'Sign up for alerts'.



Nature: sign up options

If you already have an account, sign in. Otherwise **register** with an **email address and password**.

The image shows a screenshot of the Springer Nature login and registration page. At the top, the 'SPRINGER NATURE' logo is visible. Below it, a dark blue header contains the text 'Log in/register'. The main content area is white and contains the instruction 'Log in, or register a new account to continue.' Below this, there is a light gray box with the prompt 'Please enter your email address' and a text input field. Under the input field is a dark blue button labeled 'Continue' with a right-pointing chevron. Below this box, the word 'OR' is centered. At the bottom is a blue button with the Google logo, labeled 'Continue with Google', and a right-pointing chevron.

SPRINGER NATURE


Log in/register

Log in, or register a new account to continue.

Please enter your email address

Continue >

OR

 Continue with Google >



Nature: verify email address

- **Click the link** in the **automated email** you receive prompting you to **verify your account**.
- You will be taken to a web page where you need to fill in details about your **subscription preferences**.
- Upon completion, you will be subscribed to Nature.



Nature: manage and add to journal email alerts

Go to your **account area** (<https://www.nature.com/my-account/alerts>) to **manage** and **add** to the journals you will receive email alerts for.

Demonstration: BrowZine

BrowZine website

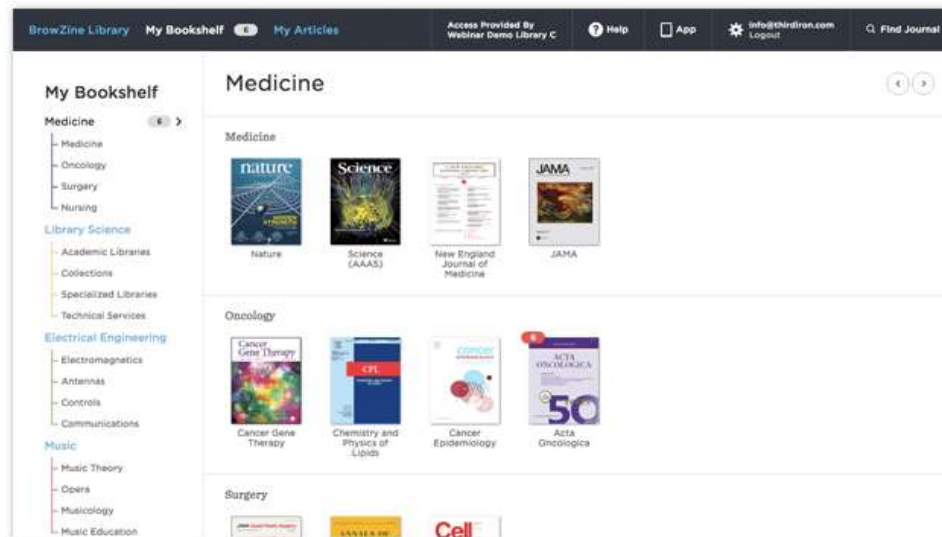
Go to the BrowZine website (<http://www.browzine.com>).

BrowZine: sign in

1. Sign up by clicking My Bookshelf and select Sign Up



My Bookshelf



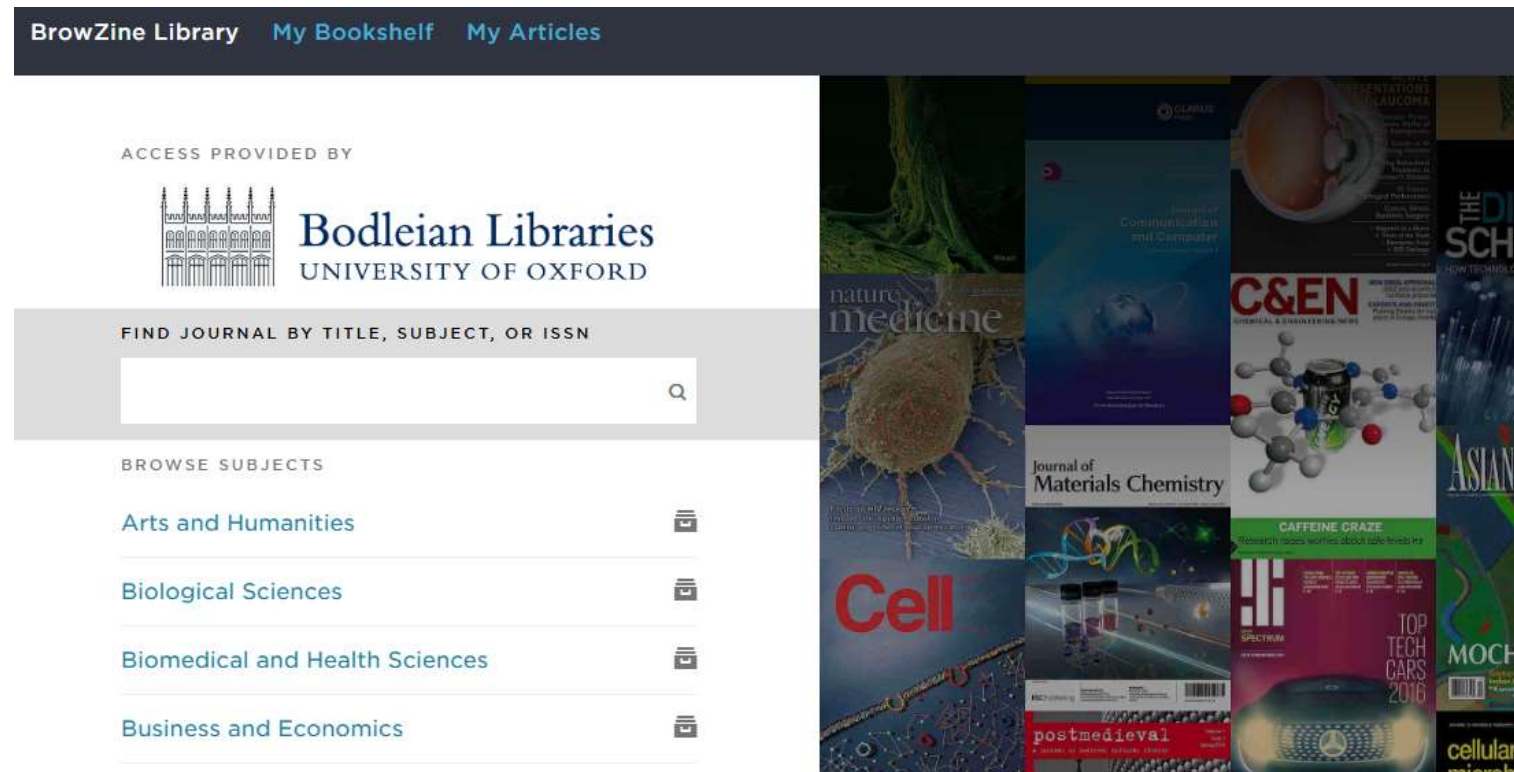
You can track your favorite journals on My Bookshelf.

Your favorite journals, and the new articles released in them, will stay in sync between all your devices.

[Login](#) or [Sign Up](#) to use My Bookshelf today.

BrowZine: search

2. After signing up and signing in, either search for a specific journal in the search bar or browse by subject.



BrowZine: follow journal

3. Once you have found a journal, select 'Add to my Bookshelf' to follow the journal. (Or select the folder icon to save a specific article.) This will mean you are following the journal and it has been logged as a journal of interest.

BrowZine Library My Bookshelf My Articles

Victorian Studies
SJR: 0.151

Victorian Studies

+ ADD TO MY BOOKSHELF

JOURNAL ISSUES

2024 > Vol 66 Issue 3 >
2023 Vol 66 Issue 2
2022
2021
2020

2024: Vol. 66 Issue 3

Editors' Introduction
p. 367

Link Folder Graduation Share

Stretch*
pp. 368-376 - Joshi, Priti

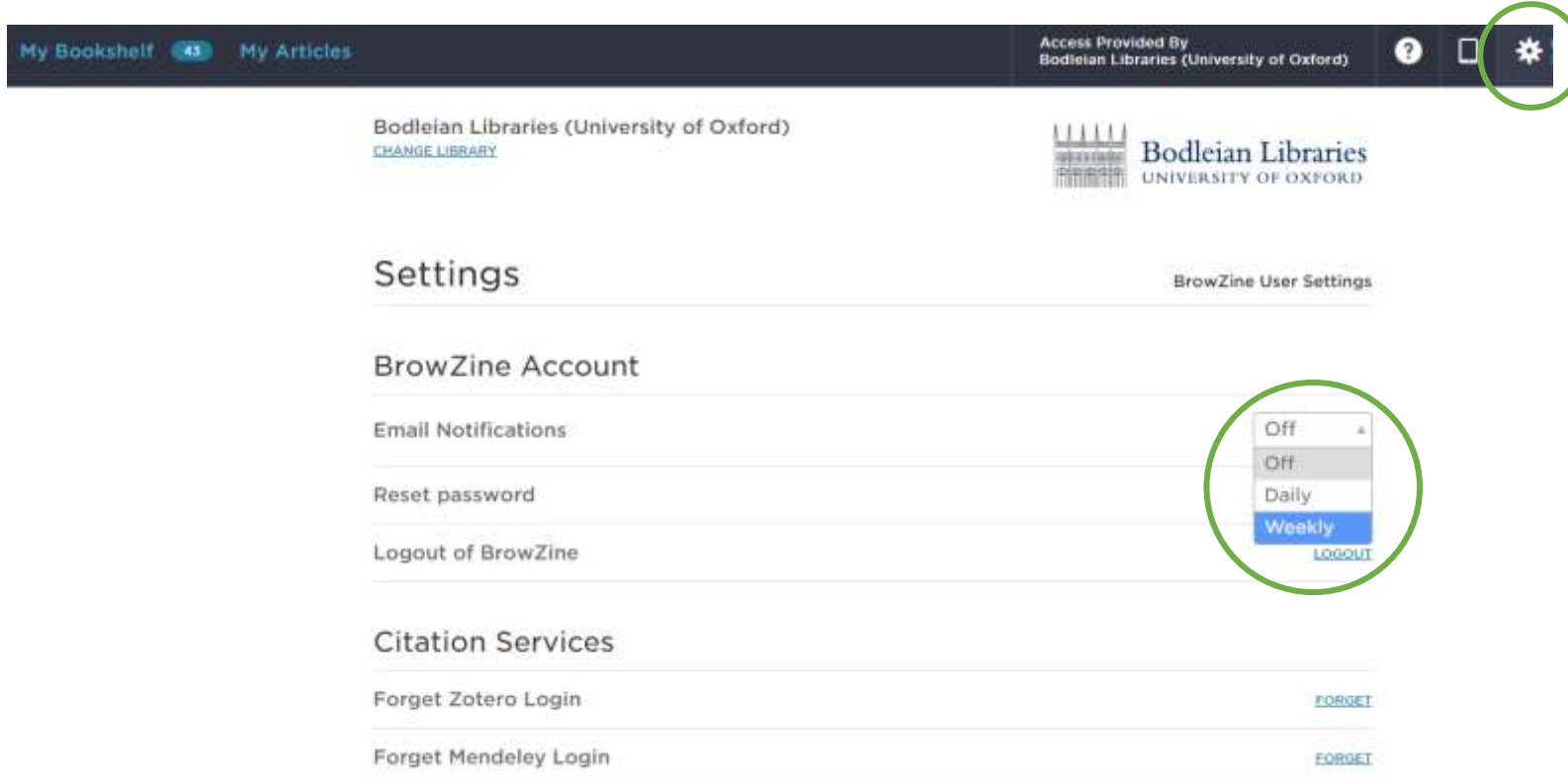
Link Folder Graduation Share

Brothers' Keepers: Men's Caregiving and Violence in Joseph Conrad's Heart of Darkness
pp. 377-385 - Krienke, Hosanna

Abstract: While Heart of Darkness (1899) is a touchstone for imperial violence, it is also a text full of an antithesis to violence but as an integral component of imperialist agendas. Across global newspaper texts often landed on a paradoxical solution of mutual surveillance, or what I call "brother's keeper"

BrowZine: settings

4. To receive email alerts for the journals, select the settings icon and turn the email notifications on to either 'daily' or 'weekly'.




The screenshot shows the BrowZine interface for a user from Bodleian Libraries (University of Oxford). The top navigation bar includes 'My Bookshelf' (43 items) and 'My Articles'. The settings icon (a gear) in the top right is circled in green. Below the header, the 'Settings' section is titled 'BrowZine User Settings'. Under the 'BrowZine Account' section, the 'Email Notifications' dropdown menu is open and circled in green, showing options for 'Off', 'Daily', and 'Weekly' (which is highlighted in blue). Other options in the account section include 'Reset password', 'Logout of BrowZine', and 'Logout' (a link). The 'Citation Services' section includes links to 'Forget Zotero Login' and 'Forget Mendeley Login'.

My Bookshelf 43 My Articles

Access Provided By Bodleian Libraries (University of Oxford) ? [icon] [gear icon]

Bodleian Libraries (University of Oxford)
[CHANGE LIBRARY](#)

 Bodleian Libraries
UNIVERSITY OF OXFORD

Settings

BrowZine User Settings

BrowZine Account

Email Notifications [dropdown menu: Off, Off, Daily, Weekly]

Reset password

Logout of BrowZine

Logout

Citation Services

Forget Zotero Login [FORGET](#)

Forget Mendeley Login [FORGET](#)

JiscMail

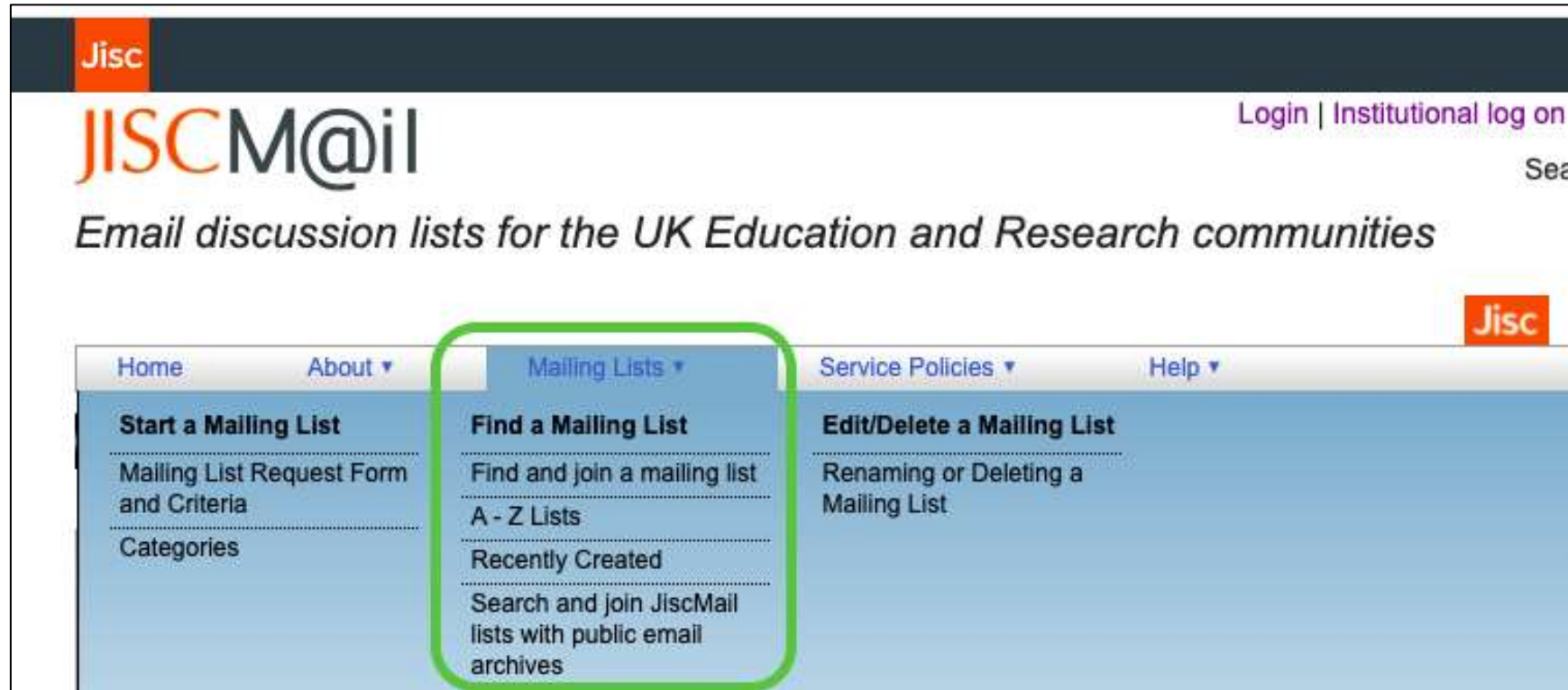
9,000 mailing lists

Over a million unique users

<https://www.jiscmail.ac.uk/>

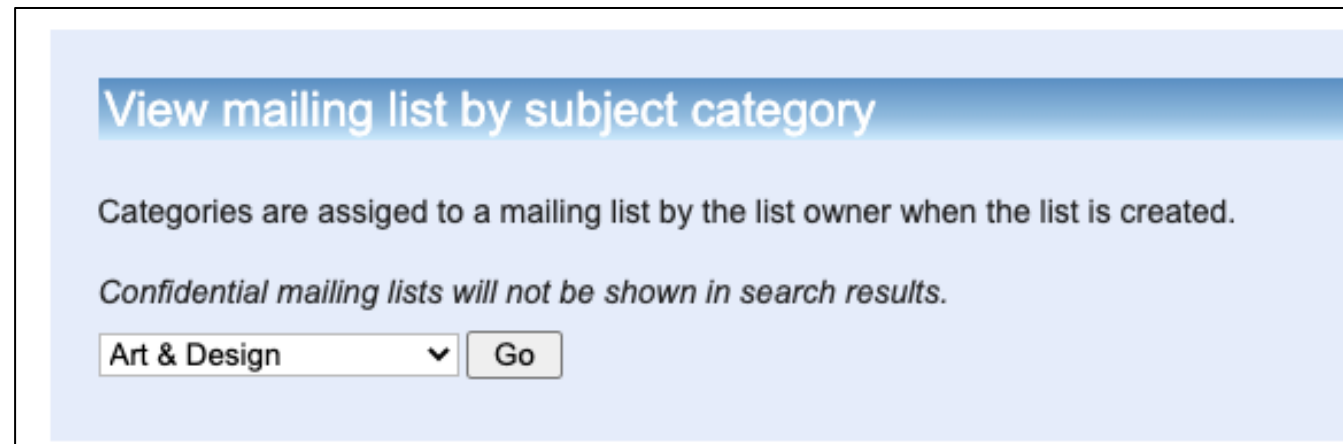
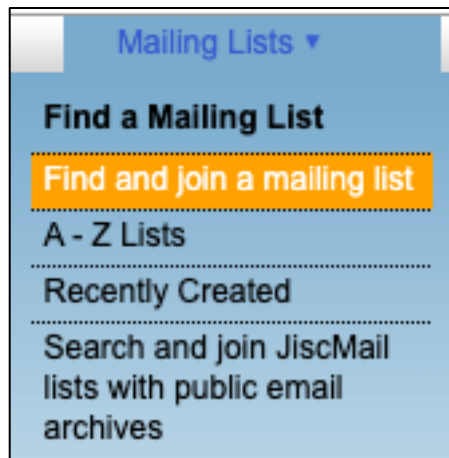
JiscMail: navigate home page

1. Click 'Mailing Lists' in the ribbon menu and click 'Find and join a mailing list', 'A-Z lists' or 'Recently Created'.



JiscMail: find mailing list

2. An easy start is to click 'Find and join a mailing list', then scroll down the page to browse mailing lists by subject.



JiscMail: view mailing list

3. Once you have found a mailing list you would like to join, click 'Subscribe or Unsubscribe'.

CEBD-EVIDENCE-UPDATES@JISCMAIL.AC.UK LISTSERV Archives

[Subscribe or Unsubscribe](#) [Log In](#) [Get Password](#)

Privacy Policy
[CEBD-EVIDENCE-UPDATES Privacy Policy](#)

Important Information

1. Before using JiscMail, please read our terms and conditions:
<https://www.jiscmail.ac.uk/policyandsecurity/>
2. For the purpose of GDPR, the list owners (those who manage the mailing list) are the Data Controllers. Jisc, who operate JiscMail, are Data Processors.
See: <https://www.jiscmail.ac.uk/policyandsecurity/#12>
3. The privacy policy for **this mailing list** (link above) explains how your information is managed. Jisc's privacy notice is available here:
<https://www.jisc.ac.uk/website/privacy-notice>
4. If you notice anyone misusing the service please inform JiscMail

[Email JiscMail](#)
[Email the list owner\(s\)](#)
[Help using JiscMail](#)

Latest Messages

CEBD Evidence Update, October 2020	Douglas Grindlay < log in to unmask >	Fri, 6 Nov 2020 11:55:43 +0000
CEBD Evidence Update, September 2020	Douglas Grindlay < log in to unmask >	Thu, 1 Oct 2020 12:42:35 +0000
CEBD Evidence Update, August 2020	Douglas Grindlay < log in to unmask >	Fri, 28 Aug 2020 10:04:03 +0000

CEBD-EVIDENCE-UPDATES [Hide Latest Messages](#)

This list is used by the Centre of Evidence Based Dermatology (CEBD) to provide a monthly e-mail update on new evidence-based resources in dermatology, with an emphasis on guidelines, systematic reviews and evidence-based summaries. Privacy notice: In addition to names and e-mail addresses submitted during the registration process with JISC-mail, we record subscribers' job role and geographical location. The data are used to monitor the impact of the Updates in terms of the number of subscribers by country and by professional group. The data are not used for any other purpose, and are not shared with other organisations or businesses.

[Centre of Evidence Based Dermatology](#)

- November 2020
- October 2020
- August 2020
- June 2020
- April 2020
- February 2020
- January 2020
- November 2019
- October 2019
- September 2019
- August 2019

JiscMail Tools
[Files Area](#) | [help](#)

RSS Feeds and Sharing
[RSS 1.0 feed](#)
[RSS 2.0 feed](#)
[Atom feed](#)
[Bookmark/Share](#)

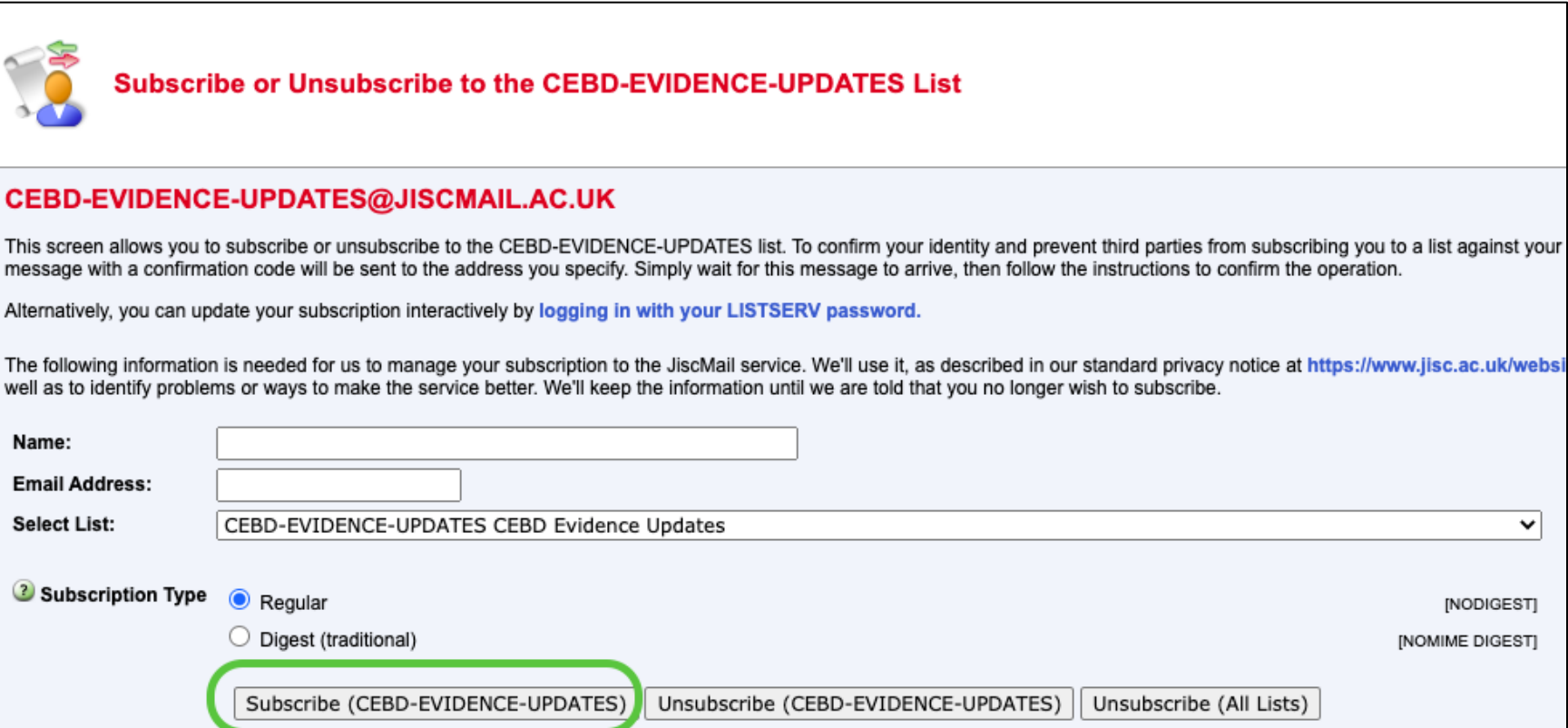
Search Archives
Advanced Options
 [Search](#)


Search JiscMail open content
Loading

JiscMail is a Jisc service.
View our service policies at
<https://www.jiscmail.ac.uk/policyandsecurity/>

JiscMail: subscribe to mailing list

4. Enter your name and email address, then click the 'Subscribe' button.



 **Subscribe or Unsubscribe to the CEBD-EVIDENCE-UPDATES List**

CEBD-EVIDENCE-UPDATES@JISCMAIL.AC.UK

This screen allows you to subscribe or unsubscribe to the CEBD-EVIDENCE-UPDATES list. To confirm your identity and prevent third parties from subscribing you to a list against your message with a confirmation code will be sent to the address you specify. Simply wait for this message to arrive, then follow the instructions to confirm the operation.

Alternatively, you can update your subscription interactively by [logging in with your LISTSERV password](#).

The following information is needed for us to manage your subscription to the JiscMail service. We'll use it, as described in our standard privacy notice at <https://www.jisc.ac.uk/websi> well as to identify problems or ways to make the service better. We'll keep the information until we are told that you no longer wish to subscribe.

Name:

Email Address:

Select List:

Subscription Type ☒ Regular ☐ Digest (traditional)

[NODIGEST]
[NOMIME DIGEST]

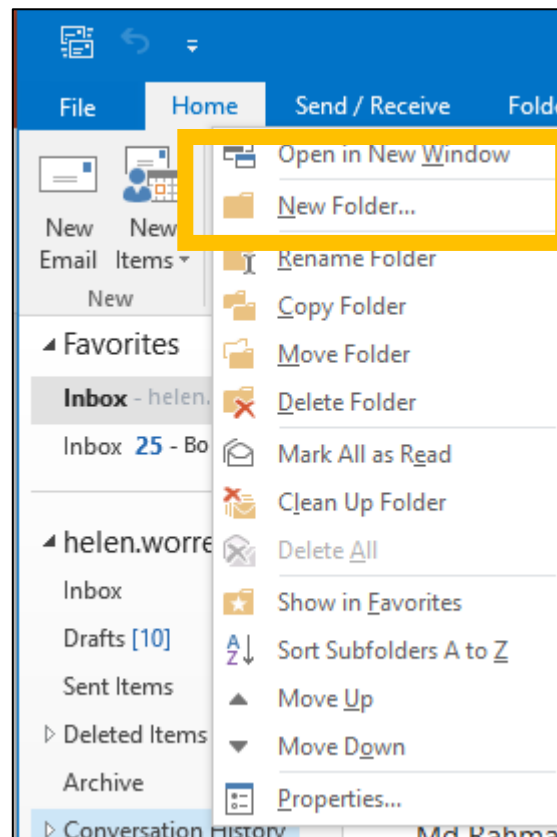
Managing
your inbox:
Create filters
Mark unread
or flag



Managing your inbox: new folder

Create a folder in Outlook desktop app

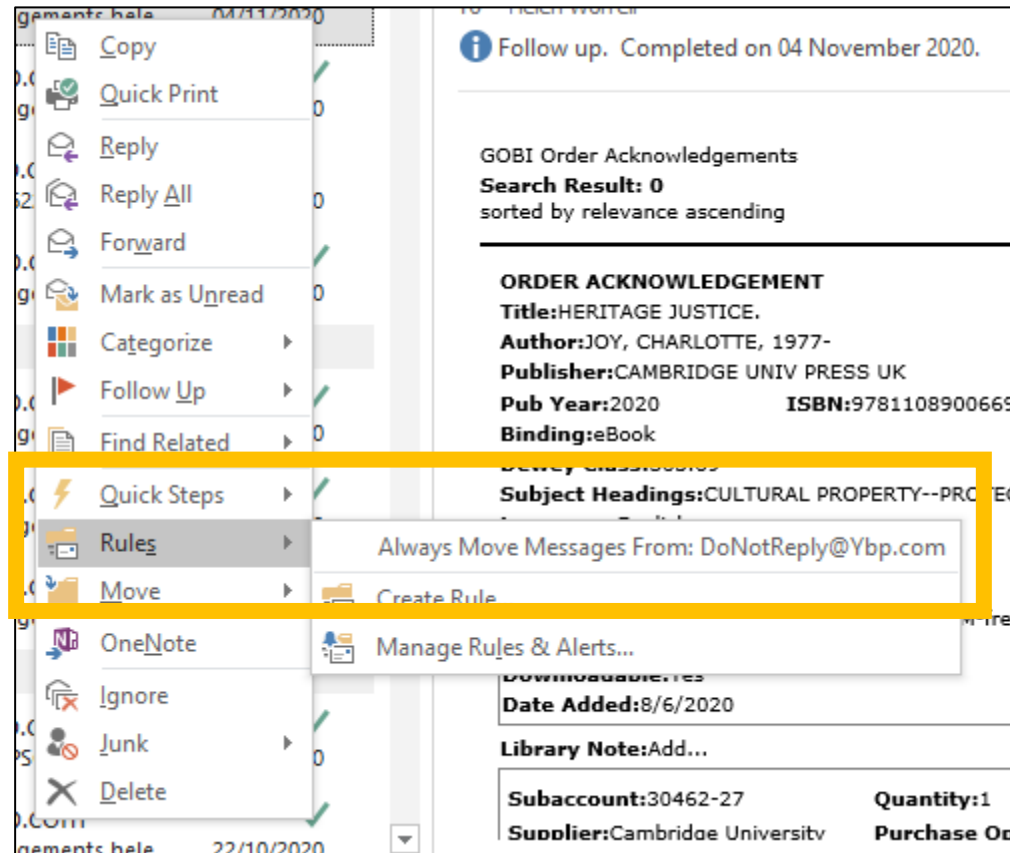
1. right click in left hand pane
2. click 'new folder'



Managing your inbox: filters

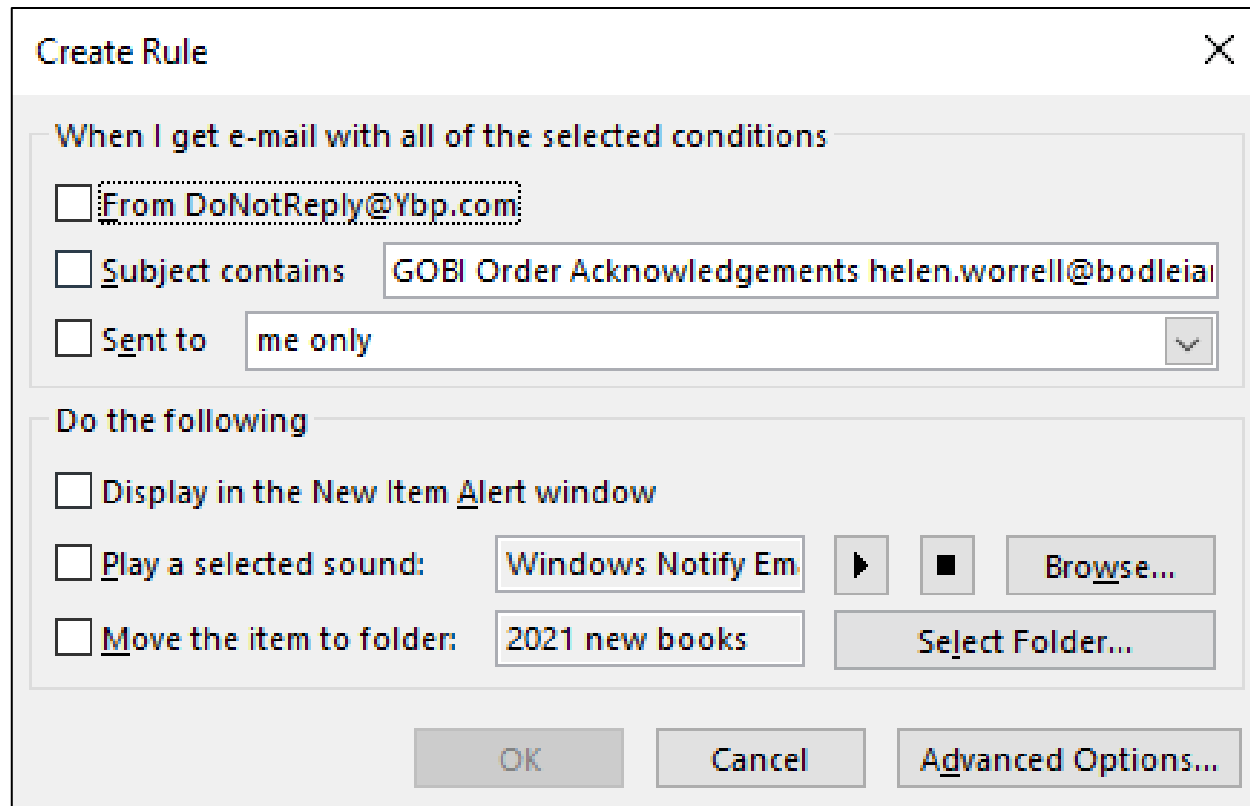
Create filters (called 'rules' in Outlook)

Right click on the email you would like to filter and hover over 'rules'. Click 'create rule'.



Managing your inbox: rules

You will be given various options to create a 'rule' with. Click 'move the item to folder' and select an existing folder.



The screenshot shows a 'Create Rule' dialog box with a close button (X) in the top right corner. The dialog is divided into two main sections: 'When I get e-mail with all of the selected conditions' and 'Do the following'.

When I get e-mail with all of the selected conditions

- ☐ From DoNotReply@Ybp.com
- ☐ Subject contains GOBI Order Acknowledgements helen.worrell@bodleia
- ☐ Sent to me only

Do the following

- ☐ Display in the New Item Alert window
- ☐ Play a selected sound: Windows Notify Em. [Play button] [Mute button] [Browse...]
- ☐ Move the item to folder: 2021 new books [Select Folder...]

At the bottom of the dialog are three buttons: OK, Cancel, and Advanced Options...

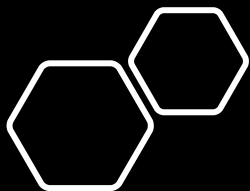


What have you learnt?

How to set up email alerts:

- on library catalogues
- on databases
- for newspapers
- for journals
- on JiscMail

How to manage your email



Further help

Contact:

morwenna.broughton@bodleian.ox.ac.uk
helen.worrell@bodleian.ox.ac.uk

Copies of handouts will be available on the iSkills guide: <https://bit.ly/3bk8eyf>



Questions