



Welcome to the third issue of the JISCmail Newsletter. This issue is quite a short one in anticipation of a bumper anniversary special next time!

If anyone would like to drop us a line telling how and why they use JISCmail it would be interesting to put together an article on the wide variety of customers we have. As usual the address to use is

[newsletter-request@jiscmail.ac.uk](mailto:newsletter-request@jiscmail.ac.uk)

*Philippa Strange, Editor.*

## Inside this issue:

[Virus Alerts](#)

[Spam](#)

[Adding Owners](#)

[Technical Advisory Service for Images \(TASI\)](#)

[Tips for Owners](#)

[Subject Categories](#)

[JISCmail statistics](#)

## VIRUS ALERTS by Pam Delaney

Many of you will have heard of either virus 'alerts' or virus 'attacks' and although you may know that they can cause immeasurable harm to your computer, you may not be aware of their exact nature.

A computer virus takes its name from the word virus, which means to corrupt and is a contagious computer program, usually hidden within another seemingly innocuous program that produces copies of itself and inserts them into other programs damaging the integrity of stored data.

Computer virus attacks seem to happen more and more frequently and a huge amount of anti-virus software has been written to try and contain them. As recently as 6 October 2003 the following article was to be found in the national press.

### **The virulence of viruses**

In its latest Internet Security Threat Report, anti-virus software maker Symantec said more intricate computer viruses are appearing at a faster rate, making it harder for computer users to guard against malicious software. The company said hackers are using "blended threats" that combine the capabilities of different types of viruses to carry out their attacks. Blended threats, which include worms that can burrow into computer systems by sending themselves over a network or attaching to e-mail, accounted for 60 percent of malicious code submissions in the first half of 2003, Symantec said.

*N.B. The acronym worm means Write Once Read Many and is a computer storage medium, in which data cannot be changed after it is stored but can be read.*

**Threats from virus attacks are taken very seriously by us. Network Associates McAfee Groupshield, plus the extra protection of F-Secure on the JISCmail server itself protect our mail servers. You can see from our statistics over the last few months the extent of these contaminated messages coming in to us, but none have ever reached our lists.**

Our local mail relays also validate against several well-known sites, whose job it is to check domains/sites for open relays, spam, open proxy servers and other potential damaging effects on mail.

The recent global virus attacks worldwide at the end of August caused many domains/sites to be temporarily blacklisted. If you receive a rejected message from JISCmail to say you have been blacklisted, you are advised to contact either your local IT Support or contact the site directly to have your local domain/site reinstated. Your error message will contain the details of the particular blacklist site to contact.

These measures are essential to keep JISCmail free from spam and virus attacks. We appreciate that this may inconvenience some of you, but I am sure you will understand that the welfare of the entire community is paramount. JISCmail currently hosts 4593 lists with 550,130 subscribers, the majority of whom will be unaffected by this.

## Coming soon.....

- **How to get the most out of your list: bulk add and files area**
- **Newcomers corner: netiquette do's and don'ts**
- **An interview with Spencer Warhurst**
- **JISCmail Anniversary: 3 years on**

## Technical Advisory Service for Images (TASI)

By Grant Young

TASI is a specialist service funded by the JISC (<http://www.jisc.ac.uk/>) to support those creating or using digital images within further and higher education. Users of TASI's services range from those undertaking large-scale digitisation projects to lecturing staff wanting to make the most of images within their teaching.

TASI offers four main services:

- an extensive Web site of imaging information
- a technical helpdesk
- a programme of practical workshops and seminars
- a JISCmail discussion list

TASI Web Site <http://www.tasi.ac.uk/>

The service's Web site includes more than 50 technical documents on image creation and use, ranging from short overviews (1-2 pages) to more in-depth papers (10-20 pages). In addition there are FAQs, case studies, interactive tools, and links to other sites. TASI's online resources are kept up-to-date through an ongoing programme of revision and are used and recommended throughout the world.

Recent additions or updates to the Web site include:

- "Digital cameras" – an in-depth technical report
- "Getting the best out of low-end digital cameras" – a gentler introduction to some of the key features of digital cameras
- "New digital image file formats" – an introduction to newer image formats such as PNG and JPEG2000

TASI Helpdesk Email: [info@tasi.ac.uk](mailto:info@tasi.ac.uk)

A helpdesk service is available without charge to those working within further or higher education institutions. Answers are usually provided within a day or two and if TASI doesn't already know the answer, it will do the research. TASI does not recommend specific commercial products, but will tell you what questions you need to ask when purchasing hardware or software.

Recent questions include:

- "I'm setting up a photo library, what cataloguing standards do I need to know about?"
- "Should I be scanning my watercolours with 24-bit or 48-bit colour?"
- "My TIFF images are taking up a lot of storage, can I get by with JPEGs?"
- "I want to buy a digital camera that will..."

TASI Workshops <http://www.tasi.ac.uk/training/training.html>

Over the years TASI has trained hundreds of people and built up a reputation for excellence. TASI's workshops are small (8 or less), run for a full day and are competitively priced. They provide a good theoretical grounding, but very quickly move on to practical activity.

A sampling of workshop titles include:

Image Capture (Beginners, Intermediate, or Advanced)

Putting your Images Online: A Guide for Lecturers  
Creating Quality Metadata

Digital Rights Management: Practical Approaches to Securing and Protecting Copyright

TASI JISCmail List <http://www.jiscmail.ac.uk/tasi>

The best way to keep in touch with TASI is by joining the TASI list, hosted by JISCmail. This serves two very useful purposes: it enables TASI to advertise new documentation and up-coming events; and it provides a forum for those actively engaged in creating or using digital images.

Unlike the helpdesk, a question posed on the TASI list will not only draw responses from TASI staff, but also from others on the list with relevant knowledge and experience.

In addition to its own list, TASI posts messages to several other JISCmail lists – you may have seen our messages on lists you belong to. We find this an easy and effective way of reaching those who could benefit from the services we have to offer.

So next time you see a TASI message on a list, you'll know a little more about the service behind the acronym. And if you belong to a JISCmail list that you think should know about TASI, please let us know about it.

---

Grant Young, Technical Research Officer

[Virus Alerts](#)

[Spam](#)

[Adding Owners](#)

[Technical Advisory Service for Images \(TASI\)](#)

[Tips for Owners](#)

[Subject Categories](#)

[JISCmail statistics](#)

## JISCMail Subject Categories List - By Philippa Strange

As mentioned in previous newsletters, a review of the JISCMail subject categories that are applied to each list is being undertaken. We would welcome input on any new or missing categories or suggestions relating to this area. This is your chance to make sure your area of expertise is represented and as subject categories are very rarely changed. Some categories already suggested are for Catering and Child-care.

Please forward your comments to [newsletter-request@jiscmail.ac.uk](mailto:newsletter-request@jiscmail.ac.uk).

Below is a comprehensive list of the current categories:

### Art & Design

W1 Visual Arts, W2 Design Studies, W3 Music, W4 Performing Arts, W5 Cinematics, W6 Crafts, W7 Technology, W9 Other Art & Design

### Biological Sciences

C1 Biology, C2 Botany, C3 Zoology, C4 Genetics, C7 Biochemistry, C9 Other Biological Sciences, C10 Ecology, C11 Marine Biology

### Business Studies

N1 Business / Management, N2 Education, N3 Tourism, N4 Finance, N5 Marketing, N8 Total Quality, N9 Other Business Studies

### Computing

E1 Software, E2 Hardware, E4 Computer Networks, E8 Programming Languages, E9 Other Computing, E10 General University Computing, E13 Macintoshes, E14 User Support, E16 Web & Internet, E17 CMC, G5 Computing Science

### Education

X1 Teacher Training, X2 Distance & Open Learning, X3 Academic Studies in Education, X4 Schools, X5 Adult, Continuing & Vocational, X6 Special Needs, X8 Policy, Management, Organisation, X9 Other Education

### Engineering & Technology

H1 General Engineering, H2 Civil Engineering, H3 Electrical/Electronic Engineering, H4 Production Engineering, H5 Chemical Engineering, H9 Other Engineering, F0 General Science

FE & HE Administration

ZB FE & HE Administration

### Humanities

V1 History, V6 Archaeology, V7 Philosophy, V8 Religious Studies, V9 Other Humanities

### Information Resources

I1 Information Services, I2 Subject Based Services, I3 Bibliographic Services & Datasets, I4 Software Resources, I5 CTI Lists, I6 TLTP

### Teaching & Learning

T1 Learning Technology, T2 Teaching & Learning, T3 Networked Learning

### JISC & JISCMail

ZA Lists associated with the JISC  
ZH JISCMail Lists

### Land Use & Environment

K1 Built Environment, K2 Environmental Studies, K3 Town & Country Planning, K4 Urban & Rural Development, K5 Agriculture, K6 Water supply & sanitation, K7 Transport, K9 Other

### Language & Cultural Studies

Q1 Linguistics, Q3 Language Learning, Q4 Literature, Q5 Writing, Q6 Media & Publishing, Q9 Other Language Studies, R2 European Cultures/Languages, R3 Other Cultures

### Library

P1 General Academic Library, P2 Electronic Resources, P3 Library Systems, P4 Library Committees, P6 Regional Groups, P7 Library Staff in Subject Areas, P8 Official Publications, P10 Public Libraries, P11 Library Projects, P14 Metadata, P15 LIS

### Maths & Statistics

G1 Mathematics, G4 Statistics

### Medicine & Health

A1 Health Studies, A2 Dentistry, A3 Surgery, A4 Evidence Based Health, A5 Ophthalmics, A6 Veterinary Medicine, A7 Nursing, A8 Medical Technology, A9 Other Health & Medicine

### Physical Sciences

F0 General Science, F1 Chemistry, F2 Materials Science, F3 Physics, F4 Earth Sciences, F9 Other Physical Sciences

### Social Studies

L1 Economics, L2 Demographic Studies, L3 Sociology, L4 Psychology, L5 Social Work, L6 Anthropology, L7 Gender Studies, L8 Geography, L9 Other Social Studies, L10 Politics, L11 Papers in Economics, L12 Law

### General University

U1 Staff Development, U2 Student Services, U3 University & Industry Links, U4 International Links, U5 University infrastructure, Z1 Disabilities

[Virus Alerts](#)

[Spam](#)

[Adding Owners](#)

[Technical Advisory Service for Images \(TASI\)](#)

[Tips for Owners](#)

[Subject Categories](#)

[JISCMail statistics](#)

## SPAM by Pam Delaney

This year in particular has seen a vast global increase in 'spam' (unsolicited electronic mail) entering our domains. As in the same way that Junk mail falling through out letterboxes is an annoyance and a waste of our time, so is spam on JISCmail.

The problem rarely affects private lists, but those lists that are set-up to receive mail from anyone are susceptible to this intrusion.

Some months ago we contacted all our list owners who had the Send= Public option set for their list, asking if they would like us to change this to Send= Private and if they had 'spam' messages on their archives would they like them removed at the same time.

The overall response was very good and many list owners have seen the benefits of this change.

Email addresses are confirmed when people join a list, making it more difficult to forge addresses. This is often a deterrent for the lazy spammer and they do not bother you again just moving on to the next easy target.

This small change is now being used for any new public lists set-up by the helpline and is proving successful in the war against spam.

[Virus Alerts](#)

[Spam](#)

[Adding Owners](#)

[Technical Advisory Service for Images \(TASI\)](#)

[Tips for Owners](#)

[Subject Categories](#)

[JISCmail statistics](#)

## Adding Owners to Lists by Pam Delaney

One of the frequently asked questions to the helpdesk is 'How do I add a co-owner to my list?' or 'How do I transfer ownership of my list to someone else?'

There are two methods of doing this, either via Configuration or via Wizard, but for either way the list owner must still be using the email address with which they are the owner of the list. If the list owner is about to obtain, or has a new email and just wishes to change their email details within the list header, this must be done using the old email. If the email change has already been made then please contact the helpdesk.

### Via Configuration

- Go to [www.jiscmail.ac.uk/LISTNAME](http://www.jiscmail.ac.uk/LISTNAME)
- Go into Manage the list
- Into Configuration
- Add another Owner= line to the header for a co-owner or change the Owner= line for a transfer of ownership

### Via wizard

- Go to [www.jiscmail.ac.uk/LISTNAME](http://www.jiscmail.ac.uk/LISTNAME)
- Go into Manage the list
- Into Wizard
- Click in to Task Orientated Wizard
- Click into Change the lists administrators. You will see the present owner(s) in the box provide.
- Make any changes you wish and press update

NEWSLETTER List

**Edit List Header – NEWSLETTER**

```
A new issue of the JISCmail Newsletter will be published every two months
Subscription= Open,Confirm
Default-options= Noack,Repro
Confidential= No
Validate= No
Reply-to= Sender,Ignore
Reviser= Private
Send= Owners
Errors-To= Owner
Notebook= Yes,d:\list-logs\NEWSLETTER,Monthly,Public
Owner= p.a.windebank@r1.ac.uk Penny Windebank
Owner= p.j.strange@r1.ac.uk Philippa Strange
----- List Description (insert below) -----
A JISCmail Bi-Monthly newsletter to provide information to list owners and
their members.
```

### Task Wizard: Change the list's administrators

There can be any number of people involved in running a list. You might have the same person taking on all administrative roles alone, or you may assign several different people to each role.

Make desired changes to each of the keywords below, then press the Update button. Alternatively, you can follow the links to the Wizard pages for each keyword – these include lengthy explanations about the keywords. If you just need a short refresher on what the keywords represent, check out the 'Tips' on the left.

**Owner** Specify who has the **owner** role:

**Owner=**

**Quiet:**

Both methods also allow you to add/change Editors/Moderators. If your list has never been moderated before and you do add an Editor or Moderator, the Send= option needs to be changed from Private to Editor, Hold



## Tips for Owners - by Pam Delaney

### Setting a Subject Tag

Many list owners find that setting a subject tag on their list is a useful way for members to see immediately which list a posting has been sent from and equally useful they can use it for automatic filtering/filing it.

To set a subject tag the following must be added to the list header.

```
Subject-tag= LISTNAME (or an abbreviated version)
Default-options= Subj
```

This will cause all postings from the list LISTNAME to appear in a list members mailbox with [LISTNAME] before the subject and is automatically applied to all new members of the list. Current members will not have this option set, so the list owner must send the following from the command line within list management

```
quiet set LISTNAME subj for *@*
```

This can also be done via the web from list management by clicking on the wizard button and choosing task oriented wizards, then Add [LISTNAME] to Subject: header on list postings. The above set command must still be used for current subscribers.

**N.B.** The subject tag is not visible within the list archives. Also the subject tag need not be the name of the list. It could be a whole sentence, but each word must be separated by a hyphen, not a space i.e. [this-is-a-subject-tag]

### Long Archive Page

If your list has been running for sometime and you are now finding that you have so many monthly archives that you are having to scroll down the page, the JISCmail team can condense your old archives into annual batches whilst leaving the current year in monthly batches. Your archives would then look like this:-

**August 2003**

**July 2003**

**...**

**2002**

**2001**

If you think this would make your archive page look tidier, then just send a note to the JISCmail helpline stating the name of your list(s)

A selection of JISCmail statistics for	August	September
<a href="#">distributed messages</a>	8,615,072	11,071,012
new lists set up	48	64
<a href="#">new subscriptions</a>	4371	6189
unique subscribers	338,620	340,747
<a href="#">active lists</a>	4543	4593
spams detected	39805	32287
<a href="#">viruses received</a>	5584	7476
viruses distributed	0	0
<a href="#">helpdesk phone queries</a>	48	59
helpdesk email queries	739	527

#### Our contact details are :

JISCmail  
Building R61 Room 1.05  
CCLRC Rutherford Appleton Laboratory  
Chilton  
Didcot  
Oxfordshire  
OX11 0QX  
Tel 01235 44 6780 Fax 01235 44 6708

Suggestions and ideas for publication in this newsletter are welcome, please email to:

[newsletter-request@jiscmail.ac.uk](mailto:newsletter-request@jiscmail.ac.uk)

The closing date for the next issue is 28th November

**Philippa Strange, Editor**