

## The JISCmail service

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JISCmail is a service based on the LISTSERV list server system. It allows the creation and use of electronic mailing lists. The following information is written from the point of view of yourself as a user, rather than as a person who wishes to create their own lists.

There are literally hundreds of different lists, each covering a particular topic. There are 154 lists in the Business & Management field alone, as follows:

- Total Quality 19
- Leisure & Tourism 20
- Marketing 9
- Education 83
- Finance 23

There are a further 101 lists under the Web & Internet subheading of the Computing field, 100 dealing with various aspects of training, and several HRM and IR lists, together with a further 196 lists under the Learning Technology subheading.

There are two lists dedicated specifically to business research, aimed more at academics than at students doing a dissertation; 4 rather more general management research lists; and 68 devoted to various kinds of project work, though these tend to be quite specific (e.g. projects in facilities management; qualitative methods).

### **Mailing lists work like this.**

Once you've joined a list dealing with a topic related to your dissertation, you'll find that any e-mail sent to a particular list gets sent to every person who has joined that mailing list, so you will receive up to 10 or so e-mails a day, which your e-mailer will organise into topics and author threads in the usual way so that you can see how the discussion develops.

If you send an e-mail to that list, every person on the list receives it, so you can ask questions, join in the discussion, or answer questions other people have posed.

You can see what lists exist, and join them, in one of two ways.

### **Using a Web Reader**

This is probably the most user-friendly way of joining since you can browse the various sections and learn what JISCmail has to offer, very easily

1. Go to the Home page, <http://www.jiscmail.ac.uk/>
2. Browse the 'Using JISCMAIL' section accessed under the 'Where to Start' heading
3. Go back to the Home page and look at the list of business and management lists using the Category Pages search; or put in the name of a topic you're interested in and try the Keyword search.
4. Click on the name of a list that interests you, and when the Archive page window opens, choose the third option down, 'Join or leave the list (or change settings)'
5. Provide your e-mail address and own name in the two topmost boxes and click the 'JOIN' button.
6. Sit back and wait for e-mails to arrive, and join in.

## Using your e-mailer

This way is faster initially, but may take longer to find the list you want since there is no browsing facility; but it's good if you already know the name of the list in which you're interested.

1. Send an e-mail to [jiscmail@jiscmail.ac.uk](mailto:jiscmail@jiscmail.ac.uk)
2. You can leave the 'Subject' line blank
3. In the body of the e-mail, write the word LISTS
4. Send it off, and in a few moments you will receive a list of all the lists in the JISCmail system. They are arranged in alphabetical order: good if you know where to look, slow if you have to scan the whole set until you find one that looks interesting! Note the name of the list you want to join.
5. Send another e-mail to [jiscmail@jiscmail.ac.uk](mailto:jiscmail@jiscmail.ac.uk)
6. In the body of the e-mail, write the following command:  
SUBSCRIBE <name of the list you want to join> <your first name your family name>.  
(So, if I wanted to join the E-BUSINESS list, I would write  
subscribe e-business devi jankowicz)  
To leave a mailing list, enter  
UNSUBSCRIBE <name of the list you want to leave>
7. Sit back and wait for the e-mails to arrive, and join in.

With some lists, you may have to arrange a password to use it. Just follow the instructions. If in doubt, go to:

<http://www.jiscmail.ac.uk/help/using/passwords.htm>