

## VIDMAR Matjaz

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**From:** Jisc Service Desk <tickets.service@jisc.ac.uk>  
**Sent:** 15 October 2018 17:01  
**To:** VIDMAR Matjaz  
**Subject:** Re: JISCmail New List Request [SSOS] (Ref:IN:00343446)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Welcome to JiscMail.

Your new list, SSOS has been approved, created, checked and is ready for use.

This email contains information about your new list, and about your role as a list owner. Please read the details carefully and contact us if you need any more help or advice.

Message contents:

1. Key facts about your new list
2. Your responsibilities as a list owner
3. Getting started
4. News, help, information and advice

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1. Key facts about your new list

Your new list SSOS is ready to use.

Your list homepage is available at [www.jiscmail.ac.uk/SSOS](http://www.jiscmail.ac.uk/SSOS)

The email address for your list is [SSOS@JISCMAIL.AC.UK](mailto:SSOS@JISCMAIL.AC.UK)

Any emails sent to this address will be distributed to all subscribers of the list.

The email address for the list owners of the list is [SSOS-REQUEST@JISCMAIL.AC.UK](mailto:SSOS-REQUEST@JISCMAIL.AC.UK)

This is the email address we give to subscribers/potential subscribers to contact you about joining/leaving your list, posting to your list, or reporting problems.

Your list configuration (please check this information carefully)

Your list is configured as a RESTRICTED mailing list (all subscription require approval from the list owner, and all message archives are PUBLIC)

- Who can subscribe to your list: owners have to approve all subscriptions
- Who can send messages to the list: only subscribers (list owner moderated)
- Can the list be found in a search on our website: Yes
- Will the archives be publicly available through search engines: Yes – this means that messages posted to your list will be indexed by search engines (found in google-searches)
- If someone replies to a message, where will it go? Replies are sent to the sender
- Who can view the subscriber names/emails: Only list owner(s)
- Can I send messages with attachments/documents? No (but JiscMail Helpline can enable this feature)

If you need to change any of these settings – please contact us immediately

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## 2. Your responsibilities as a list owner

### 1. Service Policies

Please familiarise yourself with our Service Policies, <http://www.jiscmail.ac.uk/policyandsecurity/> these describe the way in which we expect the service to be used, by list owners and subscribers and section #4 outlines the key list owner responsibilities. If you have any questions about these, or require help with any difficult issues our helpline team can support you.

### 1. Privacy Notices

For the JiscMail service, <https://www.jisc.ac.uk> are the data processors, and list owners are the data controllers.

Jisc has its own privacy policy on the information the service collects, and how it's used: <https://www.jisc.ac.uk/website/privacy-notice>

And your mailing list has the following (default) privacy notice:

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*Privacy notice for SSOS*

*By using the SSOS your personal data (email address, name) may be used by the list owner to manage your membership, support you in using this mailing list, to identify problems or to make the mailing list better.*

*If you post messages to this mailing list, be aware that any personal data you share within your email (email address, name and signature information) may be visible to others. To check who else may view your message and personal data, check the mailing list archive privacy setting, which is displayed at [www.jiscmail.ac.uk/SSOS](http://www.jiscmail.ac.uk/SSOS).*

*Your email will continue to be subscribed to the mailing list until you ask the list owner, or JiscMail Helpline to remove your details. Any email messages you post to the mailing list will remain in the mailing list web-accessible archives, until you ask the list owner, or JiscMail helpline to remove these details.*

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Your mailing list privacy notice forms part of an email called “subscription confirmation” which is issued to new subscribers when they join, or are added to, your mailing list.

For more information on privacy notices, see: For further information see <https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notice-transparency-and-control/> and If you want to update the contents of this message, please email [help@jisc.ac.uk](mailto:help@jisc.ac.uk) outlining the changes you wish to make.

### 1. Updating subscribers regularly

We recommend that you routinely remind subscribers about how they can interact with the list, how to contact you, how to unsubscribe from the list, as well as providing them with updates on changes which have been made to the list, including when new list owners have been recruited.

### 1. New/additional list owners

If you add new list owners or transfer ownership of the mailing list, it is your responsibility to ensure that new list owners are aware of the mailing list settings, and they are responsible for all archive content (old as well as new).

Our helpline team can provide a summary of the key settings for your list and give advice on list archives.

### 1. Sharing JiscMail service information with your subscribers

Occasionally the JiscMail service team will ask you to cascade service information to subscribers (by posting a message to your mailing list). We request this through our OWNERS-ANNOUNCE mailing list, and as a list owners you have been subscribed to this mailing list by our team, and you should have received a “subscription confirmation” email.

To review recent service updates, visit [www.jiscmail.ac.uk/OWNERS-ANNOUNCE](http://www.jiscmail.ac.uk/OWNERS-ANNOUNCE)

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### 3. Getting started with your new JiscMail list.

Register a password on the JiscMail website – to access list management tools.

The list management tools enable list owners to manage subscribers, post messages, review archives and use the shared files area. If you don't have a password registered for your email address, follow the instructions below to set one up (these instructions will also help you re-set your password).

- Visit: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?GETPW1=OWNER>

- Enter your email address

- Create a password

- Click REGISTER PASSWORD

- You'll receive an email from LISTSERV containing a link, either click the link or copy/paste it into your web browser to complete the process. These instructions are also available on our website:

<https://www.jiscmail.ac.uk/help/subscribers/registerpassword.html>

Adding subscribers to your list, or encourage new subscriptions to sign-up

Adding subscribers:

- Go to your list home page <http://www.jiscmail.ac.uk/SSOSand> log in

- Choose the LIST MANAGEMENT menu > SUBSCRIBER MANAGEMENT

Follow the instructions on the page to add new subscribers to your list.

Need to bulk-upload subscribers? Contact [help@jisc.ac.uk](mailto:help@jisc.ac.uk) for more information and advice

How can subscribers can sign up to your list?

- Share this link: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?SUBED1=SSOS&A=1>

New subscribers can complete their details to join your list.

- Subscribers can also join your list by sending an email to [listserv@jiscmail.ac.uk](mailto:listserv@jiscmail.ac.uk)

Subject: Subscribe

Message: SUBSCRIBE SSOS Firstname Lastname

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When a new subscriber joins your list they'll receive an email confirmation, one explaining about JiscMail and another “welcome message” which provides standard information about your list.

If you want to set up a customised “welcome” message – contact helpline and we can add this to your list.

Post a message to your list?

- Go to your list home page <http://www.jiscmail.ac.uk/SSOSand> log in

- Choose the POST NEW MESSAGE button and SEND

OR

Post a message by sending an email to [SSOS@jiscmail.ac.uk](mailto:SSOS@jiscmail.ac.uk) - compose your message & send!

If your list is configured to allow subscribers to post messages then these instructions will work for them too.

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#### 4. News, help, information and advice

As a list owner, you will be subscribed to [www.jiscmail.ac.uk/OWNERS-ANNOUNCE](http://www.jiscmail.ac.uk/OWNERS-ANNOUNCE) – this is how JiscMail sends service information and news to all of its list owners. We would always ask you to cascade any relevant information and notices to your subscribers, by posting a message to your list.

If you need any help, information or advice about using JiscMail, you and your subscribers can use our helpline: [help@jisc.ac.uk](mailto:help@jisc.ac.uk) or the help pages on our website <http://www.jiscmail.ac.uk/help>. List owners are welcome to join [www.jiscmail.ac.uk/OWNERS-TALK](http://www.jiscmail.ac.uk/OWNERS-TALK) a private discussion list– where you can get help, tips and advice from other list owners. To join the list visit <https://www.jiscmail.ac.uk/cgi-bin/webadmin?SUBED1=OWNERS-TALK&A=1>

We also run a low-volume newsletter, [www.jiscmail.ac.uk/JISCMail-NEWSLETTER](http://www.jiscmail.ac.uk/JISCMail-NEWSLETTER) providing news, information, tips and advice.

JiscMail uses [www.facebook.com/jiscmail](http://www.facebook.com/jiscmail), twitter @jiscmailhelp and the Service Status on [www.jiscmail.ac.uk](http://www.jiscmail.ac.uk) to report any unexpected service/systems issues.

If you need any further help contact us at [help@jisc.ac.uk](mailto:help@jisc.ac.uk)

Thank you for being part of our success, we hope your new list benefits you and your subscribers.

Thanks for using JiscMail, I would be grateful if you could complete this short feedback form, sharing your thoughts on how your request was managed: <http://bit.ly/JiscMail-Feedback>

From: matjaz.vidmar@ed.ac.uk  
To: helpline@jiscmail.ac.uk;  
Subject: JISCmail New List Request [SSOS]

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: NEW LIST REQUEST SUBMITTED :: 26/08/2018 15:09 :  
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Applicant : Mr. Matjaz Vidmar  
Position : Researcher  
Organisation : The University of Edinburgh

Address : Royal Observatory Edinburgh, Blackford Hill  
City/Town : Edinburgh  
County : Scotland  
Country : United Kingdom  
Postcode : EH9 3HJ

Telephone : 01316688461  
Email : matjaz.vidmar@ed.ac.uk

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List Type : Restricted

No. members : 50

UK HE/FE : 75

Listname : SSOS

Title:

Social Studies of Outer Space

Description:

This is a mailing list for researchers with an interest in topics related to Outer Space.

Additional Owners:

aret2@cam.ac.uk Alexander Taylor

michael.clormann@tum.de Michael Clormann

Moderators:

aret2@cam.ac.uk Alexander Taylor

michael.clormann@tum.de Michael Clormann

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Categories : W7 L8 L9 F11 H7

Web Site : SSoS Network Website [socialstudiesofouterspace.wordpress.com](http://socialstudiesofouterspace.wordpress.com)

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