



**ASET Jiscmail – A Free Forum for Placement & Employability Practitioners**

**[PLACEMENTS@JISCMAIL.AC.UK](mailto:PLACEMENTS@JISCMAIL.AC.UK)**

***USERS' GUIDE***

***What is JISCmail?***

JISCmail is an electronic mailing list service specifically for higher and further education research and support communities. It is a free service, funded by the JISC. It uses the web and email to enable groups of academic and administrative staff to talk to each other and to share information.

***Why should I use JISCmail?***

JISCmail can be used for sharing ideas, collaborating on projects, announcing events, seeking advice and generally keeping up-to-date with new ideas and developments in your field – in our case placement/work-based learning. This can prevent duplication of effort, reduce a sense of isolation and add a feeling of immediacy and excitement to the development of ideas.

***Why is ASET interested in JISCmail?***

As the Placement and Employability Professionals' Body, part of the ethos of ASET is to create a community of practitioners and an arena for staff to share new ideas, good practice, problems and experiences. We represent around 1300 individuals so hope that this service will promote and enhance the trans-institutional network of practitioners that already flourishes at ASET events. To this end it will also be complemented by a new messageboard on the ASET website, due to be included as part of an overall re-launch of the site in early 2007.

***How do I use JISCmail?***

You don't need to be a computer expert to use JISCmail; all you need is web access or email. You can join the list by going to:

**<http://www.jiscmail.ac.uk/cgi-bin/webadmin?SUBED1=placements&A=1>**

After you join you will start to receive email from the list. If you want to participate in discussions or ask a question, you either (once you are registered) login to:

<http://www.jiscmail.ac.uk/cgi-bin/webadmin?P1&L=placements>

or directly email the list ([placements@jiscmail.ac.uk](mailto:placements@jiscmail.ac.uk)). This message will then be automatically sent out to all the list members, so everyone will receive their own copy of your message. All messages will also be archived and can be viewed at <http://www.jiscmail.ac.uk/lists/placements.html>

### ***Your settings and other information***

You can select to receive messages either as they are being sent (Subscription type 'Regular') or as a weekly digest (Subscription type 'Digest (traditional)') which should arrive every Tuesday.

If you find you are getting a lot of nonsense text on your digest, this is because it is being scrambled by your server. To remedy this you will need to switch your setting from 'Digest (traditional)' to 'Digest (MIME)'.

If you reply to a message that comes through (as opposed to emailing the list in a new message or via the website), we recommend that you delete the copy of the original message underneath yours, as this will prevent it being repeated in your message, which tends to break up the flow of the dialogue on the list.

### ***What's the catch?***

Hopefully you will find none. This is a free service which ASET is simply facilitating as part of its service to its member organisations and the placement staff it represents. If you feel you are getting too many emails, we recommend you set your settings to digest so you will receive just one email every week.

Although we encourage people and appropriate organisations to promote their own events and even products through the list, we will attempt to regulate it to make sure everything is relevant to placements and any unsolicited contributors will be banned.

It is also very easy to unsubscribe any time you wish.

### ***What if I need help?***

As all emails sent to [placements@jiscmail.ac.uk](mailto:placements@jiscmail.ac.uk) will be sent to all subscribers, we instead advise you to direct technical or other concerns directly to the list administrator at [aset@aset.demon.co.uk](mailto:aset@aset.demon.co.uk).

Alternatively, you can contact the JISCmail Helpline at: [helpline@jiscmail.ac.uk](mailto:helpline@jiscmail.ac.uk)

### ***A small disclaimer***

Messages posted do not necessarily reflect the opinion of ASET and this service is not a substitute for information or advice given by the ASET office.