"Love this community"….but how can we use email sensibly?
By Viv Rolfe

The NTF community are quite a passionate lot, and from time to time the Jisc mail list can give rise to some interesting and popular conversations. I pulled these top tips together to help people manage their email sensibly, and I'm sure your institutions can provide you with added support. Here is the email I sent on Feb 13th 2014.

Hi All

The Jisc 'discussion' mail lists and the only way we have to communicate as a group. I agree, not all the chats are relevant to everyone, so here are some useful tips if you wish to manage your emails better and not have them filling your inbox. I'm sure your IT teams can also provide you with similar help.

I find that the easiest way to manage list traffic is to set up filters which put emails from mailing list in a separate folder. This means that they don't clog up my inbox, and that I can look through them all at leisure when I get a moment.

1) Here is how to filter your emails in GMAIL - filtering principles would be the same in Yahoo and other services. You can filter into a folder to read later, forward to another email account, and stop your inbox clogging up.
(I've uploaded it to the blog - copy the link below into your browser and click the 'managing gmail' link to download the slides)
http://ntf-association.com/?attachment_id=486

2) Here is a video on how to filter emails in Microsoft Outlook.
https://www.youtube.com/watch?v=w9ICp_JnKJA

3) Here is the etiquette policy from Jisc mail. The help desk just informed us there is no way you can just opt out of individual discussion threads apparently.
https://www.jiscmail.ac.uk/policyandsecurity/

4) One thing you might want to do if you really want to get less email from this list is to change your subscription type from getting every email, to getting a summary. To do this, simply send an email to listserv@jiscmail.ac.uk with no title and

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in the body (nothing else). This means that you just get one email per day from the list, but of course has the downside of making it harder to participate in discussions. I tend to do this if I am on leave, but remember to turn it off when I get back (same

email address, no subject, and

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in the body.)

5) Join us on Twitter for chats @NTF_Tweet

6) JiscMails relating to our BLOG - you can now 'subscribe' to the blog http://ntf-association.com (link top right) and receive updates on articles and events. So you do take the steps of going 'off list' you can keep up with blog news only (but please don't go off list).

So - do give me a shout if I can be of further help on any of the above. JUST REPLY TO ME AND NOT THE LIST!

Just to reiterate, it is vital we all stay on JiscMail and don't go of the list as it is the ONLY way we can network as a community. And if you think the NTFs chat a lot, you should join the Association of Learning Technology!!!

Best wishes and have a great weekend!!

Viv