INNER CIRCUITS

ETCS Summer Hours:
Monday - Friday
7:30 a.m. - 4:00 p.m.
May 10 - August 13, 1999

My Mail List?
Isn't That My Mail Manager?
by Joe Lear

Almost a year ago we sent out the software, My Mail Manager, to be used as the primary mail list program for bulk mailings. This program not only sorts labels by postal tray order, it can even CASS certify your bulk mail list so your office can take advantage of the cheaper bulk mailing rates. Instructions were sent out on how to install the software and convert your mail list from CIS and WordPerfect to My Mail Manager. Address Checker CD-ROMs have been sent out through the Regional Directors' offices to allow you to correct and certify your bulk mail list.

This year we have received a new package from My Software Company to replace the My Mail Manager software called My Mail List. This package is compatible with My Mail Manager and will allow files to be imported from Microsoft Access and Excel.

Where do you get this new software? ETCS is planning a training session by ITV on Tuesday August 31, from 9:00 a.m. to 3:00 p.m. and the software will be available at this session. (See Training Schedule on page 4 for how to sign up for this training session.) If you are having problems using the older software and need the latest version, check with your Regional Director for a copy of the new My Mail List Software. The very latest version of the program will be available at the ITV training. The morning session will be dedicated to going over the new software and it's capabilities. In the afternoon, you will have an opportunity to use the program and ask questions about your particular needs.

Why use this software? It can save your office *money* on any bulk mailing. Using the My Mail List program in conjunction with an Address Checker CD (being renamed to MyPostageRateSaver in July), which is being sent out every two months (3 copies per region), your bulk mail list can be CASS certified and take advantage of the lower bulk rates. Any time you send out a flyer for fee-based programs, council elections, or other non-penalty mailings, your office can take advantage of the savings a certified mail list gives you. Updates for the My Mail List program will also be available when the address checker CD-ROMs are sent out to each region.

Another reason to use the software is sorting into the bundles and the trays for bulk mailing. The program prints the labels, or envelopes in bundle and tray order printing the instructions for the particular bundle number in the bundle, postal marking and tray. You can even print out the tray labels and bulk mailing form for the particular job. The software also prints the labels with the zip+4 barcode once you have checked your mail list with the address checker CD-ROM, saving your office dollars as well.

The program will allow you to keep every address in one file and with proper coding allow you to sort addresses for different needs. No more searching for the correct address list or making sure each is up to date. It also eliminates the need to search for duplicates among different address files when combined for a particular job. The program will also allow you to search for duplicates in the mail list file then purge them to a separate file to retrieve information from the duplicates or just delete them without saving.

Make sure someone in your office signs up for the August 31 session to learn the latest about handling your bulk mail needs by using My Mail List and MyPostageRateSaver (Formerly MyAddressChecker).

Intellectual Property Issues

by Bill McFarland

I want to review with our Extension community of computer users some of the ideas that were so well presented at a recent conference in Kansas City. University Outreach and Extension, MU Direct, ADEC, and the MU conference office facilitated the conference entitled *Intellectual Property Issues in Distance Learning*. It was very well attended - some participants from out of the country.

Before you skip on to the next article because you think, given my background, this is about copying computer software let me illustrate the issues of intellectual property rights. In surfing the Web you find a neat picture that would be just right for your brochure advertising your program for next month. There is no mention of copyright on the picture, so you assume it is not copyrighted and OK for you to use. WRONG!

As explained by Kenny Crews, J.D., Ph.D., Associate Professor, Indiana University School of Law-Indianapolis, IU School of Library and Information Science, Associate Dean of the Faculties for Copyright Management, Indiana University-Purdue University Indianapolis, all "works fixed in a tangible medium of expression" are copyrighted at the instant they are created. It is automatic and no registration is required. The copyright originates with the author of the work if she/he can show a minimum amount of creativity in the expression. It is the expression that is copyrighted, not the ideas, or facts contained therein. So, no need to ask the question, "Is it copyrighted?", because it is.

Dr. Crews went on to explain that the use of copyrighted material in educational settings is often allowable under the Fair Use Statute of the Copyright law. Educational use alone does not make the use fair, however. There are four factors used to determine fair use, as defined in the copyright law. They are:

Purpose - the purpose of your use of the material
Nature - the characteristics of the work being re-used - factual, data, fictional, etc.
Amount - the percentage of the whole being re-used
Effect - the effect of your re-use on the potential market of the original

Fair use is generally favored when the purpose is more educational than commercial, the nature of the work is more educational than commercial, the amount is a smaller percentage rather than copying an entire work, and when the effect on the market of the original is negligible.

Two other points made at the conference that deserve our consideration were that if you use a copy of a work from a web site that is later found to be infringing on a copyright, then you too are guilty of infringement. Second, when publishing photographs of people we should be careful of the right of publicity. This is their right to control their identity. So if they could be identified in your image, you should seek their permission to publish the image.

There are obviously several offices in the University of Missouri more qualified to discuss these matters of copyright than ETCS. The reason that I thought it necessary to bring it up in this newsletter is that we have made it possible, maybe very easy, for our users to get into trouble without knowing it. The Web is full of good things and the digital cameras can take some excellent pictures of people. Please think about your responsibilities as you use these Information Technologies.

Mail Group Maintenance

by Bill McFarland

We probably are all members of one, or more e-mail mail groups. These services come from Listservs, Listprocs, Almanacs, Majordomo, and other mail control applications. In Exchange, our mail server, mail groups are Distribution Lists, and may be private or public. There are two issues I want to discuss in this article about mail group maintenance.

First, we need to consider the mail groups of which you may have been a member since before Outlook. Not the ones that were in our Extension Almanac, but external to our mail services. These would be national, specialty based e-mail groups that you may have subscribed to years ago, and from which you are still getting messages. These mail groups will have your old mail address in them (before Outlook). The one that ended in @ext.missouri.edu. Since the mail transfer to Exchange/Outlook was carefully constructed to keep the old address receiving mail, you are still receiving mail from these groups. But you need to correct your address with the group so that 1) when your old address is no longer operational, you will continue on the list, and 2) when you send mail to that group now you look like a non-member, and that could cause some groups a problem. Some of you may have subscribed to this group again after you received Outlook, and are actually in the list twice.

It is not so easy to unsubscribe from a group using an e-mail account that is not itself the member that you want to unsubscribe. Some mail group applications provide a way for you to do this with proper command syntax and some give you no way to

unsubscribe from a different address. That is, I can't unsubscribe billmcf@ext.missouri.edu from the e-mail account mcfarlandw@missouri.edu (my old e-mail address from my Outlook mail box).

One way to achieve the desired results is to use Netscape to send a message to the mail group control application (like listproc, or majordomo) and make it look like your old address sent the message. To do this, open Netscape, go to Edit/Preferences. Then open Mail & Newsgroups, then Identity. In this window fill in your old e-mail address, instead of your current one. Your name should already be filled in. If it is not, you may never have used Netscape to send mail by clicking on a mail to link on a web page. If this is the case, better call ETCS. Click OK, if you only need to change your e-mail address.

Now, you want to send an e-mail message but not all versions of Netscape are the same. So these instructions may not directly apply to your version. In Netscape 4, click on the Communicator menu item, then Messenger. In case it asks, do not make Netscape your default e-mail manager (Outlook is). You should see the Netscape communications – Local Mail window. Click on the New Message button. Fill in the To line with the e-mail control address of the mail group from which you wish to unsubscribe. This is not the e-mail group name, but the address of the control function, like *majordomo@ces.stateU.edu*, NOT *funmailgroup@ces.StateU.edu*.

With the message addressed to the control application, put in the message area *unsubscribe mail-group-name*. After sending this message, go back and replace your correct e-mail name in Netscape. Also be sure, if you want to continue on the list, that you send a **subscribe** message to the proper mail control application, from Outlook, or else you will not receive any more messages from that group.

The second issue is with the Exchange/Outlook Distribution Lists, private and public. The issues here are also with your older e-mail addresses. It has come to our attention, that some of us had been able to create our own mail list in our Personal Address Book (PAB) before all the rest of us had been moved over to Outlook. The result is that we can have an UOE person in our private mail list with the old e-mail address. You can check this by looking at your private groups and seeing if there are any

Globes by the names. If these names are UOE people, then they are the old addresses. Delete them, and then add them from the Outlook address book again.

All changes have to be made by the owner of the group in the public distribution lists in Outlook. So if you are an owner of a DL, look at your list and delete any globe people there and add them again. If you are a member of a group and you see that your name is in there with a globe, send a message to the owner and request this change. We transferred all the active mail groups from Almanac to either the Outlook DLs, or to Listproc on the campus server where a group had to contain members other than just UOE people. No need to worry about the Listproc groups. The DLs that we created are shown in the Outlook address book as "UM UOE groupname". If you do properties on one of these groups you can see the members and the owner.

With e-mail taking so much of our time, and practice, we need to keep it as neat as possible. Making these changes now will keep you going for the future. This process may seem overly complicated. If you try and have difficulty with it, please call ETCS for help in getting your e-mail addresses corrected in the mail groups where you need to be a member.

Training Schedule

By Kristie Sapp

The following classes will be held in the ETCS Training Room at 22 Heinkel Building. I will post

Extension Technology & Computer Services
22 Heinkel Building
University of Missouri
Columbia, MO 65211
573-882-2096
FAX 573-882-7927
http://etcs.ext.missouri.edu/helpdesk

detailed course outlines of these courses on our website under training at http://etcs.ext.missouri.edu

July
21st - **Making the Most of Windows 95**
          9:00 a.m. to 3:00 p.m.
27th -**Advanced Word** - 9:00 a.m. to 3:00 p.m.
28th - **Publisher 98 -** 9:00 a.m. to 3:00 p.m
29th - **Advanced PowerPoint -** 9:00 a.m. to 3:00 p.m.

August
4th - **Publisher 98 -** 9:00 a.m. to 3:00 p.m.
5th - **Advanced Word -** 9:00 a.m. to 3:00 p.m.
6th - **Advanced PowerPoint** - 9:00 a.m. to 3:00 p.m.

The following class will be held at the TCRC's. Please sign-up to attend at one of the following locations: Poplar Bluff TCRC, Delta Center, Tri-Lakes @ Reeds Spring TCRC, Kirksville TCRC, Nevada Telecenter, Mexico TCRC, Mineral Area TCRC, University of Mo.-Rolla, and Northwest Mo. State University, Maryville.

August
31st **-** **My Mail List**
    ITV - 9:00 a.m. to 12:00 noon
    Workshop - 1:00 p.m. to 3:00 p.m.
    (Bring your own files to work on or save them to the S:\drive if larger than a floppy.)

To sign-up for one of these sessions, contact ETCS by telephone at 573-882-2096 or send an e-mail to ETCS@Missouri.Edu.

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Inner Circuits **Mailing List Corrections/Additions** - Send an email message to ETCS or call 573-882-2096 to correct an address, add someone to or delete someone from the mailing list.