



Association of managers in higher education

## The AMHEC Mailbase and Website

### The Mailbase

The AMHEC mailbase provides for the exchange of information between members of the Association. The mailbase address is [AMHEC@JISCMAIL.AC.UK](mailto:AMHEC@JISCMAIL.AC.UK)

#### What is the mailbase intended to be used for?

- Member institutions disseminating information of interest to all, or significant sections of, the AMHEC community.
- Member institutions soliciting views or information from other AMHEC member institutions on best practice or current developments.
- The AMHEC Executive Committee publicising events, workshops & conferences and membership information.

#### Who is the mailbase for?

- All individual AMHEC members are welcome to use the general mailbase and are automatically added as a user on joining the Association. Where this has not occurred, please email the AMHEC Administrator via [amhec1960@gmail.com](mailto:amhec1960@gmail.com) to authorise your being added to the mailbase.
- Alumni members of the Association are also able to benefit from the mailbase on payment of relevant membership fee.
- Only registered users can send messages to or receive messages from the mailbase; as such, it is a *private forum for the benefit of members only*. Messages to it should **not** be forwarded unless explicitly labelled as being intended for that purpose (e.g. advertising Conference, Workshops or other events).

#### Good practice in the use of the mailbase

Please remember the following points when using the mailbase.

##### The mailbase is only as useful as the members make it

- Please use the mailbase; requests for advice and guidance will be more effective and useful the individual institution if many institutions make the effort to respond; it is a quick and effective way of sharing information and collaborating.
- As well as being used for requesting information, the mailbase is a good place to share success stories e.g. recommendations of suppliers.

##### Putting items on the mailbase

- If you put a query around the mailbase, please collate a summary of responses and circulate it to the mailbase.

- If your query is only relevant to a very narrow range of institutions or individuals, it may be more appropriate to contact the AMHEC Administrator for contact details of those institutions or individuals.

#### **Responding to messages**

- If you respond to a request for information, please do not press the 'reply' button, unless you want your reply to go to the whole mailbase; this may be appropriate for e.g. a discussion, but is probably not helpful when a simple survey is being conducted and the replies will be collated and circulated anyway.
- Consultation with colleagues in your institution may be necessary before responding to sensitive or complex queries or booking places at events.

#### **Out of Office**

- If you are absent from work, please do not put your email on "bounce back" and ensure your out of office will not be sent to the mailbase. If necessary, please temporarily suspend your membership of the list. You may do this by going to the JISCMail site at <http://www.jiscmail.ac.uk/>; click on 'subscribers' corner' then on 'my settings'; you can temporarily suspend the messages by changing the status to from 'mail' to 'no mail' and clicking on 'submit' (to reverse the process, follow this procedure also).

#### **Starters and leavers**

- When members join, leave or change their email address, requiring a change to membership and consequently access to the mailbase, please inform the AMHEC Administrator at [amhec1960@gmail.com](mailto:amhec1960@gmail.com)

#### **'Netiquette' suggested by the JISCMail website (extract)**

- Respect copyright when forwarding messages, if in doubt check with the author
- Respect people's privacy, don't give out private email addresses or contact details of others
- Think before cross-posting, some people belong to more than one list
- Watch where that reply is going, should it go to the sender or the list?
- Complain to the list owner, not the list
- Suspend mail when going away, you can always catch up via the archives
- Don't send attachments to JISCMail lists, use hyperlinks or send direct to the individual
- Use a meaningful subject line, it will increase the chances of it being read and found
- Don't quote an entire message when replying this leads to very long messages

### **The Website**

AMHEC has its own website, <http://www.AMHEC.org.uk/> and all member institutions and individual members are welcome to use the site. The website contains information about AMHEC, related projects, our members and link professional bodies; it is also the gateway to book onto the AMHEC annual workshop and conference.

- The website contains News and Events pages where we are keen to promote good news stories from member institutions or to draw members' attention to useful events being. If you would like to publish information on the website or have any questions about it then please contact the AMHEC Administrator at [amhec1960@gmail.com](mailto:amhec1960@gmail.com)