UNIVERSITY OF MINNESOTA

Office of Information Technology

What's Inside

UMN

Information Technology

Large e-mail inboxes
Problems and Solutions

Did you know?

Every time your e-mail program accesses your inbox it must sort through every one of your messages. This means if you have a large inbox, it can take a very long time for you to access your e-mail. To alleviate this large inbox problem there are several things you can do.

1. Move messages from your inbox to other folders.
2. Delete messages that you no longer need.
3. Move messages to your computer. Most mail clients allow you to save messages on your hard drive and free up space in your inbox on the mail server.

Check the size of your inbox

The Internet Services group has now made it possible for you to check how large your inbox is and to see how much of your server space and web space you have used. Since the update is "live," the numbers are current; however, you may have to use your e-mail program's "compact folders" request to see the numbers change. (More on compact folders below.) To see the numbers:

1. Access your personalized "Internet Accounts Options" page at http://www.umn.edu/validate .
2. Locate the "Manage Your E-mail" section.
3. Click on the link for "Show Current E-mail Storage Use."

This new feature can help you manage your e-mail account and prevent trouble before it begins.

Near capacity on your personal server space?

When you move or delete messages, most e-mail programs copy the messages to the specified folder or to the trash before actually removing them from their original location. As a result, if you reach your mailbox's capacity, you will have trouble deleting or moving messages to other folders.

In the near future we plan to increase the central storage space University account holders can use for their e-mail. In the meantime, if you've reached your storage limit, you can:

● **Compact your mailbox** and empty the trash. Some e-mail clients hide deleted messages until you perform that step. By compacting your mailbox you will ensure that deleted message are not counted against your quota.

● **Save some messages on your computer**, not on the central server. You can move messages from your mailbox to your personal computer so they don't take up server space. Since many e-mail programs automatically save your sent mail in a "sent" folder on the server, that folder would be a good place to start.

If you need extra storage space immediately, you can contact accounts@umn.edu about increasing your storage quota.

IMAP online guides

Tips for managing e-mail storage for popular e-mail programs are available from links in our IMAP guide: http://www.umn.edu/adcs/help/imap/ .

▬ John Starr, 1-Help, Academic and Distributed Computing Services

I'll empty my trash and compact my e-mail folders now that I know my e-mail software only hides my messages until I empty the trash and compact the folders.

New Reminder Service

Your Enterprise Password is about to expire...

Every day hundreds of Enterprise Password users hit the 100 day limit for using their current Enterprise Password. These passwords are vital to safeguarding enterprise and personal data and resources, and expiration dates help protect them.

Every day some people are unpleasantly surprised when their access to PeopleSoft, Financial Forms Nirvana (FNN), the Electronic Grants Management System (EGMS), or other enterprise resources and systems is denied because their Enterprise Password expired. Even those who successfully logged on in the morning may find they are locked out in the afternoon because the password has a time, as well as a date, "stamp."

New e-mail reminder

We are eliminating some of the surprise.

Every day we now e-mail reminders to people that their Enterprise Password is about to expire, allowing them to keep uninterrupted access by setting a new password before the current one expires.

Setting the password is easy as long as people remember their old password. Those who don't remember it can continue to call 1-Help, select the Enterprise Password option (currently Option 2), and talk to a consultant who, with proper verification, can set a new password.

Longer password required

To make Enterprise Passwords more secure, we also changed their minimum and maximum length.

Beginning June 30, 2004 new Enterprise Passwords must be at least 8 characters long and can be as long as 128. (Previously the minimum was six characters.) The rules for Enterprise Passwords are spelled out on your Internet Account Options page, available at: http://www.umn.edu/validate .

■ 1-Help, the Technology Helpline, http://www.umn.edu/adcs/help/
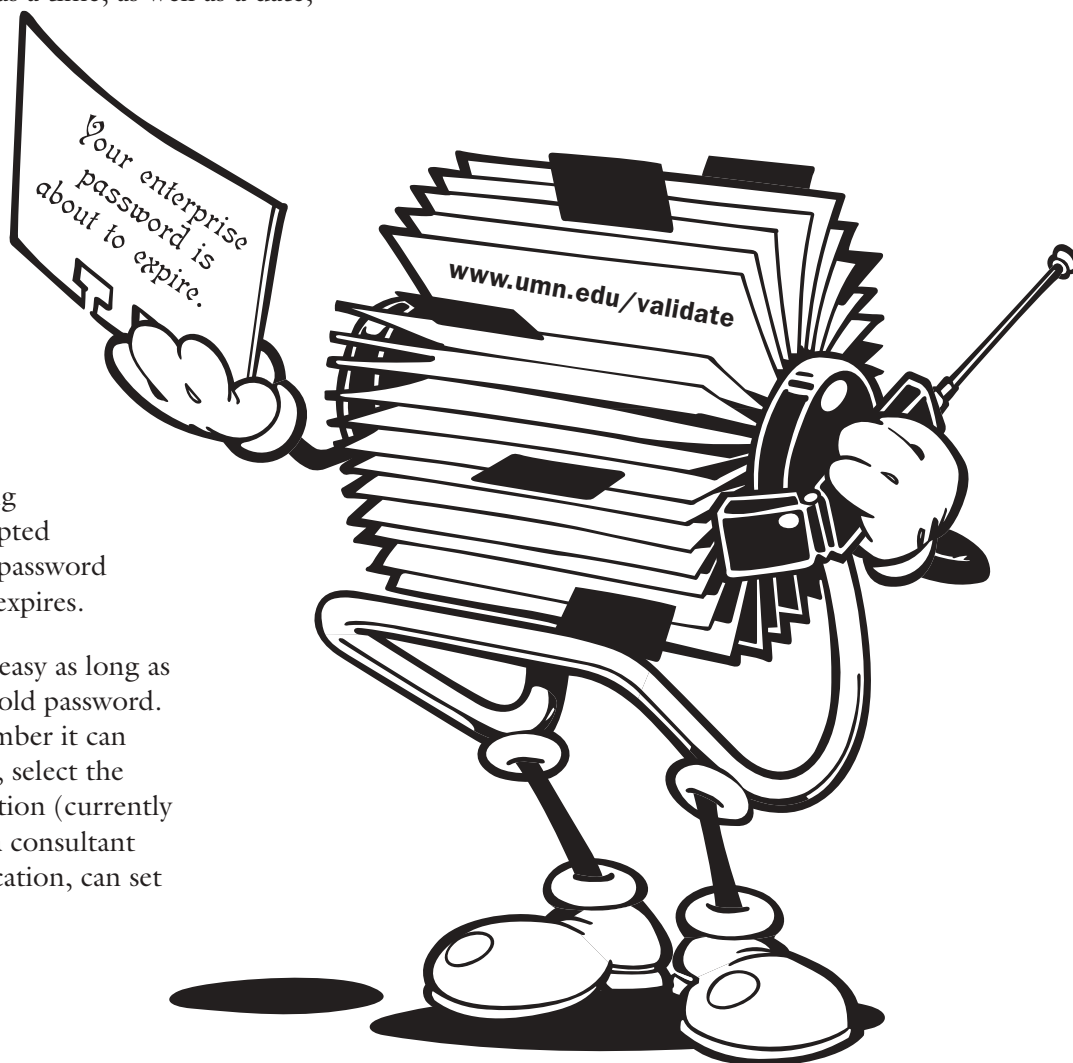
Peoplesoft Disaster Recovery Test is a Success

On July 1 and 2, 2004 a successful disaster recovery test was held for the PeopleSoft Student Administration and Human Resources system. The test's results indicate that PeopleSoft will operate successfully, given the load at the time of the test.

The project's goals were:

- to perform a real time disaster recovery test of the production PeopleSoft system while not disrupting student and staff use in any way and;

- to ensure the existing fail over infrastructure is capable of supporting the current load of users and system activity.

The infrastructure

The current PeopleSoft infrastructure has fully redundant systems in the east and west bank Data Centers with real time load balancing between the servers. The infrastructure is made up of database servers, application servers, web servers, and load balancing servers.

The test

The test was performed by having a coordinated and thoroughly planned shut down of production PeopleSoft related servers in one the two Office of Information Technology Data Centers. The shut down was meant to simulate a disaster occurring in one of the Data Centers rendering the computers inoperable. All production PeopleSoft activity had a fail over and processed through one half the current PeopleSoft infrastructure for a period of 24 hours.

Two items were identified as needing further review: the number of query serve processes used and, during heavy loads, more application server processes will be needed.

Central Computing Operations will be defining the process by which more of these two processes can easily be added.

▬ Lois Stark, Central Computing Operations (CCO)

The disaster recovery test's results indicate that PeopleSoft will operate successfully.

Women and Social Movements in the United States, 1600–2000

Kimberly L. Clarke, University Libraries, http://www.lib.umn.edu

Best reference database

Women and Social Movements in the United States, 1600-2000, hailed by *Library Journal* as the best reference database of 2003, is a compilation of 50 primary document projects, amplified with annotated bibliographies, scholarly essays, and images, all of which examine and investigate women's social movements in the United States over a span of 400 years.

The heart of **Women and Social Movements** is bringing forth and answering analytical questions regarding women's social movements in the U.S. Here is a sampling of the questions, and related primary document projects and other relevant materials, one can expect to encounter:

● Why did African American women join the Women's Christian Temperance Union, 1880–1900?

● How did the perceived threat of socialism shape the relationship between workers and their allies in the New York City Shirtwaist Strike, 1909–1910?

● How did the debate between Margaret Sanger and Mary Ware Dennett shape the movement to legalize birth control, 1915–1924?

● How and why did the guerrilla girls alter the art world establishment in New York City, 1985–1995?

Two audiences

This site, similar in layout and presentation to a documentary reader (albeit online), has two audiences: one is for college and university-level students of American history and women's studies; the other, for professors in these disciplines.

Students may use **Women and Social Movements** to gain insight on women's social movements in the United States, via thousands of pages of primary source documents.

Professors may use the site as a pedagogical tool and will find tips on methods to integrate the information presented on the site in the Teacher's Corner section. Approximately 30 lesson plans are included on the site, with the promise of more to come.

Background

Women and Social Movements was created and edited by Kathryn Kish Sklar and Thomas Dublin, both of the State University of New York at Binghamton, and produced by the Center for the Historical Study of Women and Gender at SUNY Binghamton. They are assisted in their work by an editorial staff of twelve, which includes professors and students of American history and women's studies.

The site began in 1997 as a way for Kish Sklar to incorporate multimedia in her upper level undergraduate American history class. Students were assigned to several topics of importance to American women's history and expected to search for and analyze primary documents associated with those themes.

Over time, the project grew from its origins as a web-based ground-breaking class assignment to a more scholarly and peer-reviewed enterprise, with faculty and graduate students from universities around the United States invited to contribute to the site their expertise and knowledge about American women's social movements.

Grants from the National Endowment for the Humanities, Houghton Mifflin, and ProQuest Information and Learning propelled the development and growth of the site. The site was officially established in spring 2002 and is heavily visited by students and professors from 90 countries around the world.

Currently, there are 50 document projects on the site. Each document project centers on a particular question and answers that research question using between 20–50 primary source documents, such as books, pamphlets, and other relevant items. Attesting to the scholarly nature of the site, each document project includes an introductory essay, annotations of the primary documents, and a web bibliography.

> *"The site employs basic html; and there is no use of other mark up languages that might allow for more flexible or interesting searches."— American Nineteenth Century History, Spring 2001.*

This site includes many rich primary documents, including: the six volumes of *The History of Woman Suffrage* (1881–1930, by Stanton, Anthony and other leaders in the women's suffrage movement); annual reports, histories, and proceedings of women's reform associations, such as the General Federation of Women's Clubs, Women's Christian Temperance Union, and various anti-slavery societies.

Women and Social Movements also offers the *Dictionary of Social Movements*, and the *Chronology of Women's History*, as well as a directory of important websites. Information is located using a powerful search engine.

Search functions

The site is easy to navigate. The top menu bar holds all of the browsing and searching options of the site. Information may be found in any one of three ways: using the Browse, Find, or Search tools.

☐ The **Browse** tool leads to document projects, documents (every letter, speech, diary entry, chapter in the database organized by year), au-

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Figure 1: Searching Options for Database
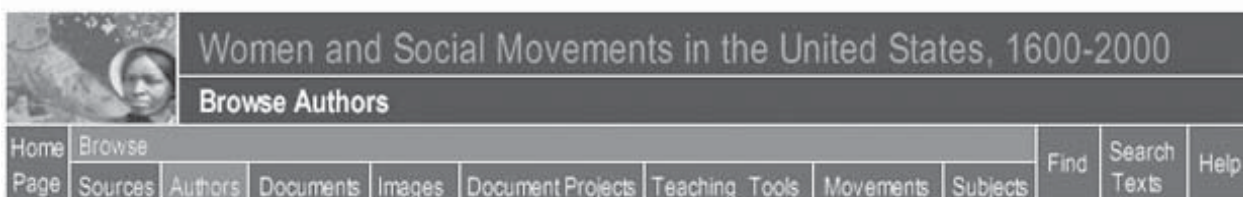
thors, images, social movements, subjects, or sources (every manuscript or work in the database)

- [ ] The **Find** tool leads to Sources (works), Authors or Social Movements rather than Documents

- [ ] The **Search** tool (either simple or advanced) allows searching by keyword in several fields, including organizational affiliation, religion, text word or phrase, people/publications/locations/organizations discussed, source title, and document type, among others

The results of a keyword search are hyperlinked; selecting that link will bring up the full-text of the document. Images as well as texts can be saved, e-mailed or printed. The URLs on the site are permanent and stable.

Search tips

The site employs the search commands listed below to make searching for information less difficult.

- [ ] Asterisk (*) is the wildcard command.
  Example: girl* finds ➔ girl, girls, girlhood

- [ ] Boolean OR and AND and NOT must be capitalized. *Example:* slavery OR abolition Note: Use lower case or it will retrieve the exact phrase, as in the example: Black or White.

- [ ] Hyphens separate words; treat hyphenated phrases as separate words, excluding the hyphen. *Example:* all powerful (not all-powerful)

- [ ] Include apostrophes to find them.
  Example: God's

- [ ] Ampersand (&) is not a searchable character.

- [ ] Period (.) stands for any one character.
  Example: birth. finds ➔ birth or births

Future steps

The project debuted in early 2004 with 50 document projects. The editors expect to add ten or more additional projects yearly, equal to approximately 10,000 pages of primary sources. In the future, the editors plan to publish book reviews and website reviews on topics relevant to American women's social movements.

Access

Access this resource in one of the following ways:

- ■ From LUMINA, the U of M Libraries main web page, go to **MNCAT**, and do a title search (Women and Social Movements…). Select the title of the resource; then select the hyperlinked URL to the resource.

or

- ■ From LUMINA, go to **"Books and More**." Scroll down the page, then select "Electronic Texts." Scroll down to the bottom of the page, and select the hyperlinked title of the resource (Women and Social Movements…).

To learn more about the site, take a guided tour at http://www.alexanderstreetpress.com/tour.wasm/ or ask for assistance at any of the Libraries' reference centers across campus.

■ Kimberly L. Clarke, Wilson Library, clark078@umn.edu

> "Attending to the differences in women's experiences across the region, race, class, and national boundaries, these editorial projects are at the cutting edge of current scholarship in U.S. women's history. Together these projects complement and go beyond many of the essay collections currently used to map and narrativize U.S. women's history in university-level survey courses and college seminars." — *Journal of American History*, March 2002.

▼ Help

Computer Misuse or Abuse (also see Procedure 2.8.1.1)
- Emergency Network Help Line 612-625-0006
- Non-emergency, e.g., spamming .... abuse@umn.edu

1–HELP **612-301-4357**

Dial 1-HELP. Listen to the voice menu list of options.
Press the number of your desired option.
- Technology Help.................. www.umn.edu/adcs/help

▼ Modem pool for active UM accounts

Internet/PPP: up to 53kps if v.90................ 612-627-4250

▼ Quick Guide

- Internet/Email account options .... www.umn.edu/validate
- Office of Information Technology ....www.umn.edu/oit
- One Stop Services .... onestop.umn.edu
- Techmart .... www.techmart.umn.edu
- Computer Accommodation Program .... cap.umn.edu
- University Computer Services .... www.umn.edu/ucs
- MNCAT/LUMINA (Library) ....www.lib.umn.edu
- UM News Server ....news.umn.edu

Associate Vice President and
Chief Information Officer, Steve Cawley 612-625-8855

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If you use a campus mail address, you will receive your paper copy sooner and will save us money.

1. the recipient's name
2. the recipient's department
3. the departmental mailing address (note: this address is usually different from your personal office address; the Campus Mail section of your on-line directory entry lists your campus mail address)
4. your campus delivery code — if you know it (we can look it up; we need it because the newsletter is a bulk mail item)

Newsletter subsciption information and archives at http://www.umn.edu/oit/newsletter

Twin Cities campus address label trivia: 1st # is record #; 2nd # is your Campus Mail delivery code, http://umn.edu/lookup

Aug. 2004 [pantone 295]
- ☐ **Add** (subscribe info below at ☆)
- ☐ *Delete/Cancel* *
- ☐ *Change Name* *
- ☐ *Change Address* *
- ☐ *Change Other* *

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