



New Astronomy Account Instructions

Name: Jason Ramsey
Login ID: ramsey
Temporary Password: 1#ocwkmG
Email: ramsey@astro.as.utexas.edu
Mail Server: astro.as.utexas.edu

Welcome to the Astronomy Department at The University of Texas at Austin. A new user account has been set up for you on 'astro', a Sun V490 running UNIX Solaris 10. astro is the departmental email server and may also be used for data reduction purposes for users who do not have adequate access to other resources. Please read this entire document as it contains information about computer security, changing your password and email tools.

Computer Security

The University of Texas takes computer security very seriously. Please take the time to read the Acceptable Use Policy from the office of the Vice President for Information Technology at <http://www.utexas.edu/vp/it/policies/aup/>. The highlights include:

- Never share your passwords or computer accounts with anyone
- Only use licensed software
- Respect copyright laws when downloading and sharing files
- Never install software on departmental computers without permission from the Austin Computer Operations Group (see the Helpdesk section below)
- Do not use UT computers for personal gain (e.g., running a business)
- Do not think of emails as absolutely private (think postcard instead of letter)

Change Your Password

Upon your initial login to astro, you must change your temporary password to a secure password of your choice. Just follow the instructions below. If you currently do not have access to a computer, you can login to astro using a public workstation in the graduate computer lab, room 16.304.

A secure password includes the following characteristics:

- Is eight characters in length
- Contains at least one numeral AND one special character
- Contains at least one upper AND one lower case character
- Uses no dictionary words or proper names
- Uses no dictionary words with similar number-for-letter substitutions such as "st0ps1gn" for stopsign
- Does not represent standard keyboard key sequences such as "1234asdf" and "qwertyui".

How to Use Secure Shell (SSH) to Change Your Password

Mac OS X, Linux and UNIX Systems:

- a. Open a terminal window
- b. At the prompt, enter: **ssh your_login_id@astro.as.utexas.edu**
- c. Enter your temporary password as shown above
- d. At the astro prompt, enter: **passwd**
- e. Enter your temporary password followed twice by a secure password of your choice

Microsoft Windows:

- a. Open the PuTTY or SSH program
- b. Enter astro.as.utexas.edu in the Hostname field
(For SSH, first click 'Quick Connect')
- c. For PuTTY, select the ssh button and click Open
- d. Enter your temporary password as shown above
- f. At the astro prompt, enter: **passwd**
- g. Enter your temporary password followed twice by a secure password of your choice

Helpdesk

If you need technical help with any of the departmental computer systems, printers or networks, please send an email request to:

helpdesk@astro.as.utexas.edu

Helpdesk submissions should include:

- a reasonable description in the subject line
- a detailed description of your problem
- the name of the computer or printer involved
- the operating system (e.g, Solaris 8, Linux, Mac OS X)
- a copy of any relevant error messages
- your office number and phone number

If *and only if* you are unable to send an email, drop by our offices in RLM 15.320. Otherwise call one of the following numbers:

471-3343 - Jason Fillman
232-2582 - Cloud Mason
471-3334 - Dario Landazuri

Email

Thunderbird – The Preferred Email Application

We highly recommend that you use Thunderbird as your email application. Thunderbird runs on all major operating systems and is the only user email tool that the Astronomy Computer Operations group officially supports. Thunderbird can be downloaded from <http://www.mozilla.com/en-US/>.

When configuring your email application, we ask that you use the IMAP protocol and not POP. IMAP allows you to move messages from your inbox into folders that are stored on astro instead of storing them on your laptop or workstation. This allows you to read email in any of your email folders from any computer where you have Thunderbird configured as your email application. Using IMAP also means that if your workstation or laptop disk crashes, you do not lose your email since it is stored on astro and backed up regularly. Another advantage of using IMAP is being able to access all of your email, not just your inbox, from any computer with a web browser (more on UT's webmail application below).

Thunderbird Settings

Use the following settings when configuring Thunderbird to send and receive email via astro.

IMAP Mail Server Settings

From the menu bar, select 'Tools' then 'Server Settings' (under your account in the left hand column of the popup) and make the following settings:

Server Name: astro.as.utexas.edu

Port: 993

Security Settings: SSL/TSL

Outgoing Server (SMTP) Settings

At the bottom of the left hand column in the popup, select 'Outgoing Server (SMTP)', select astro.as.utexas.edu in the list box and click 'Edit...'. In the 'Settings' popup, enter the following information:

Description: astro

Server Name: astro.as.utexas.edu

Port: 587

Select the 'Use name and password' checkbox

User name: <your login id from the top of this document>

Use secure connection: STARTTLS (NOTE: Use TLS for Thunderbird 2.x)

- If Thunderbird auto-configures, check that this setting is STARTTLS

UT Webmail

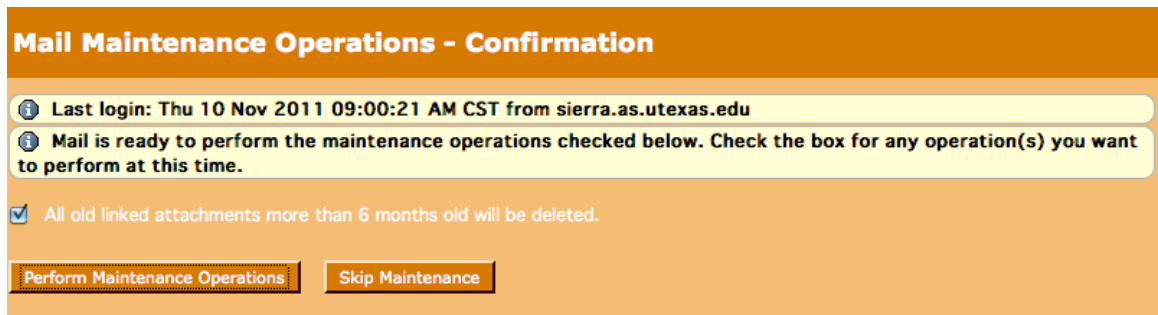
You can access your Astronomy email from UT's webmail application at <http://webmail.utexas.edu>. Due to some unfortunate default settings, webmail will take an eternity to initialize so follow the steps below to correct this problem (expect to wait for up to two minutes the first time you login before the application initializes).

1. Direct your browser to webmail.utexas.edu
2. Select astro.as.utexas.edu from the 'Server' drop down list
3. Enter you astro user id and password and click 'Log in':

The image shows the 'Welcome to UT Webmail' login interface. It has an orange header with the title. Below it, there are four input fields: 'Server' with a dropdown menu showing 'astro.as.utexas.edu', 'Username' with the text 'cmason', 'Password' with masked dots, and 'Language' with a dropdown menu showing 'English (American)'. At the bottom is a 'Log in' button.

4. Wait for a minute or two while your inbox page loads

WARNING: If a prompt to run 'maintenance' on your account appears, such as shown below, ALWAYS select **Skip Maintenance**, otherwise you mail have some of your email permanently deleted.

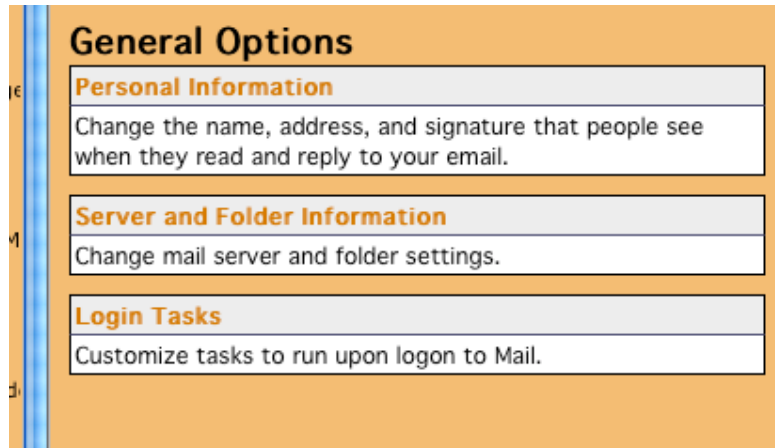
The image shows a 'Mail Maintenance Operations - Confirmation' screen. It has an orange header. Below it, there are two information boxes: the first says 'Last login: Thu 10 Nov 2011 09:00:21 AM CST from sierra.as.utexas.edu' and the second says 'Mail is ready to perform the maintenance operations checked below. Check the box for any operation(s) you want to perform at this time.' Below these is a checkbox labeled 'All old linked attachments more than 6 months old will be deleted.' At the bottom are two buttons: 'Perform Maintenance Operations' and 'Skip Maintenance'.

5. Click on 'Options' located at the top of the page:

The image shows a navigation bar with various icons and labels. The labels are: 'Inbox', 'New Message', 'Folders', 'Search', 'Fetch Mail', 'Horde', 'Filters', 'Migrate', 'Address Book', 'Options', 'Problem', 'Help', and 'Log out'. The 'Options' button is highlighted.

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6. Select 'Server and Folder Information' under 'General Options':



General Options

Personal Information
Change the name, address, and signature that people see when they read and reply to your email.

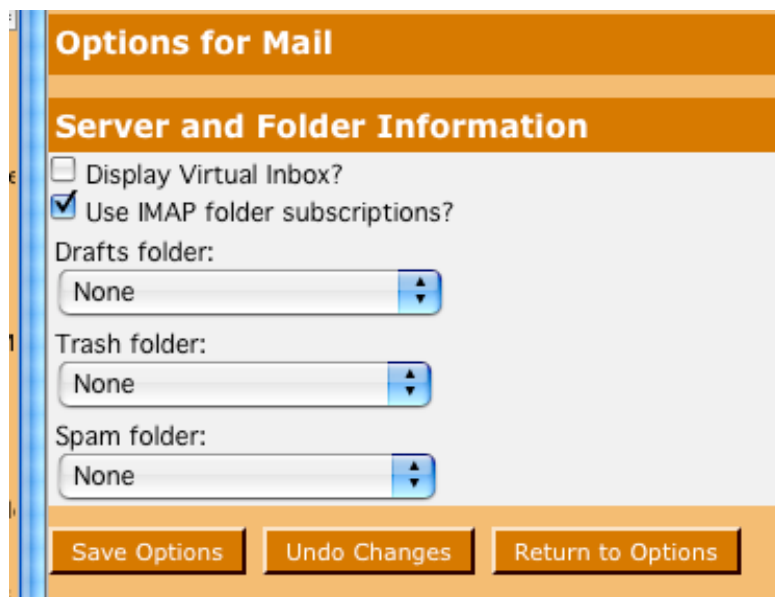
Server and Folder Information
Change mail server and folder settings.

Login Tasks
Customize tasks to run upon logon to Mail.

7. Un-check 'Display Virtual Inbox?'

8. Check 'Use IMAP folder subscriptions?'

9. Click 'Save Options':



Options for Mail

Server and Folder Information

☐ Display Virtual Inbox?

☒ Use IMAP folder subscriptions?

Drafts folder:
None

Trash folder:
None

Spam folder:
None

Save Options Undo Changes Return to Options

10. Log out

The next time you login, your inbox should load in just a few seconds.

Procmail for Spam Filtering and Email Vacation Tool

procmail is a mail delivery tool that runs on astro and allows incoming email to be filtered and placed in folders other than the inbox. Filtering is based on rules defined in the procmail resource files placed in your home directory when the account was created. The initial set of rules provides support for filtering spam, a vacation tool, and a place for you to add your own custom filters if you decide to do so.

SPAM FILTERING

Spam filtering is based on the JUNKSCORE value set by our Mirapoint messaging appliance. The default junkscore is 49, so any incoming email tagged with a junkscore higher than 49 is placed in a folder named IN.spam (the name of this folder can be changed by editing your ~/.procmail/rc.spam file).

(NOTE: The character sequence ~/ is UNIX shorthand for your home directory.)

The IN.spam folder is found in your ~/mail directory on astro. Spam will accumulate here until you clean it out so you should check it from Thunderbird occasionally and delete the unwanted mail.

If you find that spam filtering is set too high or too low, you can change your junkscore score by sending yourself an email with a subject line of "**junkscore=<value>**", without the quotes, where <value> is an number between 1 and 300. Experience in our group has found the value of 49 to work quite well.

BLACKLISTING

There also is an additional filter used to avoid unwanted mail that is based on a "blacklist". Incoming email sent to your account that matches any address or domain listed in the file ~/.blacklist is automatically placed in a folder in your ~/mail directory named IN.blacklist. By default the file ~/.blacklist comes with a list of fake Chase Bank domains.

WHITELISTING

A "whitelist" is also maintained. Any address or domain listed in ~/.whitelist will not be processed by the spam filter. The default entry in the whitelist is "utexas.edu", so regardless of your junkscore setting, any mail from any UT address will be saved. You may add other addresses and/or domains to the whitelist as you see fit.

VACATION TOOL

The vacation tool is a set of procmail filters providing an easy means of turning your vacation tool on and off without having to lose your procmail filters while running the tool (as has been the case in the past). NOTE: Do not use other vacation tools with this system such as /usr/bin/vacation and /opt/local/bin/vacation.

To turn the vacation tool on, simply send yourself an email where the subject line is "**vacation=on**" and the body of the message is the text that will be used for your vacation auto-reply messages. To turn your vacation tool off, send yourself an email with a subject line of "**vacation=off**".

Note that when the vacation tool is turned on, it keeps a cache of user addresses to which it has replied and will only send one vacation reply to each user regardless of how many emails they send you. The cache is cleared each time vacation is turned on.

PERSONAL FILTERS

Any custom filters for sorting your mail into folders must be located in the resource file name `~/myprocmailrc`. This file is required as it contains the default action used by this procmail configuration. Edit this file to add your own filters if and only if you are familiar with procmail.