

Course delivery instructions

Digital Preservation at Oxford and Cambridge

Pilot training programme – 2018

Course title:	<i>Email preservation</i>
Recommended course length:	3 hours with a 30-minute break (2.5 hours of instruction) <ul style="list-style-type: none"> • Lecture and demos: 1 – 1.5 hours. • Exercises: 1 – 1.5 hours
Recommended class size:	Up to 20 participants Preferred room set up: computer lab with computers facing a projector screen for demos and instruction
Recommended number of trainers	<ul style="list-style-type: none"> • Minimum: 1 trainer, 2 facilitators
Classroom equipment:	<ul style="list-style-type: none"> • Computer with internet access (for the trainer) and the demo files loaded • Trainer’s computer should have the following programs installed: <ul style="list-style-type: none"> ○ ePADD https://library.stanford.edu/projects/epadd/download ○ Or other email program for instruction • Projector • 20 computers with internet access for the participants. The following programs should be available: <ul style="list-style-type: none"> ○ ePADD https://library.stanford.edu/projects/epadd/download ○ Or other email program for instruction • Print outs - Exercise booklet • Pencils
Course description: <i>This course will introduce the importance of email archiving, as well as the challenges of preserving and providing access to email. The course provides the opportunity to trial the email archiving tool, ePADD, to learn how it can help with selection, appraisal and access.</i>	
Learning outcomes: <ul style="list-style-type: none"> • <i>Understand why email archiving is important</i> • <i>Understand the preservation and access issues around email</i> • <i>Be aware of the various tools available for processing and managing email archives</i> • <i>Be able to use ePADD</i> • <i>Know some practical techniques for preserving email</i> 	

Pre-course requirements:	<p>Some basic knowledge of digital preservation is required. Those that have taken an introduction to digital preservation course will be prepared.</p> <p>Those that will be involved in collecting or preserving email should attend this course.</p>
Content provided in ORA data set:	Slides and demo materials: File name: <i>email-preservation_dpoc</i> (PPTX – PowerPoint 2013)
	Handouts: <ol style="list-style-type: none"> 1) Exercise booklet <ul style="list-style-type: none"> • File name: <i>email-exercise-booklet</i> (PDF and DOCX versions) <p>Note about exercise booklet: You will need to provide your own MBOX file if providing training with ePADD. Pay attention to the sections that require filling in prior to sharing with participants.</p>