Club Account Management on Central UNIX

SYNOPSIS

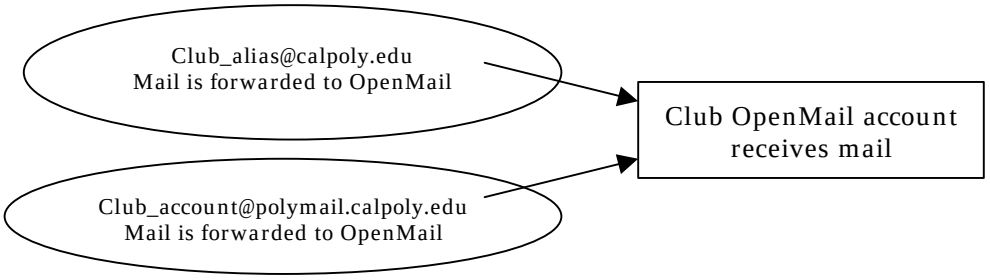
This document describes the basics of club account management as it is performed on Central UNIX with the utilities provided by Information Technology Services (ITS). This User Guide is intended for club officers and their advisors with a general knowledge of the UNIX operating system.

INTRODUCTION

The purpose of Central UNIX club accounts is to provide a location where clubs can support their email, email aliases, and Web pages.

A. NEW ACCOUNTS

Clubs will be given **one** Central UNIX account for support of club Web pages, **one** OpenMail account, and **one** entry in the campus directory server which will redirect mail to the club OpenMail account.



(If desired, mail can in turn be forwarded from the club's OpenMail account to an individual's mail account via OpenMail's auto-forwarding feature).

B. ELIGIBILITY AND CLUB ACCOUNT NAMES

To be eligible, the club must be currently chartered. The club Advisor must sponsor the account, and the Director of Student Life (or designee) must authorize the account. Club account and email aliases are derived from an official list provided to ITS by Student Life, and cannot be altered except through Student Life.

C. DISK SPACE

Each Central UNIX account will be allowed a maximum of 6MB of disk space (2 MB for main account and 4 MB for Web pages; no exceptions). Each OpenMail account will be allowed a maximum of 10MB, no exceptions.

D. MODEM ACCESS

The Club's Central UNIX account cannot be used to log in to a Cal Poly modem pool. Persons using this account remotely would have to connect to the modem pool using their personal login IDs; they could then connect to a Central UNIX machine (e.g., polylog1) to log in to this account to do work.

E. CHANGES

Use the Club Account form provided by the ITS Help Desk to change passwords for OpenMail or Central UNIX. For other club changes (name of club, President, Advisor, etc.), see Student Life.

SPECIAL NOTES WHEN READING THIS DOCUMENT

Throughout this document, you will see references to the "home" directory. This is the directory that the user will be located in when they first log in to a club account.

ACCOUNT STRUCTURE

`/ulib/clubs/skiclub`	This directory and all of its contents except `/ulib/clubs/skiclub/public_html` has a quota of 2 MegaBytes.
`/ulib/clubs/skiclub/.aliases`	directory containing club alias files for use with the system mailer. We may also refer to the directory as "~/.aliases", where "~" stands for the home directory of the account.
`/ulib/clubs/skiclub/public_html`	symbolic link to a subdirectory containing Web documents. The `/ulib/clubs/skiclub/public_html` directory has a quota of 4 MegaBytes. **DO NOT** delete this directory

These directories are created when the account is created.

SUPPORT LEVELS

In order to receive support from ITS, and be of benefit to the entire University, all club accounts must follow the above account structure.

FILE ACCESSIBILITY

Initially, all directories are set up as public readable. Files created subsequently need to have their permissions set to be public usable.

An appropriate permission for a text or data file for general user access would be:

```
-rw-r--r--
```

These permissions can be set with the system command chmod as follows:

```
% chmod a+r filename<CR>
```

An appropriate permission for an executable binary or shell script would be

```
-rwxr-xr-x
```

These permissions can be set with the chmod command by typing

```
% chmod a+rx filename<CR>
```

The above command is also appropriate for a directory which you want to be publicly accessible.

WHAT CAN THE CLUB ACCOUNT BE USED FOR?

Club accounts have many uses and these uses are growing. The following sections outline the uses which ITS supports.

Club accounts are the springboard for providing club information to the campus and the Internet via the World Wide Web. HTML pages describing the club and its functions may be placed in the `public_html` subdirectory. See the section below on File Permissions to ensure that files are viewable on the Web.

OPENMAIL ACCOUNT

Each club is provided with an OpenMail account. All email sent to `clubalias@calpoly.edu` or to `clubacct@polymail` will be forwarded to the OpenMail account. For information on using OpenMail, see the Web page at "`http://email.calpoly.edu/`".

CLUB ALIASES

Once an alias is established, any user from anywhere on the Internet may address the alias as "`aliasname@polymail.calpoly.edu`".

An alias has two parts:

- The alias name. Club aliases must begin with the club login ID.
- A data file, under a name the same as the alias that contains the addresses to receive mail via that alias.

In order for an alias to be usable, ITS must add the alias to the system. Use an on-line program to submit an electronic request for the alias.

The following alias management tools are available to club accounts. The first are tools which have actions on the system alias database. The second are tools which have actions on the data files themselves (stored in the subdirectory "`~/.aliases`"). Most of these tools are available via the "*unixmenu*" command under the "`Information Providing`" main menu item, "`Email Alias Management Tools`" sub-menu item.

A. SYSTEM DATABASE ALIAS TOOLS

Start "`unixmenu`" by typing

% *unixmenu<CR>*

Under the main menu select the item "`Information Providing`" by moving the cursor to it and pressing ***<CR>***. Then select the item "`Email Alias Management Tools`" from the "`Information Providing`" menu.

Under the menu heading "`System Alias Maintenance Utilities`" are various utilities which allow the club account to make requests and view items within the system alias database. These items and their functions are:

1. ADD A COURSE ALIAS

Not relevant.

2. ADD A DEPARTMENTAL/CLUB ALIAS

Generates a request for a club alias to be added. Club aliases must begin with the club login ID.

3. CHANGE EXPIRATION DATE OF ALIASES IN THE SYSTEM DATABASE

Allows the club account to extend the expiration date of an alias out to no more than one year from the current date.

4. DELETE AN ALIAS

Requests the removal of an alias from the system database.

5. LIST CURRENT ALIASES IN THE SYSTEM DATABASE

Provides an alphabetical list of all of the aliases already in use on Central UNIX. It is always a good idea to check this list first before requesting a new alias.

6. LIST EXPIRED ALIASES IN THE SYSTEM DATABASE

This item will list all of the aliases with expiration dates prior to the current date. It is intended, as a tool, to allow the removal of old, unneeded aliases. Expired aliases which remain on the system for extended periods may result in warnings from the system and possible alias deletion.

7. LIST ALIAS PARAMETERS IN SYSTEM DATABASE

Lists of the parameters associated with a single system alias for a given club account. It contains such information as creation date, who created it (account), expiration date, a brief description, etc.

B. ALIAS DATA FILE TOOLS

Start "unixmenu"

% *unixmenu<CR>*

Under the main menu select the item "Information Providing" by moving the cursor to it and pressing ***<CR>***. Then select the item "Email Alias Management Tools" from the "Information Providing" menu.

Under the menu heading "Alias Datafile Maintenance Utilities" are various utilities which allow the club account to maintain the data within the alias data files. These items and their functions are:

1. BLOCK USERS FROM ADDING THEMSELVES TO AN EMAIL ALIAS

This item creates a file with the prefix of "block." (e.g., "block.aliasname") and the remainder matching the alias filename that you do not want users to add themselves to. Data within a file which has been blocked must be maintained with other tools. Please see "To Allow Users To Add Themselves to an Alias" later in this section.

2. CLEAR ALIAS CONTENTS OF ALL DATA

Replaces the contents of an alias data file with an empty file.

3. CONVERT A PINE GROUP ADDRESS TO AN ALIAS DATA FILE IN THE CURRENT DIRECTORY

Converts a Pine group address into a system alias datafile in the current working directory.

4. CONVERT A ELM GROUP ADDRESS TO AN ALIAS DATA FILE IN THE CURRENT DIRECTORY

Converts an Elm group address into a system alias datafile in the current working directory.

5. EDIT ALIAS CONTENTS

Brings up the alias data file in the default editor (set in the EDITOR environment variable, *pico* is the default). Please see the section entitled "Aliases In Their Raw Form" for the format of the alias data files.

6. LIST ALIAS CONTENTS

Lists the data contained within an alias data file within the club account.

7. UNBLOCK AN ALIAS FROM USERS ADDING THEMSELVES

Allows users to add themselves to an alias previously blocked (See "Block Users From Adding Themselves to an email Alias" above). Please see "To Allow Users To Add Themselves to an Alias" later in this section.

8. TO ALLOW USERS TO ADD THEMSELVES TO AN ALIAS

To allow users to add themselves to ANY alias data file which has not been blocked, the club account must use the following steps:

a. Create a subdirectory called ".elm" under your home directory by entering the following

```
% mkdir $HOME/.elm<CR>
```

b. Create a file called "filter-rules" within the .elm subdirectory with the following contents (if you already have a "filter-rules", just append the following to it):

```
#Rule to process user adds to an alias
if (subject matches /^ADD2ALIAS:/) then execute
    "/usr/local/share/lib/unixmenu/bin/adduser2alias %s %r"
#Rule to forward all mail not handled by prior rules
#to the club's OpenMail account
always forward clubs_openmail_internet_address
```

NOTE: The second and third lines are actually one single line and should be entered as a single line. The "clubs_openmail_internet_address" is the value contained in the ".forward" file in your home directory before any modification.

c. Backup the old ".forward" file in your home directory by typing:

```
% mv ~/.forward ~/.forward.bak<CR>
```

d. Replace the ".forward" file in your home directory with a file which contains:

```
"|/local/bin/filter -o/ulib/login_ID/.elm/filter_errors"
```

where "*login_ID*" is the club account name which is entered at the "login:" prompt while logging into the system.

NOTE: The quotes must be entered and the spacing is critical.

At that point all incoming mail will be filtered and mail matching the rule will cause execution of the adduser2alias script.

This will open up adds to any alias you own except those you "block" using the instructions in "Block Users From Adding Themselves to an email Alias" above.

Users may add themselves to the alias by running

```
% /usr/local/share/lib/unixmenu/bin/addme2alias<CR>
```

or by using "*unixmenu*" and selecting the items "Mail Services / Office Automation", then the sub-item "Add your account to a system alias owned by another user". The adding user will be requested to enter the owner of the alias (the club account) and the name of the alias itself that they wish to be added to. When the request has been processed, the requesting user will be mailed with the result of the add attempt.

C. ALIAS DATA FILES

Club alias data files are stored in the club account's ~/.aliases directory. Each data file is stored under a file name that matches the name of the alias. The name of the alias must contain the club abbreviation at its very beginning to insure uniqueness.

The format of the alias data file is as follows:

```
userid@site.domain.suf
    or
"Descriptive Information" <userid@site.domain.suf>
```

where "userid" is the login id or registered mail name for the user; "site" is the machine name where the user will receive their mail (an example would be "polymail"); "domain" is the domain in which the machine exists (ours is "calpoly"); and "suf" is the suffix for the Internet address ("edu" for an Internet educational site). Also note that if the user is on a network other than the Internet, "site.domain.suf" is replaced with an appropriate value. For example

```
userid@calpoly.edu
    or
userid@polymail.calpoly.edu
```

Either form may be used within a file. With the second form, the double quotes and the greater-than and less-than signs are required. "Descriptive Information" may be anything that allows you to document the user or the purpose for the line; it is not received by the users. It is separated from the email address contained in angled braces by a single space.

Here are some examples of acceptable lines in an alias datafile:

```
jdoe@calpoly.edu
jdoe@polymail.calpoly.edu
"Jane Doe" <jdoe@calpoly.edu>
```

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