## **UKHAS Mailing List Split Procedure**

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## **Procedure**

- 1. Rename UKHAS to UKHAS-launches
- 2. Make new group UKHAS
- 3. Invite all members of UKHAS-launches to UKHAS with UKHAS Invitation message
- 4. Send UKHAS-Launches Welcome to UKHAS-launches

## **UKHAS-Launches Welcome**

- This list is now only for launch announcements and follow up discussion.
- Discussions must remain on topic, that is, related to the specific launch in question.
- More general discussions must be held on the "ukhas" list.
- If you are only subscribed for the sake of receiving launch announcements, please remain subscribed to this list and decline the invitation from the "ukhas" list.
- All messages to this list are moderated.
- The moderation team will approve (or otherwise) your message as soon as possible, please do not send multiple copies.
- A full copy of the moderation policy can be found at <insert URL>.

## **UKHAS** Invitation

- Launch announcements may not be made on this list.
- If you were only subscribed for the sake of receiving launch announcements, please unsubscribe from this list.
- Messages from new members are moderated on this list. Moderators may allow certain users "allow always" permissions at their own discretion.
- The moderation team will approve (or otherwise) your message as soon as possible, please do not send multiple copies.
- A full copy of the moderation policy can be found at <insert URL>.