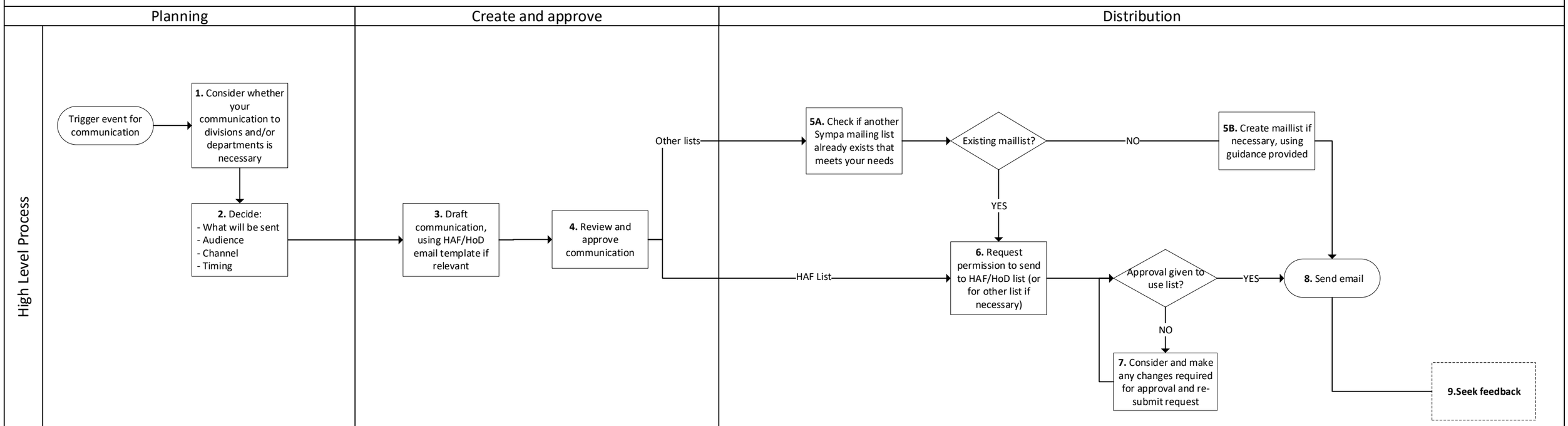
Email communications



Guidance	***Steps 1 & 2*** *See also:* • *Principle 1: The use of appropriate channels* • *Principle 4: The use of newsletters*	***Step 3*** *See also :* • *Principle 3: The use of HAF/HoD mailing lists* • *Email best practice guidance* • *HAF/HoD email example*	***Steps 5A/5B*** *See also:* • *Principle 2: The Use of existing mailing lists and creation of new mailing lists* • *Key mailing lists* • *Guidance on using Sympa*	***Step 6*** *See also:* • *Principle 3: The use of HAF/HoD mailing lists* • *list of approvers for use of HAF/HoD list* • *Guidance on use of Sympa*	***Step 7*** *See also:* • *Principle 6: Issue resolution*	***Step 8*** *See also:* • *List of approvers for HAF and HoD mailing lists*	***Step 9*** *See also:* • *Principle 5: Reviewing the quality and impact of communicatiions*