



**Technology Services  
Network Management Operations**

		<b>SOP #</b>	TS-NMO-002
		<b>Revision #</b>	
		<b>Implementation Date</b>	June 1, 2015
<b>Page #</b>	1 of 2	<b>Last Reviewed/Update Date</b>	July 26, 2015
<b>SOP Owner</b>	Nelda Hanzi	<b>Approval</b>	Greg Rhodes
<b>SOP Name</b>	Email standard for photos, signature, and confidentiality statement		

**Standard Operating Procedure**

**1. Purpose**

The purpose of this procedure is to establish standards/guidelines for the use of photos, signatures, and the confidentiality statement in district email.

**2. Scope**

Network Management Operations staff will implement the standards/guidelines for the use of photos, signatures and confidentiality statements through district email configuration.

**3. Prerequisites**

User has a district-provided email account.

**4. Responsibilities**

The CQ-R, as approved by the Cabinet, establishes formats, guidelines, and permissions with regards to employee photos, district confidentiality statement, and email employee signature. <http://inside.cfid.net/policies/adminregs.pdf>

The NMO staff will disable the option that allows employees to add photos to email.

The NMO staff will enable the district confidentiality statement so that it appears on all outgoing email messages.



**Technology Services  
Information Services and Applications**

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**5. Procedure**

<b>#</b>	<b>Step</b>	<b>Responsibility</b>
1	Disable the setting that allows employees to upload photos or graphics of any type to their O365 profile. This is a global district-wide setting.	NMO
2	Remove photos or graphics that have been previously added to employees O365 profile. This is a global district-wide setting	NMO
3	A standard district email signature must be included on all third party email communication.	LEGAL
4	Signature shall include; Name, Title, Cypress-Fairbanks ISD, School or Office Address, School or Office Phone Number, District or Campus Motto.	LEGAL
5	Personal mottos or quotes are not permitted.	LEGAL
6	A standard district confidentiality notice must be included on all third party email communication	LEGAL
7	Enable district confidentiality notice to be attached on all outgoing email.	NMO