

CYPRESS FAIRBANKS

INDEPENDENT SCHOOL DISTRICT

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Employee Email Policy

As we begin the 2018-2019 school year, please be reminded of the district's e-mail signature required format.

Required Signature Format: A standard district email signature must be included on all email communication as follows:

Name

Title

Cypress-Fairbanks ISD

School or Office Address

School or Office Phone Number

**District or campus motto*

**The official school district or campus motto may be added at the conclusion of the signature block. Personal mottos or quotes are not permitted.*



John Doe

Administrator

Cypress-Fairbanks ISD

10300 Jones Road

Houston, Texas 77065

281.897.0000

The fonts Calibri or Arial with size 11 are recommended. The font color may be either black or blue. Only the official CFISD logo can be included in the signature block as shown in the above example. Personal images are not permitted.

Confidentiality Notice: All outgoing email messages are stamped with the following official confidentiality notice. Internal email correspondence does not utilize the confidentiality notice.

CYPRESS-FAIRBANKS ISD CONFIDENTIALITY NOTICE: This email, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential student and/or employee information. Unauthorized use and/or disclosure is prohibited under federal and state law. If you are not the intended recipient, you may not use, disclose, copy or disseminate this information. Please call the sender immediately or reply by email and destroy all copies of the original message, including any attachments. Unless expressly stated in this e-mail, nothing in this message should be construed as a digital or electronic signature.

If you need assistance in creating your signature in Office 365, please contact the Customer Care Center (CCC) at 281-897-4357.

