

COPESD Communications Protocol:

Making Our Jobs Easier!

INTERNAL/EXTERNAL COMMUNICATIONS



1. Gmail

Always use your COPESD Gmail account for any job-related communications. Be sure to use auto-reply, if you're out of office.



2. Check Gmail/Voicemail at least 1x daily

Except when you are on vacation. If you're unable to respond **within 24 hours**, use auto-reply.



3. If Sent Electronically, Respond Electronically

Unless information is sensitive.



4. Website

Check the website for closures, Professional Development, forms and other important up-to-date information.

www.copesd.org



5. Sensitive Information

A phone call or face-to-face meeting may be required if information needs more direct feedback and conversation.



6. COP Connect

Emailed biweekly on Fridays. To provide information for the COP CONNECT email at copconnect@copesd.org by the end of the day on Wednesday.

copconnect@copesd.org

CALENDARS



Change your default setting to **PUBLIC** and make **"PRIVATE"** when needed

Personal Appointment? Change your default setting to **"PRIVATE"**

Update statuses accordingly: Vacation, away at conference, in a meeting, etc.

All Staff Members are Responsible for the Information in Google Calendars:

- ✓ Mark "leave days" as **OFF**
- ✓ Include locations of meetings and work-related events
- ✓ Utilize and respond to invitations or appointment requests within 24 hours with **YES, NO or MAYBE**
- ✓ Allow access for viewing across organization

TECHNOLOGY



technology@copesd.org

The COPESD provides technical support for district issued desktop computers, laptops, tablets and phones. Support includes purchasing, repair, upgrades, troubleshooting and instruction.

For support, email technology@copesd.org
A tech ticket will be created and assigned to a technician.

For immediate technology support, call (231) 238-4995