Email is a valuable communications tool at LACOE. All emails represent the organization, and must maintain the consistency and professional look of official printed stationery.

Following is a reminder of the standards for LACOE emails:

- Signature lines should use a common, easy-to-read font such as Arial.
- Signature blocks should include, at minimum: Name, title, division, Los Angeles County Office of Education (with or without the “Serving Students – Supporting Communities – Leading Educators” line), contact information and LACOE web address. Example:

  Frank Kwan
  Director
  Communications
  Los Angeles County Office of Education
  Serving Students – Supporting Communities – Leading Educators
  562 922 6360
  kwan_frank@lacoe.edu
  www.lacoe.edu

- The signature block may also contain the optional LACOE logo and Going Green reminder. Electronic files of the logo and green reminder for email signatures can be downloaded from MyLACOE under Logos & Graphics (requires log-in). Click here.

- Backgrounds should be plain, not colorized or use a pattern, which may make it difficult for the recipient to read or print the message.

- If you use the photo option available in Outlook, please be sure that it is a professional-looking image of yourself as a representative of LACOE. Cartoon characters, animals, symbols and other similar images are not appropriate for work-related email.

- LACOE email is to be used to conduct the business of the Office only. LACOE email messages are considered public records and are subject to discovery in legal proceedings. More information on appropriate use of email may be found in LACOE’s technology use policies. Click here.