



Policy Title: Email, Voicemail, Virtual Meetings, and Calendar Policy

Approved by: Academic Coordinating Committee

Authorizer: Executive Director, Corporate Communications

Effective Date: September 1, 2020

Policy Statement:

Conestoga is committed to providing excellent service to its many and diverse clients, including current and prospective students, parents, alumni, employers, Conestoga employees and others. Email, voicemail, virtual meetings and the Outlook calendar are critical components of our communication system.

Policy Elaboration:

To ensure quality and consistency in the delivery of service to clients, all Conestoga employees must follow established guidelines (see *Email, Voicemail, Virtual Meeting and Calendar Guidelines*) for the use of email, voicemail, virtual meetings and the Conestoga calendar tool.

This policy will be included in the orientation of new employees and in Conestoga's Faculty and Staff Handbooks.

Scope:

This policy pertains to the use of email, voicemail, virtual meetings and the calendar tool by all Conestoga employees.

References:

Email, Voicemail, Virtual Meetings and Calendar Guidelines

Revision Log:

Revision Date	Summary of Changes
July 14, 2010	Policies and Procedures Committee – Approved
Aug 4, 2010	Academic Coordinating Committee – Approved
December 4, 2024	Virtual meetings added to the policy – Academic Coordinating Committee – Approved