



# **F.Y.I.**

**from the Policy Unit**

**FYI-340**

**Date: Friday, May 28, 2021**

**SUBJECT: Updated Calendar Meeting Invitations and Email Etiquette Standard Work**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS\\_POLICYQUESTIONS@azdes.gov](mailto:DCSS_POLICYQUESTIONS@azdes.gov) or call 602-771-8127

The Policy Unit is pleased to announce updated versions of the Calendar Meeting Invitations and Email Etiquette standard work are now available in the PORT. Updates were made to the standard work and references to Outlook were removed and changed to Google.

The updated standard work can be found here: The PORT>DESK AIDS>Global>[Calendar Meeting Invitations](#) and the PORT>DESK AIDS>Global> [Email Etiquette](#)

*DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.*

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