

Town of Clifton - Email Guidelines

The purpose of this document is to provide members of the Town Council and related Town Committees an overview of the new Town Email Platform, and a guide for requesting an email on the Town's forthcoming G-Suite domain - @cliftonva.gov.

The Town will appoint a G-Suite Administrator. This person shall be responsible for performing administrative duties as the pertain to the maintenance and use of Town email addresses, groups, distribution lists, etc. This person shall have Superuser access to all mailboxes on the system, and will be authorized to access, activate, and terminate mailboxes as needed.

All sitting town council members and the Mayor will be provided an email address using the following format:

FirstName.LastName@cliftonva.gov

The Planning Commission and the Architectural Review Board will each be provided a general mailbox with the following formats:

PlanningCommission@cliftonva.gov

ArchitecturalReviewBoard@cliftonva.gov

The current chair of these committees will be granted access to this email address, and may choose to delegate access to additional members of the committee as needed.

Certain active committees of The Town will be assigned a general mailbox using the following format:

NameOfCommittee@cliftonva.gov

Additional committees may request a general mailbox from The Town. All requests for new email addresses should be submitted first to the Communications Committee for review and approval or referral to The Town Council as the committee sees fit.

If approved, an email address will be created by the G-Suite Administrator and access instructions will be provided.