

Signature Block O365 School Tenant

The signatures in Office 365 are managed centrally by SIS Group IT using the Exclaimer software.

The elements are the following:

[Prenome Name]

[Function EN | Function in national language]

[Full name of the school]

Erlenstrasse 15
CH-4058 Basel

embedded Google link



[general phone number of the school]



[email of the sender]



school logo with embedded link to the country

Bilingual day schools from kindergarten through to college



Instagram / Facebook: links to the country profiles
LinkedIn: link to international profile

The exact wording of the job titles in Office 365 is defined as follows and automatically preset:

Switzerland:

- **Principal | Schulleitung**
- **School Management Team | Mitglied des Schulleitungsteams**
- **Teacher | Lehrperson**
- **Administrative Assistant | Schuladministration**

Germany:

- **Principal | Schulleitung**
- **School Management Team | Mitglied des Schulleitungsteams**
- **Teacher | Lehrkraft**
- **Administrative Assistant | Schuladministration**

Brazil:

- **Principal | Direção Escolar**
- **School Management Team | Equipe de Gestão Escolar**
- **Teacher | Professor/a**
- **Administrative Assistant | Secretaria Escolar**

Italy:

- **Principal | Dirigente Scolastico**
- **School Management Team | Componente del team di direzione della scuola**
- **Teacher | Docente**
- **Administrative Assistant | Segreteria Didattica**