Learning FirstClass

A. Setting up the program

- Install the program and the setup window will open.
- Fill in the server information mail.ccsd.k12.wy.us
- The user id may be filled in also.
- Click Save.

Do not save your password in the password box. If it is saved there, anyone can gain access to your email at any time.

B. Logging In

- Click on the icon to open FirstClass
- Enter the user id and password if the user id is not already there.
- Click Login.

C. First Class Desktop

- The red flag on the Mailbox indicates a message that has not been read yet.
- The Contacts file will hold individual email addresses and mail lists can also be created with several email addresses in it
- Mail lists created by the district and CCSD Forms created by the district cannot be changed by an individual. Only the district can change these.
- Conference folder for your school may be on the mail desktop.
- CCSD Forms will need to be updated to be viewed properly.
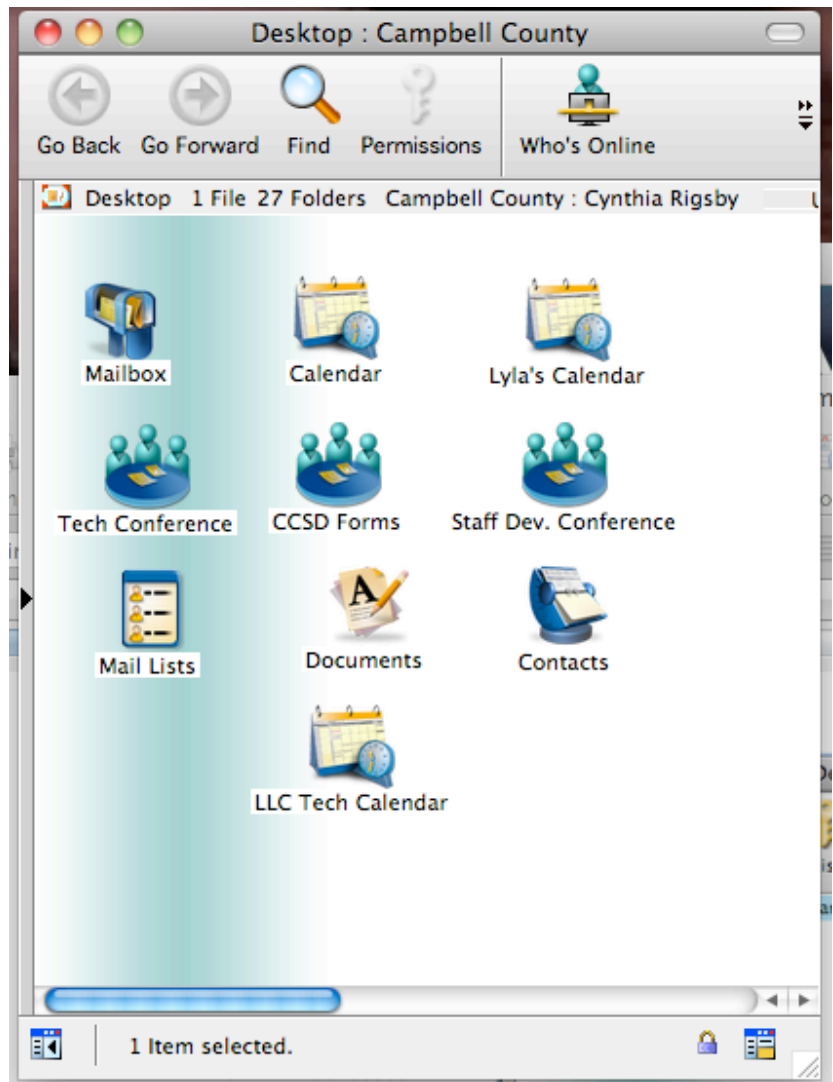
D. File

- New – create new items in FirstClass
- Save As – Save a message to a folder on your computer
- Import – import items to the FirstClass desktop
- Undelete – undeletes deleted items (must first pick show deleted items under View)
- Print Layout – formats layout of items that are printed
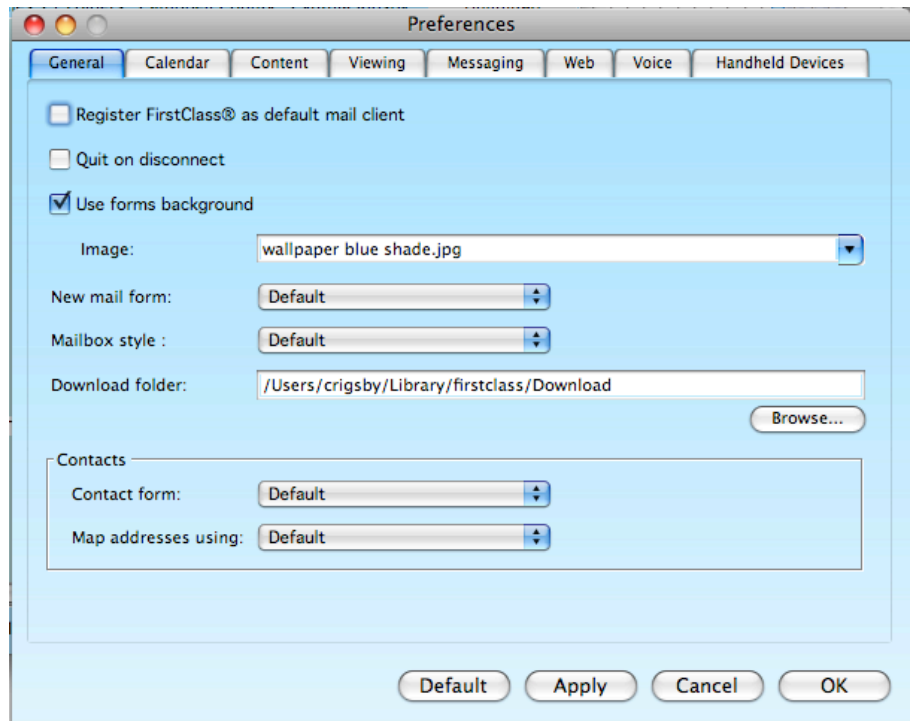- Print – use this to print a message, calendar item, etc.
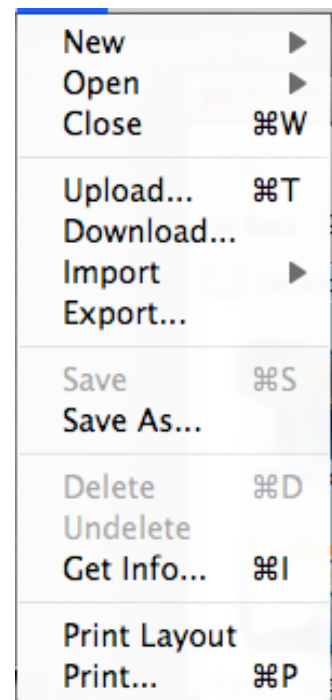
E. Edit
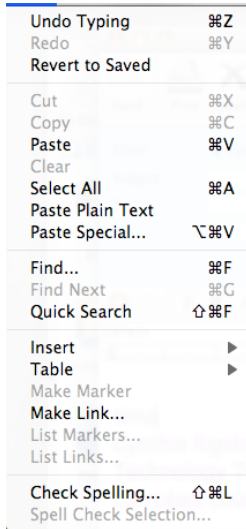
Mac OSX

- Check Spelling lets the user check the spelling in a message before it is sent
- The rest of the Edit menu is like any edit menu from other programs.

- The preferences for FirstClass are under the menu item FirstClass
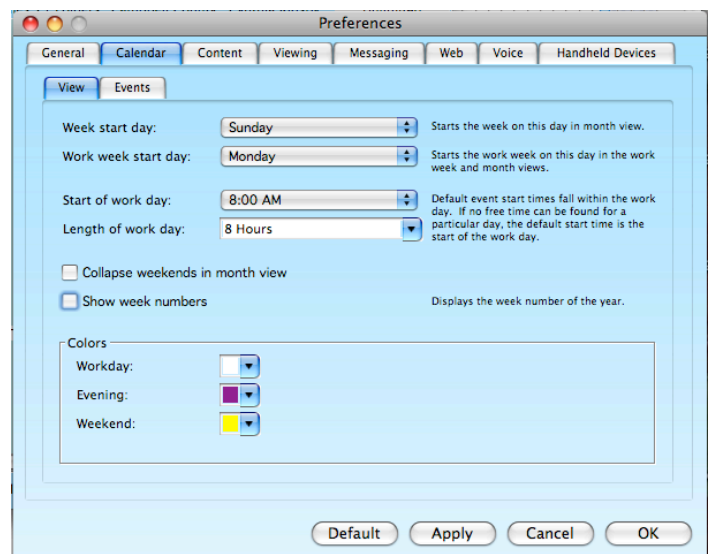
Preferences

General

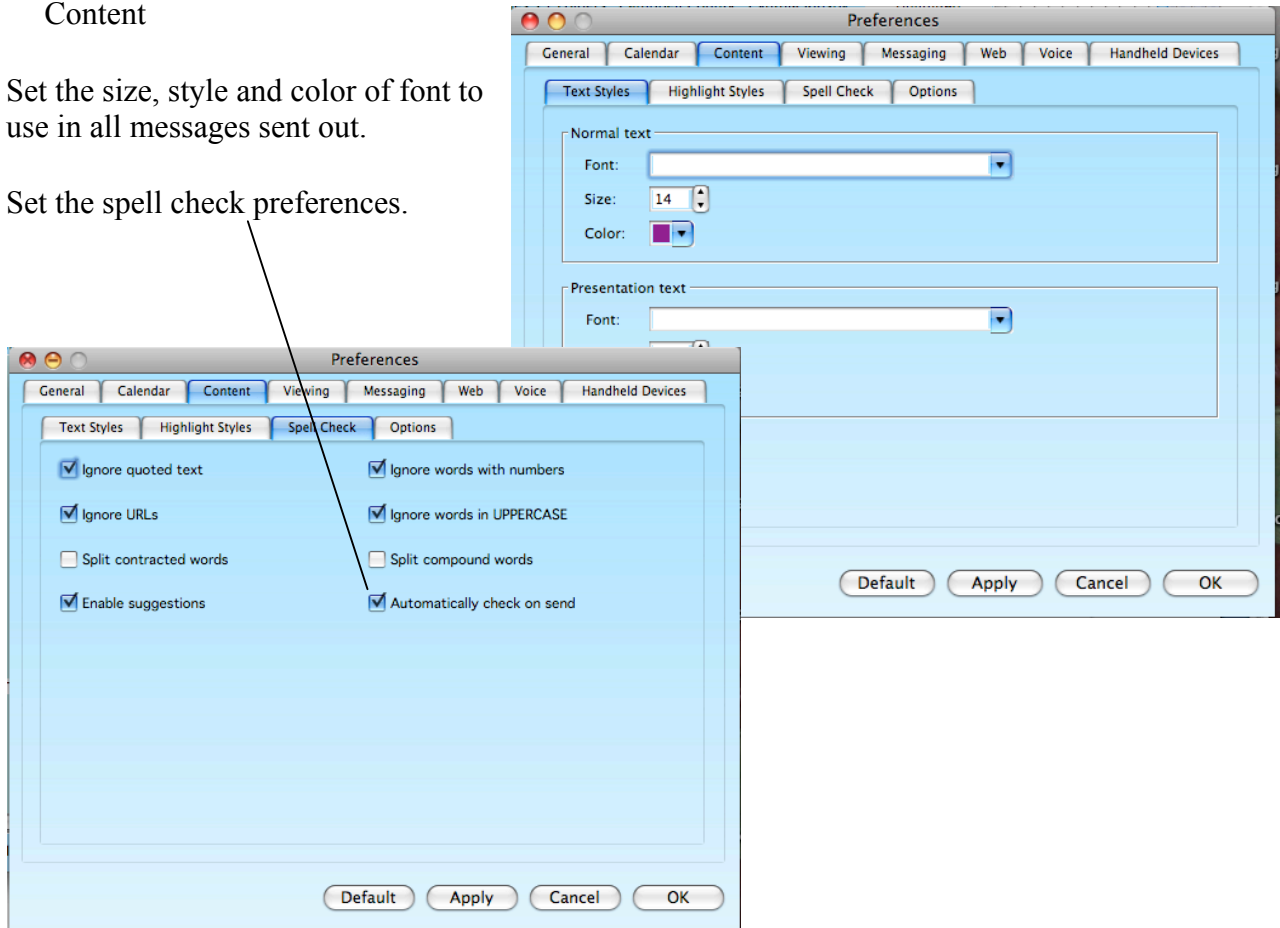Set 3D look and background of desktop.

Calendaring

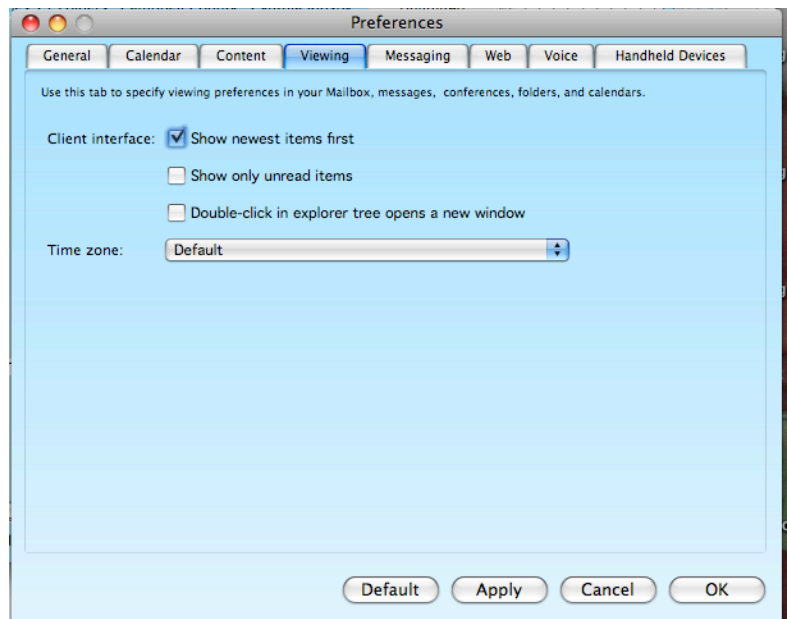Make changes to the setup of your calendar on the desktop

Content

- Set the size, style and color of font to use in all messages sent out.

- Set the spell check preferences.

Viewing

Set the view you wish to see on your desktop and mailbox.
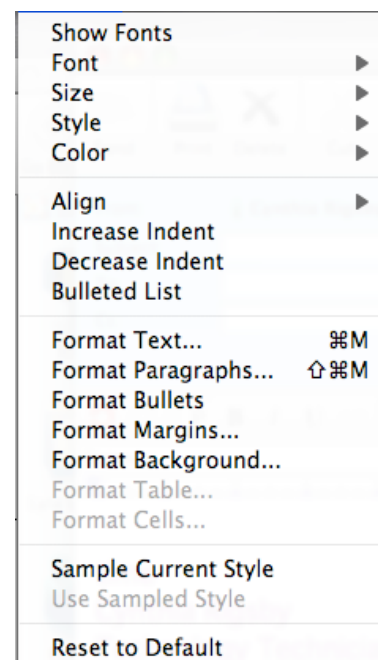
Messaging

1. **Set Reply Preference to Reply Sender. If it is set on Reply Automatic, you will send your reply to everyone on the original message**
2. Signature – add information to be put on each message created
3. Instant Messaging – set preferences for private chat
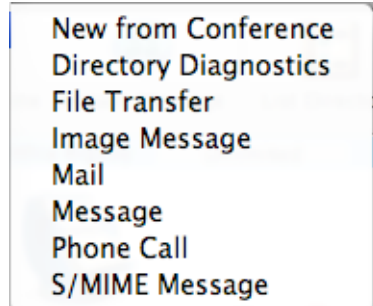4. Paging – is not available
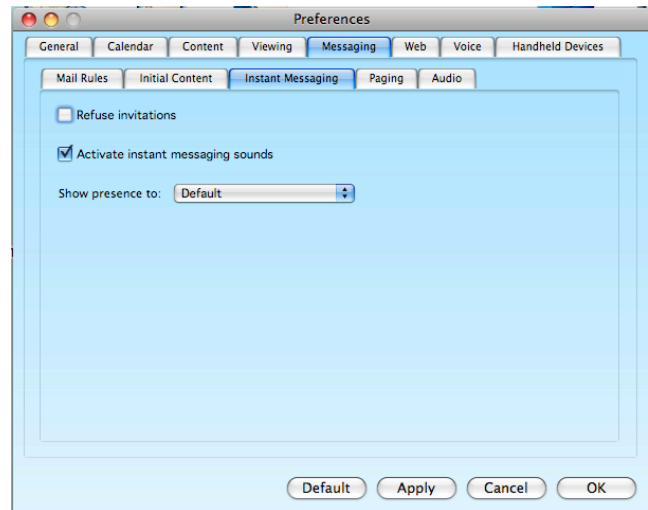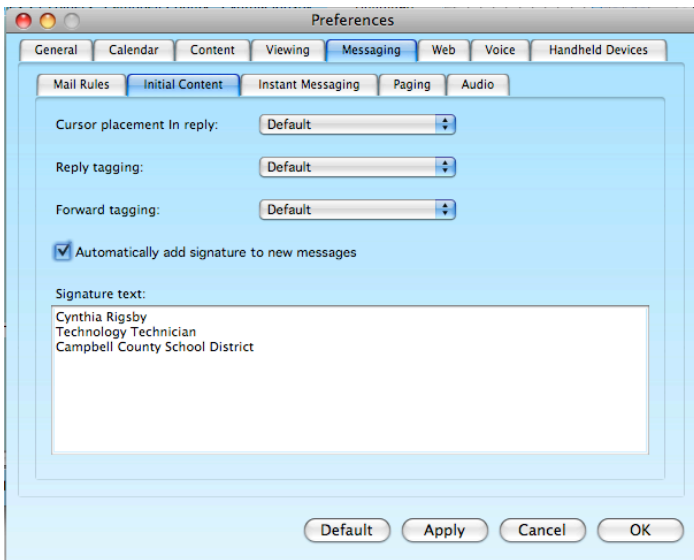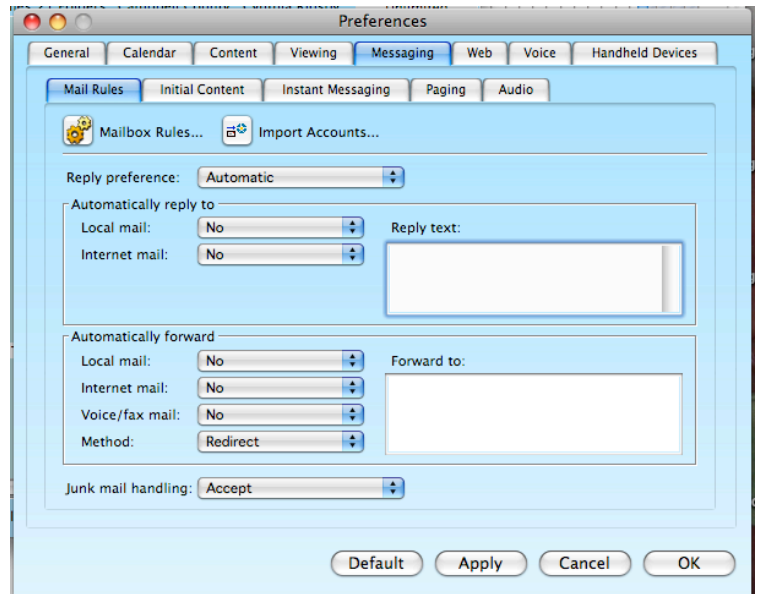
F. Format

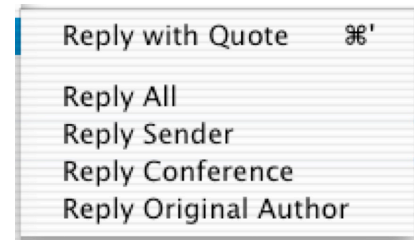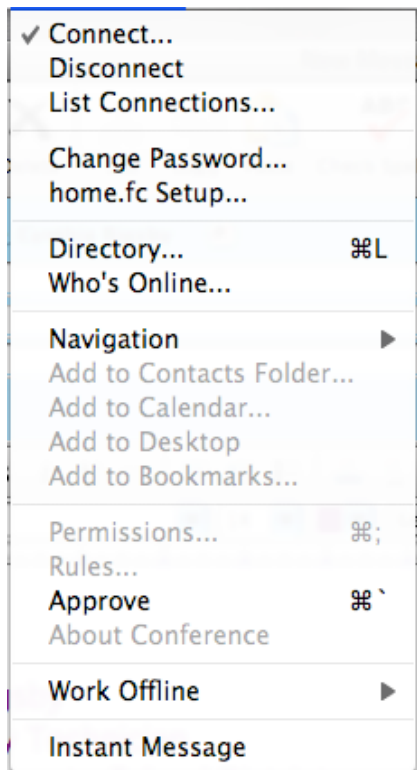Format the text in a new message, document, address, etc.

G. Message

- New Message – create a new message
- New Message Special – use message forms that have already been created

Message	Collaborate	View
New Message	⌘N	
New Message Special	▶	
Reply	⌘R	
Reply Special	▶	
Forward	⇧⌘=	
Send	⌘E	
Send and Close	⇧⌘E	
Unsend		
Run Manual Rules		
Run Receive Rules		
History	⇧⌘H	
Mark as Unread	⌘−	
Summarize Selected		
Priority	▶	
Sensitivity	▶	
Receipt	▶	

New from Conference
Directory Diagnostics
File Transfer
Image Message
Mail
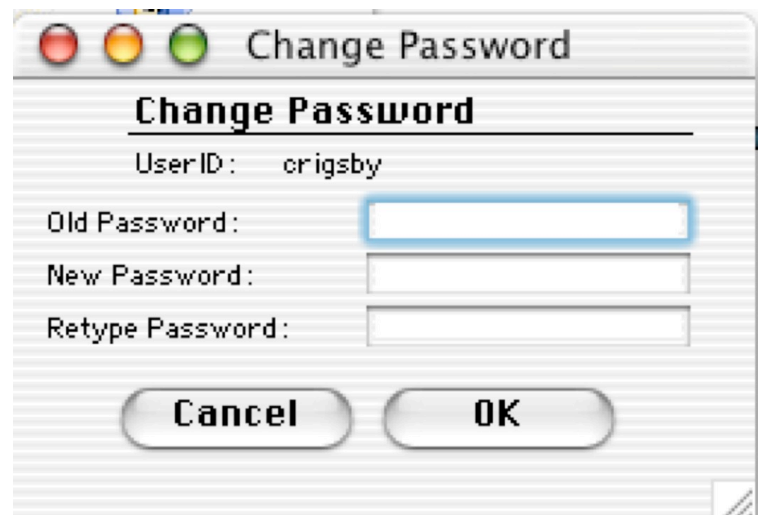Message
Phone Call
S/MIME Message

- Reply Special – automatically replies to a message with a quote, to all that received the original message, to only the sender, to a particular conference, or to the original sender of the message.

Reply with Quote ⌘'

Reply All
Reply Sender
Reply Conference
Reply Original Author

- History – gives the history of a message but only messages created and sent to users of FirstClass.
- Mark as Read – allows a message to be marked as read or unread
- Receipt – allows a message to be marked to return a receipt to the originator when a message is read, delivered or routed

H. Collaborate

✓ Connect...
Disconnect
List Connections...

Change Password...
home.fc Setup...

Directory...   ⌘L
Who's Online...

Navigation   ▶
Add to Contacts Folder...
Add to Calendar...
Add to Desktop
Add to Bookmarks...

Permissions...   ⌘;
Rules...
Approve   ⌘`
About Conference

Work Offline   ▶

Instant Message

- Connect – click on to have a login screen appear
- Disconnect – click on to log off
- List Connections – shows how long a user has been connected
- Change Password – change user password here. Put in the old password first, then the new password and retype the new password.

Change Password

Change Password

User ID: crigsby

Old Password:

New Password:
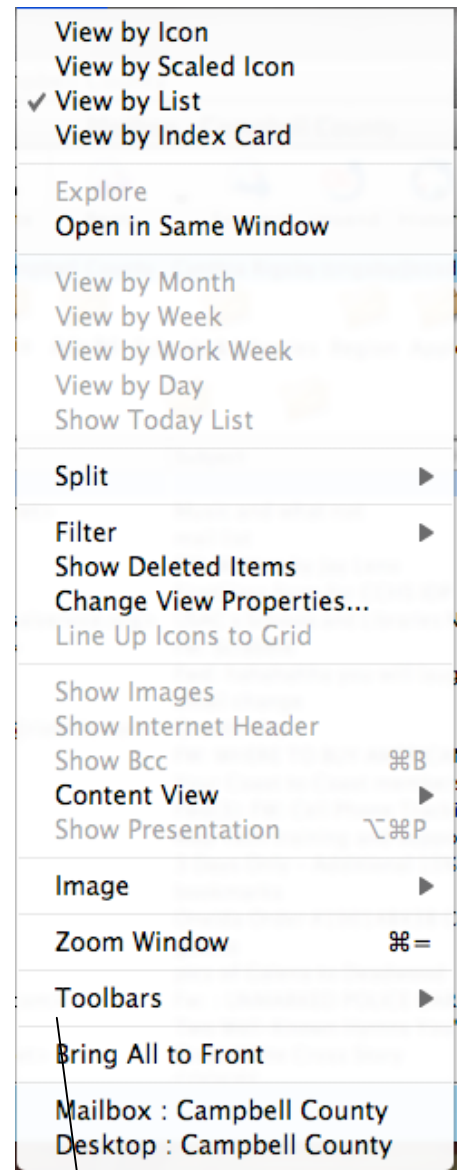
Retype Password:

Cancel   OK

- Home.fc setup – another way to enter the setup screen covered on the first page of this handout
- Directory – a listing of all users on this FirstClass system
- Who's Online – a listing of users currently logged in
- Instant Message – a chat line between FirstClass users on this system that are currently logged in
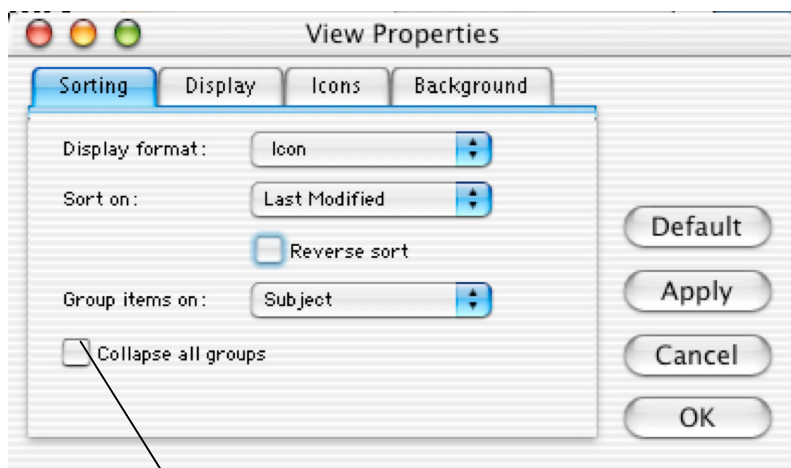
I. View

- View by Icon, View by Scaled Icon, View by List – Sets the view on the window that is currently open.
- Split – splits the window that is currently open

✓ No Split
Split Horizontal
Split Vertical
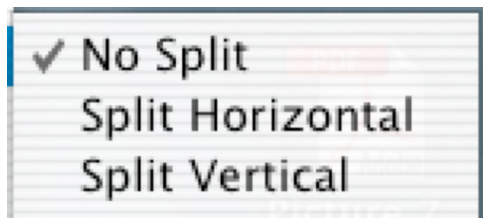
- Show Deleted Items – highlight this and find the item that was deleted. Highlight the item and it can be undeleted by clicking on undelete under the File menu.
- Change View Properties – set how to sort items in the mailbox, display of icons, lists, background of window. The window must be opened to apply to that particular window except in sorting.

View menu:

View by Icon
View by Scaled Icon
✓ View by List
View by Index Card

Explore
Open in Same Window

View by Month
View by Week
View by Work Week
View by Day
Show Today List

Split ▶

Filter ▶
Show Deleted Items
Change View Properties...
Line Up Icons to Grid

Show Images
Show Internet Header
Show Bcc   ⌘B
Content View ▶
Show Presentation   ⌥⌘P

Image ▶

Zoom Window   ⌘=

Toolbars ▶

Bring All to Front

Mailbox : Campbell County
Desktop : Campbell County

View Properties window:

View Properties

Sorting | Display | Icons | Background

Display format: Icon
Sort on: Last Modified
☐ Reverse sort
Group items on: Subject
☐ Collapse all groups

Default
Apply
Cancel
OK

- Toolbars – allows the user to customize the toolbar to their specification

Do Not check the Collapse all groups box. This will cause messages to disappear and it may look like there are unread messages in the mailbox.
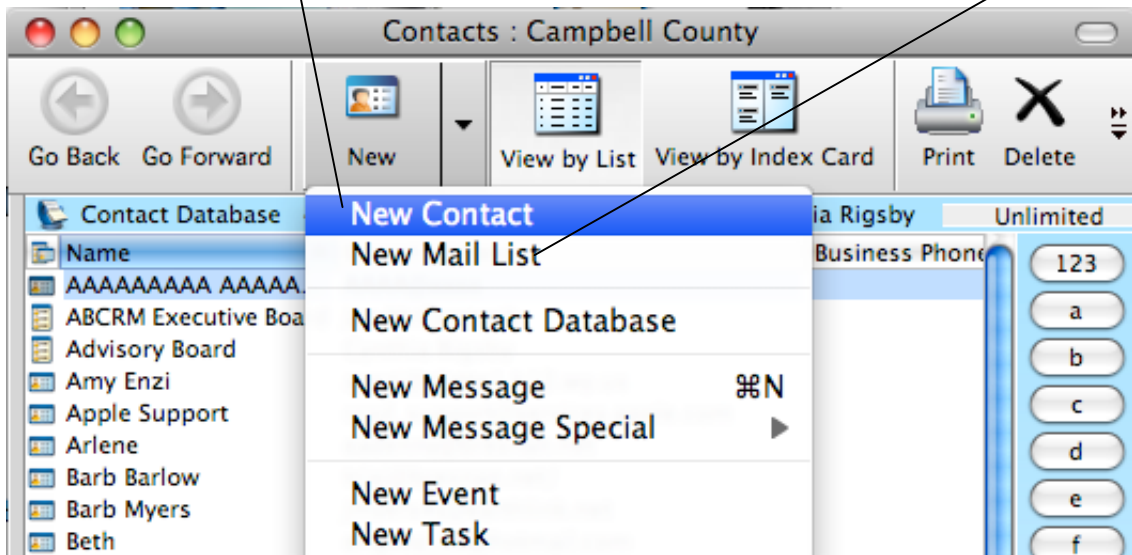
Contacts

In the address book the user can type individual addresses or a personal mail list.

When a mail list is named that name has priority over individual names already listed in the directory.

To create an individual's address, click this.

To create a personal mail list, click this

If a list is made under a new contact only the first name on the list will receive the email. Use New Mail List for a list of names grouped together.
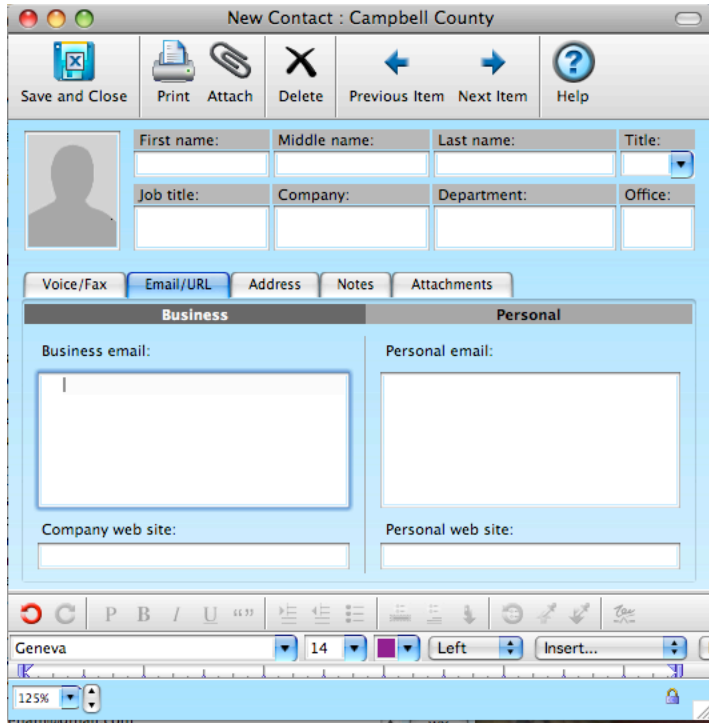
The personal address can contain several important facts about an individual.

Type in the name you wish to give the file in the Name box and then fill in the information under the different tabs.

The personal mail list is to be used for several people that a user may send the same message to such as a group to which the user belongs.

Type in the name that you wish to call the mail list in the Name box and then add the member's email address in the Members box.

If a name is in the FirstClass system, only the name of the member needs to be entered not the whole email address.

New Mail List : Campbell County
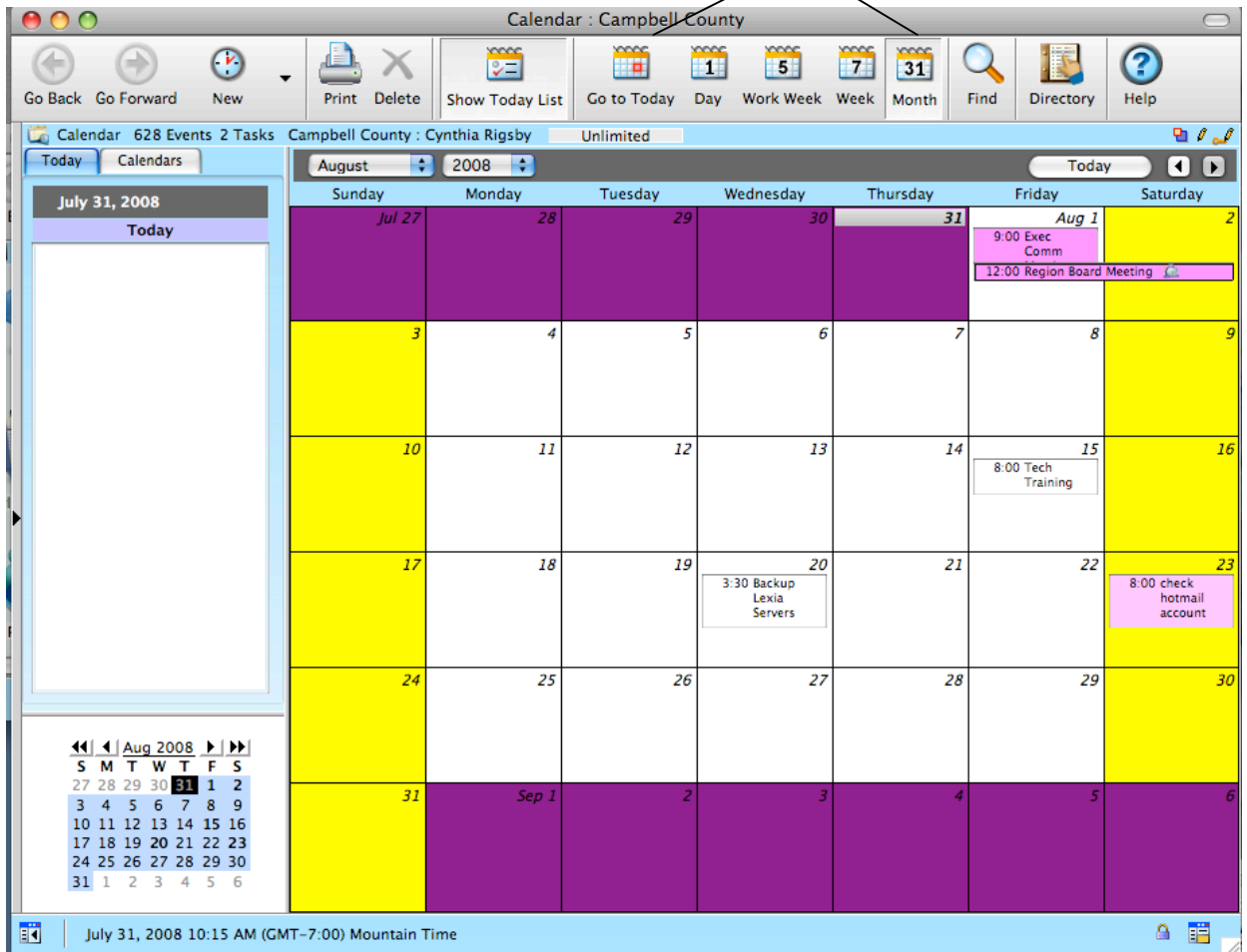
Personal Mail List

Name: New Mail List

Members:

Cancel

OK

125%

Calendar

Different ways to view the calendars

This calendar is in a split screen format. If you wish to view one half differently, click anywhere on that side of the screen and click on the view icon you desire. The calendar can be viewed as a monthly calendar, a weekly calendar or a daily calendar. It can also be viewed as a list of all events on the calendar.
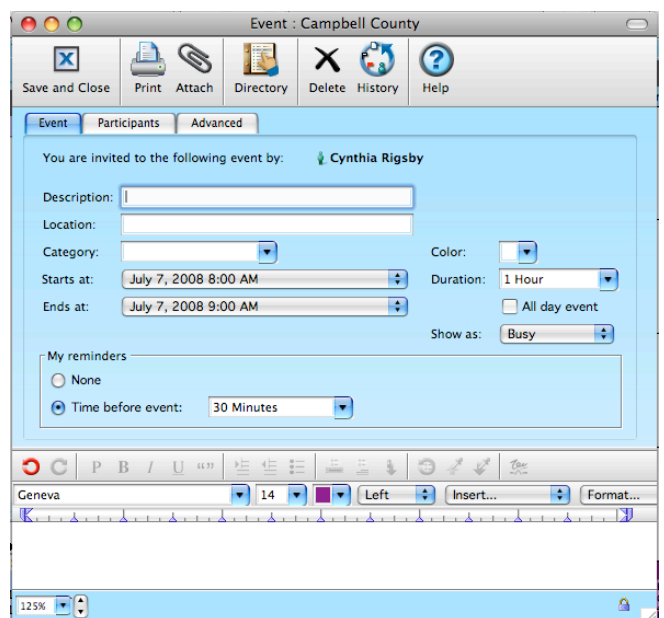
To add an event to the date, double click on that date and a window will open.

A reminder can also be set by clicking on button under My Reminders and then setting the time to have the reminder go off.
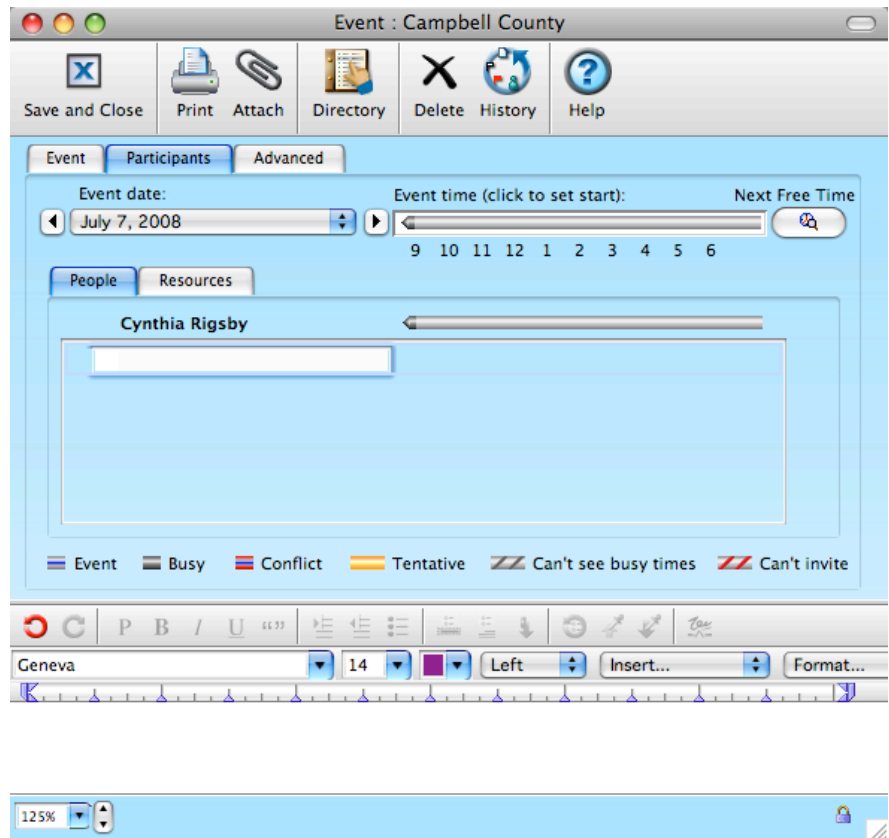
Click on the Participants Tab. In this area others can be invited to participate in the event. If you enter their name as a participant, an event will be put on their calendar. If there is a conflict with that date or time of any participants, you will receive an email informing you of that conflict.

The user can set this event to repeat at certain intervals by clicking on the Advanced tab. Click on the repeat interval and set how often it should repeat, then click on the Repeat Until and set a date to end the repeat.
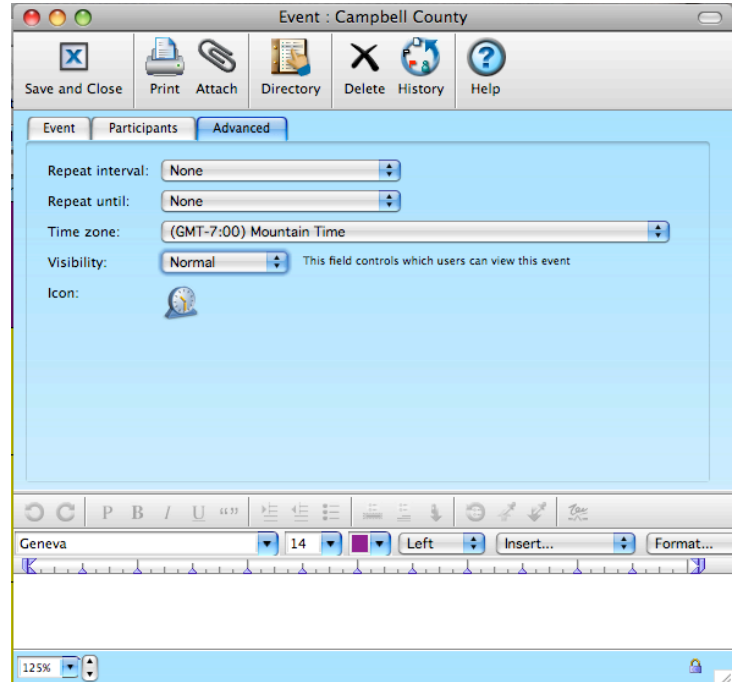
Attaching and Saving Files
to an email

To attach a file to an email, open a new message. Click on file in the menu bar and click on Attach. Find the file you wish to attach and double click on it.

To save an attachment from a message, click once on the attachment in the message, then go to File in the menu bar and click on Save Attachment. Pick a file you wish to save to and click save.

New	▶
Open	▶
Close	⌘W
Save As...	
Attach...	⌘T
Save Attachment...	
View File...	
Import	▶
Export...	
Delete	⌘D
Undelete	
Get Info...	⌘I
Print Layout	
Print...	⌘P