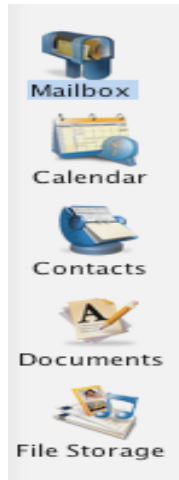


Thirty Second Guide to FirstClass



Personal Column *You control this area and can delete or organize information.*



The first column of icons contains your personal FirstClass icons.

- Check your email by double clicking on the *Mailbox*.
- Create a personal address book in *Contacts*
- Maintain a personal calendar in *Calendar*
- Move documents from school to home by dragging documents into *Documents* or *File Storage* (Install FirstClass at home, log on, open *My Documents* and see documents dragged in from school. This is a good way to backup important data.)
- Access the Web Publishing icon to create and edit web pages.



Public Columns

You cannot delete or organize information in the public areas.

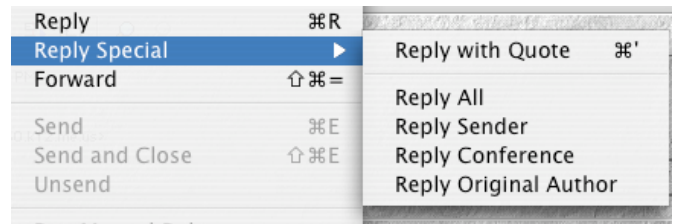
These icons allow you to see the information that is shared among all staff.

- Click on *Noble High School* and see communications sent to all staff at NHS. You can also see school calendars here.
- Click on *MSAD #60 Staff* to see communications sent to all MSAD 60 employees. You can see the MSAD 60 calendar here.
- Click on *IT Help Desk* to ask or read about technology related issues.
- *After Hours* is the district want ad section. Buy and sell turkeys, cars, services or talk sports.
- High school staff can see communications within each academy, click on *NHS-Staff Academics*. This area is unavailable to students.
- High school staff can communicate with students and staff in specific academies or subject areas, click on *NHS-Student Academics*. This area is available to students.



Replying to an Email

When replying to an email, decide whether you want to reply to only the sender or to the entire group included in the mailing. Click on *Message* on the menu bar. Find *Reply Special*.

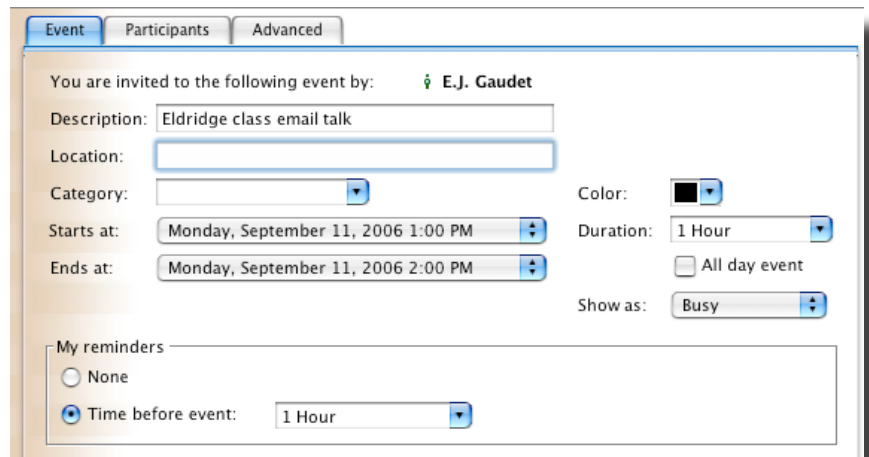


- To reply to only the sender of the email, click on *Reply Sender*
- To reply to everyone on the list, click on *Reply All*.
- *Reply with Quote*, will include the sender's original message in the body of the email.


Personal Calendar

Use the personal calendar to keep track of meetings, and important events. You can use the calendar as an electronic plan book.

- Open the calendar by double clicking on calendar icon in the personal column.
- Double click on the day of the important event.
- Use the *Event* window to give the event a title (Description window), enter a location (Location window), set the start/end times (Starts at: / Ends at:).
- Click on the *participants Tab* to enter other participants.
- Click on the *Advanced Tab* to set a regularly scheduled meeting.
- Click on *Time before event* in *My Reminders* to have FirstClass send email reminders to all participants.



Personal Address Book

To set up your own address book, click on *Contacts*  in the *Personal* Column of icons.

- To enter email address, click on the *New* contact icon and fill in all important information.

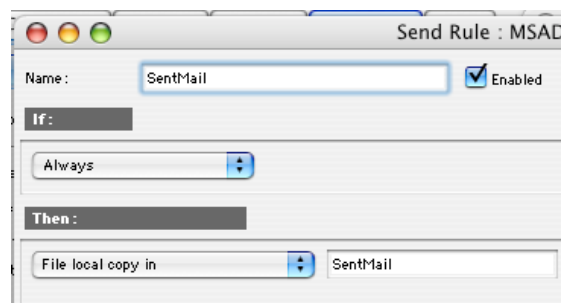


Hints and Tips

- To delete email messages, click on the offending message, drag to the trash can in the FC desktop; or go to FILE/DELETE; or Control/click to see a drop down menu.
- To undelete, go to VIEW/SHOW DELETED ITEMS. Right Mouse or Control/click on the item(s) next to the arrow.
- To create a sent mail box:
 - Under VIEW, drag to SPLIT VERTICLE.
 - Drag to FILE/NEW/NEW FOLDER
 - With the new folder highlighted, drag to FILE/GET INFO. Name the folder *Sent Mail*.
 - Drag to FIRSTCLASS/PREFERENCES.
 - Click the MESSAGING tab. Click MAIL RULES tab.
 - Click the Mailbox rules icon.
 - Click the appropriate rule icon



- Format as below:



- Hint: Delete sent messages to avoid filling your capacity.
- Hint 2: You can set rules to filter received messages by clicking on the New Receive Rule icon. This is a good way to filter incoming SPAM.

FirstClass at Home: Install FirstClass at home by:

- Opening your preferred web browser
- Enter <http://fc.sad60.k12.me.us> in the URL window
- To use the web mail version click on the Login Icon.
- To access FirstClass via a client, click on the Download icon and follow the directions.
- (Possible error). If you FC client does not work when you log on do this:
 - Open FirstClass without logging on. Click on SETUP
 - Find the SERVER window and enter *fs.sad60.k12.me.us*
 - Click Save.

