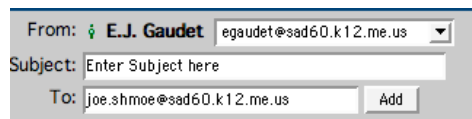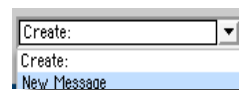## Using FirstClass at Home

You can use First Class at Home to send emails, and attach documents to your school email account. Here are two different ways:

<u>Using the web based First Class</u>

- Click on MSAD 60 email on the NHS home page --- OR ---
- Open your preferred web browser
- Enter http://fc.sad60.k12.me.us in the URL window
- Click the Login icon and enter your username and password.
- Open the Mailbox.
- To check your email, simply

  double click on any email in the window.
- To send an email
  - o Click on the CREATE drop down menu and choose NEW MESSAGE.
  - o Enter the SUBJECT information.
  - o Enter the whole email address in the TO window. (Hint: student email names for email sent form away from school follow this pattern: *firstname.lastname@sad60.k12.me.us i.e. joe.shmoe@sad60.k12.me.us*)
  - o Click ADD to enter the address into the email.
  - o Click SEND.
- To add an attachment to the email (<u>Hint:</u> make sure the desired document is closed on your computer before attaching.)
  - o Click BROWSE beside the attachment window; navigate to find the document.
  - o Choose the document and click ATTACH.
  - o Enter text in the body of the email and click SEND.

Installing FirstClass Program at Home
(Install the same software that you have at school. Your home program will work just like the one at school)

- Open the web based FirstClass as above.
- Click on the Download icon.
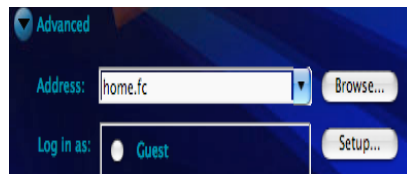- Choose your computer's operating system.

- Click STEP 1 to download the program and follow the directions on your own computer.
- When finished downloading, click STEP 2.

- In the FirstClass window, click on the ADVANCED button.

- Click SETUP

- Make sure the correct server name is entered in the Server window (**fc.sad60.k12.me.us**) and click SAVE.