

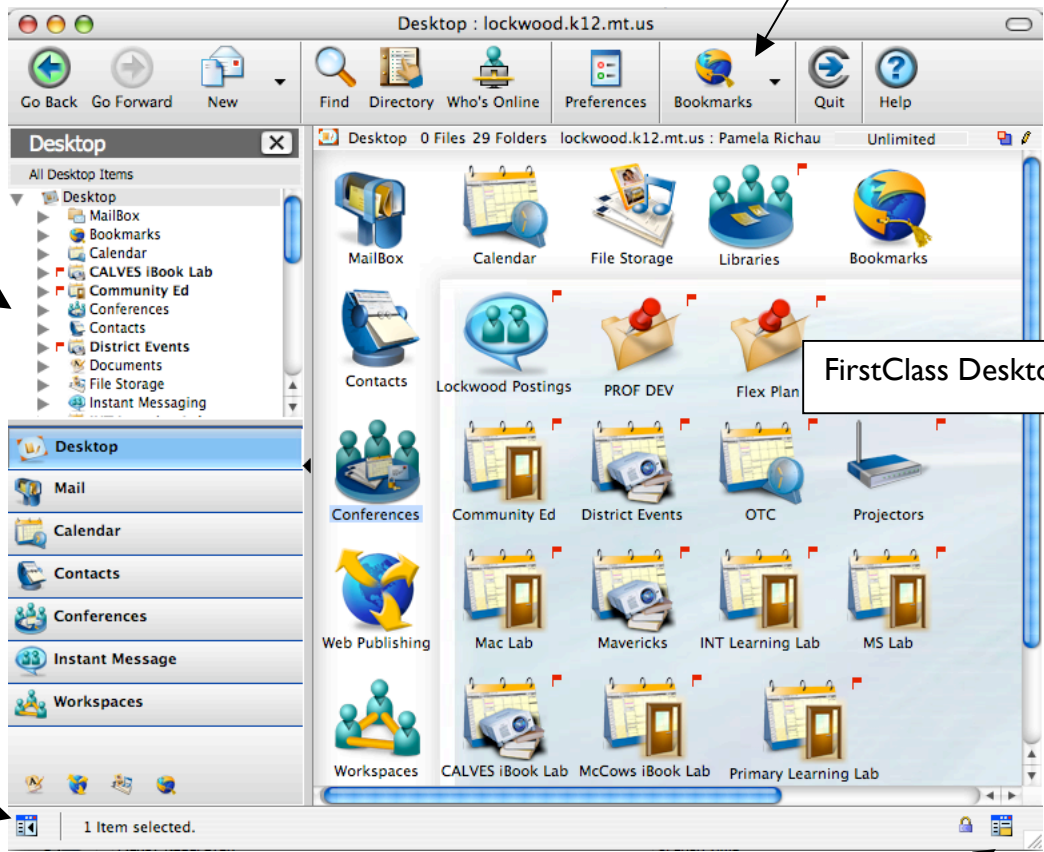
The Updated Look for First Class Version 9

Toolbar (customizable)
Use the view menu
to add icons

“Hierarchical
Tree”
Turn the arrows
down or up to

“Launch Bar”
Click once on
the item to view
in the Desktop
area

Hide or show
Navigation Pane,
click to toggle



FirstClass Desktop

Hide or show
Reading Pane

All areas in the First Class environment are “sizeable”. Hover over the area you wish to resize till the cursor turns into double arrows, then click and pull to the desired size.

First Class Mailbox

First Class operates as a UNIFIED mailbox displaying ALL your mail. DRAFT messages (white flag), INBOX messages (red flag) and OUTGOING messages (labeled with “TO”) all reside in the unified mailbox.

Messages in First Class are “threaded”, meaning the FirstClass software organizes the messages by grouping messages on the same topic. You can choose to show or hide threaded messages with the turn down arrow.

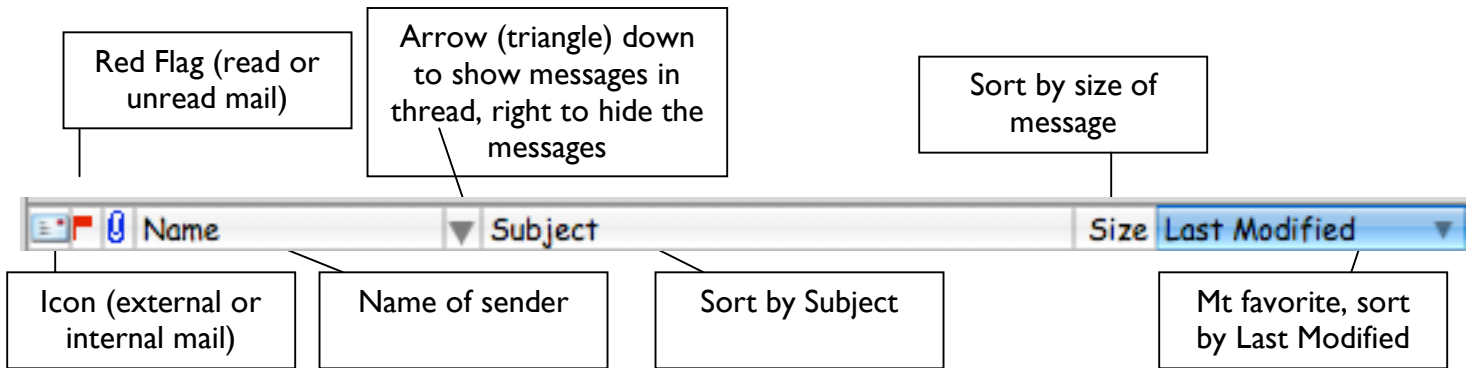
Threaded message showing all messages in thread (notice the down arrow)

To Darlene Hess	▼ Re(2): Inserting Content into Messages
Darlene Hess	Re: Inserting Content into Messages
To Darlene Hess	Inserting Content into Messages

Threaded messages showing only the most recent message (arrow now points right)



Sorting your mail in First Class can be done with one click. (one FIRM click)



In the image above, the mailbox has been sorted to show the most recent message at the top of the list. You can identify the sort because the sort selection is blue and the arrow is pointing downward for descending order.

ORGANIZING YOUR MAIL

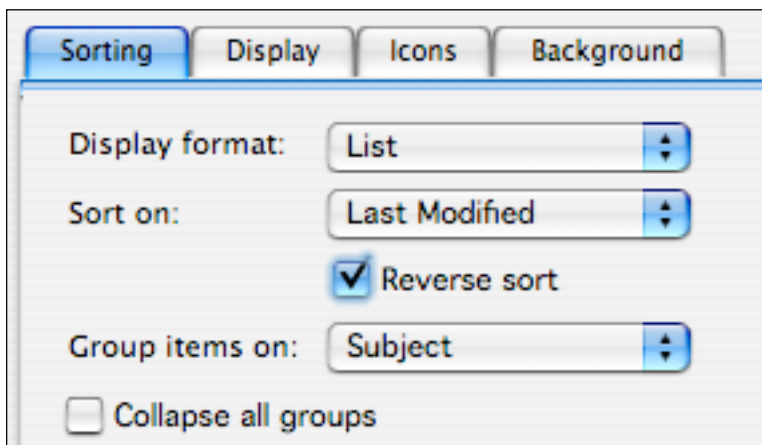
It is quite helpful to SPLIT the view inside your mailbox between your messages and an area for folders to organize mail. Pull down the VIEW menu to SPLIT and choose SPLIT HORIZONTAL. Your mail is in the lower pane and the upper pane is open to hold a few folders. To create a folder, pull down the FILE menu to NEW and slide over to NEW FOLDER. A new folder appears in the mailbox area. Hold down the control key, click on the new folder and choose GET INFO. Name the folder and if you'd like to customize, click in the upper left corner of the folder info window and view your choices for icons...



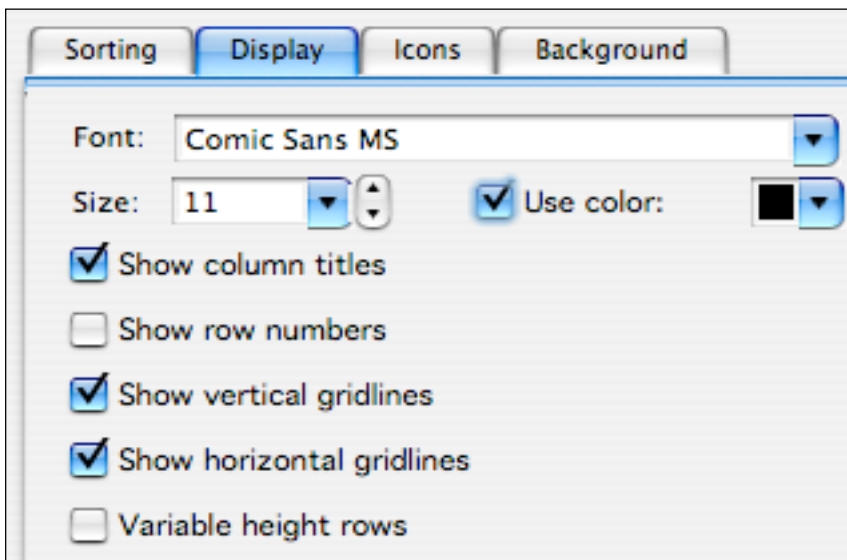
Lots of choices!

VIEW PROPERTIES

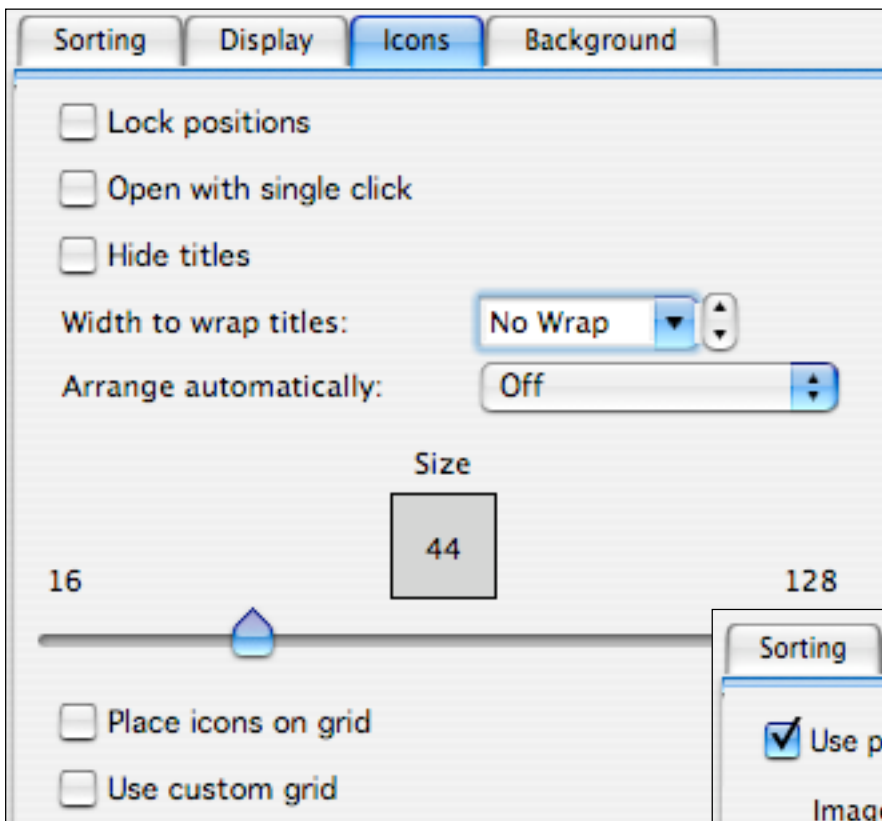
The First Class desktop is highly customizable. Use the VIEW menu and choose CHANGE VIEW PROPERTIES. Be sure you have selected the area you wish to adjust prior to choosing Change View Properties.



SORTING TAB - The alternate method of sorting mail can be handled in view properties. You can display your mail as a list, an icon or an index card. (I like the list). Sorting has the same options as explained above. Grouping is critical if you want threaded messages to stay together. I suggest you SORT by LAST MODIFIED and GROUP by subject. If you put a check by the COLLAPSE ALL GROUPS, all threaded messages are hidden under the most recent of the thread.



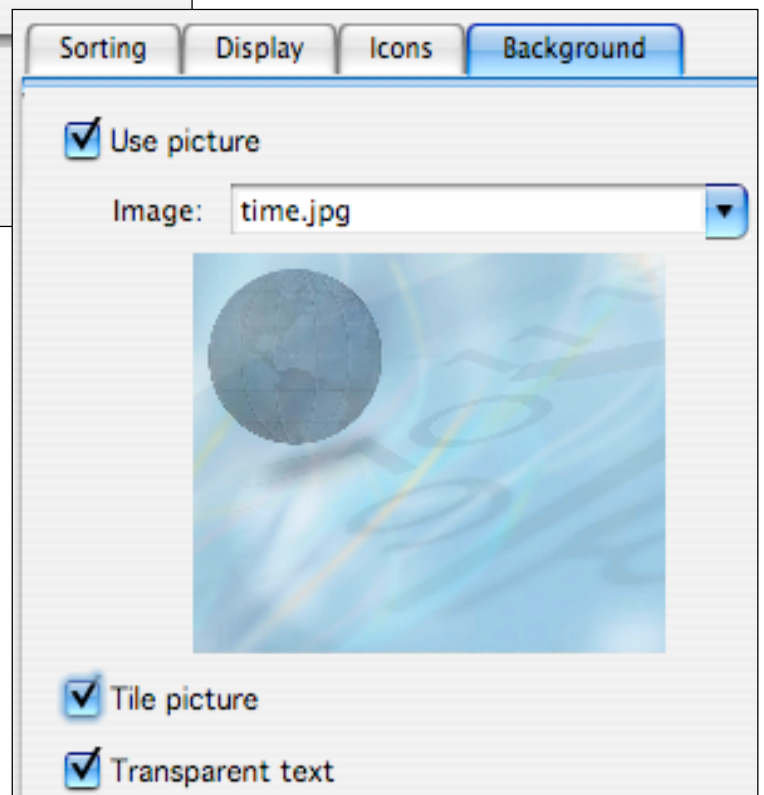
DISPLAY TAB – Use the display tab to really customize the look of your mailbox. Each time you choose a property like font size or font color, you can click the APPLY button to get a look at your choice.



ICON TAB – Control the icons in the various areas of First Class with this tab.

Be sure to click APPLY as you make changes so you can view the result and decide if it works.

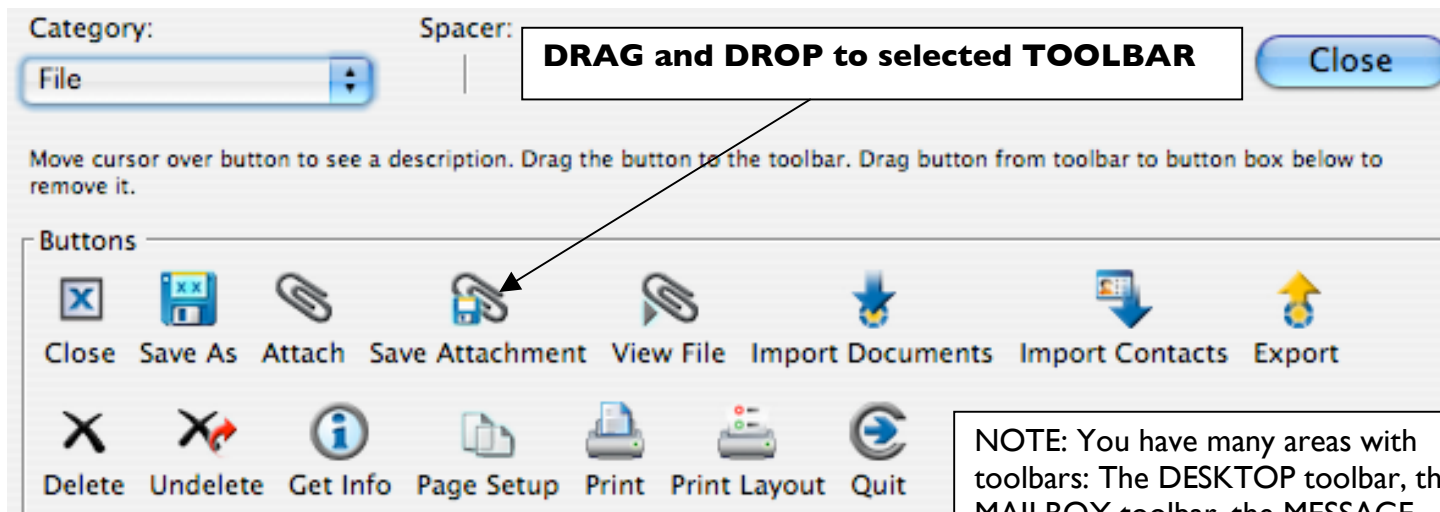
BACKGROUND TAB – Create a fancy background on your desktop or choose a color for your mailbox using the background tab. Easy to get very busy on these properties, but experiment to get the look that suits your user preference.



MODIFYING THE TOOLBAR

The icons in First Class can be quite helpful as shortcuts to the daily chores you perform. Here are the steps to modify toolbars in First Class.

- 1) Select the area where you wish to add a tool icon
- 2) Pull down the VIEW menu to TOOLBARS and slide over to CUSTOMIZE TOOLBARS
- 3) Choose a category (each category relates to the types of tools displayed)



- 4) Choose the tool icon you wish to add and DRAG and DROP it on the selected toolbar

NOTE: You have many areas with toolbars: The DESKTOP toolbar, the MAILBOX toolbar, the MESSAGE toolbar, the CALENDAR toolbar, etc. The toolbar in each of these areas can be modified to suit your needs.

CONTACTS

You can keep track of frequently used addresses in the CONTACT area of First Class. To create a new contact pull down the FILE menu to OPEN then slide over to CONTACTS. Create a new contact by using the button on the toolbar

Be sure to fill in the name for the contact and the email address. The “quick name” or “Nickname” can be filled into the notes area for fast mailing.



To create a mail list use the same button on the toolbar and choose – NEW MAIL LIST. Name your list, then add names of the members of your list. This is a personal mail list and is only available to you. We have several “Global” mail lists that are available to all users on our First Class system

The list shown to the right includes all global mail lists on the Lockwood system. If you need a global mail list that can be available to all, contact Pam to set it up.

LOCKWOOD SCHOOL GLOBAL MAIL LISTS

- Compass Cadre
- ERIC Members
- Lockwood Administrators
- Lockwood Board
- Lockwood Intermediate
- Lockwood MS
- Lockwood Paras
- Lockwood Primary
- Lockwood School
- Lockwood Team
- Maintenance
- mckaden
- MEA Members
- Prof Dev Comm
- SPED Staff
- Team Diet
- Tech Literacy Coaches

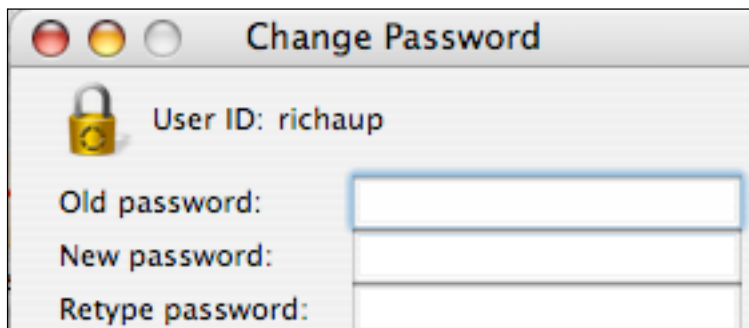
QUICK TIP: If you have added the ADD TO CONTACTS button to your message toolbar, just click on the name of the message sender then click on the Add to Contacts button and the sender becomes part of your contact list. VERY FAST!

MISCELLANEOUS TIDBITS

1) You can modify any of the icons in the FC Environment. Control-click the icon and choose GET INFO. Then click on the icon in the upper right hand corner to choose from a huge variety of icon art.



2) To change your password in First Class, pull down the COLLABORATE menu to CHANGE PASSWORD. Enter you old password, your new password, then confirm.



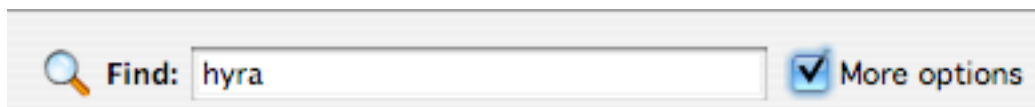
3) You can show deleted messages using the VIEW menu, SHOW DELETED ITEMS. The mail you have recently deleted reappears with a trash icon attached. You can click on a deleted item and choose to UNDELETE with the FILE menu. Each night First

Class officially deletes all trash and those messages are not available for retrieval any longer. Now that we archive mail, we will be able to retrieve all mail from the archived backups.

4) You can check on message properties to determine how long a message will stay on the First Class server before automatic deletion. Our server has been set to save messages for 180 days; after that the message is automatically deleted. CONTROL-CLICK on the message and choose GET INFO. A box appears displaying information about your message. The most useful piece of info is the time left till the message expires and the expiry period. You can set a message to NEVER expire if it is very important.

5) You can check WHO'S ONLINE by using the Who's Online button on your toolbar (add one if you can't find it) or use the COLLABORATE menu and choose Who's Online. This is a fast way to initiate an instant message session (chat) and a visual to identifying the folks who are currently using First Class.

6) AND, if all is LOST use the FIND (Apple-F) command or use the EDIT menu FIND. It is ever so helpful if you have a very full mailbox. You will have many choice of how you'd like First Class to search for you when you add a check to the options box as shown in the illustration.



7) A very nice feature in First Class 9.1 is the expansion of the Spell Checker. It will now check the spelling in the subject line. Also if you create a new message and do nothing to modify the message it will automatically delete (just goes away like it never happened).