

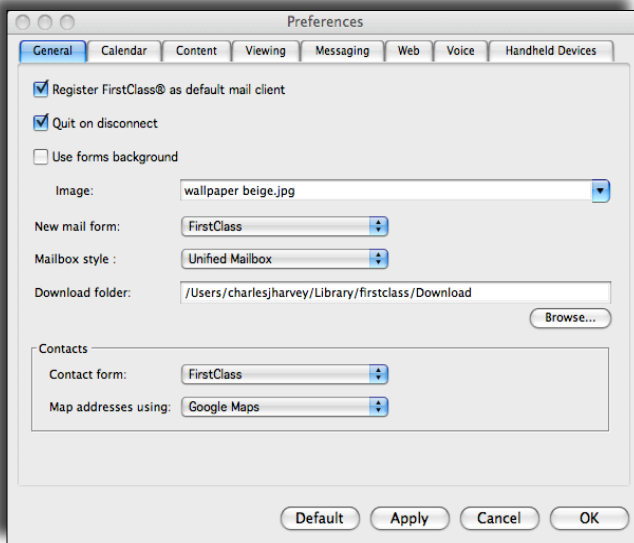
**ONE
SYSTEM**



**MANY
SOLUTIONS.**

"The FirstClass Collaboration Suite has been designed specifically to meet the unique needs of education organizations. With its "single system" approach, FirstClass offers all of the features and capabilities necessary to effectively enhance communication, collaboration, and learning within K12 and higher education environments within a single, fully integrated system."

GENERAL Preferences



Register FirstClass as default mail client – FirstClass will launch to handle all email links in documents, websites, etc.

Download Folder – the location for items downloaded through FirstClass.

Set the “look”/layout of new mail and contact forms.

Mailbox style – *Unified* is a great “all-in-one mailbox” or you can choose to view email as separate “In” and “Out” boxes.

Set mapping preferences to view a map of a contact’s address.

Notes:

****REMEMBER: AS YOU WORK WITH PREFERENCES,
USE THE “APPLY” BUTTON TO ENACT YOUR CHANGES****

Configuring FirstClass **PREFERENCES**

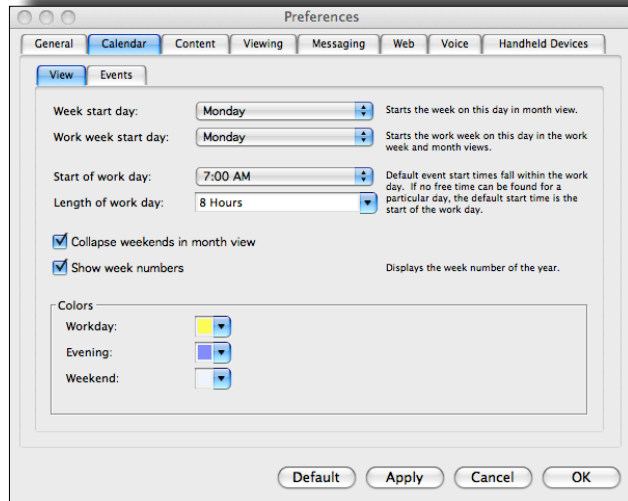
(MENU: FirstClass → Preferences...)

CALENDAR Preferences → **Views**

Set viewing preferences for your workweek and workday.

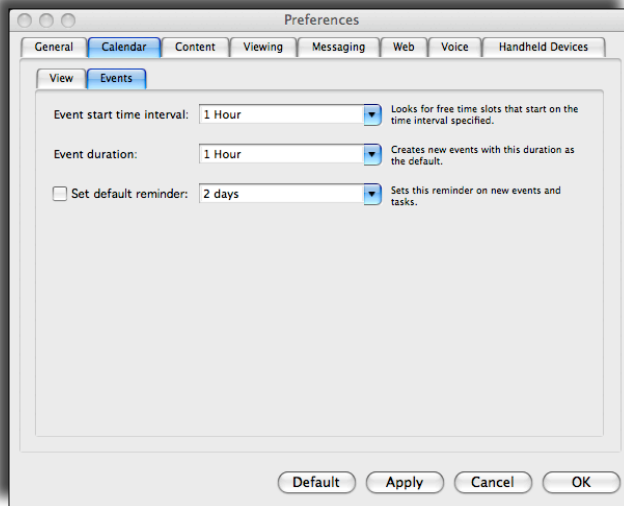
Select different highlight colors for workday, evening, and weekend.

Set the length of your workday shown (1, 4, 7.5, 8 hours).



Notes:

CALENDAR Preferences → **Events**



Events – these preferences pertain to how we use our calendars to reserve items (laptops, etc.) and place events on the calendar. You can set default start time interval & default event duration.

FirstClass also allows you to set default reminders for events. Reminders are given as emails sent to you and as a pop up if you are using FirstClass when the reminder is due.

Notes:

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Configuring FirstClass **PREFERENCES**

(MENU: FirstClass → Preferences...)

CONTENT Preferences → **Text Styles & Highlight Styles**

Text Styles – Set font, size, and color for Normal & Presentation text.

Highlight Styles – Set font, size, style, and color for quoted text (replying & forwarding) and link text (web links & email address links).

CONTENT Preferences → **Spell Check**

Customize how you'd like, but **AUTOMATICALLY CHECK ON SEND**

(please & thanks ☺)!!! It only takes a few seconds before your email goes out.

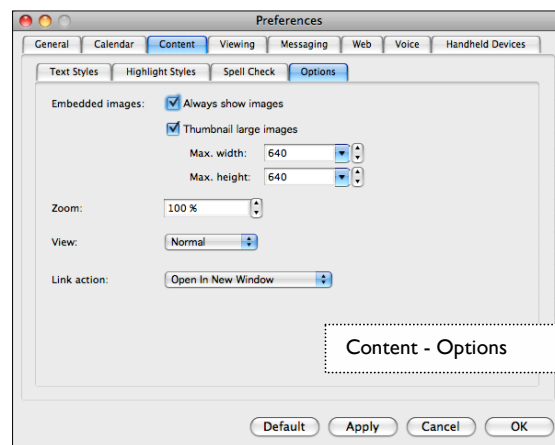
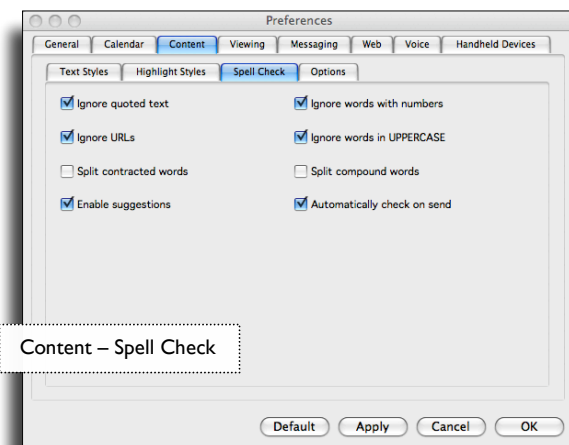
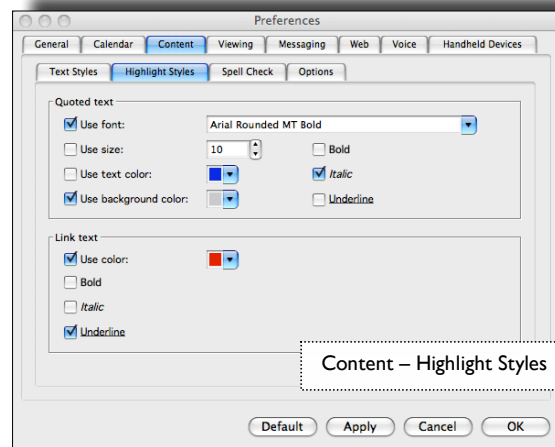
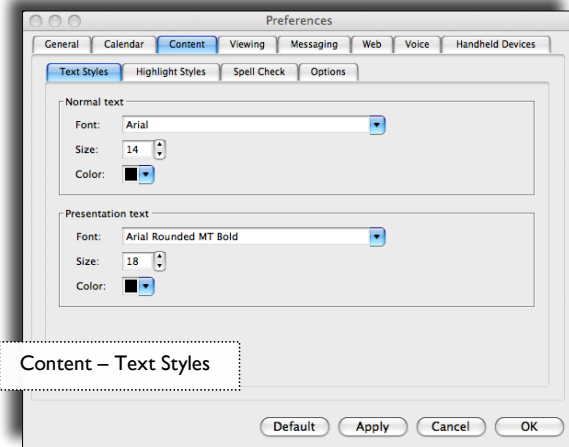
*Feel free to add commonly used or district-specific terms to make it faster. 'Enable suggestions' can make life easier as well. It's amazing how the computer can read your mind about what you MEANT to write!).

CONTENT Preferences → **Options**

Miscellaneous options for viewing various content

Embedded Images – you may choose to 'always show' images embedded in the body of an email and/or 'thumbnail large images' to a set size from the dropdown menus, as well as the maximum 'zoom' allowed for images.

Link action – choose to open hyperlinks contained in emails in a 'new window' or the 'same window'. ('New window' is a great option for keeping the email open while a link is launched.)



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USE THE "APPLY" BUTTON TO ENACT YOUR CHANGES****

Configuring FirstClass **PREFERENCES**

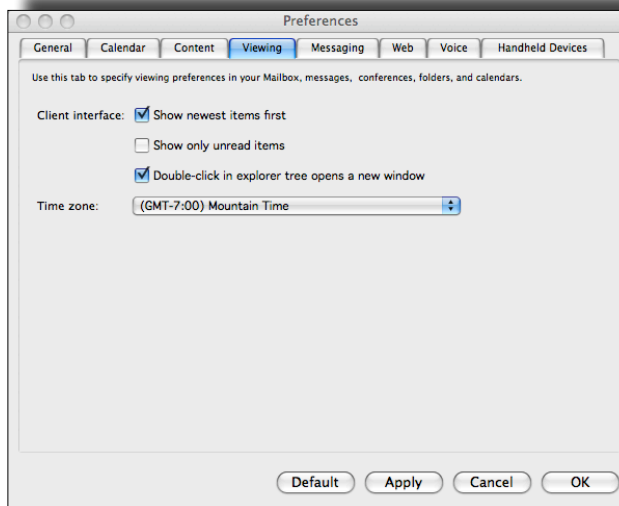
(MENU: FirstClass → Preferences...)

VIEWING Preferences

Client Interface - View:

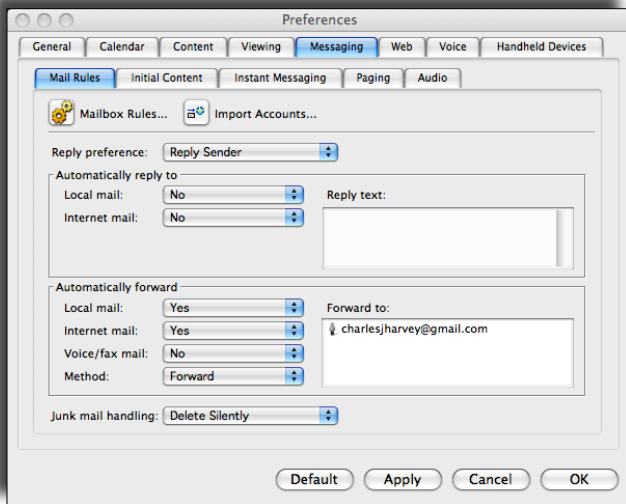
- Newest items first
- Unread items only
- Items in a new window
(when double-clicked)

Time Zone – Important to set to
for time stamping within
FirstClass.



Notes:

MESSAGING Preferences → **Mail Rules**



Mailbox Rules – allow you to set
criteria for how certain
messages are handled (sending
and receiving). ****not a “spam” filter****

Import accounts – allows
FirstClass to be your mail
program for viewing other
accounts (POP & IMAP).

****Remember FirstClass is a professional
account on district equipment****

Auto Reply – automatically
replies to received local and/or
Internet mail with your pre-set
message.

****We discourage its use****

Auto Forward – FirstClass
forward or re-direct a copy of
local and/or Internet mail to
address(s) you provide (****All mail –
think privacy & volume.**)

Notes:

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Configuring FirstClass **PREFERENCES**

(MENU: FirstClass → Preferences...)

MESSAGING Preferences → **Initial Content**

Reply cursor placement –

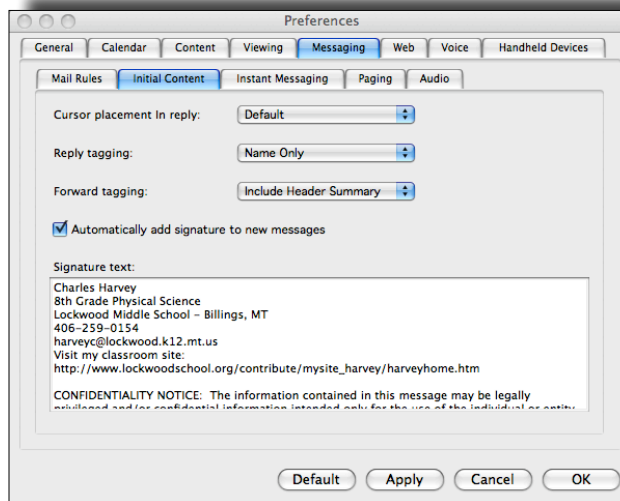
Choose where your reply message starts when including original sender's text.

Reply & forward tagging -

Choose what original message content is included when you reply to or forward an email message.

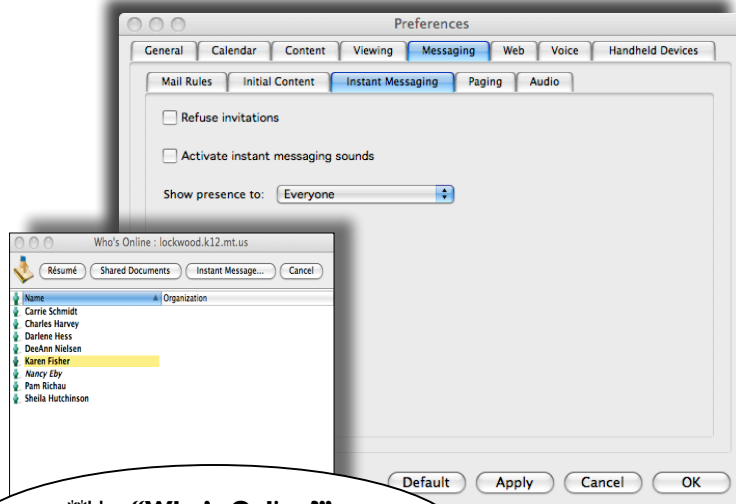
Add a signature –

A great feature to choose if you would like all of your emails “signed” with certain information (Contact info. Website, etc.).



Notes:

MESSAGING Preferences → **Instant Messaging**



Use **“Who’s Online?” to Instant Message & View Résumés (Under the “Collaborate” Menu)

You: So...we can use FirstClass to **Instant Message** other users?

Me: Yep! It's pretty neat!

You: How does it work?

Me: When you see who is online on our FirstClass system, you can initiate a “chat” session. Users can choose which user groups see them online, as well as refuse ‘chat’ invitations, and use IM sounds.

You: Wow! Yet another great communication piece to FirstClass!

Me: I agree! gtg, ttyl!*! Hey - check out my RÉSUMÉ**, too ☺!

Notes:

(*translation: gtg = got to go, ttyl = talk to you later ☺)