

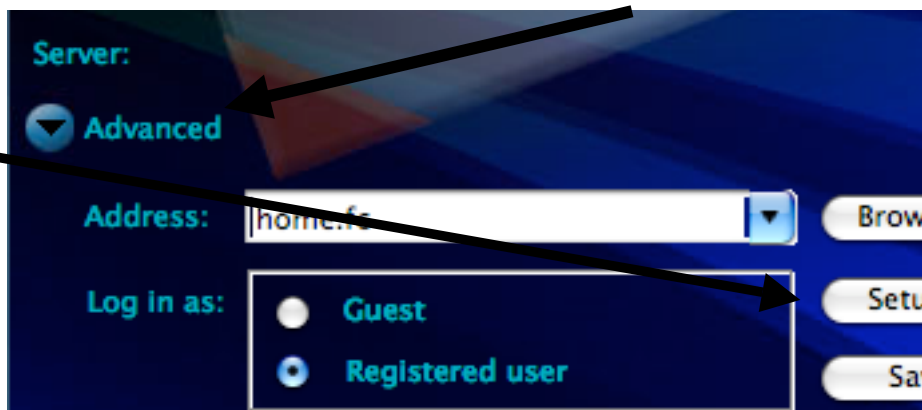
## FirstClass Setup and Calendars

FirstClass can be used anywhere you have an Internet connection. You can access FirstClass by using the program OR by using the web browser of your choice.

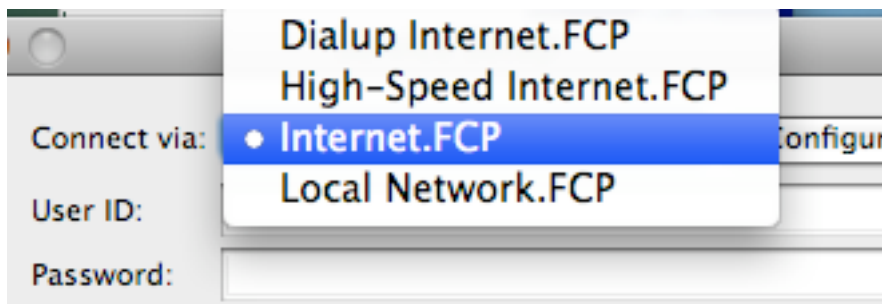
To Download FirstClass (IF YOU ARE USING A SCHOOL COMPUTER, INSTALL IN LOCKWOOD USER)

**STEP #1** Launch your web browser and enter [www.firstclass.com](http://www.firstclass.com) in the address bar. On the menu bar locate RESOURCES. From the pull down menu choose DOWNLOAD FIRSTCLASS CLIENT. Choose the operating system you have on your computer and click. The current version of software will download to your desktop. Once it is downloaded to your desktop, and unstuffed, launch the installer and install the software.

**STEP #2** Launch FirstClass Client, when you see the login screen click the arrow next to **ADVANCED**. This drops down a menu. From there click on the **SETUP** button.



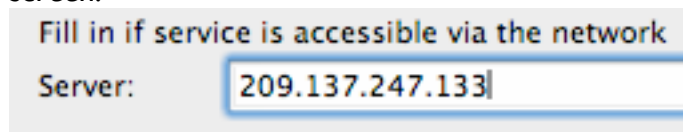
**STEP #3** Set the “connect via” to INTERNET.FCP if you are connecting OFF campus OR to LOCAL NETWORK.FCP if you are connecting ON campus. Go ahead and type in your user ID and password. (dots will appear in your password field that do not reflect how many letters are in your password.)



### Server Addresses

Off Campus:  
209.137.247.133  
ON Campus:  
192.168.1.3

**STEP #4** In the server box, type in the appropriate IP address to the server field. Remember it is 192.168.1.3 if you are ON campus and 209.137.247.133 if you are OFF campus. Click **Save** at bottom of the screen.



### Connecting to FirstClass by the Web

When you don't want to download the FirstClass program, but would like to access your account, you can use any web browser that will allow you access to the Internet.

**STEP #1:** Launch the web browser of choice and enter <http://209.137.247.133> in the address bar. It will take you to a FirstClass login page.

**STEP #2** At the bottom of the page, click on the desk.

**STEP #3** At the login screen, type your user name and password. Click connect.



dots for your

### Web Content Customizing preferences

Can change the Client Interface, menu type and position, the number of messages per page, icon size and column.

Once you have logged in there are several FirstClass tasks you can complete. To make and use messages, click on the MAILBOX button.

### Viewing Messages

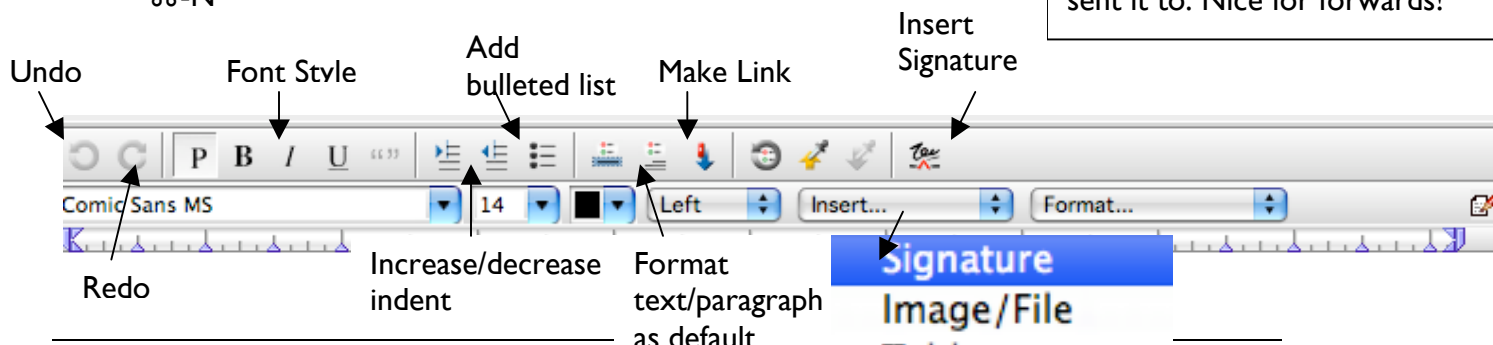


Reading Pane - click to see the 3 ways to view messages

### Messages

There are 3 ways to access a NEW message  
Message in the menu bar and then click NEW MESSAGE  
Icon from the toolbar then click NEW MESSAGE  
⌘-N

Using BCC instead of To: means that the recipients of the message will only see their name and address NOT the list of people you sent it to. Nice for forwards!



### Replying

To partially quote a message in your reply:  
*STEP #1* Open the message to which you want to reply.  
*STEP #2* Select the text you want to quote.  
*STEP #3* Choose Message > Reply.

Quoting the whole message  
*STEP #1* Open the message to which you want to reply.  
*STEP #2* Choose Message > Reply Special > Reply with Quote.  
*STEP #3* Prepare and send the reply as usual.

You can type your reply above, below, or interspersed within the quoted text.

### Forwarding

*STEP #1* Select or open the message.  
*STEP #2* Choose Message > Forward.

This creates a copy of the message, including any attachments. The "Subject" field contains "Fwd:" and the subject of the original message. Your name, and the name of the original sender, are in the "From" field. The body starts with a separator and, depending on your preferences, a summary of the original message's envelope information.

*STEP #3* Address the message.  
*STEP #4* Make any changes you want to the message body and send the message

### Spelling

FirstClass now will check the spelling in the subject line. Always have it check before sending a message. (found in Preferences)

### Enhancing Mail Content

Inserting images, tables, horizontal lines, and backgrounds

### Message History

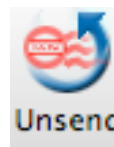
You can view the history of your mail by either going to MESSAGE/HISTORY or click on




once the message is open. This shows who has read the message, saved an attachment, replied as well as the time and date they did this.

### Unsending Messages

At any time you want to unsend or retrieve a message, click on the message, then click Or MESSAGE/UNSEND. Make the changes needed and click send.



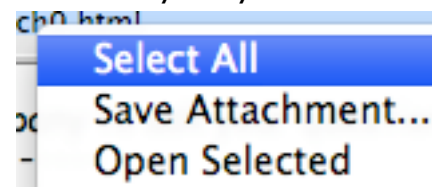
### Attaching a Message

Choose File > Attach with the message open OR click on the paper clip  You can select multiple files by shift click OR ⌘-click. To delete an attachment, click on the file and press delete. Keep in mind that the person you are sending to must have the application needed to open the document.

### Downloading Attached files

Double-clicking on the file is NOT downloading it. It will open, but the attachment is read-only and you cannot save any changes. There are 3 ways to DOWNLOAD a file.

#1 Control-click (or right-click) on the attachment opens a dialog box in which SELECT ALL will select all the messages, SAVE ATTACHMENT will download it to the location you choose and OPEN SELECTED will open it without downloading.



#2 You can click on FILE on the Menu bar and then SAVE ATTACHMENT. It will bring up a dialog box asking where you want to save it.

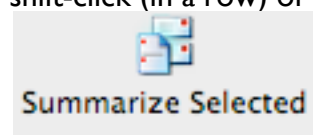
#3 Drag the attachment to your desktop

### Summarizing mail messages

This allows you to save multiple messages as a text (.txt) file.

STEP #1 Open your mail box and select the message you want summarized either by shift-click (in a row) or ⌘-click (random).

STEP #2 Choose from the Menu bar SUMMARIZE SELECTED or click on the button (if you have added it to your toolbar.)








STEP # 3 Under the file menu chose EXPORT and choose where you want the file to Download.

## **Calendar**

You can customize your calendar views in the following ways:

- display week numbers (month and week views)
- change the day on which the week starts (month view and mini month pane)
- specify the day on which your work week starts
- show your weekend days in one column or two
- specify background colors for your working and nonworking hours (day view).

View	Description	To display
Month 	Shows the least detail, and highlights the current day.	Choose View > View by Month.
Week 	Highlights the current day. Can view with or without weekends. Without weekends contains a time slot; while with weekends allows you to put in your own times.	Choose View > View by Week.

Day 	Shows the most detail, in time slots. Tasks and untimed events are displayed at the top of this view.	Choose View > View by Day.
Work week 	Shows only your work week days, in day view.	Choose View > View by Work Week
Today's list 	Shows tasks that start today or are still ongoing and events that take place today.  This view appears in a pane to the left of your calendar. It includes a mini month pane. The bigger you make this pane, the more months you will see in it. Days containing events are in bold.	Choose View > View Today List.

### Adding an Event

In order to add an event to a calendar other than your personal calendar, you have to have permission to do so.

**STEP #1** Click on the day you wish to add the event

**STEP #2** Click on the NEW button on the menu bar. This will bring up a screen in which to fill out information on the event you wish to schedule

**STEP #3** Fill out the information on the form

**STEP #4** Click SAVE AND CLOSE

NAME / PURPOSE/ANY  
OTHER INPORTANT  
INFO

Description:

Location:

Category:  Color:

Starts at:  Duration:

Ends at:   All day event

Show as:

My reminders

None

Time before event:

**PARTICIPANTS** allow you to invite whomever you want to your event. It will also tell you if they have an event scheduled for that time period.  
**ADVANCED** Allows you to repeat an event.