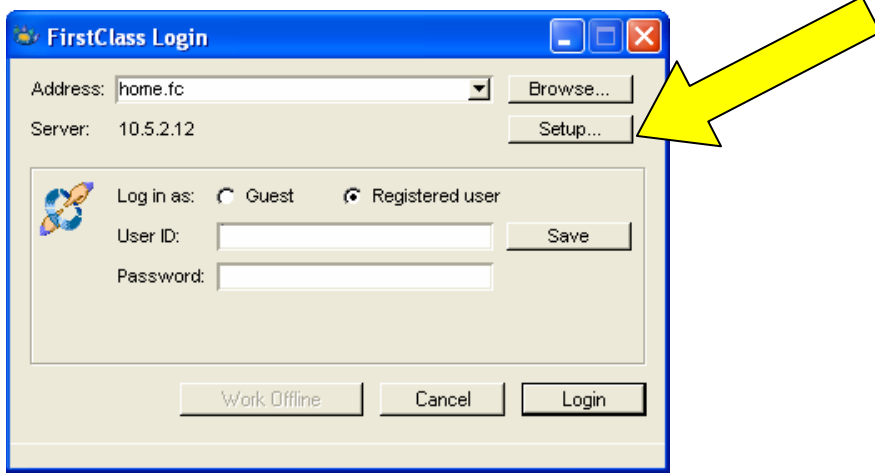


LOGGING IN TO FIRSTCLASS MAIL:



Look for the Icon on your Desktop – if not there, on a PC – go to Start Programs, and look for FirstClass Mail. On a Macintosh – look on the Hard Drive for the FirstClass folder. The technology department has tried to place this icon onto the Desktop – if it is not there or you can't find it, send in a computer work request to have FirstClass installed. We DO NOT put FirstClass onto student computers in the classroom – ONLY the teacher computer.

Before we login – click on the SETUP button of the login screen:

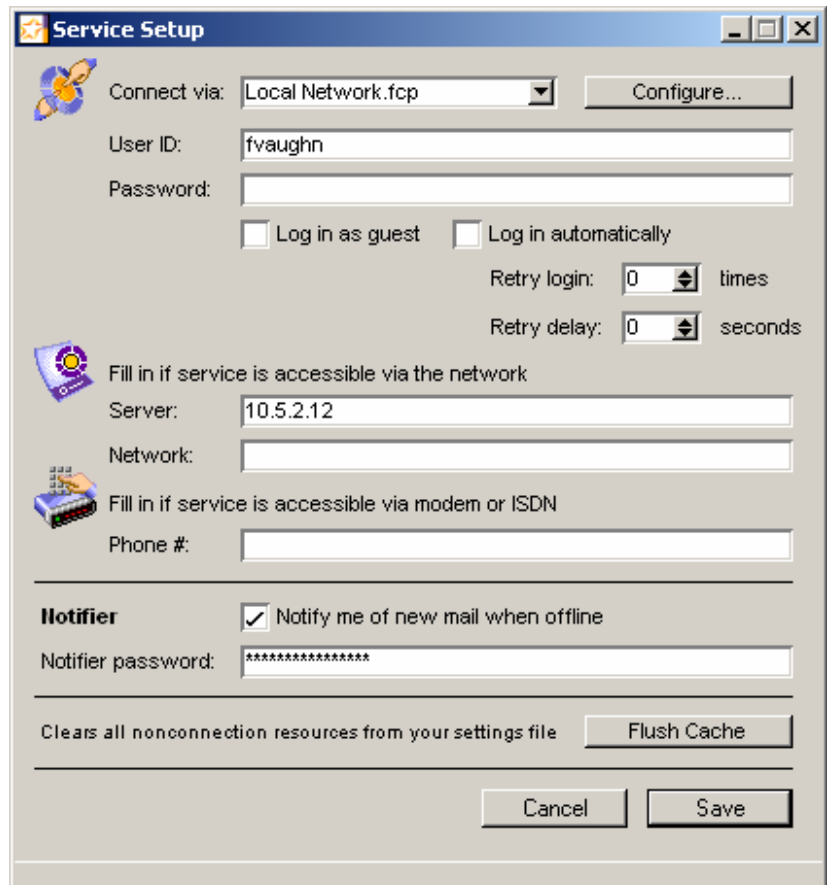


The SETUP screen will appear. (Depending on the VERSION of FirstClass that is installed on your computer – the screen may look a little different. We are currently trying to get everyone on Version 8.04)

The Server number MUST be 10.5.2.12

If you want to be Notified of new messages – check the box and put in your password.

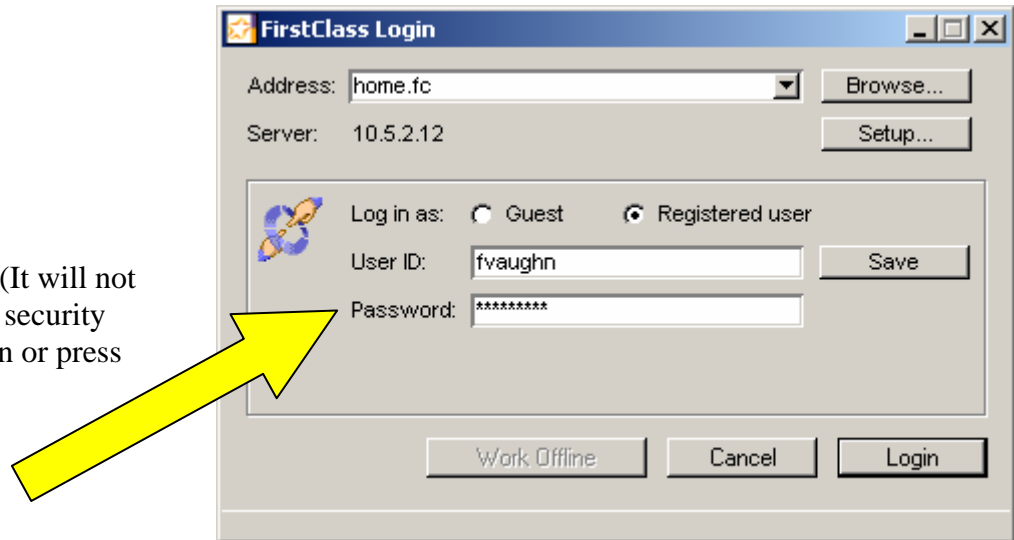
Click on SAVE and you will be taken back to the Login screen.



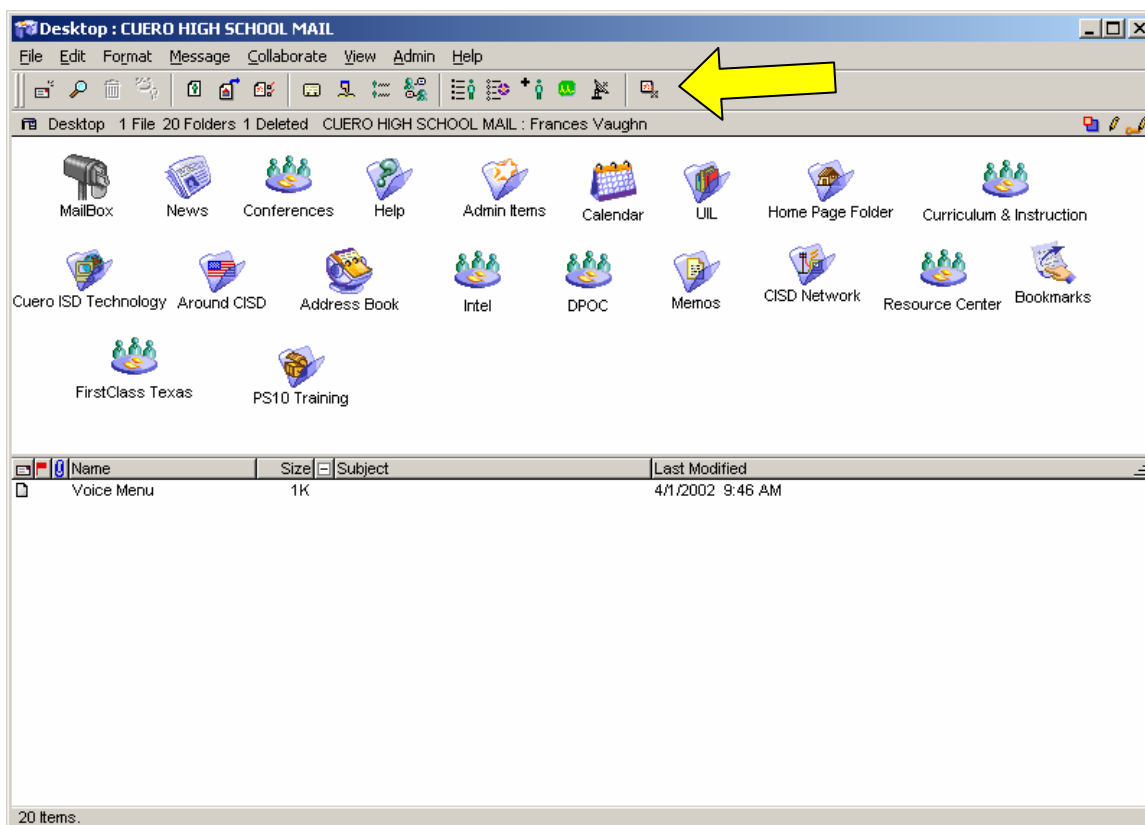
At the Login screen – enter in your User ID – typically this is your first initial plus your last name. i.e. Paula Brown is pbrown – OR whatever you entered in the SETUP screen.

NOTE: Even though someone else’s name is there – you can still check mail at their computer. Erase their User ID and put in yours. FirstClass allows you to check mail from ANY computer in the district that has the program loaded. This also allows teacher aides to check mail in any classroom or teachers who travel to other campuses to get their mail from anywhere.

Type in your password. (It will not appear on the screen for security reasons.) Click on Login or press Enter.



Your DESKTOP should appear. Place your cursor on top of any icon for what it represents. You will get more familiar with these as you use the FirstClass program. You can also right click on these icons and choose “DISPLAY ICONS AND TEXT” if you want to see what the icons are for.

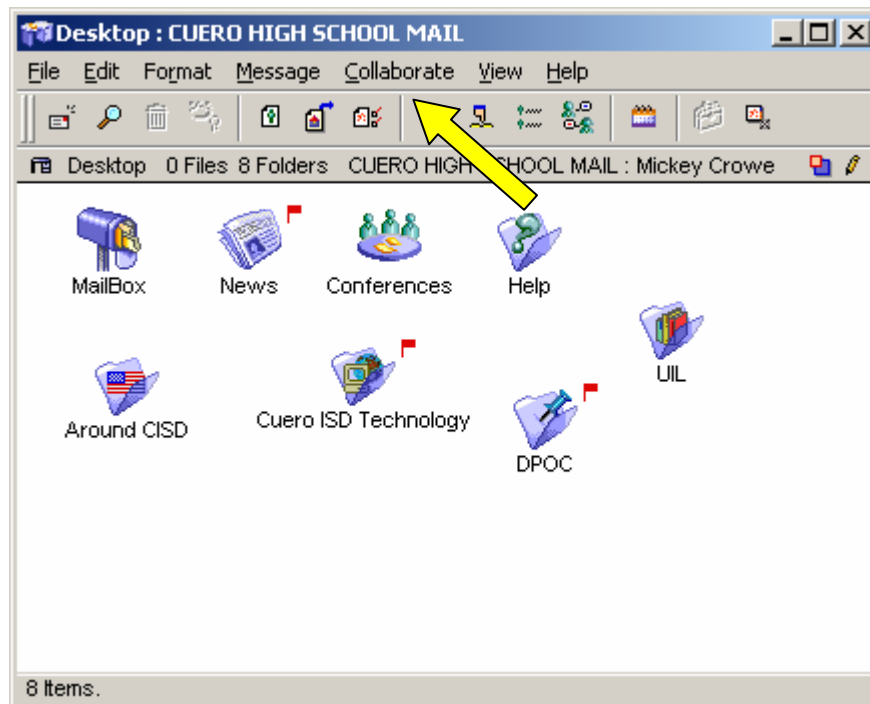


Click on HELP, ABOUT FIRSTCLASS CLIENT, and a screen will appear with information on which version you are using. If you have an older version, please send in a computer work request and we will get the new version loaded on your computer.



CHANGING YOUR PASSWORD

From the menu items, select Collaborate, then Change Password....

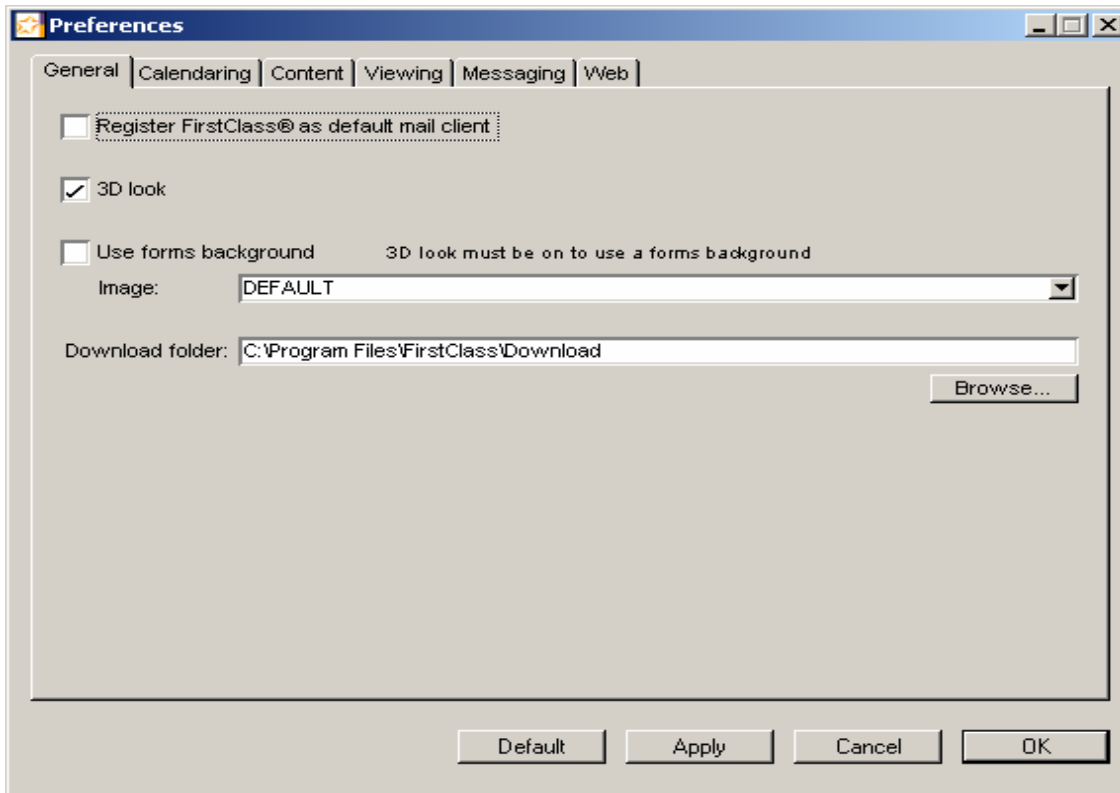


Type in the old password once. Type in the new password twice and select OK.

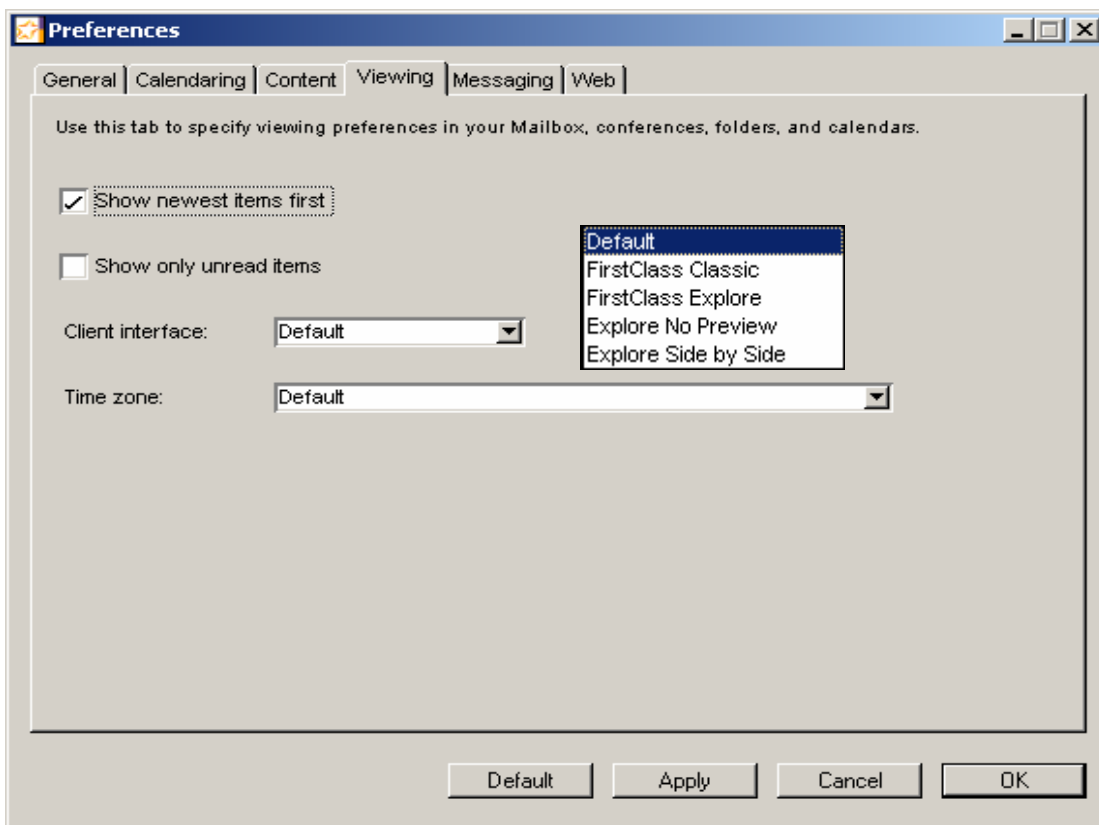


CHANGING THE VIEW OF YOUR DESKTOP & MAILBOX

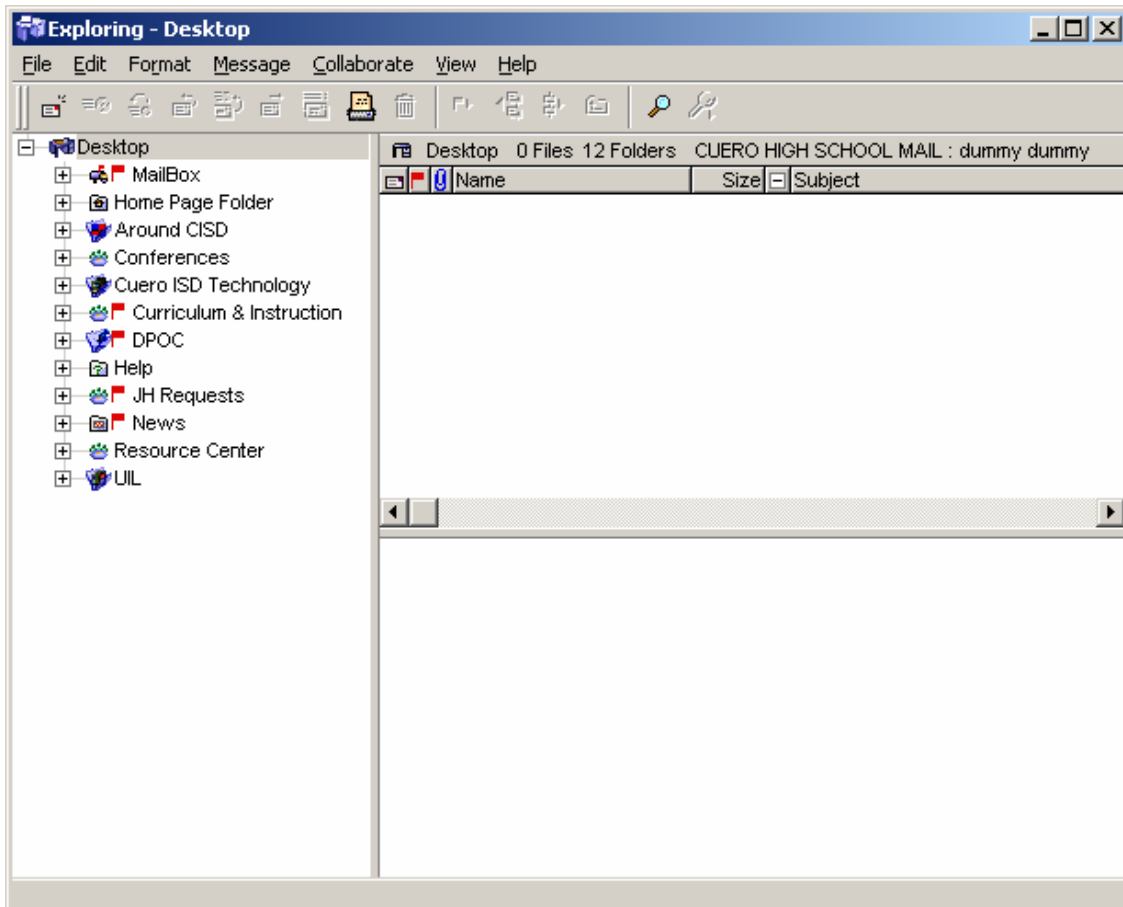
From the menu items, select EDIT, PREFERENCES. The following screen will appear:



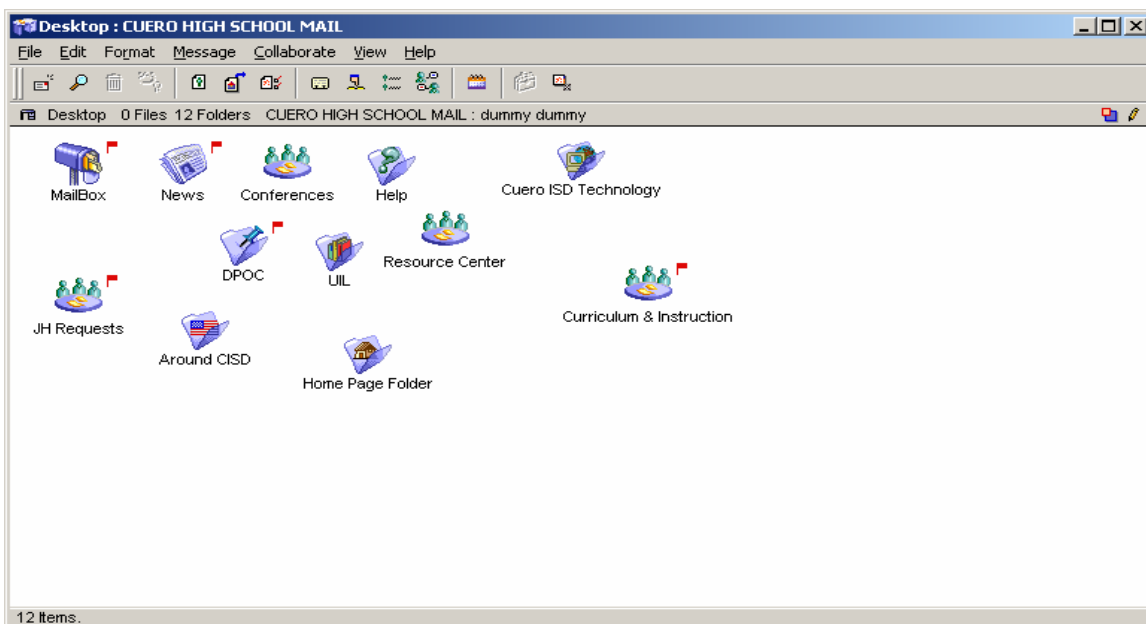
Choose the VIEWING tab – Change CLIENT INTERFACES and TIME ZONE accordingly.



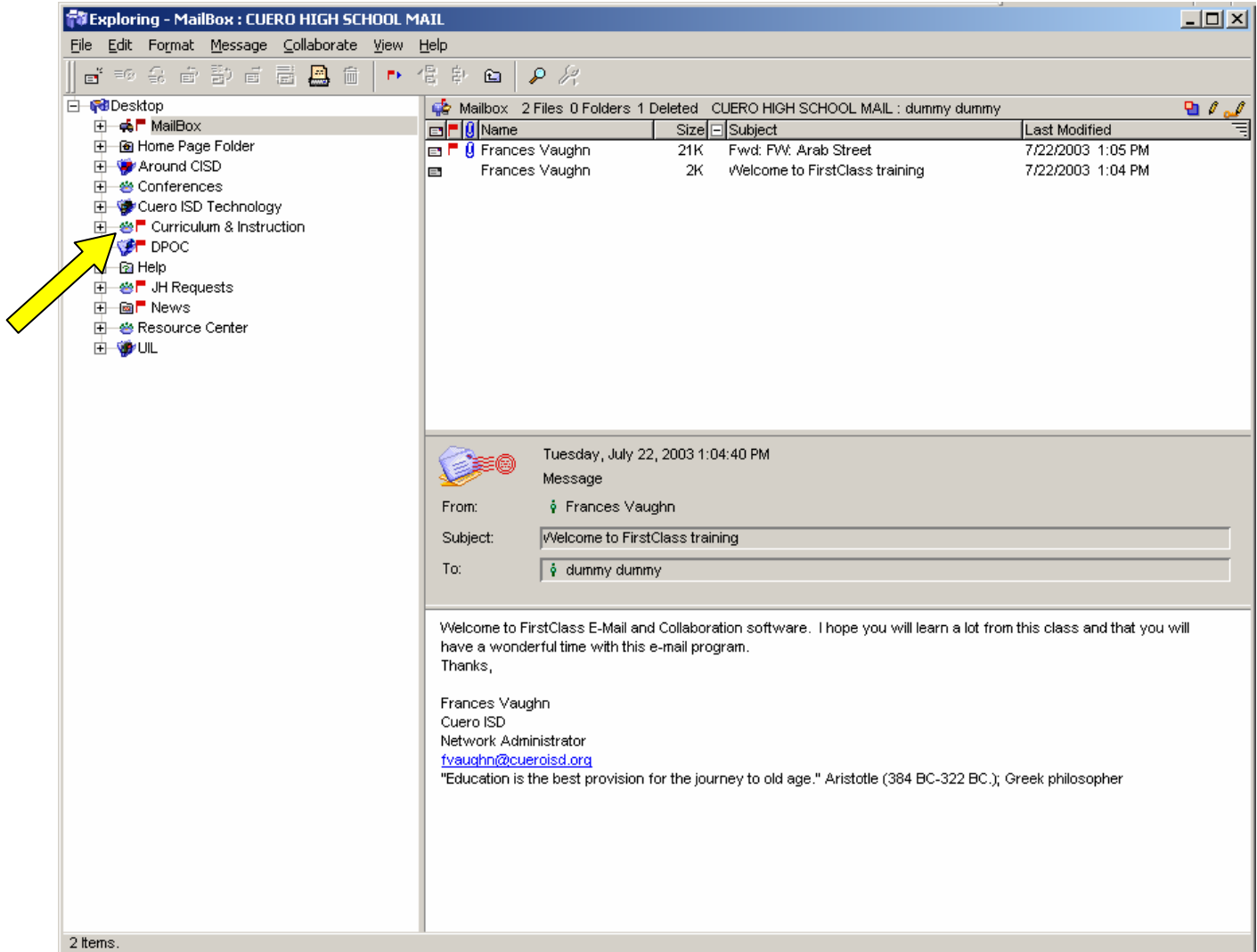
FIRST CLASS EXPLORE is the SUGGESTED view – but choose whichever you like best and try it for a couple days. Then change to fit your preferences and need. For class purposes, we will all use the EXPLORE view.



The following is the FIRSTCLASS CLASSIC view:



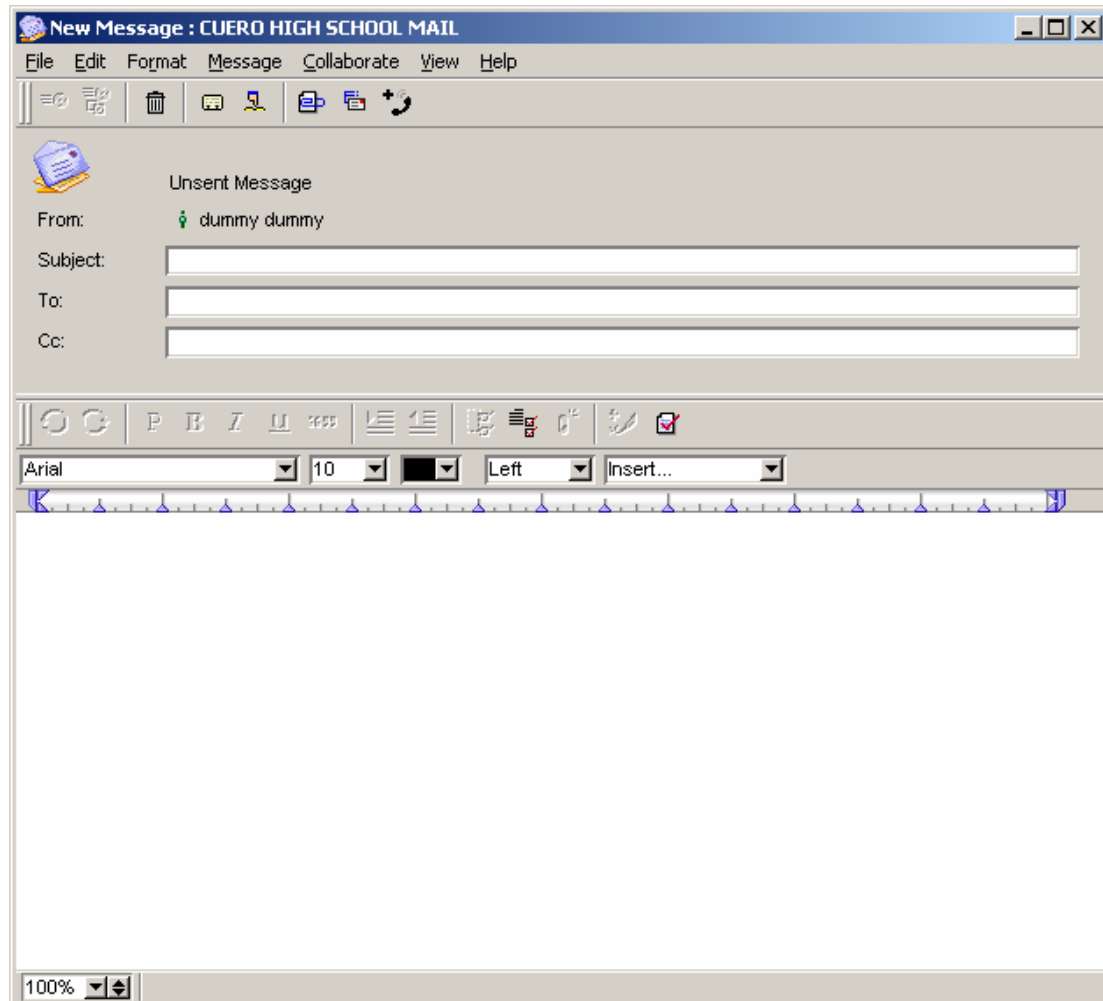
MAILBOX – RED FLAGS, SENDING, REPLYING, AND DELETING MAIL:



In the EXPLORE view – you can see each message as you click on it in the Mailbox window. You can size the windows to fit each screen better as well. The + arrows on the items listed on the left will allow you to see more folders within each item.

To get rid of the Red Flags without having to check every message – Right Click on any item with a Red Flag and select Mark as Read. (You can also do a Ctrl– on the item and it will get rid of flags.)

SENDING & REPLYING TO MESSAGES:



Subject: - a quick recap of what the e-mail is about. This is not a required field, but is considered e-mail netiquette to have something here.

TO: - you can type in a portion of a person's name and a listing from the Global Mail list, as well as from your Personal Address lists will appear. **YOU MUST PRESS ENTER AFTER ENTERING A NAME OR IT WILL BE ABLE TO SEND THE MESSAGE.**

Cc: - carbon copy – used to send the message to additional persons as an FYI message.

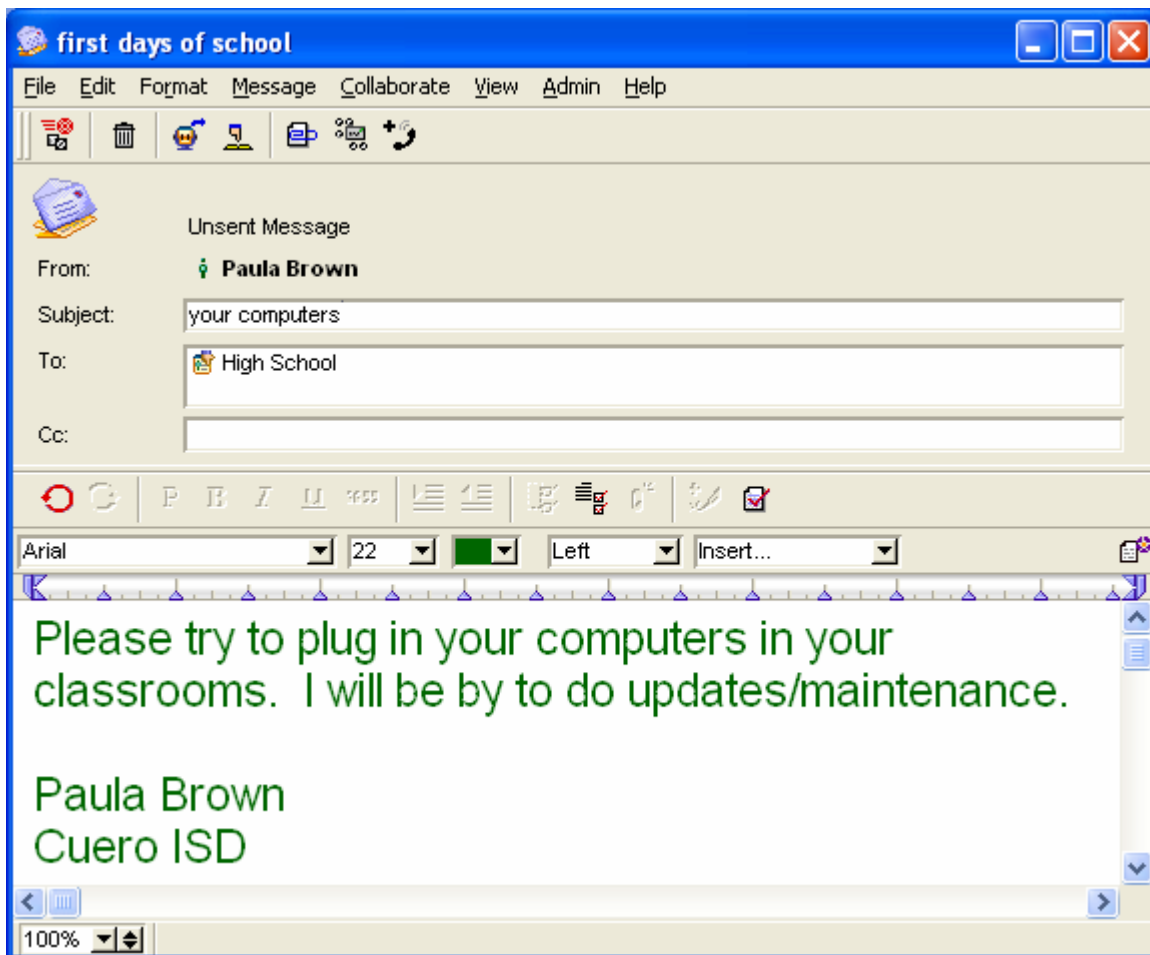
Bcc: - in order to do a Blind Carbon Copy – you will need to select **VIEW, SHOW BCC** – the BCC persons listed will not show up in the To: or CC: persons mail. They will not know who you sent a BCC too.

Type in the lower portion of the message window your text. You can format, indent, change the font and color and size to whatever you wish. There is also a spell check available for your messages.

When you have your message completed and ready to send, you can select either of the first two postage looking icons. The first is SEND only. The message will stay on the screen. The second is SEND & CLOSE. Sends the messages and closes the window.

The Delete icon is used to delete items, Address Book for your “Personal” addresses that you have added in. Directory lists BOTH personal addresses, as well as the global addresses in the system. NO ONE else can see your personal addresses but you. The paper clip is for sending attachments – please be careful with Attachments as most mail viruses are sent via attachments. Best rule is to make sure the mail is from a “viable” source before opening any attachment. Sometimes it is good to reply back to the person before opening the message to verify that they actually meant to send you an attachment.

Show Bcc: and Attach Voice Message are the last two items.



CREATING FOLDERS FOR STORING MAIL:

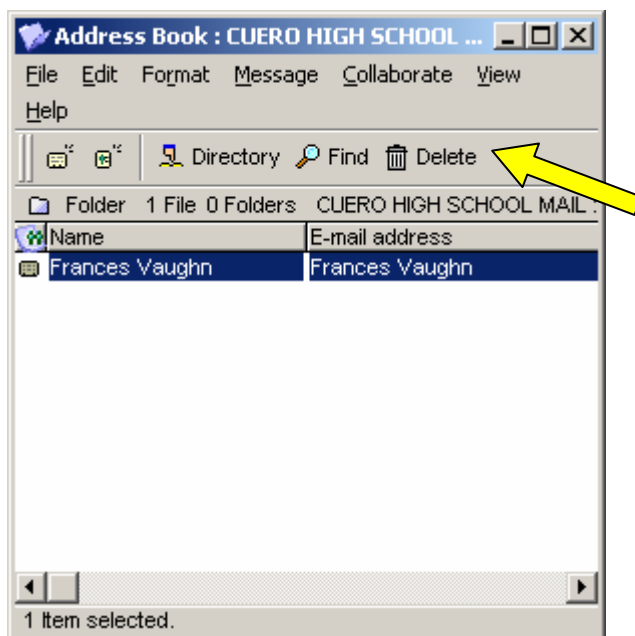
Double Click the MAILBOX in your FirstClass screen. Then select, File, New, New Folder. There will be a New Folder icon in your mailbox. Right Click on this folder and select PROPERTIES. You can change the picture icon, and the name of the folder.

If you didn't open your mailbox, the New Folder will be placed directly on your Desktop. You will have to delete it to get rid of it from the desktop and open the Mailbox before creating another new folder.

Once the folder is created, you can drag your message from the right side of the screen into the appropriate folder.

CREATING ADDRESS BOOKS and PERSONAL MAIL LISTS:

When you receive a message from someone – you can right click on their name in the mail message and ADD TO ADDRESS BOOK. To actually get to the Address Book, click on New Message, and then you will have an icon for the Address Book. You can create a new Address, new Mail List, look through the Directory, Find a name, or Delete names from your personal address book.



When using any of the “Global Mail Lists” for Cuero ISD – make sure it is a message you want to send to the entire group. Each campus has their own group mail – i.e. **High School** for High School Faculty & Staff, **Junior High** for Junior High Faculty & Staff, **Hunt Elementary** for Hunt Elementary, **French Elementary** for French Elementary, **Goals** for the Goals campus, **Central Office** for the Business Office staff, and **Pep** for the Pep staff. To send something to the entire CISD, you can mail to: **CISD STAFF**

Please use good judgment in using the global mail lists.

FIRST CLASS CONFERENCES:

Used by District Personnel to post school related items of importance or other information. Please contact the Technology Department if wanting to set up a conference to be used to share or collaborate between certain faculty or staff. The use of conferences will require some one-on-one training to help you better understand, use, and post to conferences.

ACCESSING FIRSTCLASS MAIL FROM HOME OR OUTSIDE CUERO ISD:

From the Web – you can access <http://fc.cueroisd.org/> and select the Desktop link.

Cuero ISD First Class Mail Server - fc.cueroisd.org - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail Word Weather Unc

Address <http://fc.cueroisd.org/> Go Links Weather Unc

Cuero
Independent
School District

First Class Mail Server

[Desktop](#) Log in to your FirstClass Desktop

[Directory](#) Search the FirstClass Email Directory

[Search](#) Search all levels of FirstClass

[Help](#) Help with using FirstClass

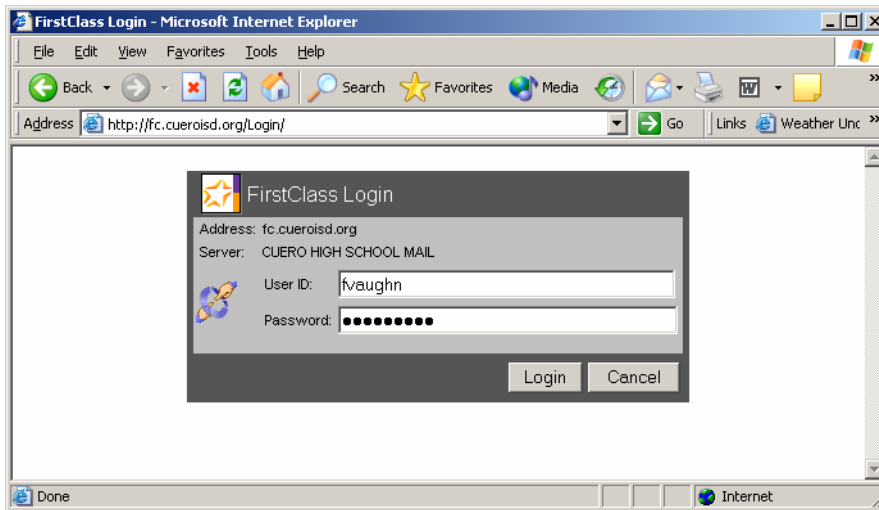
[Download](#) Download the FirstClass Client

Cuero ISD*405 Park Heights Drive*Cuero, TX 77954*(361)275-3832

Comments, Questions, or Suggestions? [Email The Webmaster.](#)
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Last Updated: 01/12/2002

Internet

Enter in your User ID and password, then select Login:



The format for the “web” mail version of FirstClass is different than if you were at the school accessing it directly. Double click on the MailBox and messages will be listed. They will be in multiple pages and you will have to click Next or Previous to get to the next page of messages. To do a new Message from the webmail, on the left side of the screen click where it has “Message”, click on New. Make sure you click ADD for each TO: name you enter BEFORE sending the message. The same is for attachments.

You may also install First Class on your home computer for the same interface as you have at school. You must set the server in setup to 65.68.242.81 instead of 10.5.2.12

Go to <http://www.centernity.com> and click on “Download Desktop Client”, then click on Windows (this is for PCs) or Mac. Then click on the first “Click Here” link. Then click on Save. Save it to the desktop. Close the Internet when finished and find the file on the desktop. Double-click to install. Respond with next or yes to all questions. After installation, find the icon on your desktop, double-click and click on setup. Change the server to 65.68.242.81. You are ready!