

# FirstClass Quick Reference Guide

## Grand Erie District School Board

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### **Contents:**

Logging into FirstClass...	...	...	...	...1
The FirstClass Desktop...	...	...	...	...2
Standard Window Elements...	...	...	...	...3
Standard Desktop Objects...	...	...	...	...3
Changing Your Password...	...	...	...	...4
The Directory...	...	...	...	...4
Creating a Resume...	...	...	...	...4
The Mailbox...	...	...	...	...5
Organizing Your Mailbox...	...	...	...	...5
Working with Messages...	...	...	...	...5
Creating a new Message...	...	...	...	...5
Replying to a Message...	...	...	...	...7
Forwarding a Message...	...	...	...	...9
Downloading an Attached File...	...	...	...	...10
Unsending Mail...	...	...	...	...11
Checking Whether a Message has Been Read...	...	...	...	...11
Saving Addresses for Future Use...	...	...	...	...11
Adding a Personal Address...	...	...	...	...12
Creating a Mailing List...	...	...	...	...12
Signature...	...	...	...	...13
Working with Calendars...	...	...	...	...13
Viewing Calendars...	...	...	...	...13
Creating a Calendar Event...	...	...	...	...14
Creating a Calendar Task...	...	...	...	...15
Teacher Conferences...	...	...	...	...16
Working in Conferences...	...	...	...	...16
Mail Views...	...	...	...	...17
Opening Messages Sequentially...	...	...	...	...18
Starting in Explore View by Default	...	...	...	...19
Explorer Side-by-Side View	...	...	...	...20
E-Mail Notification...	...	...	...	...21
What You can do for the Notification Popup...	...	...	...	...23
Leaving the Program...	...	...	...	...23

## Logging into FirstClass

This procedure applies to registered users.

- 1 Double-click the FirstClass icon.



- 2 Update the FirstClass Login screen.

**Address** - the name of the FirstClass server is home.fc. This is entered in the Address text box.

**Registered user** - Make sure the radio button to the left of this is selected.

**User ID** - Your user ID for FirstClass.

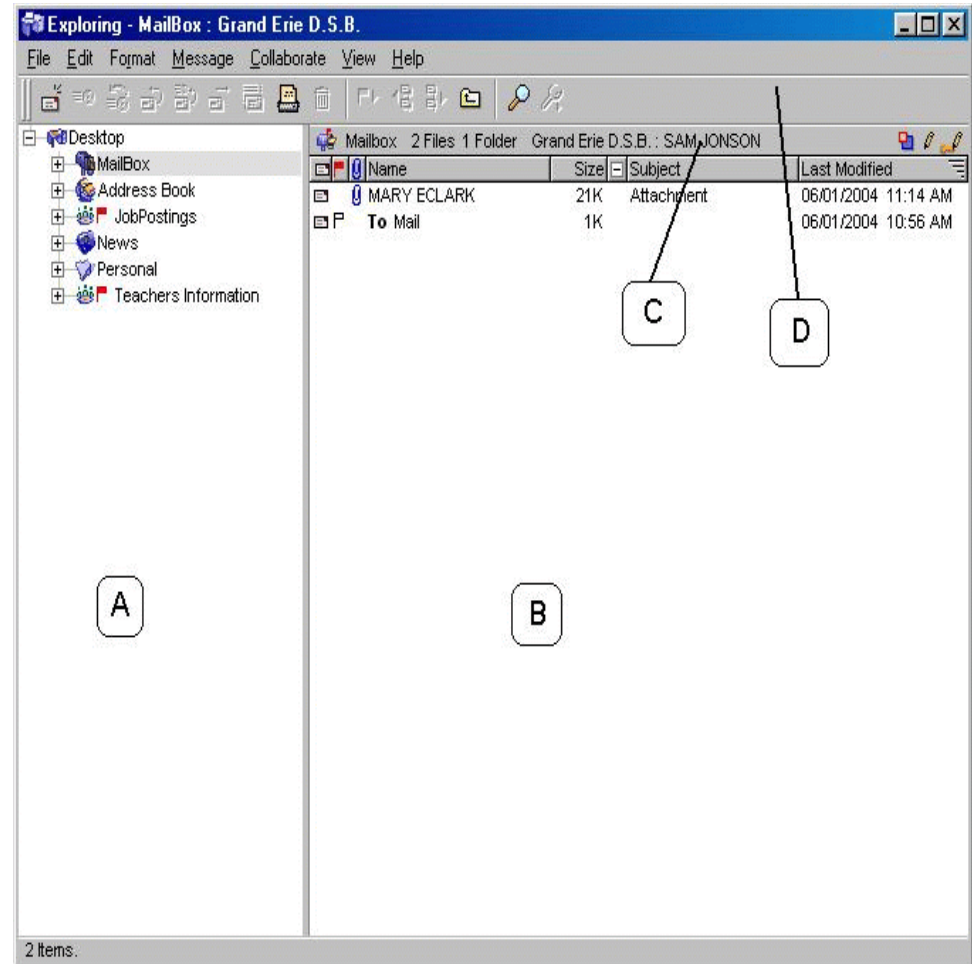
**Password** - Your password on this server.

- 3 Click the Login button to open your FirstClass Desktop.

## The FirstClass Desktop

Once you are connected to a server, your Desktop opens. Your Desktop may differ from the example below, because your administrator determines which conferences you start with on your Desktop, and the general Desktop appearance.

To open objects on the Desktop, double-click them.



## Standard Window Elements

- A - Left pane** - This pane displays the folders on your desktop.
- B - Right pane** - This pane displays the contents of the folder (i.e. Mailbox) that you choose from the left pane.
- C - Window summary** - This bar shows the current folder, summarizes the contents of that folder, shows the server and your user name.
- D - Toolbar** - Each window has its own toolbar. The toolbar buttons are shortcuts for menu items. You can select buttons for your toolbar by right-clicking the toolbar and dragging an icon to your toolbar.

## Standard Desktop Objects

- Mailbox** - Contains all messages sent to you, as well as copies of messages that you created.
- Address Book** - Contains your personal addresses and mail lists.
- Calendar** - Your personal calendar.
- Home Page Folder** - Contains material that you want to display over the web.
- Bookmarks** - Contains links to objects on your server.
- Help** - Contains online help. This can also be accessed from the Help menu.

The other objects on our sample Desktop were added by the administrator or the user.

## Changing Your Password

- 1 Choose **Collaborate > Change Password**.
- 2 Type your old password in the first box.
- 3 Type your desired password in the next two boxes
- 4 Click OK

## The Directory

The Directory can be accessed by clicking on the Directory Icon (shown to the right) in the toolbar on almost any screen. If the name you type in the To: box is unique in the directory, it will automatically appear, otherwise, it will provide a list of possible choices and you will choose the correct one..



## Creating a Resume

A resume can be created by clicking on the Resume Icon (shown to the right) in the toolbar on the desktop screen.



A new window will appear on your screen. In the larger top box, you type your name. In the bottom box, type your pertinent information. This information should be your school, grade taught or any other information that you would like to be associated with.

**Please keep this information professional and school/job related.**

## The Mailbox

The Mailbox on your Desktop is where all INCOMING or CREATED mail is placed. Mail created and sent by you will have the word TO in front of it. Mail received by you will have nothing in front of it. Mail with a little red flag in front of it indicates an e-mail you haven't read yet.

## Organizing Your Mailbox

As more and more e-mails are created and received, your mailbox work area will fill up. To organize your e-mails, you will need to create folders to store related items in. Click on the folder Icon in the Toolbar and in the work area, a folder will appear with the name NEW FOLDER. Right click on the Folder and select Rename; now type in the what you would like the Folder to be named and then hit Enter.

To move e-mails to the new Folder just drag and drop the e-mails into it by left clicking and holding on the e-mail and dragging it over to the folder and then releasing.

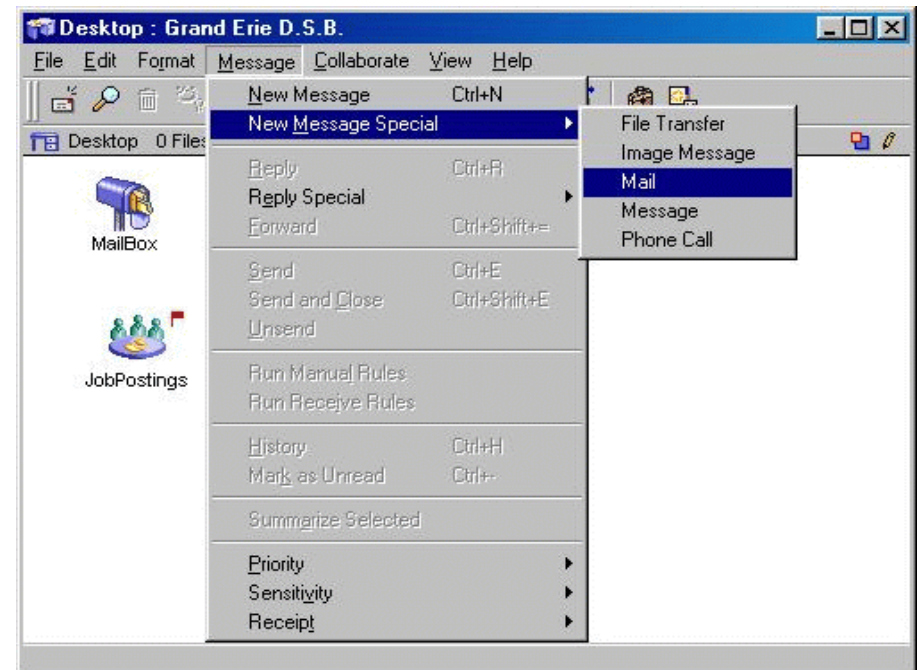
## Working with Messages

Messages work the same way whether you are in your Mailbox or in a conference. An unread message has a red flag beside it. To read a message, double-click it.

## Creating a New Message

- 1 Choose **Message > New Message** to use the standard message form. To use another message form, choose **Message > New Message Special**, then the appropriate form. If you decide you want to use another form, choose **File > Delete** with the first form still open.

For every item in the Menu bar, there are buttons that can be used for the same purpose. The button to the right will create a new message.



- 2 **Address the message.** - All users and conferences known to FirstClass (including names you added as personal addresses) are stored in the Directory. To address a message to any user or conference in the Directory, you can type a partial name. When you press Tab or Enter/Return, the whole name will fill in if what you typed is unique in the Directory. Otherwise, the Directory opens with a list of all names that match. Select the name you want, then click To, Cc, or Bcc, or drag the name to the appropriate field. If you are in a conference, your new message is automatically addressed to that conference. You can drag names from other messages or documents to the appropriate field in your message envelope.

- 3 Type the message body in the lower pane of the message form. You can copy material from other sources, format data, and edit data.

4 Attach a file to the message by choosing **File > Attach**, if desired, or you can click on the attach button in the toolbar of the message.



### Shortcut

Drag a file to the message envelope. You can also use this method to attach FirstClass objects, such as documents, or files attached to other messages.

5 Send the message by choosing **Message > Send** or by choosing the Send and Close button.



## Replying to a Message

1 Select or open the message.

2 You can select any text that you want to quote in your reply or you may want to quote the entire message in your reply. To do this, choose **Message > Reply Special > Reply with Quote** or the button on the right. If you choose this, you cannot choose any of the directed reply options below. You can only send the reply to your default recipients, or you may update the envelope manually.



3 Create a reply in one of the following ways:

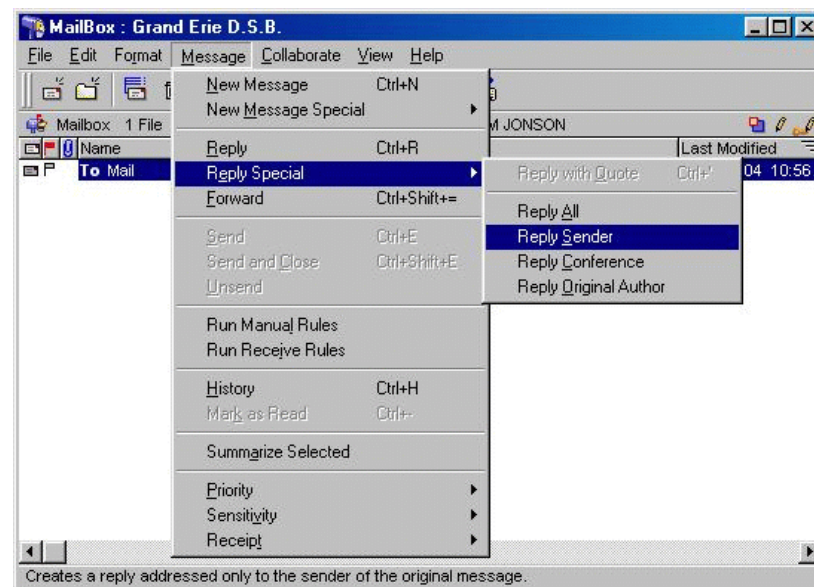
Choose **Message > Reply** to create a reply addressed to your default recipients as specified in your mail rules preferences. Or choose **Message > Reply Special**, then one of the following:

**Reply All** - Creates a reply addressed to the sender and all other recipients. The sender's name is placed in the "To" field. All other recipients are placed in the "Cc" field.

**Reply Sender** - Creates a reply addressed to just the sender.

**Reply Conference** - Creates a reply addressed to just the conference that contains the message.

**Reply Original Author** - Creates a reply addressed to just the original sender of a forwarded message.

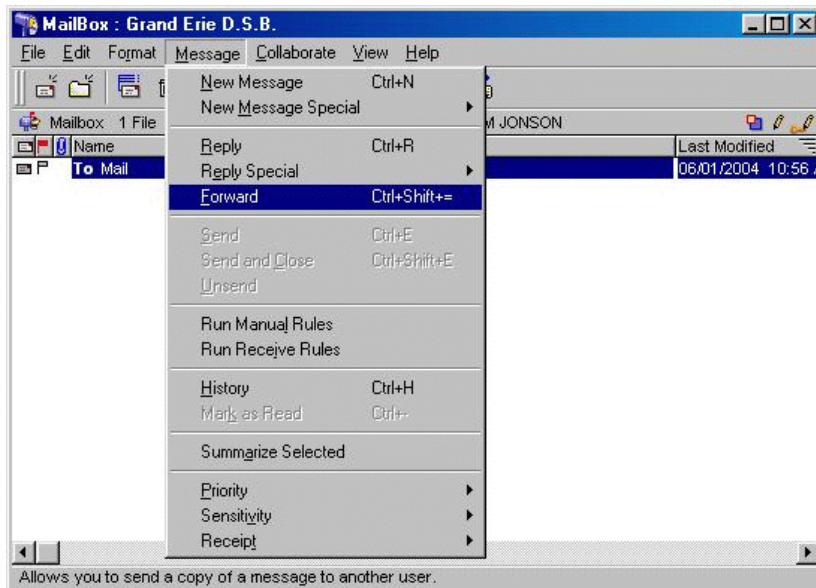


4 Type your reply in the body of the reply message.

5 Send the message.

## Forwarding a Message

- 1 Select or open the message.
- 2 Create a copy of the message (including any attachments) by choosing **Message > Forward** or click the following button.



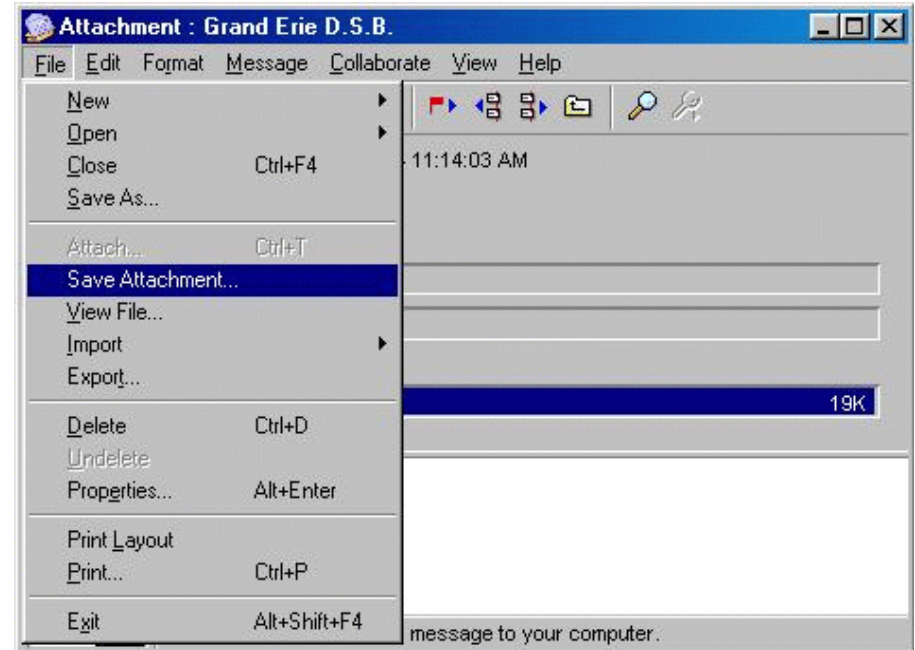
- 3 Address the message.
- 4 Make any changes you want to the message body.
- 5 Send the message.

## Downloading an Attached File

- 1 Select the attachment in the message envelope.
- 2 Choose **File > Save Attachment** or you can double click the name of the attached file and choose a selection from the pop up box.
- 3 Select the location on your computer where you want the file to be saved.

### *Shortcut*

Drag the attached file to the desired location.



## Unsending Mail

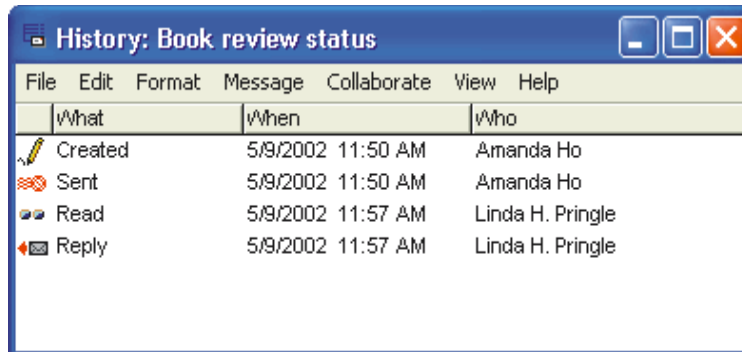
You can retrieve an email that you have sent.



Open your copy of the email you would like to retract. Click on the Unsend icon (pictured at left). This will unsend the e-mail and remove it from their Mailbox. Emails that were already opened or forwarded to another folder will not be retrieved.

## Checking Whether a Message has Been Read

To see the history of a sent message, including who has read it, choose **Message > History** with the message selected or open or right click the email and choose **History**.



## Saving Addresses for Future Use

You can add your own addresses and mail lists to the Directory. Only you will see this information in the Directory.

## Adding a Personal Address

- 1 Choose **File > New > New Address**.
- 2 Update the New Personal Address form.

**New Personal Address : Grand Erie D.S.B.**

Name: Tina Bandwith

General | Business | Personal | Notes | Attachments

Name  
First: Tina Middle:   
Last: Bandwith Title: Miss

Email: tiband@fc.gedsb.net

Category:   
  
Cancel OK

## Creating a Mailing List

- 1 Choose **File > New > New Mail List**.
- 2 Update the New Personal Mail List form.

**New Personal Mail List**

**Personal Mail List**

Name: Book Reviewers

Members:  
Sara Vandenberg  
Roy Summerville  
Amanda Ho

Cancel OK

## Signatures

To create a signature you must:

- 1 Click **Edit > Preferences**
- 2 Click on the **Messaging** tab
- 3 Click on the **Signature** tab
- 4 Fill in the box with what you would like to have in your signature
- 5 If you place a check in the Automatically Add Signature to new message box your signature will be added to every e-mail you send. If you do not put a check in the box, you can add it manually to the e-mail by clicking the **Insert Signature** icon.



## Working with Calendars

You can use a personal calendar (which can record a) calendar events, such as meetings, and b) tasks, such as submitting a report), and look at other users' calendars and group calendars. To open your personal calendar, choose **File > Open > Calendar**. To open another user's calendar, open the shortcut menu from the user in the Directory, Who's Online list, "To", "Cc", or "Bcc" fields of a message, or the "Participants" field in a chat window, then choose Open User Calendar.

## Viewing Calendars

You can view a calendar in the same way as your Mailbox, a conference, or a folder. In addition, there are special calendar views, as in the following example:

To view the active pane of a calendar by month, week, or day, choose View, then the appropriate menu command.

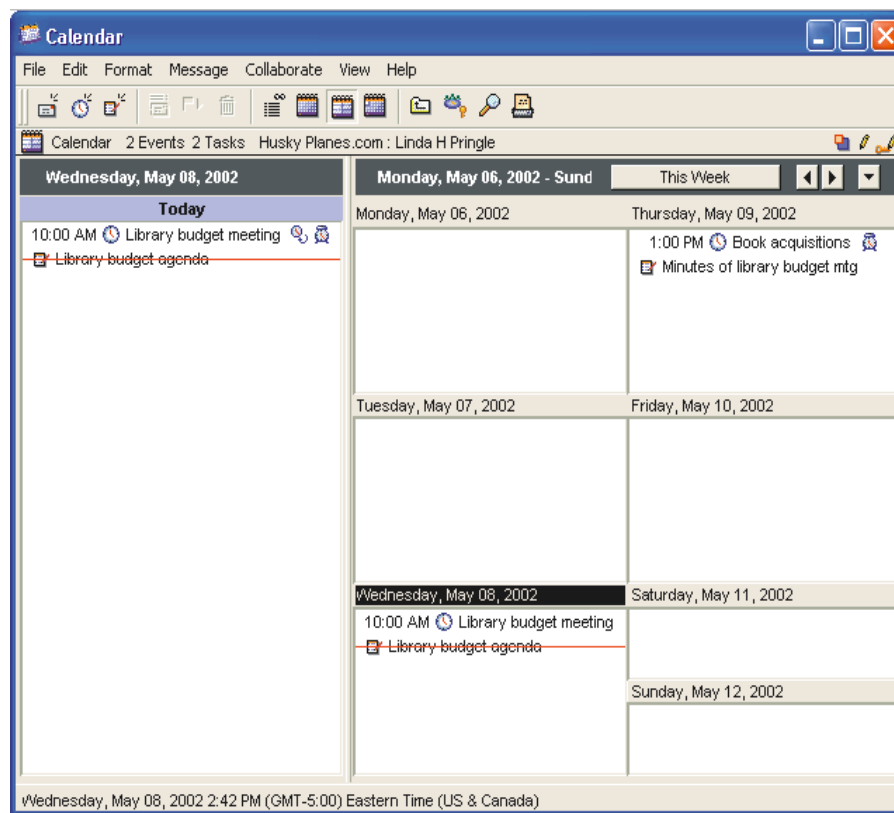
View Today List shows a list of all events that take place today, and tasks that start today or are ongoing. To scroll from one month, week, or day to the next (or previous), click the browse buttons.

To go to the current month, week, or day, click This Month, This Week, or Today.

To go to a specific date, click the popup calendar button and specify the date.

Overdue tasks are shown in red. Completed tasks have a red line drawn through them.

To view details of an event or task, double-click it. You can also see partial details by hovering the cursor over an event or task.



## Creating a Calendar Event

- 1 Choose **File > New > New Event**.

**Shortcut** - To create an event that starts on a specific day, double-click either the blank space under the day or the date itself, or open the shortcut menu from the day, then choose **New Event**.

- 2 Update the basic event information on the Event tab of the New Calendar Event form.
- 3 Update the other tabs on this form as required.
  - To invite participants and/or book resources, check for conflicts, or reschedule, updating the Scheduling tab.
  - To make the event show up repeatedly on the calendar, update the Repeat tab.
  - To generate reminders, update the Reminders tab.
- 4 Attach files or add a message body just as you would for a message, if desired. You can open an event to change its details. You can also drag an event to a new start date on the calendar, or from one calendar to another.

## Creating a Calendar Task

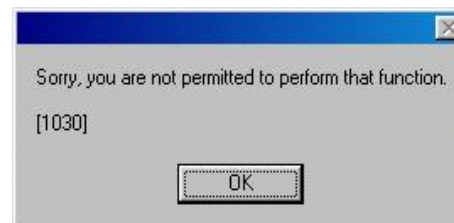
- 1 Choose **File > New > New Task**.
  - Shortcut* - To create a task that starts today, double-click the blank space in the Today list. To create a task that starts on any other particular day, open the shortcut menu from that day, then choose **New Task**.
- 2 Update the basic task information on the Task tab of the New Calendar Task form.
- 3 Update the Reminders tab, if you want to generate reminders for a task with a due date.
- 4 Attach files or add a message body just as you would for a message, if desired.

You can open a task to change its details. To change the task status, choose the appropriate status at "Task state". You can also drag an unopened task to a new start date on the calendar or from one calendar to another, or change its status to Completed by clicking the task icon.

## Teacher Conferences

Teacher conferences are divided into two areas: Elementary and Secondary. To access a conference, double click on the Folder. This will open to several sub folders. Double Click on any Folder to open it. While in the folders you can read any e-mails, save attachments or reply as you would using the functions described earlier.

On occasion you may receive the following message:



This means the a special conference has been created with limited membership. Contact the conference Moderator if you feel you belong in the conference. Conferences are usually created with Users and Moderators.

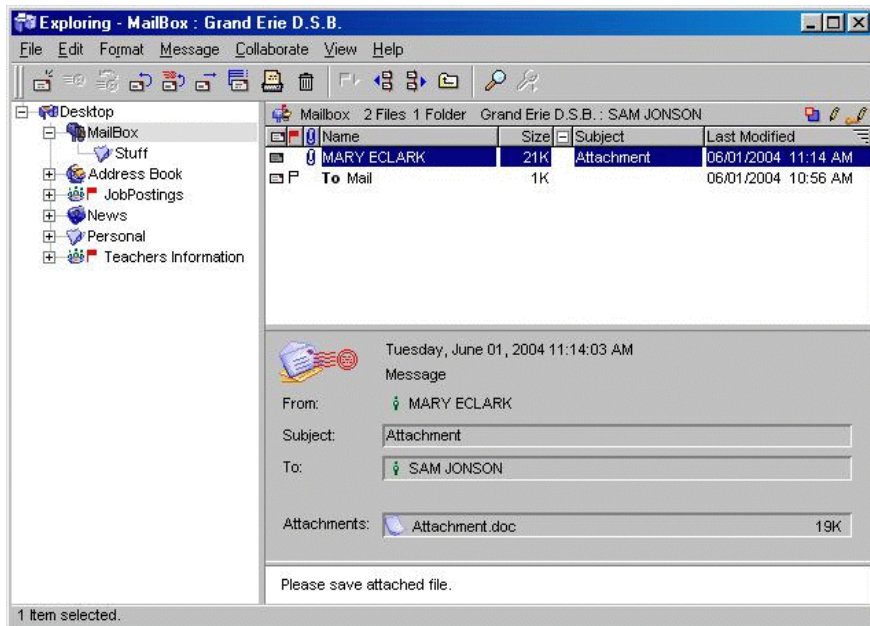
Users are grouped into several divisions: elementary teachers, all teachers, E.A.'s, secondary teachers, etc. Some teachers have been created with more than one designation, based on board data. This will determine what conferences the user has access to.

## Working in Conferences

Teachers who have access to conferences can read, download, contribute, forward any e-mails or attachments within the conference. However, you can only delete work created by yourself. The Garbage Can is grayed out when reading e-mails in conferences created by others because by deleting them you remove them from the conference, not just your personal Mailbox. It is the responsibility of the conference moderator to maintain the conference by creating folders, removing old or out of date material, organizing the folder and ensuring only appropriate material appears.

## Mail Views

FirstClass includes several versions of an Explore view. The standard Explore view looks like this:



The left pane shows containers in a hierarchical view. You can open and close these containers to reveal their contents, just as you normally do in your operating system.

**Note:** In the standard Explore view, objects open with a single click. If you double-click an object, it opens in its own window. To select an object without opening it, press Control while clicking it.

The top right pane shows the contents of the container that you opened in the left pane. These items are shown in List view.

The bottom right pane shows the contents of the object that you opened in the top right pane. You can work with this object just as you could if you were not in Explore view.

You can drag items from the top right pane to the bottom right pane to

open them. You can also drag items from the top right pane to a different container in the left pane to move them.

If you are not already in Explore view, you can display the container you currently have open in a new Explore view window by choosing **View > Explore**.

## Opening Messages Sequentially

While in Explore view, you can scroll through messages by clicking the top right pane, then pressing the space bar. Messages open in the bottom right pane. Each press of the space bar scrolls through message content, then opens the next message.

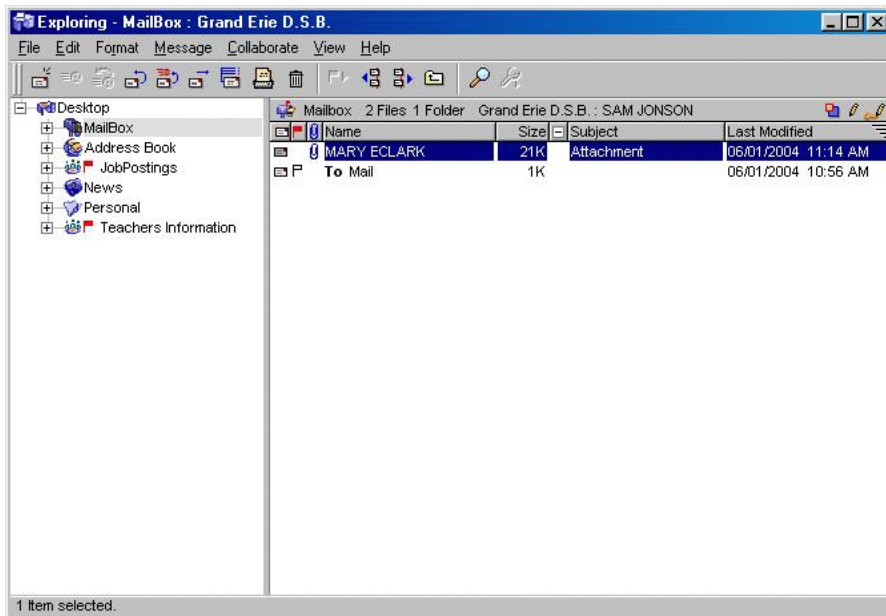
Unread messages are opened first, then each message is opened in order, starting with the last message in the selected container.

## Starting in Explore View by Default

If you always want to start in Explore view when you log in, choose one of the following at "Client interface" in your viewing preferences:

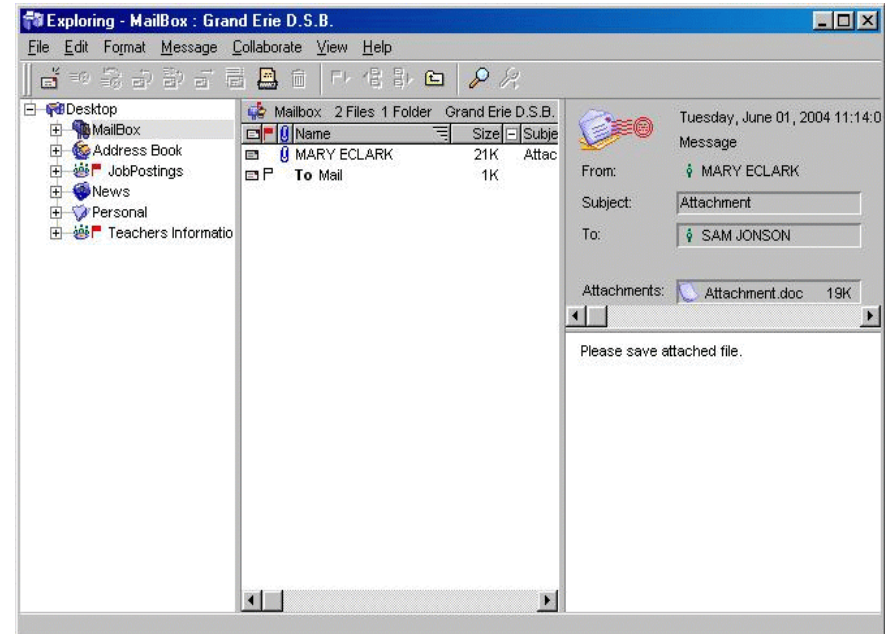
- 1 FirstClass Explore - This is the standard Explore view
- 2 Explore No Preview

Below is the Explore view without the bottom right pane. To open an item such as a message, you must double-click it. It will open in a separate window.



## Explore Side by Side.

This is the Explore view with all three panes side by side. To revert back to FirstClass' standard look, choose FirstClass Classic. Your changes to this field will take effect the next time you log in.



## **E-Mail Notification** (administration staff)

FirstClass includes a mail notification feature that lets you know you have received mail in either of the following situations:

- 1 You are not connected to a FirstClass server
- 2 You are not currently working with the FirstClass client.

### **FirstClass lets you know you have new mail in one of these ways:**

- 1 It opens a notification popup, if you are currently working with the FirstClass client, but are not connected to the server that received the mail
- 2 It animates the FirstClass icon, if you are not currently working with the FirstClass client

### **To Use Notification:**

- 1 You must be currently logged into the network
- 2 Notification must have been activated

## **Activating Notification**

You activate notification in Setup on the login box.

To activate notification:(when logged into FirstClass)

- 1 Choose Collaborate > Connect. A Login box will pop up.
- 2 Click the Setup button.
- 3 Select "Notify me of new mail when offline".
- 4 Type your password for this connection at "Notifier password", if it is not saved in this settings file. Click Save the button.

The screenshot shows the 'Service Setup' dialog box with the following fields and options:

- Connect via:** TCP-IP.FCP (dropdown menu) with a 'Configure...' button.
- User ID:** samjon (text field)
- Password:** (empty text field)
- Log in as guest
- Log in automatically
- Retry login:** 0 (spinner) times
- Retry delay:** 0 (spinner) seconds
- Fill in if service is accessible via the network:**
  - Server:** fc.gedsb.net (text field)
  - Network:** (empty text field)
- Fill in if service is accessible via modem or ISDN:**
  - Phone #:** (empty text field)
- Notifier:**  Notify me of new mail when offline
- Notifier password:** \*\*\*\*\* (text field)
- (button)
- (button)
- (button)

## What you can do from the Notification Popup

The notification popup provides a description of a new message, (unless either the FirstClass client or the server have just been restarted).

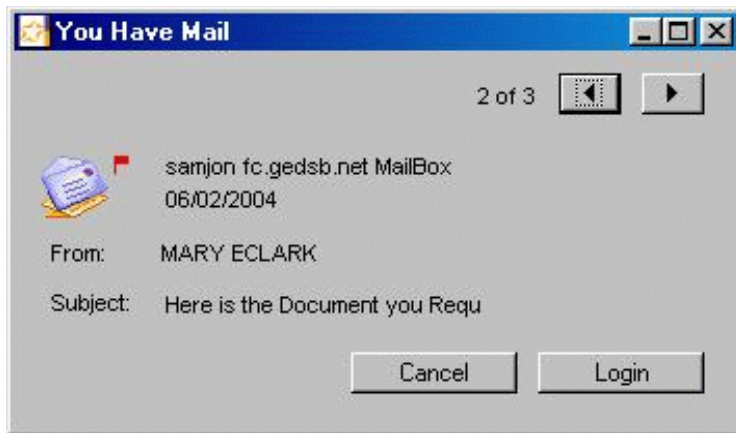
The popup also contains the following buttons:

> Displays a description of the previous new message.

< Displays a description of the next new message.

**Cancel** - Closes the notification popup.

**Login** - Opens the FirstClass Login form, so that you can connect to the server that received the mail.



## Leaving the Program

You can exit any folder, e-mail, conference, chat etc. by clicking on any X in the top right corner. This is also the method of exiting the program itself.

If the program is inactive for a period of time it may close the connection to the FC.GEDSB.NET server. You would need to login to FirstClass again.