

A2 - Threading Messages Together

Goals: To provide Staff with the necessary tools to utilize the First Class system for Mail and Messaging,

Essential Question: How can First Class mail and messaging be utilized to maximize efficiencies and support staff?

Enduring Understanding: Using technology to simplify communications and provide forum for discussion among all district staff for the Salem Public Schools.

Aligns with Standards / Frameworks:

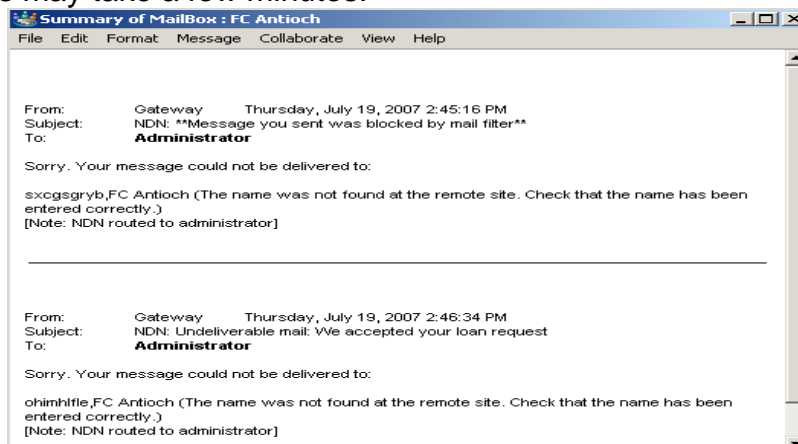
ISTE – Educational Technology Standards for Teachers

5. Engage in Professional Growth and Leadership

Summarizing Messages

This feature essentially “stitches” a series of messages together in one document, which you can then print, or save as a file to your computer or flash drive, or copy into a message and send to someone who was not part of the dialogue.

- Begin by selecting several messages, holding *Shift* to select multiple messages, or hold Apple (Mac OS) or Ctrl (Windows) to select messages that are not contiguous in a list.
- With messages selected, choose **Message > Summarize Selected**.
- A new document window opens, and slowly the message header and text information is extracted from the selected messages and appears in the document window. If you’ve selected a large number of messages, this process may take a few minutes.



CAUTIONS:

- The summary window is temporary and will disappear when closed. Before you close it you may:
 - Use **File > Export** to export a .txt version of the summary
 - Use Copy to Paste the text to a Word doc or other format, then Save
 - Print the Summary
- Page breaks are inserted automatically between each message; please keep this in mind if printing.
- **Summarizing does not include the attachments**, only the message text and the heading (to/from/subject/date) information.

This feature may allow you to delete messages more readily, to clean up your mailbox, or essentially archive messages from your mailbox to your computer's hard drive. You may also wish to archive a conference (such as a committee or other private conference).

RESOURCES / MATERIALS NEEDED

<http://www.learningnetworks.com/pages/fcr/genuser/mailandmessage?textPage=1>

<http://www.user.firstclass.com/~slynch/?OpenItemURL+S04A3BF0B-04A3C0BE>