

A3 – Change to Inbox/Outbox View

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

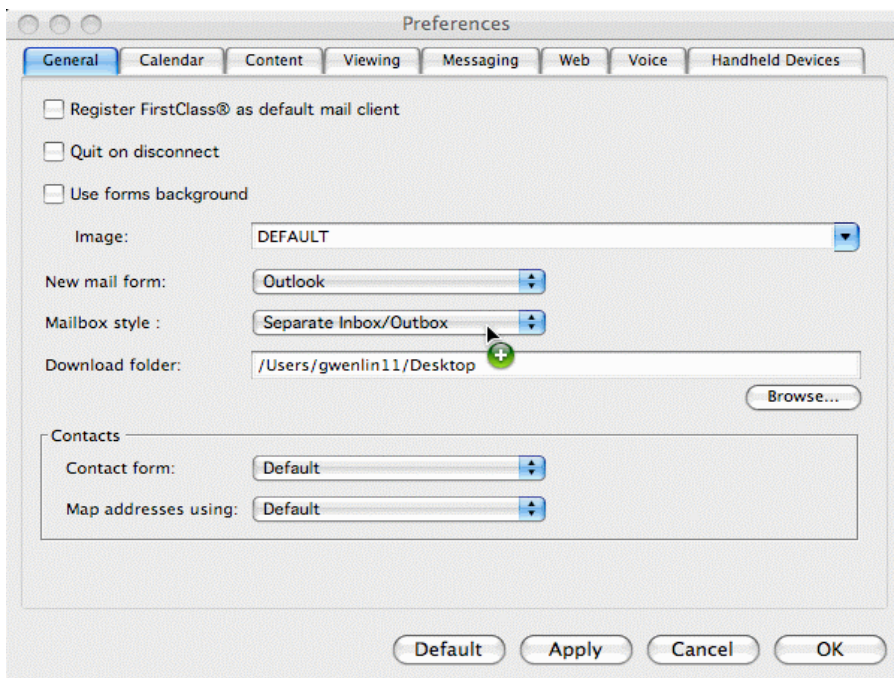
Creating Separate Inbox, Sent Mail Folder

Mailbox:

To separate the mail you receive from the mail you send:

- **Go to FirstClass > Preferences**
- For **Mailbox Style**, select **Separate Inbox/Outbox** from the drop down menu.
- Click **Apply** and then **OK**.

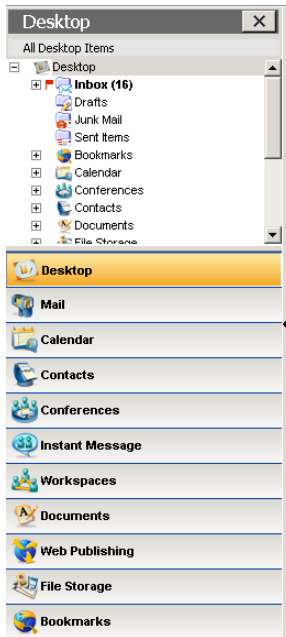
You will need to quit FirstClass and log back in before you see the changes.



1/5/09

NOTE:

- If you use the Outlook view of the Desktop, which means you see lists on the left of the desktop graphic: Inbox, Drafts, Junk Mail, and Sent Items can be opened separately.



- If you double click the Mailbox icon located on the FirstClass Desktop, **you will see all messages together in the mailbox, with no separation.**

RESOURCES / MATERIALS NEEDED

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

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