

A4 – Removing Flags

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

Flags: Turning off Red Flags

To use a shortcut to turn off red flags.

For a message you don't want to read

- Click once on the message.
- Use Control/hyphen to toggle the red flag on or off. (apple/hyphen on a Mac).

This turns off the red flag.

For a whole conference, that is, for a red flat next to an icon.

- Click once on the icon.
- Use Control/hyphen to toggle the red flag on or off. (apple/hyphen on a Mac).

This turns off all the red flags in the conference (for you only!).

For a group of email

- Shift click to grab a group of mail listed together or Control Click to select individual items.
- Use Control/hyphen to toggle the red flag on or off. (apple/hyphen on a Mac).

RESOURCES / MATERIALS NEEDED

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

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