

A5 - Conferences

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

Requesting Conferences

Conferences

Conferences are special email areas containing messages you can browse and respond to. They're similar to mailboxes, but **groups** of people can access them. These are shared mailboxes. Among the things you can do with conferences are:

- browse messages on a given topic
- contribute items to a conference
- engage in a threaded discussion
- display conference information
- see who has read your message
- follow message threads

If you wish to request a conference please submit the attached form fully completed to Elaine Pare

[Conference Request Form.doc](#)

RESOURCES / MATERIALS NEEDED

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

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