

## A6 - Preferences

**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

### User Preferences

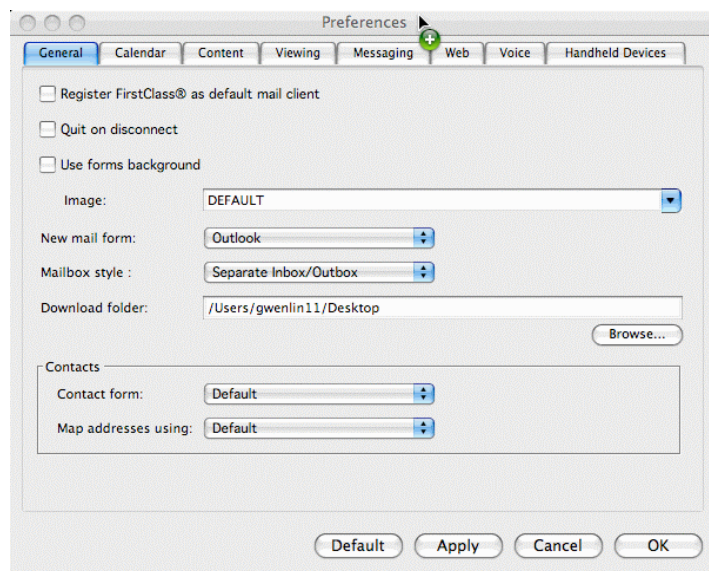
One of the many advantages of FirstClass is the ability for the user to customize a wide range of preferences. To edit these, select “Preferences...” from the EDIT menu (PC), or the FirstClass menu (MAC).

You may alter the appearance of windows within FirstClass and set your own options when editing or viewing a document including background images, font sizes and colors. Some of the more useful functions are the ability to tailor the spell checker, alter how quoted text appears and change the text magnification to make messages easier to read.

- **General** allows you to set FirstClass as your default mail client. This means that when you are on a web page and there is an option to send an email to someone, clicking the link will open FirstClass. If someone has previously used Outlook, they may prefer some of the other settings for Contact Form, New Mail Form, or Mailbox Style. In order to see changes made on this tab, log out then back in again.

You can also set the location of the folder you will use for downloads.

Copy in the path to the location of the folder where you would prefer downloaded documents to be stored.



- **Calendar** allows you to change the start day of the week for the month view, plus defaults for the start of the work day, length of work day, event start time interval, even duration, and reminder interval. You can also change the background colors of the calendar to distinguish between workday and off hours.

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- **Content (Text Styles)** allows you to select your preferred font and size for composing messages. The attributes you select here will appear on all messages you send and in instant messaging.
- **Content (Highlights)** allows you to select your preferred font and size for quoted text and hyperlinks in messages.
- **Content (Spell Check)** allows you to set preferences for the spell-checker.
- **Content (Options)** allows you to choose your preferences for viewing messages sent by others. For example, you may choose to zoom all messages to 150% magnification, so that even if the sender composes a message with a tiny font size, you'll always view this text at 150% of its original size.
- **Viewing** allows you to set your own time zone, if you reside in a location other than the east. The FirstClass server resides in Portland, Maine, so the server time zone is set to U.S. Eastern.
- **Messaging (Mail Rules)** is where you might set your Reply preference to "Reply Sender" to automatically reply to the sender only, in cases where you are among several recipients of a message. This setting often prevents many accidental replies and carbon-copies of the same!

This section allows you to set an Auto Reply message in the event you will be away from the office for a week or so, and wish to notify other FirstClass users that you will be away. The feature is intended for extended absences, or to direct users to another person in your absence.

- **Messaging (Initial Content)** allows you to create a signature, which is a few lines of text (usually name, department, telephone number) which may appear at the end of every message.

You may choose to automatically include your signature, or when composing a message, use the EDIT menu Insert Signature to include your signature on a case-by-case basis.

You can also decide, on your reply, whether your text appears above the quoted text or below.

- **Instant Messaging** is where you may set your preferences if you wish not to accept invitations; this setting is akin to "Do not disturb."
- **Web** is where you can make changes that will make the web interface to your FirstClass account more to your individual preference. If an individual feels that they will use the web interface frequently (the FirstClass client is recommended), then it is suggested that Web Client Interface be changed to FirstClass Enhanced. The URL to use to access FirstClass using the web is: <http://fc.salem.learningnetworks.com/login>
- **Handheld Devices** is where to set up any handheld devices. A separate document has information on how to set these up.

### **RESOURCES / MATERIALS NEEDED**

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

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