

G10 – Enhancing Message Content

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

Messages: Highlighting Your Point

If you are communicating with others who are also on the FirstClass system, there are ways that you can make portions of your message stand out - or emphasize that the message itself is important.

You can use different fonts, text sizes, colors, and alignments in your messages.

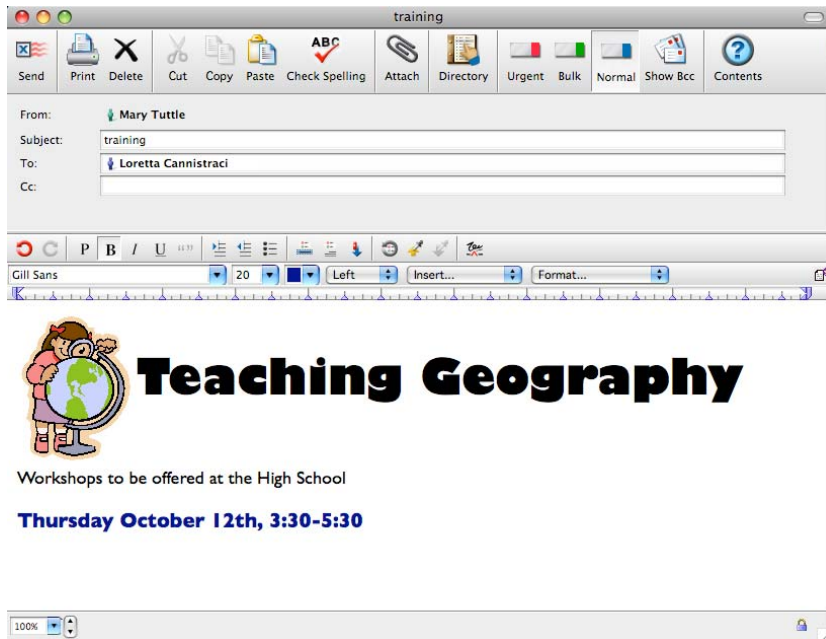


Highlight the text you want to change and use these tools to change the look of your message. If you pull down the **Format** menu, you will see that the same choices are available to you here, as well as additional format choices.

NOTE: these changes may not be able to be seen by users outside the FirstClass system. Some email systems see messages as plain text and some systems do not translate pictures well.

You can paste pictures into messages.

1/5/09



These images can be pretty much of any type. But keeping them small helps to keep the file size and loading time manageable. Copy and paste images into messages just as you would a word processing document.

But remember, only FirstClass users can see your images for certain. If you want to send them to people outside FirstClass, you should send images as attachments.

And please only use pictures to which you have the legal rights!

You can set the priority of your message to URGENT.

To change the priority of your message to URGENT, choose **Message > Priority > Priority Urgent** or press the **Urgent** button in the message toolbar.



Urgent priority causes the message to appear in bold in the Mailbox.

RESOURCES / MATERIALS NEEDED

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

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