

G11 – Sorting and Grouping Messages

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

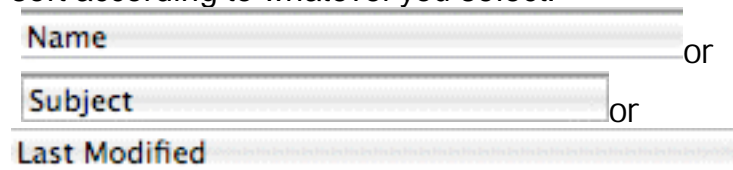
Sorting/Grouping

Sorting

It is possible to resort the listed messages many different ways — by name, by subject, by size, by last modified date, by whether it is flagged, whether it has an attachment, or whether it is a document or a message.

To sort:

Click on any one of the gray headers of the columns of a list of messages. The list will sort according to whatever you select.



The hash marks or arrows on the right of the field indicate whether you are sorting in ascending or descending order.



PLEASE NOTE:

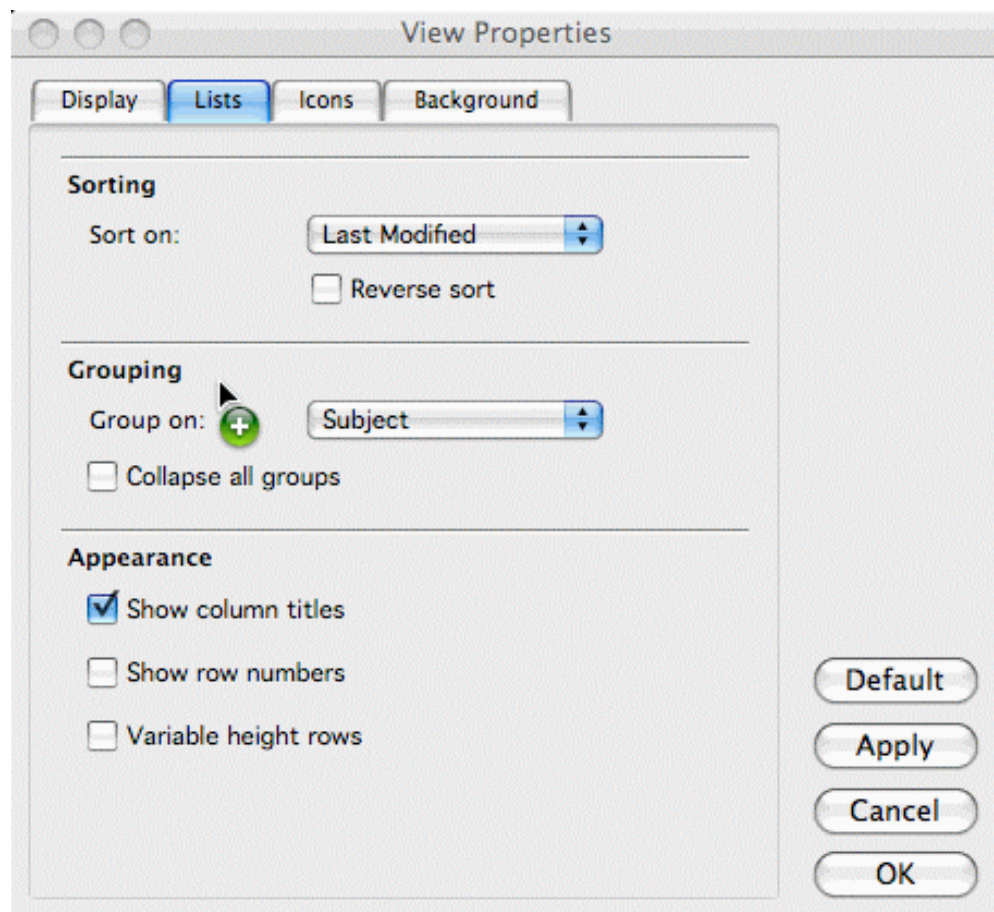
When you resort the messages in your **mailbox**, these will "hold" until you use another sort method.

However, when you resort a conference, the sort order will go back to the way it was before you resorted next time you open a conference.

1/5/09

Grouping

It is also possible to group messages within your mailbox.
Choose **View > Change View Properties**



Sort on: the drop down list gives the option to sort on any of the columns appearing in the mailbox.

Group items on: the drop down list gives the option to group on any of the columns appearing in the mailbox, or not grouping items at all.

Collapse all groups: if this box is checked, only the most recent message within a group of messages will show in the mailbox. In order to see the rest of the messages it is necessary to click on the + next to the message.

WARNING: If you choose to group items and *collapse* them, when you see a red flag on your mailbox, you will not necessarily see all the unread messages. To see all the unread messages, click the + column to 'uncollapse' the groups. Within each group there may be several unread messages.

RESOURCES / MATERIALS NEEDED

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

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