

G12 - Signatures

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

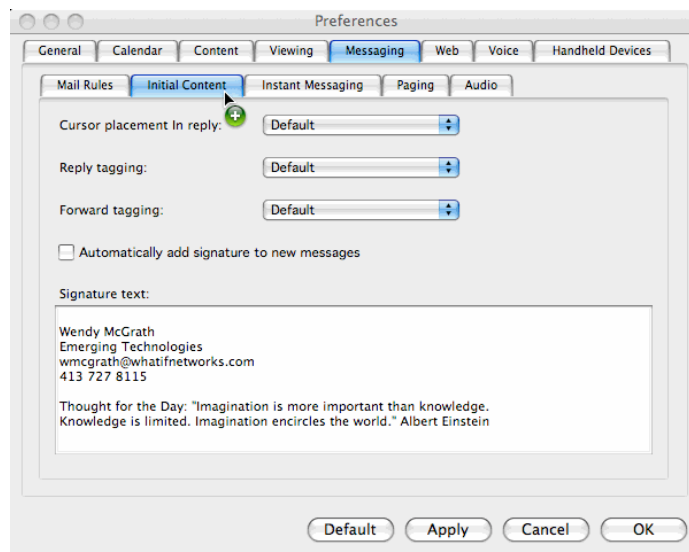
5. Engage in Professional Growth and Leadership

Signatures

Ever wonder how folks get their name, title, place of business, and other contact information on the bottom of their emails? Here is what to do.

FirstClass > Preferences.

- Click on the **Messaging** tab.
- Click on the **Initial Content** sub-tab.
- Enter what you would like to appear in the '**Signature Text**' box.
- If you want this information to automatically appear on every email you send, be sure there is a check mark in the '**Automatically add signature to new messages**' box.
- Click **Apply**



RESOURCES / MATERIALS NEEDED

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

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