

G2 – Addressing 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

Messages: Addressing

If you want to send an email to someone on your FirstClass system, it is very easy as long as you know their name.

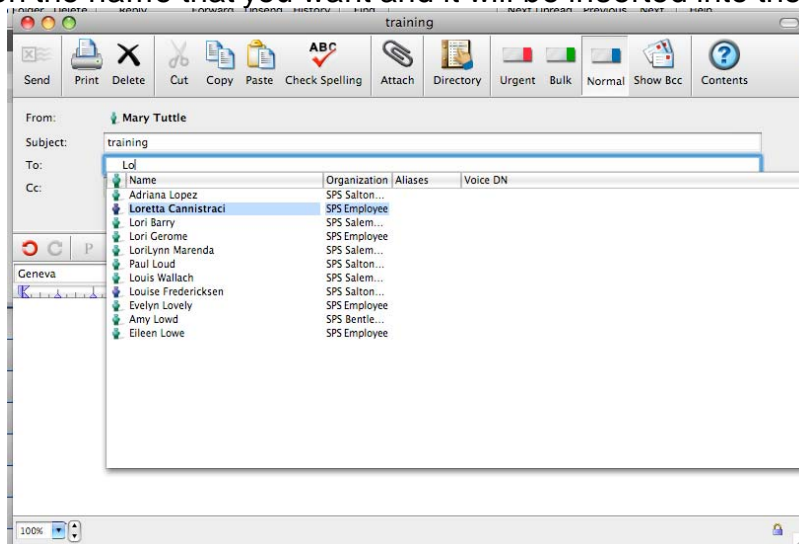
- Open your **mailbox**.



- Click the **New** icon.

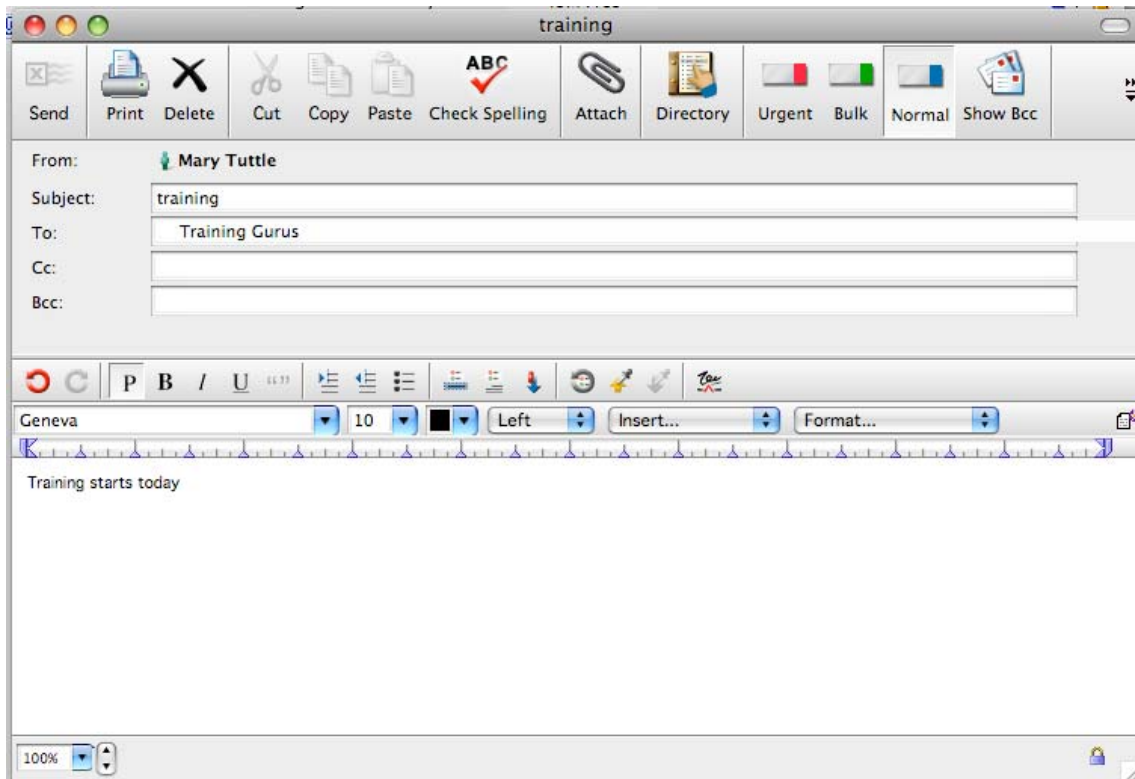


- Select **New Message**.
- Type a **subject** in the subject line.
- Go to the **To** field and type *part* of a person's name. **Enter** or **Return**
 - *Example: for Thomas Jones - type "Tho J" –*
- A list of names that match what you typed will appear.
- Double click on the name that you want and it will be inserted into the **To:** field.



REMEMBER: You need to press the enter/return key after each name that is entered. You *cannot* put commas between addresses when you want to send to multiple recipients.

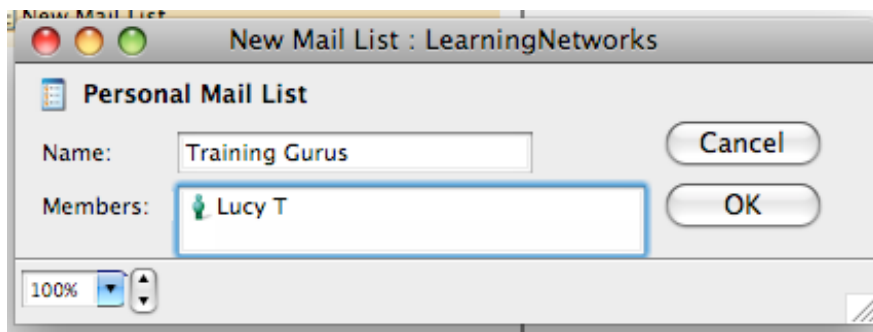
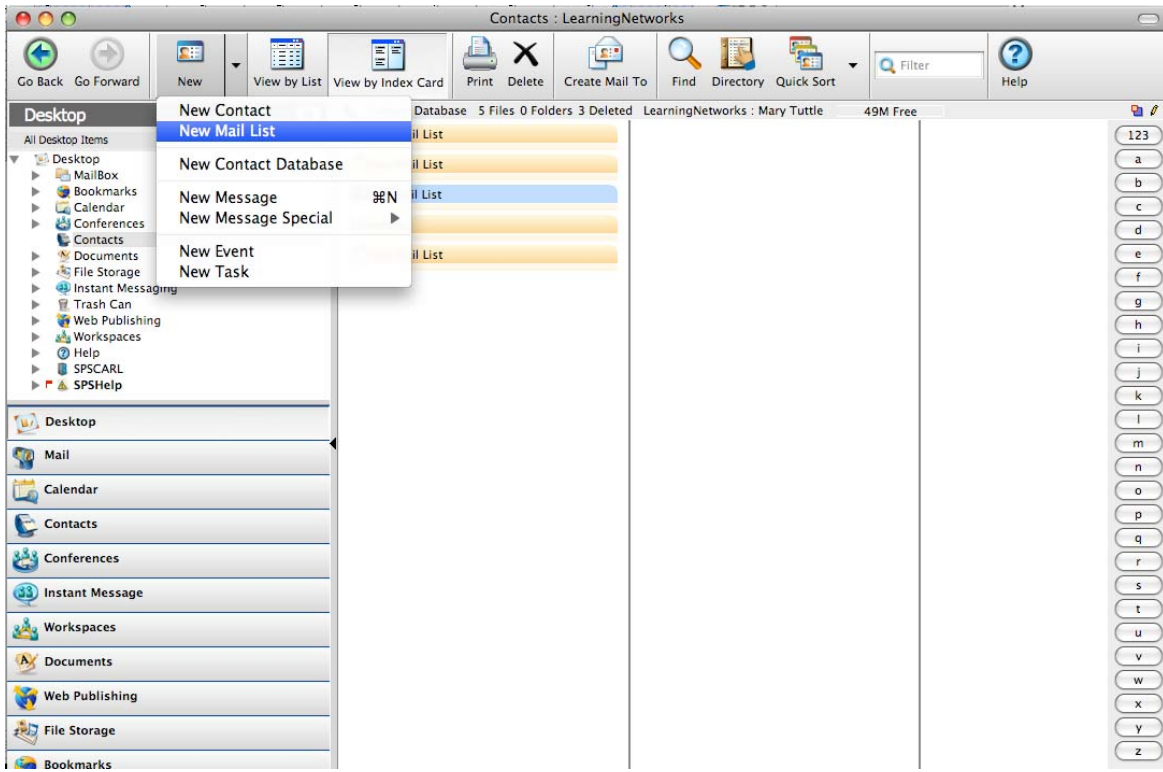
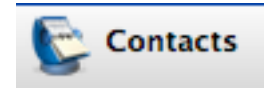
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Creating a Mailing List

If you have a group of people that you commonly send mail to it is easy to create a mailing list to which you will assign the members of this group.

This is done by selecting **CONTACTS** from your First Class desktop. Once in **Contacts**, click on the **NEW** icon at the top of the page. From this pull-down menu select **New Mail List**.



Give the list a name that you will remember. Then type in the members, pressing **Return/Enter** after each member. Once the list is saved you can return to your mailbox from the First Class desktop and utilize it by typing the name into the **TO**, **CC** or **BCC** fields in your mail.

RESOURCES / MATERIALS NEEDED

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

<http://www.user.firstclass.com/~slynch/?OpenItemURL+S04A3BF0B-04A3COBE>