

G3 - Sending 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

Sending Messages

When the message is complete, choose “**Send**” from the **MESSAGE** menu or click on the **SEND** button in the toolbar.



A red postage stamp will appear on the top left corner of the message to indicate that the mail message has been sent. If the message isn't addressed properly, an error may appear on your screen, or the “**Send**” command may be unavailable. If this occurs, check that the message is addressed correctly; be sure to press **Enter/Return** after each name.

RESOURCES / MATERIALS NEEDED

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

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

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