

G4 - Replying to or Forwarding 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

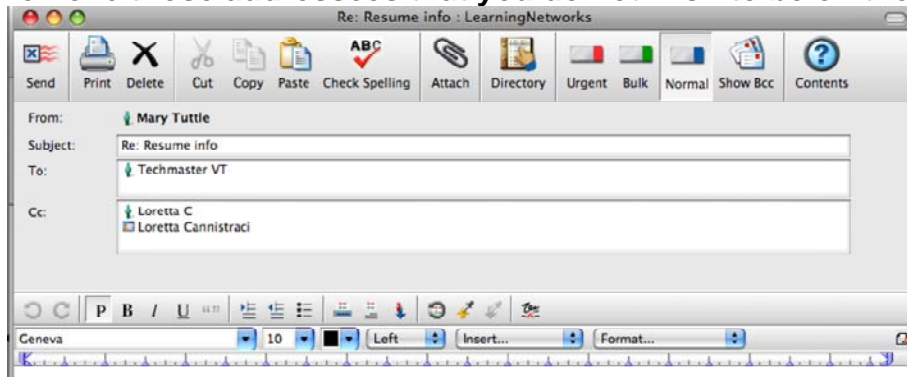
Replying to Messages

You may use the “**Reply**” feature to automatically produce an addressed reply message with an automatically generated Subject. To reply, open the message to which you wish to reply, and select “**Reply**” from the **MESSAGE** menu (or click on the **reply button in the toolbar**). This command uses your **Reply Preferences**, which can be set in the **Preferences** window.

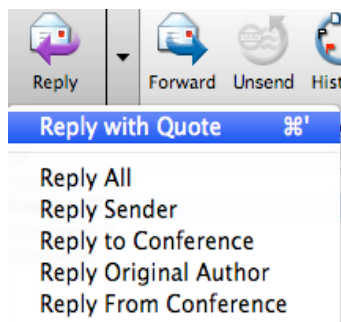


This option will open up a blank document with the **Re: subject** and **to:** and **from:** fields populated.

NOTE: Reply All is the default. if you do not want to reply to all you should remove those addressees that you do not wish to be on the message.



Additional reply options are available by selecting “Reply Special” from the MESSAGE menu. These include:



Reply with Quote – selecting this option includes the text of the original message in your reply and annotates the text as a “quote” from the original sender

Reply All – sends a reply to the sender and any other recipients of the original message

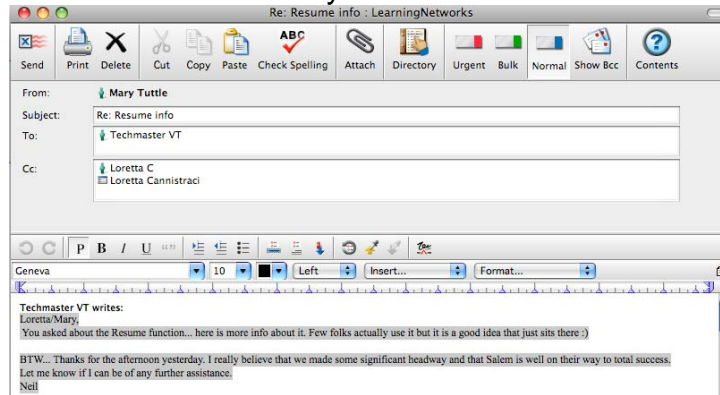
Reply Sender – sends a reply to only the sender of the message, removing the addresses of any other recipients of the original message

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Reply Conference – sends a reply to the conference in which the original message resides, eliminating the address of the sender or any other recipients of the original message

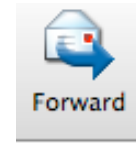
Reply Originator – sends a reply to the original sender of a forwarded message, eliminating the address of the sender who forwarded the message to you

Selecting the **Reply with Quote** option will thread the messages together as many users are familiar with from other mail systems see below:

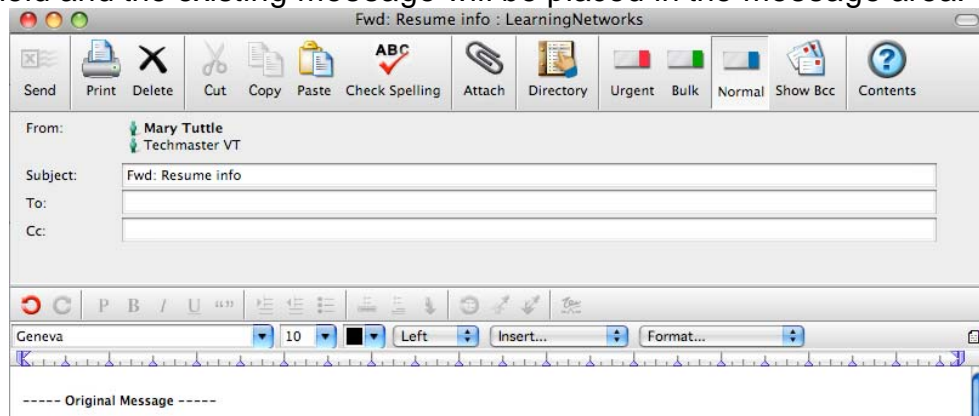


Forwarding Messages

If you receive a message that you wish to forward to someone else, or if you wish to re-send a copy of one of your own messages, you may use the **Forward** feature to create a complete, unaddressed copy of the message. To forward a message, highlight or open the message, select **Forward** from the **MESSAGE** menu, address the message and send it.



Messages which have been forwarded will show a list of the previous senders in the **From:** field and the existing message will be placed in the message area.



RESOURCES / MATERIALS NEEDED

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

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