

## G7 - Working with Attachments

---

**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

### Attachments: Attaching Files to Messages

To attach a file to a message so that you can send the file to a conference or another user:

- Create a **New Message** as usual.
- Choose **File > Attach**.

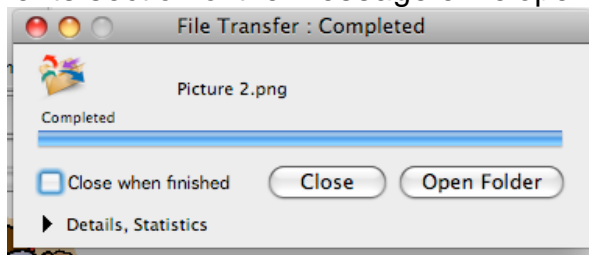


- Choose the file you want to attach to your message.

If you or recipients of the message use a modem, consider compressing a large file before attaching it. Compressed files often transfer faster due to decreased file size and take up less space on the server.

- Click **Open**.

The file transfer to the server begins. When the file transfer is complete, the file appears in the Attachments section of the message envelope.

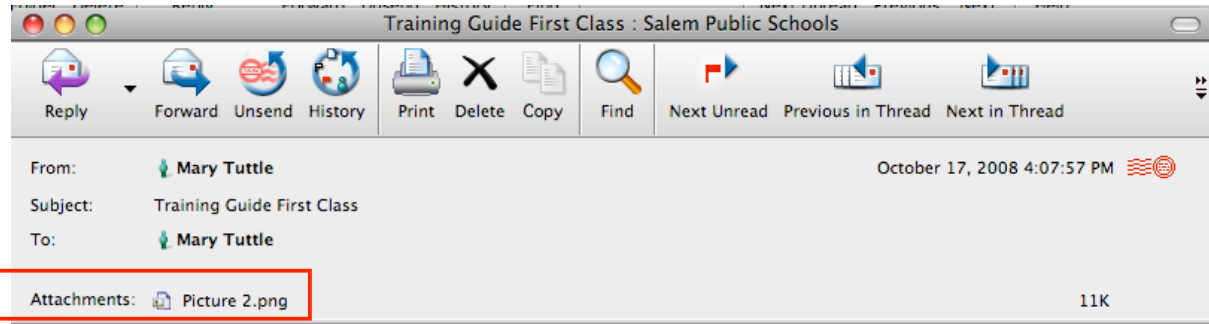


Before the file transfer is complete, you can interrupt it by clicking **Cancel** in the Upload dialog box. The file transfer can be resumed at any time until you send the message.

**Shortcuts:** Drag a file to the message envelope to attach it. You can attach multiple files simultaneously using this shortcut. OR press **Ctrl+T (Windows)** or **Apple+T (Mac OS)**.

To remove an attachment from the message before sending it, select the attachment, then press Delete.

## Attachments: Saving Files Attached to Messages



You can preview pictures, sounds, or text files attached to messages before saving them to your computer. To do this, double-click the attachment.

**NOTE: Opening an attachment this way opens a read-only copy**, which means it is not editable. Use instructions below to actually save the attachment.

### To save an attachment:

- Select the attachment. *If you can't see the Attachments field in the message envelope, drag the split bar down.*
- Choose **File > Save Attachment**.
- Choose the folder in which you want to save the file. *File will go to your desktop if it was set-up correctly in training see T1 training materials if this is not the case*
- Click **Save**
- FirstClass begins transferring the file to your computer. Before file transfer is complete, you can interrupt it by clicking **Cancel** in the Download dialog box. File transfer can be resumed later.

*NOTE: Selected attachment can be dragged to the desktop to be stored or reviewed at a later time.*

### **RESOURCES / MATERIALS NEEDED**

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

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