

## T1 - Setting up Mail Access – Using First Class

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**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

### Launching and Logging in: First Class initial set-up

#### On a MAC at your school:

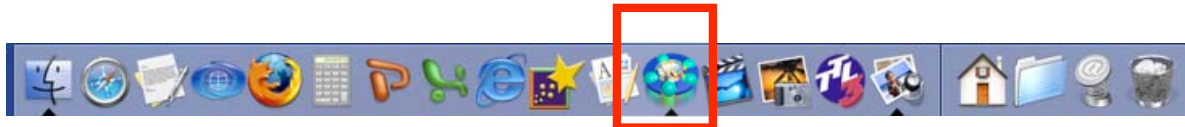
First Class will have to be installed on each PC individually. This will be done prior to training on all machines in the Computer labs at each school and for each teacher's workstation in their classrooms.

*Note: Please put in a TSS report if the application does not appear in your application folder.*

The FirstClass server setting is a user specific (not computer local hard drive) setting. The user only needs to set it one time, then no matter where they log on the setting stays with them. See below step by step procedures.

Login to the network using your name and password.

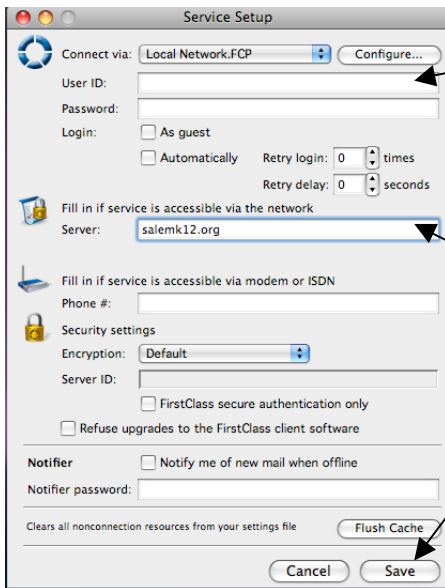
Locate the FirstClass application on your Dock . Click to launch.





Once the main screen has opened click the > next to **Advanced** to access the **Setup...** button.

Click on the **Setup** button.



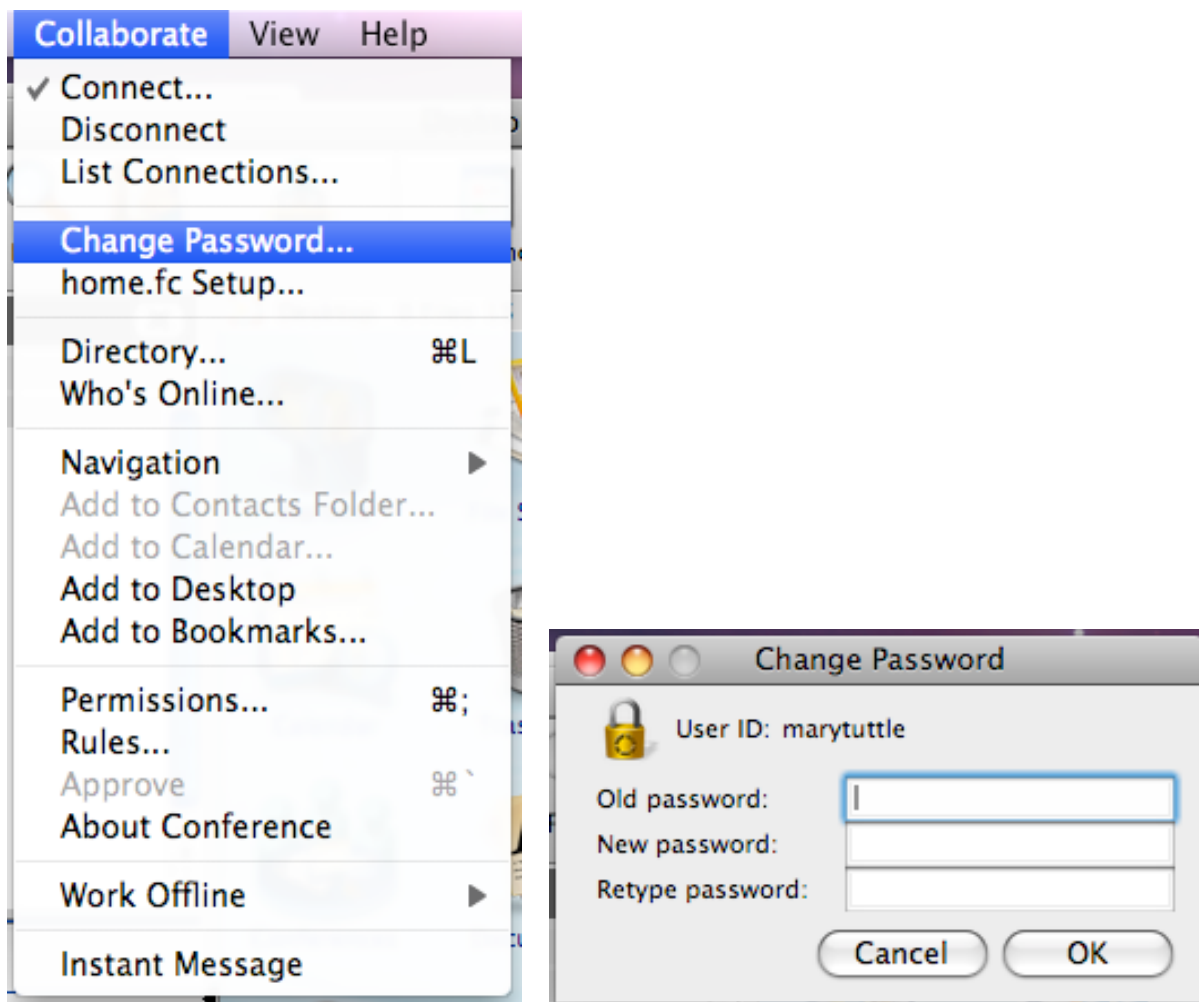
- Under **User ID**: enter your first and last name no space.
- For security reasons, do **not** enter your **Password**, which is your last name without any punctuation.
- Enter your **Server**, which is: **salemk12.org**.
- Click the **Save** button.

The window will close and you should be able to press the **Login** button on the first screen to launch the application.

**Tip:** If you enter your User ID into the “**Setup...**” area and click save. This information will now be saved for future logins. If it is done on the first screen, it will still work, but it will not be saved.

1/7/09

Select **Collaborate** from the Menu bar and select **Change Password** from the pulldown:



Enter the **Old password** and then create a **New password** and **Retype password** and press **OK** to submit the change.

*NOTE: Be sure to select something that will be remembered easily.*

If you forget your password it will need to be reset, This is done through the **Department of Information Systems at Collins Middle School at ext. 608.**

### **On a PC at your school:**

First Class will have to be installed on each PC individually. This will be done prior to training on all machines in the Computer labs at each school and for each teacher's workstation in their classrooms.

*Note: Please put in a TSS report if the shortcut does not appear on your desktop.*

1/7/09

The FirstClass server setting is a user specific (not computer local hard drive) setting. The user only needs to set it one time, then no matter where they log on the setting stays with them. See below step by step procedures.

Once the main screen has opened click the > next to **Advanced** to access the **Setup...** screen.

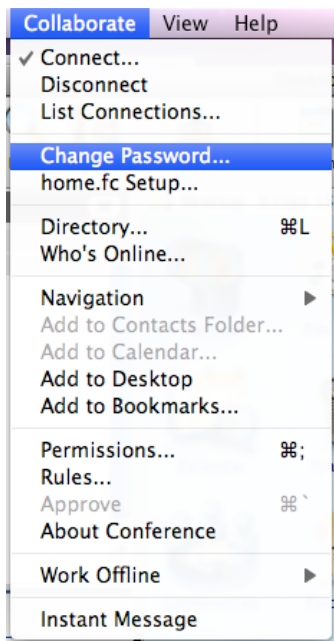


Click on the **Setup** button.

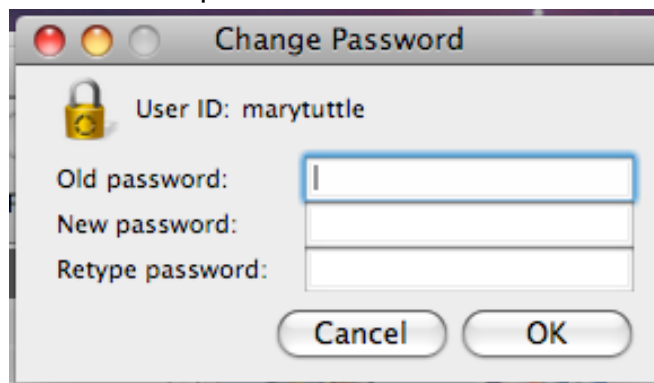
- Under **User ID**: enter your first and last name no space.
- For security reasons, do not enter your **Password**, which is your last name without any punctuation.
- Enter your **Server**, which is: **saalemk12.org**.
- Press the **Save** button.

The window will close and you should be able to press the **Login** button on the first screen to launch the application.

**Tip:** If you enter your User ID into the “**Setup...**” area and click save. This information will now be saved for future logins. If it is done on the first screen it will still work, but it will not be saved.



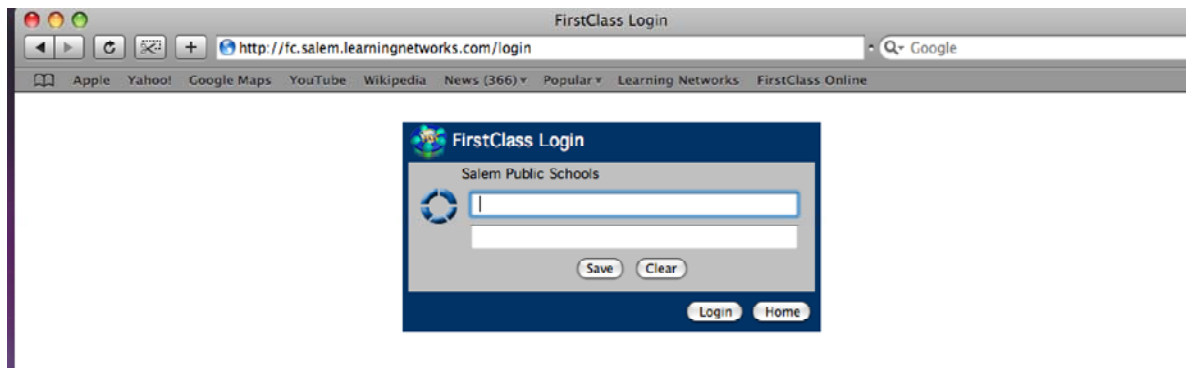
Select **Collaborate** from the Menu bar and select **Change Password** from the pulldown:



Enter the **Old password** and then create a **New password** (maximum 12 characters) and **Retype password** and press **OK** to apply the change. *NOTE: Be sure to select something that will be remembered easily.*

If you forget your password it will need to be reset. This is done through the Department of Information Systems at Collins Middle School at ext. 608.





It is important to note that this interface is vastly different from the one trained by your Information Technology Group. It can and should be utilized only when the client is unavailable.

It will be available by typing the above URL into any browser can. It should be used only when an employee is offsite or unable to load the client to a home PC.

### Launching First Class once set-up is complete:

Once you have set-up the FirstClass Client on your workstation your user ID and password will be populated in the main login screen when you launch the application. At this point you should simply press the green arrow to initiate login to the server. At that point the stop sign will glow yellow and begin the login process. If this does not occur, check your internet connection and follow the **Troubleshooting Login** Document to access the source of the problem.



**NOTE:** Once you are comfortable with the process of login it may be a good time to set-up some preferences that will make your use of the FirstClass mail system as efficient for you as possible. These could include, setting up signature, assigning the placement of attachments and message reply options. **See: A6 - Preferences**

### RESOURCES / MATERIALS NEEDED

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

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

<http://fc.salem.learningnetworks.com/login>