

First Class 202

Intermediate Email

YOUR email address for anyone writing you from outside of First Class is your username@fc.portlandschools.org

Writing Email Options:

To write an email message in First Class you can either click on the “envelope” icon or go to the words “Message” then “New message”



Fill in the “Subject” line and the “To” line here. Just type the **first four letters** of any PPS employee name and **hit enter** (or return) to find them in the First Class directory. Make sure to hit enter after their name (red and blue person icon will appear before their name).

***If you are writing to an administrator in Groupwise, their address is:**
Username@portlandschools.org (note: there is no “fc”)

The username for a Portland Public Schools employee is always the first five letters of one’s last name then first letter of first name (with no spaces)

New Message Special:

Note that you can also go to the words “**Message**” and then “**New Message Special**”. Explore some of these other form choices to see if a specialized email form better fits your needs.

To the Staff Bulletin:

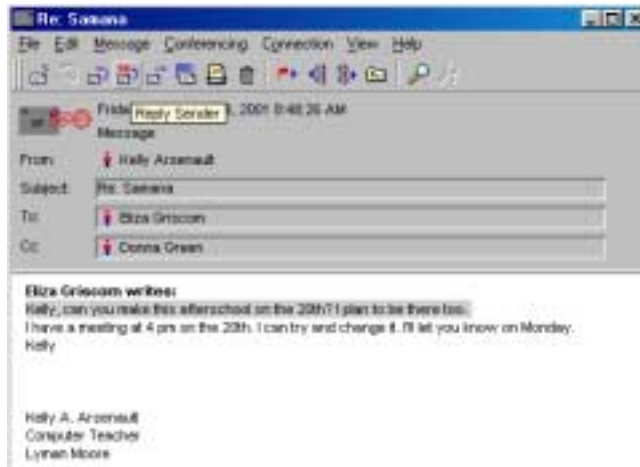
You can also send messages to the Staff Bulletin (open the Bulletin, go to Message, New Message or to New Message Special). Only you can delete the messages you send to the bulletin so when it's outdated, please clean it out! Go to Edit then to Check Spelling if you wish.

*Remember that this is a public forum and even people outside your school can read these postings, so keep it clean 😊.

Replying Special Options:

To reply to a message someone has sent you, there are many options: you can do a simple “reply” or a “reply special” which includes the options “reply with quote”, “reply to sender” (and not back to the whole staff bulletin for example) and some others.

You can do this by clicking on an icon (below) or going to the menu bar and choosing “**Message**” then “**Reply**” or “**Reply Special**”.



Signatures:

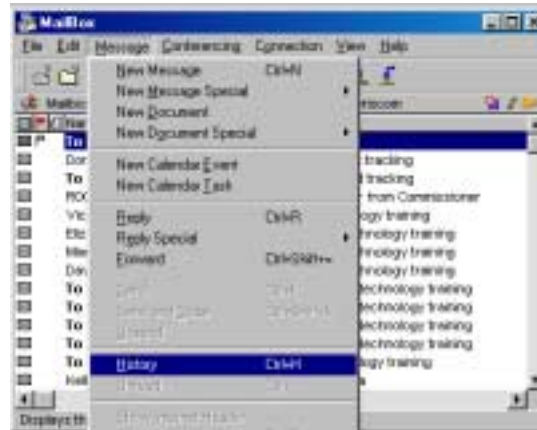
If you want a certain name or title (a **signature**) to appear at the bottom of your message, you can pre-set this in First Class. You can also choose size, color, and style of your font here as well. To do this, go to **Edit then to Preferences** then to either the **Content** tab (to set font) or the **Messaging** tab and then to **Signature** to preset your name, title, email, phone, etc.

Attachments:

To attach a document to your email, go to “**File**” then “**Attach File**” (or use the “paper and paper clip” icon). You will need to search for the file now and click “open” to attach it. You will need to “scroll down” to see your attachment. I always advise people I have sent an attachment so they know to look for it.

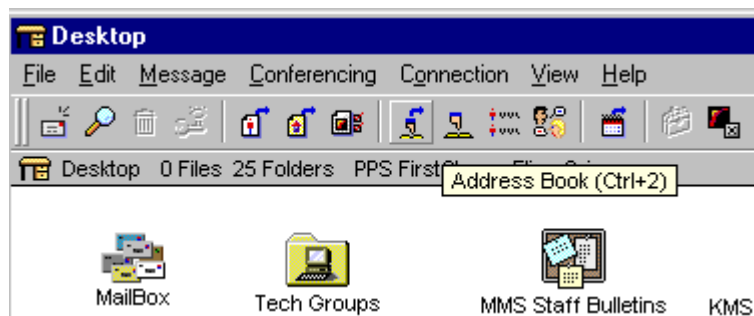
Viewing the History and Unsending Email

If you go to “**Message**” and then “**History**”, you can see whether your email message has been read and when it was read. If you go to “**Message**” then “**Unsend**” you can retrieve your message from within the First Class system only....

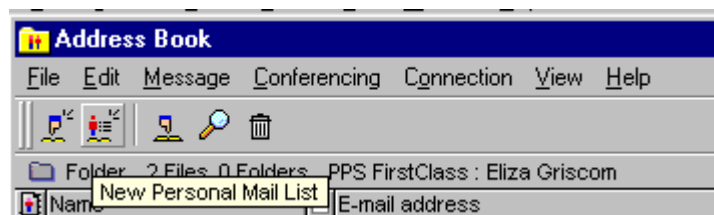


Address Book and Mail Lists:

Click on the icon that looks like a finger pointing in a phone book (or CTRL +2) to open your address book.

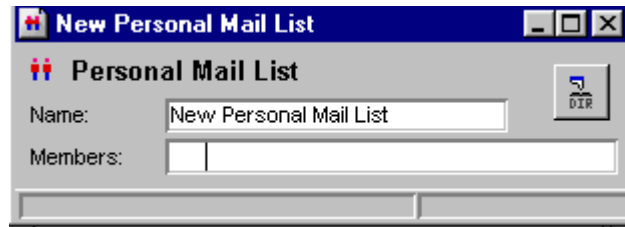


You can add a "new personal address" or "create a mail list" (for groups of people like your curriculum team, etc) within your address book.



To create a personal mail list either use the DIR icon (directory to find employees of PPS or add email addresses for people outside our system in the members line. **Hit enter** after each entry to create your list.

Whatever **name** you give this list will be what you type into the TO box in your email message (example curriculum group)...



Summarize Selected Messages:

This feature will allow you to save messages that you choose in your space on the network, allowing you to keep your mailbox organized and allowing you to keep mail longer than the 30 day default period.

First you need to highlight the messages you wish to bring into one document. Click on the first one and **hold down the CONTROL button** as you select the others you wish to summarize (highlighting each one by clicking one time on it).

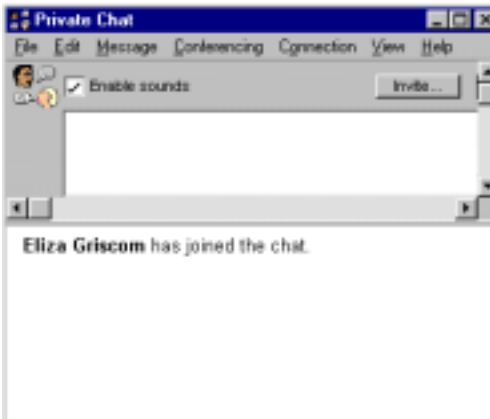
Then go to "**Conferencing**" then "**Summarize Selected Messages**". Now, save the summary in your network space and you can delete the originals.



Who's Online and Chatting:

If you want to see who's online, go to **Conferencing** , **Who's Online**. If someone's name is in italics it means you can not send them an invitation to chat because they have turned off this option.

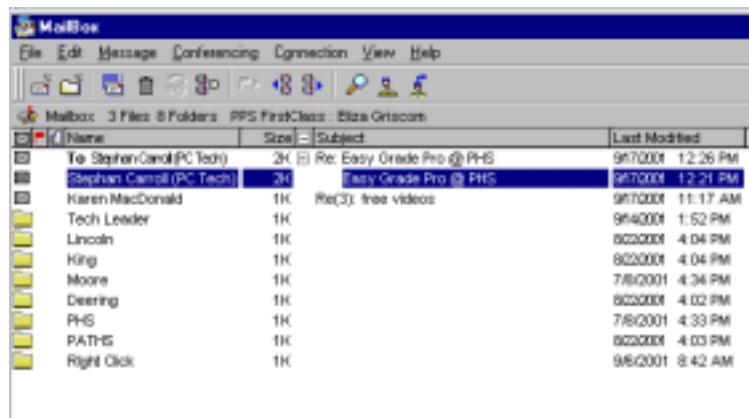
If you want to chat with someone who's online, go to the FC desktop and choose the "**private chat**" icon (looks like two little people talking).



If you want to turn off this option so people can't send you a chat invitation, go to Edit then to Preferences then Messaging then Chat, check "Do not Accept Invitations" and then Apply. Your name will now appear in italics when you are online.....

Creating Folders:

To organize your mailbox, you can create folders to store things in. Go to **File, then New, then Folder**. Backspace to rename it. Drag and drop messages into it by dropping them on the folder icon. Messages get deleted monthly so save important ones in your space on the network.....



Search for Keywords:

Go to Edit then to Find to search mail for keywords

Customize Window Appearance:

Go to Edit then to Preferences. Check "3D look" and "use forms background". Choose an item from drop down menu and click "Apply" then OK.

Setting up First Class at home (for free):

Instructions for setting up your FirstClass account at home. You must have an internet provider in order to access the FirstClass server.

Your email address to tell people outside the school system is:

username@fc.portlandschools.org

1. Go to www.softarc.com;
2. Hit "downloads" in the bulleted list in the middle of the page;
3. Choose First Class Client from the list of the left of this next page;
4. Choose "full version--gold" (the second on the list);
5. Choose "save to disk" (save in some place where you can find and delete it easily--like My Documents or on the Desktop);
6. Quit the Internet browser, and go to the file and open it;
7. Follow the wizard steps; agree to everything;
8. Do a "compact" install;
9. Follow the steps; let the directories be created;
10. Delete the fc5604 zipped file;
11. Click the FirstClass icon on your desktop;
12. Complete the service setup
(Choose the "TCP-IP.FCP" option from drop down menu,
Type **fc.portlandschools.org** OR **63.167.210.51** for the server
Fill in your login id and password (same as school),
Put a check next to login automatically if you want
13. Login to the server;
(to get the pretty PPS desktop, follow these instructions):
open the help folder;
click on desktop picture; (click on the actual picture)
click on the read me first; follow those instructions to update your settings