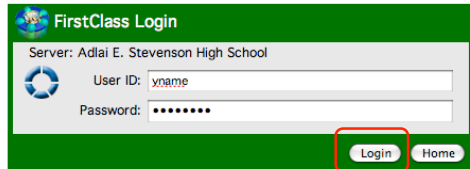# *Accessing FirstClass via the web*

Getting Started
Using your Internet browser (Firefox, Safari, Internet Explorer, etc.), visit the Stevenson home page and click the **FirstClass Login** link. This will direct you to: **http://webmail.d125.org.**

Click the **"Secure Web Login"** link.

Enter your User ID (first initial + last name) and password in the FirstClass Login window, then click the Login button:

FIRSTCLASS Education Edition

Secure Web Login
Access to FirstClass via the web using any of these web-browser.

Mobile Login
Access to FirstClass from a web-enabled mobile phone or device.

Macintosh Download
Download for Mac OS X

Windows Download
Download for Windows 2000/XP/Vista

FirstClass Login
Server: Adlai E. Stevenson High School
User ID: yname
Password: ••••••••
Login   Home

You may choose to download the FirstClass software client and install it on your home computer (either Macintosh or Windows). -- *(Instructions for configuring the software preferences are located in the FirstClass Forum Tutorials.)*

FirstClass Desktop:
The **FirstClass Desktop** (pictured below) appears upon logging into your account. There are several icons on the desktop that serve different functions. Your **FirstClass Desktop** contains your **Mailbox**, **Calendar**, **Contacts**, plus other icons placed there by you or the school administrator.

Pay attention to your "Quota," or server space indicator, displayed next to your account name. Messages that you receive (and keep in your Mailbox or Folders), as well as those you send, are counted towards your quota.

Desktop   0 Files 12 Folders   Adlai E. Stevenson High School: Your Name

Search   Advanced

ADLAI E. STEVENSON
DISTRICT 125 · LINCO

Logout
Preferences
Directory
Who's Online
Instant Message
Create:
Edit View
Show Unread
Help

File Storage
Documents
Bookmarks
Trash Can

Mailbox
Calendar
Contacts
Instant Messaging
Voice Bridgetings

Stevenson

Mailbox (red flag = unread messages)
Contains
  ◊ messages that have been sent to you
  ◊ messages that you have sent
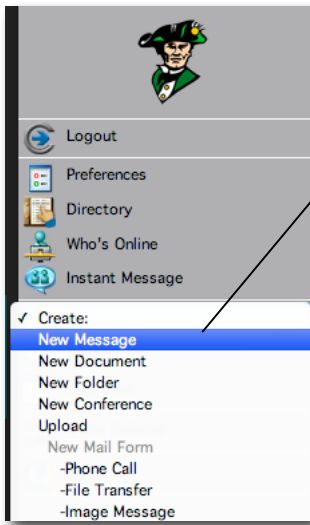 ◊ messages that you have created but not yet sent (indicated by a white flag)

Stevenson Conference:
Contains:
  • Division Conferences
  • Stevenson Master Calendar
  • FirstClass Forum Conference
      (**You'll find help and tutorials here!!**)
  • Buy & Sell Conference

Calendar
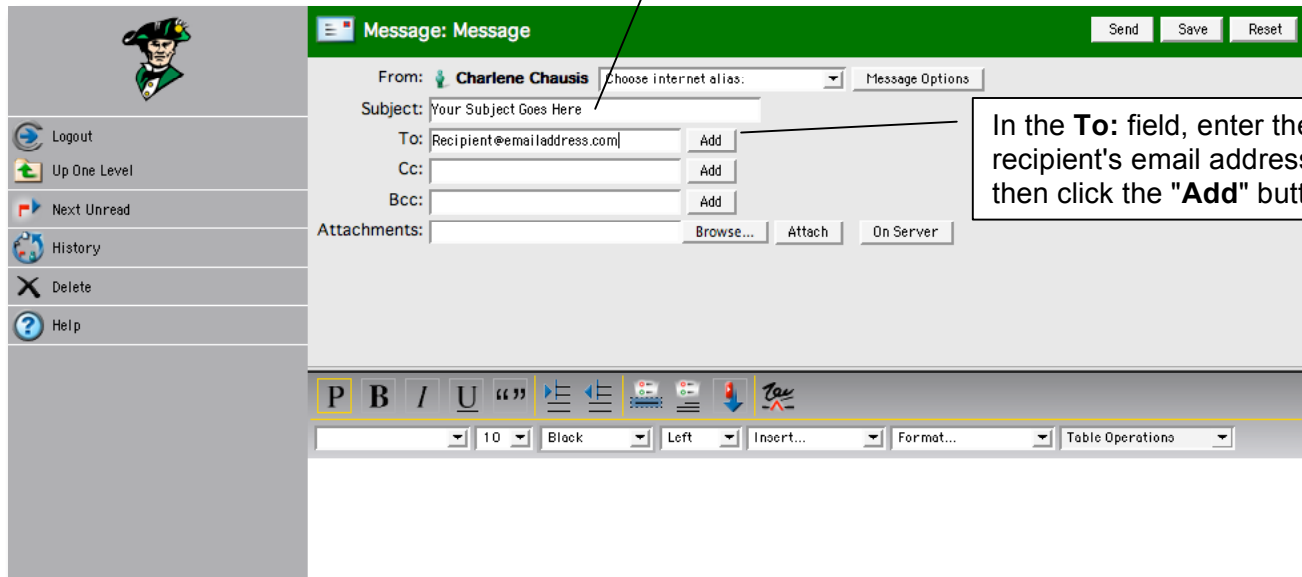Your personal calendar: add events and tasks with reminders.

Messaging:

To create and send a new email message:

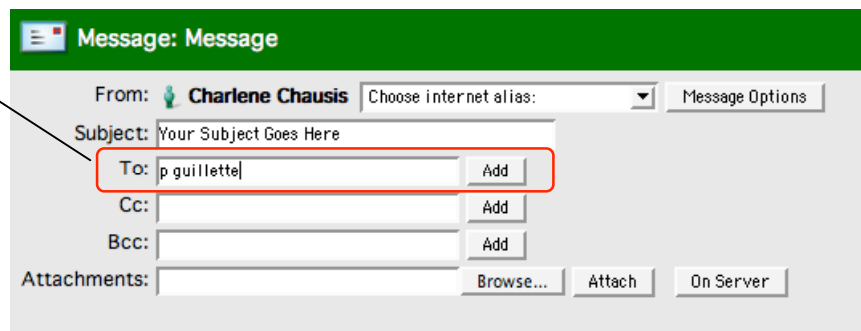From the left sidebar dropdown menu, choose **Create > New Message**

Enter the **Subject** of your message in the field provided:
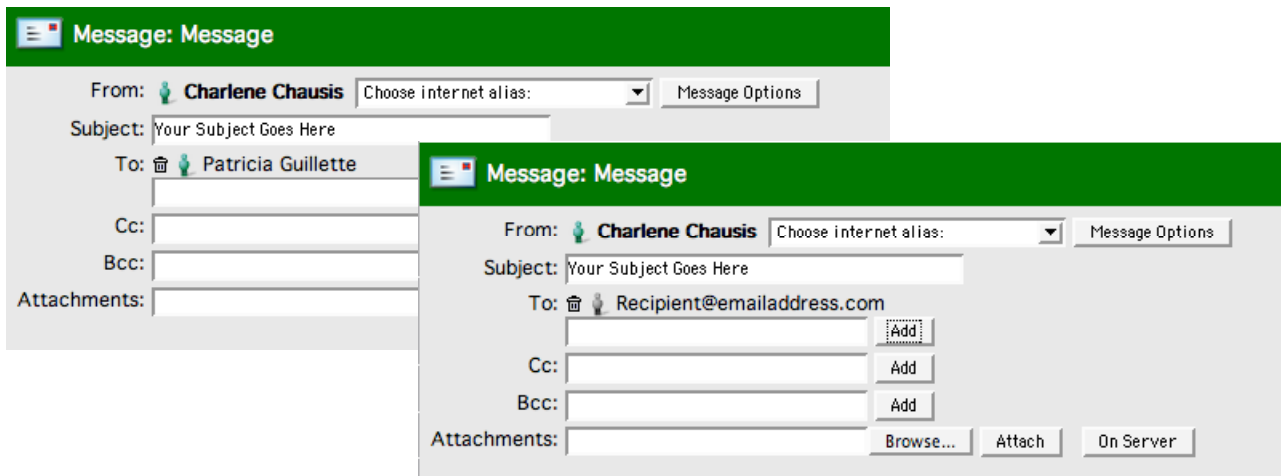

In the **To:** field, enter the recipient's email address, then click the "**Add**" button.

Addressing tips:
To address a message to a Stevenson FirstClass user, enter the recipient's first initial, "a space" and all or part of the last name; then click the "**Add**" button.
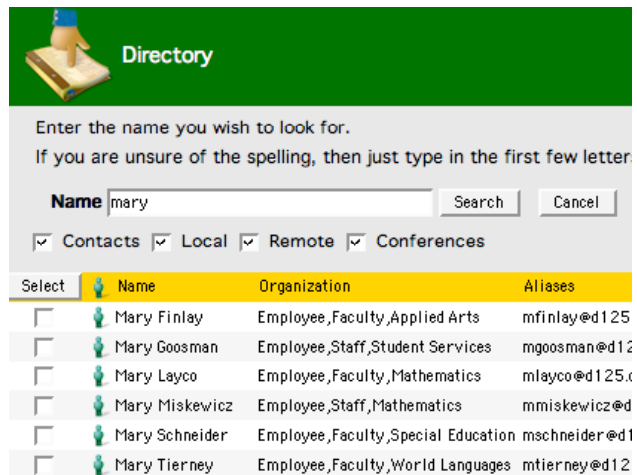
Completed addresses appear on the "**To**:" line.
Click the small trash can 🗑 to remove a recipient.

Message: Message

From: 👤 **Charlene Chausis** | Choose internet alias: ▼ | Message Options
Subject: Your Subject Goes Here
To: 🗑 👤 Patricia Guillette

Cc:
Bcc:
Attachments:

Message: Message

From: 👤 **Charlene Chausis** | Choose internet alias: ▼ | Message Options
Subject: Your Subject Goes Here
To: 🗑 👤 Recipient@emailaddress.com
[   ] Add
Cc: [   ] Add
Bcc: [   ] Add
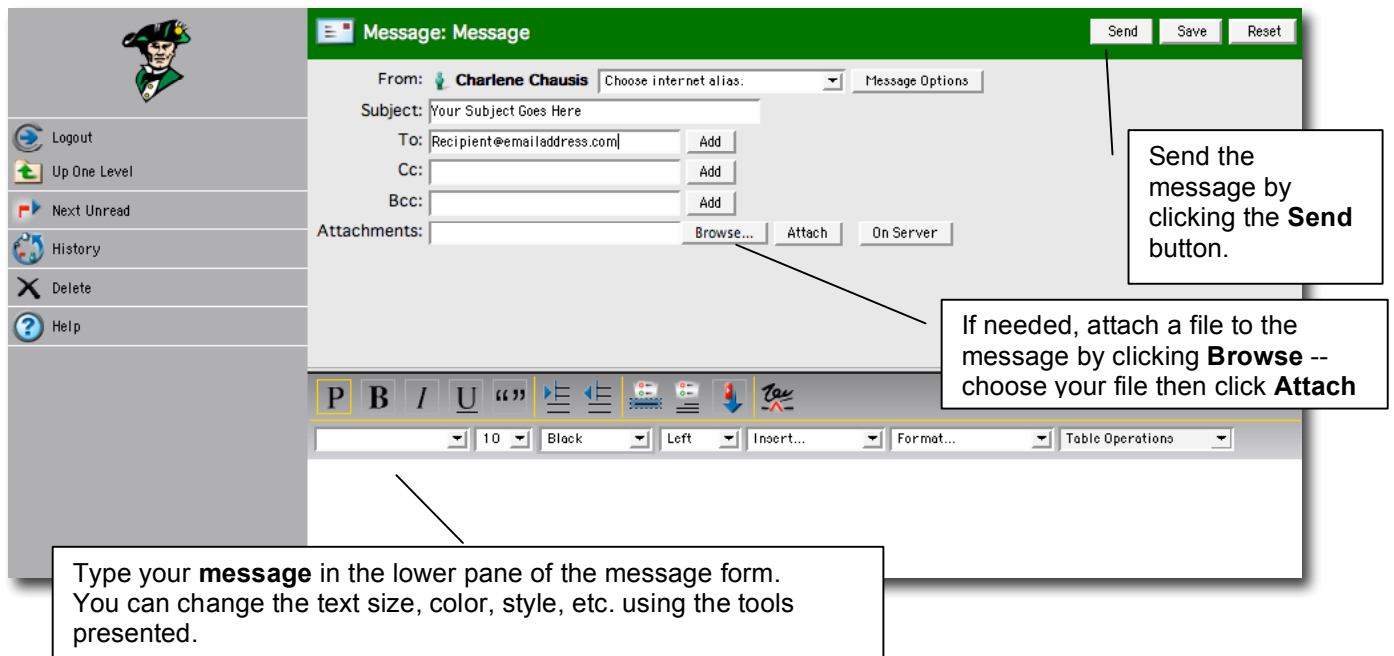Attachments: [   ] Browse... | Attach | On Server

If you are unsure of the spelling, enter the first few letters of the first OR last name, then click the "**Add**" button.

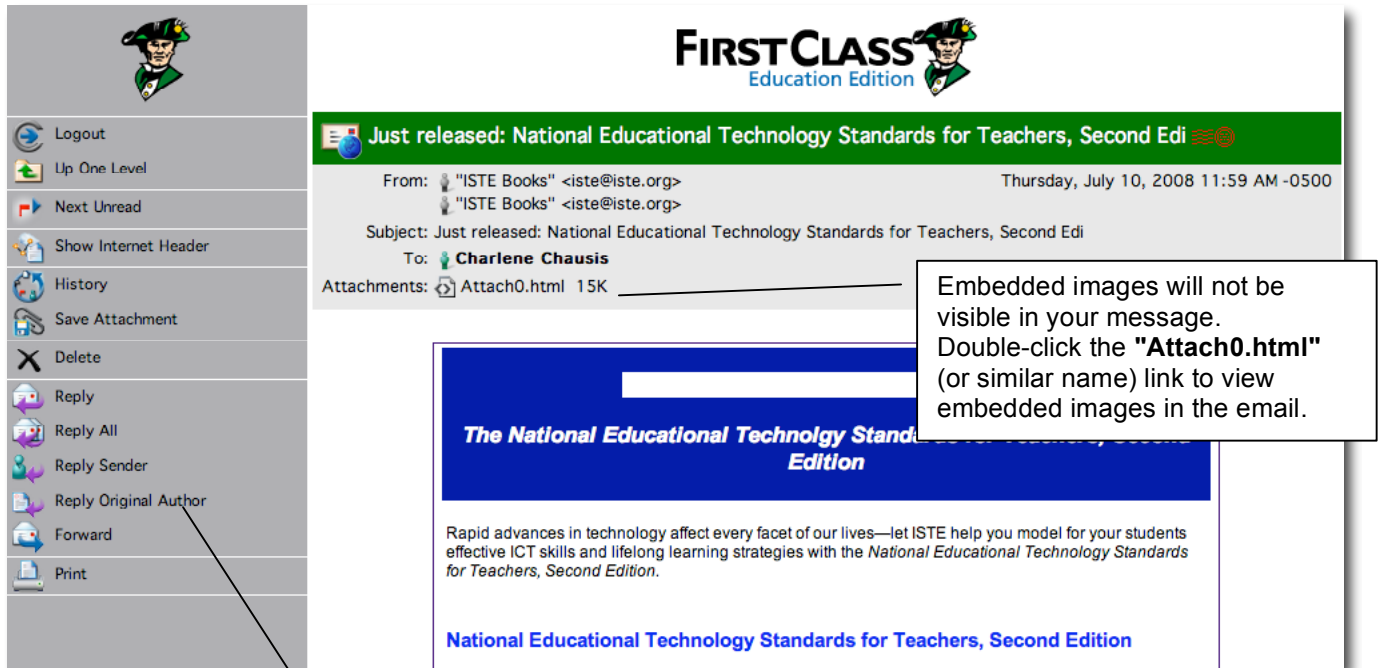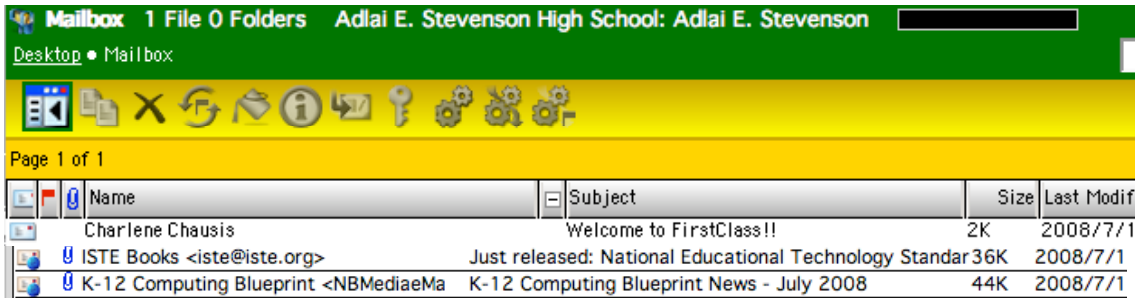Select the recipient's name from the Directory that appears:

Directory

Enter the name you wish to look for.
If you are unsure of the spelling, then just type in the first few letters

Name [mary] Search Cancel

☑ Contacts ☑ Local ☑ Remote ☑ Conferences

Select	👤 Name	Organization	Aliases
☐	👤 Mary Finlay	Employee,Faculty,Applied Arts	mfinlay@d125
☐	👤 Mary Goosman	Employee,Staff,Student Services	mgoosman@d12
☐	👤 Mary Layco	Employee,Faculty,Mathematics	mlayco@d125.
☐	👤 Mary Miskewicz	Employee,Staff,Mathematics	mmiskewicz@d
☐	👤 Mary Schneider	Employee,Faculty,Special Education	mschneider@d1
☐	👤 Mary Tierney	Employee,Faculty,World Languages	mtierney@d12

Composing / sending your message:

Logout
Up One Level
Next Unread
History
Delete
Help

Message: Message   Send | Save | Reset

From: 👤 **Charlene Chausis** | Choose internet alias: ▼ | Message Options
Subject: Your Subject Goes Here
To: [Recipient@emailaddress.com] Add
Cc: [   ] Add
Bcc: [   ] Add
Attachments: [   ] Browse... | Attach | On Server

P **B** *I* U "" ▤ ▤ ▨ ▨ 📎 ⍺

[▼] [10 ▼] [Black ▼] [Left ▼] [Insert... ▼] [Format... ▼] [Table Operations ▼]

Send the message by clicking the **Send** button.

If needed, attach a file to the message by clicking **Browse** -- choose your file then click **Attach**

Type your **message** in the lower pane of the message form. You can change the text size, color, style, etc. using the tools presented.

To read a message, double click the message in the list:

			Name	Subject	Size	Last Modif
			Charlene Chausis	Welcome to FirstClass!!	2K	2008/7/1
		🔗	ISTE Books <iste@iste.org>	Just released: National Educational Technology Standar	36K	2008/7/1
		🔗	K-12 Computing Blueprint <NBMediaeMa	K-12 Computing Blueprint News - July 2008	44K	2008/7/1

Embedded images will not be visible in your message. Double-click the **"Attach0.html"** (or similar name) link to view embedded images in the email.

Click once on the navigation/ action links in the grey sidebar for options such as **Reply**, **Reply All,** etc.

To **reply** to a message, choose a **Reply** button:
1. **Reply** (Your message will go to the original sender)
2. **Reply All** (Your message will go to all people who received the original message.)
3. **Reply Sender** (Your message will only go to the person who sent the original message.)

To **forward** a received message to someone else:
1. Choose **Forward.**
2. Address the message.
3. Make any changes you want to the message body.
4. **Send** the message.

Click the "**Desktop**" link anytime to return to the desktop view.

To **delete** a message:
1. From an open message, click the **delete button** (X) on the toolbar.
2. Trash is automatically emptied on the server 7 days after the item or message was deleted.
   Messages sent to trash can be undeleted.
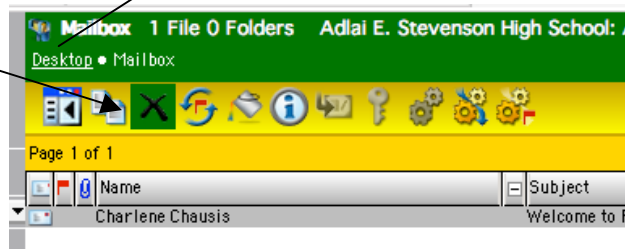
Your Calendar

FirstClass includes online calendars that record time commitments, such as meetings, and tasks that you need to complete. A calendar can be viewed by month, week, or day. Note the difference between a meeting and a task. A meeting, or event, has a time and you can invite people to it. A task is like a "to do" list and the each item must be checked off.

Your Contacts

You can store personal addresses and mail lists in contact databases, to simplify addressing messages. You have a personal contact database, called your **Contacts** folder.
Double click the **Contacts** icon

"**Create**" entries (**New Contact** or **New Mail List**) using the drop-down menu on the left.
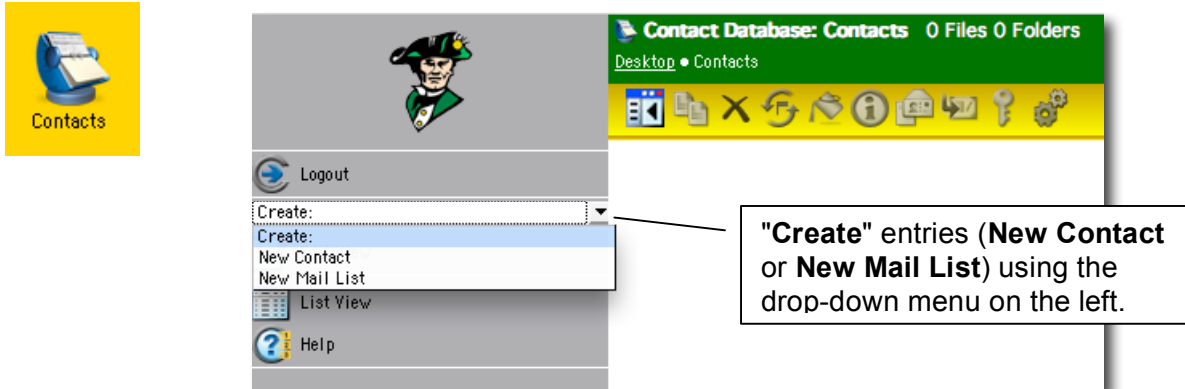
Stevenson Conference:

Double click the Patriot on your FirstClass desktop to open the Stevenson Conference:

Red Flag = Unread

You have access to these conferences (and others assigned for your Division):

First Class Forum Conference
Post any questions relating to how to use **FirstClass** in the **FirstClass Forum** conference. This is located within the Stevenson conference. Be sure to check out the FirstClass Tutorials!

Omni Conference
This area includes messages to the entire district, and other important employee messages.
"About Omni" has posting advice and conference guidelines. PLEASE READ THE "ABOUT" OMNI info.

Buy & Sell Conference
A place to post messages for anything you want to sell, find and share information about services etc.

IMPORTANT: Replies to messages in Conference areas go to the ENTIRE conference. BE SURE YOU REPLY TO SENDER ONLY!!!

Stevenson's Master Calendar: A District-wide calendar.