

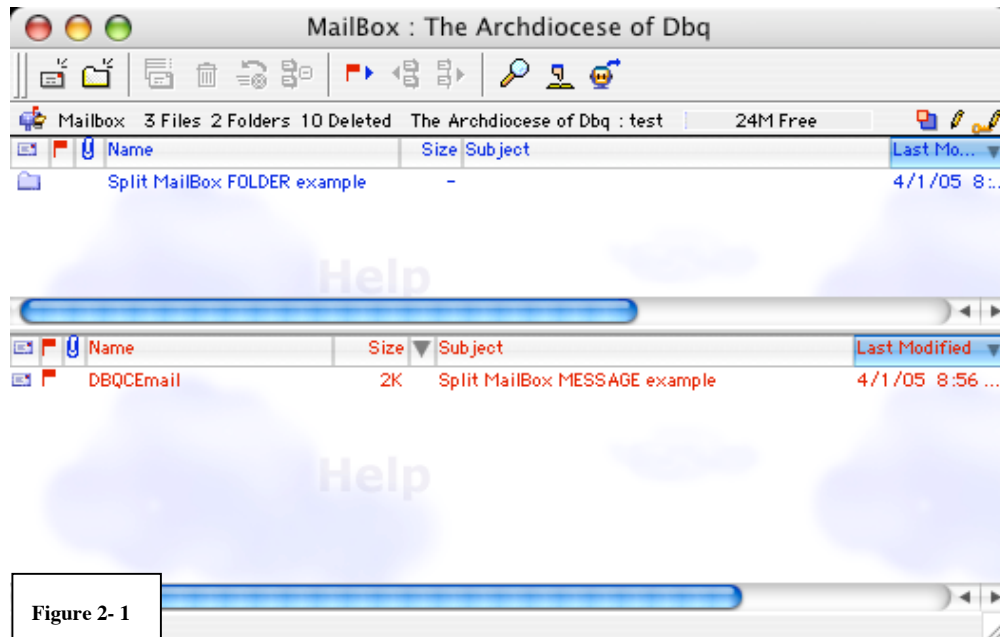
FirstClass 8.0 - Advanced

(Beyond the Fundamentals for Advanced Users)

Working in the MailBox

Split Screen

- A useful feature of FirstClass is the ability to do a split in your MailBox. This will separate **folders** and **stationary** in your MailBox from your emails.



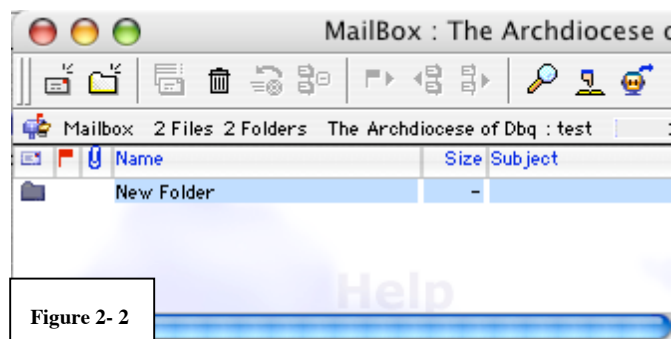
- To create the Split Screen in your MailBox, while in your MailBox, go to your **View** menu and enter the **Split** submenu.
- Here you can choose to go with either a **Split Horizontal** or a **Split Vertical**. Customize your MailBox with either split depending on your personal preference.

Maintaining your MailBox

- Perhaps the most important part of having a FirstClass email account is keeping it organized and clean.
- A standard user is given 25 MB of storage. Below are two ideas for keeping your account within your storage limit.

Creating folders

- Folders in FirstClass are exactly like a filing cabinet in your office. If you just kept papers lying around your office, finding a particular document could prove to be difficult.
- To create a **Folder**, go to the **File** menu > to the **New** submenu > to **New Folder**.
- Rename the folder by slowly clicking on the name of the folder 3 times. This will put a cursor in the typing area allowing you to change it.
- Utilize the new folder by clicking and dragging any emails you want into it.



Summarize Selected...

- Utilize this feature to keep messages you want, but don't need as active emails.
- This will help you save emails to your hard drive so that you can clear out your MailBox to keep your storage level in check.
- Directions for this feature are not difficult to follow, but they are cumbersome. These directions are found in “**Summarizing Emails**” located in **Email Information** (on your FirstClass Desktop).

Working in the Address Book/Contacts Folder

- Creating/changing personal addresses/contacts seems to give many users some trouble. Hopefully this will help.
- There are **two** ways to add personal addresses to your Address Book/Contacts Folder.
- While in a message you have received, highlight the sender as shown in the picture on the right.
- Go to the **Collaborate** menu > **Add to Contacts Folder...**
- This will bring up a **Personal Address** dialogue box as shown in Figure 2-4.

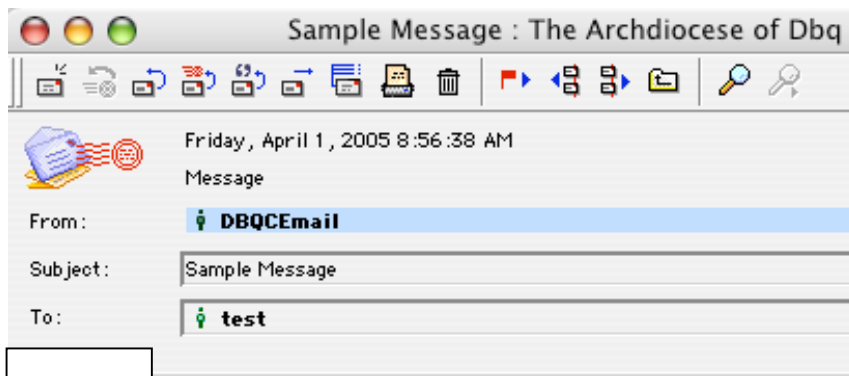


Figure 2- 3

When saving from an email, the email address is already present under the “**Email/URL**” tab.

All you need at this point is to enter the name information you want for your new contact.

Figure 2- 4

- The second way to add a new personal address/contact is from scratch.
- While at your FirstClass Desktop, double-click your Address Book/Contacts Folder.
- Under the **File** menu > to the **New** submenu > to **New Contact**.
- This will bring up the window shown in Figure 2-4.

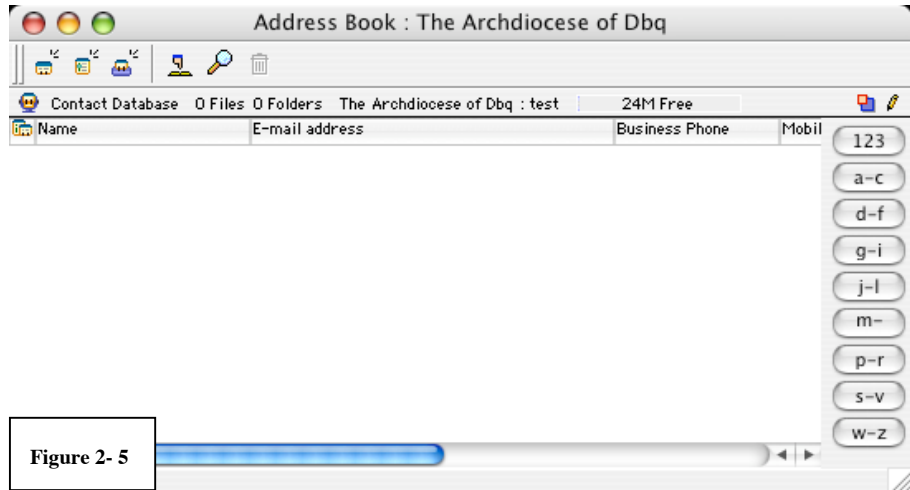


Figure 2- 5

- At this point, you'll need to press the “**Email/URL**” tab.
- Notice in the example in Figure 2-6, I have 2 examples for the email address.
- DBQCEmail is a FirstClass ID; therefore no domain name is necessary (@arch.pvt.k12.ia.us).
- The other email address is in the standard format for most email addresses.

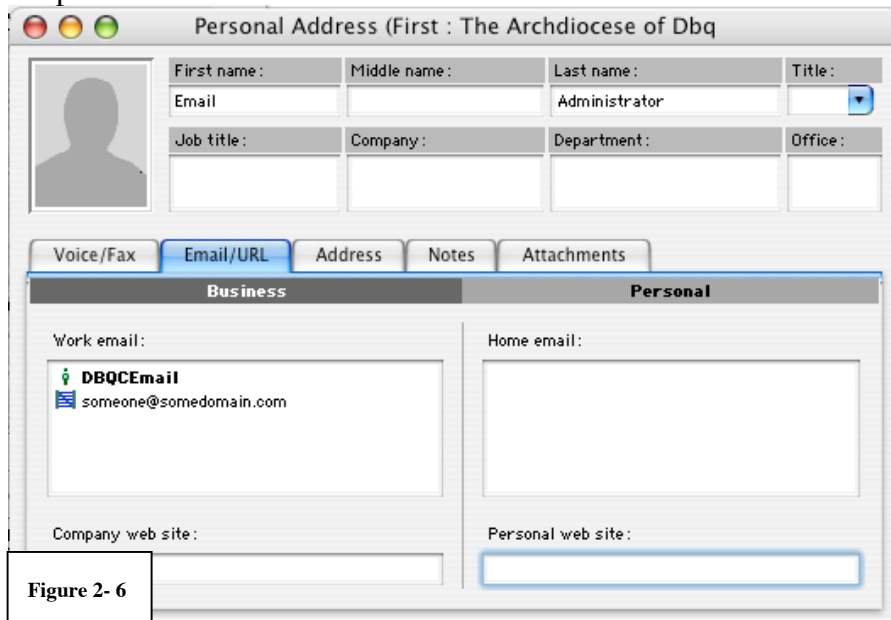
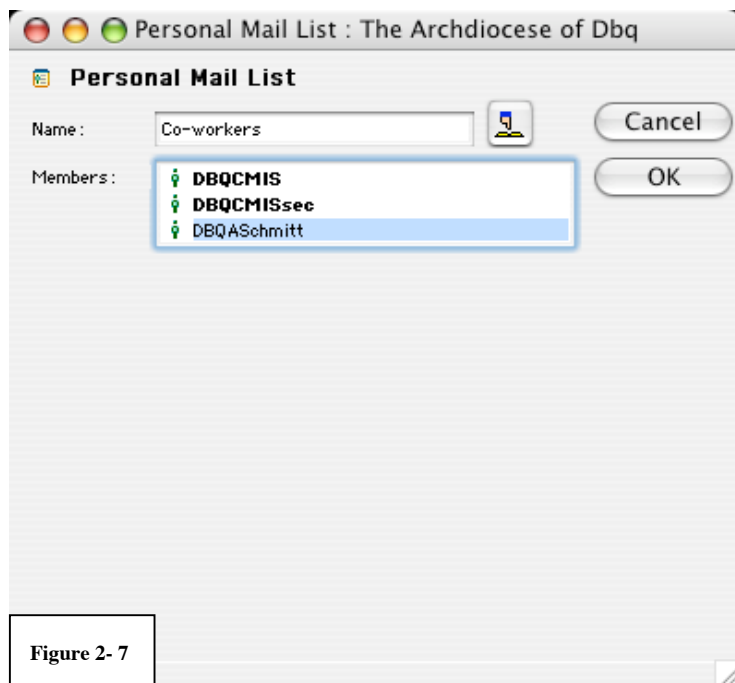


Figure 2- 6



- To create **Mail Lists**, while at your **Address Book/Contacts Folder** (Figure 2-5), go to the **File** menu > to the **New** submenu > to **New Mail List**.
- This will bring up Figure 2-7.
- Enter the name that the group should be called (Example: Co-workers).
- In the Members box, enter any IDs and email addresses, as you like.
- Press the Enter/Return-key to continue adding emails or press the Tab-key to make the OK button the active field.

Working in the Calendar

- FirstClass comes with a Calendar in which you can schedule all your daily, weekly, monthly, and yearly activities. You can find your Calendar on your FirstClass Desktop.
- Your calendar can be viewed 4 ways: by Day, by Week, by Month, or just Today. In these instructions, the examples will be viewed in Monthly view.

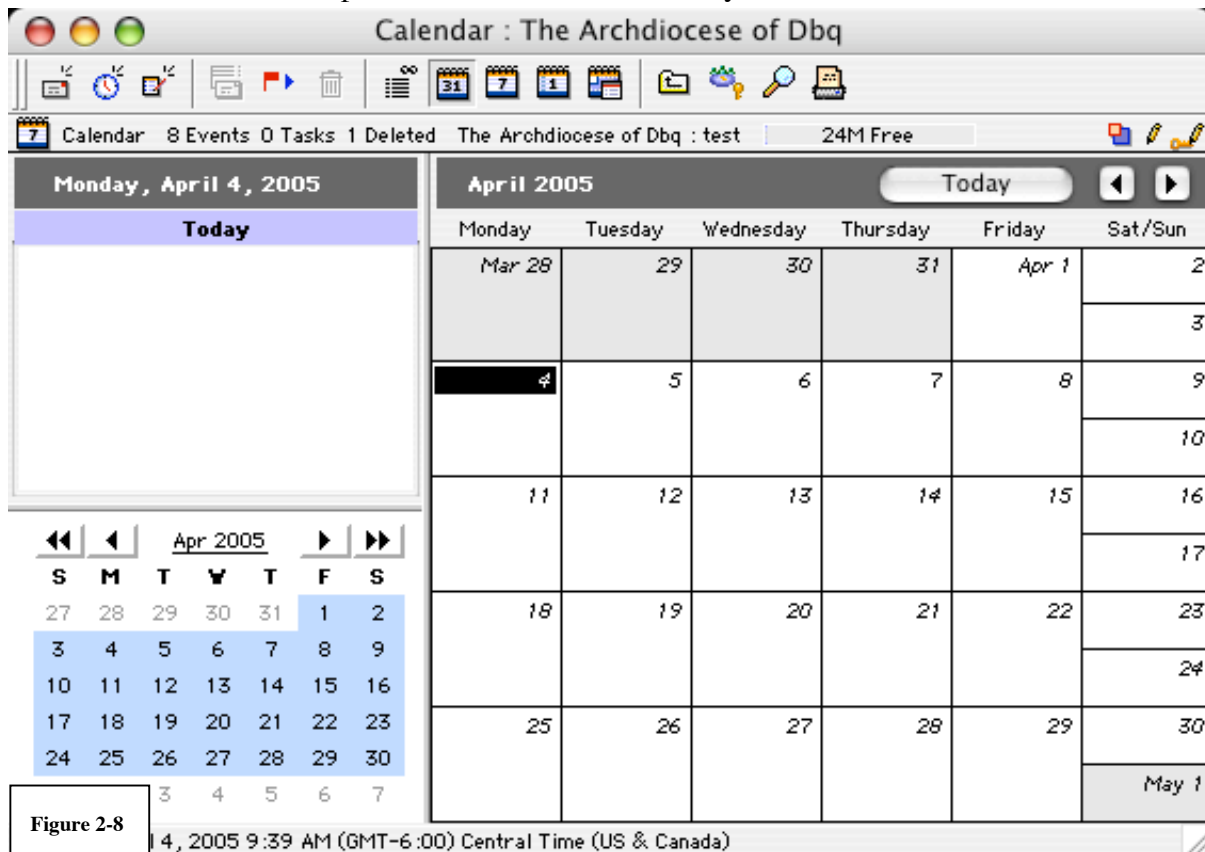


Figure 2-8

- To enter a new activity, simply double-click on the day that you would like to schedule the activity on. This will bring up the window in Figure 2-10.

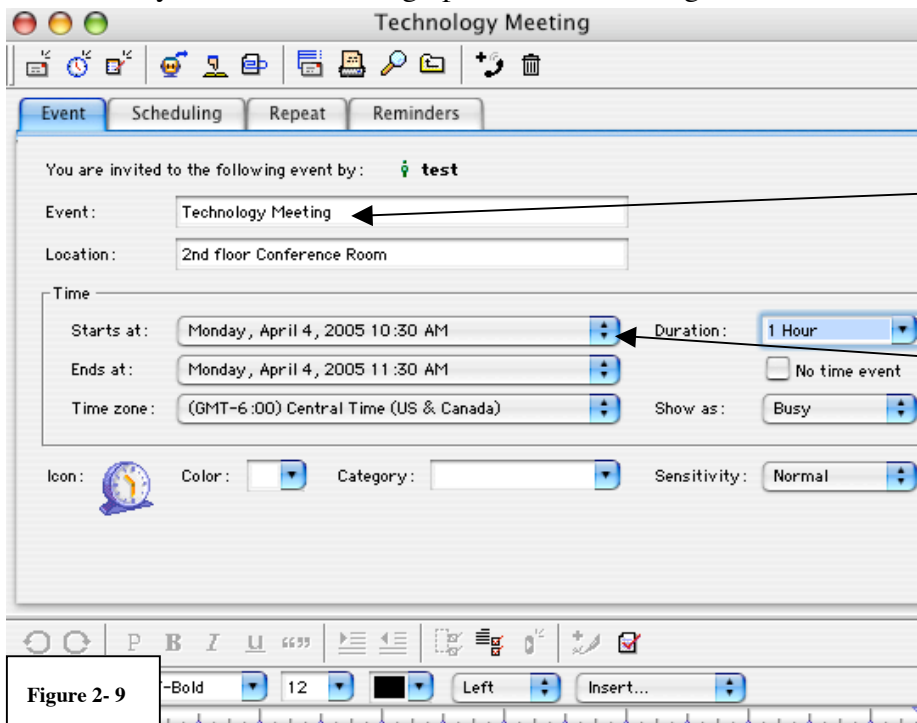


Figure 2-9

- Essentials of scheduling an event:

Enter the **Event** name that you are scheduling (i.e. – Technology Meeting). Entering a location below that is optional.

Set the **Start** time for your event. **Duration** (just to the right of the **Start** time) will dictate the end time for the event.

To repeat an event on a regular basis, Press the **Repeat** tab to bring up the window in Figure 2-10. Or if you would like to set a **Reminder** for it, press the **Reminders** tab to bring up the window in Figure 2-11.

- To setup a repeating event, choose the **Repeat Interval** that you would like this event to continue to happen at (many choices are available as shown).
- Right below the **Repeat Interval** choice, is the **Repeat Until** option. If you leave this blank, the event will continue to repeat until you remove it completely.

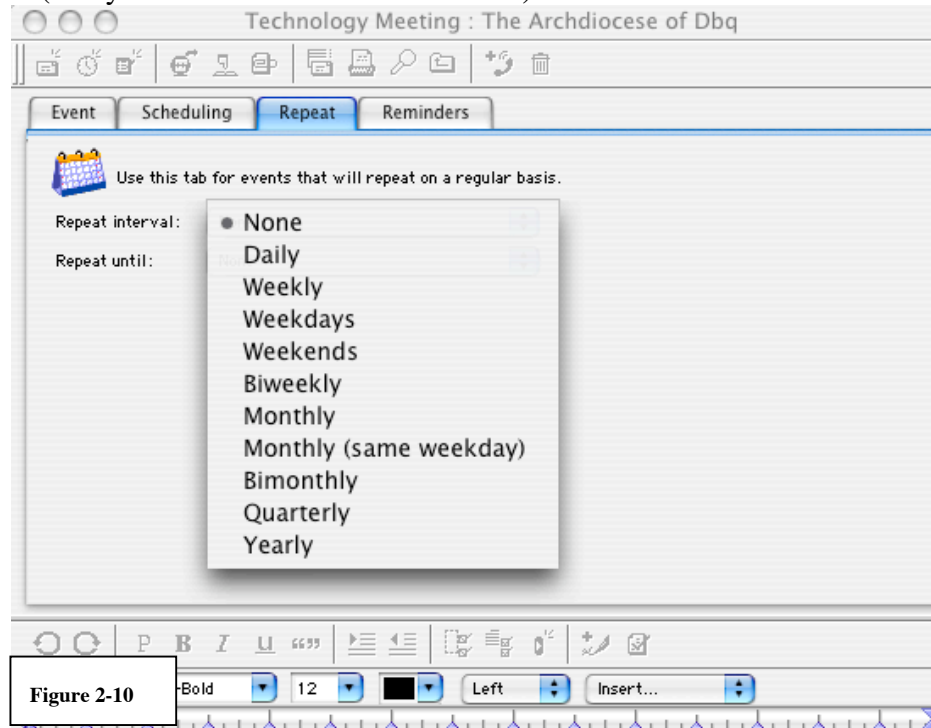


Figure 2-10

- **Reminders** can be created as shown in Figure 2-11. Just choose how much before the event you would like to be reminded.

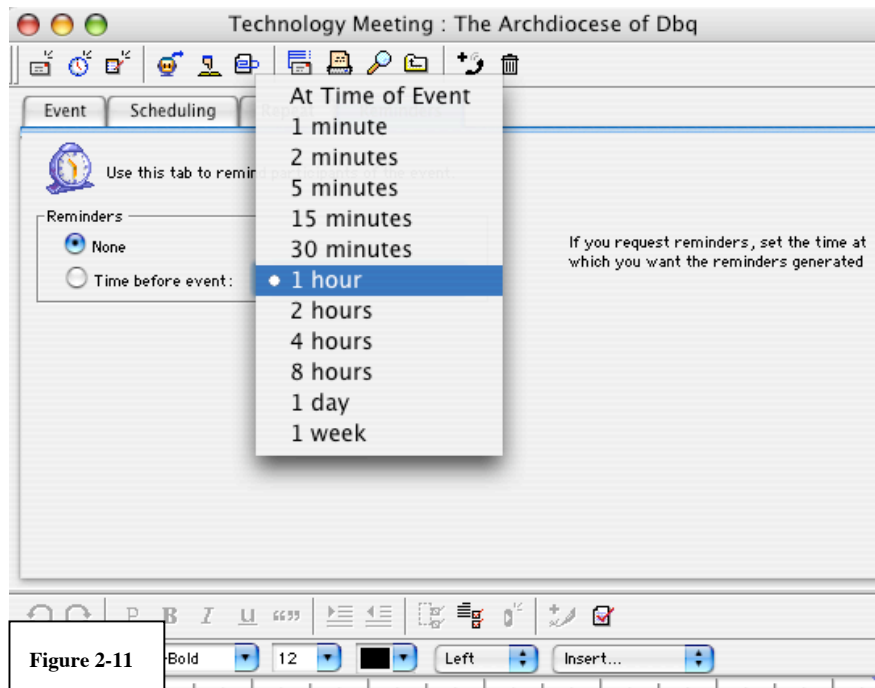
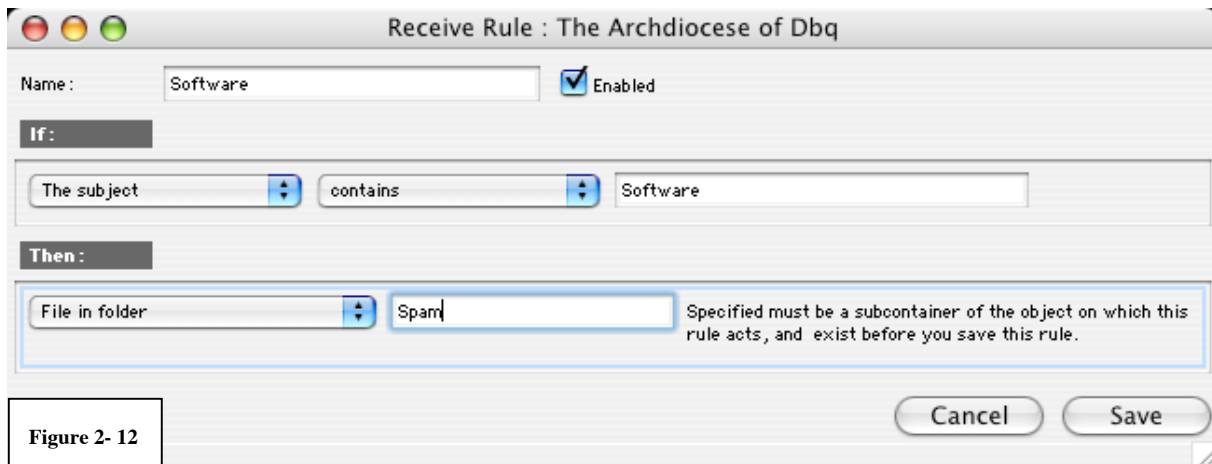


Figure 2-11

Spam solutions

- To help you fight the spam problem that you may be experiencing currently, we recommend taking the following steps:
- Create a spam folder in your MailBox as shown on page 1 of this document. Name it “**Spam**”.
- While in your MailBox still, go to the **Collaborate** menu > to **Rules**.
- Once you are in your **MailRules**, go to the **File** menu > to the **New** submenu > to **New Receive Rule**. This will bring up the box in Figure 2-12.



- Put a descriptive name for the **Rule** that you want to setup.
- Include the necessary information and be sure to set the **Then** portion to “**File in Folder**” – “**Spam**”.
- This will allow you the opportunity to make sure there are no emails in the Spam folder that you want.
- There are several types of rules you can setup to help you take control of your MailBox. Try to find time to work with these rules and utilize them. They can be a tremendous help.