

Advanced FirstClass Features

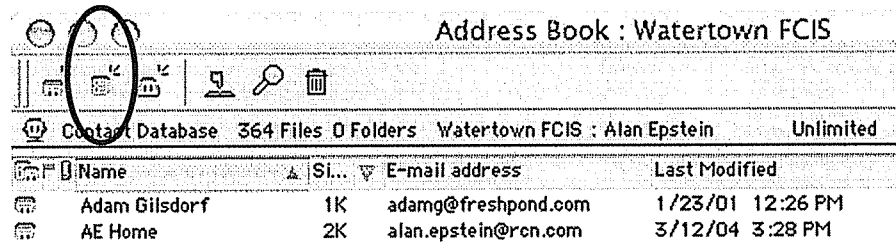
August 2007

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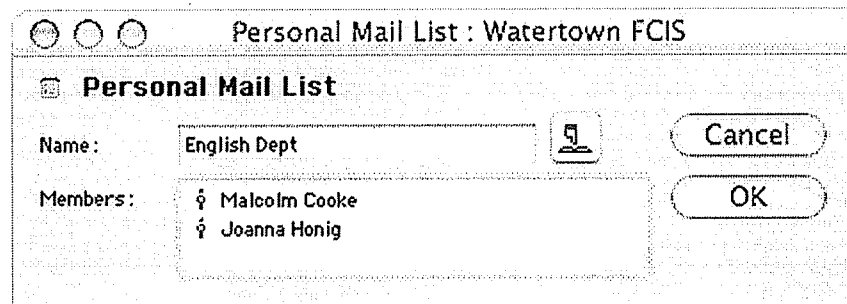
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To create a mailing address list

- On your FC Desktop, open the Address Book icon.
- Click on the 2nd icon from the top left: Create Mailing List



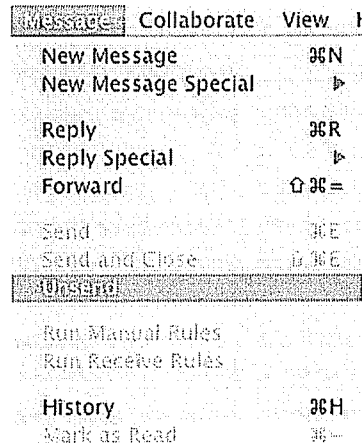
- Fill in the Shortcut Name, the Members, and click OK.



- Use this shortcut as you would any name in addressing an email.

To UnSend a Message

- Click once on the message to select it.
- Choose UnSend from the Message menu.



- This *may* remove the message from the recipient's mailbox if internal (WPS), and if not yet read. *Externally sent mail cannot be UnSent.*

To view the history of a message

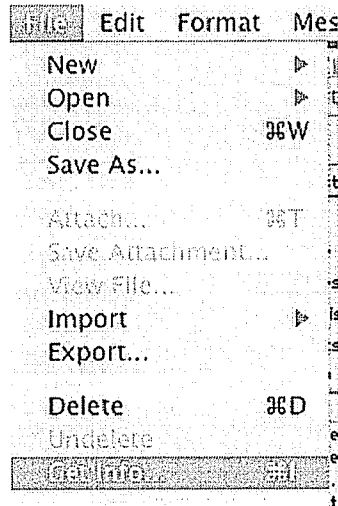
- Click once on the message to select it.
- Choose History from the Message menu.

The image shows a screenshot of the 'History' window in Outlook. The window title is 'History: Re(3): WPS 5-Year Tech Plan'. The window contains a table with three columns: 'What', 'When', and 'Who'. The table has three rows of data.

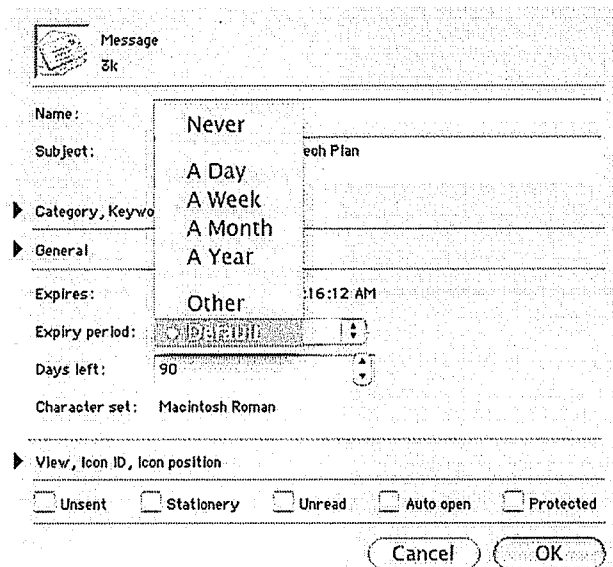
What	When	Who
Created by reply	11/16/05 8:14 AM	Alan Epstein
Sent	11/16/05 8:16 AM	Alan Epstein
Read	11/16/05 8:47 AM	Dan Dressler

To change the expiration of a message

- Click once on the message to select it.
- Choose Get Info from the File menu.

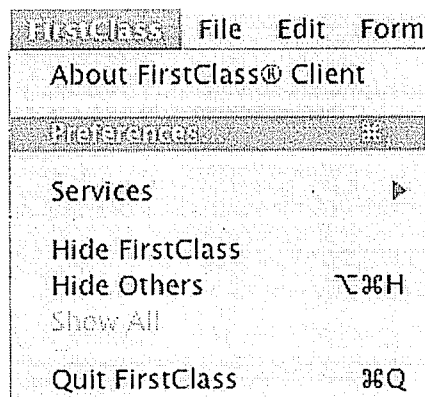


- Set the expiration period and click OK.

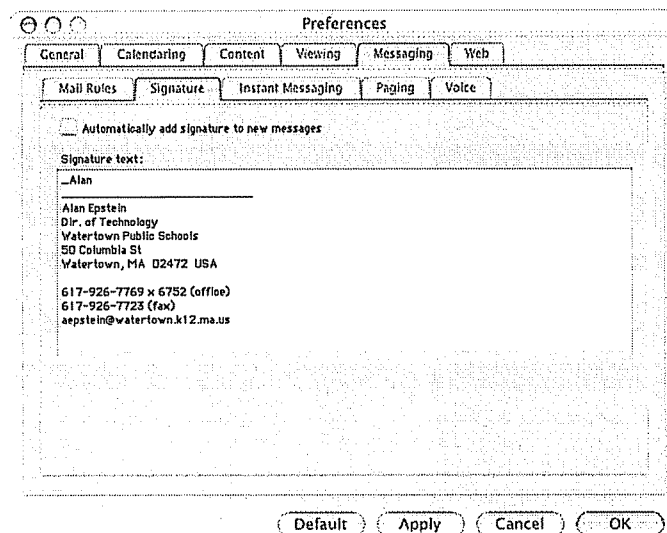


To create a Signature

- Choose Preferences from the FirstClass menu.



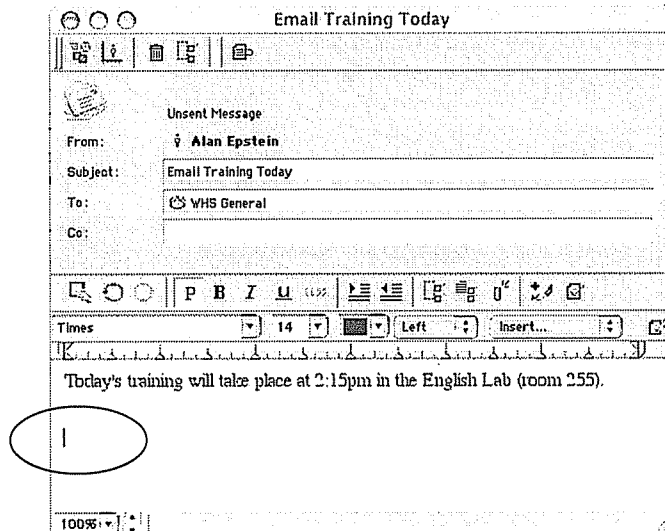
- In the Preferences window, choose the Messaging tab and the Signature sub-tab.



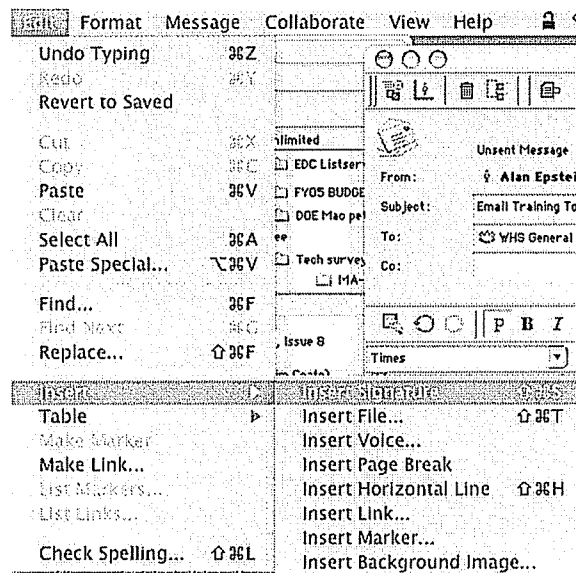
- Enter your signature as you want it to appear in your messages.
- Normally a full signature is used for recipients outside the district. Therefore, do not check "Automatically add signature to new messages" as your signature will be added to *internal* messages also.
- Click OK.

To use a Signature

- In your outgoing message window, position your cursor where you want the signature to appear.



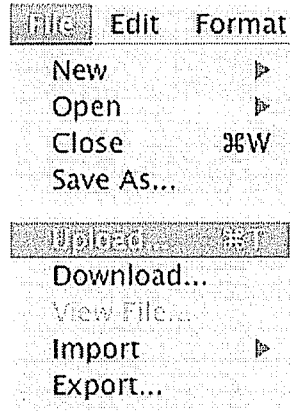
- Choose Insert -> Insert Signature from the File menu.



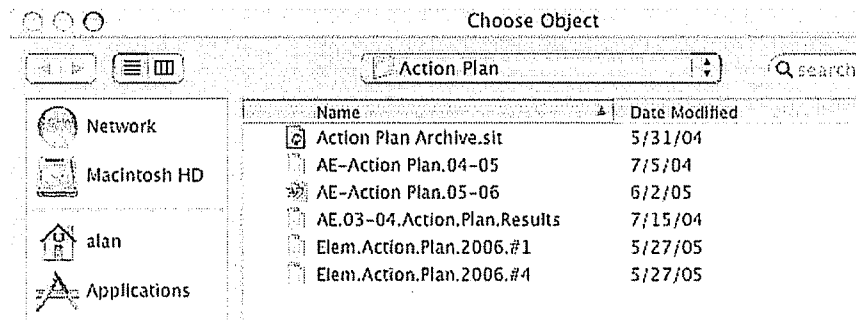
- The Signature is pasted into the email message.

To Upload a document to hold it in FirstClass

- Navigate to the location in FirstClass where you want to place the document.
- Choose Upload from the File menu.

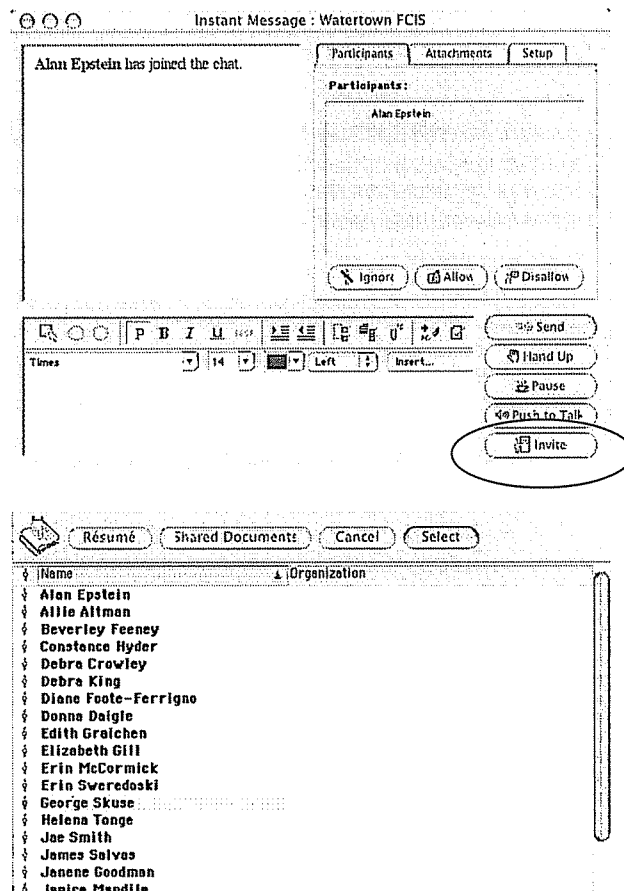


- Locate the file and click Choose. As a result, you will see the document among the messages in the window.



To start an Instant Message session

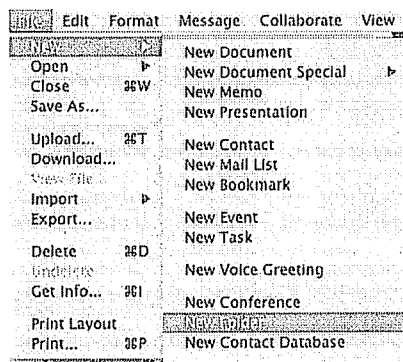
- Choose Instant Message from the Collaborate menu.
- Click on the Invite button and select the person you want to IM.



- Enter your text into the box below. The full interchange occurs in the box at the top.

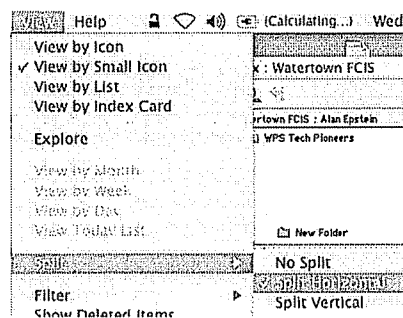
To Create Folders for your mail

- In your Mailbox, choose New -> New Folder from the File menu.

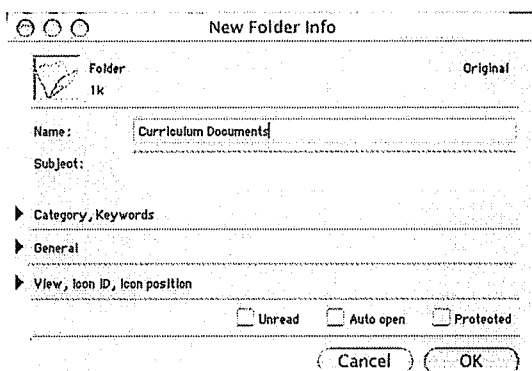


- The new folder will appear in your Mailbox window, usually in the top section, as "New Folder".

- N.B. If you do not have a split Mailbox window, choose Split -> Split Horizontal from the View menu.

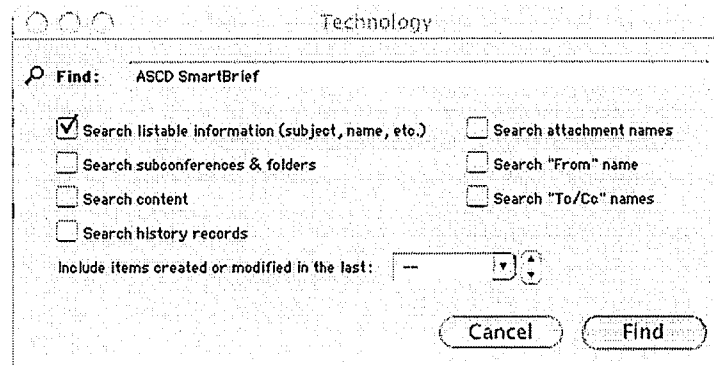


- With the New Folder selected, use Get Info to change the name.

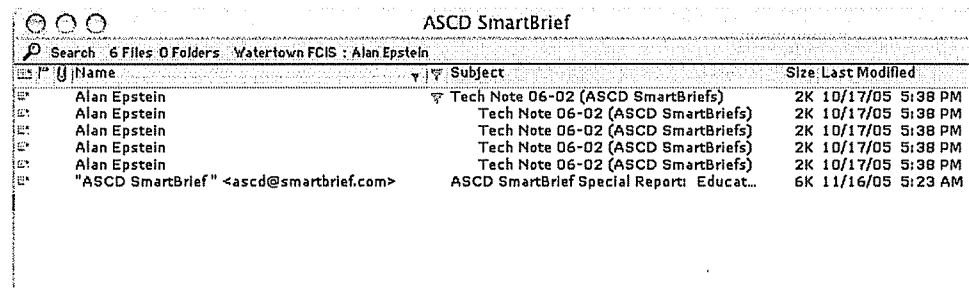


To Find some information in your messages

- Open the conference where you want to begin the search.
- Choose Find from the Edit menu.
- Enter the string you seek, and check the fields it should search.



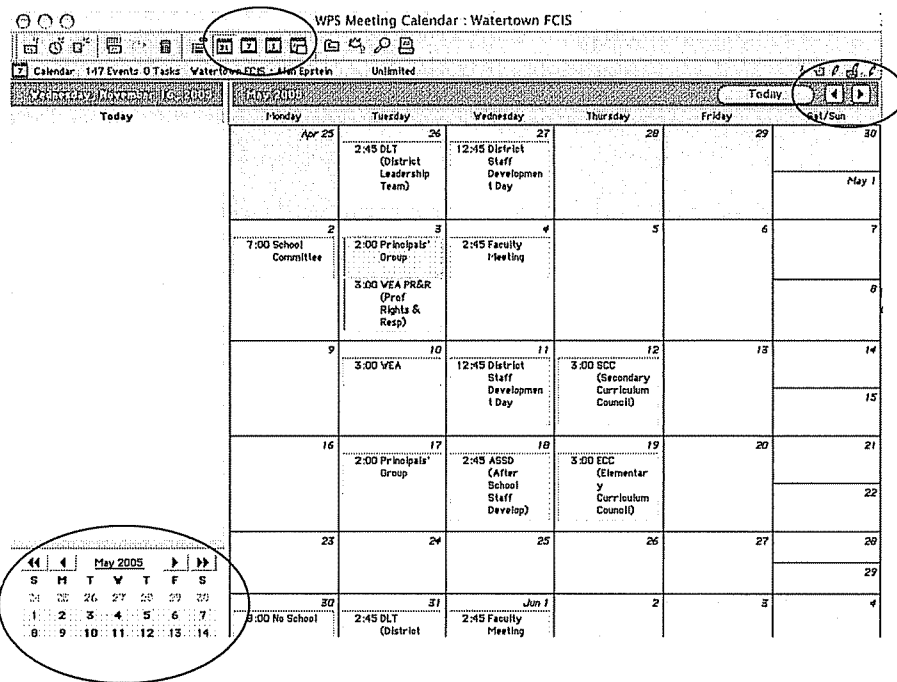
- A new window will open showing the documents and messages found.



- N.B. The messages shown in this window can be opened, but many other functions are not allowed here.

To view a Calendar

- Open the calendar.

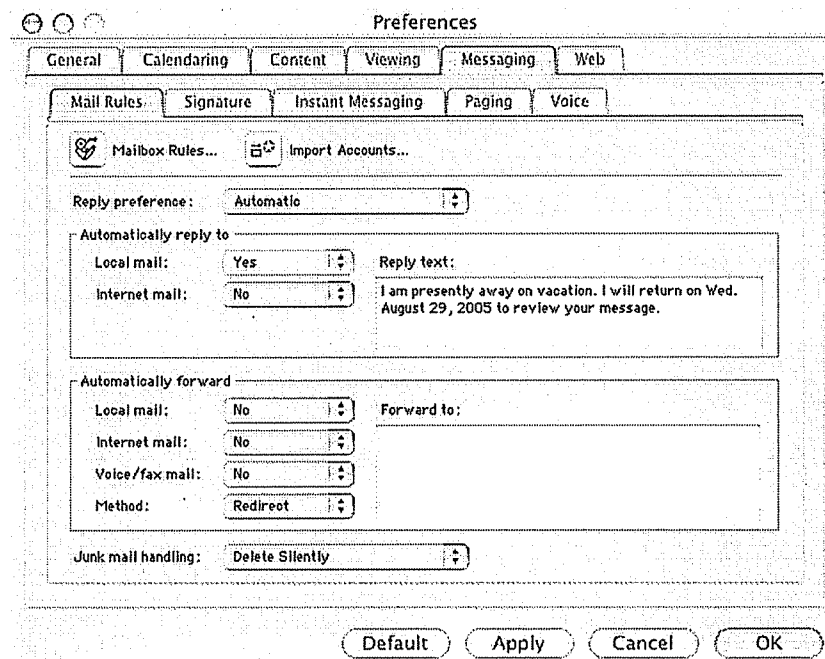


- Month, week and day view can be changed using the icons at the top (circled).

- Move from period to period using the arrow buttons at the top right, or the calendar at the bottom left.

To set a Vacation Message

- Open Preferences from the FirstClass menu.
- Choose the Messaging tab and Mail Rules sub-tab.



- Use the section entitled, "Automatically reply to" to enable the vacation message for internal mail (local mail) and / or Internet mail.
- Enter your vacation message text in the Reply text box.
- NB: Messages will still be received in your Mailbox. The sender will also receive this Reply text.
- NB: Be sure to disable this when you return!

FirstClass Tutorials and Resources

http://205.213.162.11/project_write/firstclass/entry.html

<http://www.firstclass.com>