

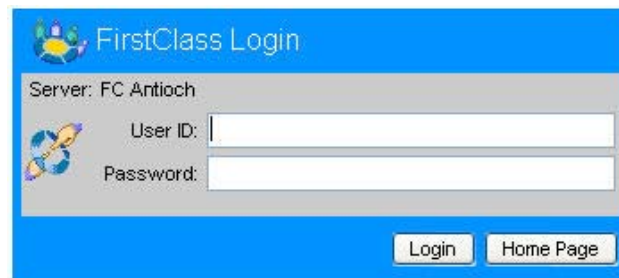
Antioch University Seattle FirstClass Basics – WebVersion

Web vs. Client

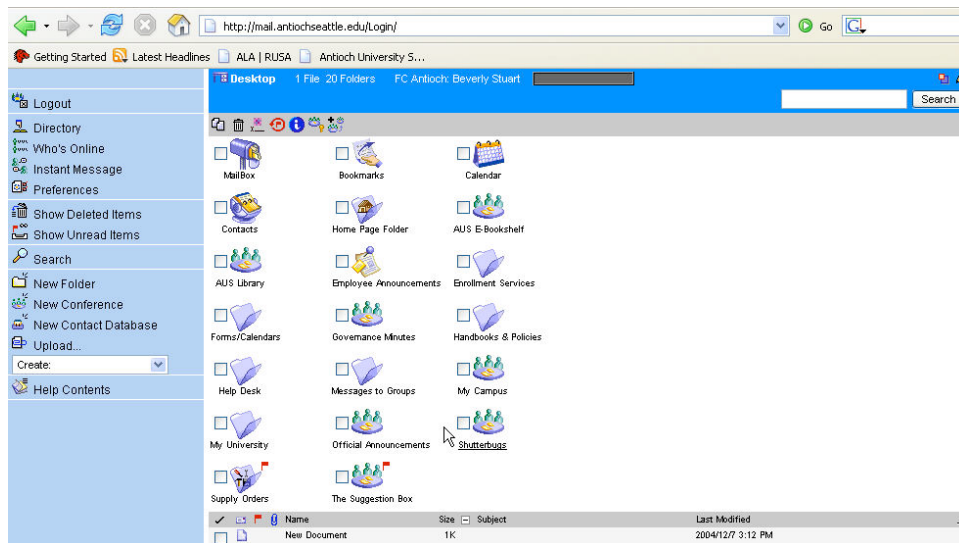
When you open FirstClass from the Antioch web site, you are using the FirstClass web version. This is useful when you are away from school or home and need to check your email. *Note: the preferred access is through the FirstClient client, and we encourage you to download the software at home if possible. The web version is convenient but not as robust. Also, note that the web version has a slightly different appearance than the client version of FirstClass.

Getting Started

- Open up your web browser (for example, Internet Explorer, MAC Safari, etc.)
- Go to the Antioch University Seattle home page at <http://www.antiochsea.edu/>.
- Scroll to the bottom of the page and click on **Log In FirstClass**.
- The log in screen will open. Enter your User ID and password and click **Login**.



After logging in you will see the FirstClass desktop. The desktop looks different depending on your status – student, faculty, or staff.



If you are a student, you will have an icon called “My Courses”. Click this icon if you want to access your course conference (see the help sheet on FirstClass Conferences.)



Reading Email

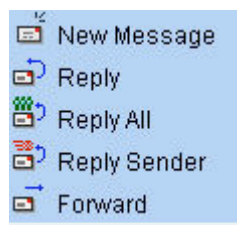
All users will have an icon called **Mailbox** on their desktop. This is where you will go to send and receive email. If your mailbox shows a red flag beside it, you have new (unread) message. Open the mailbox by double clicking on it. A new message will have a red flag in front of it. To read the message, highlight it by clicking on the envelope icon to the left of the message, then double click on the highlighted message to open it. The message will open in a new window.



Replying to sender only/all recipients

You can reply either to the sender of a message, or to everyone who received the message.

1. Open the message (see **Reading Email** above.)
2. Note the Reply options to the left of the message.



Reply – sends a reply to the sender of the message and includes the text of the original message.

Reply All – sends a reply to the sender and any other recipients of the original message

Reply Sender – sends a reply only to the author of the message.

Note: All three options include the text of the original message in the reply.

3. You can add names to, or delete names from the “To”, “CC”, or “BCC” fields. To add a name, type in the name in the “To”, “CC”, or “BCC” fields and press **Add**.
4. Type the body of the message press **Send**. The send button is located at the top

right -hand corner of the message window, and also in the bottom center of the window.

Sending a New Message

You can start a new message from the desktop screen or from inside the mailbox.

1. On the left hand side of the screen, go to the drop down **Create** menu.
2. Click on the arrow to show your menu options. Choose **New Message**. A new message opens.
3. You will see your name in the “From” line. Add a subject in the “Subject” line.
4. In the “To” line, enter the name of the person to whom the message will be sent. If the recipient is also in FirstClass, you don’t have to type out their full email address, just type part of the name and press enter or “Add”. If the name is unique in the FirstClass Directory, the rest of the name is filled in for you. Otherwise, the Directory opens and you get a list of names to choose from. Double click on the correct name.
5. To send the message to more people, repeat Step 4. You can also add names in the “CC” or “BCC” field.
6. Type the body of the message and press **Send**. Note that the Send button will not appear until there is a name in the “To” field.

Forwarding a Message

If you receive a message that you wish to forward to someone else, or if you wish to re-send a copy of one of your own messages, you may use the “Forward” feature to create a complete, unaddressed copy of the message.

1. To forward a message, highlight or open the message.
2. Choose Forward from the menu on the left hand side of the screen.
3. Address the message and send it. Messages which have been forwarded will show a list of the previous senders in the “From:” field. Note that the Send button will not appear until there is a name in the “To” field.

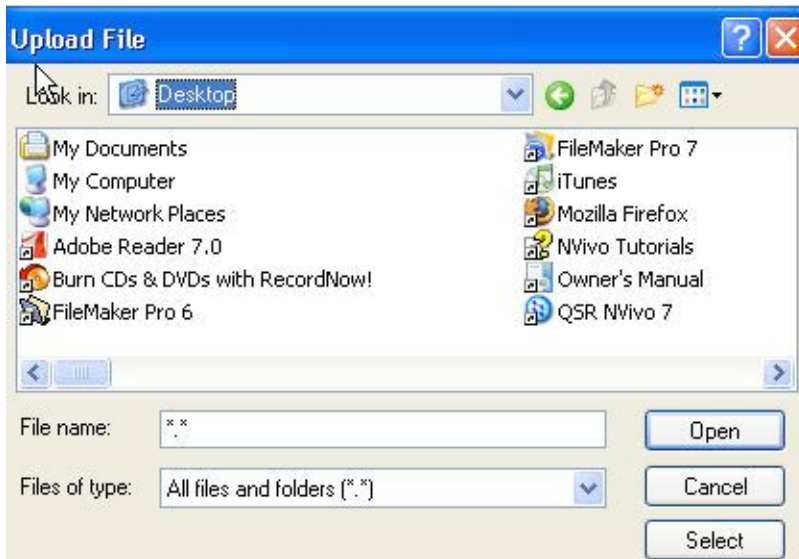
Sending Attachments

You can attach a file, such as a paper for a class, to a message so that you can send it to someone.

1. Create a new message (see **Sending a New Message** above).
2. Notice the **Attachments** line. Choose **Browse**.



3. The Upload File dialogue box opens. Navigate to the file you wish to attach. Select the file by clicking on it with your mouse. Press Open. Or just double click on the file.



4. You're not done yet. Choose **Attach**. The file transfer to the server begins. When the file transfer is complete, the file appears in the Attachments box.



5. Type the body of the message and press **Send**.

Checking whether messages have been read

You can view the history of a message, including the date it was created, and the time and date that it was read by its recipients.

1. Open the message.
2. Click on **History** from the menu on the left hand side of the screen.
- 3.

	What	When	Who
	Created	29/03/2004 20:35	Administrator
	Sent	29/03/2004 20:38	Administrator
	Read	01/04/2004 02:58	Scott Bosse

Unsending

Even after you've sent a message to another FirstClass user, you can unsend it to make corrections, send it to a different person, or add additional recipients to the message.

1. Open the message.
2. Click on **Unsend** from the menu. A hollow or white flag appears next to the message in your mailbox, indicating that the message is incomplete. You can open

the message and make any additions or corrections to the message, or the names of recipients on the message. When ready, select “Send” to resend the message.

Notes:

- A message addressed to a user outside of FirstClass (i.e., an internet message) cannot be unsent.
- You may only unsend messages from the original copy in your mailbox. If you have deleted your copy of a message, you cannot unsend it.

Deleting Messages

You may delete any messages in your own mailbox at any time.

1. Open the message.
2. Click on the **Delete** button on the left hand side of the screen (it has a picture of a trash can next to it).

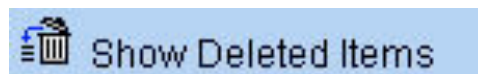


3. Note: you cannot delete messages from conferences which have been sent by other users; you may delete your own messages, however.

Undeleting Messages

When you delete a message (or a file, or group of messages, or a folder), FirstClass hides these from your view. You can “undelete” a message as long as it was deleted that day (after midnight anything deleted that day will be gone from the server for good.)

1. In order to recover a message, you must first bring it back into view by selecting **Show Deleted Items** from the menu on the left hand side of the screen. All of today’s deleted items reappear in their original locations with a tiny trash can icon next to them.



2. Next, select the item. The trash can disappears from the message. The message has been recovered fully.
3. You may now **Hide Deleted Items** by selecting this option from the left hand menu.



Message Expiry

The FirstClass system takes measures to clear itself of older messages and make space available for new ones by deleting messages after a set expiration period. Personal messages (i.e., those in your mailbox) that were created before 9/1/06 expire after a period of 90 days. Personal message that were created after 9/1/06 expire after a period of 180 days. Conferences created after 9/05 are set to never expire. You may save messages on to your computer, flash drive, floppy disk, etc.

More Help

- For more help with FirstClass, see the tutorial located on the FirstClass Help Desk. You can find this on your FirstClass desktop.



- For help with basic FirstClass features, contact the AUS Library at 206-268-4120, or via email, library@antiochseattle.edu
- For more in-depth help, email the Help Desk, helpdesk@antioch.edu or call 866-662-0056, toll free. Help Desk staff are available 24/7.