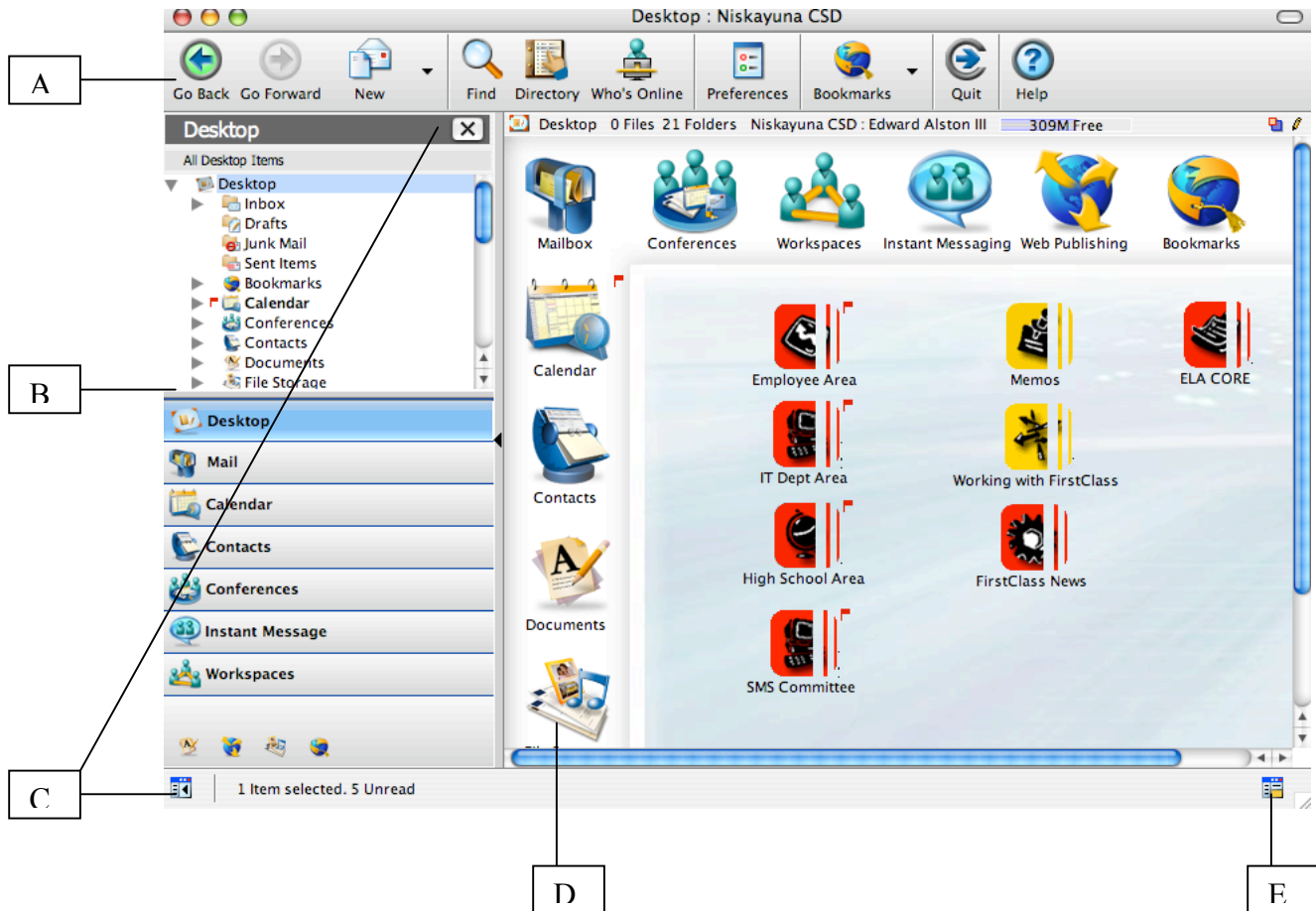


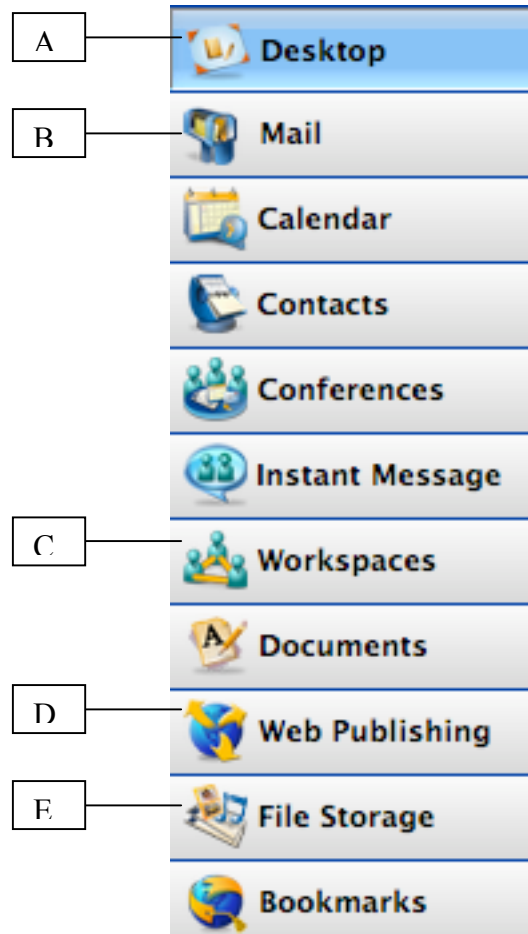
Getting Acquainted with FirstClass v8.3



- A. The toolbar has been redesigned, allowing for much bigger icons, which help to improve readability. If you prefer the icons smaller, simply right click (ctrl-click on Mac OS X) on the toolbar, select the sub-menu “Size” and choose from “Large” (default), “Medium”, or “Small” (the previous default.)
- B. The new client includes a new sidebar that will be somewhat familiar to users who worked in “Explorer” view on previous versions. However, there is now a set of buttons allowing quick access to the various functions of FirstClass. If you prefer to hide this, simply hover over the thick dividing line, and click and drag down until they have all disappeared.
- C. If you prefer not to have a sidebar at all, simply click this button in the lower left hand corner of the screen (or the “X” at the top of the sidebar), and it will be completely hidden. This recreates some of the original look and feel of FirstClass.
- D. The icons for all the features of FirstClass have been redesigned to be larger, and have been arranged around the outside of the desktop. If you prefer them in another arrangement, simply click and drag them to where you would like them to be. Please note: the old red and yellow icons show some graphical glitches in the new system, but they still function properly.
- E. When you have selected a folder that contains messages (such as your mailbox, or a conference), you can click this button to show a preview pane. This is equivalent to the “Explorer” view from previous version of FirstClass, and makes it feel more like a traditional email client – allowing you to view messages without opening a new window.

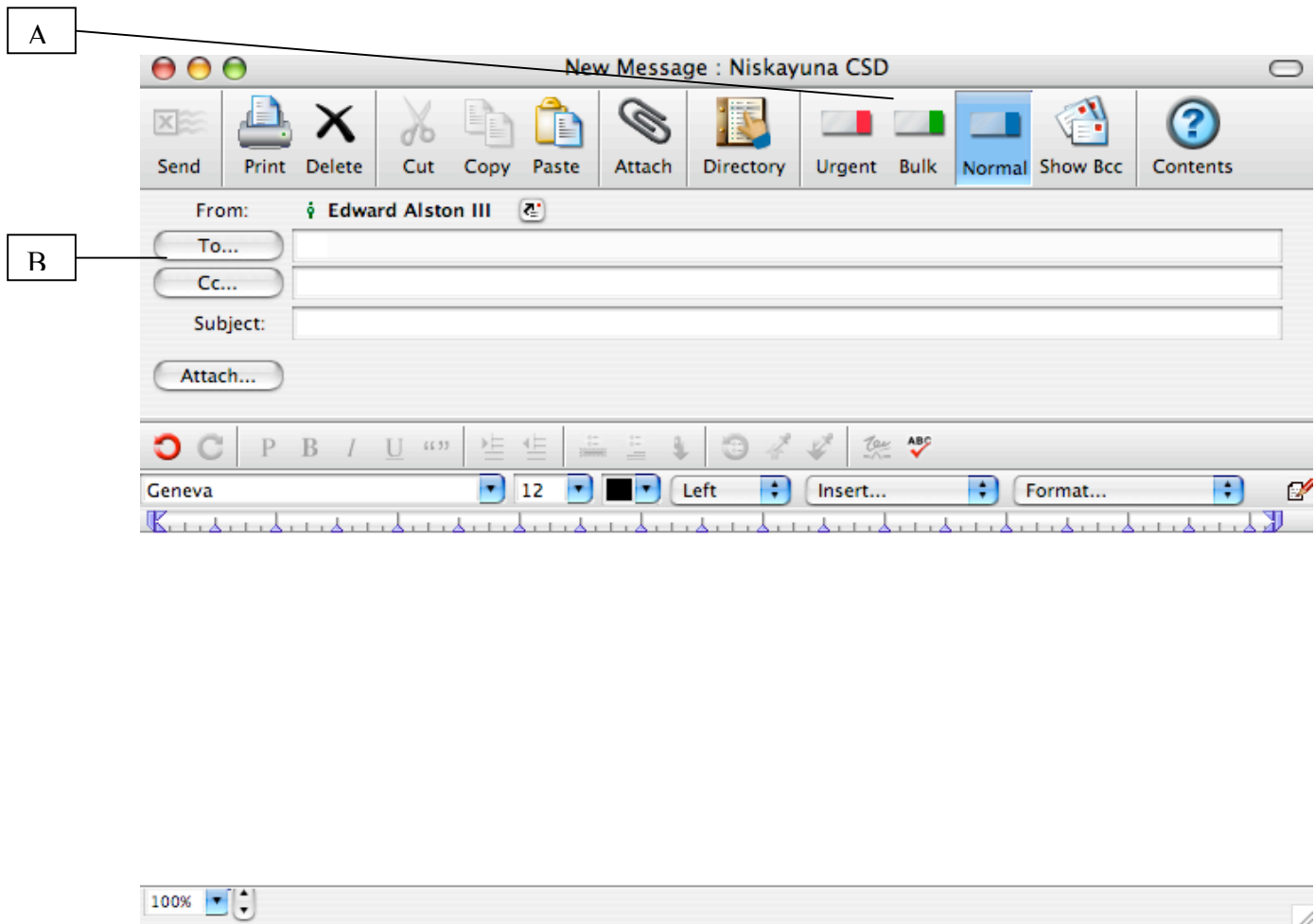
New Features

These are all the different features of FirstClass – they appear both in the lower half of the sidebar (shown here) and as icons on your desktop. Most are self-explanatory, but we will go over some changes here:



- A. This will bring you to your desktop (use this if you want to return the “classic” FirstClass style).
- B. This will show your Mailbox, while at the same time hiding the list of conferences from the sidebar.
- C. “Workspaces” are a simplified version of conferences – we currently are not using them, so you can ignore this button/icon.
- D. This will bring up you personal website for editing within FirstClass. For more information on creating a website, please contact your building Computer TA.
- E. “File Storage” allows you to put files of any type on the FirstClass server, allowing you to access them inside or outside of the school building – wherever you can connect to email. Many people have been using “Documents” to do this on previous versions of FirstClass, but you should find this easier to use, and more fully-featured. For example, it shows you previews of many kinds of media (image, audio and video) files.

New Mail Form



- A. The toolbar for the new mail form has also been redesigned using bigger icons. One feature you may not have seen in previous version is the “Priority” buttons. These allow you to tag your messages as “Normal” (default – no action), “Urgent” (high priority – will appear in bold for the recipient), or “Bulk” (low priority – flagged as bulk mail, and can be filtered by the recipient.)
- B. The “Outlook” style new mail form now orders the header information in a way consistent with traditional email programs.

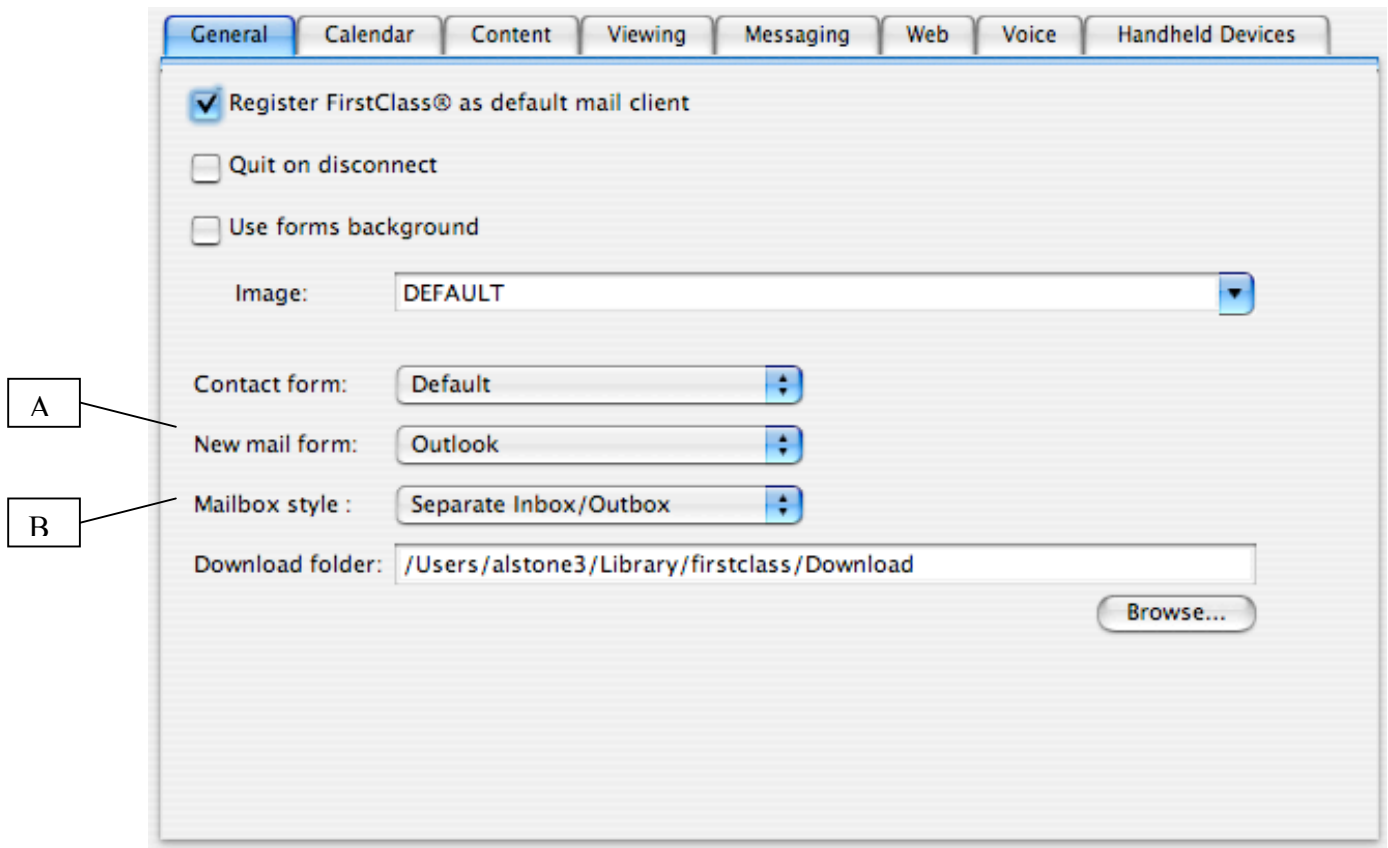
New Configuration Options

These are accessible from the preferences pane:

Windows: Click the “Edit” menu and choose “Preferences...”

Mac OS X: Click the “FirstClass” menu and choose “Preferences...”

The following settings are visible on the default tab, “General”:

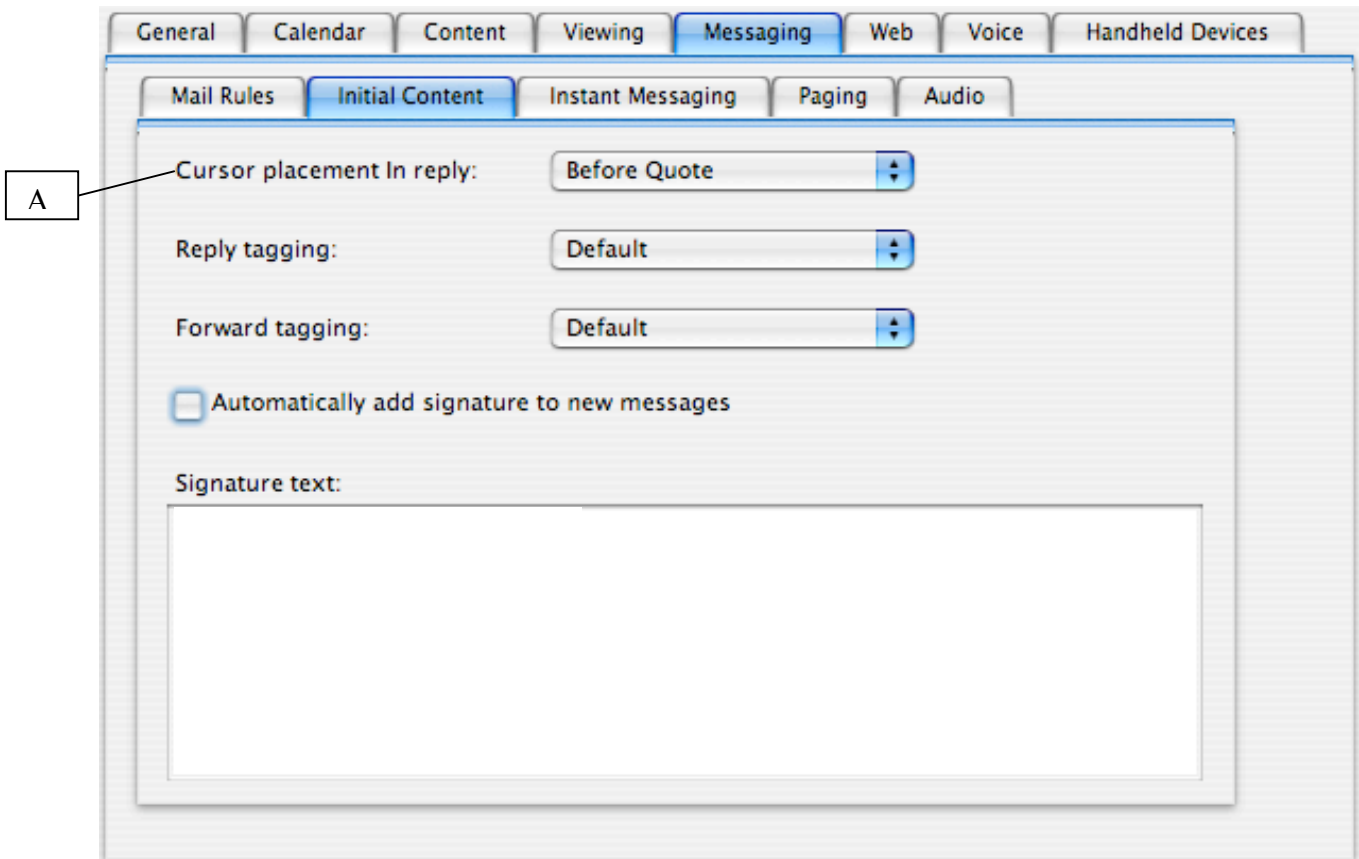


- A. This option allows you to change the form that appears when you create a new message. By choosing “Outlook” the “To:” line will appear above the “Subject” line, correcting one of our most common complaints about FirstClass.
- B. This option allows you to change how messages appear in your mailbox. By choosing “Separate Inbox/Outbox” you can have your received items, sent items and message drafts each sorted to their own folder, without requiring you to manually filter them.

In order for any changes to apply, you must click the “OK” button when you are finished.

New Configuration Options (continued)

The following settings are available on the “Messaging” tab, with the sub-tab “Initial Content”:



- A. This option allows you to specify where your cursor appears when replying to a message. The default is to have your cursor appear after the quoted text, which is not intuitive for most users. By selecting “Before Quote” FirstClass will behave more like a traditional email client.