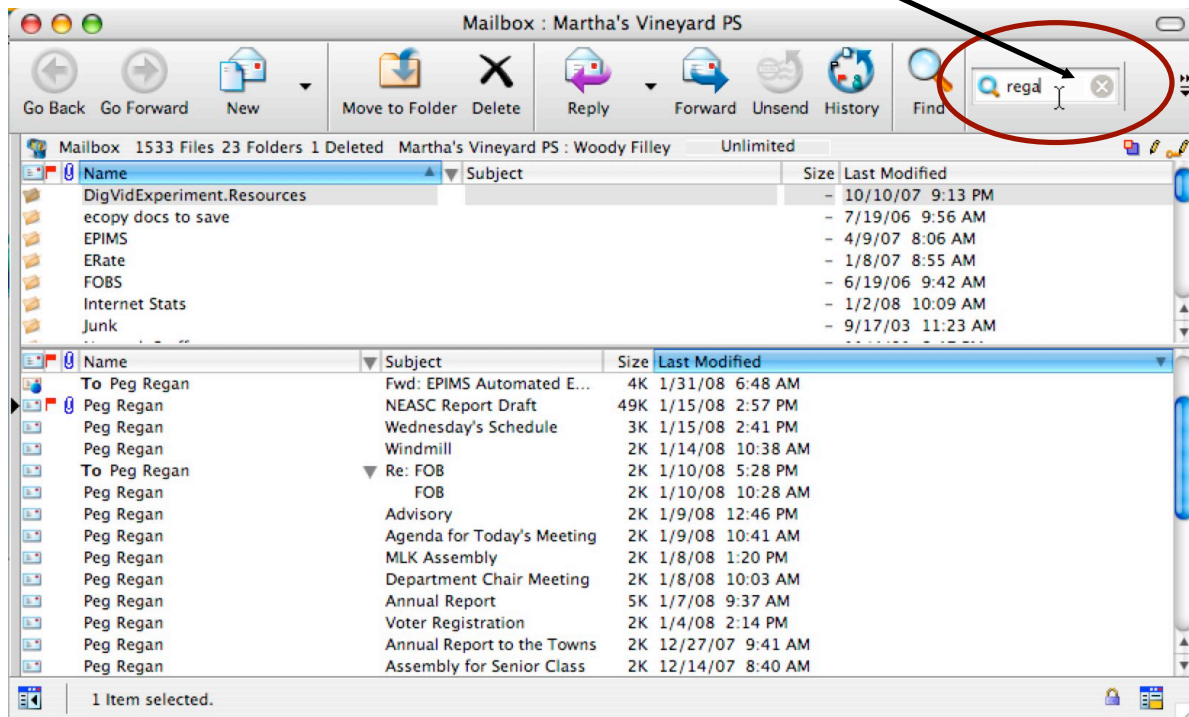


Filtering Emails in your Mailbox

By typing a name (or partial) in the filter box you can make the mailbox display only emails to and from that person
When you are finished, click the X to have all the emails reappear in your mailbox



SORTING YOUR MAILBOX

You can sort the contents of your mailbox by selecting the column headings. Clicking the heading will highlight and sort the column - click it again and it will sort in the opposite order

The image consists of three screenshots of a mailbox interface, likely from a web browser or a desktop application. Each screenshot shows a list of emails with columns for Name, Subject, Size, and Last Modified. Red circles highlight the column headers in each screenshot, and arrows point to them from a common text box at the bottom.

Top Screenshot: The 'Name' column header is highlighted. The list shows emails from 'Annelise Anderson' and 'Bulk: [MEC-tech] Joebox ...'.

Middle Screenshot: The 'Subject' column header is highlighted. The list shows emails with subjects like 'Re: First Class Workshop' and 'First Class Workshop'.

Bottom Screenshot: The 'Size' and 'Last Modified' column headers are highlighted. The list shows emails with subjects like 'Re(2): First Class Workshop' and 'First Class Workshop'.

Text Box at the Bottom:

You can also select the red flag, attachment, size and any other column that appears in the mailbox window to sort your mailbox.

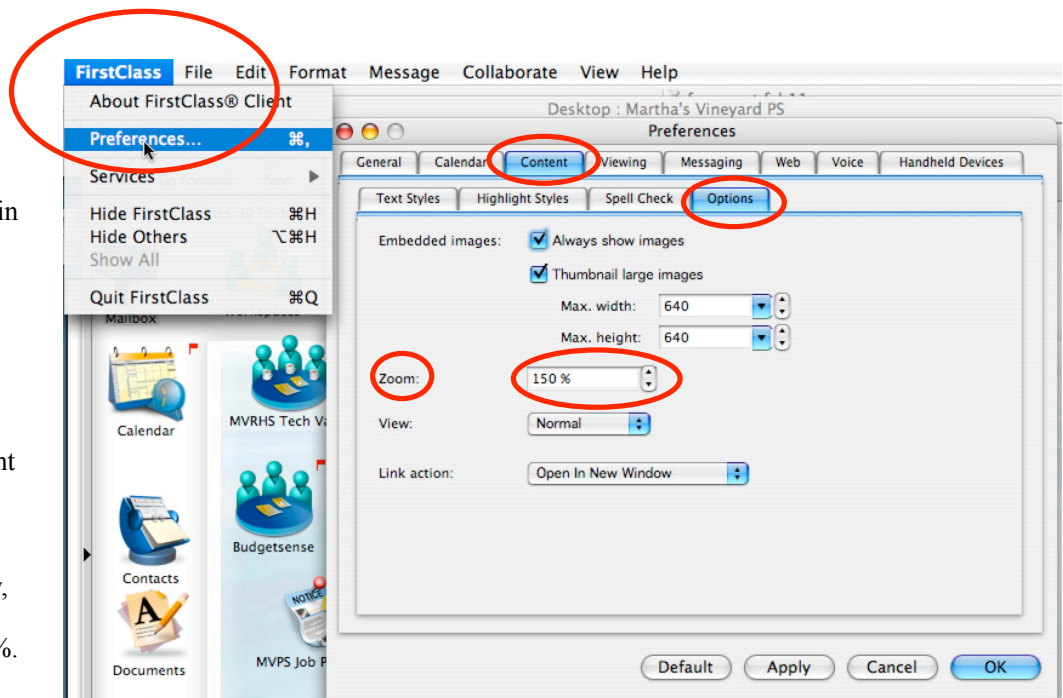
For Eyes Over 40 or Are you tired of small print in your emails?

To make the print larger in the emails you receive

1. Select the Preferences menu item under First Class

2. In the Preferences window select the Content tab - In Content, select Options

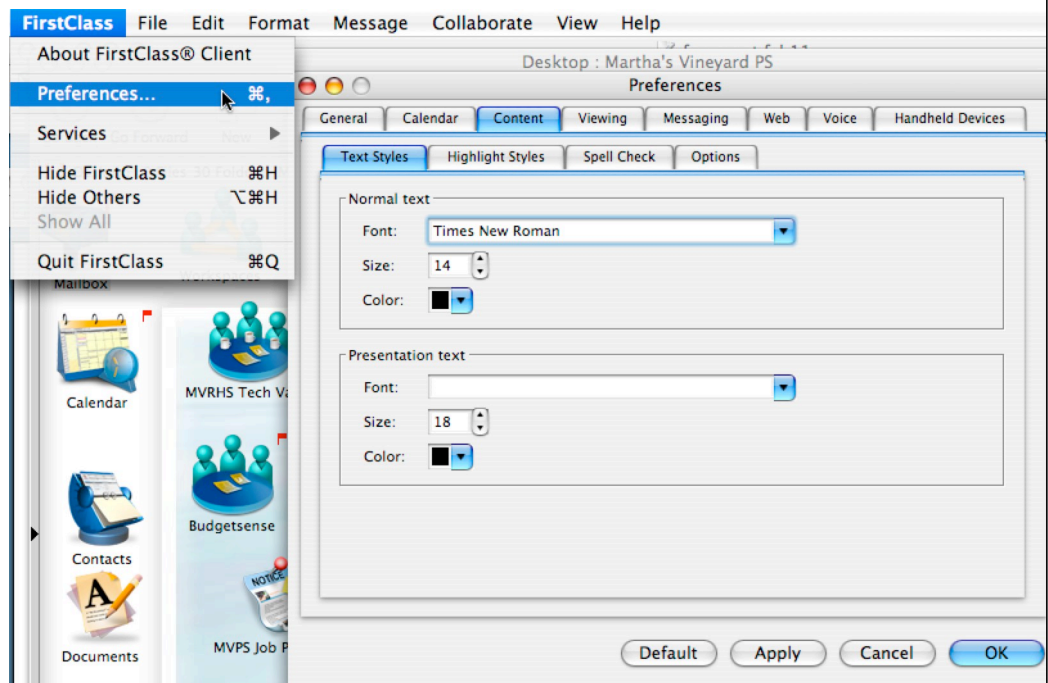
3. In the Options window, change the zoom to a number greater than 100%.



Be A Nice Emailer Make your Default eMail Text Larger

To make the default print larger in any new email you create -

1. Select the Preferences menu item under First Class
2. In the Preferences window select the Content tab - In Content, select Text Styles
3. In Text Styles select the size, font, and color you would like to be the default when you create a new email.



Insert a "Signature" in your eMails

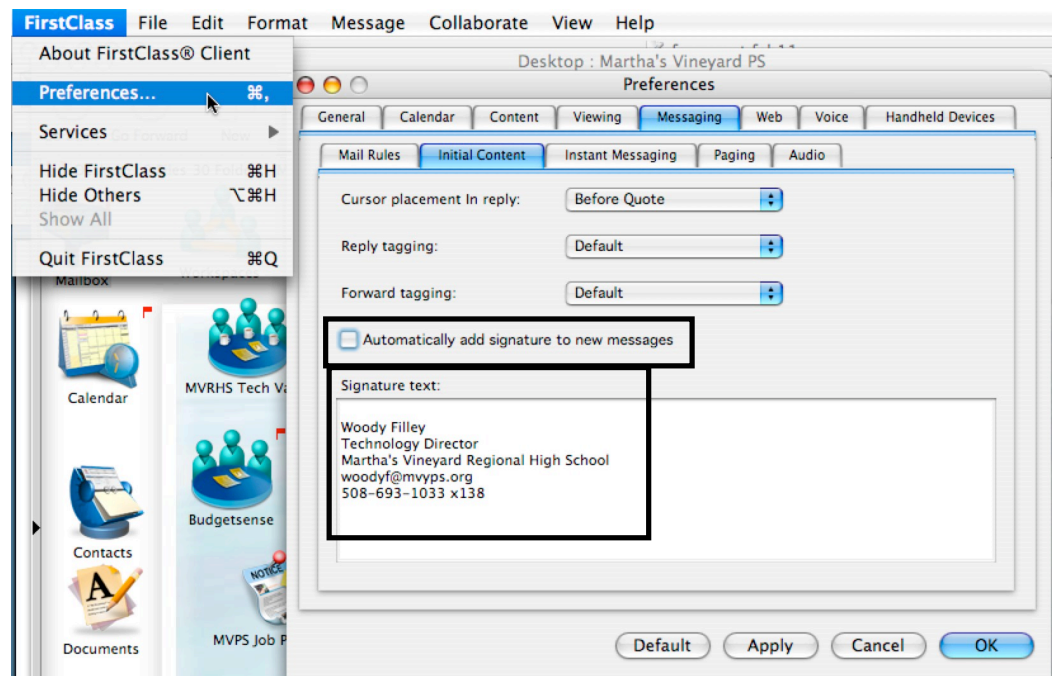
A great way to put in your contact info, notice of email privacy, etc. without typing it for each email.

To create a "signature" that can be added to all your emails

1. Select the Preferences menu item under First Class

2. In the Preferences window select the Messaging tab - select Initial Content

3. In Initial Content type the text you want as your signature in the Signature Text box - You can select whether to have it auto appear on all emails, or whether you use the Edit - Insert-Insert Signature from the main menu windows of FC.

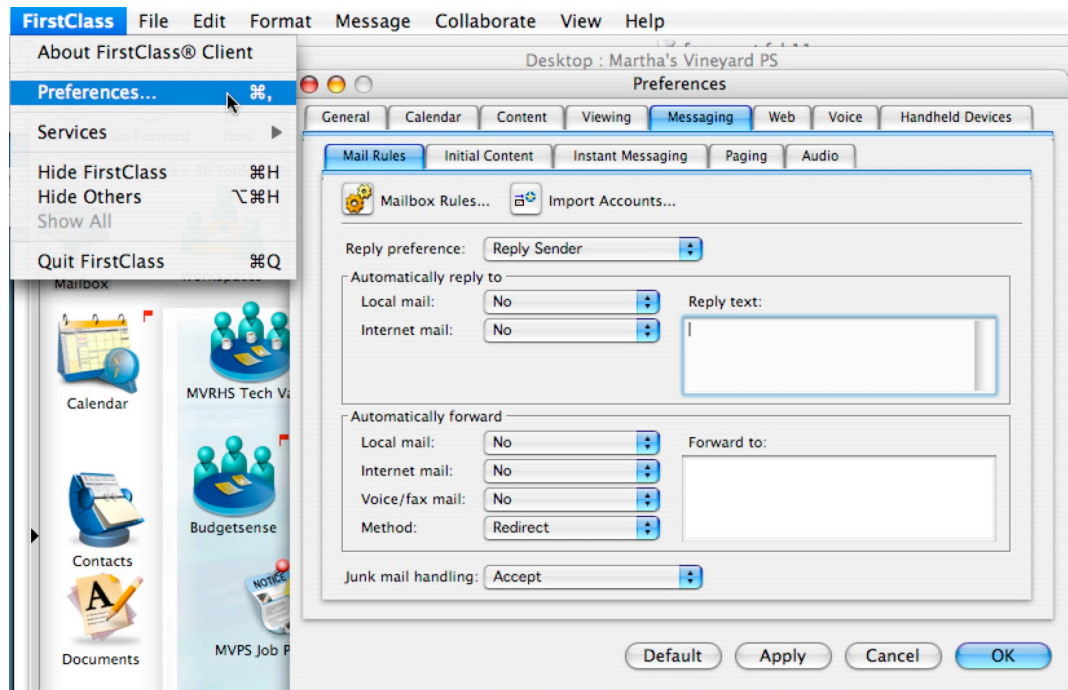


Auto-Reply and Forwarding your eMails

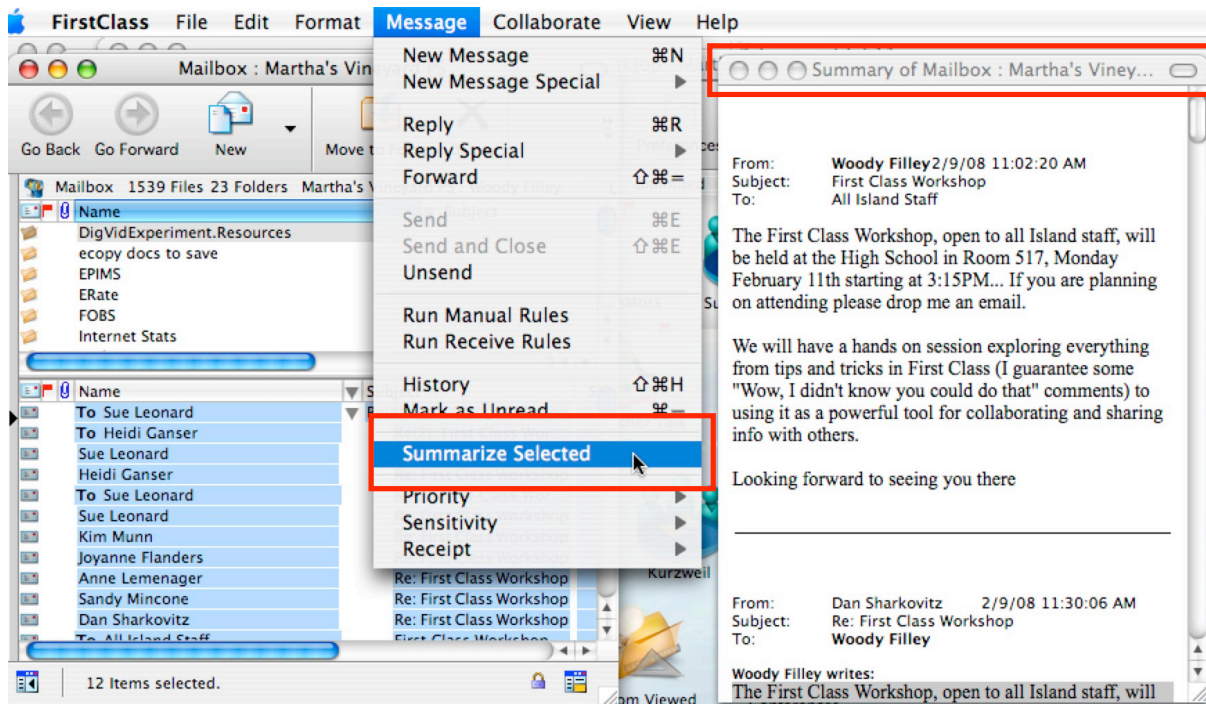
Away on vacation - Let people know that you won't be replying to their email until you return - Also auto forward messages to your out of school email account

To create an auto reply or to forward your First Class emails to another email account.

1. Select the Preferences menu item under First Class
2. In the Preferences window select the Messaging tab - select Mail Rules
3. Under Automatically Reply To, enter the text of the reply to received emails, and choose whether to reply to emails originating from local (First Class), internet, or both.
4. To forward your emails to another account, put in the address to your other account, and select whether you want local or internet mail forwarded.



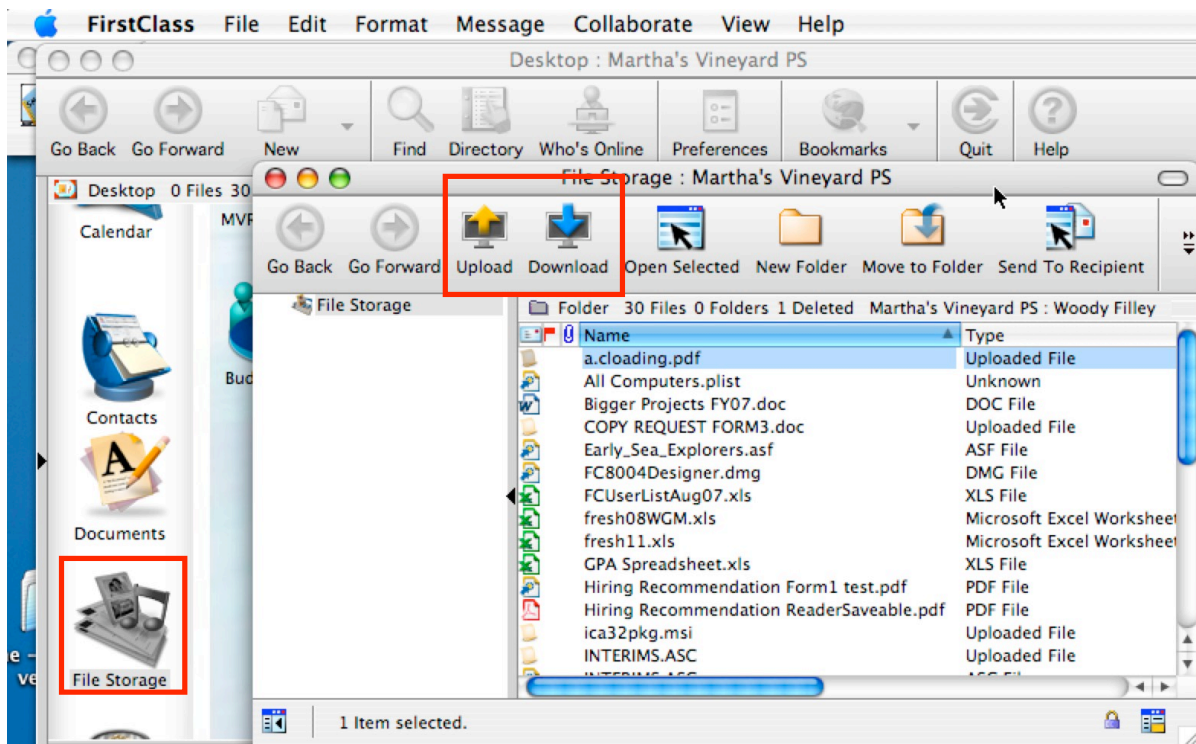
Summarizing Selected Messages



There may be times when you want to save the text of a single, or multiple emails, to put into a word processor for a report, or other purpose. To do this:

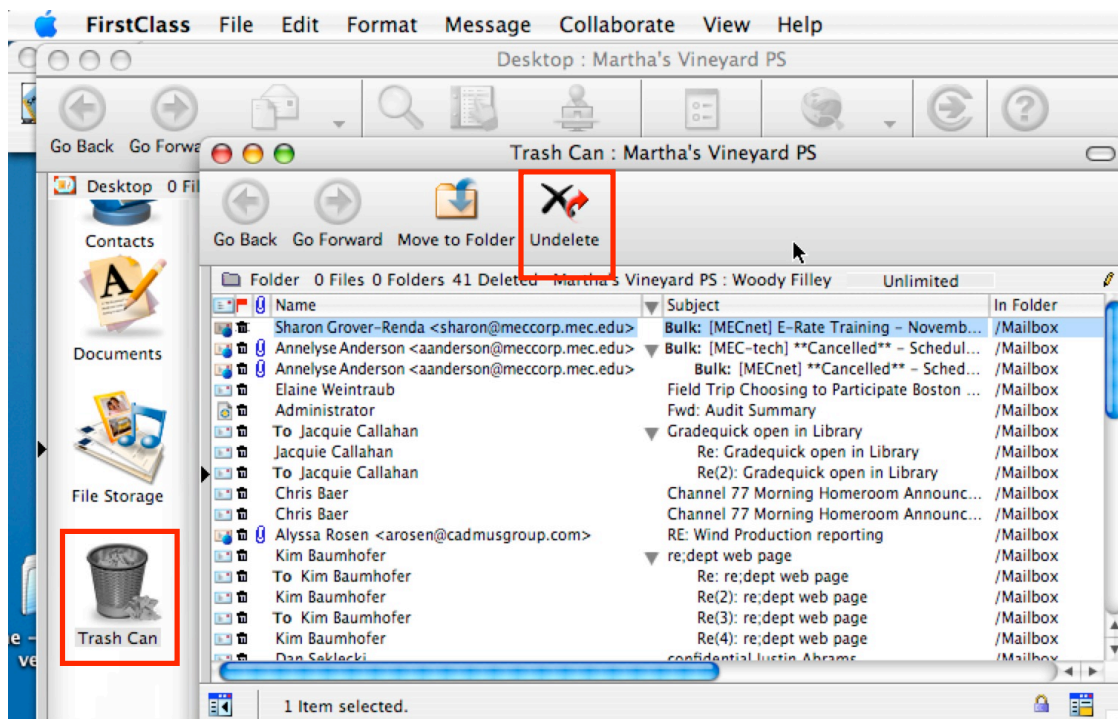
1. Select the emails in your mailbox to be summarized.
2. Go to the Message Menu - Summarize Selected
3. When finished, you will get a window that will have the summary of the text of the selected messages. You can go to File - Export - then save the file to your computer - You can then open it in a word processor.

Storing Files in First Class



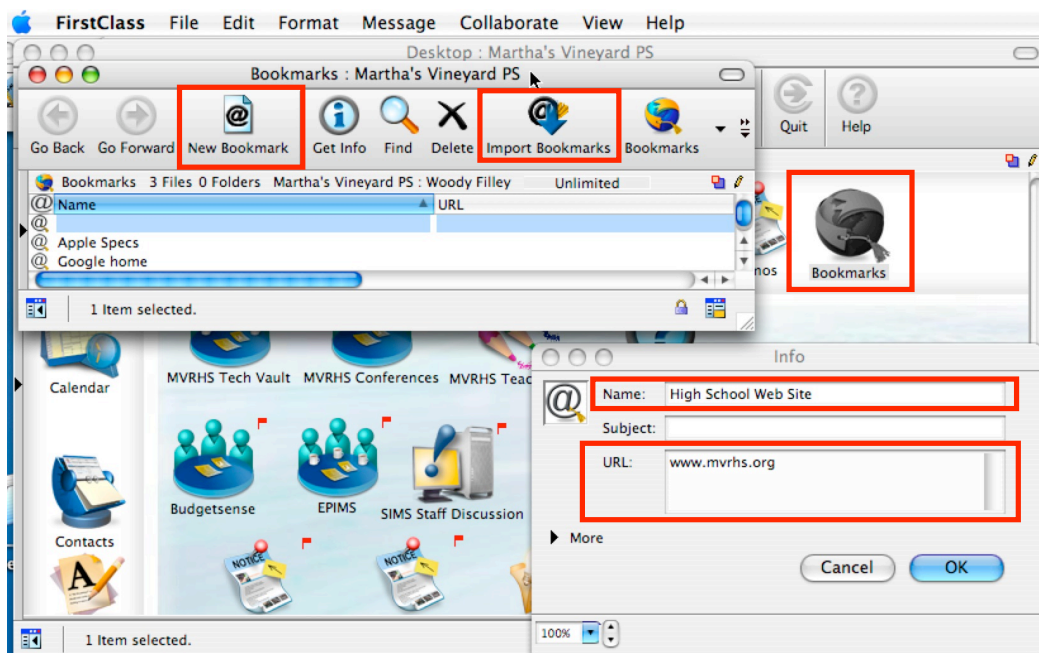
Sometimes you may want to work on files at home or on the road - First Class allows you to upload and/or download your files anywhere you have access to a computer. On your First Class desktop, look for the File Storage icon. Open it and use the upload or download buttons on top to move/access the files you need

Don't Panic - You can get that deleted eMail back Within Reason (5 days)



If you delete an email, you can recover it - You have 5 days before it is permanently deleted from your trash can - On your First Class desktop, look for the Trash Can - Open it, and look for the deleted email (you can sort your trash can the same as your mailbox by clicking on the name, subject, folder, or other. Once you have selected the email, click the Undelete button - The email will be returned to your mailbox.

Bookmarks - A Common Space to Save and Share

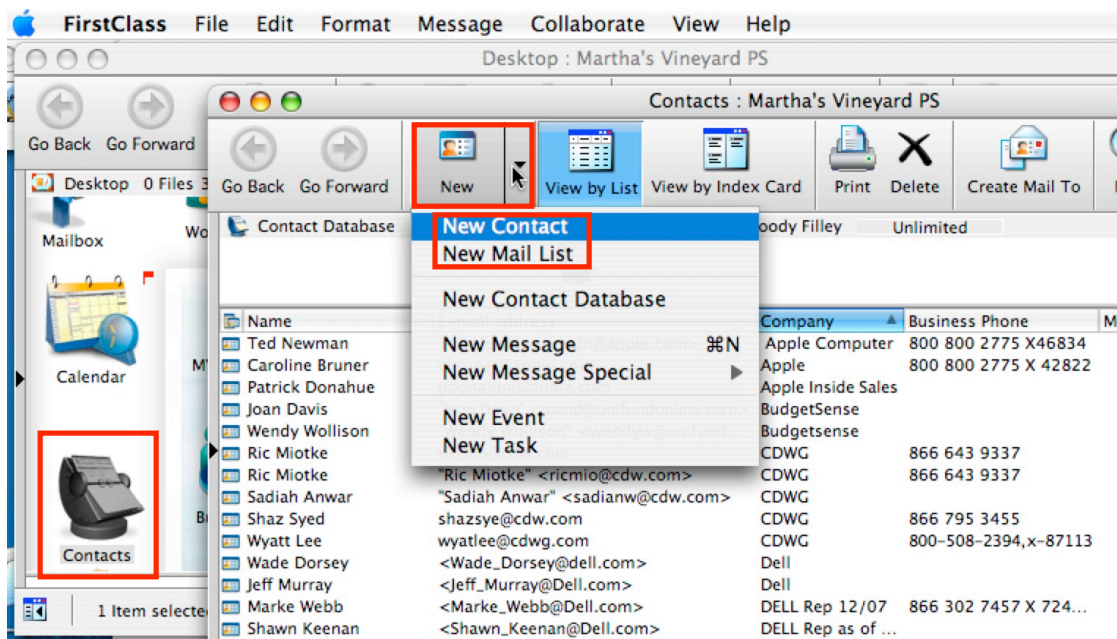


Use First Class to store your bookmarks in a single space. You can also make a bookmarks folder part of a "workspace" and share your bookmarks with others.

You can add a new bookmark by opening the bookmarks icon on your First Class desktop, selecting "New Bookmarks", and putting in a name and the URL of the bookmark.

You can also add your bookmarks from a web browser on your computer by using the "Import Bookmarks" button, and select the bookmarks file on your computer.

Contacts and Mail Lists - Your First Class Rolodex



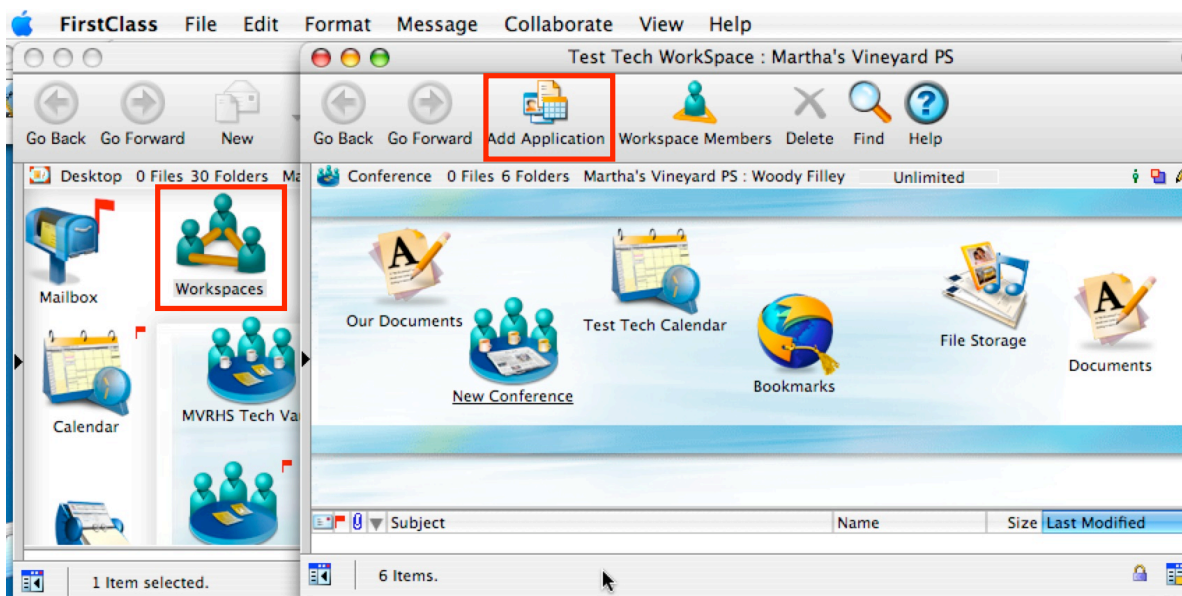
Adding names to your First Class Contacts folder allows you to store email addresses and lists that you can use for quick addressing when sending emails.

Use a contact for a single entry of a person/email address of someone outside of First Class. Lists allow you to put in multiple names of people/addresses both in and outside of First Class.

Find the Contacts folder on your First Class desktop. Open it and look for the New Contact button to add a single user (someone outside of FC). Use the New Mail List if you want to add a number of people (both in and out of FC) that you email using a single entry/

QuickTip - If you get an email from someone outside of FC and want to save their address in the Contact, just hold the cursor over their address in the email - A popup menu will appear - select Add to Contacts Folder, and an entry will automatically be created in your Contacts folder.

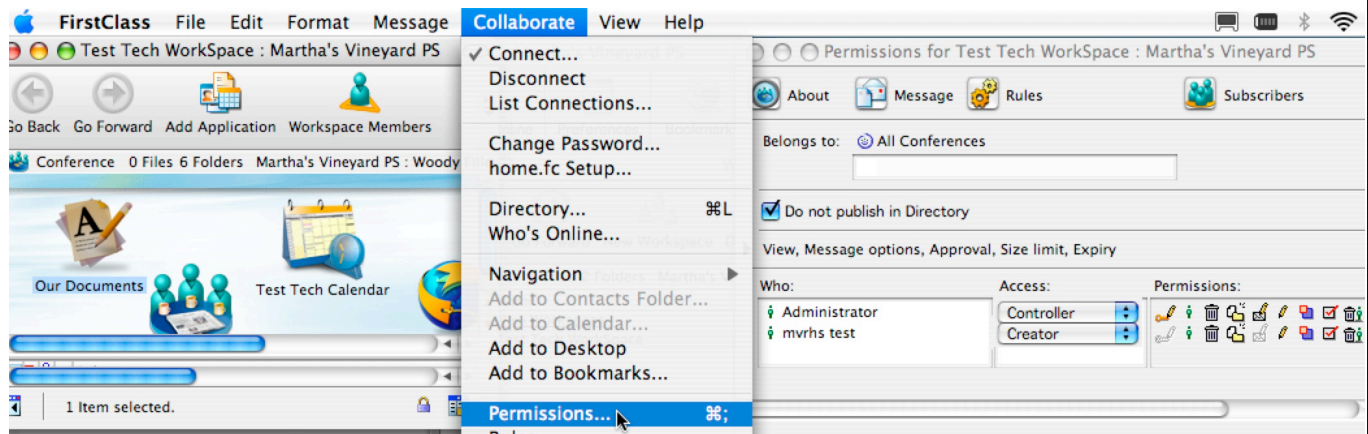
Workspaces - A Great Collaborative Tool with all the Trimmings



Workspaces are a great place for you to share multiple resources with First Class users you select. You can add a variety of resources including containers for: calendars, documents folder, file storage, bookmarks, discussion conference, or contact database.

To create a new workspace, open the Workspaces icon on the FC desktop and click the New Workspace icon. To add any of these resources/applications to your workspace, click the "Add Application" icon and select the resource you would like.

Sharing Your WorkSpace with Others



Once you have created your own workspace, you can set up permissions to share it with other First Class users. Open your new workspace, go to the Collaborate menu and select permissions. In here you can add users to the list for permissions, and select how much they can do in the new workspace (ie. just read, add content, make changes, etc.) Remember, if you do not want others to access your workspace, you can use the disallowed access status and put all users as the "person". Also, permissions work from least to most restrictive, so those with disallowed should be at the bottom of the list and those with the most amount of rights/powers should be at the top.

To have your workspace appear on other user's First Class desktops, click the Workspace Members icon at the top of the workspace window and add their name.