



First Class -

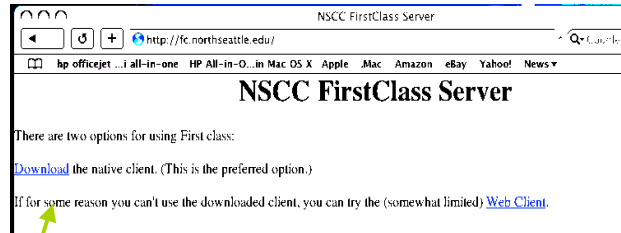
What you need to know



Download instructions

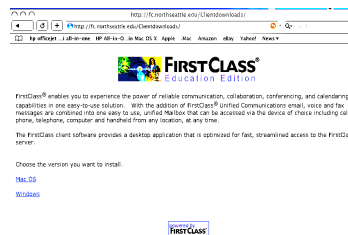
- Go to [http:// fc.northseattle.edu](http://fc.northseattle.edu) to download your copy of FirstClass
- You may use a web version of FC if you do not wish to download a copy on your own computer
- The computers at NSCC allow for FirstClass download

To Download or Use on Web



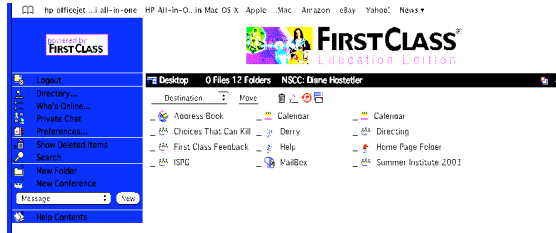
- This is the screen that will appear
- Choose your option:
 - Download
 - Web based use

Download



- You will be given choices for Mac or PC.
- Follow the instructions on the download page you have followed.

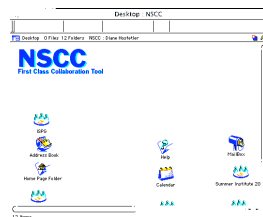
Web-based Client



- To enter the web based client, you must first log in with your user name and password.
- Once you log in, this is the screen you will see.

Downloaded FC: Desktop

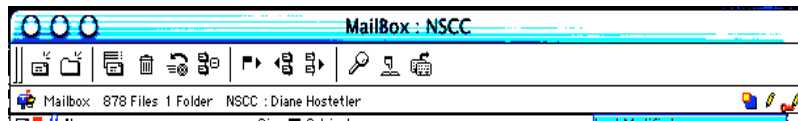
- This is the screen which appears when you use a downloaded version of FirstClass



To Use FirstClass

- Click on any folder which is marked by a red flag; this indicates there is a message or announcement for you
- To send a message in reply, you may either open a new message and send it or click reply in icon or menu and type in your message

Icons appear at side or top



- You may
 - Reply
 - Send new message
 - Include the entire message received
 - Quote a portion of the message received when you reply
 - Unsend a sent message

To send a message

- Hover over icons to see what each represents
- Or, go to top menu items to find the one you want
- When you have typed your message, click send
- A copy of your sent message will be stored in your mailbox

To address your message

- If you click on reply, your message will be addressed for you
- If you wish to have the message sent to someone other than the person who sent you a message, or if you are writing a new message, type in the name of the recipient and press enter. FirstClass will send the private message for you
- You may send messages to one, two or more

Try it!

- The only way to learn it is to try using it.
- Remember, help is available at the Distance Learning office if you have are having difficulty.