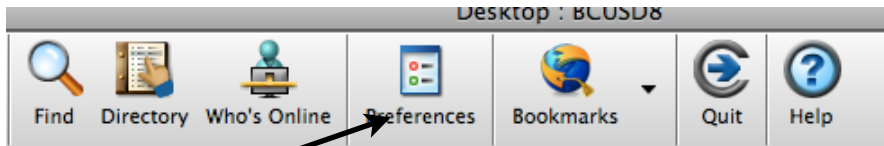
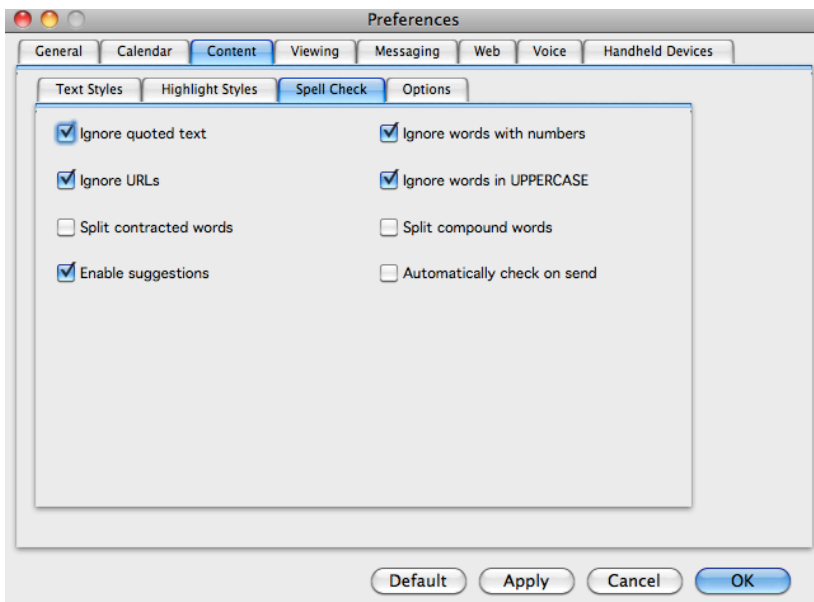


FirstClass Email Did You Know?

SpellCheck



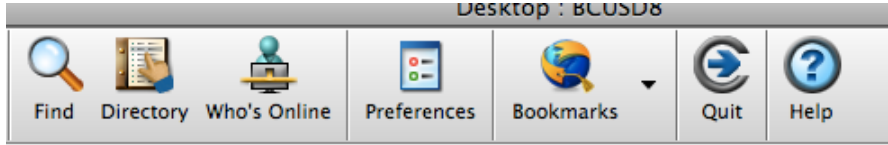
Step 1: Select Preferences



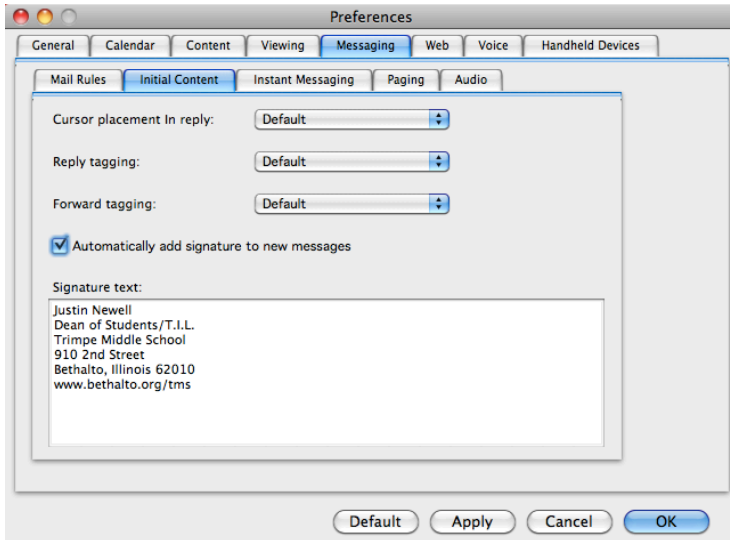
Step 2:
Click content then click Spell
Check. Select your
preferences.

Step 3:
Click "Apply" then click "OK"

Signature:

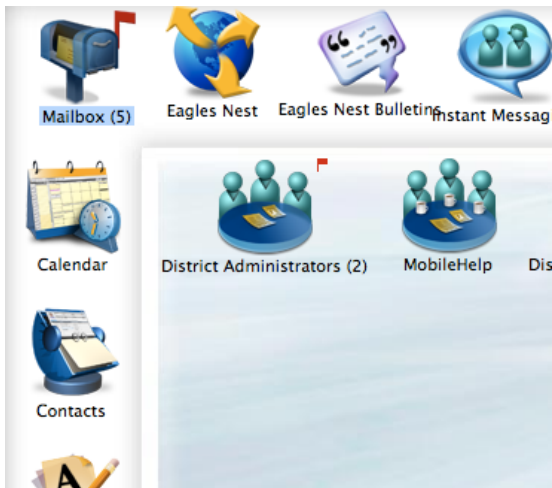


Step 1:
Click Preferences



Step 2:
Click "Messaging" then click "Initial Content"

Organizing Emails



Step 1: Open up your "Mailbox"

Option 1: Organize by “unread” messages by clicking on the flag.

| Name | Subject | Size | Last Modified |
|--------------------------------------|-------------------------|------|------------------|
| Jay Stemmley <jstemmley@charter.net> | Admin academy | 5K | 7/15/11 6:54 AM |
| Janice Fee | drop boxes | 2K | 6/16/11 10:41 AM |
| Justin Newell | Smart notebook | 1K | 6/14/11 3:25 PM |
| Justin Newell | Drop Boxes | 1K | 6/14/11 2:55 PM |
| Justin Newell | Student screen watcher. | 1K | 6/14/11 2:50 PM |

Option 2: Organize by name by clicking on name.

| Name | Subject | Size | Last Modified |
|----------------------|--------------|------|------------------|
| To <angiemd@aol.com> | House | 2K | 6/22/11 6:22 PM |
| <angiemd@aol.com> | Re: House | 10K | 6/27/11 6:59 PM |
| To <angiemd@aol.com> | Re(2): House | 4K | 6/27/11 7:55 PM |
| <angiemd@aol.com> | Re: House | 12K | 6/28/11 10:58 AM |
| To <angiemd@aol.com> | Re(2): House | 2K | 6/28/11 11:14 AM |

Option 3: Organize by subject by clicking on subject.

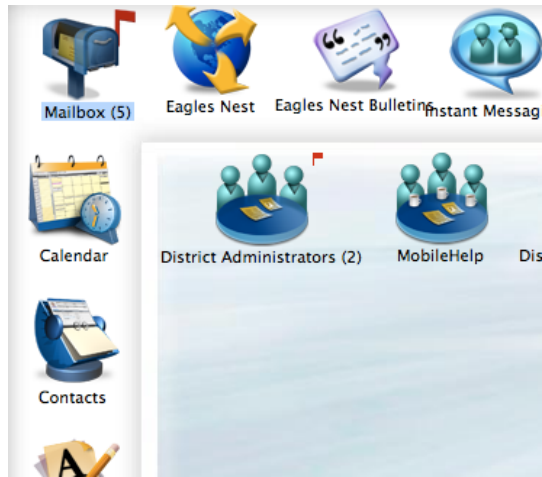
| Name | Subject | Size | Last Modified |
|----------------|--------------------------------|------|-----------------|
| To Kim Wilks | Re: 6th grade extension | 2K | 4/14/11 7:21 AM |
| Rita Coulter | 6th grade to park | 2K | 5/20/11 9:20 AM |
| Marcie Stevens | 7th gr sched. for Friday | 2K | 5/18/11 1:53 PM |
| Kim Wilks | 7th grade meeting | 2K | 5/9/11 1:38 PM |
| Laura Gipson | 7th Grade Sectionals Wednesday | 3K | 4/25/11 4:27 PM |
| Kim Wilks | 8th grade class meeting | 3K | 4/11/11 7:59 AM |
| Kim Wilks | 8th grade field trip | 93K | 5/4/11 1:18 PM |
| Lori Czeschin | Re: 8th grade field trip | 2K | 5/4/11 2:17 PM |
| Leslie Rice | Re: 8th grade field trip | 2K | 5/4/11 2:52 PM |

Option 4: Organize by date by clicking on last modified.

| Name | Subject | Size | Last Modified |
|--|---|------|------------------|
| <angiemd@aol.com> | Re: House | 10K | 6/27/11 6:59 PM |
| <Pull-UpsNews.6zwcfc6bg-.f-cf@enews-p... | Junk: Keep Reaping the Rewards at Pu... | 36K | 6/27/11 3:12 PM |
| Jay Stemmley | Re: Image | 5K | 6/27/11 5:39 AM |
| To Jay Stemmley | Image | 4K | 6/26/11 11:11 AM |
| Steve Lowrance | Re: Paintint | 2K | 6/24/11 7:35 AM |
| To Steve Lowrance | Paintint | 2K | 6/23/11 8:20 PM |
| To Debra Pitts | Motivating without Money | 2K | 6/23/11 9:14 AM |

Summarizing and Saving Email:

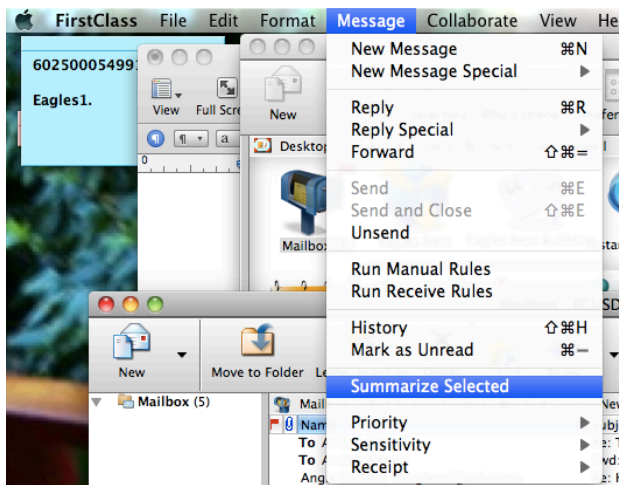
Step 1: Open Mailbox



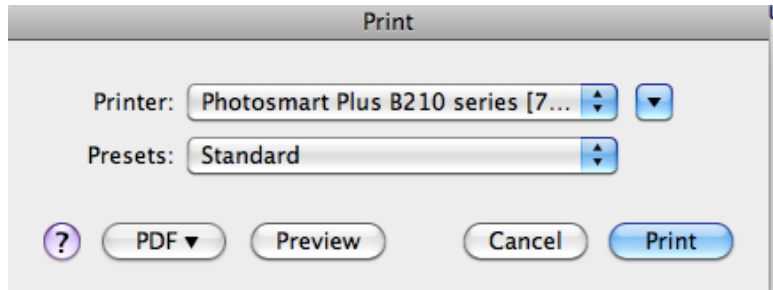
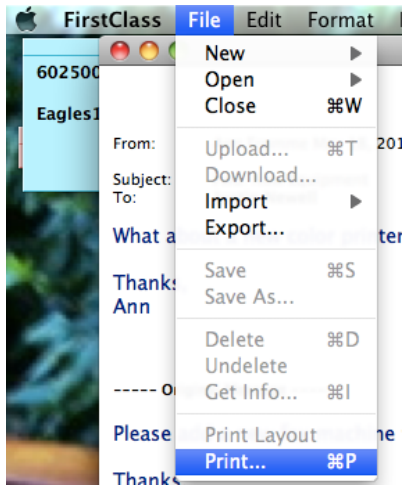
Step 2: Select Emails

| | | | |
|---------------|--|------|------------------|
| Ann Fromme | President's Award | 4K | 4/14/11 11:04 AM |
| Ann Fromme | Fwd: Preparing for Memorial Day....ke... | 514K | 5/3/11 9:09 AM |
| Ann Fromme | Re(2): Breakfast | 2K | 5/4/11 9:21 AM |
| To Ann Fromme | Fwd: TMS Pictures | 2K | 5/10/11 7:00 AM |
| To Ann Fromme | Fwd: need information | 2K | 5/11/11 8:18 PM |
| Ann Fromme | Fwd: FW: I love this kid! ... | 41K | 5/16/11 9:38 AM |
| To Ann Fromme | Handbook | 88K | 5/17/11 7:19 AM |
| Ann Fromme | Fwd: New Equipment | 2K | 5/18/11 8:40 AM |

Step 3: Click "Message" then select "Summarize Selected"

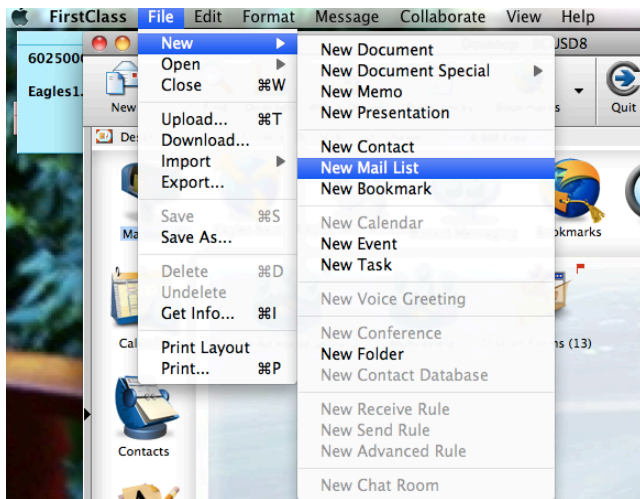


Step 4: Click “File” then select “Print” (Print or save as PDF)

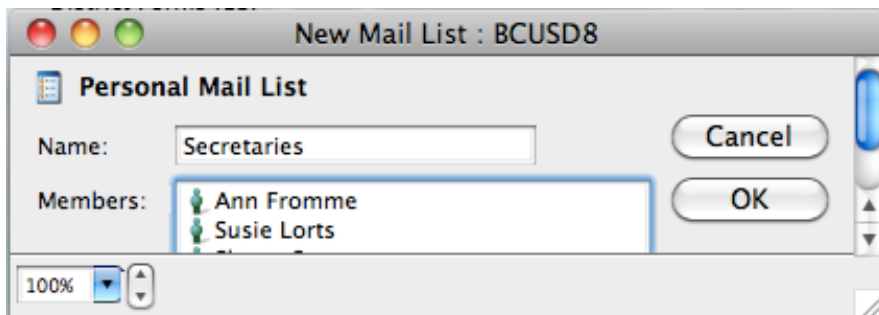


Creating Mail Lists

Step 1: Click “File” --> Click “New” then select “New Mail List.”



Step 2: Name you list then insert your members.



Other Topics:

Creating Folders

Unsend

Reply

History

Find