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## FirstClass 7 Quick Reference for web browsers

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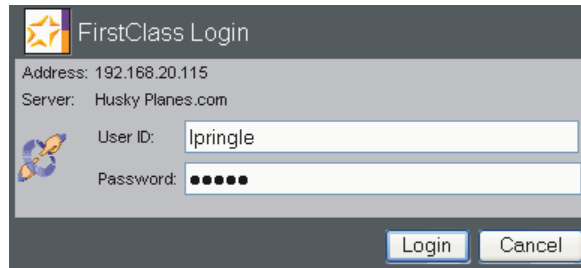
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## Logging into a server

1 Enter the [URL](#) of the server (for example,

<http://www.centrinity.com/login> ).

2 Fill in your user ID and password for this server on the FirstClass Login screen.

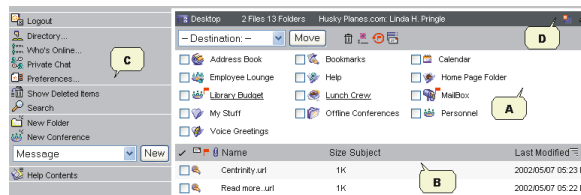


3 Click Login to open your FirstClass Desktop.

## The FirstClass Desktop

Once you have connected to a server, your Desktop on that server opens. Your Desktop may differ from the example below, because your administrator determines which conferences you start with on your Desktop, and the general Desktop appearance.

To open objects on the Desktop, click them. To select objects, select the checkboxes beside them.



## Standard page elements

### A - upper pane

This Desktop is split into two panes. The upper pane contents are shown as small icons.

### B - lower pane

The lower pane contents are shown as a list, which presents information about each object in columnar format. You can change the sorting and grouping of these objects as described in our online help.

### C - toolbar

Each page has its own toolbar. Clicking a toolbar button tells FirstClass to perform that command. Many toolbars contain the new object field, which lets you choose an object, then click New to create it:



### D - page summary

This bar shows the page name, summarizes page contents, shows the server and your user name, and indicates permissions you have in this page.

## Standard Desktop objects

### Mailbox

Contains all messages sent to you, as well as copies of messages that you send.

### Address Book

Contains your personal addresses and [mail lists](#).

### Calendar

Your personal calendar.

### Home Page Folder

Contains material that you want to display over the web.

### Bookmarks

Contains links to objects on your server.

### Help

Contains online help. This can also be accessed from the Help Contents and About this Form buttons.

The other objects on our sample Desktop were added by the administrator or the user.

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## Working with messages

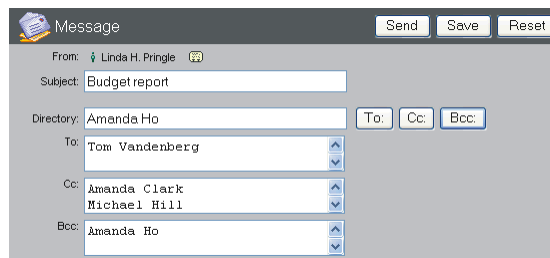
Messages work the same whether you are in your Mailbox or a conference. An unread message has a red flag beside it. To read a message, click it.

### Creating a new message

1 Click New with the message form you want selected at the new object field.

If you decide you want to use another form, you can click Delete with the first form still open.

2 Address the message.



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Tips for entering recipients' names:

- All users and conferences known to the server (including users you added as personal addresses) are stored in the [Directory](#). To address a message to any user or conference in the Directory, you can type a partial name, then click To, Cc, or Bcc. The whole name is filled in if what you typed is unique in the Directory. Otherwise, the Directory opens with a list of all names that match. Select the name you want, then click Select.
- If you are in a conference, your new message is automatically addressed to that conference.
- You can click a name in a sent message to create a preaddressed message.

3 Type the message text in the body section.

4 Attach a file to the message, if desired.

Click Browse at "Attachments" and select the file you want to attach. If you are using Internet Explorer, you must click Attach after the path to the file is displayed at "Attachments".

5 Send the message by clicking Send.

## Replying to a message

- 1 Open the message.
  - 2 Click Reply.
- The original message is quoted in the reply.
- 3 Type your reply in the body section.
  - 4 Send the message.

## Forwarding a message

- 1 Open the message.
- 2 Create a copy of the message (including any attachments) by clicking Forward.
- 3 Address the message.
- 4 Make any changes you want to the message body.
- 5 Send the message.

## Downloading an attached file

To download a file attached to a message, use your web browser's standard download feature.

## Checking whether a message has been read

To see the history of a sent message, including who has read it, click History with the message selected or open.

| History  |                   |                  |
|----------|-------------------|------------------|
| What     | When              | Who              |
| Created> | 5/9/2002 11:50 AM | Amanda Ho        |
| Sent>    | 5/9/2002 11:50 AM | Amanda Ho        |
| Read>    | 5/9/2002 11:57 AM | Linda H. Pringle |
| Reply>   | 5/9/2002 11:57 AM | Linda H. Pringle |

## Saving addresses for future use

You can add your own addresses and mail lists to the Directory. Only you will see this information in the Directory.

### Adding a personal address

- 1 Click New with New Personal Address selected at the new object field.
- 2 Update the New Personal Address form.

### Creating a mail list

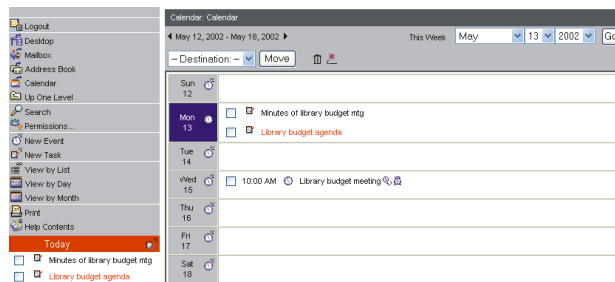
- 1 Click New with New Personal Mail List selected at the new object field.
- 2 Update the New Personal Mail List form.

## Working with calendars

You can use a personal calendar (which can record both calendar events, such as meetings, and tasks, such as submitting a report), and look at other users' calendars and group calendars. To open your personal calendar, click Calendar. To open another user's calendar, select the user in the Directory or Who's Online list, then click Open User Calendar.

## Viewing calendars

You can view a calendar by month, week, or day. The week view of a calendar looks something like this:



To view the calendar by month, week, or day, click the appropriate button.

To scroll from one month, week, or day to the next (or previous), click the arrows at either end of the dates at the top of the calendar.

To go to the current month, week, or day, click This Month, This Week, or Today.

To go to a specific date, specify the date using the [dropdown fields](#), then click Go.

Calendar views include a Today list that highlights all the events that take place today, and all the tasks that start today or are ongoing.

Overdue tasks are shown in red. Completed tasks have a line drawn through them.

To view details of an event or task, click it.

## Creating a calendar event

- 1 Open the calendar.
- 2 Click New Event.

### Shortcut

To create an event that starts on a specific date, click the New Event icon beside that date.

- 3 Update the basic information on the New Calendar Event form.

 A screenshot of the "New Calendar Event" form. The form has a title bar with "New Calendar Event" and "Save" and "Reset" buttons. The "From" field is set to "Linda H. Pringle". The "Description" field contains "Library budget meeting". The "Starts at" field is set to "May 14, 2002, 10:00 AM". The "Duration" field is set to "1 Hour". The "Time zone" field is set to "(GMT-5:00) Eastern Time (US & Canada)". The "Location" field is empty. The "Color" field is set to "White". The "Category" field is set to "Meetings".

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4 Update the other sections on this form as required.

To invite participants and/or book resources, check for conflicts, or reschedule, update the Scheduling section.

To make the event show up repeatedly on the calendar, update the Repeat section.

To generate reminders, update the Reminders section.

5 Attach files or add content just as you would for a message, if desired.

You can open an event to change its details.

## Creating a calendar task

1 Open the calendar.

2 Click New Task or the New Task icon in the Today list.

3 Update the basic information on the New Calendar Task form.

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4 Update the Reminders section, if you want to generate reminders for a task with a due date.

5 Attach files or add content just as you would for a message, if desired.

You can open a task to change its details. To change the task status, choose the appropriate value at "Task state" (and "Completed on", if the task is completed). You can also change the status of an unopened task to Completed by clicking the task icon.

## Chatting

A chat is an online conversation among users who are currently connected to a server.

To contribute to a chat, type your comment in the input area of the chat window, then click Send.

## Responding to a chat invitation

If you are invited to chat, you will see a chat invitation, showing the name of the user who invited you. To decline the chat invitation, click Decline. To join the chat, click Accept. The chat window opens and your name is added to the "Participants" list.

## Joining a public chat

A public chat is created by your administrator. It appears as an icon inside a [container](#). When a public chat has active participants, a red balloon appears beside the icon:



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To join the chat, click it.

## Starting a private chat

- 1 Click Private Chat.
- 2 Click Invite to invite someone to your chat.
- 3 Select the user you want to invite from the Who's Online list.
- 4 Contribute to the chat as you would to any other chat.

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