

Instructions for Using FirstClass Email

(To save paper and ink please do not print this document.)

FirstClass is the Hayfield Schools onsite electronic mail system, and can be accessed in two ways:

Using the FirstClass client software loaded on a PC or Mac, or over the Internet through a web browser.

Please read all this document before trying to log on or contacting systems dep.

The best way to access FirstClass is to **login** to **FirstClass** using the **FirstClass** Client

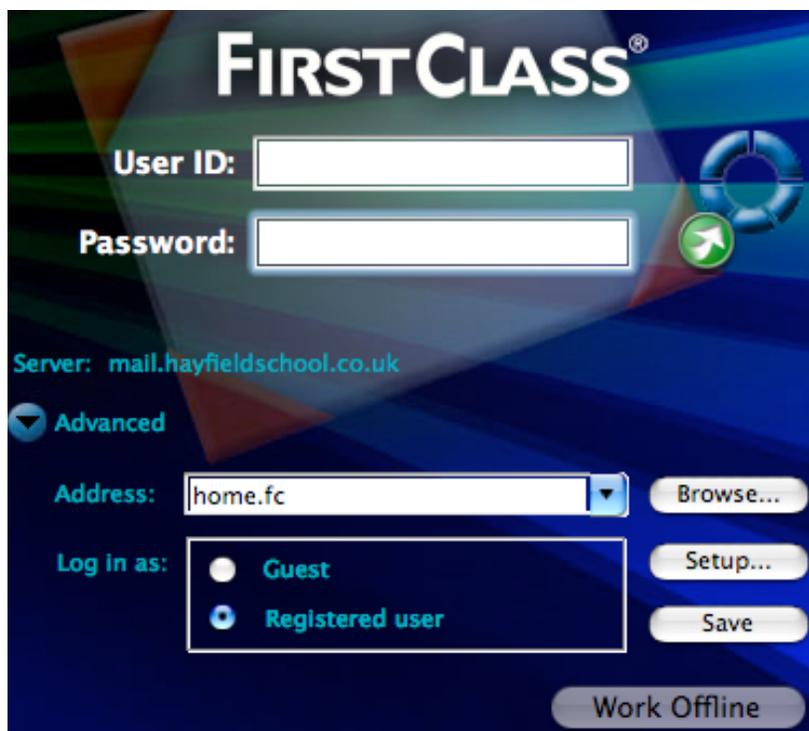
1. First you must download and install the client software.

1. Go to <http://mail.hayfieldschool.co.uk>

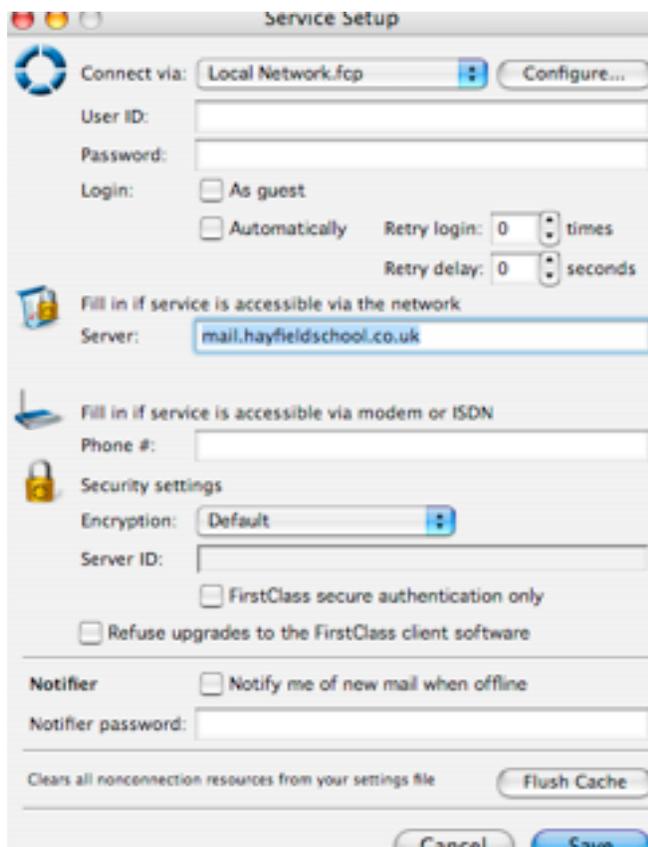
a. Click on the appropriate link to download the installer to your computer

b. After the download is complete, run the FirstClass Installer

c. Once the Installer is complete, double click on the FirstClass icon created on your desktop

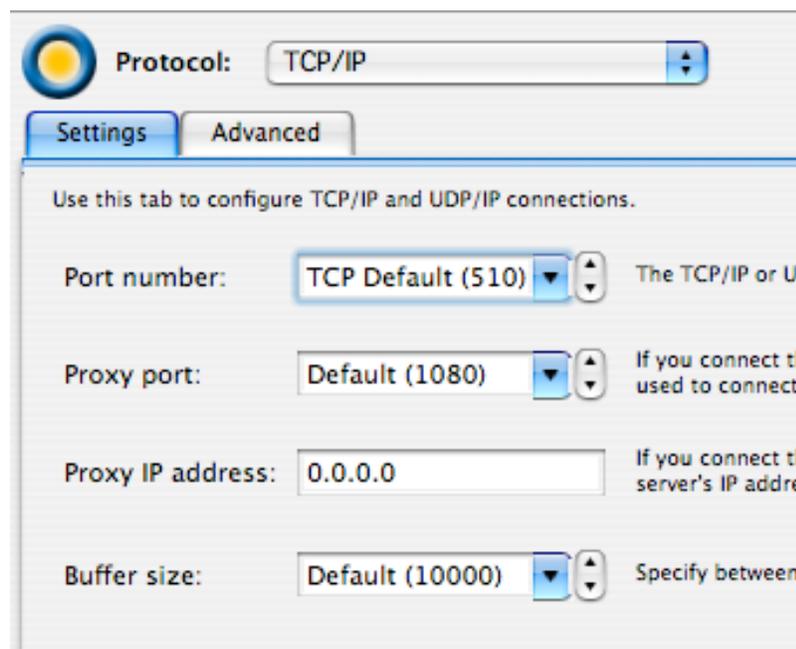


d. Click on the Setup button before trying to login



e. In the Server: field type mail.hayfieldschool.co.uk

f. Now click on the configure button. The follow screen will appear.
Where it says Port Number, click in the field and change the number to 143
Now click save.



Click save again

- g. Now you have installed and configured the FirstClass Client software to connect to the hayfield school internal email server. You only need to do these steps one time.
 - h. After installing the client software, use the instructions below to access your email. You can check your email from any computer on the network that has the FirstClass client.
2. Open FirstClass on your computer.
 3. Type your user id in the **User ID** box . Next, press the tab key to type your password in the password box. Finally, click the **Login** button. You are now in your personal FirstClass desktop and can check or send mail.
 4. Go to the **Collaborate** Menu and choose **Change Password...**; follow the instructions.

To access FirstClass from any computer in the world connected to the internet without the FirstClass client installed use the following steps:

1. Open your web browser and go to <http://mail.hayfieldschool.co.uk>

FIRSTCLASS[®]
Education Edition

FirstClass[®] enables you and your learning community to effectively communicate, collaborate, manage information and share knowledge. With the access information and messages from one easy to use unified mailbox that can be accessed via the device of choice including cell phone, telephone



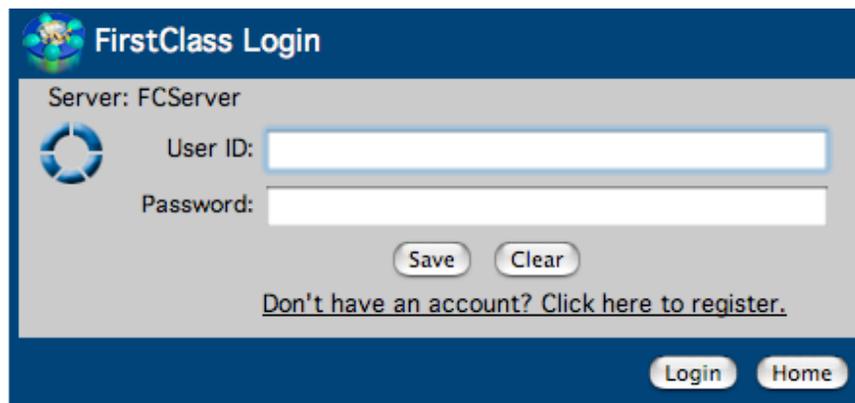
FirstClass web interface users [click here](#) to login to your FirstClass account.

FirstClass[®] Plugin for Microsoft Explorer users: Choose View > Explorer Bar > FirstClass[®].



To further enrich your FirstClass experience you can [download](#) the FirstClass Client or the FirstClass[®] Plugin for Microsoft Exp

2. Click on Login



3. When you are given your Userid and password, enter them in the fields provided.
4. Click Login
5. You will now be in your personal FirstClass desktop and can check or send mail.

FAQs

How do I send an E-mail Message?

1. Choose **New Message...** from the **Message** Menu.
2. Type in the *Subject* and press **Enter**.
3. Type in the name of the person you wish to address the message to and press **Return**. If this person is part of our e-mail system, you can type only the first part of their name, press enter, and **FirstClass** will find names of persons similar to the one you typed. You can address your message to more than one person; just continue to type names of other people you wish to receive your message, pressing return after each entry.
4. Click in the body of the message and type your message.
5. To attach a file to a message choose **Attach File...** from the **File** menu; choose the file on your hard drive and click **Open**. The file will be *uploaded*.
6. Choose **Send** from the **Message** menu to send your message.

How do I read my messages?

1. Double-click on your **Mailbox** icon.
2. All unread messages will have a red flag beside them.
3. Double-click on the message to read it.
4. Double-click on any attached files to receive them.
5. To reply to a message, click the **Reply** or **Reply Sender** button across the top of the menu bar. The **Reply** button will create a reply message addressed to the sender and other recipients of the same message. The **Reply Sender** button will create a reply addressed only to the Sender of the message. This is a VERY important feature!
3. To forward a message, choose **Forward** from the **Message** window.
7. Close the message window when you are finished reading it.
8. To delete the message, press delete on your keyboard. Click **OK** to delete the message(s).

What is my Internet E-mail Address?

Your e-mail address is your user id followed by @thehayfieldschool.co.uk

Note: Your user id is your eportal username. **(eportal usernames (userid) are at the end of this doc.)**

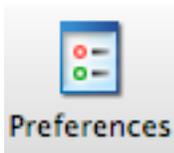
Example: holm@thehayfieldschool.co.uk

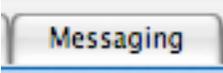
How do I quit?

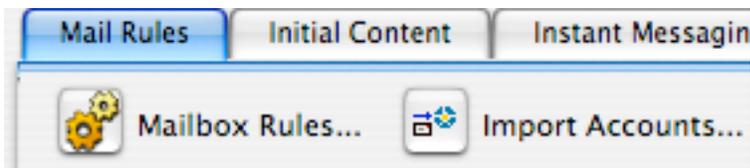
Choose **Exit** from the **File** menu. **FirstClass** will log off.

Redirecting your *@hayfieldschool.co.uk emails

When logged into FirstClass client click preferences

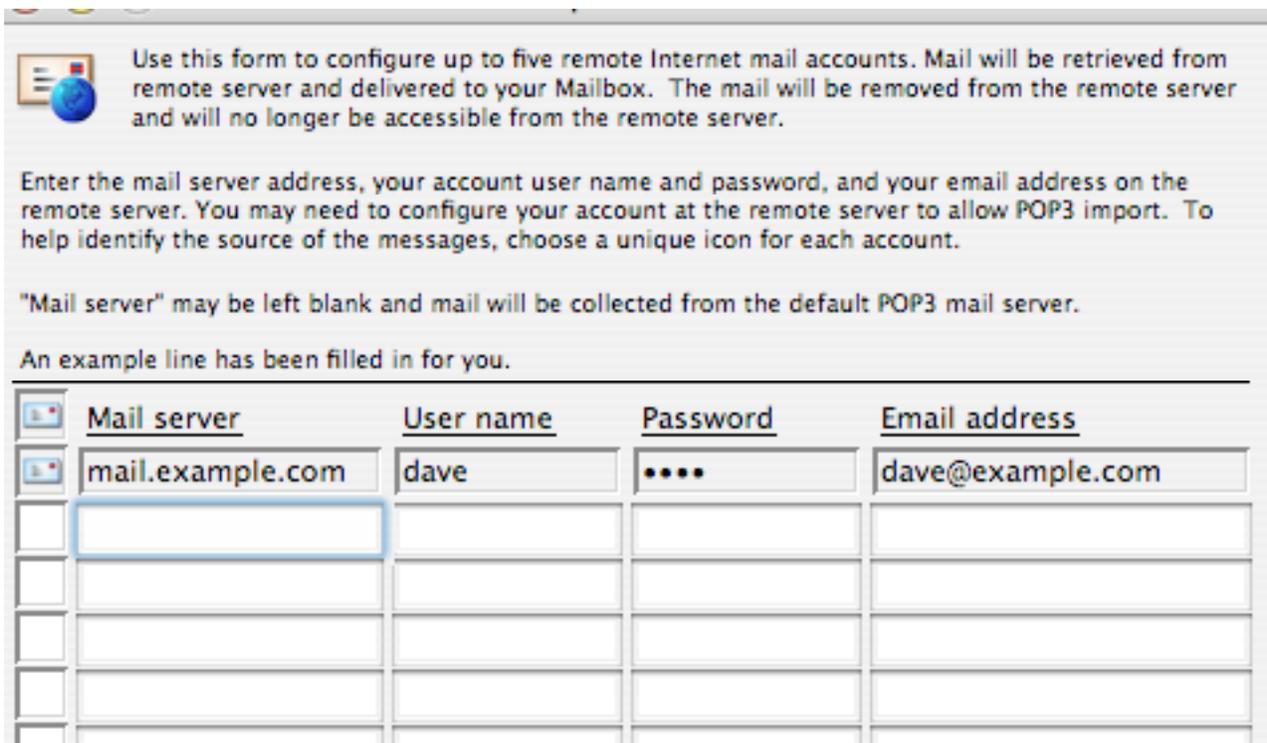


Now click on the  tab.



Now click on Import Accounts

The following window will appear



Use this form to configure up to five remote Internet mail accounts. Mail will be retrieved from remote server and delivered to your Mailbox. The mail will be removed from the remote server and will no longer be accessible from the remote server.

Enter the mail server address, your account user name and password, and your email address on the remote server. You may need to configure your account at the remote server to allow POP3 import. To help identify the source of the messages, choose a unique icon for each account.

"Mail server" may be left blank and mail will be collected from the default POP3 mail server.

An example line has been filled in for you.

	<u>Mail server</u>	<u>User name</u>	<u>Password</u>	<u>Email address</u>
	mail.example.com	dave	••••	dave@example.com
<input type="checkbox"/>				

In Mail server enter : pop.1and1.co.uk
Enter the other required information