

FIRST CLASS TUTORIALS

There are two ways to access the Board e-mail system (First Class). The first involves a program downloaded onto your individual computer (called First Class Client). You can download the program by following the instructions at: <http://fc.ldcsb.on.ca/Clientdownloads/>

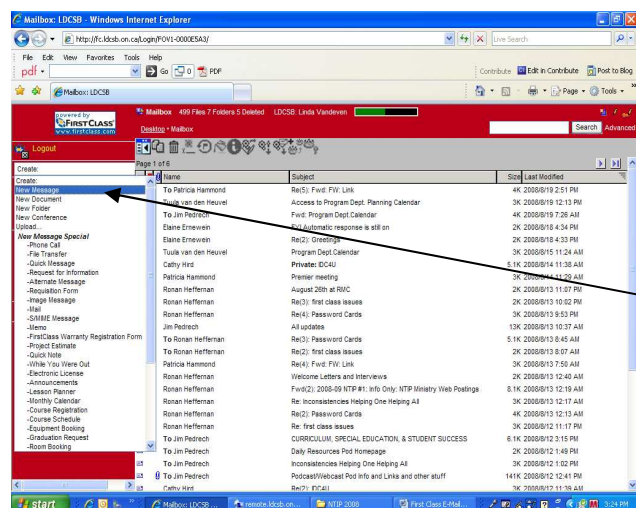
The second is using First Class through your web browser at: <http://fc.ldcsb.on.ca/login/>

Sending an E-Mail in First Class Using the Web Browser Interface

- Start your web browser (e.g., Internet Explorer)
- Go to www.ldcsb.on.ca
- Click on **Resources** → **Staff**
- Click on the **First Class e-Mail link**
- Click on the **Mailbox symbol**
- This brings you to the Log in screen
- Enter your user name and password, then click on the **Login** button

This brings you to your e-mail desktop, which should look something like the picture to the right (just with fewer icons):

- Double Click on the **Mailbox** icon on your desktop



- On the left side, you will see the word **Create** (right under the Logout Link).
- Click on **Create** and a drop down menu will appear.
- Choose **New Message**

- A window will pop up that looks like this:
- Click into **Subject:** line and type
- Click into **To:** line and type name, then hit **Add**. The person's name should come up automatically. If you do not know a full name you can type a portion of it and hit the Add key. A list of all potential First Class accounts that fit that pattern will be displayed. You can then check off the person you want.
- Add any **Cc:** as in the above step
- Type your e-mail message in the large body portion
- Once you have proofread your message, click on the **Send** button near the top right of the screen (You may need to move the horizontal slider bar to the right in order to see the button)
- If the message is sent successfully, you will be returned to the your mailbox and a To....line will be displayed at the top
- Logout if you are done.

