

A Tutorial For Using FirstClass® Client Software:

Using Conferences

SoftArc's FirstClass® Software



FirstClass® Tutorial Using Conferences

Lesson Objective: Able to open and create Conferences, send e-mail, and upload and download files to and from them.


Review of Key Concepts: Conferences are electronic bulletin boards (BBS). Use them just like regular bulletin boards. Electronic mail (e-mail) consists of letters and attachments you address and send to other users who have mailboxes. It is analogous to “snail mail,” i.e., paper mail. Uploading files means that you take a document from your computer and send it to the Server. Downloading files means just the opposite. Use the palette to facilitate the use of FirstClass®.

Formatting is applied only to selected text and objects. To select text, double-click it or click and drag the cursor. To select an object, click on it. To select multiple objects, hold down the *shift* key and click on the desired objects. Choose command (⌘)-A from the Edit menu to select all objects or text. **Use keyboard shortcuts whenever possible.**

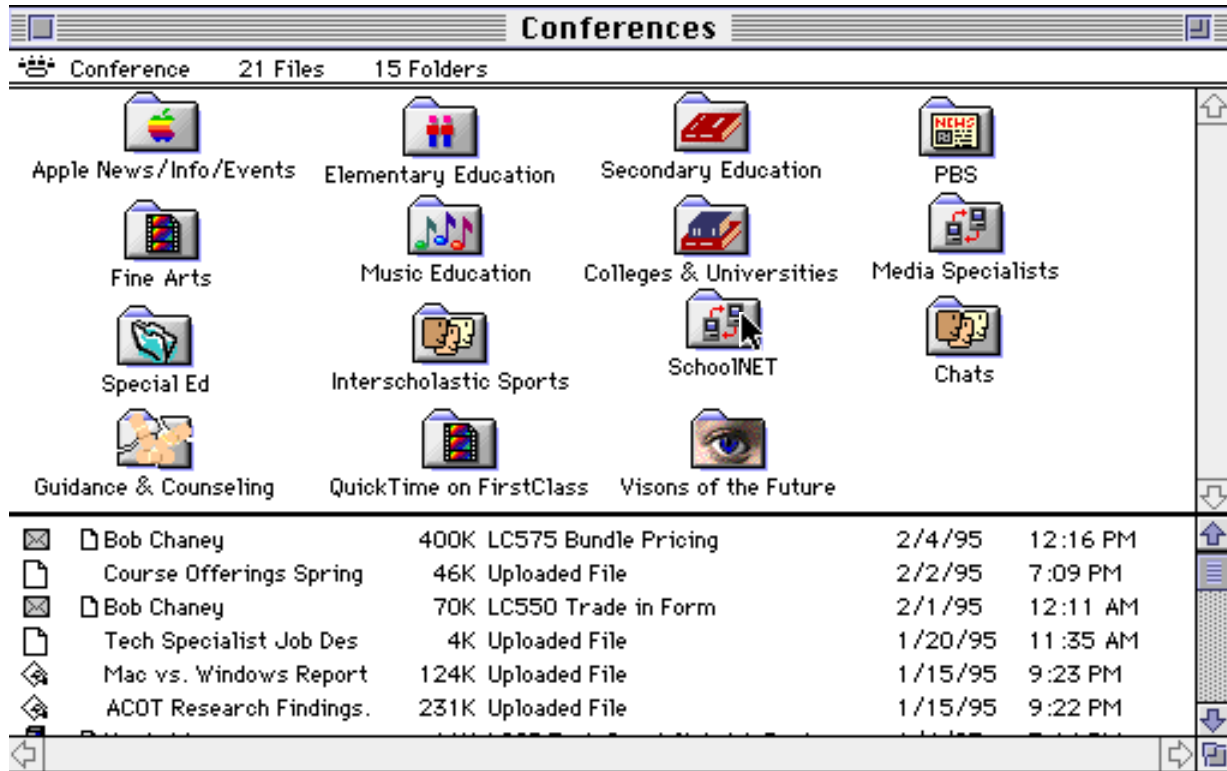
Overview

You can send e-mail to **Conferences**, upload and download files and freeware, and hold public chats. All registered users have the power to create new **Conferences**. However, the administrator is the only one empowered to assign permissions to use them. Without permissions, **Conference** folders are essentially useless.

There are two types of **Conferences**, public and private. Every user has a public **Conferences** Folder on his or her DeskTop (see next page). Private **Conferences** are available only to users who have administrator-issued subscriptions to them. Private **Conferences** can be tailored to meet a school district's particular needs.

NOTE: **Conferences** are listed under the **Directory**. The following icon denotes **Conferences** in the **Directory**: . The essential difference between **Conference** folders and regular folders is that regular folders do not show up in the **Directory**. Therefore, you cannot send e-mail to them. Because **Conference** folders are listed in the **Directory**, you *can* send e-mail to them.

Please turn to the next page.



Uploading/Downloading Files To/From Conferences

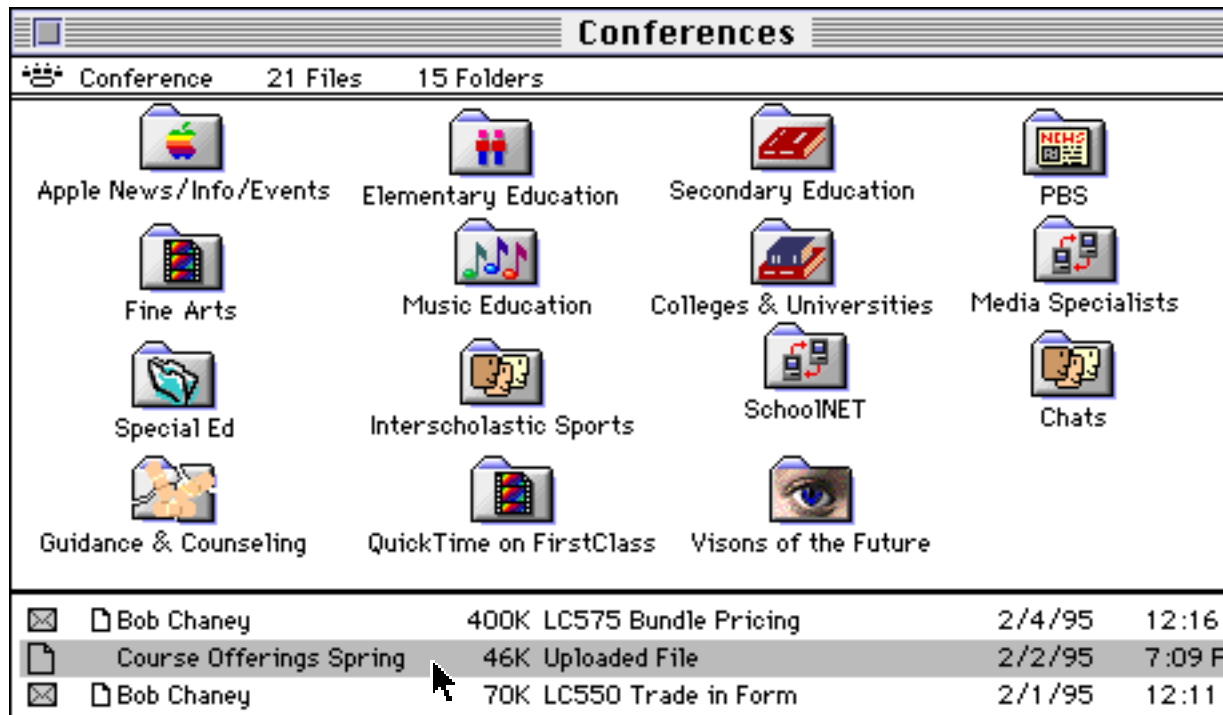
Uploading and downloading files is similar to attaching and saving files discussed in the e-mail tutorial. The only difference is that there is no e-mail involved in uploading/downloading files.

NOTE: You can also upload and download files directly to and from your **MailBox**. The procedures are identical to the ones discussed below.

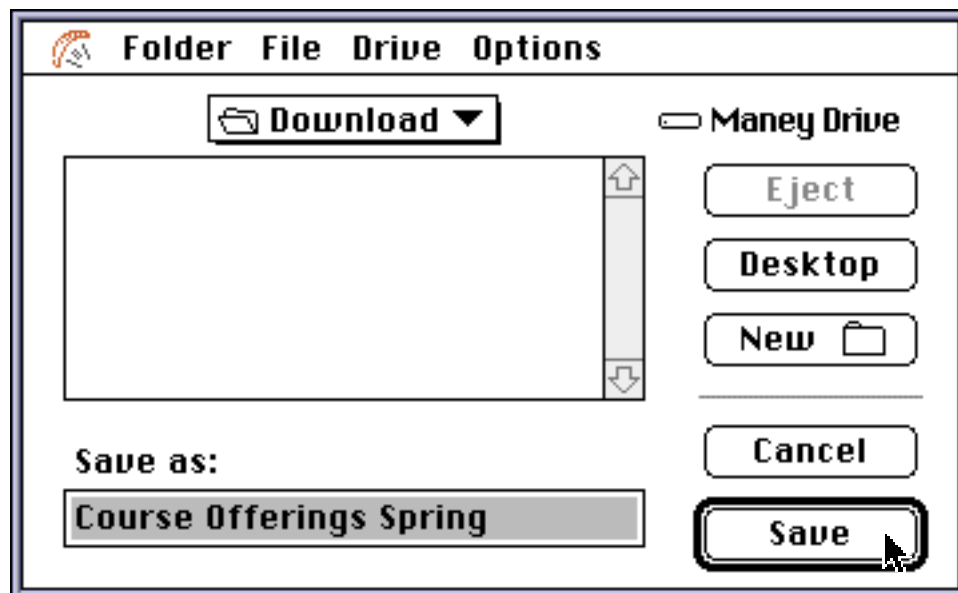
To **download** a file from the **Conferences** folder:

- 🍏 Select the file(s) you want to download. In the example on the next page, the file, "Course Offerings Spring," is *selected* for downloading.

Please turn to the next page.



- Pull down the **File** menu and choose **Download...** The standard Macintosh **navigational window** opens (see below). Use it to find the folder in which to save the file. After you have chosen a folder, click **Save** (or press **RETURN**). The download begins and the **File Transfer Progress** window appears (see next page).



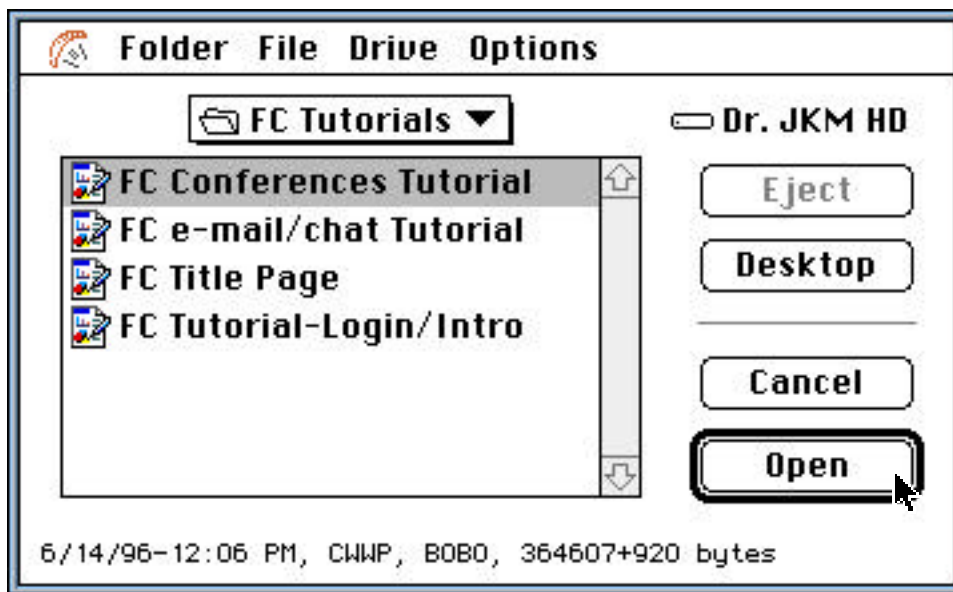
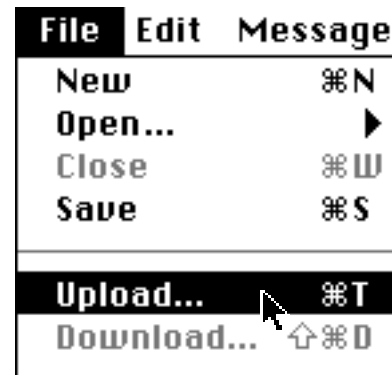


To **upload** a file to the **Conferences** folder (or your **MailBox**):

- Pull down the **File menu** and choose **Upload**. Notice that when you do not have an e-mail window open, **Attach File** changes to **Upload** in the menu.

- The standard Macintosh **navigational window** opens (see below). Use it to find the file that you want to upload. After you have chosen a file, click **Open** (or press **RETURN**). In this case, the file, "FC Conferences Tutorial," is *selected* for uploading

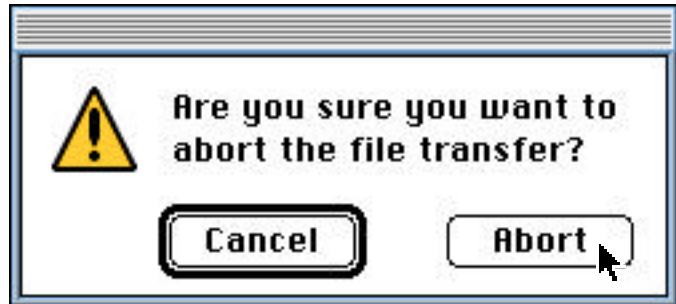
NOTE: You can only upload one file at a time; whereas, you can download multiple files.



The upload begins and the **File Transfer Progress** window appears.



NOTE: You can abort an upload or download at any time. Click on the close window box in upper left corner of the **File Transfer Progress** window. You receive the message to the right. Click **Abort**.



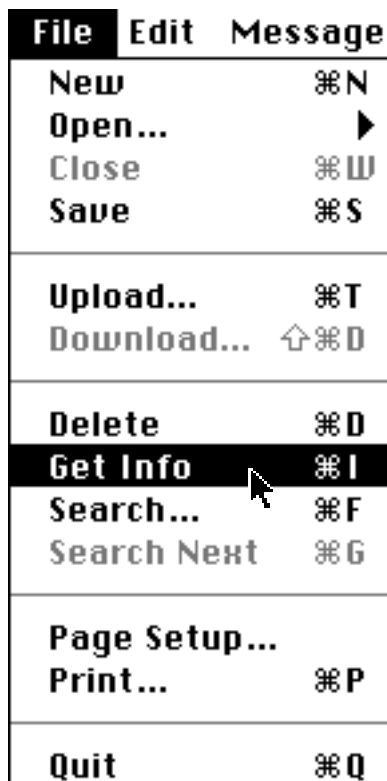
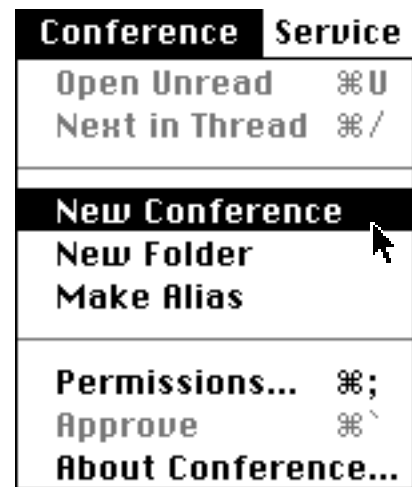
Creating New Conferences

To create a new **Conference**:

- Open the **Conferences** folder.
- Pull down the **Conference** menu and choose **New Conference**. A **New Conference** folder appears.



- While the folder is still *selected*, pull down the **File** menu (below left) and choose **Get Info**. The **New Conferences Info** window opens (below right). Name your new **Conference** and then double-click the folder's icon in the upper left corner of the



window.



- A window containing new icons opens. Use the scroll bar to find an icon to your liking and then double-click that icon.

- The generic folder's icon changes to your selected icon (see examples below and to the right).



- Click the **Protected** and **Auto Open** boxes. The former protects against accidental deletion of your **Conference** folder. That latter causes the **Conference** to automatically open whenever new files, e-mail, or folders are placed in it (a great irritation to others!).

- Close the window (see right). The **Save Changes** window appears. Click **Save** (or press **RETURN**).

- Contact Glenn Eichel or Kevin Maney via e-mail to notify them of your new **Conference** folder. They will then assign permissions to it.

