

Help ID: Sort order: 0

Title: FirstClass Quick Ref - Webmail

Category: Quick Refs

Keywords:

Platform:

<< URL: >> URL:

Custom toolbar
button:



Name:

URL:

Command:

Tooltip:

FirstClass 7 Quick Reference for Webmail browsers

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SOF3023.0A

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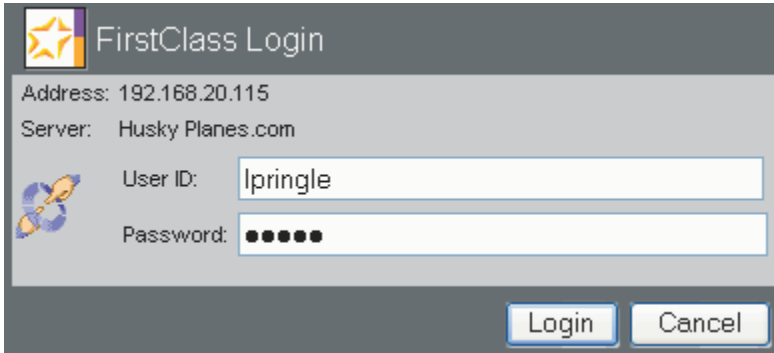
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Logging into a server

- 1 Enter the [URL](http://www.centrinity.com/login) 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.



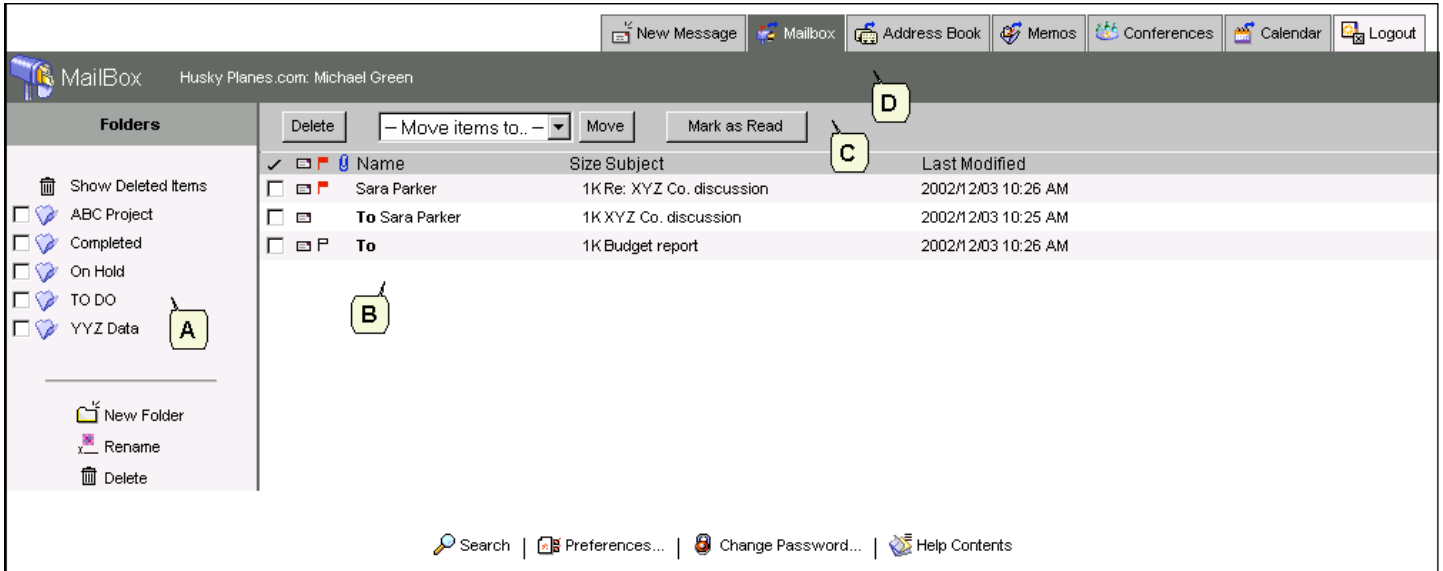
The image shows a 'FirstClass Login' dialog box. At the top left is a star icon. Below it, the text 'Address: 192.168.20.115' and 'Server: Husky Planes.com' is displayed. To the left of the input fields is a circular icon with four arrows. The 'User ID:' field contains the text 'lpringle'. The 'Password:' field contains six black dots. At the bottom right, there are two buttons: 'Login' and 'Cancel'.

- 3 Click Login to open your FirstClass session.

The FirstClass Webmail interface

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

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



Standard page elements

A - left pane

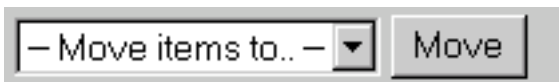
This view is split into two [panes](#). The upper pane contents are shown as small icons and text.

B - right pane

The right pane contents are shown as a list, which presents information about each object in columnar format.

C - toolbar

Each page has its own toolbar. Clicking a toolbar button tells FirstClass to perform that command. For example, the "Move to" dropdown list box on the Mailbox tab lets you choose a folder to move selected objects into:



D - page summary

This bar shows the page name, the server, and your user name.

Standard objects

The list of standard objects you see may be different depending upon how much authority you have.

New Message

Allows you to compose a new message to send.

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](#).

Memos

Contains documents you can use to store information and make notes.

Conference(s)

The name of this tab may be different depending upon what your administrator chooses. It may provide access to one conference, or multiple conferences.

Calendar

Your personal calendar.

Help Contents

Contains online help.

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

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 the New Message tab.
- 2 Address the message.

The screenshot shows a webmail 'Message' form. At the top right are 'Send' and 'Save' buttons. The 'From' field is 'Michael Green'. The 'Subject' field contains 'Budget report'. The 'To' field has 'Amanda Ho' and an 'Add' button. The 'Cc' field has 'Amanda Clark' and 'Michael Hill' with an 'Add' button. The 'Bcc' field is empty with an 'Add' button. The 'Attachments' field is empty with 'Browse...' and 'Attach...' buttons.

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 in the To, Cc, or Bcc field, and click Add. 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

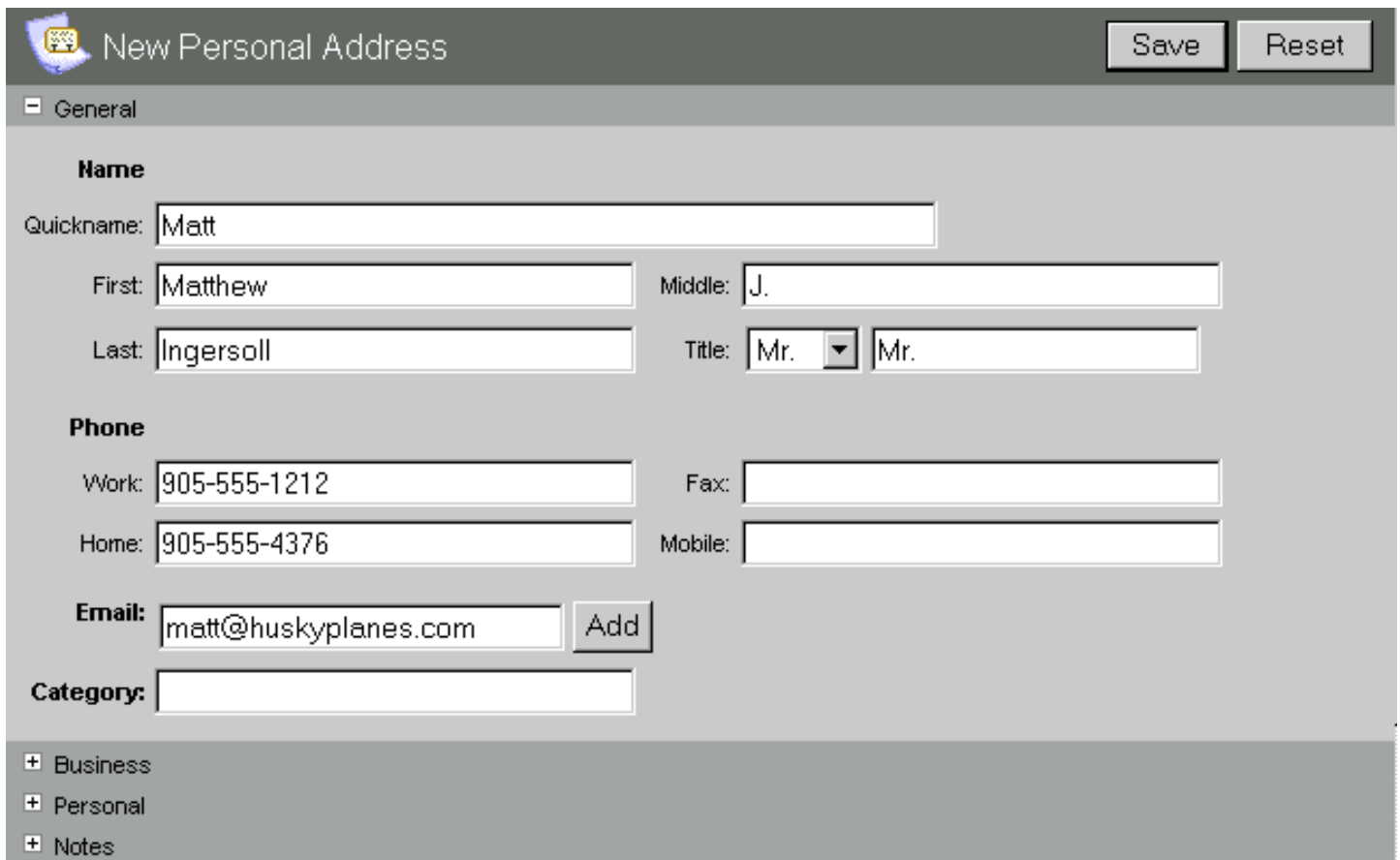
To [download](#) a file attached to a message, use your web browser's standard download feature.

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 the Address Book tab.
- 2 Click New Address.
- 3 Update the [New Personal Address form](#).



The screenshot shows a webmail interface for adding a new personal address. The form is titled "New Personal Address" and has "Save" and "Reset" buttons in the top right corner. The form is organized into sections: "General", "Name", "Phone", "Email", and "Category".

General

Name

Quickname:

First: Middle:

Last: Title:

Phone

Work: Fax:

Home: Mobile:

Email:

Category:

Business
 Personal
 Notes

- 4 Click Save.

Note

Click Reset to cancel changes.

Creating a mail list

- 1 Click the Address Book tab.
- 2 Click New Mail List.
- 3 Update the [New Personal Mail List form](#).

 Book Reviewers

Name:

Members:   Sara Vandenberg
  Roy Summerville

4 Click Save.

Note

Click Reset to cancel changes.

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:

The screenshot shows a webmail calendar interface. At the top, there is a title bar with a calendar icon, the word "Calendar", and navigation arrows. The date range is "< Sep 22, 2002 - Sep 28, 2002 >". To the right, it says "This Week" followed by dropdown menus for "September", "23", and "2002", and a "Go" button. Below the title bar are three buttons: "Delete", "New Event", and "New Task". To the right of these are three view options: "View Today List", "View by Day", and "View by Month". The main area is a table with columns for the day of the week and the date, and a list of events and tasks for each day. The events and tasks are listed with checkboxes and icons. The event "meeting with Sara" on Tuesday, September 24, is highlighted in blue.

Day	Date	Event/Task
Sun	22	<input type="checkbox"/> 9:00 AM church
Mon	23	<input type="checkbox"/> Prep. product desc. for Husky 727 <input type="checkbox"/> Prep. mailing list for PR <input type="checkbox"/> GOAL: Sell HK-54 this week
Tue	24	<input type="checkbox"/> 6:00 AM gym <input type="checkbox"/> 10:00 AM meeting with Sara
Wed	25	
Thu	26	<input type="checkbox"/> 6:00 AM gym
Fri	27	
Sat	28	<input type="checkbox"/> 6:00 AM gym

To view the calendar by month, week, or day, click the appropriate option in the title bar.

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.

New Calendar Event [Save] [Reset]

Event

From: Michael Green

Description:

Starts at: Sep 23 2002 12:00 AM

Duration: 1 Hour 1 Hour

Time zone: (GMT-5:00) Eastern Time (US & Canada)

Location:

Color: R:255 G:255 B:255

Category:

Show time as: Busy

Sensitivity: Normal

Priority: Normal

Attachments: [Browse...] [Attach...]

+ Scheduling
+ Repeat
+ Reminders

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.

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

 **New Calendar Task** Save Reset

From:  Michael Green

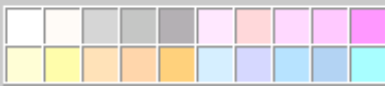
Description:

Task state:

Completed on:

Starts at:

Due at:

Color:  R G B

Category:

Sensitivity:

Priority:

Attachments:

Reminders

Generate reminders:

Time before start and due dates:

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.