

# Conferences



## Posting a New Message to a Conference

1. Double-click on the conference, to which, you want to post a message.
2. Click on the "New" button located within the toolbar at the top of the conference window. Since you clicked on the "New" button within a conference, the "To:" section of the message will already have the name of the conference within it. Compose and send your message in the exact same manner as you would a message with your mailbox.

## Replying to a Post

1. Click the "Reply" button in the message, to which you want to respond.
2. Type your message.
3. Click "Send"

## Viewing the History of a Message

1. Right-click the message, in which, you want to view it's history.
2. Select "History".

In the "History" window that appears, you are able to see.

- When the message was created and by whom
- When the message was sent
- Who read the message and when
- Who replied to the message and when



**SUNY State College of Optometry**  
Office of Information Technology  
(212) 538-5731

IT Helpdesk  
212-938-5730

E-Mail Helpdesk  
[helpdesk@sunyopt.edu](mailto:helpdesk@sunyopt.edu)

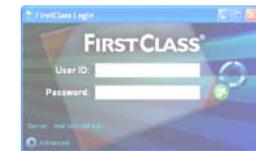
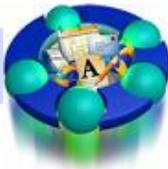


Sample FirstClass Desktop

|  |  |
|--|--|
|  <b>Desktop</b>           | Makes the FirstClass desktop active.                               |
|  <b>Mail</b>              | Read, send and sort messages.                                      |
|  <b>Calendar</b>          | Schedules, meetings, events, and tasks.                            |
|  <b>Contacts</b>          | Add contact information of colleagues and students.                |
|  <b>Conferences</b>       | Participate in online discussions.                                 |
|  <b>Instant Message</b> | Invite a private chat with colleagues.                             |
|  <b>Workspaces</b>      | Share file and have discussions online with team members.          |
|  <b>Documents</b>       | Create word processing documents and slideshows within FirstClass. |
|  <b>Web Publishing</b>  | Create web content documents.                                      |
|  <b>Bookmarks</b>       | Store the links to favorite websites.                              |
|  <b>File Storage</b>    | Store personal files within FirstClass.                            |



## Logging into FirstClass



### Client Login

1. To log into FirstClass through a client loaded onto your computer, double click on the FirstClass icon located on the desktop of your computer.
2. The FirstClass login box will appear on your screen. Within the user ID field, type in your **Username** (ex. *jsmith*). Within the Password field type in your **Password**.
3. Click the Login button in the right-hand corner of the form.



### Web Client

1. To access the FirstClass login site, type in <http://mail.sunyopt.edu/Login/> within your internet browser.
2. Within the user ID field, type in your **Username** (ex. *jsmith*). Within the Password field type in your **Password**.
3. Click the login button in the right-hand corner of the form.

# Email



## Create a New Message

1. Open your Mailbox by double clicking on the **Mailbox** icon on the FirstClass desktop.
2. Click on the **"New"** button within the toolbar at the top of the window.
3. When the new message window opens, click in the input box next to **"To:"** To address your message to someone, type the first couple letters of the person's first or last name. A list of users from the directory will appear.
4. Click on the name of the recipient.
5. Type a specific title for your message next to the **"Subject"** input box. Type your message at the bottom of the window. Click on the **"Send"** button in the upper left-hand corner of the window.

## Attach a File to a Message

1. In the toolbar at the top of your message window, click on the **"Attach"** button.
2. The "Upload File" window will open. Within this window, navigate to the document that you would like to attach and double click on it.

## Filter messages

1. Click on one of the messages within your Mailbox.
2. Click on **"View"** in the toolbar at the top of the window. Select **"Filter"** from the list that appears and after select the type of filter.

## Replying to a Message

1. Select or open the message.
2. Select any text that you want to quote in your reply.
3. Create a reply in one of the following ways:

| TO   | DO THIS  |           |   |              |   |                  |   |                       |  |
|--|--|-----------|---|--------------|---|------------------|---|-----------------------|--|
| Create a reply addressed to your default recipients as specified in your preferences | Choose Message > Reply   |           |   |              |   |                  |   |                       |  |
| Create a reply addressed to recipients other than your default recipients.           | Choose Message> Reply Special, then one of the following<br><br><table border="0"> <tr> <td>Reply All</td> <td>Creates a reply addressed to the sender and the other original recipients. The sender's name is placed in the "To" field. The original recipients are placed in the "Cc" field.</td> </tr> <tr> <td>Reply Sender</td> <td>Creates a reply addressed to just the sender.</td> </tr> <tr> <td>Reply Conference</td> <td>Creates a reply addressed to just the conference that contains the message.</td> </tr> <tr> <td>Reply Original Author</td> <td>Creates a reply addressed to just the original sender.</td> </tr> </table> | Reply All | Creates a reply addressed to the sender and the other original recipients. The sender's name is placed in the "To" field. The original recipients are placed in the "Cc" field. | Reply Sender | Creates a reply addressed to just the sender. | Reply Conference | Creates a reply addressed to just the conference that contains the message. | Reply Original Author | Creates a reply addressed to just the original sender. |
| Reply All  | Creates a reply addressed to the sender and the other original recipients. The sender's name is placed in the "To" field. The original recipients are placed in the "Cc" field.  |           |   |              |   |                  |   |                       |  |
| Reply Sender   | Creates a reply addressed to just the sender.  |           |   |              |   |                  |   |                       |  |
| Reply Conference   | Creates a reply addressed to just the conference that contains the message.  |           |   |              |   |                  |   |                       |  |
| Reply Original Author  | Creates a reply addressed to just the original sender.   |           |   |              |   |                  |   |                       |  |

## Forwarding a Message

1. Select or open the message
2. Create a copy of the message by choosing Message > Forward.
3. Address the message.
4. Make any changes you want to the message body.
5. Send the message.



# Calendar

## Creating a Quick Event

1. Click on a specific date within your calendar.
2. Type in the name of your event.
3. To adjust the times in which the event starts at, move your cursor to the left of the event time. The cursor should then change from an arrow to a picture of a clock with an arrow above and below it.
4. Once the clock symbol with the up and down arrows appears, you can click and drag up to make the time of the event earlier and click and drag down to make the time of the event later.

## Creating a Detailed Event

1. Click on the **"New"** button located within the toolbar at the top of the calendar window.
2. The Detailed Event window will open. Begin by filling in any information you may require for your event within the **"Event"** tab.
3. Click on the **"Participants"** tab at the top of the window to send an invite others to your event.
4. In the box beneath your name, enter the name of the individuals you are inviting.
5. Click on the **"Advanced"** tab at the top of the window and select any options.
6. Click **"Save and Close"**

## Creating a New Task

1. Click on the arrow next to the **"New"** button within the toolbar at the top of your calendar window. In the menu that appears, select **"New"** and in the following menu, click on **"New Task"**
2. Within the **"Task"** tab, you are able to write a description for the task, when the task starts at, when it is due, and how high of a priority it is, set reminders, and monitor completion.

# Workspaces



## Creating a New Workspace

1. Double-click on the workspaces icon located on the FirstClass desktop window.
2. Click on the **"New Workspace"** button located within the toolbar at the top of the window.
3. Another window will open. Click on the "Empty Workspace" icon.
4. Name your workspace. It should be highlighted and blinking. Type the new name over the default name and press **"Enter"** Or, right-click the default name, select **"Rename"** and change the default name.

## Adding Applications to a Workspace

1. Click on the **"Add Application"** button located within the toolbar at the top of your workspace window.
2. Double-click on the application that you would like to add to the workspace.

## Adding Members to a Workspace

1. Click on the **"Workspace Members"** button located within the toolbar at the top of the workspace window.
2. Your name will appear in approximately the center of the window. Below this is a white input box. Click in this box, type the name of an individual you are allowing to be a member, and press **"Enter"**.
3. Click the "Close" button.

## Deleting a Workspace

1. Click on the workspace that you would like to delete.
2. Click on the **"Delete"** button located within the toolbar at the top of the window.