



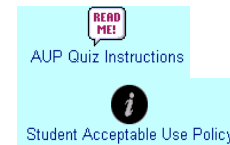
## :: Setting up & Using FirstClass ::

As a School District #36 student, you have a SurreyNet account. This account features email, a calendar, conferences, and access to many resources. Your SurreyNet account uses software called FirstClass. From this point forward, your account will be referred to as your [FirstClass account](#).

### To set-up your FirstClass Account for the very first time:

Before you begin, you MUST review the technology section of the Progressive Discipline Policy at EMS, found in pages 15 and 16 of your student agenda.

- 1) Your teacher will provide you with a User ID: \_\_\_\_\_ .  
You cannot choose or change your User ID.
- 2) Your teacher will also provide you with a temporary password:  
\_\_\_\_\_. You will use this password only for the first day.
- 3) Log in using your User ID and password. In your first login, you MUST complete the AUP quiz and obtain a perfect score before continuing.
  - a. First, read the instructions carefully.
  - b. Then, choose **Student Acceptable Use Policy (AUP)**.
  - c. READ thoroughly and carefully.
  - d. Then, take the quiz.
  - e. Score perfectly.
  - f. Log off your First Class Account. Log back on.



### To change your password:

- 1) On the top menu, select **Collaborate**, and choose "Change Password."
- 2) Type in your old password (given to you by Mr. Lee).
- 3) Then come up with a new password and type it twice.  
(You might want to use the same password as your School Account Log in)
- 4) NEVER GIVE OUT YOUR PASSWORD TO ANYONE.  
You are responsible for your own account.



### Your FirstClass Email address:

- 1) Your FirstClass email address is made up of your User ID plus "sd36.bc.ca" For example, if your User ID is a.student, then your email is a.student@sd36.bc.ca
- 2) Write down your FirstClass email address here:  
\_\_\_\_\_

## CONGRATULATIONS! YOU ARE NOW READY TO USE FIRSTCLASS!

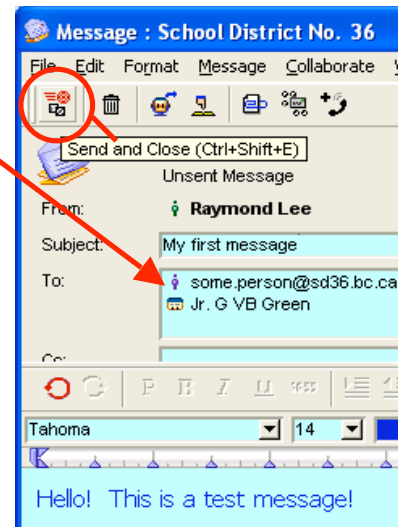
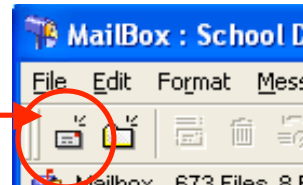
### Reading messages:

- 1) Click on the mailbox icon on your FirstClass desktop.
- 2) To read a message, simply double click it.
- 3) A red flag beside a message indicates an UNREAD message.
- 4) You can delete a message by pressing "delete" on your keyboard.



### Sending messages:

- 1) Click the **New Message** icon OR press **Ctrl N**.
- 2) Type information into the "Subject:" box.
- 3) Enter email address(es) in the "To:" box. Make sure that you press Enter after entering address(es). You'll know they're added correctly when you see a tiny icon beside the addresses.
- 4) Type out your message.
- 5) When you are done, click the **Send & Close** icon.
- 6) Your mailbox will keep a record of your sent email.



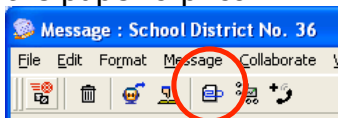
**Tip:** If your contact is a student in this school district, has a valid account, you don't need to add the "sd36.bc.ca" in the "To:" box! For example, to e-mail Markus Bertuzzi, you only need to type "Markus Bertuzzi" instead of the full address!

**Tip:** FirstClass has a directory. To find it, go to **Collaborate, Directory**. Type in your first name in the **pattern** box and click OK. You can even sort! Bold names indicate those people who are online.

**Tip:** You cannot see Surrey staff members in your directory.

### Sending an attachment with your email:

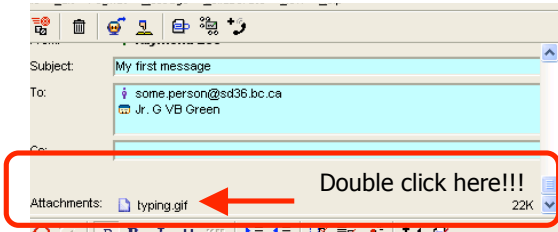
- 1) Open a **New Message**. Enter all information.
- 2) To attach a file, choose **File** then **Attach** OR click the paper clip icon.



- 3) Choose the file you wish to attach. A new box appears, transferring the file. If you have sound, you will hear a "pop" when the file has been attached.
- 4) You should also see the file name in the Attachments: box. Ensure that the little purple icon beside the file is SOLID (not half full).
- 5) Finish your message. Send. Your mailbox will show a paper clip beside each message you send with an attachment.

## Opening up an attachment that someone else has sent you:

- 1) Open the message.
- 2) Double click the attachment file. You'll hear a "pop" sound when the file is fully open. You can save the file once it's open.



## Directly saving an attachment that someone else has sent you:

- 1) Open the message.
- 2) Place cursor over file, right click and choose "Save Attachment."
- 3) Save file to your computer.



## Creating a Signature:

- 1) Mr. Lee's signature looks like this:
- 2) A signature allows you to add information to the end of each e-mail that you send out. Signatures are purposeful because you don't have to add the same information each time you send an e-mail.
- 3) Most signatures include a name, title, school and perhaps a quote or motto.
- 4) To set up your signature, first go to **Edit**, then **Preferences**. Select **Messaging**. Then **Signature**.
- 5) Enter the information and click **Apply**, then **OK**.

Mr. Raymond Lee  
Planning & Business Education Departments  
Jr. Girls Volleyball Head Coach  
  
EMSS  
604-531-8354 ext318  
www.sd36.bc.ca/earlma/lee

**Tip:** DO NOT include your phone number or private personal information in your signature.

## Changing Email Text:

- 1) Go to **Edit**, then **Preferences**. Select **Content**. Then **Edit**.
- 2) Change your text preferences. Click **Apply**, then **OK**.

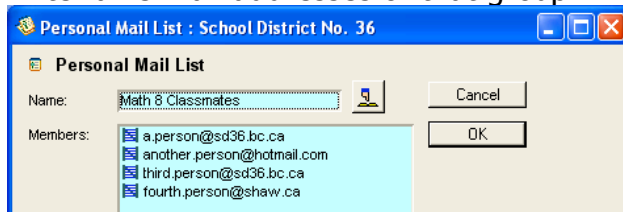
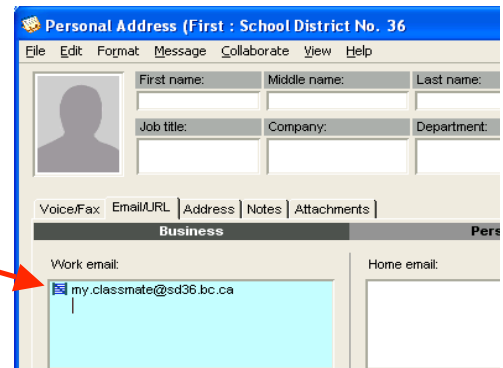
## Résumé:

- 1) A FirstClass résumé is not like a job résumé. It's more like a profile. If you create one, it can be seen by anyone with a FirstClass account.
- 2) To set up your resume, go to **File**, **Open**, then **Résumé**. Enter your information. You can also add a picture or background. Click the "x" at top right to save & exit.

**Tip:** DO NOT include your phone number or private personal information in your résumé.

## Keeping track of your Contacts List:

- 1) Click on **Contacts**.
- 2) To enter a single e-mail address, choose **File, New, New Contact**.
- 3) Enter e-mail address in box.
- 4) Enter any additional information.
- 5) You can also create a GROUP of e-mail addresses. To do this, choose **File, New, New Mail List**. Name the Group.
- 6) Enter all e-mail addresses of that group.

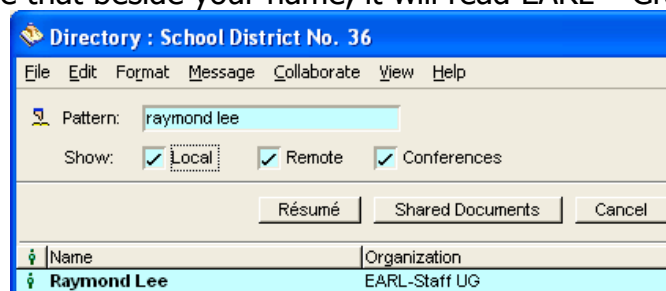


**Tip:** You can add people to your Contacts list straight from e-mail messages. Just open the message, place cursor over person's e-mail address, right click and choose "Add to Contacts Folder"!

- 7) You can create many mail lists. When you wish to send an e-mail to that group, enter the name of the mail list in the **To:** box.

## Directories:

- 1) The directory shows Surrey students with valid accounts.
- 2) Choose **Collaborate, Directory OR Ctrl L**.
- 3) Enter a letter, part of the name or the full name. FirstClass will search the database and come up with matches to the name (first and last.) Try entering your first name and see what happens!
- 4) You can also see that beside your name, it will read EARL – Grade # Student UG.



## Advanced features of FirstClass that you might find useful:

- Use FirstClass to upload and download files. (View, Split, Split Vertical). Highlight file, drag and release into right hand side.
- Calendar function. (Enter events and even reminders!)
- Participate in conferences.
- View your Graduation Portfolio (starting in Grade 10.)
- And much, much more!