



FIRST CLASS EMAIL

Training Manual for Sea Term 2018

Connecting to First Class

From a web browser, go to <https://fcws.maritime.edu> and enter your User ID and password to login to the First Class system.

Email addresses will be in the format of firstname.lastname@kennedy.maritime.edu for cadets and fristinitial+lastname@kennedy.maritime.edu for faculty and crew.

Example:

John Smith – Cadet, student id is 9812543

Email address: john.smith@kennedy.maritime.edu

User ID: john.smith

Password: firstnameinitial in caps + lastnameinitial in caps + _ + studentid
JS_9812543 (temporary)

John Smith – Faculty and crew

Email address: jsmith@kennedy.maritime.edu – Faculty and crew

User ID: jsmith



OPENTEXT™ | FirstClass™

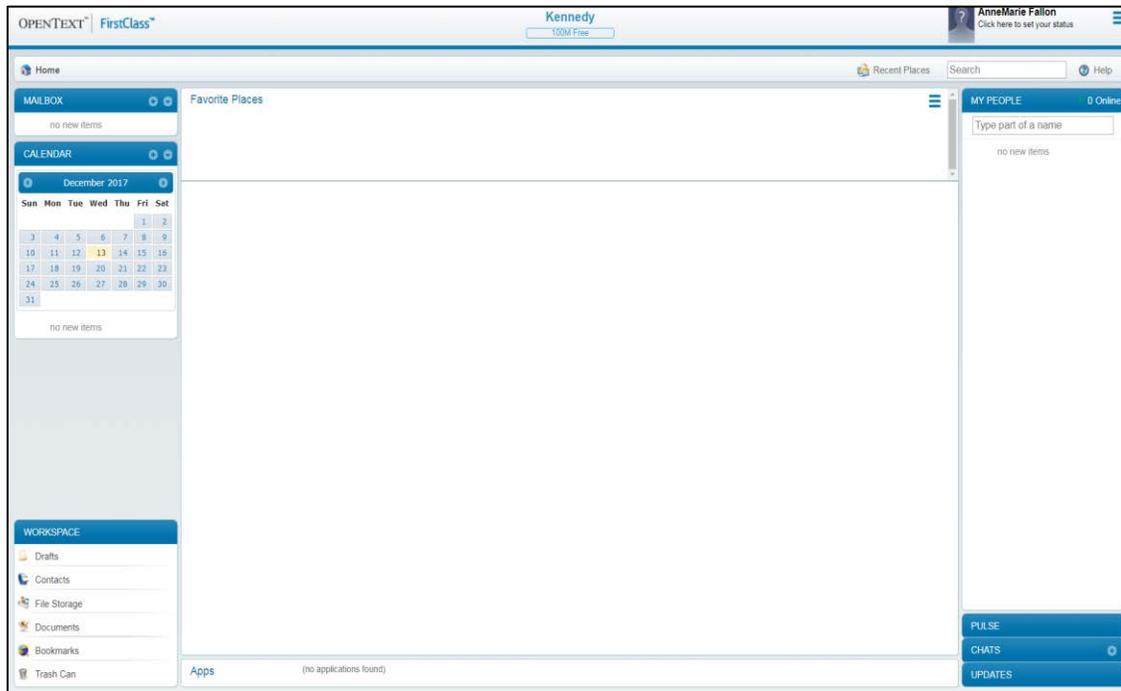
User ID:

Password:

LOGIN

The First Class Desktop

The First Class desktop is the first thing you see when you login to First Class.

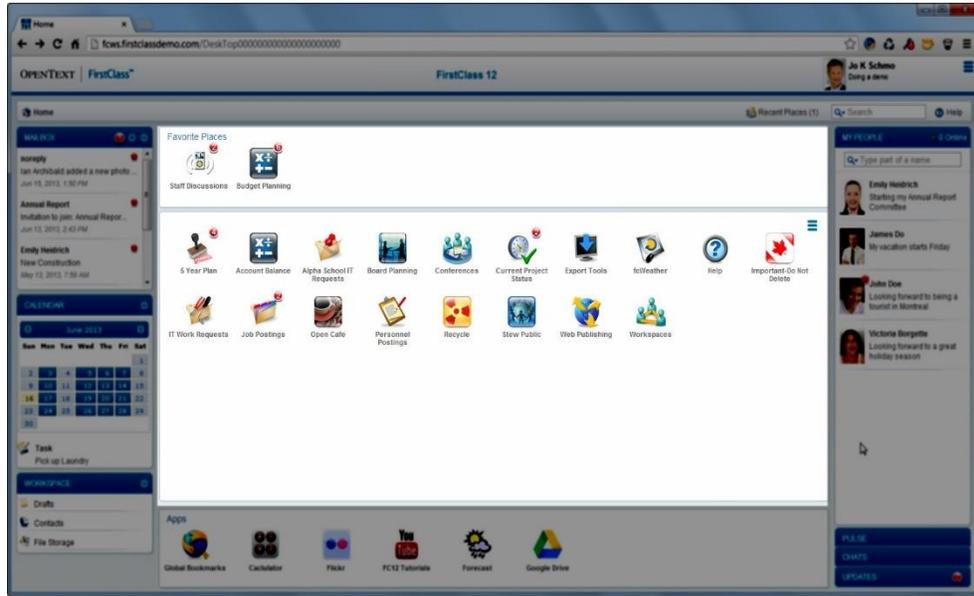


The desktop is divided into panes that contain different features. Most of the panes in the sidebars collapse and expand to reveal the information you want to see. When you click First Class objects to open them, they may open in the central pane, in one of the sidebars, or in a popup window. Objects displayed in any of these places can in turn be clicked to open them.

Where you see an **X** button in the corner of one of these panes, you can close the pane by clicking that button. Objects that open in the central pane are closed using the navigation bar, as described below.

Your homepage

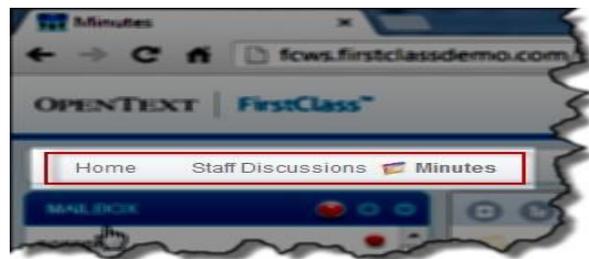
The middle section of the central pane shows all the files and documents, called containers, listed in alphabetical order. This is your homepage.



To open one of these containers in the central pane, click it. Your homepage includes a menu in the top right corner that allows you to create containers on your homepage and view containers that you recently deleted.

The navigation bar

When you open a container in the central pane, it is also represented in the navigation bar above the central pane. If you then open a sub-container, the full path to that sub-container is shown on the navigation bar. This lets you return directly to a container in that path by clicking it.

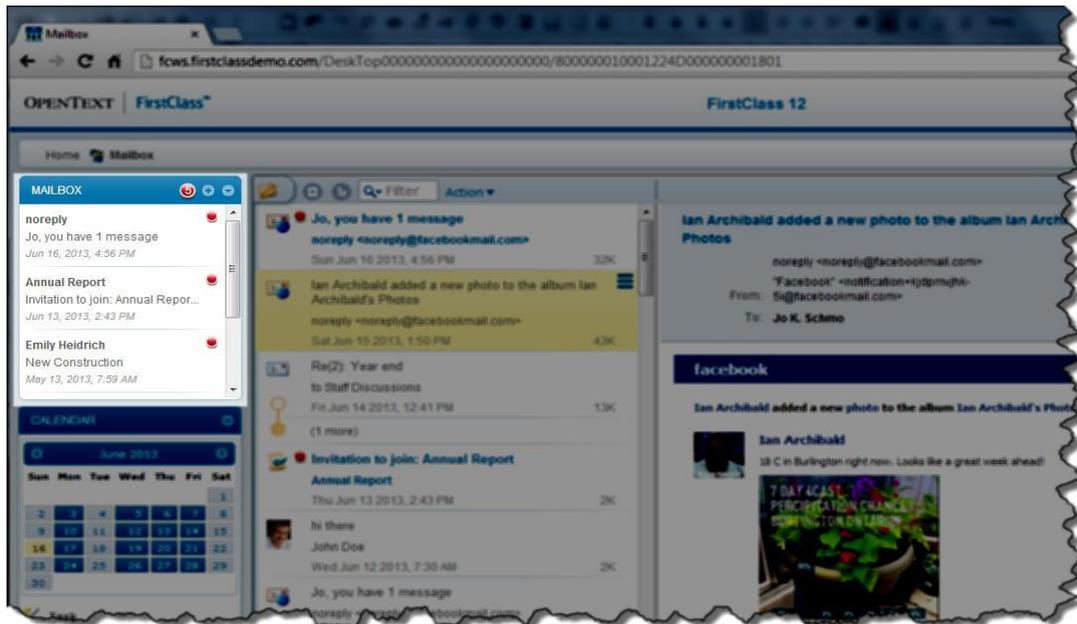


To go directly back to your homepage, click Home on the navigation bar.

First Class Email

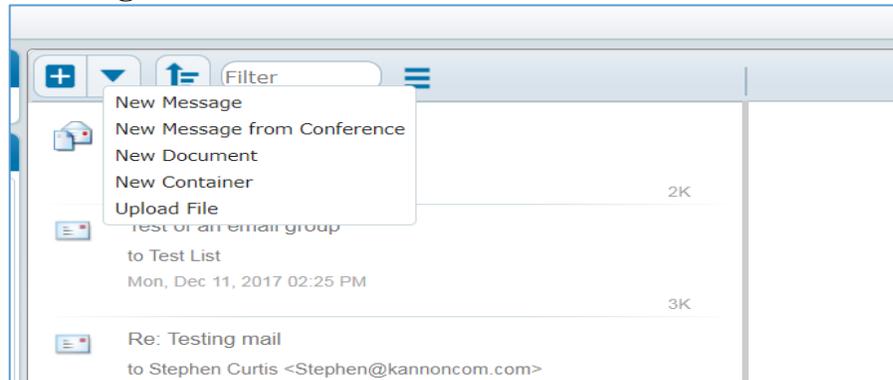
The **MAILBOX** pane in the left sidebar lists all unread items in your mailbox. To open one of these items, click it. Your mailbox opens in the central pane of your desktop, with this item automatically opening. The item disappears from the list of unread items.

To open your entire mailbox without opening an item within it, click the **MAILBOX** title.

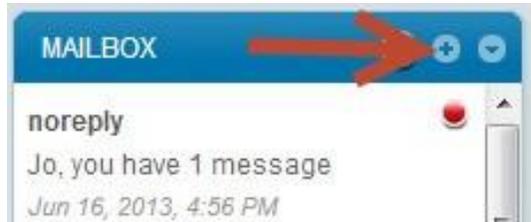


Sending messages

To send a message, choose **New Message** from your mailbox's **New Message** button.

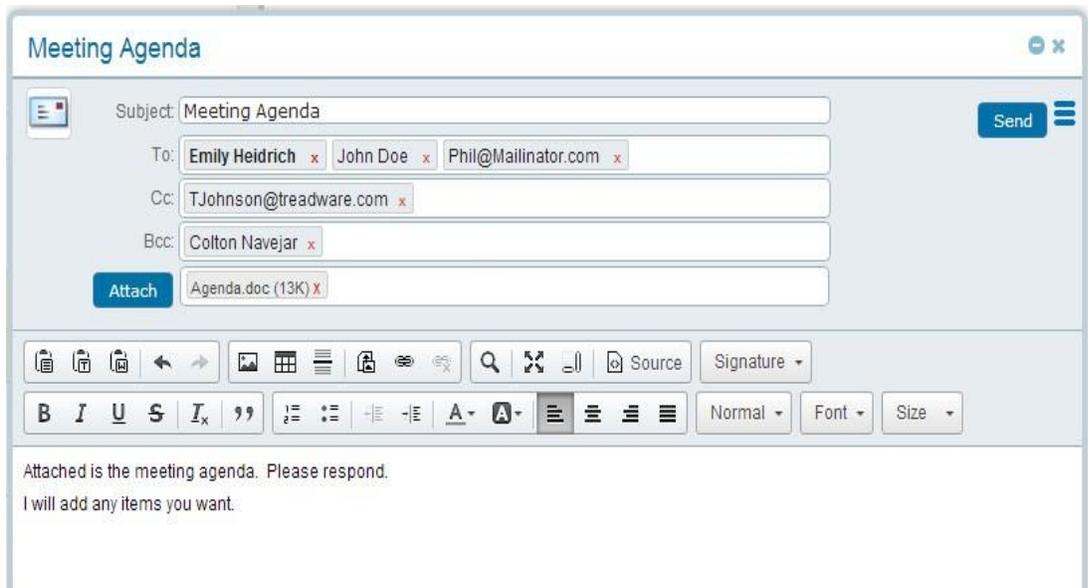


Alternatively, you can click the **New Message** button at the top of the **MAILBOX** pane.

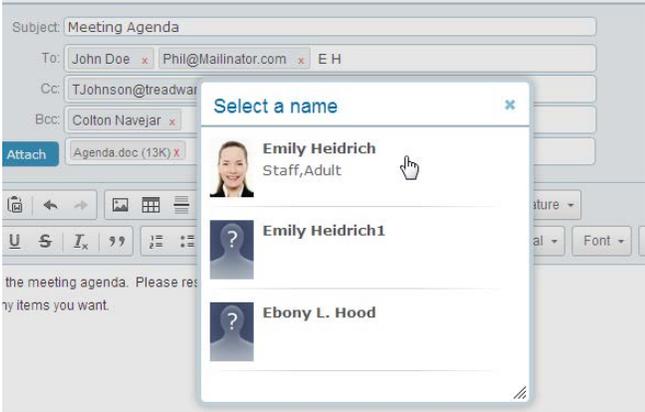


The message form

The email message form consists of a top pane, where you provide information such as the message subject and recipients, and a bottom pane, where you enter and format your message content.



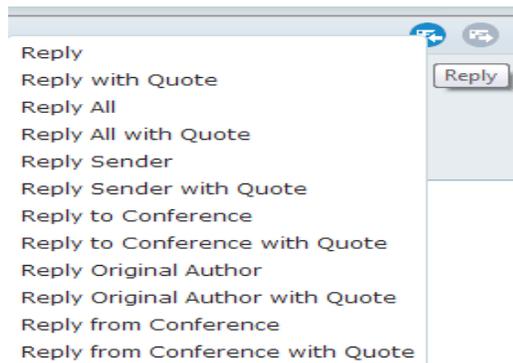
Field	Description
Icon Picker	The icon that will be associated with this message. To change the icon, click the existing icon, then click the icon you want from the popup list. To see additional icons, choose All Icons from the popup's menu.
Subject	The subject of the email message.

<p>To</p>	<p>The recipients' names.</p> <p>Type the name as it appears in the Directory or type an Internet email address and press Tab. For recipients who are in the Directory, you can also type a partial name and press Tab, then choose the person you want from the list of matches.</p>  <p>If you type an email address that is in the Directory, the name will resolve to the recipient's Directory name. You can add multiple recipients. To remove a recipient, click the x beside them.</p>
<p>Cc</p>	<p>Recipients who will be copied on the message. Enter their names just as you would enter To names.</p>
<p>Bcc</p>	<p>Recipients who will be blind copied on the message. These recipients won't see the names of any other recipients, and their names will likewise be hidden from the other recipients. Enter their names just as you would enter To names.</p>
<p>Attach</p>	<p>Attaches a file that is on your computer to the message. Browse for and select the file after you click this button.</p> <p>NOTE: Email messages with attachments will not be sent externally from the Kennedy!</p>
<p>Send</p>	<p>Sends the message and closes it.</p>

Menu in upper-hand corner	<p>Delete deletes the message, if you decide you don't want to send the message after all.</p> <p>If you want to keep the message, but not send it yet, Close the message form. It will be saved as a draft.</p> <p>Print opens your computer's standard print form to print this message.</p>
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Replying to messages

To reply to a message, open it and choose the reply you want from the menu.

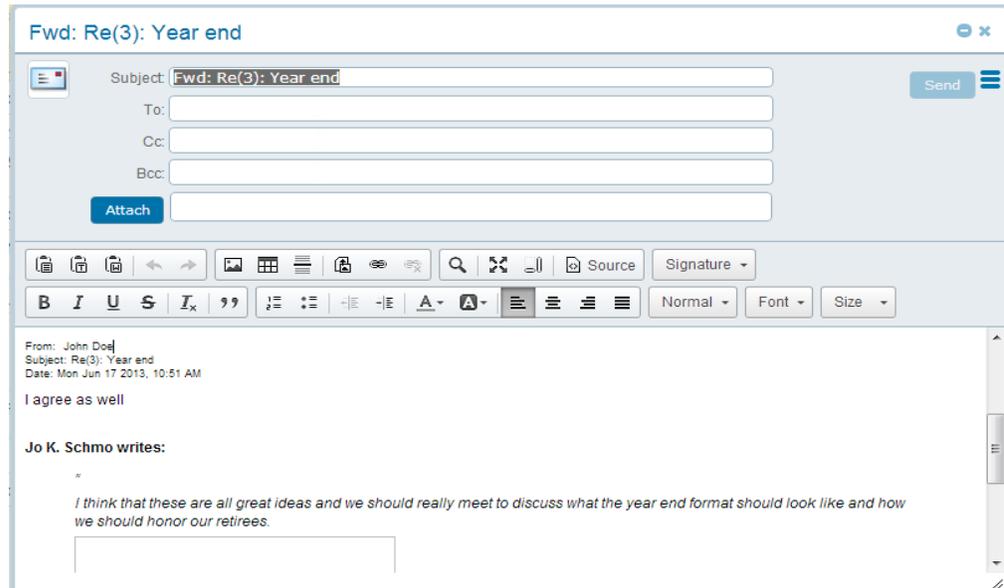


- **Reply** - replies to everyone on the original email message
- **Reply with Quote** - includes the original message in your reply
 *** DO NOT use this option when replying to email in order to save on data usage ***
- **Reply All** - replies to everyone on the original email message
- **Reply Sender** - replies to just the original message's sender

A reply message opens with the same subject and preaddressed. You can update any of the information in the reply's envelope. Type your response in the body area below the envelope, then send the message.

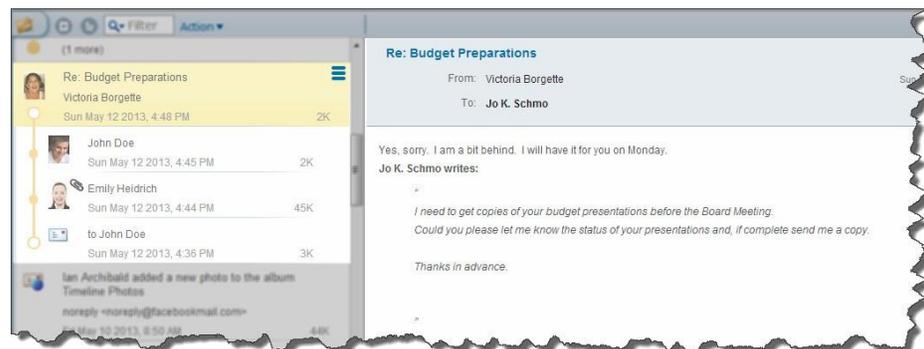
Forwarding messages

To forward a message to someone else, open it, then click the **Forward** button. A forwarded message opens, containing the original message in the body. Update the envelope as desired. You can also add your own text in the body.

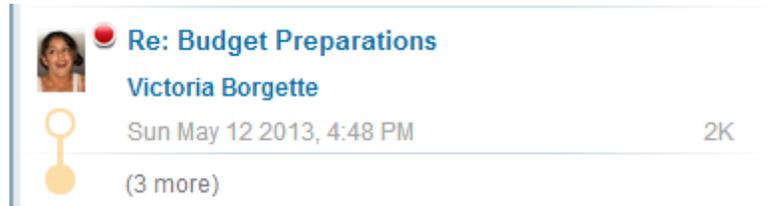


Email Message threads

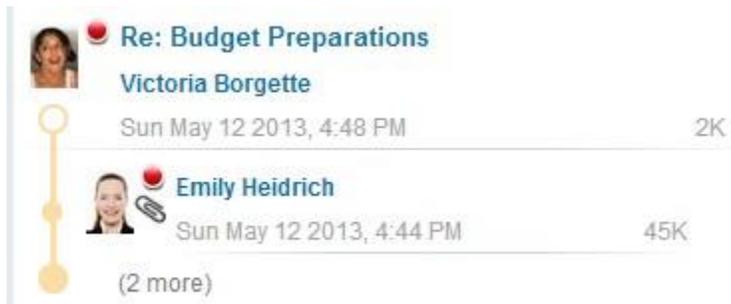
Messages with replies are grouped into threads. A message thread consists of a message plus all the replies that have been made to it. The oldest (original) message is at the bottom of the thread, and the most recent reply is at the top.



If you have read all the messages in a thread, all but the most recent message is collapsed to a single line that indicates how many more messages are in the thread.



If a thread consists of a mixture of read and unread messages, only the read messages are collapsed.



Viewing email messages

To view only certain search email for all content containing a particular word or phrase, type that word or phrase at **Search** on the navigation bar, then press Enter (Return).

Searching for content

To search email for all content containing a particular word or phrase, type that word or phrase at **Search** on the navigation bar, then press Enter (Return).

