

FirstClass Client

(District e-mail)

Stan Lake
David Russell

Open Records

- [Colorado Laws Concerning Public \(Open\) Records](#)

Proper Use

Logging In

- Server: mail.eagleschools.net
- Username:
david.russell(firstname.lastname)
- Password
- System tray: might want to exit (rt click, select exit)

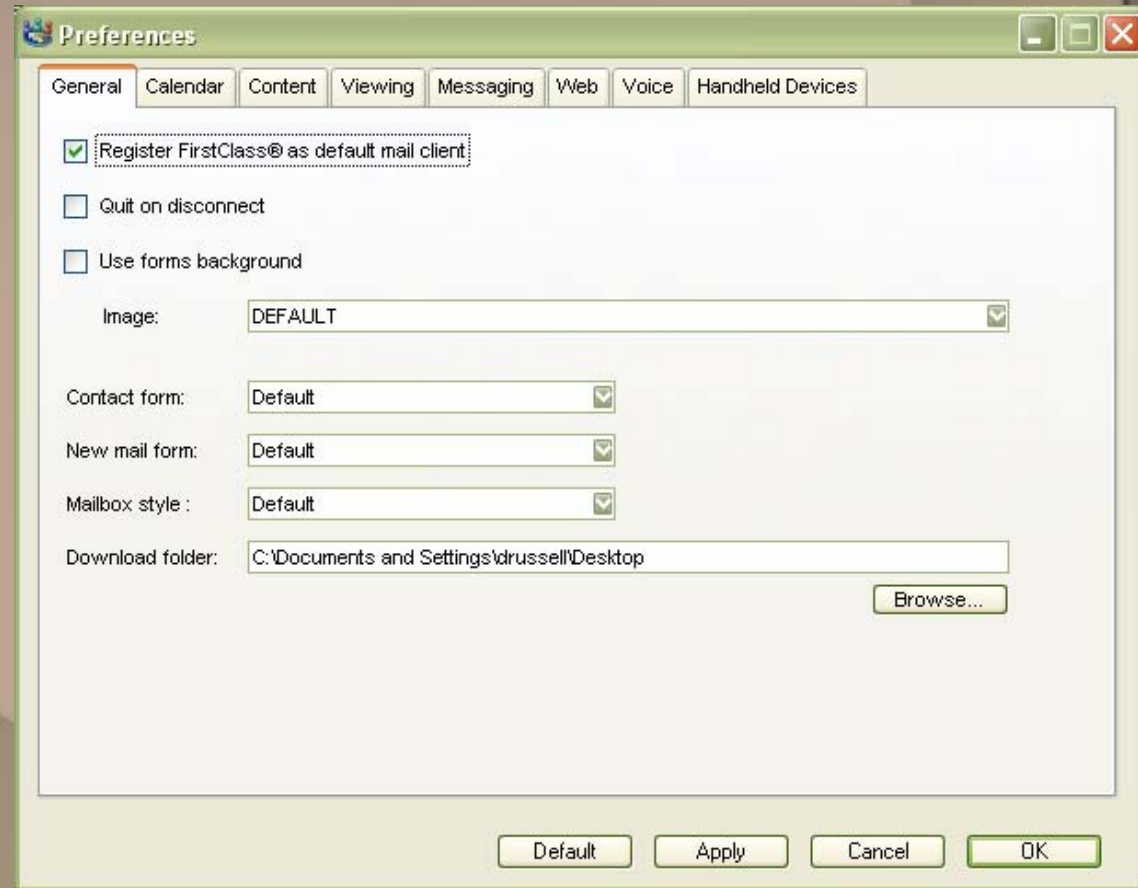
Menu Items

- New
- Find
- Directory
- Who's Online
- Preferences
- Bookmarks
- Exit
- Help



Preferences

- Messaging
 - Automatic Reply
 - Initial Content
 - Added Features



Desktop

- Mailbox
 - Split Screen
 - Sorting
 - View Properties
 - Red Flags
 - **Control**+ - (PC) or Right Click and Select Mark as Read/Unread
 - **Apple** + - (Mac) or Cmd Click and Select Mark as Read/Unread
 - Deleting
 - Show Deleted items : *3 DAYS
 - History

Conferences

- EVHS Staff, BMHS Staff, EES Staff, etc.
 - Proper Use
 - Permissions/Subscribers
- ECSD News
 - Proper Use
- Classifieds
 - Proper Use

Calendar

- New Events

- Event

- Description/Location/Category/Color
 - Starts/Ends at
 - » Date
 - » Time (typing in :30)
 - Reminders

- Participants

- Advanced

Contacts

- Adding
- Deleting