



First Class Conferences

What is a Conference?

A conference allows a group of First Class users to exchange information online. This is used instead of email for important school notices. Staff will check conferences daily for information related to their school/department. Conferences are shared workspaces where groups of people can work together, post documents, participate in discussions, and store project information. The main First Class desktop has two standard conferences: Critical News and Announcements.

How do I access a Conference?

- The "Conference" icon on your desktop allows you to read, contribute, or reply to messages contained within the conference.
- A message with a red flag attached means that it is marked unread for you even if others may have read it.
- Messages with the same subject are threaded (grouped) together.

What is a Threaded Messages?

- Messages are threaded so that those with the same subject are grouped together and then sorted by date.
- You can change the view properties of the conference (e.g. window size, sort order), but unless you are the creator of that conference, the changes will only affect your own view of the conference not that of others who have access to the conference.
- The view properties always revert to the initial conference default view.

How do I Read the Conference Messages?

- To read a specific message in the list, double-click on that message to open it in a new window.
- The header tells you who sent the message, conferences to which the message was sent and the subject of the message.
- If there are any attachments, they will be listed in the header.
- You can quickly move from one message to the next in the same window without closing and opening each one.
- Instead of opening and closing each window message, click the **Next Unread**, **Next in Thread** or **Previous in Thread** buttons on the toolbar of any message.

How do I Post to a Conference?

1. Double click on the Conference you want to send to.
2. Click New Message.
3. The name of the Conference will appear in the **To:** box
4. Type in your **subject** and your **message**.
5. Click Send.

How do I Reply to a Conference Message?

1. Select the conference message you wish to reply to
2. Click "Reply" and First Class will create a reply message addressed to the conference you are in with the subject already filled in.

3. Add the content of the message
4. Click "Send".

How do I Attach a File?

1. Click Message, New Message
2. Fill in the **Subject, To, and Message** fields
3. In the top menu bar, go to File, Attach
4. A window will open up - Find the file you wish to attach
5. Double Click on the file
6. Click Send

How do I save an Attached File?

1. Double Click Conference.
2. Double Click on the message with the attached message you want to open
3. Click once on the attached file. (Attached files will have an icon beside them that looks like a piece of paper.)
4. Select File, Save As.
5. Navigate to the location where attachment should be saved. (Most often your document folder on the server.)

Note: *If the message is deleted, the attached file will also be deleted.*