FirstClass 6 Quick Reference

FIRSTCLASS®
Business Edition

CENTRINITY

FirstClass 6 Quick Reference

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SOF3023.0

Printed in Canada

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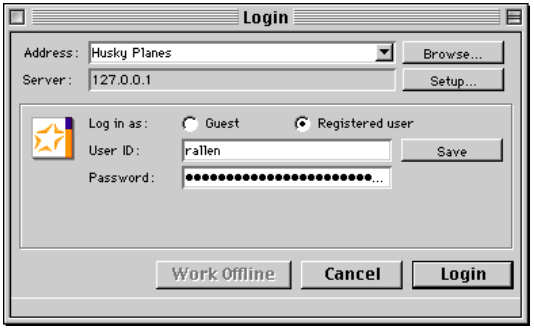
Logging into a server

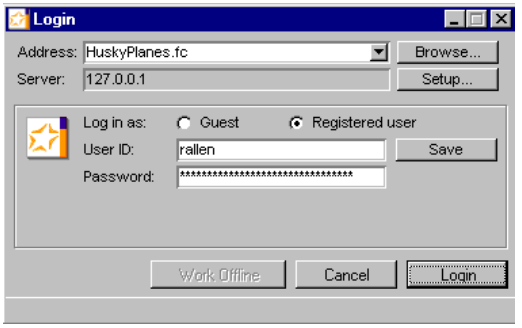
This procedure applies to registered users. If you are a guest user, just fill in File as described here and select Guest.

1. Double-click the FirstClass icon.
2. Fill in the Login screen.

Mac OS Login screen



Windows Login screen



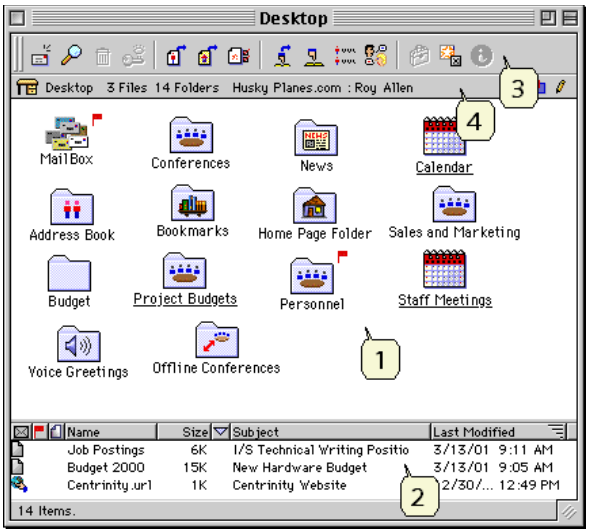
Address	The settings file for the server to which you want to connect. If the settings file is not listed here, click Browse to search for the file. Click Open with the file selected.
Registered user	Make sure this is selected.
User ID	Your user ID on this server.
Password	Your password on this server.

3. Click Login to open your FirstClass Desktop.

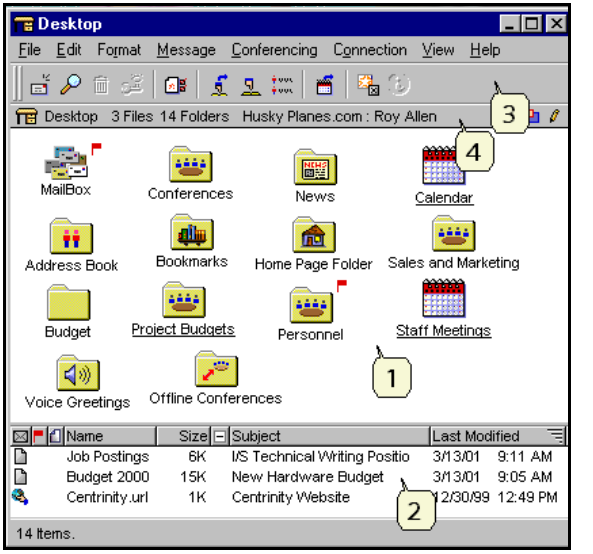
The FirstClass Desktop

Once you are connected to a server, your Desktop on that server opens. Your Desktop may differ from these examples, because your administrator determines which conferences you start with on your Desktop, and the general Desktop appearance. To open objects on the Desktop, double-click them.

Mac OS Desktop



Windows Desktop



Standard window elements

1 upper pane — This Desktop is split into two window panes vertically. The upper pane is shown in Icon view.

2 lower pane — The lower pane is shown in List view, which presents information about each object in columnar format. You can change the sorting and grouping of these objects as described in our online help.

3 toolbar — Each window has its own toolbar. Clicking a toolbar button is the same as choosing the action from the menu. You can customize each toolbar as described in our online help.

4 window summary — This bar shows the window name, summarizes window contents, shows the server and your user name, and indicates permissions you have in this window.

Standard Desktop objects

Mailbox	Contains all messages sent to you, as well as copies of messages that you created.
Conferences	Contains public conferences created by your administrator.
News	Usually contains general announcements that are considered to be of interest to anyone connecting to this server.

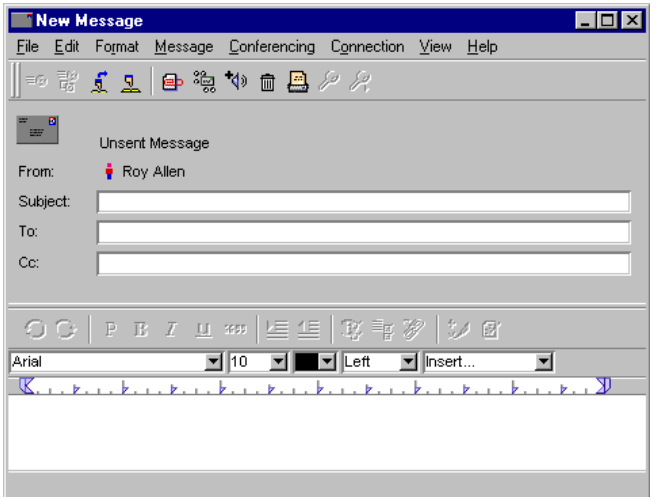
The other objects on our sample Desktops were added by the administrator or the user.

Working with messages

Messages work the same way whether you are in your Mailbox or a conference. An unread message has a red flag beside it. To read a message, double-click it.

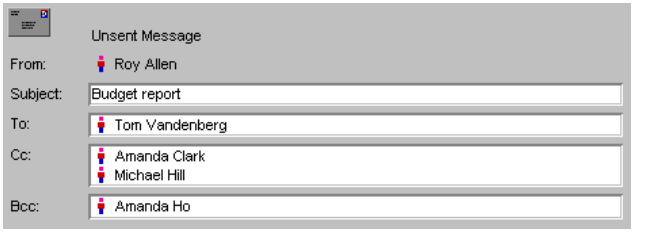
Creating a new message

1. Choose Message > New Message to use the standard message form.



   To use another message form, choose Message > New Message Special, then the appropriate form. If you decide you want to use another form, choose File > Delete with the first form still open.

2. Address the message.



Tips for entering recipients' names

✔All users and conferences known to the server (including names you added as personal addresses) are stored in the Directory. To address a message to any user or conference in the Directory, you can type a partial name. When you press Tab, Enter, or Return, the whole name is filled in if what you typed was unique in the Directory. Otherwise, the Directory window opens with a list of all names that match. Select the name you want, then click To, Cc, or Bcc, or drag the name to the appropriate field.

✔If you are in a conference, your new message is automatically addressed to that conference.

✔You can drag names from other messages or documents to the appropriate field in your message envelope.

3. Type the message body in the lower pane of the message form.

   You can copy material from other sources, format it, and edit it as described in our online help.

4. *optional*
   Attach a file to the message.

   Choose File > Attach File, then choose the file and click Select.

   Shortcut Drag a file to the message envelope.

5. Send the message by choosing Message > Send.

Replying to a message

1. Select or open the message.

2. *optional*
   Select any text that you want to quote in your reply.

   If you want to quote the entire message in your reply, choose Message > Reply Special > Reply with Quote. If you choose this, you cannot choose any of the directed reply options below. You can only send the reply to your default recipients, or update the envelope manually.

3. Create a reply in one of the following ways:

Choose Message > Reply to create a reply addressed to your default recipients as specified in your preferences. For information on setting your reply preference, see our online help.

– or –

Choose Message > Reply Special, then one of the following:

Reply All	Creates a reply addressed to all other recipients. The sender's name is placed in the To field. All other 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 of a forwarded message.

4. Type your reply in the body of the reply message.
5. Send the message.

Forwarding a message

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

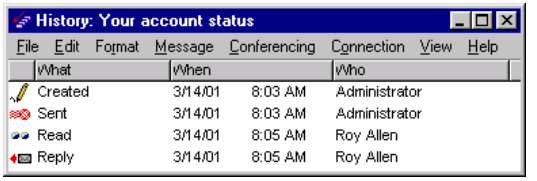
Downloading an attached file

1. Select the attachment in the message envelope.
2. Choose File > Save Attachment.
3. Select the folder where you want the file to be saved.
4. Click Save.

   Shortcut Drag the attached file to the desired folder.

Checking whether a message has been read

To see the history of a message, including who has read it, choose Message > History with the message selected or open.

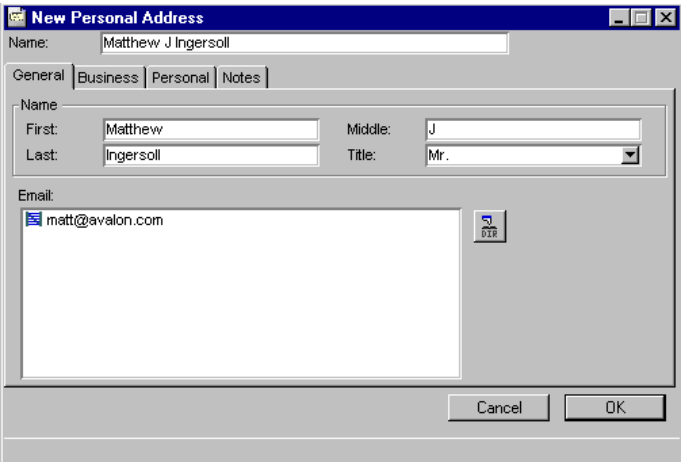


Saving addresses for future use

You can add your own addresses and mail lists to the Directory. Only you will see this information in the Directory.

Adding a personal address

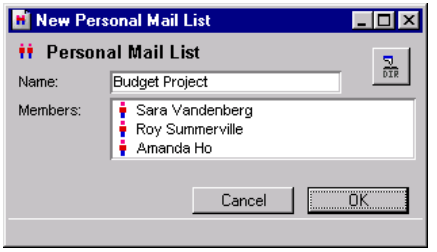
1. Choose File > New > New Personal Address.
2. Fill in the New Personal Address form.



3. Click OK.

Creating a mail list

1. Choose File > New > New Personal Mail List.
2. Fill in the New Personal Mail List form.



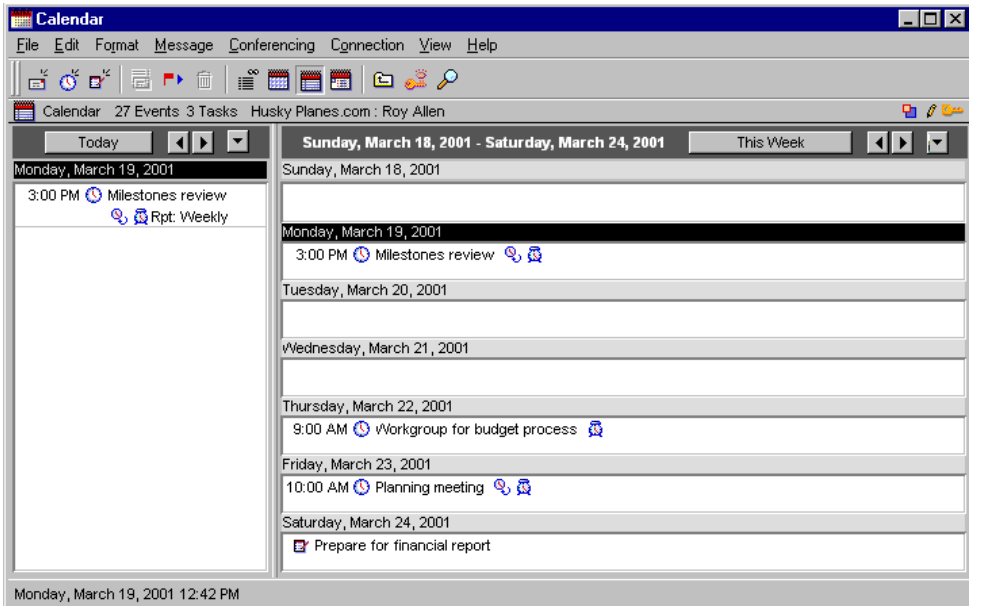
3. Click OK.

Working with calendars

You can use a personal calendar (which can record both calendar events, such as meetings, and tasks, such as submitting a report), and look at other users' calendars and group calendars. To open your personal calendar, choose File > Open > Calendar. To open another user's calendar, select the user from the Directory listing, then choose Open User Calendar from the shortcut menu.

Viewing calendars

You can view a calendar in the same ways as your Mailbox, a conference, or a folder. In addition, there are special calendar views. You can use the split bar to show two different views. A combined week/today view of a calendar looks something like this:



To	Do this
view the calendar by month	choose View > View by Month
scroll from month to month	click these browse buttons:
go to the current month	click This Month
view the calendar by week	choose View > View by Week
scroll from week to week	click the browse buttons
go to the current week	click This Week
view the calendar by day	choose View > View by Day
scroll from day to day	click the browse buttons
go to the current day	click Today
go to a specified calendar page	click this button:
open a list of all events that take place today, and tasks that start today or are ongoing	choose View > View Today List

Overdue tasks are shown in red. Completed tasks have a red line drawn through them.

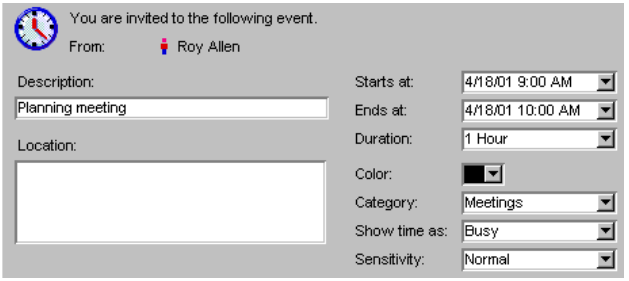
To view details of an event or task, double-click it. You can also see partial details by hovering the cursor over an event or task.

Creating a calendar event

1. Choose Message > New Calendar Event.

   Shortcut To create an event that starts on a particular day, double-click either within the blank space under the day or on the date itself.

2. Fill in the basic event information on the Event tab of the New Calendar Event form.



3. *optional*
   Fill in the other tabs on this form:

To do this	Fill in this tab
make the event show up repeatedly on the calendar	Repeat
invite participants and/or book resources	Participants
generate reminders	Reminders

4. *optional*
   Attach files or add a message body just as you would for a message.

5. Close the form to add the event to the calendar.

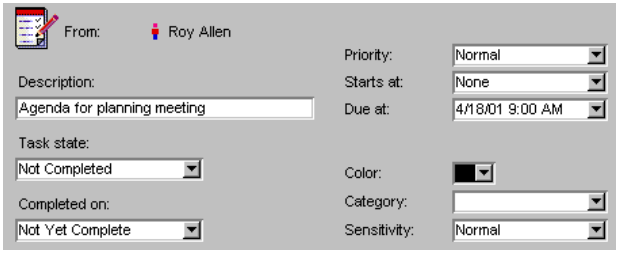
You can open an event to change its details. You can also drag an event to a new start date on the calendar, or from one calendar to another.

Creating a calendar task

1. Choose Message > New Calendar Task.

   Shortcut Double-click within the blank space in the Today list.

2. Fill in the basic task information on the Task tab of the New Calendar Task form.



3. *to generate a reminder for a task with a due date*
   Fill in the Reminder tab fields.

4. *optional*
   Attach files or add a message body just as you would for a message.

5. Close the calendar task form to add the task to the calendar.

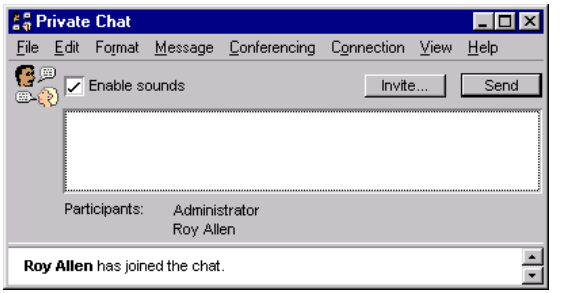
You can open a task to change its details. To change the task status, choose the appropriate status at Task state. You can also drag a task to a new start date on the calendar or from one calendar to another, and click the task icon to change the status to Completed.

Chatting

A chat is an online conversation among users who are currently connected to a server.

Responding to a chat invitation

If you are invited to chat, you will see a chat invitation showing the name of the user who invited you. To decline the chat invitation, click Decline. To join the chat, click Accept. The chat window opens and your name is added to the Participants list.



Contributing to a chat

1. Type your comment in the input area of the chat window.
2. Click Send.

Joining a public chat

A public chat is created by your administrator. It appears as an icon inside a conference or folder. When a public chat has active participants, a red balloon appears beside the icon:

To join the chat, double-click the icon.

Starting a private chat

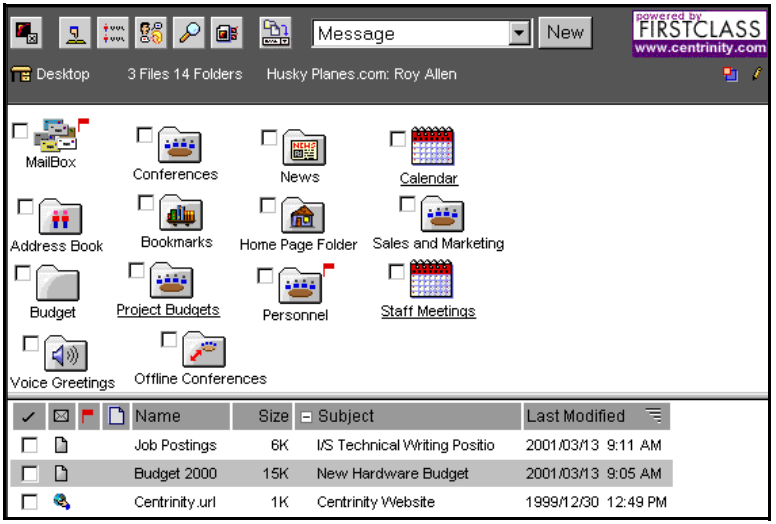
1. Choose File > Open > Private Chat.
2. Click Invite to invite users to your chat.
3. Select the users you want to invite from the Who's Online window.
4. Click Select.

Logging into a server

1. Enter the URL of the server (for example, http://www.centrinity.com/login).
2. Fill in your user ID and password for this server on the Login screen.
3. Click OK to open your FirstClass Desktop.

The FirstClass Desktop

Once you have connected to a server, your Desktop on that server opens. Your Desktop may differ from this example, because your administrator determines which conferences you start with on your Desktop, and the general Desktop appearance. To open objects on the Desktop, click them. To select objects, select the checkboxes beside them.



Standard Desktop objects

Mailbox	Contains all messages sent to you, as well as copies of messages that you send.
Conferences	Contains public conferences created by your administrator.
News	Usually contains general announcements that are considered to be of interest to anyone connecting to this server.

Using a web browser

To see online help, click the Help button:

The other objects on our sample Desktop were added by the administrator or the user.

Working with messages

Messages work the same whether you are in your Mailbox or a conference. An unread message has a red flag beside it. To read a message, click it.

Creating a new message

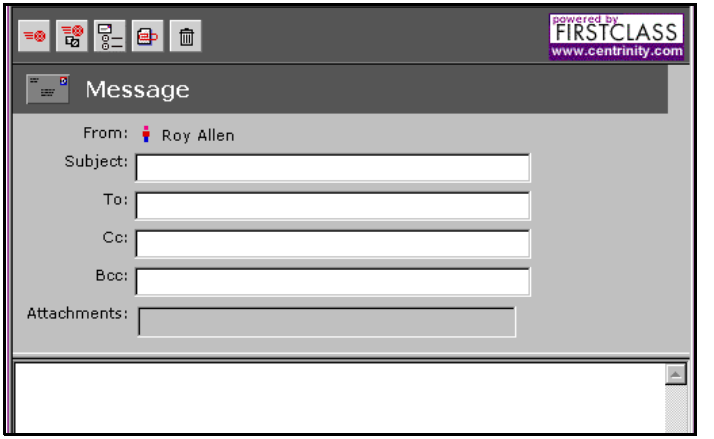
Tips for entering recipients' names

✔All users and conferences known to the server (including users you added as personal addresses) are stored in the Directory. To address a message to any user or conference in the Directory, you can click Directory to open the Directory. To list everyone in the Directory, click Search with the Name field blank. To narrow the list to names containing certain characters, type these characters at Name, then click Search. Select the recipients, choose the message form you want from the Message dropdown field, then click New. This opens a new message addressed to those recipients.

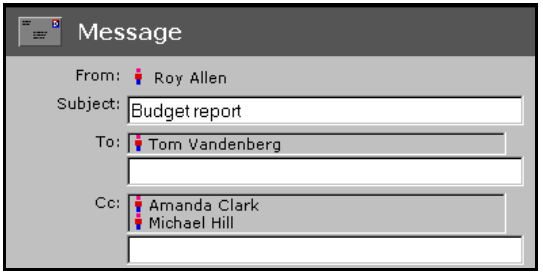
✔If you are in a conference, your new message is automatically addressed to that conference.

1. Click New.

   To use another message form, click the Message dropdown field, choose the form you want, then click New.



2. Address the message.



3. Type the message text in the body area.
4. *optional*
   Attach a file to the message.

   Click Attach File. Type the file path and name, or click Browse, then select the file and click Open. After you have specified the file, click Attach File. You can repeat this procedure to attach additional files.
5. Send the message by clicking Send.

Replying to a message

1. Open the message.
2. Click Reply.

   The original message is quoted in the reply.
3. Type your reply in the body area.
4. Send the message.

Forwarding a message

1. Open the message.
2. Create a copy of the message (including any attachments) by clicking Forward.
3. Address the message.
4. *optional*
   Make any changes you want to the message body.
5. Send the message.

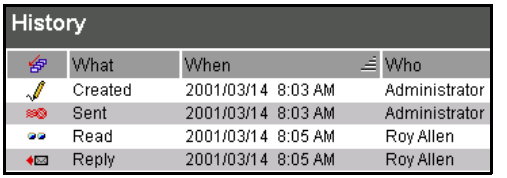
Downloading an attached file

To download a file attached to a message:

1. Right-click (Windows) or Control-click/click and hold (Mac OS) the attachment.
2. Choose Save Target As from the shortcut menu.
3. Select the location for your downloaded file.
4. Click Save.

Checking whether a message has been read

To see the history of a message, including who has read it, open the message, then click History.

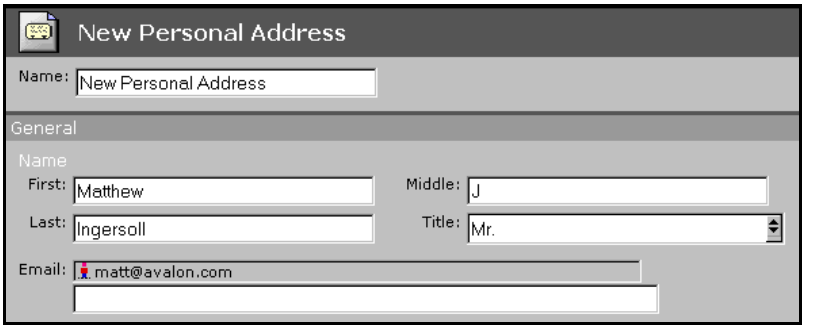


Saving addresses for future use

You can add your own addresses and mail lists to the Directory. Only you will see this information in the Directory.

Adding a personal address

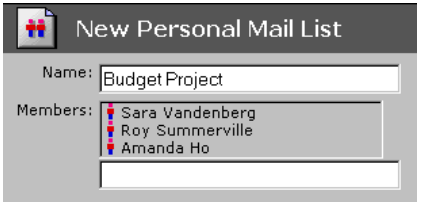
1. Select New Personal Address from the Message dropdown field, then click New.
2. Fill in the New Personal Address form.



3. Click Save.

Creating a mail list

1. Select New Personal Mail List from the Message dropdown field, then click New.
2. Fill in the New Personal Mail List form.



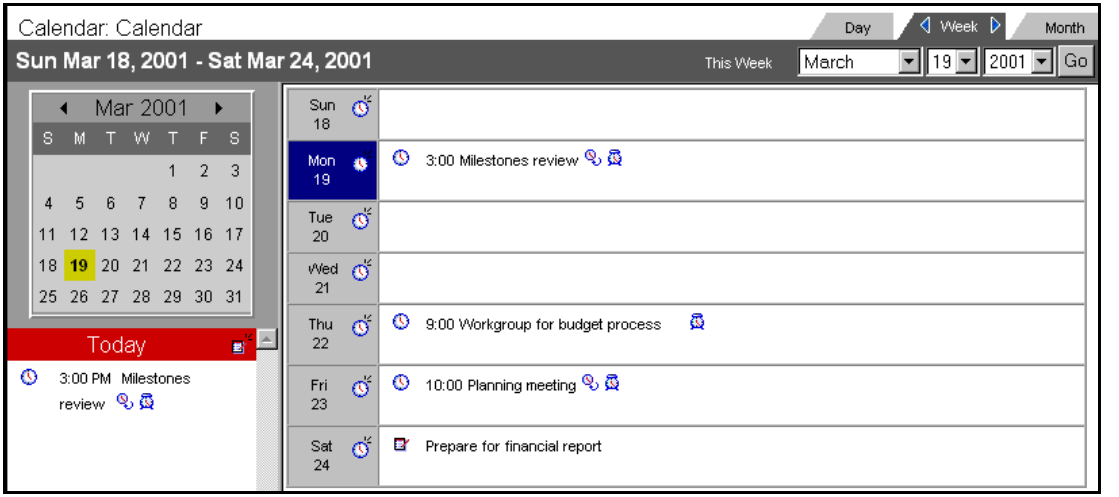
3. Click Save.

Working with calendars

You can use a personal calendar (which can record both calendar events, such as meetings, and tasks, such as submitting a report), and look at other users' calendars and group calendars. To open your personal calendar, click Calendar. To open another user's calendar, select the user from the Directory list, then click Open User Calendar.

Viewing calendars

You can view a calendar by month, week, or day. The week view of a calendar looks something like this:



To do this	Click
view the calendar by month	the Month tab
scroll from month to month	the browse buttons on the Month tab
go to the current month	This Month
view the calendar by week	the Week tab
scroll from week to week	the browse buttons on the Week tab
go to the current week	This Week
view the calendar by day	the Day tab
scroll from day to day	the browse buttons on the Day tab
go to the current day	Today
go to a specified calendar page	Go (specify the date using the dropdown fields)
go to the day view for a particular date	the date on the calendar to the left, or the date in the week or month view

The week and day views include a Today list that highlights all the events that take place today, and all the tasks that start today or are ongoing.

To view details of an event or task, click it.

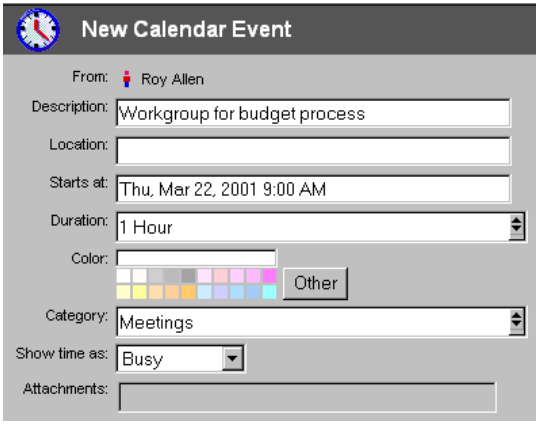
Creating a calendar event

Tip If you will be booking a resource or location for the event, you can check its availability first by looking at its calendar. To do this, select the resource or location from the Directory list, then click Open User Calendar.

1. Select New Calendar Event from the Message dropdown field, then click New.

   Shortcut To create an event that starts on a particular date, click the New Calendar Event icon for that date.

2. Fill in the basic information on the New Calendar Event form.



3. *optional*
   Fill in the other sections on this form:

To do this	Fill in this section
invite participants and/or book resources	Participants
make the event show up repeatedly on the calendar	Repeat
generate reminders	Reminders

4. *optional*
   Attach a file or add a message body just as you would for a message.

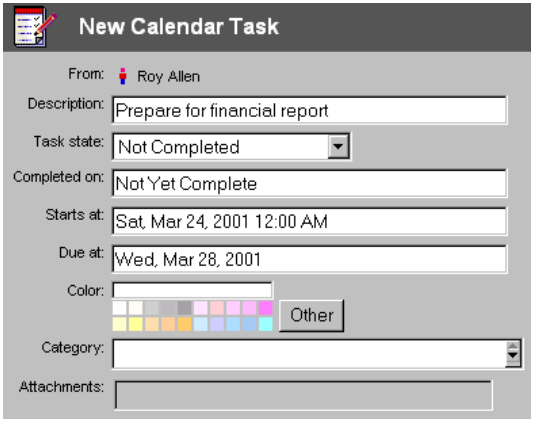
5. Click Send.

You can open an event to change its details. Click Send to save your changes.

Creating a calendar task

1. Select New Calendar Task from the Message dropdown field and click New, or click the New Calendar Task icon in the Today list.

2. Fill in the basic information on the New Calendar Task form.



3. *to generate a reminder for a task with a due date*
   Fill in the Reminder section fields.

4. *optional*
   Attach a file or add a message body just as you would for a message.

5. Click Send.

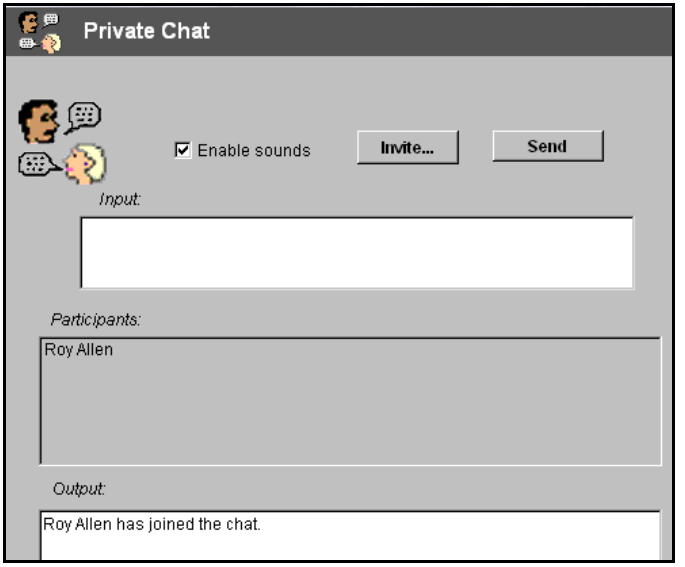
You can open a task to change its details. To change the task status, choose the appropriate value at Task state. Click Send to save your changes.

Chatting

A chat is an online conversation among users who are currently connected to a server.

Responding to a chat invitation

If you are invited to chat, you will see a chat invitation, showing the name of the user who invited you. To decline the chat invitation, click Decline. To join the chat, click Accept. The chat window opens and your name is added to the Participants list.



Contributing to a chat

1. Type your comment in the input area of the chat window.
2. Click Send.

Joining a public chat

A public chat is created by your administrator. It appears inside a conference or folder. When a public chat has active participants, it is flagged.

To join the chat, click it.

Starting a private chat

1. Click Private Chat.
2. Click Invite to invite someone to your chat.
3. Select the user you want to invite from the Directory list.
4. Click Select.