

Smart Card for Technology

Paradise Valley Unified School District

ConnectMe8.1



Email Basics

Some items have tutorials in Atomic Learning:

http://www.atomiclearning.com/firstclass8_mac

User Name: paradise

Password: valley

The exact tutorial is listed by Key #.

Notes Area

Email

Preferences: *First Class menu, Preferences; General, Calendaring, Content, Viewing (Key #19329, 19330)*

Signature: *First Class menu, Preferences; messaging, initial content (Key #19333)*

Spell Check: *First Class menu, Preferences, Content, Spell Check*

Mail Rules: *First Class menu, Preferences, Messaging, Mail rules (Key #19331)*

See Atomic Learning tutorial

Resume: *File; Open: Resume*
See Atomic Learning tutorial (Key #19336)

Customizing:
Toolbar: *View, Toolbars, Customize Toolbars (Key #19338)*

Configuring mailbox: *View, Change View properties, Display tab (Key #19339)*

Folders: *File, New, folder*
desktop view: *First Class, Preferences, Viewing, Client interface (Key #19340)*

See Atomic Learning tutorials

Sending and Receiving:

Replying in a conference – to author:
select Reply Sender button and to
conference: *Reply button (Key #19347)*
Reply with a quote: *usetoolbar button*
(Key #19349)
Viewing mail history: *select message,*
Message menu, history (Key #19351)

See Atomic Learning tutorials

Contacts:

External email address: *File, New, New*
contact (use caps) (Key #13569)
Mailing lists: *File, New, Mailing List*
(name the list and enter contact
addresses) *(Key #19357)*

See Atomic Learning tutorials

Add an outside contact (shortcut):
Click and hold on person's email address
in a message you have received from
them. Select Add to Contacts Folder.

Miscellaneous:

Find: *Edit, Find* (check more options)
(Key #19370)
See Atomic Learning tutorials

Attaching URL: make sure it includes
full address (*http://...*)
View Deleted Items: *View, Show deleted*
items

See Atomic Learning tutorials