FirstClass Instant Message

**Instant Messaging other FirstClass Users** -

To start an instant message:

1. Open FirstClass

2. Double-Click the Instant Messaging Icon - An Instant Message Window will open

3. Click on Invite - A list of names will appear, begin typing the first few letters of the name you are looking for.

4. Double-Click the name of the individual . * Only the names of individuals who are currently logged into their FirstClass will appear.

5. If the individual accepts the invite their name will appear in the "Participants" list.
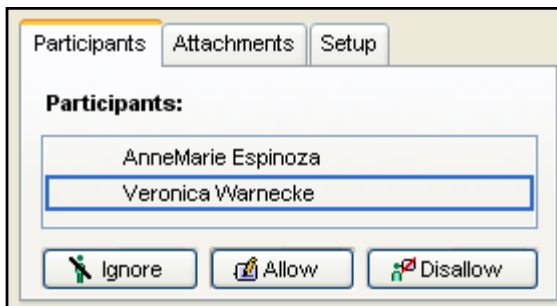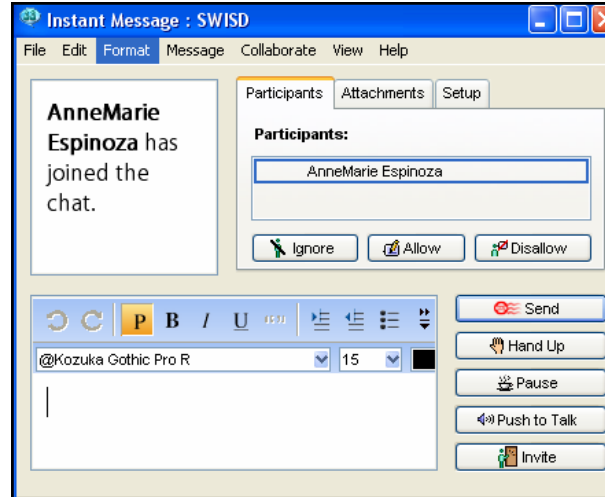
6. If the individual declines, you will be notified in the transcript area. If the individual ignores the invite, you are not notified.

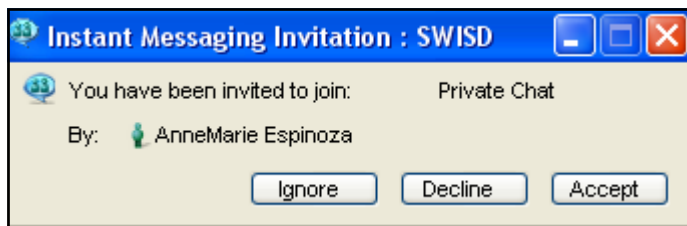Veronica Warnecke has declined the invitation.

FirstClass Instant Message

7. If the participant accepts the invite you may begin chatting by typing in the transcript area.

@Kozuka Gothic Pro R   15

Do U have the study notes?|

6. Press the send button or press the Enter Key to send your chat.

Send
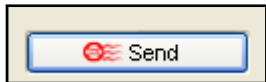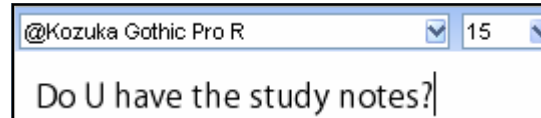
Responding to an Instant Message Invitation

If you are invited to join an Instant Message a window will appear on your desk top and you will have three options:

- Click accept - to join the Instant Message and begin chatting in the text box

- Click decline - to send the sender a decline message

- Click ignore - This declines the Instant Message without notifying the sender.

Instant Messaging Invitation : SWISD

You have been invited to join: Private Chat

By: AnneMarie Espinoza

[Ignore]   [Decline]   [Accept]