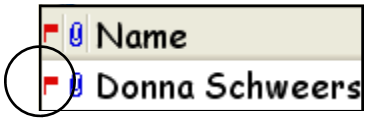
FirstClass Mailbox

Reading Received Messages

When you have a new or unread message your mailbox will have the red flag up. To read this new message or unread message:

1. Open your FirstClass Mailbox, by double-clicking on the mailbox icon

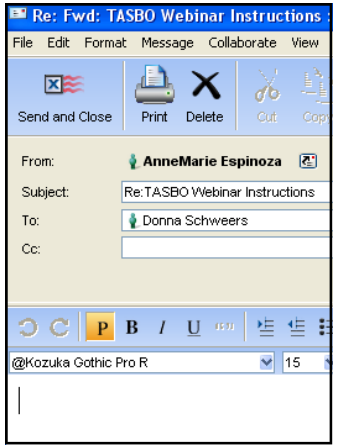
2. Locate the new or unread message, by looking for a red flag in front of the name of the message.



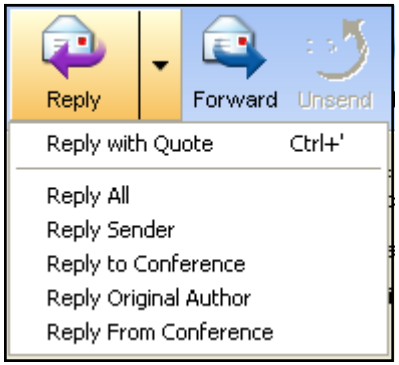
3. Double-Click on the Name of the message. A new window will open with the message being displayed.

Replying to a Message

To use the Reply feature, a received message must be open. The Reply Icon allows users to reply to a received message with a "Re" in the subject line. A reply message can be altered in all areas, recipients can be removed or added, the subject line can be changed, changes can be made to the original quote and a reply can be added.



FirstClass offers several different ways to reply to a received message. The most effective use is **Reply to Sender**.



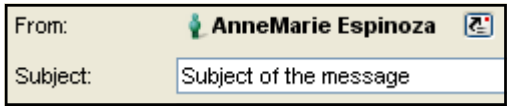
Reply Sender - This option allows the user to reply only to the sender of the message and not reply to everyone or the conference that is involved with the message.

Notes

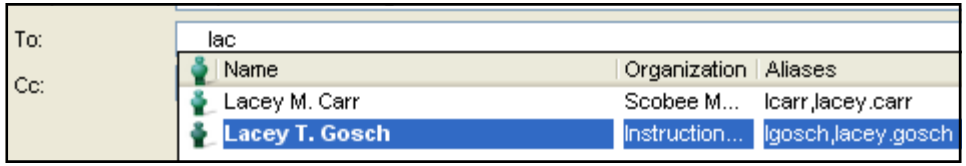
FirstClass Mailbox

Creating a New Message

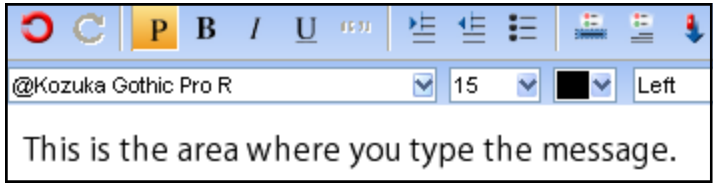
1. Click on the New Icon - This will open a New Message Window.
2. Click in the Subject Row - Type in the subject of the message.



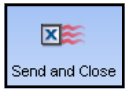
3. Click in the To Row - Type in the recipient's email address or type in a few letters of the person's first name and a list of matches will appear. You will then be able to select the recipient's name by double-clicking on their name from the list.



4. Click in the message area of the window and type your message



5. Click Send and Close



Deleting a Message

1. Select the message you wish to delete

2. Click the Delete Icon on the top tool bar

Deleted messages are stored in the FirstClass Trash Can for seven days. After seven days messages are permanently removed from the FirstClass Trash Can.

Notes