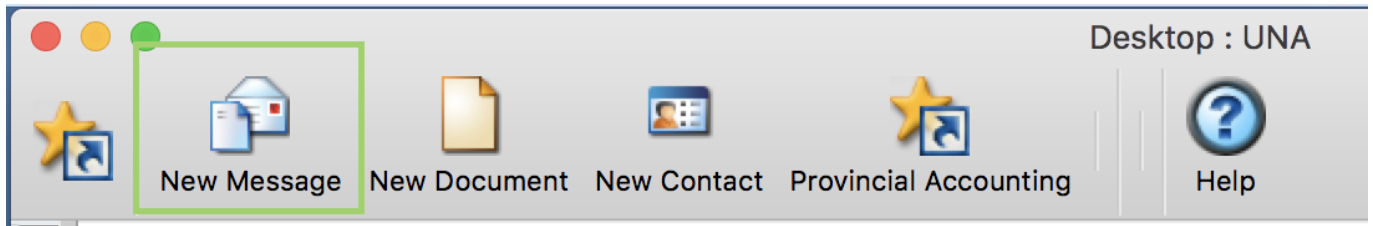


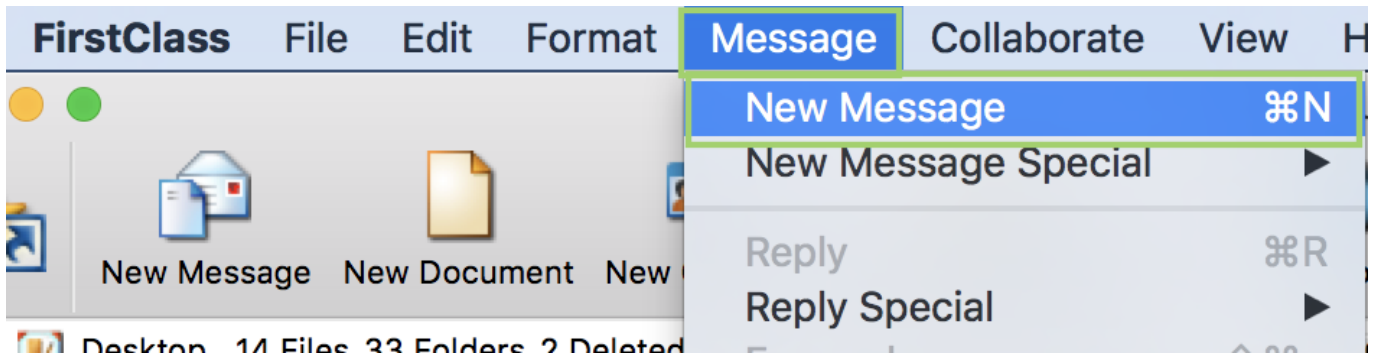
Message:

To create a **New** message from the FirstClass Desktop click, on **New Message**.



OR

From the FirstClass menu bar, click on **Message**, then on **New Message**.

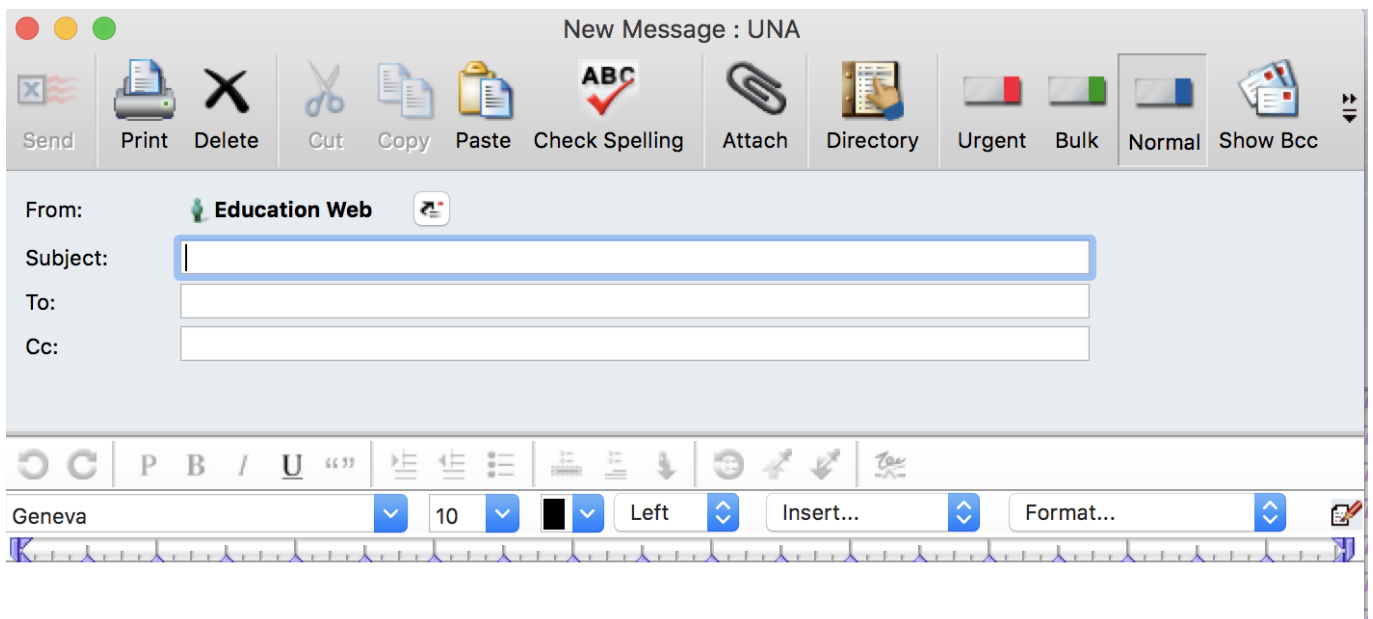


You can also use the shortcut on keyboard:

Windows CTRL-N

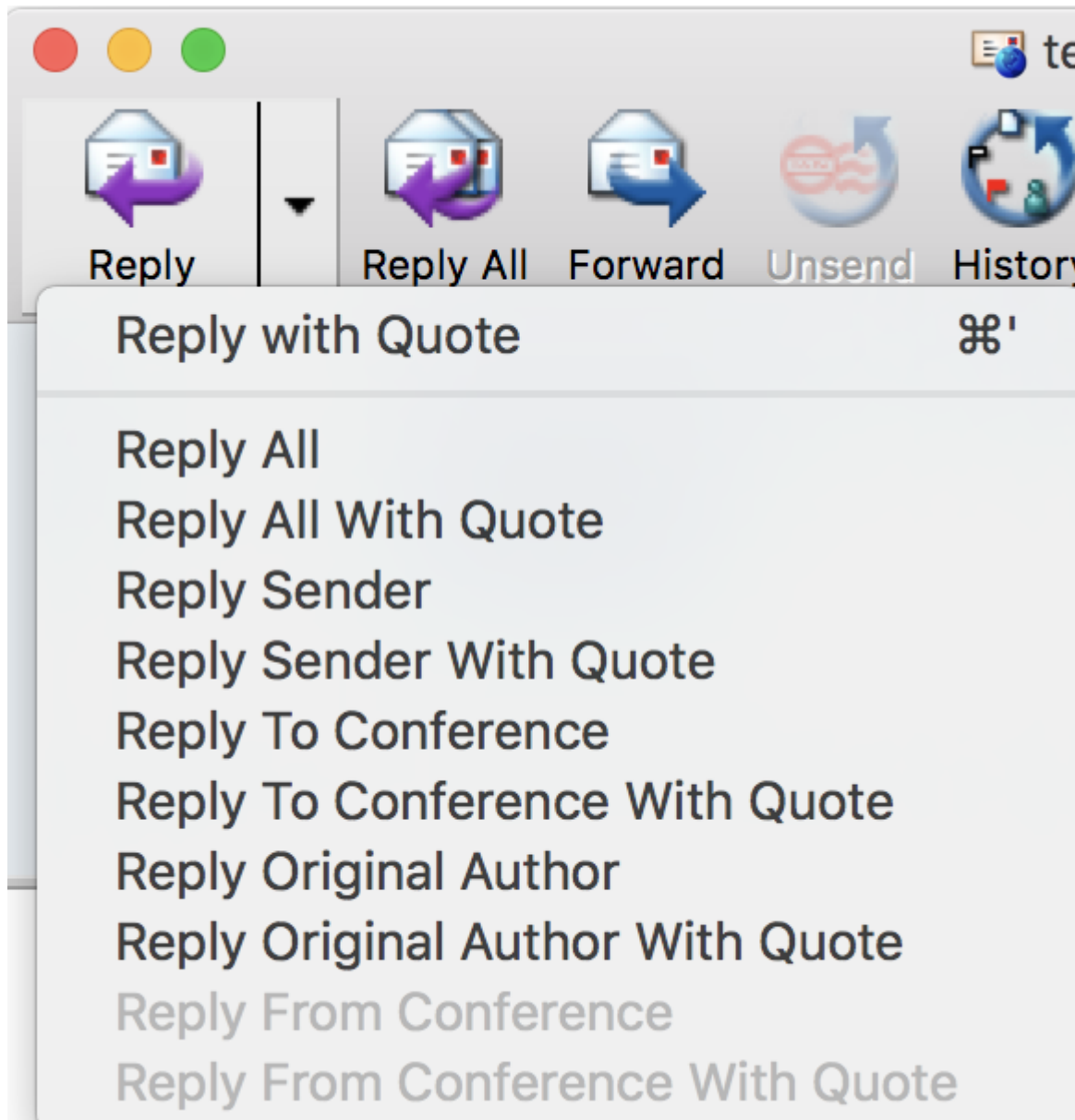
Macintosh COMMAND-N

The **New Message** screen will open for completion.



Options to **Reply** to message:

Standard account includes a **REPLY** button on with a drop-down menu of options.



Reply with Quotes:

- Sends reply to the original sender.
- Sends reply to anyone that received the original message.
- Includes the original message.
- Includes any text added to the original message.

Reply to Sender:

- Sends reply message only to sender of original message.
- Does not include original.
- If you select all/a portion of the message, the selected text is included with the added text.

Reply to Original Author:

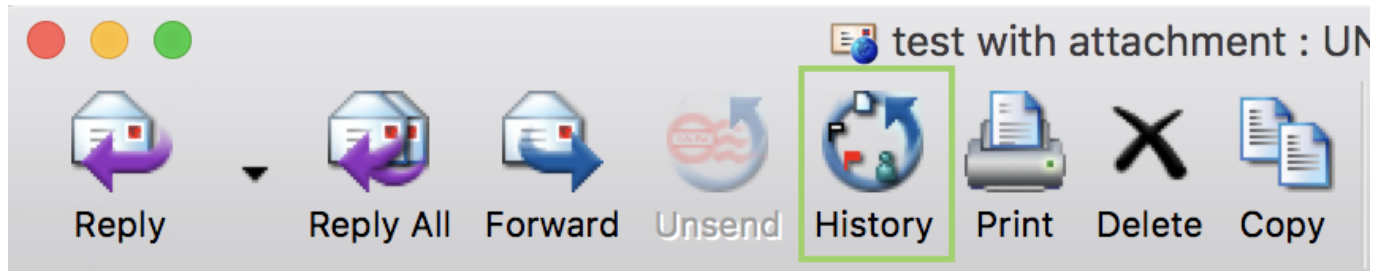
- If you are in a conference reading a posting from a person, example from Irene Smith, you can reply directly to Irene using **Reply Original Author**. If someone had forwarded a message to you - perhaps Sue sent the message to Joe and Joe forwarded the message to you - this form of reply sends an email directly to Sue.

Exception:

If you want to include just a portion of the original message, click and drag text to highlight the portion you want to include.

Determining if a message has been read:

Open sent message, click on **History** and the history box will open. A shortcut on the keyboard to perform this function is **Command Shift H**.

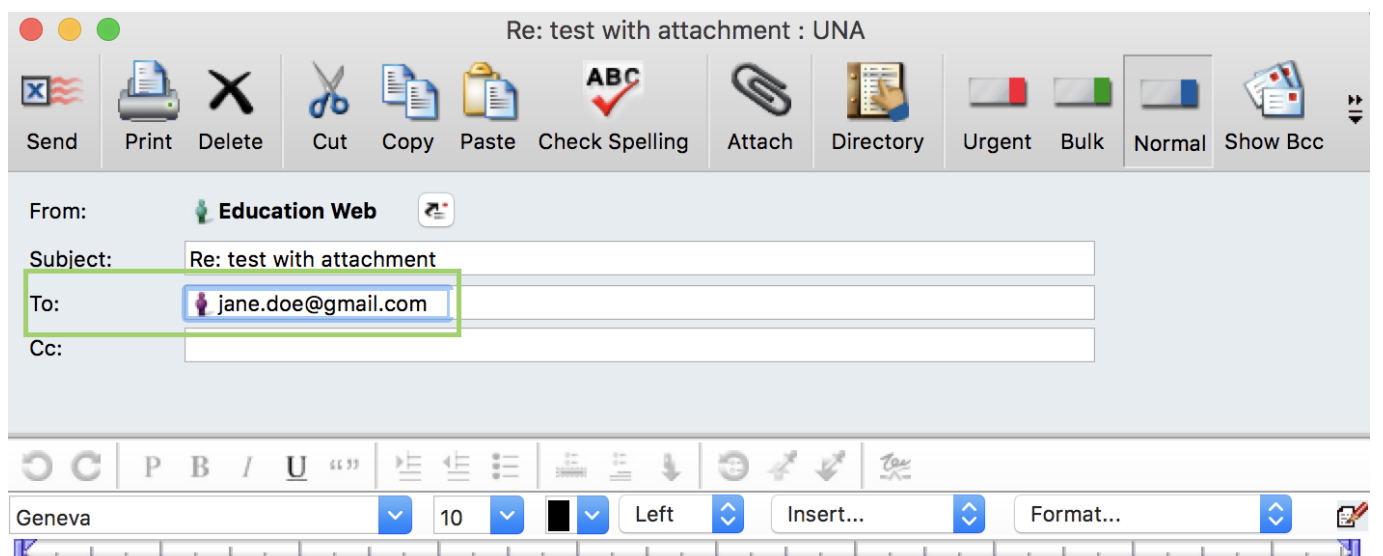


	What	When	Who
	Created	01/28/2016 1:44 PM	Dalyce Wesley-leeer <dh
	Sent	01/28/2016 1:44 PM	Dalyce Wesley-leeer <dh
	Routed from	01/28/2016 1:44 PM	barracuda.una.ab.ca
	Read	01/28/2016 1:44 PM	Education Web

Messaging someone outside of UNANet:

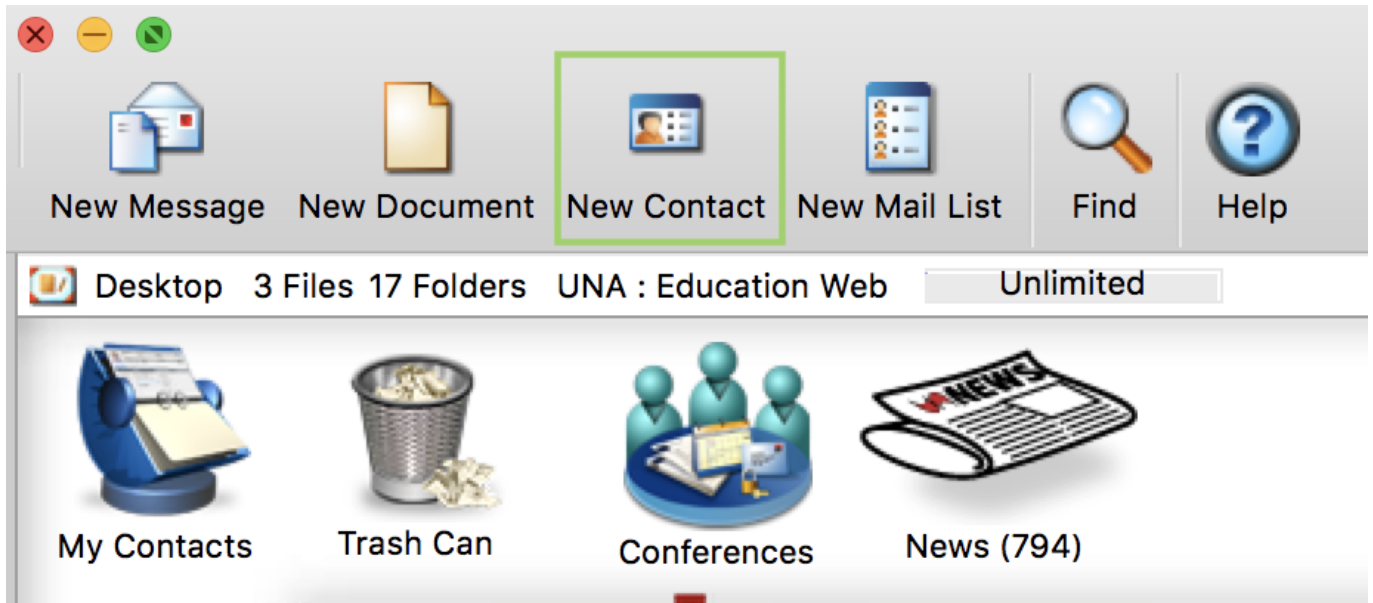
In the **To** box, type in address. (i.e. jane.doe@gmail.com)

Click the **Enter (Return)** key.



Creating a Contact Card:

Click on **New Contact** on UNA desktop.



A **New Contact** card will open enter in information.

1. **Voice/Fax tab** - First and Last Name with phone numbers.
2. **Email/URL** - Enter business and personal emails.
3. **Address** - allows for business and personal addresses.
4. **Notes** - allows for **Quick Name** - Defaults to First Last name but change be changed to something more convenient. FirstClass can use **Quick Name** entry to locate and address a message.

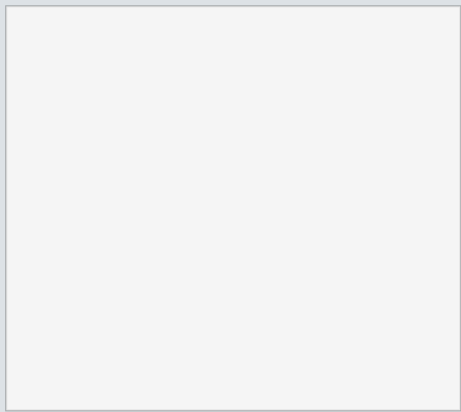
New Contact : UNA

Save and Close Print Attach Delete Previous Item Next Item Help



First name:	Middle name:	Last name:	Title:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job title:	Company:	Department:	Office:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Voice/Fax Email/URL Address **Notes** Attachments



Quick name:

Category:

Birthday:

Synchronize entry with handheld device

1 2 3 4

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Source code

Geneva 10 Left Insert... Format...

100% Lock icon