


Creating and Addressing a New Message

Creating a New Message



1. Double-click the mailbox icon on the FirstClass desktop.
2. Click on the New Message icon. A small toolbar with three icons: a document with a plus sign, a document with a circular arrow, and a document with a plus sign. A red arrow points to the first icon.
3. A New Message window will appear.
4. Type a Subject for your message in the Subject field.

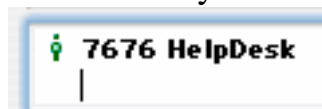
Addressing a Message to a District 214 Staff Member

1. To address the message to a District 214 staff member, in the **To:** field, type in their name. Include a space between their first and last names. Press the “Return” key.

OR

You may type in the first few letters of the first name and the first few letters of the last name. This is helpful if you are not sure of the correct spelling. Press the “Return” key and the name will appear in the **To:** field. A small green person icon will appear next to the name. This indicates that the name is in the directory.

Example: Typing 7676 followed by a “Return” will bring up the following.



2. If multiple names match what you typed, the Directory window will appear with possible matches. Simply double-click on the name you need in order to add it to the **To:** field.
3. When emailing anyone who does not have a d214.org FirstClass account, you must type in a valid email address. A valid address includes the @ symbol and a domain name.
Example: johndoe@comcast.net

Addressing Messages to Multiple Recipients

1. You may want to address your message to several recipients at one time. In the **To:** field of the New Message window, key in the address of the

first recipient. Press the “Return” key. You can either enter additional addresses in this field, or you can press the “Tab” key to position your cursor in the **Cc:** field. Address the carbon copy in the same manner as an address in the **To:** field.

You can Cc: people both within and outside District 214 on the same message.

2. To enter multiple Cc: recipients press the “Return” key after each entry.

Addressing Messages to Multiple Recipients (Blind Carbon Copy)

A blind carbon copy is sent to a recipient without the recipient’s address appearing in the message. This is useful if you want to copy a message to many people without each of them seeing whom the other recipients are.

1. Locate the Show Bcc: button on the toolbar. Click on the icon to make the Bcc field appear. If the icon is not on the toolbar, go to the “View” menu and select “Show Bcc”.



2. Enter email addresses or entries from FirstClass contacts in the Bcc: field. To add multiple Bcc: press the “Return” key after each entry.