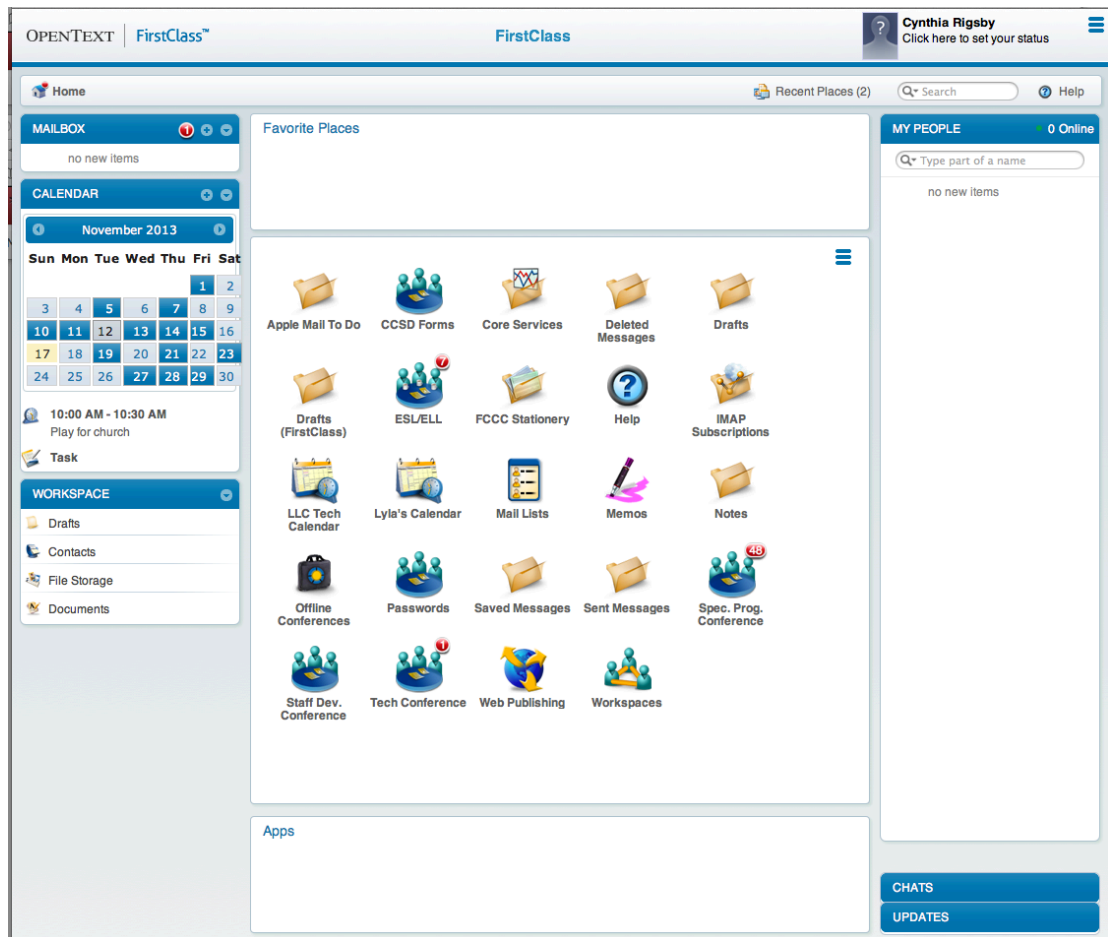


FirstClass can be accessed through a web browser on the Staff link. When accessing the program on the web, all the features available on FirstClass will not be accessible (ie: forms).

To use FirstClass through the web, go to <http://www.campbellcountyschools.net/>, click on the Staff header, click on Check email online. Sign into the program with your user name and password.

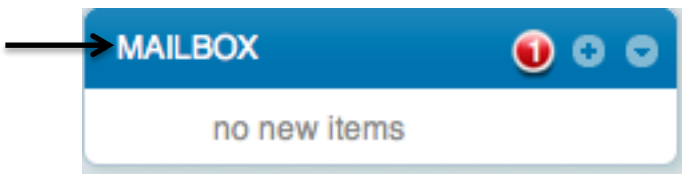
The new FirstClass 12 for web access has a different look.

After logging in the desktop will appear.



To see the contents of the Mailbox click on the word Mailbox.

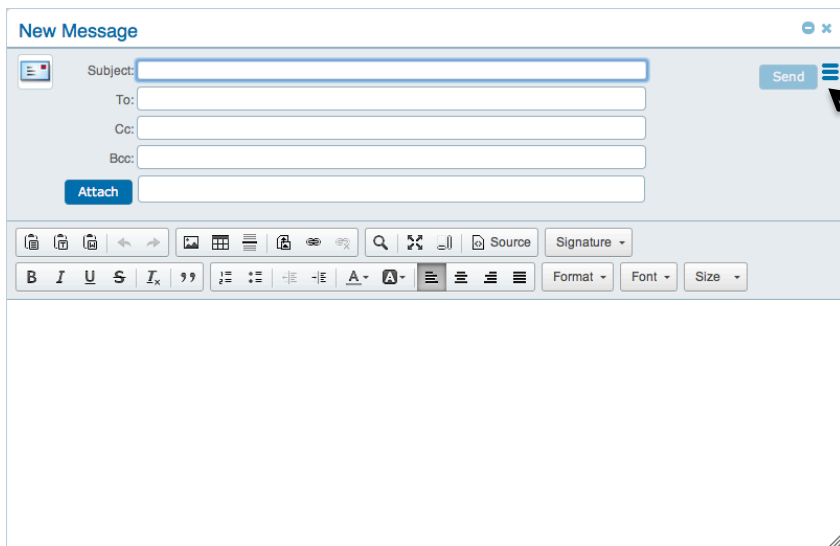
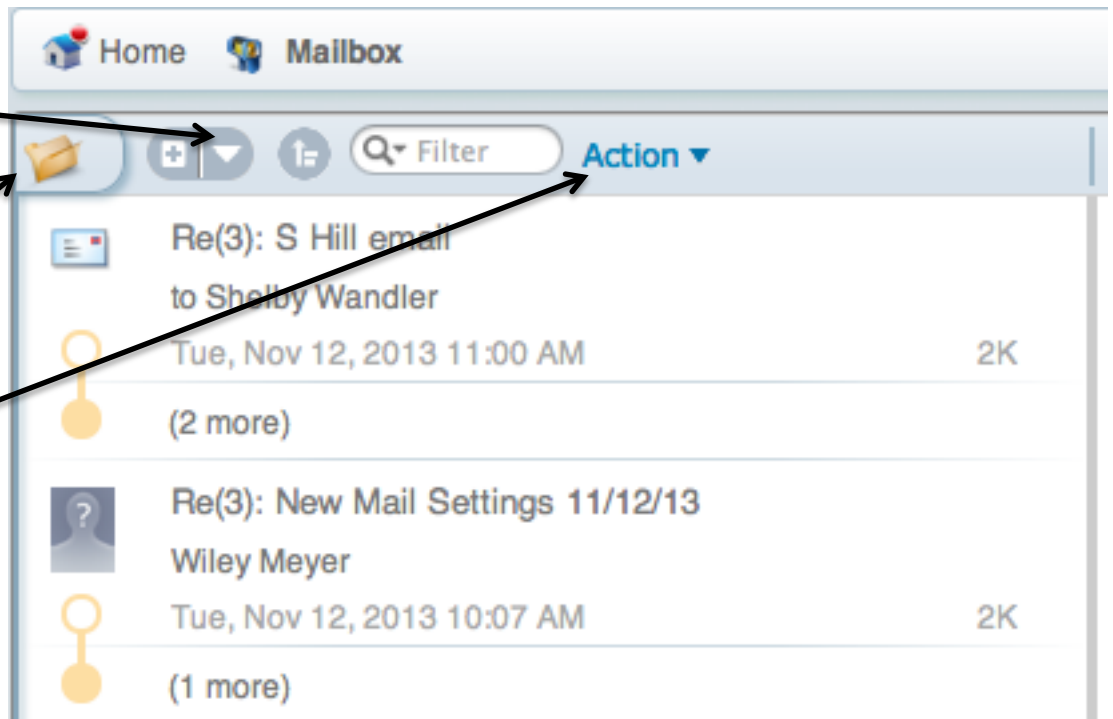
All current emails will be in the mailbox.



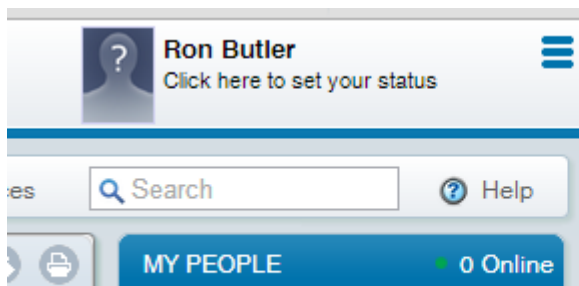
To create a new email click on the down arrow.

To see folders you have created and stored email in, click on the folder.

Click on action to:  
Show Deleted  
Show All  
Show Incoming  
Show Unread  
Show Outgoing  
Show Unsent



To delete an email, click on the 3 lines in the upper right corner.



Click to logout. If you close without logging out, you will have to refresh the page next time you access online firstclass.