

The Directory

The Directory is a unique feature in FirstClass. Currently, all users in the Canton Public Schools are stored in the directory. Therefore, you can find and address an email to any user in our district. The list is current and changes are maintained as staff members enter or depart the school district.

Similar to an address book, you can call up an individual name, a group of several names, an entire school, or everyone in the district. In addition, you can create and maintain your own personal user groups from this list.

Utilizing the Directory

When composing a new message, place your cursor in the "To" line to address your message. To access the directory, simply click the shortcut button on the toolbar.



You may also select "collaborate" from your menu items, then select "directory." A third way is to press CTRL + L at the

The entire directory will open and appear in a separate dialog box. Remember, every person with an email in the Canton Public Schools will appear, as well every person in your address book.

Address an Email to a User in the Directory

Simply select a person in the directory by scrolling through the directory and then double clicking on them. That person will then appear in your "To" line of your addressed email.

You may also search for users in the directory by entering partial names in the "pattern" box to do a search.

You may select multiple individual names by left clicking on each name with your mouse and holding down the "ctrl" key.

Finally, you may select an entire group, such as an entire school, by clicking the "organization" bar to list everyone by school. Left click on the first user in the group, hold the "shift" key down, and left click the last person in the group. You will see every member of the group highlighted. Click the "To" button and they will be added to an email.