

## Module 1. 4

### Login-Send Message to Teacher

#### Students, in this lesson you will

1. Learn to login to your InterAct account.
2. Learn how to send an email message.

#### Logging on to Students Online

1. Launch the program "First Class Client." (It may also be renamed "InterAct™.")
2. You will see the window titled "FirstClass Login."
3. Find the field for User ID. Enter your User ID (your 6 digit student ID number).
4. Find the field for Password. Enter your password ( your 6 digit student ID number). Do not change any other settings.
5. You will see your desktop. You may need to resize the window to see all of it. Point to the bottom right hand corner of the window. When the cursor changes, click and drag the window to the size you want.

#### Sending a Message

1. Double click on the Mailbox icon to open your mailbox. ( When you want to explore the information in a conference, you simply move your mouse arrow to the icon and double click. Continue moving the arrow to the information you want and double click until you find all the information you are seeking.)
2. Select **Message > New Message** in the menu or click on the **New Message** icon on your tool bar.
3. A Message Box will appear.
4. It is time to address your message. This top part of the message is referred to as "the envelope." Fill in the fields as follows:
  - From: This field is automatically filled in with your name.
  - Subject: Type a subject for your message.
  - To: Type in the address of the person to whom you are sending the message. Press the Enter or Return key after the person's address is entered to verify that your address is acceptable
  - Cc: A name typed in this box will receive a copy of the message.
5. Now click your mouse in the large field under the address fields

to move your cursor. This area is often referred to as the "body" of the message where you type your message.

6. Send the message by selecting **Message >Send Message** in the menu or clicking on the **Send** icon on your tool bar.

## Module 2.3

### Reply – Ways to Reply

**Students, in this lesson you will:**

1. Learn to reply to a personal or conference email message.
2. Understand that there are different methods for replying to messages.

Whenever you receive an email message from someone, you have the option to reply to this message without having to start a whole new message.

**Netiquette Rules** you need to remember when replying to a message:

1. Include a small portion of the original message so the person receiving your message will understand what you are talking about.
2. The subject line will display **Re:** followed by the same topic used in the original message. Leave the subject line with this display so the receiver knows that is the reply message.
3. Before sending a message, check the **To:** and **Cc:** lines. Delete the names of the person(s) who should not get your message. Otherwise, everyone listed will get your message instead of just the sender.

### Replying to a Message from One Sender Using Message Reply

1. Open the message to which you wish to reply.
2. Select **Message > Reply** from the menu bar.
3. You will get a new message form with the **From:**, **Subject:**, **To:**, and **Cc:** lines already filled out for you. The message will be addressed to everyone listed on the original message. (If you were to reply to this message, everyone in your class would get a copy of your message, so be sure to delete those to whom you do not intend to reply.)

4. Write your message in the body section.
5. Send your message by selecting **Message > Send** from the menu bar or clicking on the Send icon on the button bar.

### **Replying to Sender Only**

#### **Message Reply Special**

1. Open the message to which you wish to reply.
2. Select **Message > Reply Special > Reply Sender** from the menu bar or click the **Reply Sender** icon on the button bar.
3. You will get a new message form with the **From:**, **Subject:**, **To:**, and **Cc:** lines already filled out for you. The message will be addressed only to the person who sent you the original message.
4. Write your message in the body section.
5. Send your message by selecting **Message > Send** from the menu bar or clicking on the *Send* icon on the button bar.

### **Replying to a Message to Include Part of the Message, known as Reply with Quote**

1. Open the message to which you wish to reply.
2. Highlight only the sections of the message to which you wish to reply.
3. Leaving the selected section highlighted, select **Message > Reply** from the menu bar.
4. You will get a new message form with your selected message sections displayed and stating who the quote is from. This is called **Reply with Quote**.
5. Write your reply to the sections of the message you have selected. You may want to change the color of your replies so that they are easy to see and different from the original message. To change **text color**, highlight the text by clicking at the beginning of the text and dragging the mouse over the text. Then select the drop down arrow on the color box on the toolbar directly above the body of the message to open the color palette. Click on the color you want.
6. Send your message by selecting **Message > Send** from the menu bar or by clicking on the *Send* icon on the button bar.

### **Important---**

If you are in a conference such as **World Link > Global Village >**

**Pen Pals** clicking **Reply** will send the message to the Pen Pals conference for everyone to read. If you want to reply just to the person who sent the original message, you would use the directions for **Reply Sender**.

Before sending a message, check the **To:** and **Cc:** lines. Everyone listed will get your message. Either select **Reply Sender** or delete the names of the person(s) who should not get your message.

## **Module 2.4**

### **Attachments**

**Students, in this lesson you will:**

- 1. Learn to save files that are attached to messages you receive.**
- 2. Learn to attach files to a message.**

Attachments are files that you send along with email messages. Attachments can be documents created in any program, including graphics. They can also be audio and video files. Unless the attachment is a text file, the person to whom you send the file may not be able to “open” it.

**Netiquette Rules** you need to remember when attaching files to a message:

- 1. Inform those who will receive your attachments what program format they are saved in. Examples would be Microsoft Word, Appleworks, .JPG, .MOV, etc.)**
- 2. Send the attachment in a format that the receiver of your message can open.**

### **Part 1 - Saving a File Attached to a Message:**

- 1. This message has a file attached to it. Notice that a message with an attachment has a little paper clip icon in front of the sender’s name when you are looking at the list of messages in your mailbox.**
- 2. Click on the name of the attachment in the field labeled **Attachments**. (If you can’t see the attachments field, move the mouse cursor to the thin bar that divides the message envelope from the message body. The cursor will turn into a double-ended**

arrow. Click and drag downward to increase the length of the message heading until the Attachments field shows.

3. Select **File > Save Attachment** from the menu bar.
4. The "Save As" window will appear. Use it to navigate to the location where you want to save the attached file and click the appropriate button to save it.
5. A "File-Transfer" window will open to show you the progress of saving (download). Wait until you are informed that the transfer is complete. Then click the **Close** button. After the file is successfully saved, you can open it just as you would any other document on your system.

## **Part 2 - Attaching a File to a Message:**

1. Identify the name and location of the file on your computer that you want to attach to a message.
2. Create a new message.
3. In the **To:** line type in the address of the person to whom you are sending your attachment and fill in the **Subject:** line.
4. Click the mouse in the message box and type your message. Remember to remind the receiver of your message what type of file is attached.
5. Go to **File > Attach** in the menu bar. The "Up Load" window appears. Now you have to find the file you want to attach. Navigate to the location of the file and continue until you locate the correct file.
6. Once you find the file, double-click it to begin attaching (uploading) it to your message. A "File-Transfer" window will open to show you the progress of the upload. Wait until you are informed that the transfer is complete. Then click the **Close** button.
7. Send your message by selecting **Message > Send** from the menu bar or clicking on the *Send* icon on the button bar.