

# Antioch University Seattle

## FirstClass: Getting Started

### What is FirstClass?

Antioch University Seattle uses FirstClass, an electronic messaging and conferencing system. This is one of our main vehicles for communicating information and facilitating dialogue amongst students, faculty, staff, and administration of AUS. All AUS students and employees have email accounts through FirstClass and can contact one another using the email directory. You can send and receive email from anyone outside the university, as well.

With FirstClass you can:

- send email to and receive email from other users
- browse, contribute, and subscribe to special group mail areas (conferences)
- exchange files with other users
- use other features, such as the real-time chat feature
- customize the way FirstClass works for you

**\*\*Note:** In order to get started, you must first **activate your account**. You will need an internet connection and access to a web browser (such as Internet Explorer or Mozilla Firefox).

### Activating Your Account

1. Open a web browser and connect to <http://mail.antiochseattle.edu/cgi-bin/activate.cgi>
2. At the Login to FirstClass Account page, type in your user id, which is your Student ID or Datatel ID. You can get this number from your Student ID card. Your password is your last name.

### Login to FirstClass Account

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Enter your FirstClass User ID and Password. Your User ID is the seven digits, just enter your ID with leading zeros. For example, the

User ID:	<input type="text"/>
Password:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Login"/>	

3. Press the Login button. At the next screen, press Continue.
4. At the next screen, you will be prompted to change your password. Enter a new password in the first box and again in the second box to confirm it.
5. Press the Change Password button. At the next screen, press Continue.
6. Next you will see the AUS Electronic Use Policy. Press the Accept button.

7. The next screen will indicate that your activation is complete and that you may now access your FirstClass account. Click Done.
8. The final screen will provide links and instructions on downloading and installing the latest FirstClass Client Software. This is the recommended way of accessing the system from home. You can still access FirstClass from the web even if you do not download the software. See the FirstClass Basics – Web Version help sheet.

[Antioch University Seattle FirstClass® Client 8.0 Download Page](#)

Software and instructions for **Windows XP** or **2000** users are [Here](#).

Software and instructions for **Windows 98** or **95** users are [Here](#).

Software and instructions for **Mac OS X** users are [Here](#).

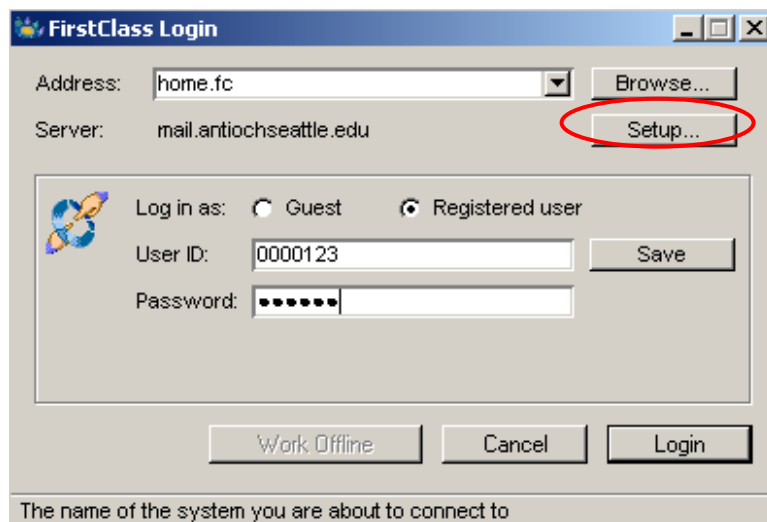
Software and instructions for **Macintosh OS 9 (classic)** users are [Here](#).

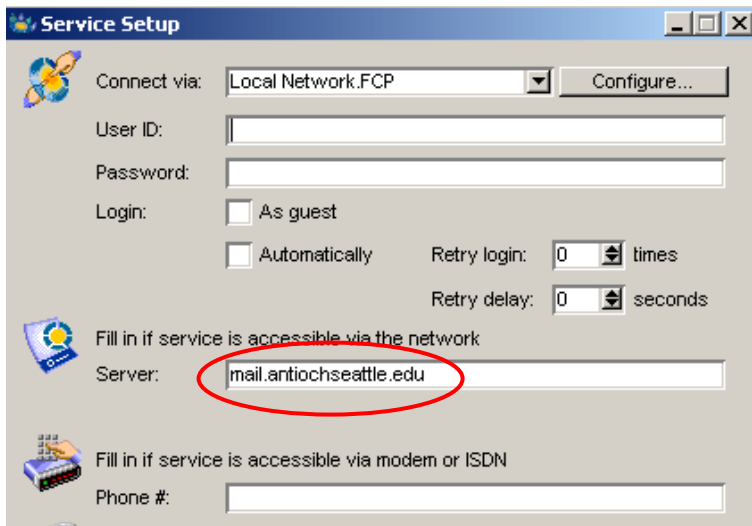
To download FC click on the link that corresponds to your computer platform (Windows or Macintosh). There you will see some installation instructions and an attachment link. Click on that link to download the file to your computer. The browser will prompt you to save the file to somewhere on your hard drive. Select the “Desktop” as the destination for the file and click save. You may now close your web browser. Find the downloaded file on the desktop and double click. The program will then run and install the FirstClass Client and any options you may choose. For most users, simply accept the prompts offered by the Installer. When installation is complete, you may launch the FirstClass Client from the Desktop (double click on the FirstClass icon). You may now delete the installer program from your desktop.

## Configuring FirstClass

Before you type your User ID and your password you need to configure your server connection. Below are the steps to do so:

1. Double click the FC icon on your Desktop.
2. Click on the **Setup** button.
3. In the Server box type **mail.antiochseattle.edu**.





#### 4. Click **Save**

You are now ready to log on for the first time.

If you need to download and install the software at a later date, you can return to <http://www.antiochsea.edu/client> at any time to do so.

\*\*Note: For students, your email address will be [Firstname\\_Lastname@antiochseattle.edu](mailto:Firstname_Lastname@antiochseattle.edu).  
Faculty and staff email addresses will be [FirstInitialLastname@antiochseattle.edu](mailto:FirstInitialLastname@antiochseattle.edu).

For help with user names or passwords, please go to <http://helpdesk.antioch.edu>.