



BialikNet FirstClass Email Download & Configuration Instructions

Bialik IT Department – September 2005

A brief explanation of our e-mail and intranet system:

We use a platform called FirstClass, produced by a company called Centrinity, to host our e-mail and intranet system, known as BialikNet. All e-mail, calendar events etc., are stored on a server securely located at Bialik. When you login to your BialikNet desktop while in the school, the computer you are sitting at contacts the server to request your e-mail account.

BialikNet can also be accessed from outside of the school. One of the great things about FirstClass is that it is cross platform; it does not matter if you connect using a Macintosh or a Windows-based machine.

To access BialikNet at home you have 2 options:

1. You can access your e-mail through our website, *or preferably...*
2. You can obtain the same software that we use in school: The FirstClass Client is free and is available for download on the web.

1. Web Access (for checking mail rarely – e.g. when on vacation)

The school's website address is <http://www.bialik.on.ca>

From the home page of Bialik's website, click on "**BialikNet Email Users**" from the lower right corner. A page will load describing some details of our email system. Click "**E-MAIL USER LOGIN**" in the top right corner. You will be prompted for your username and password in a pop-up box. Carefully enter this info, then click ok.

You now have access to your BialikNet email etc.
To log out, close your Internet Browser.

It is strongly suggested that you use this method of accessing your e-mail when you just want to check your e-mail from a computer you seldom use (i.e. traveling, cyber cafe, friends, etc.) Using web access, BialikNet is similar to Yahoo or Hotmail in terms of interface. You will only see 15 messages at a time. You open your messages by clicking on the subject of the e-mail.

2. Using First Class Client (if you use Bialik email frequently)

We strongly recommend that if you are regularly going to access your BialikNet e-mail and/or calendars and conferences from your home computer, that you download and configure the FirstClass client. This will enable you to access all aspects of BialikNet and have them appear exactly as they do at school. You will gain access to all of the same features, toolbars, etc. that you are used to using at school.



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FirstClass does not dial directly into the BialikNet server. Rather, it uses your existing Internet connection to access our server.

Installing the software is a relatively straightforward process. We have provided instructions below to download and install and configure the FirstClass client for both the Macintosh and Windows platforms.

Download & Configuration Instructions

1. In your Internet browser (Netscape or Internet Explorer) **access the following web page:**
<http://www.firstclass.com/ClientDownloads/>
2. Click on the version appropriate to your operating system (Mac OS, Mac OS X or Windows)
3. On the linked page, click the download link to download the FirstClass Client Software.

Macintosh users, continue here...

4. Your browser may ask you where you want to save it. Choose a place that is easy for you to remember and click "Save". The file will download to the location you chose (remember where this is).

Once you have completed downloading the installer, you should see at least one of the three following files in your download location:

- i. "FC8047US.HQX" (Mac OS)
- ii. "FC8047US.DMG" (Mac OS X)
- iii. "Install FirstClass Client" (Mac OS/OSX)

NOTE: If you do not see "Install FirstClass Client" "double click on the file that starts with "FC8047US" and it will appear.

5. Now, **Double click on *Install FirstClass Client*** to install the software.

Windows users, continue here...

4. Click Save on the File Download popup dialog, and choose where you want to save the file and click Save.

You can save it to your desktop so that you will be able to find it easily, or any other folder you prefer to save to.

The file you just downloaded is called "FC8047US.EXE".





5. Now, **Double click** on *FC8047US.EXE* to install the software.






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This will begin the installation process. Follow the prompts on-screen:

-  Accept the License Agreement
-  Continue the Read Me
-  Install the Client using the Easy Install
-  When the installer has finished restart your computer.

6. You will now notice a FirstClass alias icon on your desktop

-  Double click on this icon
-  A dialog box will appear indicating that your client requires configuration
-  Click OK

The next step is VERY important:

7. ***** About half way down the Service Setup window, across from the word "**Server**", there is a white text box with the word "FirstClass" in it. Delete that word and type in the following:
mail.bialik.on.ca
-

8. If you are going to be the only person on this computer using the FirstClass client, you may choose to have your user ID and password saved so that you do not need to enter it each time that you log on. If so, fill in the user ID and password boxes with your information. You may choose to leave these entries blank – you will then need to enter the info each time that you wish to log on.

9. Then click on Save.

Congratulations. You are now done! Just remember that your e-mail will not work unless you are already connected to the Internet (ie. modem, cable, Sympatico, etc.)

From now on, to access BialikNet, just double-click on the FirstClass icon on your desktop, in your Dock or Applications folder (*OSX*) or in your Start Menu (*Windows*). Just enter your user ID and password as necessary, click connect – et voila!!!