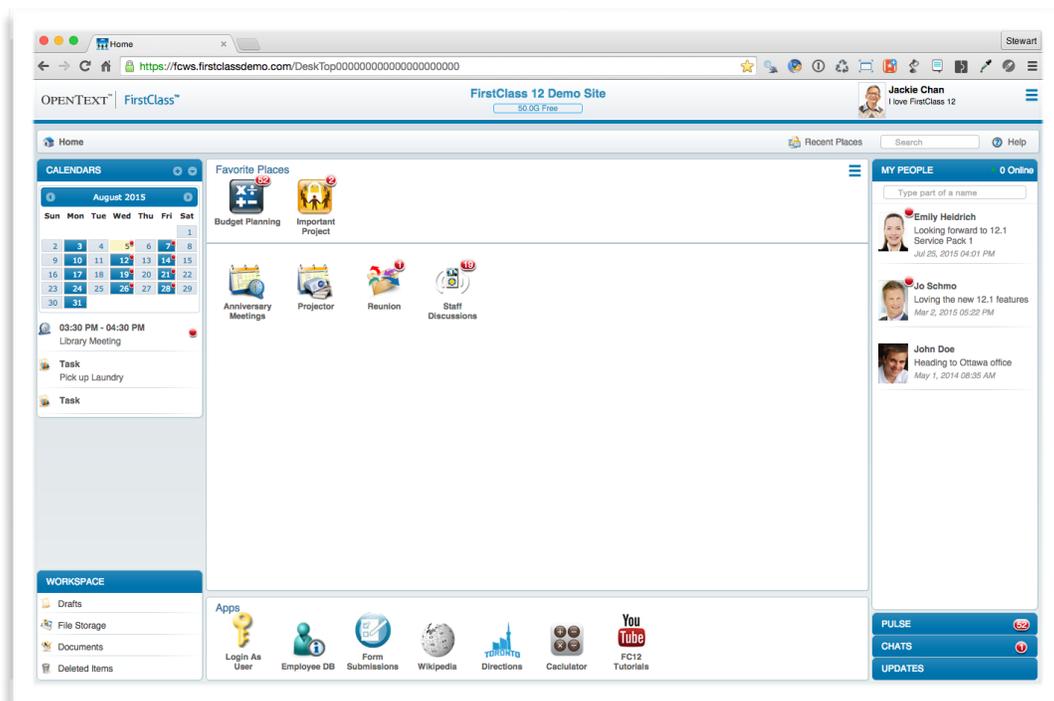


FirstClass For Web Browsers

FirstClass Web Services 12.1 SP1

If You Use Another Mail System

OPENTEXT | FirstClass™

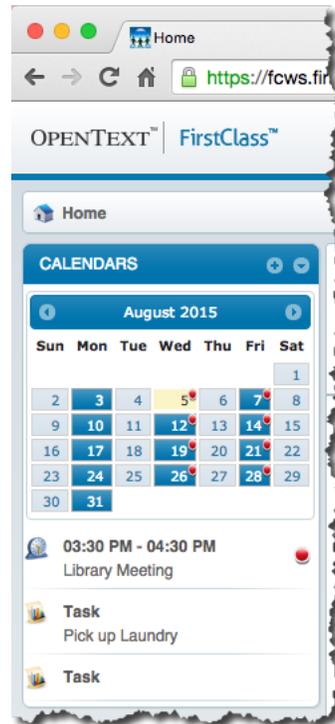


Annotated by
Stewart Lynch
CreaTECH Solutions
<https://www.createchsol.com>
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If you use another mail system

If your organization uses another mail system, you'll see a few changes to what is documented in this help. The rationale is that you already have a private mailbox, personal calendar, and private contacts on your other system.



Email

You won't see a **MAILBOX** pane, and you can't use private email. You can only address messages to conferences and post to communities.

Calendars

You'll see a **CALENDARS** pane instead of **CALENDAR**. This isn't a personal calendar, but rather a place where you can combine views of other calendars and create tasks. You can't create events here, but you can in group calendars, with one limitation: you can only invite people external to FirstClass (people with an Internet email address) to your events.

If you want to add a calendar that is inside a container to the list of calendars you can combine, choose **Add to Calendars**.

Contacts

You won't see a **Contacts** folder in the **WORKSPACE** pane.

Other user information

If you open permissions forms or membership lists, you won't see anyone who is external to FirstClass.

The screenshot shows the 'Preferences' window for 'Messaging'. The 'Automatically forward' section is highlighted with a red box. The settings are as follows:

Setting	Value
Local mail:	Yes
Internet mail:	Yes
Voice/fax mail:	No
Method:	Redirect
Forward to:	jchan@mailinator.com

How to get FirstClass notifications

You must supply an email address so that FirstClass will know where to send system notifications (such as calendar reminders when you aren't logged in).

To supply this address, choose **Preferences** from the application menu, then go to the **Messaging** section. Fill in the **Automatically forward** section:

- Choose **Yes** at both **Local mail** and **Internet mail**.
- Choose **Redirect** at **Method**.
- Type your email address at **Forward to**.

If you were invited to join a community

If you are using FirstClass because you were invited to join a FirstClass community, you may encounter additional limits on what you can do. For example, you may not be able to:

- open others' profiles and blogs
- follow anyone other than the person who invited you
- access communities except for those you are invited to, plus any default containers available to all
- invite others to communities
- search for people or for anything that isn't already accessible through your desktop