

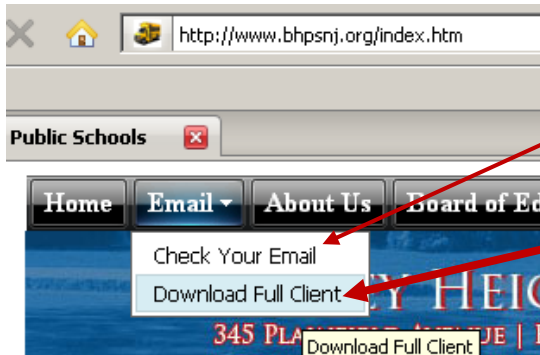
## Using FirstClass for Learning and Collaborating

In a further effort to offer technological resources to its students, Governor Livingston High School is now providing access to its digital messaging service, FirstClass. The purpose is to allow GL students to collaborate with each other and with their teachers in the pursuit of learning.



FirstClass includes email, a calendar, instant messaging, and collaboration areas including blogs. Among other things, students will also be able to submit homework, make appointments with each other, and transfer files to and from school.

### I – Getting the Software



Although the web-based version of the District’s email is serviceable, available at the district website [www.bhpsnj.org](http://www.bhpsnj.org) under the link “Check Your Email” the free full client is more robust with far greater functionality. It is available under the link “Download Full Client”.

#### FirstClass® Client

FirstClass® enables you to experience the easy-to-use solution.

The FirstClass® Client software provides

Choose the version you want to install.

Mac OS 9 & X or Windows or Linux

Choose the operating system of your computer...

#### Windows Download Page



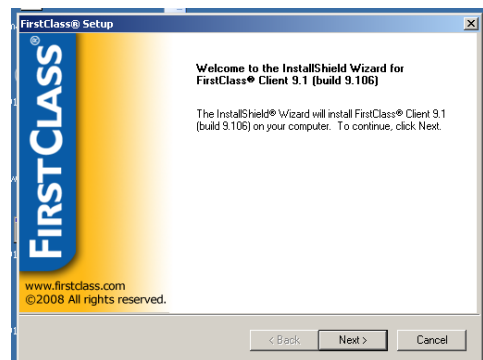
To download the 9.0 Client for Windows [click here](#).

...and then download the client.



Once the installation is complete [click here](#).

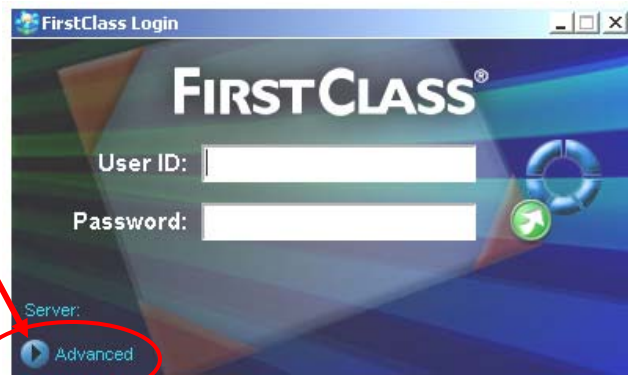
Follow the on-screen instructions, mostly “Next” and “Yes” to the various screens.



## II – Configuring the Software / Connect to the Server

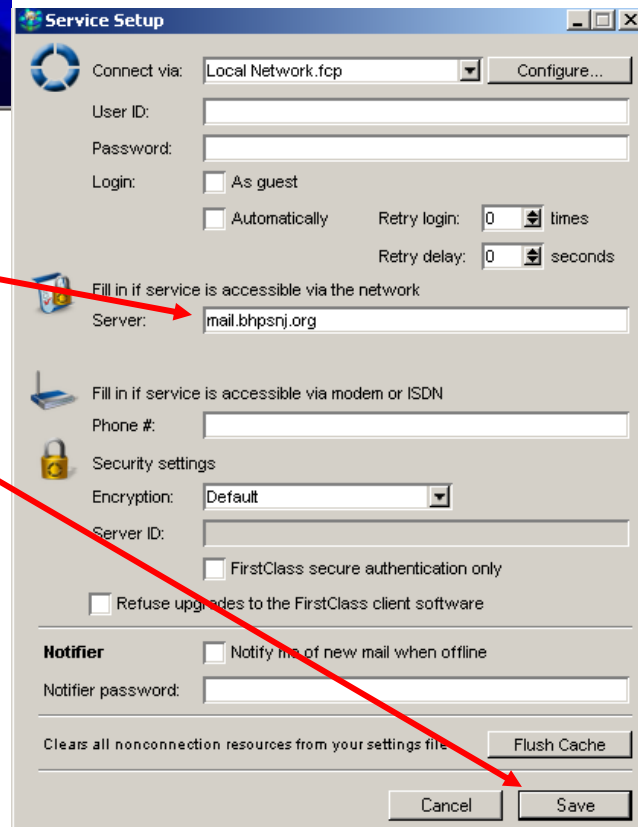
Once you have the software, you need to add a few settings to connect to the Berkeley Heights server.

Click on the button next to Advanced.

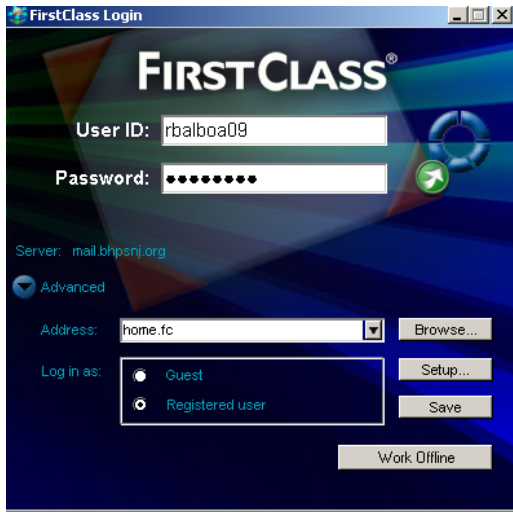


Then click, “Setup...”

In the Server entry field, type  
**mail.bhspnj.org**  
Then click “Save”.



### III – Logging On & Changing Your Password



Once you've entered the settings for connecting to Berkeley Heights' FirstClass Server, the user can log in. To start, the User ID is the same as the one assigned for the Berkeley Heights domain, first initial, last name, and last two digits of the year of graduation. For example, if the student was Rocky Balboa graduating in 2009, rbalboa09 would be the User ID and password.

#### **Please change your password immediately.**

To change the password, go to the “Collaborate” menu and choose the option, “Change Password ...”

The “Old password” is the same as the User ID. The new password should be seven or more characters, including a number. An example of a good password for Rocky might be Philly76. Type it again in the third box, “Retype password” field.

