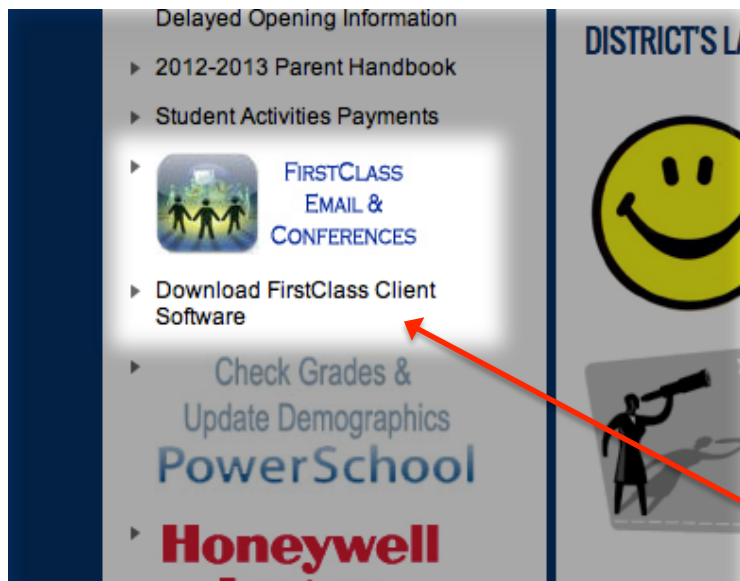


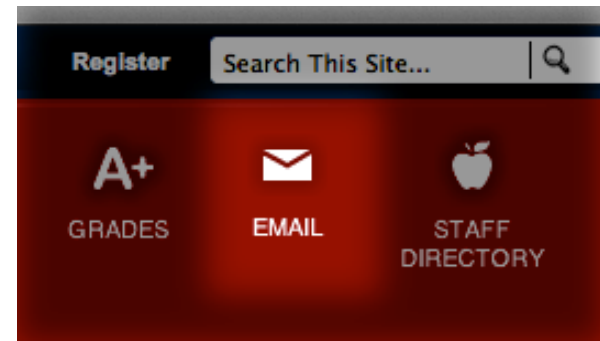
## How to Connect to the BHPS FirstClass Server for Learning and Collaborating

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 classroom calendars, 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 Acquiring the Software



If you want to just check the email very quickly, click on the link “FirstClass Email and Conferences” on the district’s homepage or the picture of the envelope in the upper right of every page.



For better a user interface, install the full software by clicking on the link “Download FirstClass Client Software”

# How to Connect to the BHPS FirstClass Server for Learning and Collaborating

Choose the operating system of your computing device. The install process is standard for your device's operating system. Follow the on-screen instructions, mostly "Next" and "Yes" to the various screens.

## Download FirstClass Client



### FirstClass Client Updates

[Windows](#) | [Macintosh](#)

[Linux Debian](#) | [Linux Generic Intel](#)

For more information please [click here](#).

Previous versions of the FirstClass Client are available [here](#).

or

Previous versions of the FirstClass Client are also available to our customers on FirstClass Online (FCOL). To learn more about FCOL and how to access it, please [click here](#).

## Download FirstClass Mobile Client

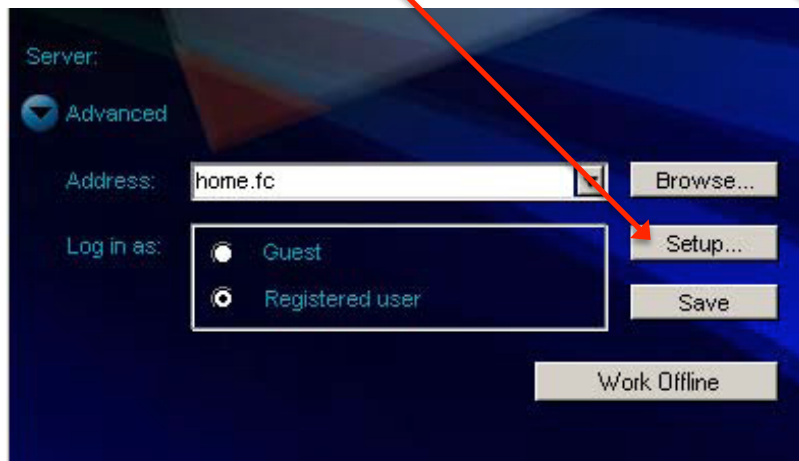
Android Devices 2.x - 3.x - 4.1 & 4.2	Blackberry Devices	iOS Devices
<a href="#">Download from Google Play</a>	<a href="#">Download from your local FirstClass Server</a> or from <a href="#">FCOL</a>	<a href="#">Download from iTunes</a>

## 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 on "Setup..."



## How to Connect to the BHPS FirstClass Server for Learning and Collaborating

The screenshot shows the "Service Setup" dialog box with the following fields and options:

- Connect via:** Local Network.fcp (dropdown menu)
- User ID:** (empty text field)
- Password:** (empty text field)
- Login:**  As guest,  Automatically
- Retry login:** 0 (spin box) times
- Retry delay:** 0 (spin box) seconds
- Fill in if service is accessible via the network:**  (checked)
- Server:** mail.bhpsnj.org (text field)
- Fill in if service is accessible via modem or ISDN:**  (unchecked)
- Phone #:** (empty text field)
- Security settings:**  FirstClass secure authentication only,  Refuse upgrades to the FirstClass client software
- Encryption:** Default (dropdown menu)
- Server ID:** (empty text field)
- Notifier:**  Notify me of new mail when offline
- Notifier password:** (empty text field)
- Buttons:** Cancel, Save, Flush Cache

In the Server entry field, type

**mail.bhpsnj.org**

Then click "Save".

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 2017, rbalboa17 would be the UserID.

The password is the same six digits the student uses in the cafeteria.