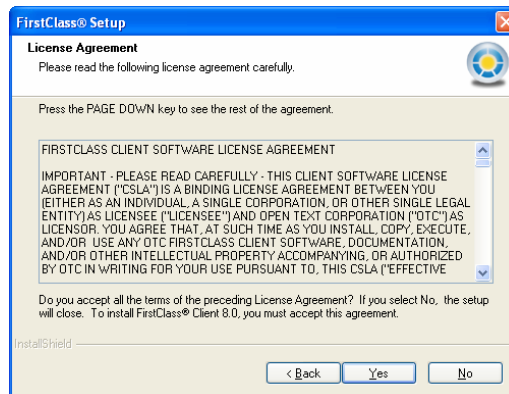


First Class Installation – John Wheatley College

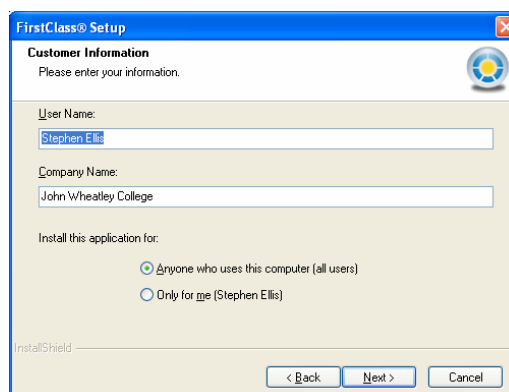
1. Double-click the downloaded First Class setup file, setup will start. Click Next on the first box that appears:



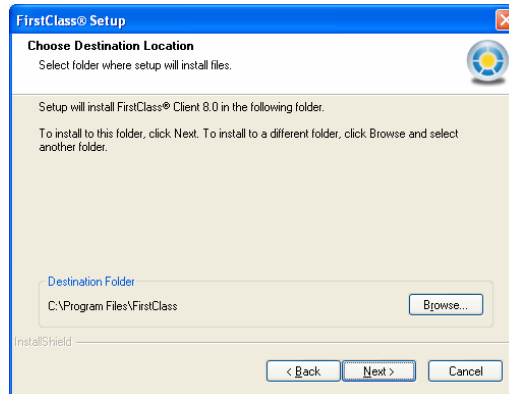
2. Accept the Licence Agreement by clicking Yes:



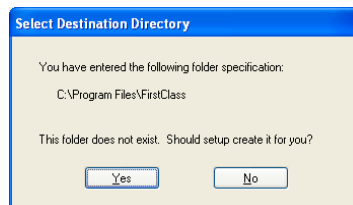
3. On the Customer Information screen, enter your name and accept all other defaults. Then click Next:



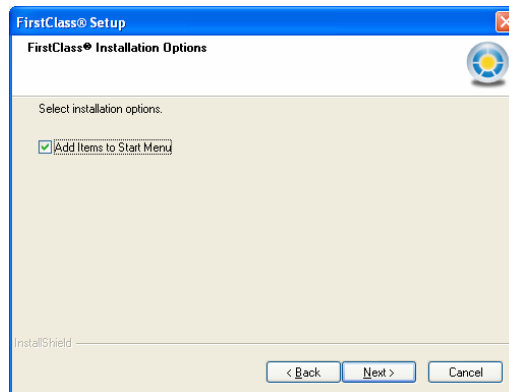
4. Choose the destination to install First Class to. This is usually C:\Program Files\First Class. You can accept the default by clicking Next:



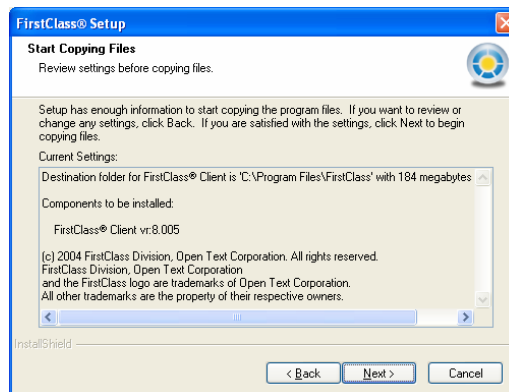
5. Allow First Class to create the folder C:\Program Files\First Class:



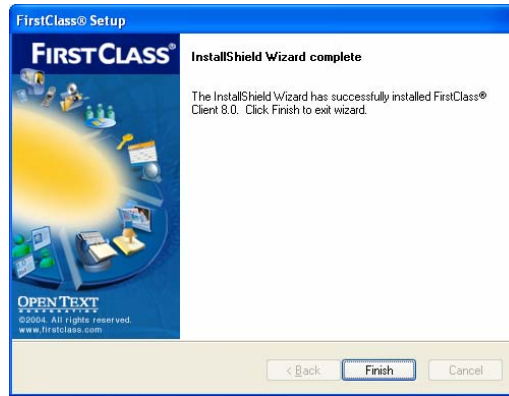
6. If you would like to add First Class to your Start Menu, make sure the check box is ticked and select Next:



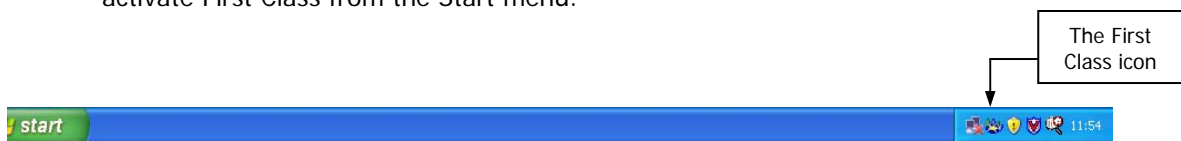
7. Setup summarises everything for you. Click Next:



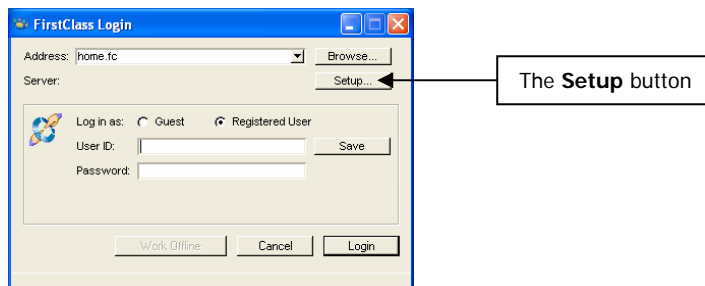
8. When the installation is over, click Finish (see overleaf for screenshot)



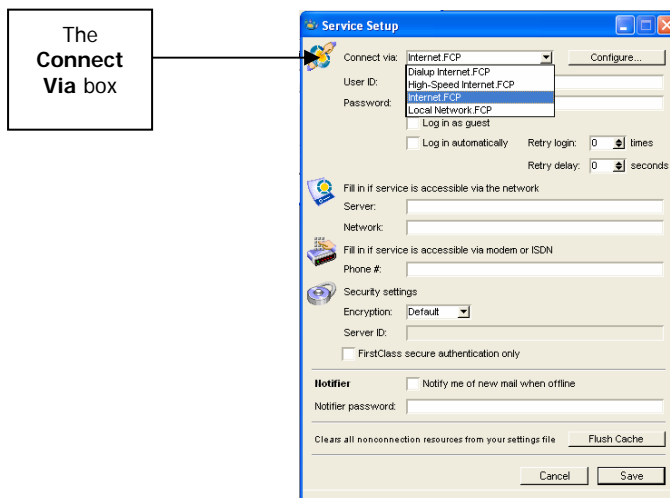
- Right-Click the First Class icon next to the System Time in the bottom right hand corner of the screen and select **Connect**. If you do not see the icon below, please activate First Class from the Start menu.



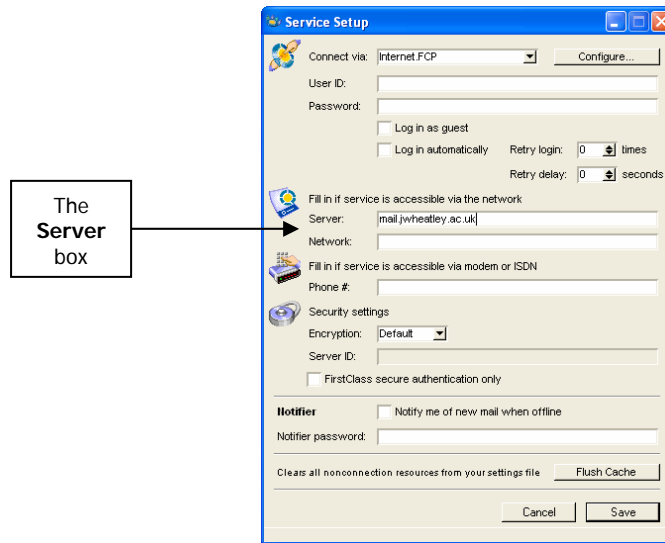
- The **First Class Login** box will appear. Click the **Setup** button in the top right corner.



- The **Service Setup** box will appear. Click the drop down arrow next to the **Connect Via** box. This will provide you with a list of different ways to connect to First Class. If you use dial-up to connect to the Internet, then select the **Dialup Internet** option. If you use broadband to connect to the Internet, then select the **High-Speed Internet** option.



12. In the **Server** box, enter **mail.jvwheatley.ac.uk**. Now click **Save** to exit the **Service Setup** dialog box



13. Now you can enter your username and password and log in

