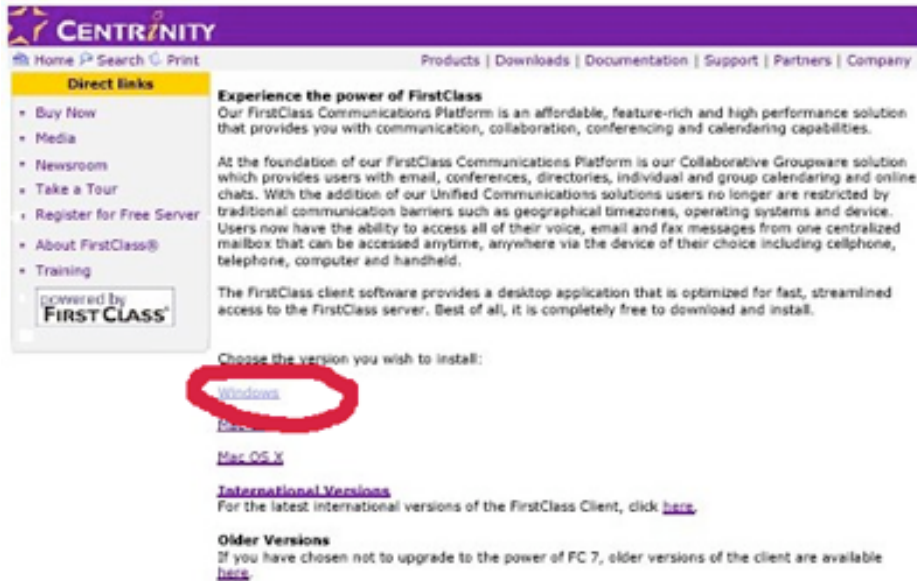


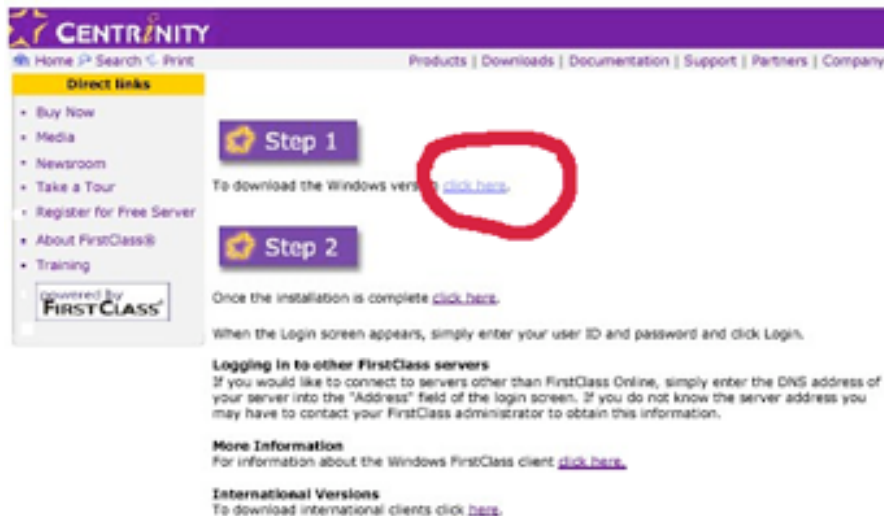
Downloading FirstClass Client Software on a PC (Windows)

- Close all programs on your computer; turn off your virus protection program.
- Log on to the Internet and open your browser software (Netscape, Internet Explorer, or AOL browser)
- Go to the main Archdiocese E-mail page at <http://email.rcannet.org>
- Scroll to the line that reads: Click here to download the First Class Client software; click on FirstClass icon. This will take you to the following web site:
<http://www.centrinity.com/clientdownloads/>



The screenshot shows the Centrinity website's client download page. The header includes the Centrinity logo and navigation links: Home, Search, Print, Products, Downloads, Documentation, Support, Partners, and Company. A sidebar on the left lists direct links: Buy Now, Media, Newsroom, Take a Tour, Register for Free Server, About FirstClass®, and Training. The main content area features a 'powered by FIRST CLASS' logo and a section titled 'Experience the power of FirstClass' with descriptive text about the platform's capabilities. Below this, a section titled 'Choose the version you wish to install:' lists three options: Windows, Mac OS X, and International Versions. The 'Windows' link is circled in red. Further down, there are sections for 'Older Versions' and 'International Versions' with additional links.

- Click on the Windows version and it will take you to the following screen:




The screenshot shows the Centrinity website's installation instructions page. The header and sidebar are identical to the previous screenshot. The main content area features a 'powered by FIRST CLASS' logo and a section titled 'Step 1' with a red circle around the 'click here' link. Below this, a section titled 'Step 2' also has a red circle around the 'click here' link. The text describes the installation process, including logging in and connecting to other servers. There are also sections for 'More Information' and 'International Versions' with links.

- Click on the Step 1 link. (NOTE: You will not come back to this page to use Step 2).

- It will ask you what you want to do with the file; select “Save to disk” and click OK.
- The Save As window will open on the screen; save it in your C drive under Program Files.
- Do not rename the file – **AND WRITE DOWN THE FILE NAME.**
- The program will begin to download (this may take approximately 15 minutes depending on the speed of your Internet connection.).
- As it downloads, a window named "Saving Location" will open, and it will tell you where the file is being saved and show the progress of the download.
- When it finishes, go to your PC Desktop, and click on the My Computer icon; then click on the C drive; and open the Programs Files folder.
- Click on the file you just downloaded.
- The FirstClass Set Up window will open; click next.
- The FirstClass License Agreement window will open; click yes.
- The FirstClass Destination Location window will open; destination should be: C:\Program Files\First Class; click next.
- Installation Option window will open; select “Add to start menu;” click next.
- Start Copying Files window will open; review settings and click next.
- The files will install and a window indicating that the installation is complete will open; click finish.
- The FirstClass Login window will open.
 1. The Address line should have the following information in it: **home.fc**
If it does not have it, select it using the arrow pull down menu or type it in.
 2. The Server line should have the following information in it: **email.rcannet.org**
If it does not have it, click on Setup button and the Service Setup window will open. Go to the line that says Server and type in the following: email.rcannet.org and click Save button. **DO NOT CHANGE ANY OTHER INFORMATION IN THE SERVICE SETUP WINDOW.**
- You will then be asked for your User ID (enter the user id you were provided) and your Password (enter the number you were provided). This will open your FirstClass desktop.

FirstClass Log On Instructions

- In most cases upon completing the FirstClass download there will be a FirstClass shortcut icon (yellow and purple color) on your PC desktop. If you are connected to the internet and then click on this icon, you will log on to FirstClass.

FirstClass icon: 

- If you do not see this FirstClass shortcut icon on your PC desktop, do one of the following:
- Go to your PC Desktop, and click on the My Computer icon; then click on the C drive; click on the Programs Files folder; then go to the First Class folder; right click on the icon entitled, **FCC32**, and using the dropdown menu create a shortcut; then drag this shortcut to your PC desktop.
- or-
- Go to your Start menu (lower left of screen) click on programs, click on FirstClass; click on the FirstClass icon. (If you still have a problem logging in, call for help, 973-497-4188.)