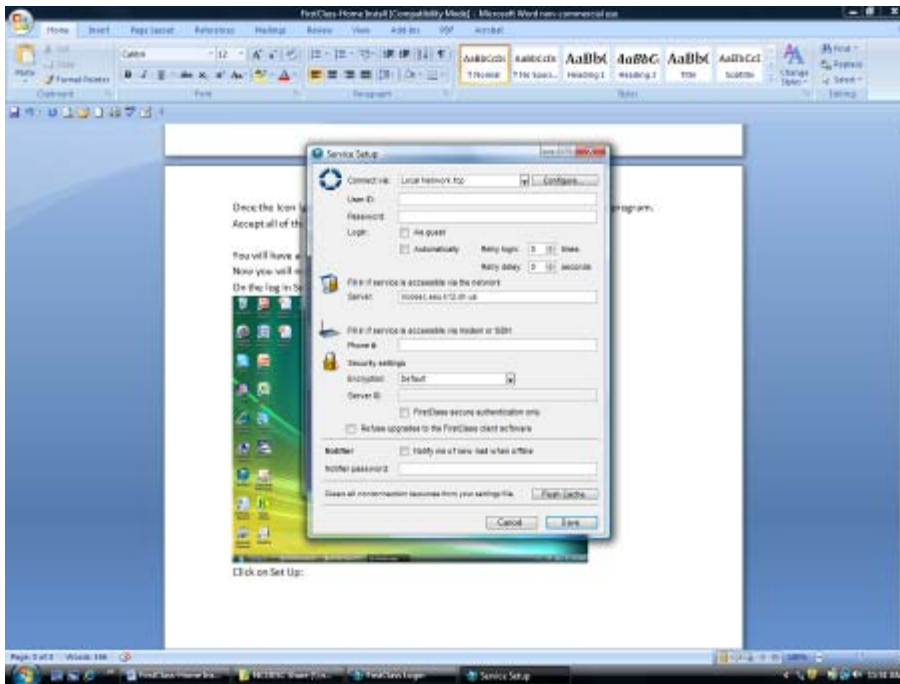
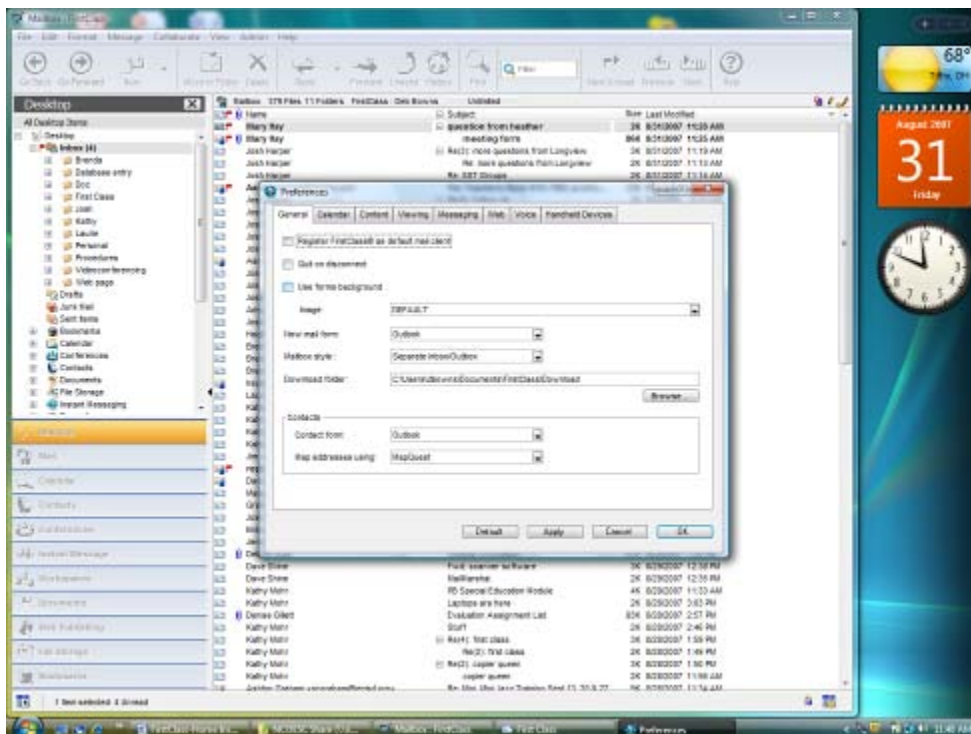


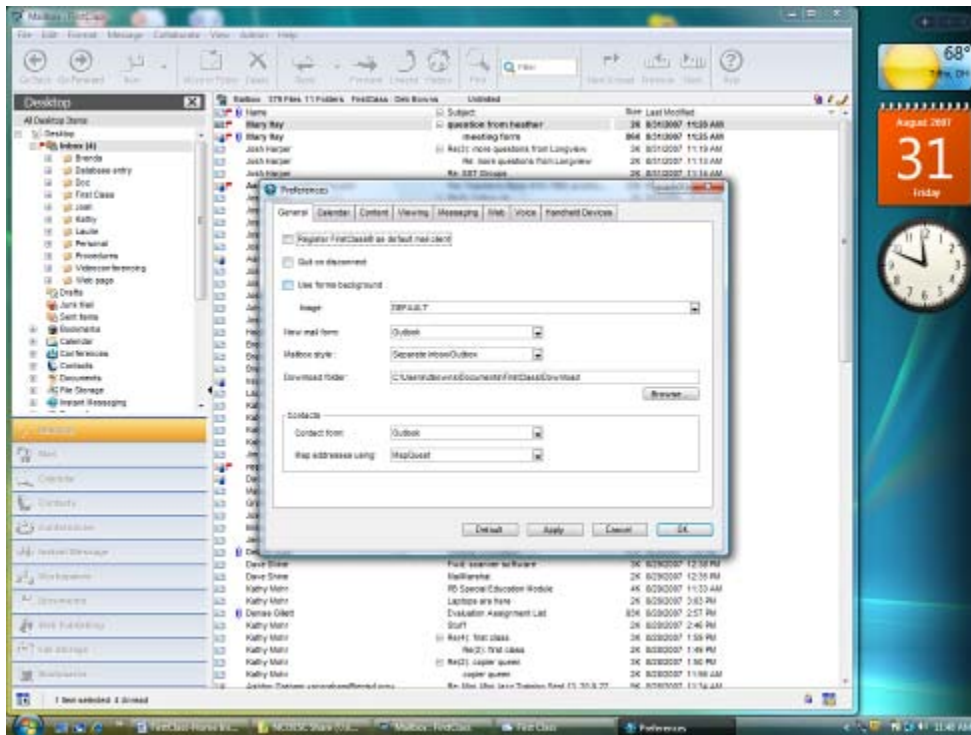
Enter your user name, which was given to you by a tech team member, such as jsmith (do not enter @ncoesc.org). Please do not enter your password here at this time. Fill in the server information with ncoesc.esu.k12.oh.us

Choose Save. You should now be able to log into FirstClass using your initial password.



Once in, you can set up your FirstClass account to look like Outlook by doing the following:
Edit, Preferences, General Tab:





Under New Mail Form – Choose Outlook

Under Mailbox Style – You may choose between having all mail in one box (Unified Mailbox) or having a separate folder for sent items (Separate Inbox/Outbox). This change will take effect on your next login.

Also at this time, please change your password to something more secure. Select the Collaborate menu at the top and the Change Password.

Please contact a tech team member at the ESC if you have any problems setting this up at home or work.

Tiffin Office 419-447-2927