

Faculty and Staff,

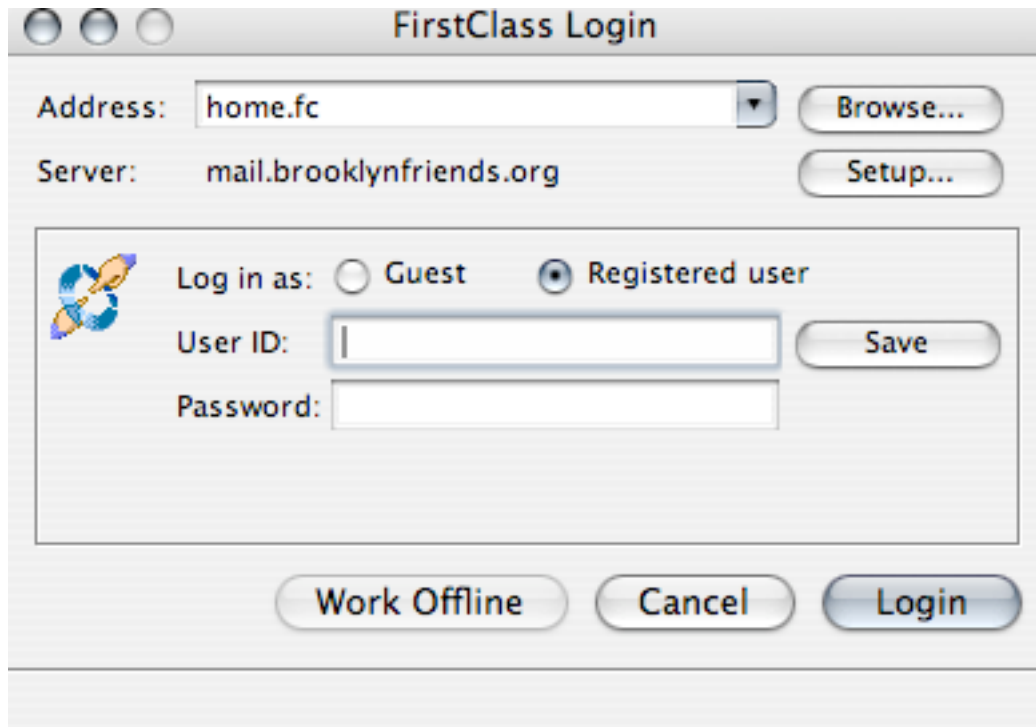
Here is the BEST method to use if you want to be able to check your FirstClass email from home.

To access your FirstClass account from home or a non-BFS issued computer you need to download and install the software.

To download and install do the following:

(you might want to FORWARD this email to your home email account for reference at home or print this email)

1. Go to <http://www.firstclass.com/>
2. **Download the "Desktop Client" version 8.3.**
3. Install the software on your computer.
4. Once the software is installed, open the application.
5. You should see a login screen that looks like this:



6. Click "setup."
7. You should see a screen that looks like this:

14. Click "Login."

Thank you,

Kerri

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