



FirstClass Email for Faculty

ADVANTAGES

FirstClass email is your direct link to Calhoun staff, faculty and students. Simply type in the person's name.

All Calhoun students have FirstClass (SPACE) email accounts.

Receive announcements and important information through "Calhoun Community."

Use FirstClass anywhere there is a network by accessing the web at calhoun.edu/SPACE.

ASSISTANCE

Some training may be helpful in making your students aware of how to use SPACE.

Eddie Gooch, Virtual Services Specialist, will come to your classroom and provide you and your students with a short (10-15 min) orientation session.

CAPABILITIES

- Create a personal calendar
- Create a private conference
- Create a private mail list
- Participate in private chat sessions
- Use the "Search" tool to find what you are looking for quickly
- Personalize your desktop
- Retract unread campus mail
- Submit class attendance



An online Help Manual used by students is available at calhoun.edu/SPACE



Call The Help Desk @ 306-2700 to schedule your session or for any FirstClass questions