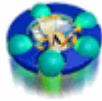


# GETTING STARTED

## GETTING STARTED

### *Accessing Your Space Account*

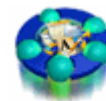
There are *three* ways to access your SPACE account:



- The first way is to select the FirstClass icon from your desktop. You will see this icon on the library and lab computers on campus. You will also have this icon on the desktop of your home computer or laptop if you have already downloaded the software.
- The second way is to install the software on your home computer or laptop by accessing the Calhoun website at [www.calhoun.edu](http://www.calhoun.edu). Click on the [SPACE](#) icon and select [Home Version](#). Follow the directions and click on the default settings (highlighted). You will have no problems at all. When the download is completed, check to see that the server has been setup by following the instructions below. When you come to the login prompt, click advanced then setup, you will be asked to supply the server name. Type in **fc.calhoun.edu**.
- If you are away from home or school and you want to check your SPACE account, you can do that through the [Internet Version](#). You can also access this version from the Calhoun website at [www.calhoun.edu](http://www.calhoun.edu).

**NOTE: It is suggested that you use the “Home Version” of SPACE! This version is much easier to use than the Internet version! Also, this Help Manual is the Home Version only!** If you download the client version, follow the instructions and take all defaults.

### Server Setup

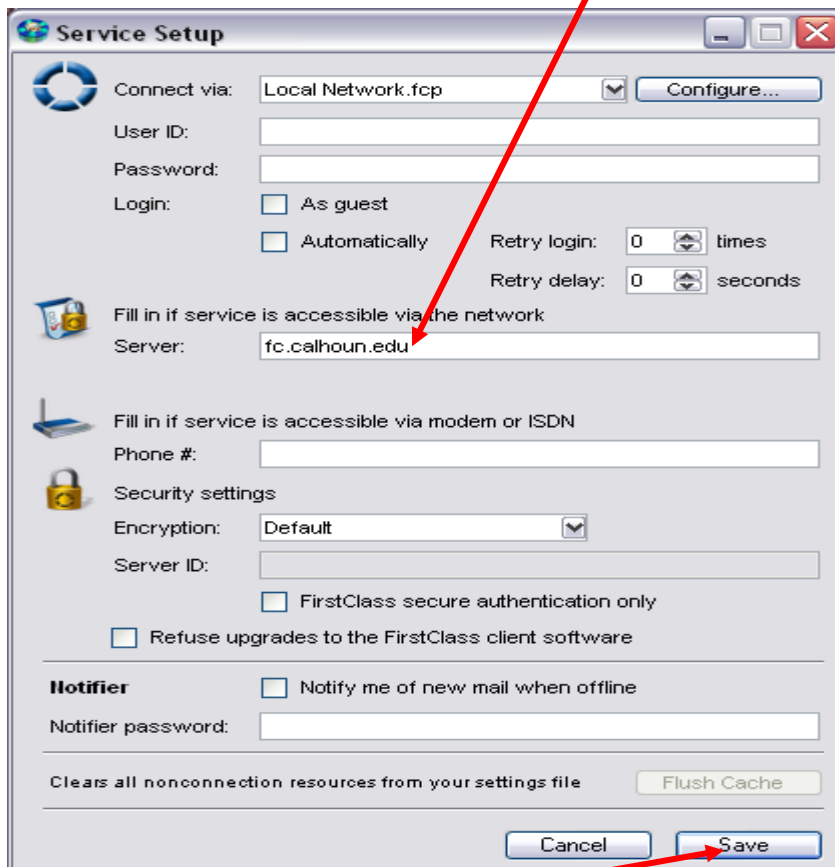


Double click the “FirstClass” icon on your desktop.  
The following login prompt will appear:



Select “Advanced” then “Setup” tab. The following screen will appear:

At this screen make sure that “**fc.calhoun.edu**” is typed into the server field.



Now click the “Save” button and you are ready to start using your SPACE email!

## Log In

Now you are ready to log in. The following login box will appear:



Your *User ID* is your first initial and last name plus the last four digits of your Calhoun ID (Example: jsmith1234). The initial *Password* is **cal and the last 4 digits of your Calhoun ID number (Example cal1234)**. You will be prompted to change your password later. REMEMBER YOUR PASSWORD.

**NOTE:** Your password has to be at least 6 characters to be accepted.

Now that you are logged in, the SPACE desktop will appear.

## The SPACE Desktop



From this screen you have a number of options. We will now look at the desktop icons.

Probably the most familiar icon is your mailbox.



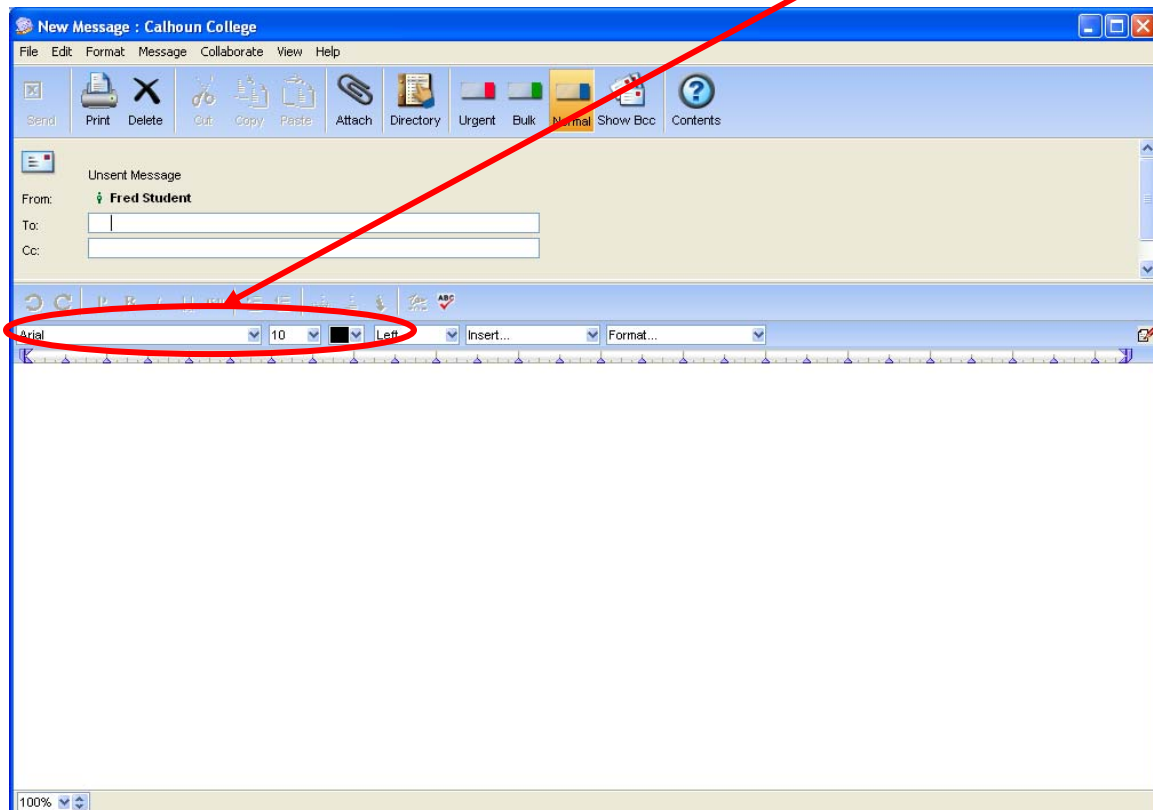
**To create a new email message**, you need to click on the “New Message” icon




**Your SPACE email offers a very helpful feature.** You can send an email to any Calhoun faculty member, staff member or student by simply typing the person’s name (or partial name) in the “To:” line. This also works for anyone that you have added to your personal address book.

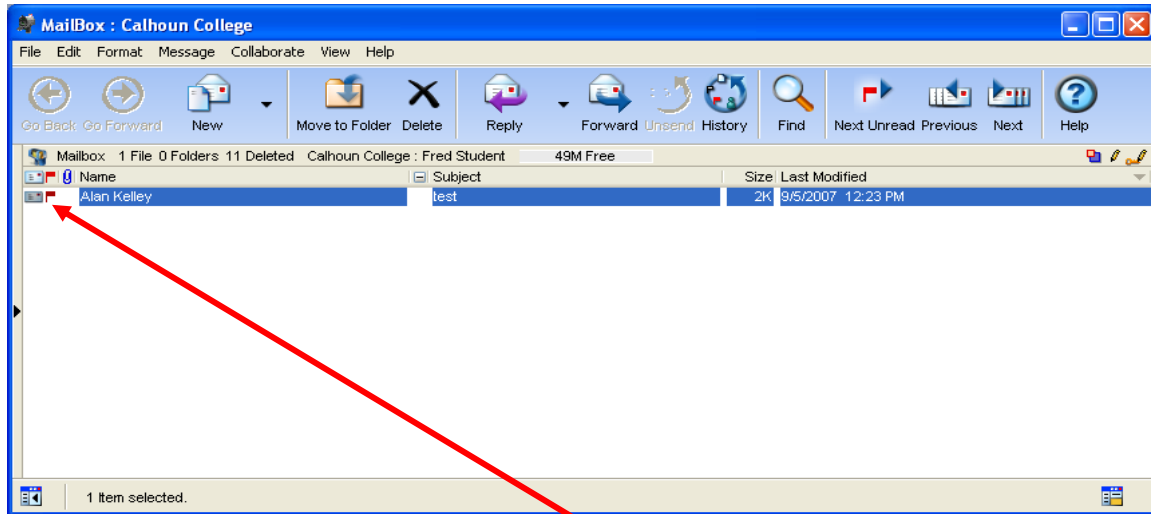
**Include attachments** by clicking on the  icon.

**Customize your message** by changing the font style, size and color.

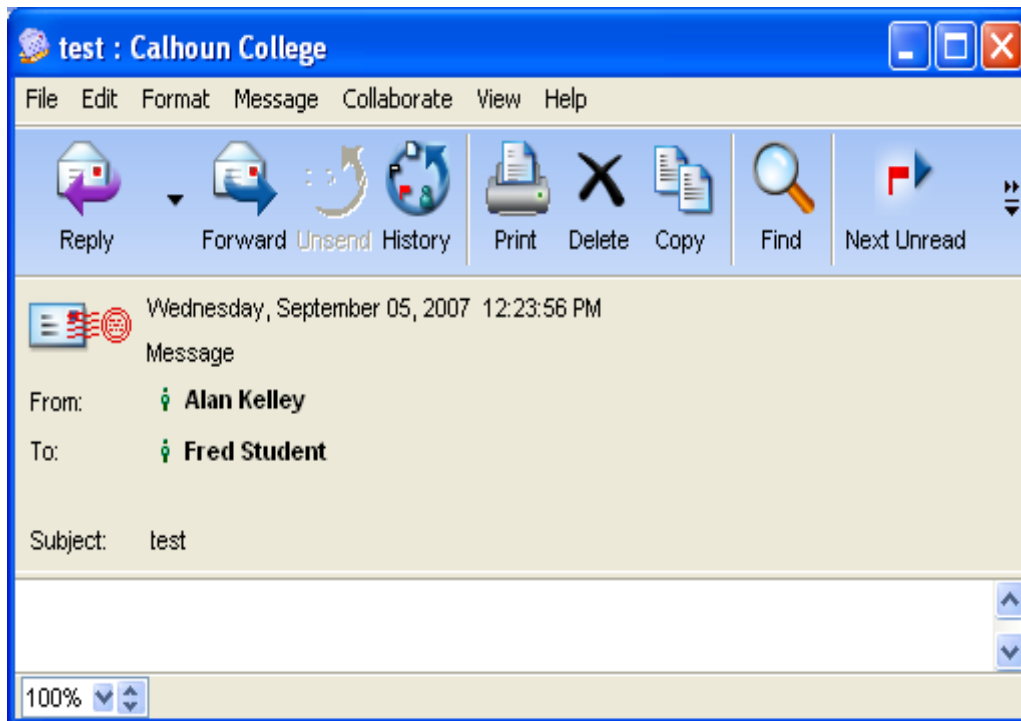


## Reading New Mail

When you have mail to read the mail box will have a **Red flag**   
Double click on the MailBox and you should see the following screen:




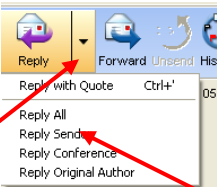
Notice that there is one message that has red flag. This means the message has not been read. As soon as you double click on the message, the red flag will disappear. Once you double click on the message, the following screen will appear:

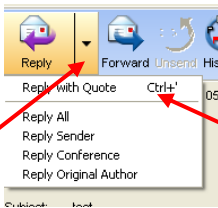


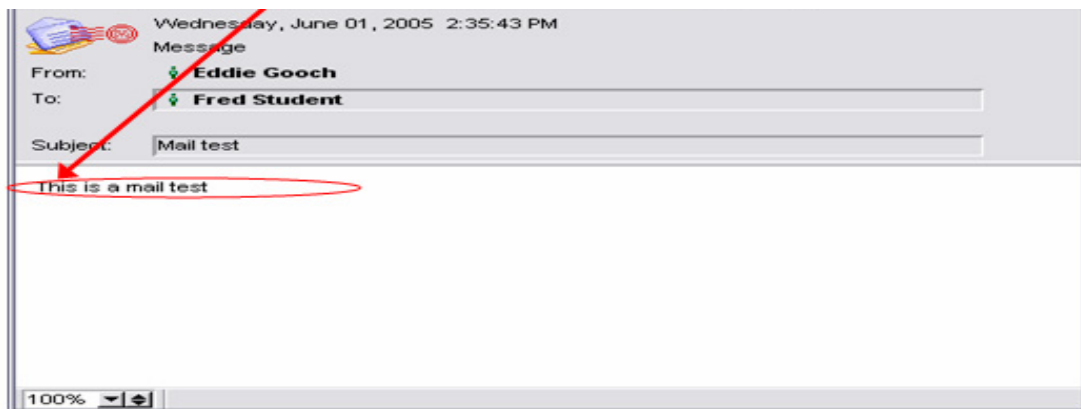
## Replying to Received Emails


To reply to this message, you have 3 main options.

1. **“Reply”**  This way will reply to the sender as well as anyone else that may be copied (CC:) on the email. Be careful using this method. Be sure you want ALL original recipients to receive your reply.

2. **“Reply to Sender”**  To reply to sender simply click on the down arrow and select **“Reply to Sender”**.

3. **“Reply with Quote”**  To reply with quote, click on the down arrow of the reply button and select **“Reply with Quote”**. Just be aware that your cursor will default to the END of the original message. If you want your reply to be at the beginning of the email, you will have to click at the top of the text box and begin typing.



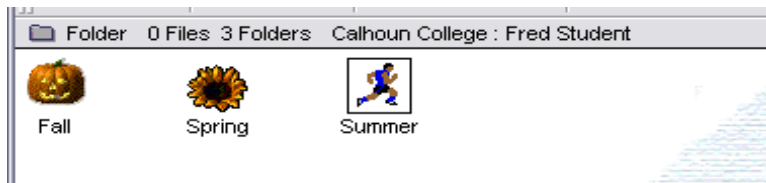
Once you have decided which reply you want to use, just simply fill in the appropriate information and click the **SEND** button .

# Calhoun Courses

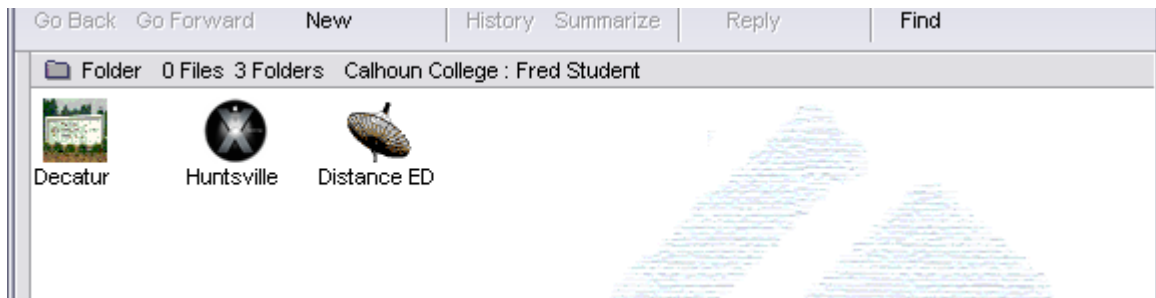
## Calhoun Courses



The “Calhoun Courses” will be the main icon for communication between Student and Faculty. Once it is opened the following screen will appear:



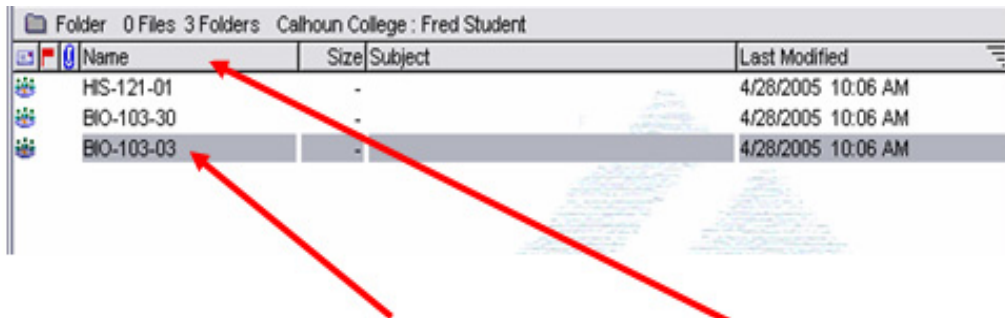
Choose the appropriate term in which you are enrolled and double click. The following screen will appear:



Again, choose the appropriate Calhoun campus in which you are attending your class.

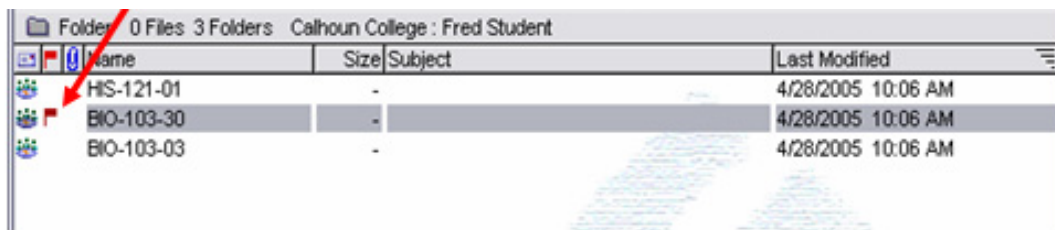


Double click on the icon. The following screen will appear:

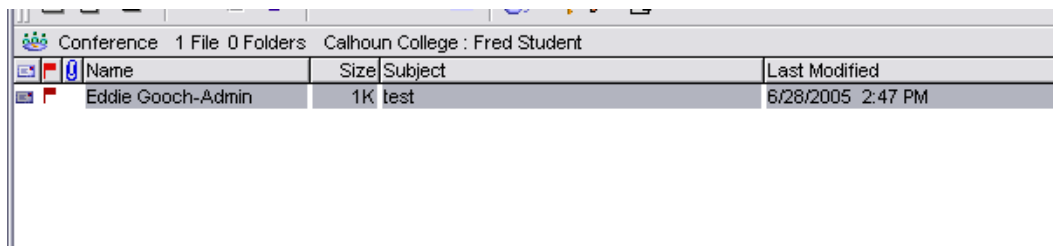


Notice each one of the names show a different course offered. (You can put this list in alphabetical order by clicking on “Name”). Find your class. Make sure you have the correct SECTION – the last two digits of the name will be the section.

This is a direct link between you and your instructor. Anytime the instructor of this class has an email for the **entire** class it will show here with a red flag as seen below.



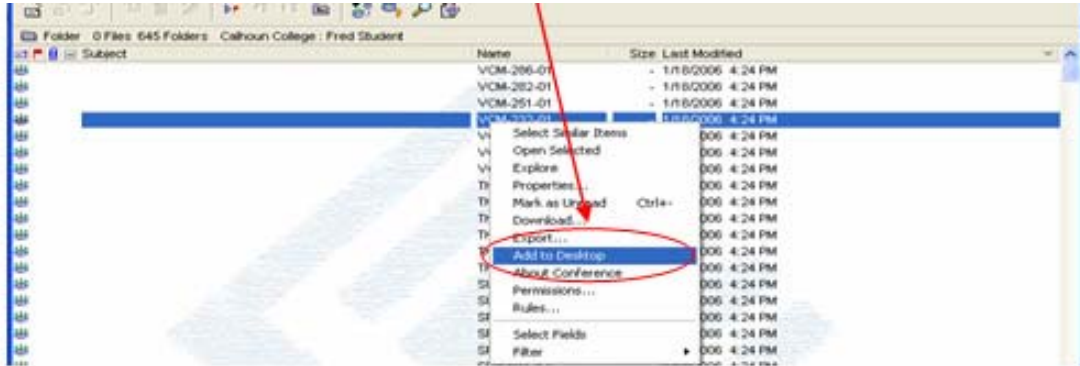
To view this message simply “DOUBLE CLICK” on the message with the flag. The following screen will appear:



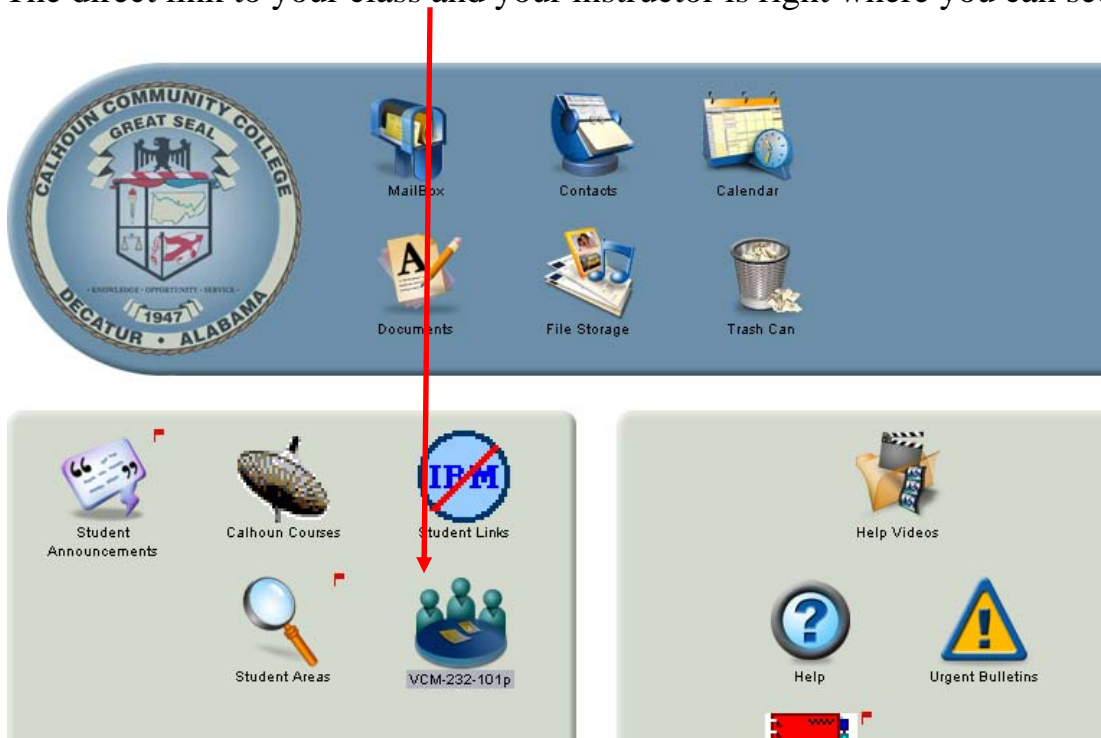
From this screen you are able to read the message by “DOUBLE CLICKING” on it. This screen also will tell you who the message is from. In this case it is from Eddie Gooch. **Note: Only the Instructor and students who are taking this class will have access to reply to this email.** If you are not taking this course you will have read access only.

## Adding Courses to Your Desktop

Go ahead and add this class to your desktop by ***RIGHT*** clicking and selecting “Add to Desktop”.



Once this has been done, your new icon will appear on the desktop as seen below. Now you will have easy access for the rest of the semester. The direct link to your class and your instructor is right where you can see it.



(HINT: If you have trouble locating the new icon on your desktop, look at the top in the Calhoun logo and drag it down)

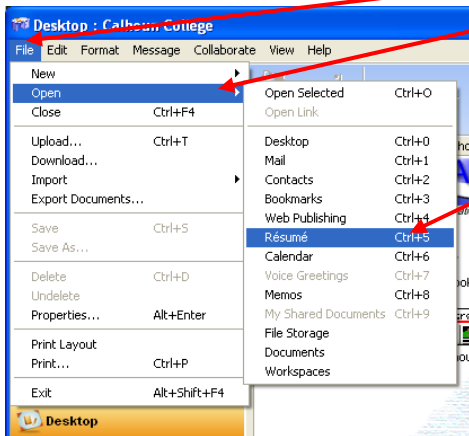
## Deleting Courses From Your Desktop

At the end of the semester you will want to delete your courses from the desktop. Simply highlight the course, RIGHT click on the icon and then select DELETE.

## Posting Your Resume

# Posting Your Resume

From the SPACE desktop, select File, Open and Resume'.



MY RESUME' screen will appear

A screenshot of the "My Résumé" application window titled "My Résumé : Calhoun College". The window contains a form for entering personal and business information. The form is divided into two main sections: "Business" and "Personal". The "Business" section includes fields for "Work phone 1:", "Work phone 2:", "Pager:", "Work fax:", "Manager:", and "Phone:". The "Personal" section includes fields for "Home phone 1:", "Home phone 2:", "Mobile phone:", "Home fax:", "Assistant:", and "Phone:". Above these sections are tabs for "Voice/Fax", "Email/URL", "Address", "Notes", and "Attachments". At the top of the form, there are fields for "First name:", "Middle name:", "Last name:", "Title:", "Job title:", "Company:", "Department:", and "Office:". The window also features a standard toolbar with icons for undo, redo, print, and other functions, and a status bar at the bottom showing "100%" zoom.

My Résumé : Cathoun College

File Edit Format Message Collaborate View Help

First name: Middle name: Last name: Title:

Job title: Company: Department: Office:

Voice/Fax Email/URL Address Notes Attachments

**Business** **Personal**

Work phone 1: Home phone 1:

Work phone 2: Home phone 2:

Pager: Mobile phone:

Work fax: Home fax:

Manager: Assistant:

Phone: Phone:

100%

Drag down the blue line to show the text box

File Edit Format Message Collaborate View Help

First name: Middle name: Last name: Title:

Job title: Company: Department: Office:

Voice/Fax Email/URL Address Notes Attachments

**Business** **Personal**

Work phone 1: Home phone 1:

Work phone 2: Home phone 2:

Pager: Mobile phone:

Work fax: Home fax:

Manager: Assistant:

Phone: Phone:

Tahoma 12 Left Insert...

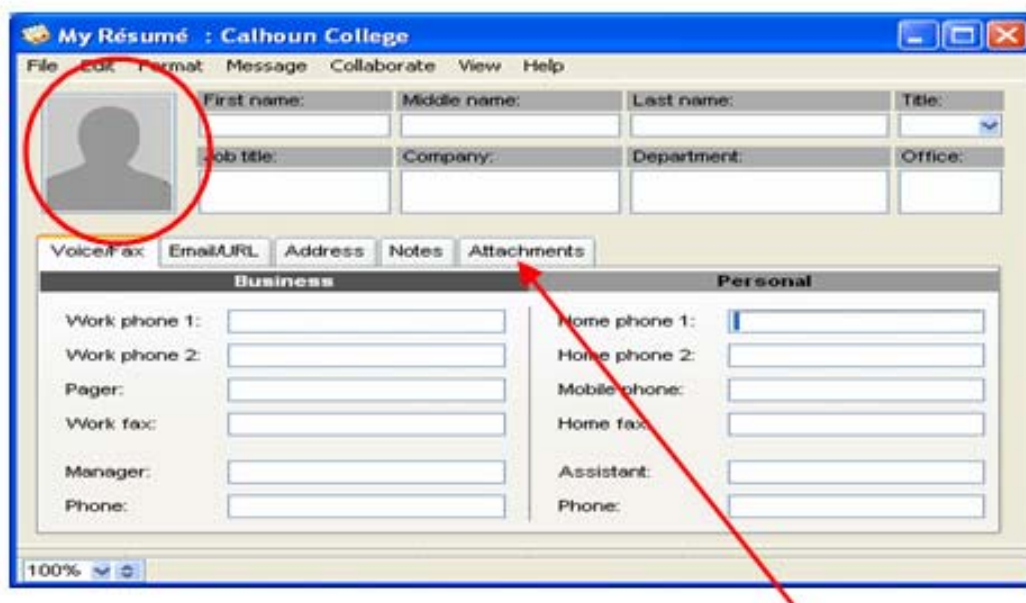
100%

*Fill out the information you want to include. Be sure to use the formatting features.*

**Change the background** of the text box by clicking on *INSERT* and selecting *background*.

**Post your picture.** It is so simple. Find a picture of yourself that you want to post. Click on the picture and hold it. DRAG the picture over to the photo box and DROP (let go). **OR** RIGHT click on the photo box. Select **ATTACH**. Find the picture that you want to post and **DOUBLE CLICK** on the picture.

To change the picture, RIGHT click on the photo box and select CUT.



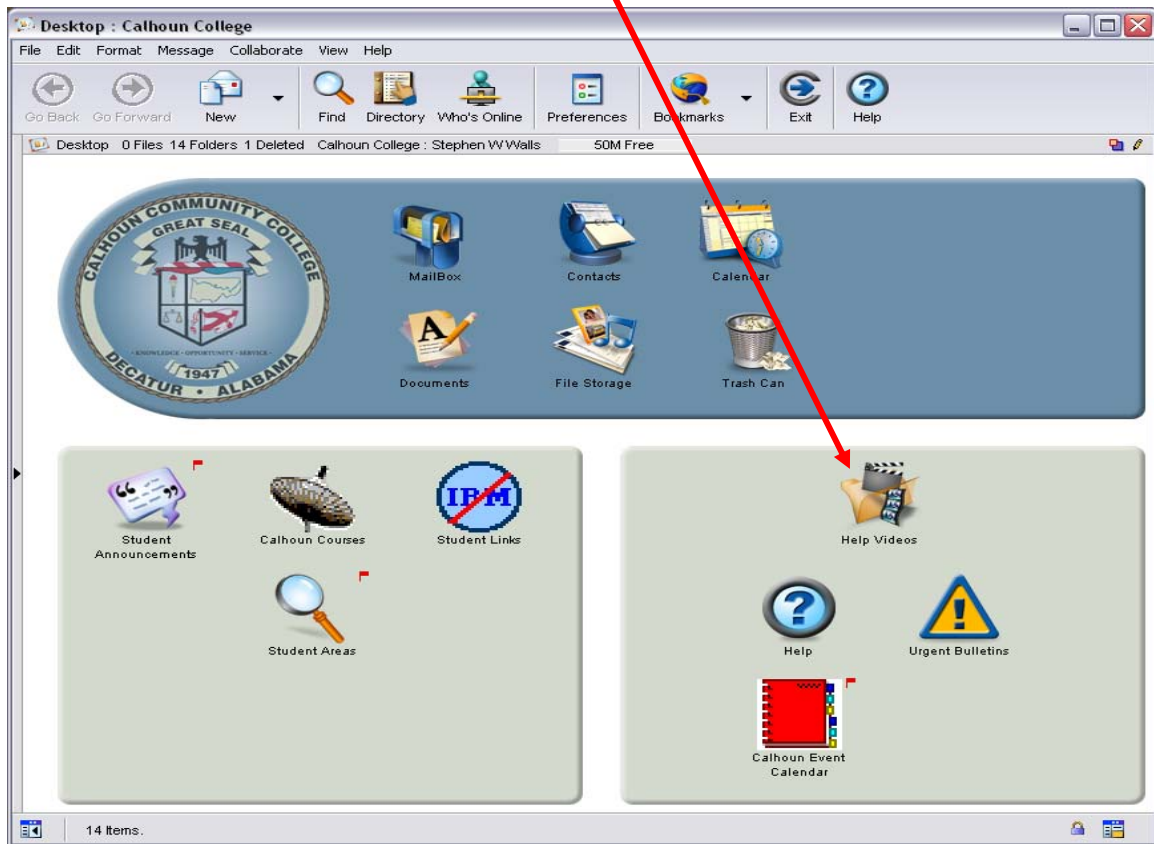
You can include other pictures in the ATTACHMENTS section.

If you want others to know you've posted your resume, send an email to "Student Announcements."

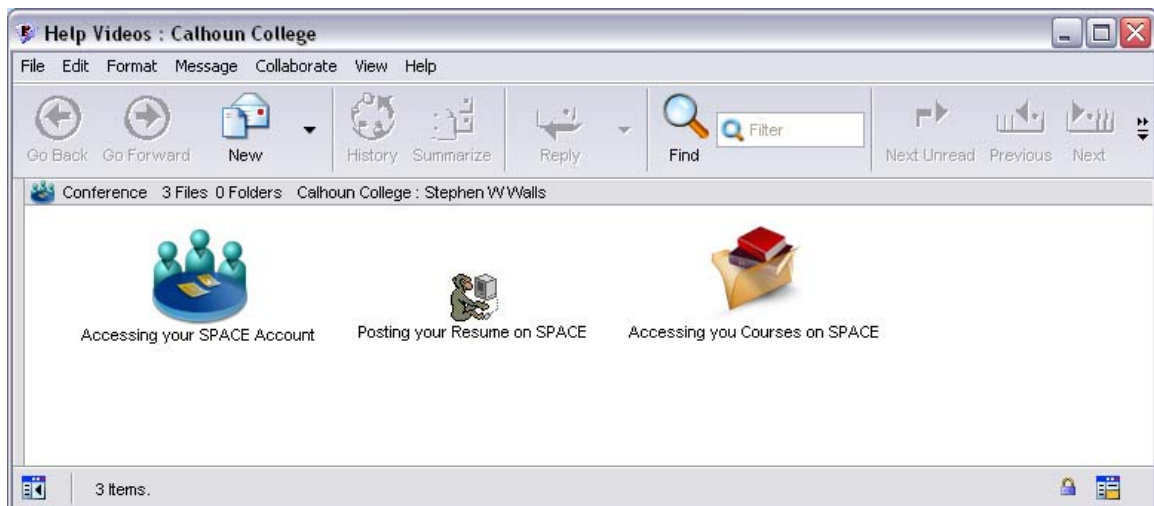
**NOTE!!!** Use good judgment when filling out your resume' and posting pictures. This information can be seen by anyone who has access to Calhoun email. Be sure to follow the Calhoun Computer Usage Guidelines found on pages 12 and 13 in the Calhoun Catalog.

# Viewing Training Videos

To view the training videos, simply select “Help Videos” on your SPACE desktop.



Now double click the video you wish to view from the following window.



**NOTE:** Other videos will be added to this window as they become available.