

Connecting to FirstClass Email from home

Method A: to connect to your FirstClass account from any browser
<http://mail.gsacrd.ab.ca/login>

Method B: to connect to your FirstClass account from your home computer

Step 1. Go to the following site
<http://fc.gsacrd.ab.ca/clientdownloads>

Step 2. Download the FirstClass Client on your computer (Mac or Windows, it doesn't matter)

Step 3. Install the FirstClass Client application.

Step 4. You should see this



Step 5. Click on the Advanced button.



Step 6. Click on the Setup button.

Service Setup

Connect via: High-Speed Internet.FCP Configure...

User ID:

Password:

Login: As guest
 Automatically Retry login: 0 times
 Retry delay: 0 seconds

Fill in if service is accessible via the network
 Server: fc.gsacrd.ab.ca

Fill in if service is accessible via modem or ISDN
 Phone #:

Security settings
 Encryption: Default
 Server ID:
 FirstClass secure authentication only
 Refuse upgrades to the FirstClass client software

Notifier Notify me of new mail when offline
 Notifier password:

Clears all nonconnection resources from your settings file Flush Cache

Cancel Save

Step 7. In the **User Id** place your login: last name and first 4 letters of your first name.

Step 8. In the **Server** field, place **fc.gsacrd.ab.ca** as is illustrated above.

Step 9. Leave the Password field blank. You will have to enter it when you start the application.

Step 10. Press **Save**.

Step 11. You are ready to connect to the school FirstClas server.