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Email Regarding Retiring the FirstClass Email System

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From: Administrator Monday, November 7, 2016 8:36:37 AM
Subject: Retiring the FirstClass Email System
Attachments: Archiving FC Messages 073014.pdf Adobe PDF document 633K

Dear UMaine Staff Member,

We apologize for any duplication, but to ensure that everyone receives this email, we are sending to all @maine.edu and @umit.maine.edu acounts.

FirstClass was introduced at the University of Maine in the mid-1990s as the primary email and conferencing system for the UMaine community. Twenty years later, FirstClass usage is decreasing, and many of its once unique and highly desired features have been supplanted by social media, University of Maine System services, and emerging technologies.

Faculty, staff and students at most UMS campuses now use the University of Maine System's Google Apps platform for email, calendars, scheduling and document storage/collaboration, and Blackboard is commonly used as the learning management system. Moving towards a similar approach at UMaine for email and learning management will facilitate communication and collaboration for students, faculty and staff, and help make a streamlined service model for all in the University of Maine System possible.

What does this mean for UMaine FirstClass users?

A project to retire FirstClass by May 2018 is under way. One of the first major project milestones to be initially aware of is that May Term 2017 is the last semester when FirstClass conferences, including academic course conferences, can be created. Your FirstClass account will expire when FirstClass is retired in 2018.

What should you do now?

All UM students and staff have an UMS Gmail account. However, if you are using FirstClass as your primary email account you will want to begin transitioning to Gmail. After FirstClass is retired messages sent to your FC account will be automatically redirected to your UMS Gmail address

If you subscribe to various listserv lists and use your FirstClass address for those lists you will want to change your list email address with the listserv provider. You will also want to make sure to change your email address with online services. This can be more difficult after your FC account expires.

If you wish to archive material currently saved in FirstClass begin that process soon. I have attached a document to help with that task.

If you wish to have your FirstClass deactivated before the above dates, email me with that request.

For more information please see this web page: [http://umaine.edu/it/2016/10/14/retiring-firstclass/]http://umaine.edu/it/2016/10/14/retiring-firstclass/

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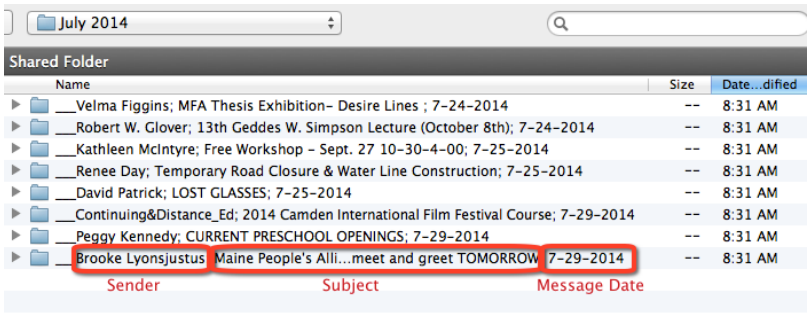
Archiving FirstClass Messages

There are two reasons for archiving FirstClass messages onto your local computer:

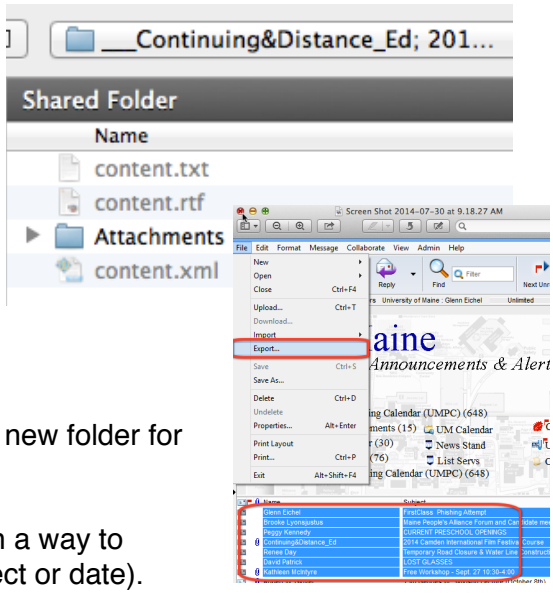
- You have a local backup on your computer that you can save to an external drive or CD.
- You can delete items from the FirstClass server and stay under your desk quota.

There are three methods of archiving items on FirstClass, exporting, summarizing and saving individual messages.

Exporting



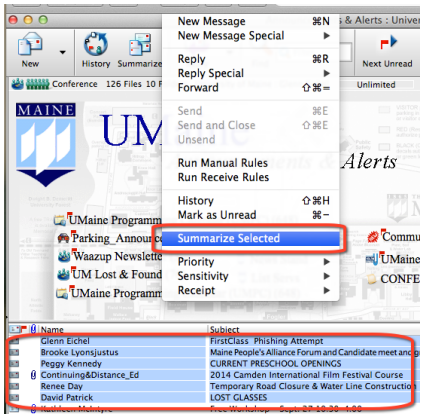
- Exporting must be used if you want to save email messages with attachments. Exported items will appear in individual folders. Folders are titled with the sender's name, subject, and message date.
- Each folder contains 4 files
  - content.txt - The message in text format. It does not contain any of the formatting applied by the sender such as colored or bold text.
  - content.rft - Rich text format attempts to maintain the sender's formatting.
  - Attachments - All the message's attached files will be in this folder.
  - content.xml - This will rarely if ever be used. It is a data format useful for importing into database systems.



- How to export messages.
  - From the FirstClass folder select the messages to be exported.
  - Choose "Export" from the "File" menu.
  - In the file save window choose a location and create a new folder for your exported FC files.
- Strategied
  - Use FC's sorting features to arrange the folder items in a way to easily export item (i.e. sorting on sender's name, subject or date).
  - Use your computer's selection short cuts.
    - Click an item, hold down the "shift" key and select another item. All items in between will be selected.
    - Hold down the "command" key to select/deselect items one by one.

Summarizing

- Summarizing is a good option when you do not need to save attachments. This option creates one file containing all the summarized items.
  - The header for each message contains to, from, date and attachment file names).
  - Attachments are not saved when summarizing.
  - There is a limit to the number of messages that can be contained in one summary. You should keep the number of messages in any one summary to 50 items or less.
  - Images in the body of the message are retained in the summary as is any formatting applied by the sender.
- How to summarize messages
  - Sort the mailbox or folder in the order you would like in your summary.
  - Select the messages to summarize
  - From the “Messages” menu choose “Summarize Selected.”
  - A window will appear that contains all the selected messages with their header information.
  - You can copy and past this information into a word processor window or save it as a text file by choosing “Export” from the “File” menu.



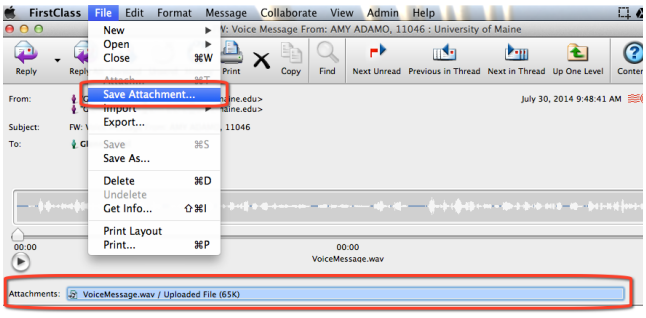
Saving individual messages

This option allows you to save single messages with or without formatting.

- To save without formation open the message and choose “Save As” from the “File” menu.
- To save with formatting copy the message and paste into a word processing document or save as a PDF file.
- To save as a .pdf file on a Mac open the message and chose “Print” from the “File” menu. In the print dialog click the “PDF” button in the lower left corner and choose “Save as PDF.”
- To save as a .pdf file on a PC you will need to download a program such as CutePDF or GhostWriter and follow their instructions.

Saving voice messages

FirstClass allows people to record and send voice messages. Also, UMaine’s phone systems allows for voice messages to be forwarded to your FirstClass mailbox. Messages are attached MP3 files.



How to save a voice message

- Open the message.
- Click on the voice message file.
- Choose “Save Attachment” from the “File” menu.