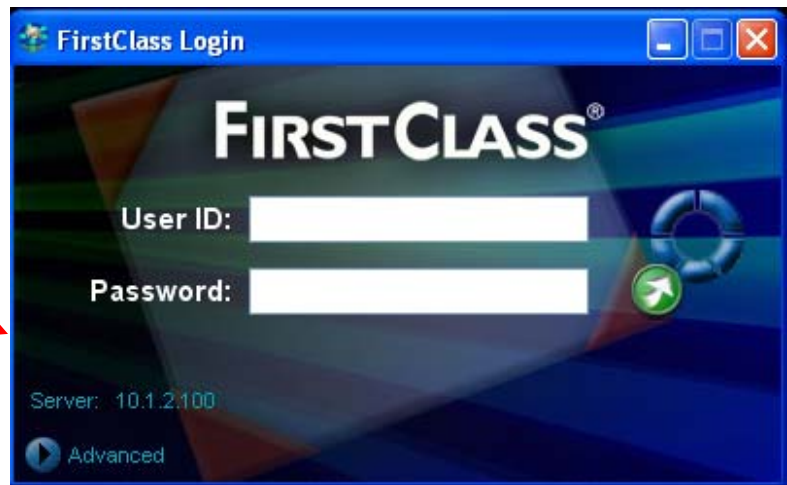
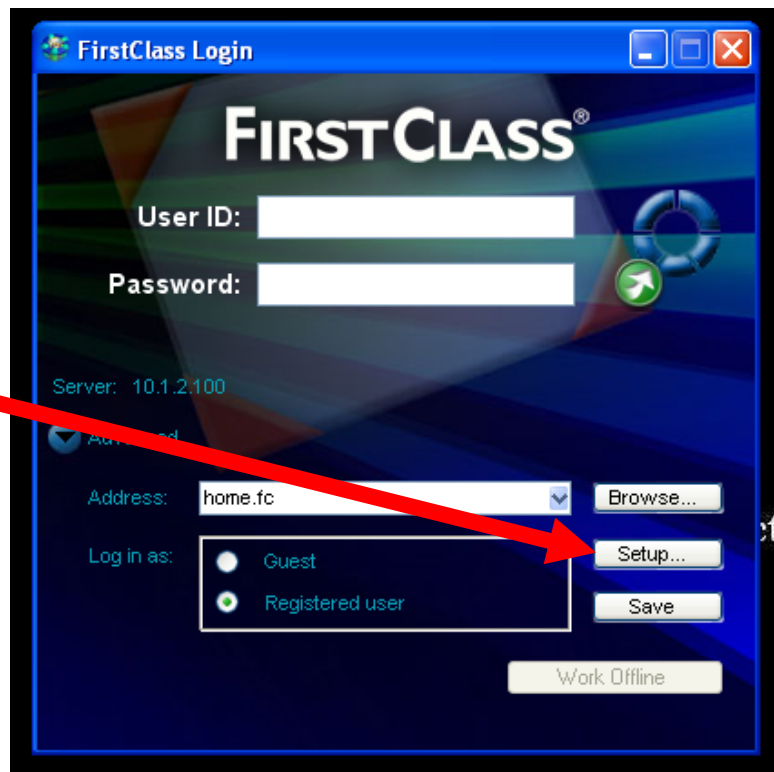


# TO CHANGE THE FIRST CLASS SERVER NUMBER IN THE SCHOOL DISTRICT

1. CLICK THE  
ADVANCED  
BUTTON



2. CLICK THE  
SETUP  
BUTTON



**3. TYPE 10.1.2.100  
IN THE SERVER  
FIELD**

The screenshot shows the 'Service Setup' dialog box with the following fields and options:

- Connect via: Local Network.fcp (dropdown menu)
- User ID: (text field)
- Password: (text field)
- Login:  As guest
- Automatically
- Retry login: 0 times (spinners)
- Retry delay: 0 seconds (spinners)
- Fill in if service is accessible via the network:
- Server: 10.1.2.100 (text field)
- Fill in if service is accessible via modem or ISDN:
- Phone #: (text field)
- Security settings:
- Encryption: Default (dropdown menu)
- Server ID: (text field)
- FirstClass secure authentication only
- Refuse upgrades to the FirstClass client software
- Notifier:  Notify me of new mail when offline
- Notifier password: (text field)
- Flush Cache (button)
- Clears all nonconnection resources and your settings file (text)
- Cancel (button)
- Save (button)

Red arrows point from the text boxes to the 'Server' field and the 'Save' button.

**4. CLICK SAVE**

**5. YOU SHOULD NOW BE  
ABLE TO LOG IN TO YOUR  
FIRST CLASS ACCOUNT.**