

NEW EMAIL SYSTEM - FirstClass - client download instructions
Apple/Mac computer

1. Go to www.clovis-schools.org
2. Go to Check your email
3. Choose From FirstClass
4. To download client, click on DOWNLOAD
5. For Apple computers, click on the blue link that says Mac OS 9 & X
6. Under Step 2 click on Mac OS X link.
7. If you are asked whether to open with or save a file, choose open with and leave it at the default. Click OK
8. When the download is complete a window will open with the FirstClass icon in it. (This window may be hidden. You can close windows to find it.)
9. Double click to open the icon. A message will appear that tells you this is an application from the internet. Click Open.
10. In the new window you will be in the Introduction window. Click continue.
11. In the License Window, after reading the end user agreement, click Agree.
12. Click Install
13. Click Yes if you would like the FirstClass icon on your dock.
14. Click Quit.
15. A window titled FirstClass Login will be open.
16. Click on the small arrow next to the word Advanced. This shows Address and Login as choices plus some other options.
17. Click in the box opposite Address and type in cmsmail.clovis-schools.org and hit the tab key and then click Save
18. In the User ID, login using your first name, a period, and your last name with NO spaces and NO capitals - all lowercase.
19. Type in the password: changeme
20. The FirstClass window should appear and you will be prompted to put in your old password (which is changeme) and enter a new password twice. Please use at least 6 characters with a combination of LETTERS AND NUMBERS in your new password.