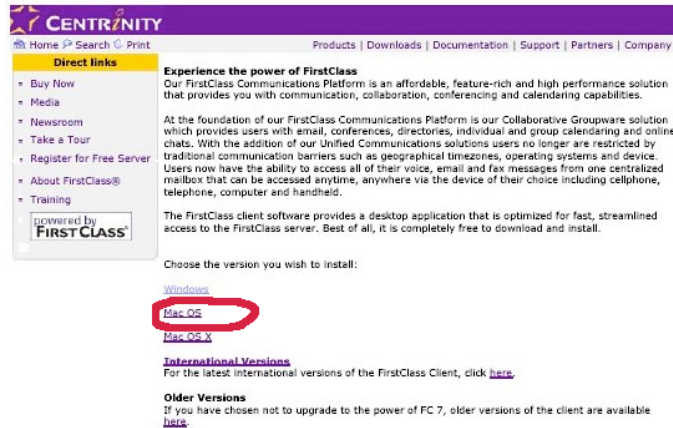
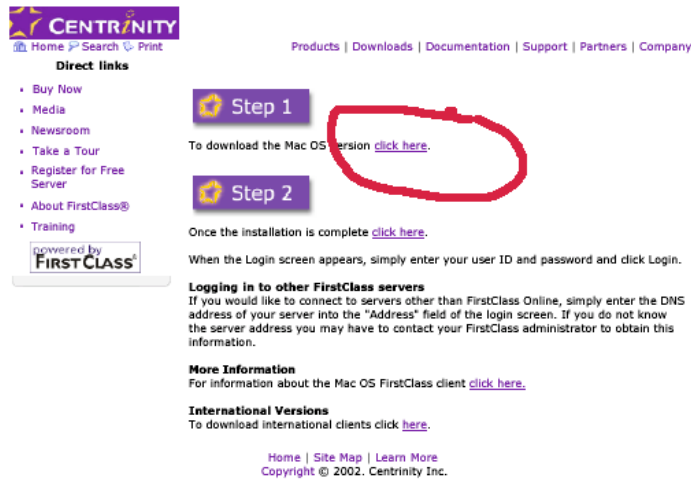


Downloading FirstClass Client Software on a MAC

- Close all programs on your computer; turn off your virus protection program.
- Log on to the Internet and open your browser software (Netscape, Internet Explorer, or AOL browser)
- Go to the main Archdiocese E-mail page at <http://email.rcannet.org>
- Scroll to the line that reads: Click here to download the First Class Client software; click on FirstClass icon. This will take you to the following web site: <http://www.centrinity.com/clientdownloads/>



- Click on the Mac OS version and it will take you to the following screen:



- Click on the Step 1 link. (NOTE: You will not come back to this page to use Step 2).
- It will ask you what you want to do with the file; select "Save this file to a disk" and click OK.
- Save the file to your Mac Desktop
- Do not rename the file – **AND WRITE DOWN THE FILE NAME.**
- The program will begin to download to your Desktop (this may take approximately 15 minutes depending on the speed of your Internet connection).
- Double click on the install icon on your Desktop.
- The FirstClass window will open; click continue.

- The FirstClass License window will open; click accept.
- The FirstClass ReadMe window will open; click continue.
- Install FirstClass Client window will open; click install.
- Next message will be: "Installation successful" -- click quit
- The FirstClass Login window will open.
 1. The Address line should have the following information in it: **home.fc**
If it does not have it, select it using the arrow pull down menu or type it in.
 - 2.
 3. The Server line should have the following information in it: **email.rcannet.org**
If it does not have it, click on the Setup button and the Service Setup window will open. Go to the line that says Server and type in the following: **email.rcannet.org** and click the Save button. **DO NOT CHANGE ANY OTHER INFORMATION IN THE SERVICE SETUP WINDOW.**
- You will then be asked for your User ID (enter the user id you were provided) and your Password (enter the number you were provided). This will open your FirstClass desktop.

FirstClass Log On Instructions

- In most cases upon completing the FirstClass download there will be a FirstClass alias icon (yellow and purple color) on your MAC desktop. If you are connected to the internet and then click on this icon, you will log on to FirstClass.

FirstClass icon: 

- If there is no alias on your desktop, from within the Finder, go to the your Applications folder on hard drive and open the FirstClass Client folder; locate the FirstClass icon (FirstClass® with the yellow and purple icon in front of it.).
- Click on this icon; go to File in the Finder and click on Make Alias; the alias will appear in the FirstClass Client folder; drag the alias to your desktop.
- (If you still have a problem logging in, call for help, 973-497-4188.)