

How To Access BeMail From Home

For Windows Users

Before We Begin: In order to access BeMail from home, you must be using a PC that is running Windows 98 or newer. If you are not, it may be time to upgrade. ☺

Step 1 – Download First Class

Go to <http://www.berkeley.net/index.php?page=bemail> and download the appropriate version of BeMail for your computer (you want to pick the Windows version). To make life easier, save the file to your desktop (if prompted). If you downloaded this guide from our website, this step should already be complete.

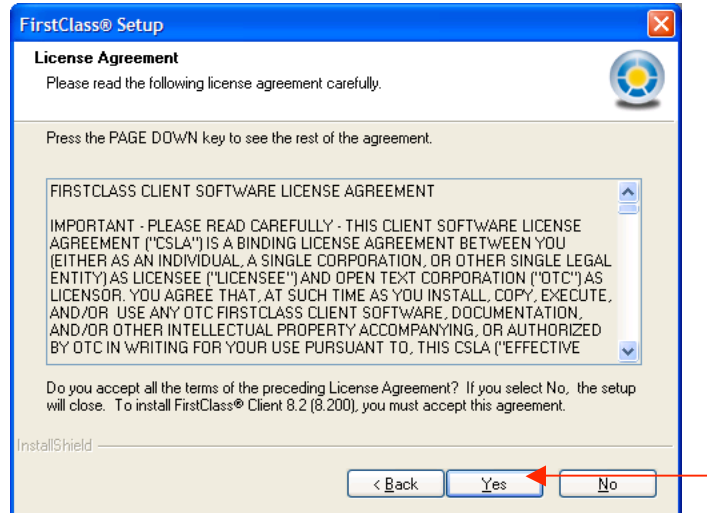
Step 2 – Install First Class

1. Locate the *FC_BUSD_WIN.exe* file you just downloaded. By default (or per our instructions), it should be on the desktop.
2. Double-click the *FC_BUSD_WIN.exe* file. This will start the FirstClass client installer.
3. You should now be at the first step of the FirstClass installer. Click *Next* to continue.

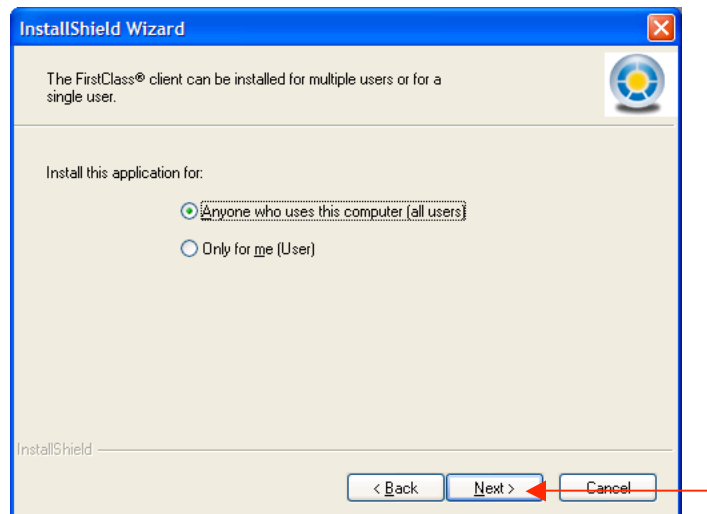


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4. You will be prompted to accept the License Agreement. It is not necessary to read this (as it is very lengthy). Click **Yes** to continue.



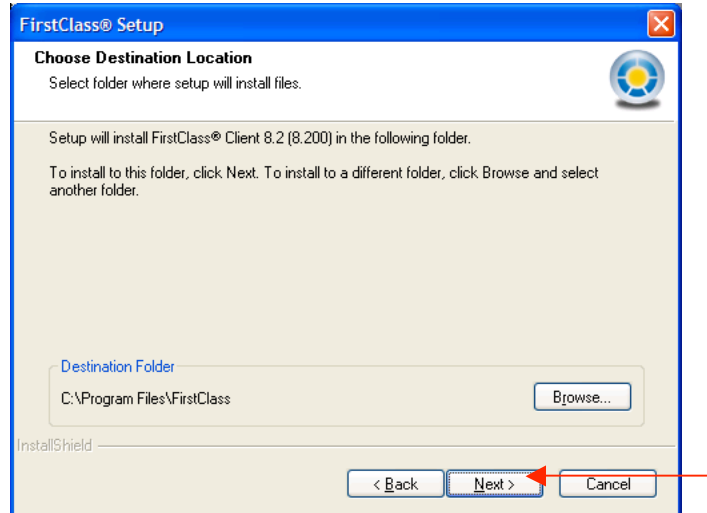
5. For Windows 2000/XP users, you will be prompted to choose who to install the application for. The default [Anyone who uses this computer (all users)] is ok. Click **Next** to continue.



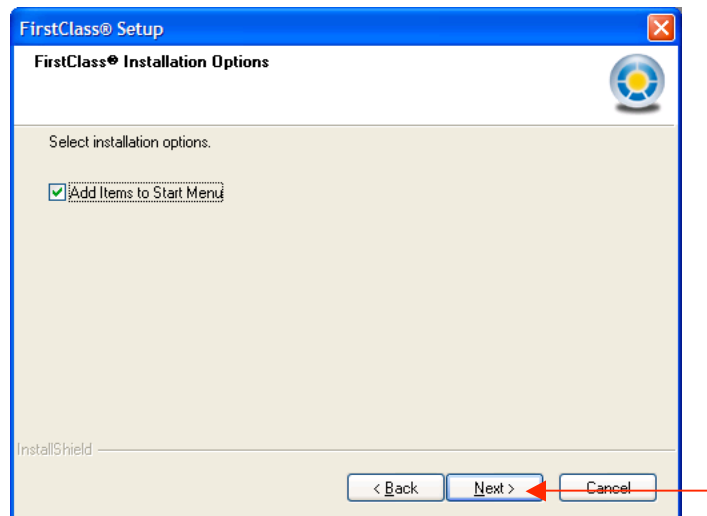
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6. You will be prompted to choose a destination for FirstClass. The default (C:\Program Files\FirstClass) is ok. Click *Next* to continue.



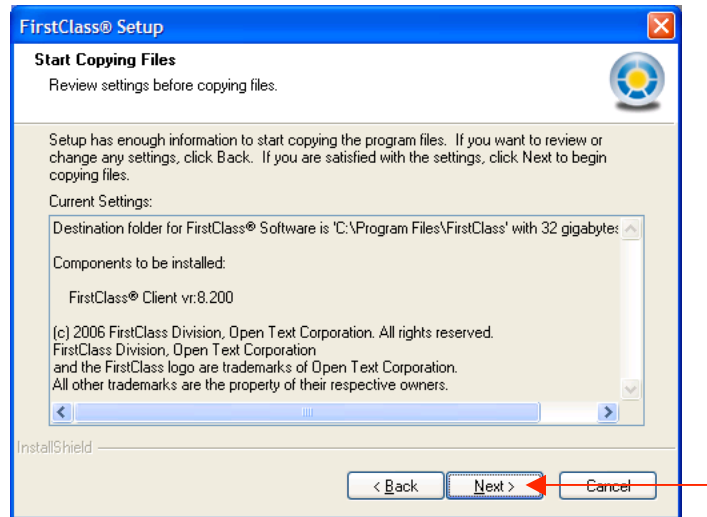
7. You will be given the option to add the FirstClass icon to your Start Menu. The default (Add Items to Start Menu is checked) is ok. Click *Next* to continue.



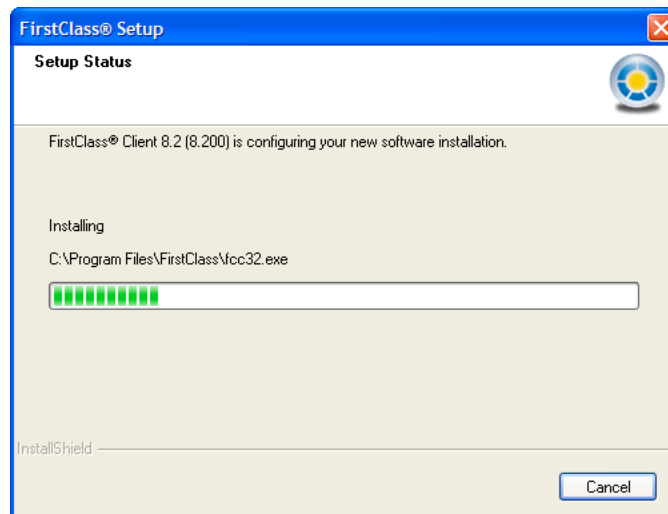
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- You will be prompted with a summary of the FirstClass Installation. Click *Next* to continue.

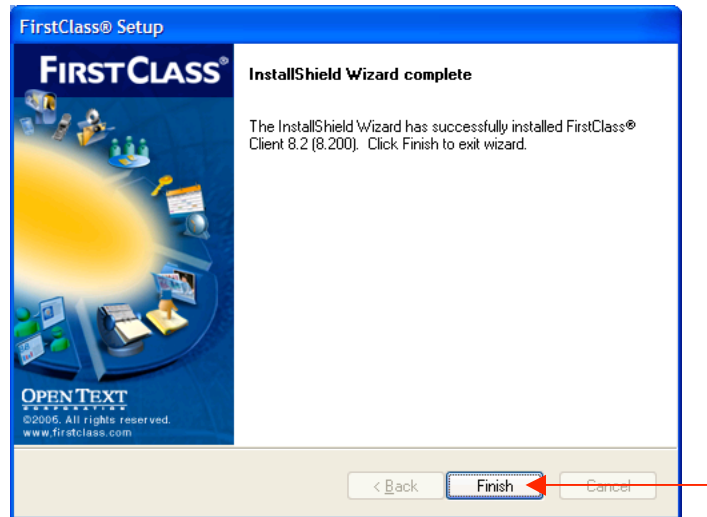


- The First Class client will now be installed onto your system. This is an automated process and does not require your input.



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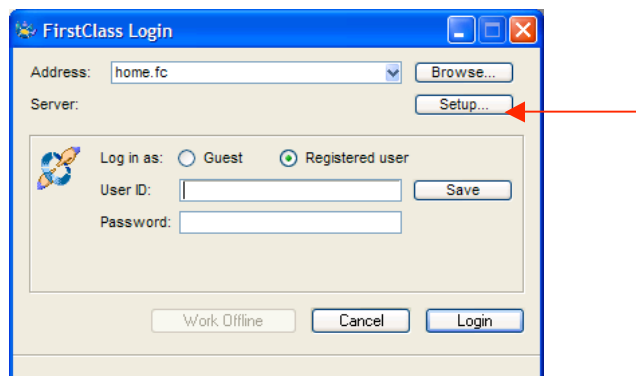
10. Lastly, the installer will notify you that the installation is complete. Click Finish.



Step 3 – Configure FirstClass

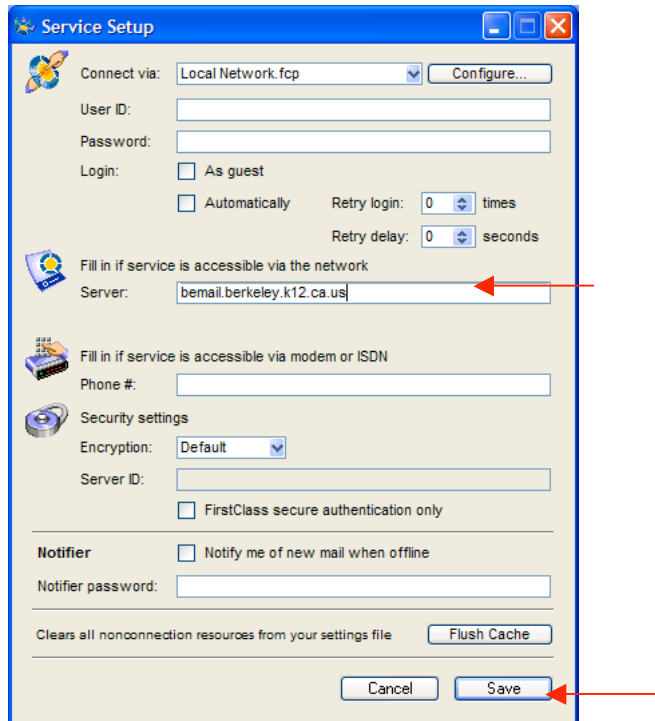
Now that we have installed the FirstClass client, we will need to configure it to connect to BUSD's BeMail server. This requires making one configuration change.

1. If FirstClass is not already running, open FirstClass. (It may take a while to open for the first time). A shortcut to FirstClass should be on your desktop. (FirstClass is also located in your Start Menu at Start>Programs>FirstClass).
2. On the FirstClass Login window, click the *Setup...* button.

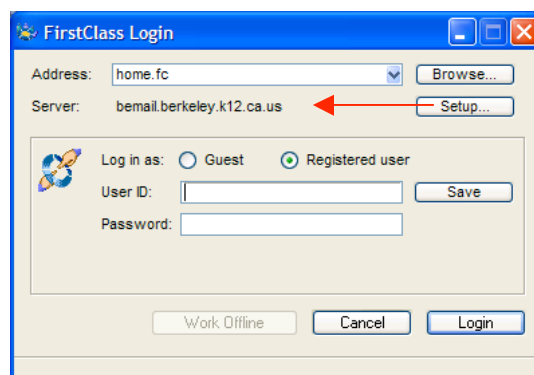


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3. On the Service Setup window, enter *bemail.berkeley.k12.ca.us* into the *Server* field. Then click Save.



4. Your login window should now show *bemail.berkeley.k12.ca.us* as the server and look like the login window shown below.

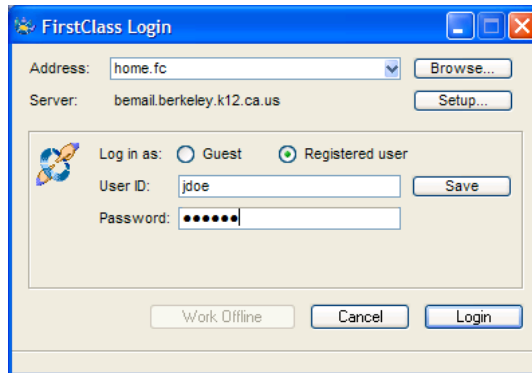


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Step 4 – Log In!

We have finished configuring the FirstClass client to connect to BUSD's BeMail Server. Now, it's just a matter of logging in! Log in the same way you log in at work. Enter your BeMail username in the **User ID** field, enter your BeMail password in the **Password** field, and then click **Login**.



Step 5 – Having Trouble?

1. Double check your work! Are you sure you entered the server correctly?
2. Are you entering the correct username and password?

If you have forgotten your username, password, or need additional help, please call the Technology Help Desk at 510-644-8890 between 8:30 AM and 5:00 PM.