

Using TeachNet Version 8.3:

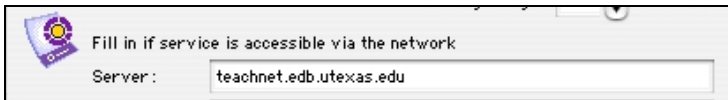
Fundamentals and Other Useful Information

Downloading the FirstClass (TeachNet) software:

1. Go to <http://teachnet.edb.utexas.edu/>
2. Click on *Install Software*.
3. In the column on the left side of the window, select *Windows Installation* or *Mac Installation*. **NOTE:** the Mac version runs well on computers with either Power PC (iBook) or Intel (MacBook) processors.
4. Follow the instructions on the page to download the software.

Setting Up TeachNet:

1. Open TeachNet.
2. Click on the *Setup* button. A new window will open.
3. In the *Server* text entry line, type **teachnet.edb.utexas.edu**



To log on for the first time:



User ID: Your **UTEID**

Default Password:

To reset your password:

1. Click on *Collaborate > Change Password...*
2. Enter the old password and your new password.
3. WRITE DOWN and SAVE your Teachnet User ID and password in a secure location! *Be aware that if you click on the Save button next to the User ID field, anyone who has your computer will be able to log in to your account.*

View Options:

- Click on this icon  in the lower left corner of the window to show or hide the Navigation Pane on the left side of the desktop.
- Click on this icon  in the lower right corner of the window to show or hide the Reading Pane on the left side of the desktop. *The pane will be inserted at the bottom of the screen the first time you click on this icon and it will be on the right portion of the screen if you click on the icon again.*




On the View menu, select *View by Scaled Icon* and click on *Change View Properties...* (you may need to click on the View menu again if it disappears after you select View by Scaled Icon). Set the icon size you prefer on the *icons* tab.

One big improvement in version 8.3 is the icons. Most are labeled and generally look better. Here are a few examples:




Reading, Sending and Receiving Email:

To view and open received messages:

1. Double-click on the  icon in the top left of the TeachNet desktop. The mailbox window will open.
2. Double-click on the name of the message.

To reply to a message:

1. Open the message.
2. Click on the  icon. For more options such as reply with a quote of the original message or reply to everyone, click on the drop down menu to the right of the icon.

NOTE: You can only unsend a message if no one has read it.

Addressing and Composing Messages:

To compose a message:

Click on the  icon in the top left of the FirstClass window.


To address a message to another Teachnet user:

1. Type in all or part of the name.
2. Press the *Return* key.

To address a message to someone outside of Teachnet:

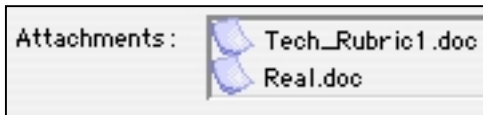
1. Type in the entire email address.
2. Press the *Return* key.

To add an attachment:

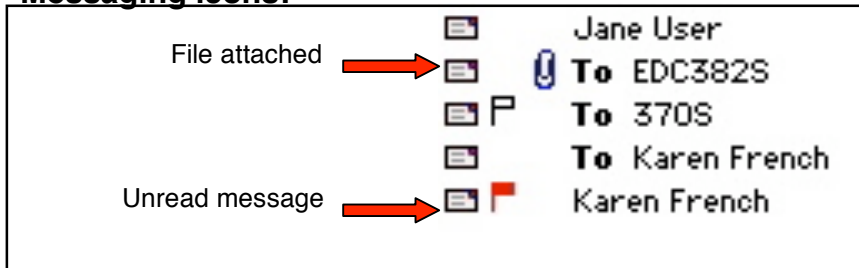
1. Click on the  icon.
2. Select the file to attach.
3. Click on the **Choose** button.

To download an attachment:


Drag the file icon from the message to your desktop:



Messaging icons:



To chat:

1. Click on the  icon.
2. Enter the name of the person/people you want to invite to chat.
3. The other person will receive a notification to accept or decline.

Working with folders

Double-click on the icon on your Teachnet desktop to open the folder.

Any messages that you compose with the folder window open will go automatically to that folder. You can delete messages you post, but not another person's message.

Messages sent to folders are visible to everyone in the class. If you don't want the information to be public, send it to that person's email address.

Message Magic with **Control + Click**:

With a message highlighted, press the Control key and click on...

- History to see what has transpired with your message.
- Mark as Read to take off the red flag

Answer to Common Questions:

"This silly window opens every time I open Teachnet!! How can I stop that from happening?"

If a bulletin is posted, the Bulletins window will open automatically each time you start Teachnet until you have read the new message.

"The Teachnet software is open, but I don't see my desktop. How do I find it?"

Go to *File > Open > Desktop*