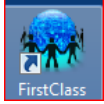
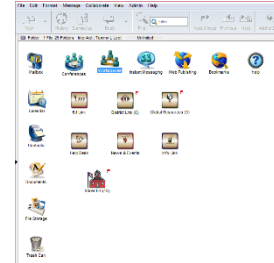


# The Basics of InterAct

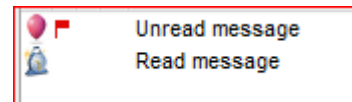


FirstClass® InterAct is our current collaboration software that allows users to communicate through personal email as well as public conferences.

InterAct **Desktops** look different for everyone but have some common characteristics.



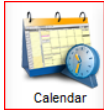
Your **Mailbox** will hold personal email. By double clicking on the mailbox, you will see emails that were sent to you. If a message has a red flag, that message has not been read. No flag means that the item has been read.



You may see the school conference or department where you are assigned. Each conference looks different but will be represented with the school or department name. Inside this conference, you will see items that relate to all assigned members. You are encouraged to look through the information in this conference to help you prepare for your new position. If you do not see an assigned conference, ask your Site Based Technician (SBT) or site administrator to add you to the group when you arrive at the location.

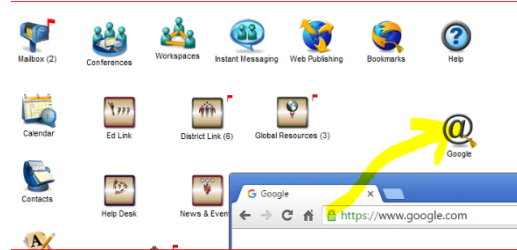


Employees at CCSD will receive 6 district conferences. These conferences hold important information; please spend some time browsing through them. **District Link** is for central information; **Ed Link** is for teacher resources; **Global Resources** is for information outside the district; **News** and **Events** and **Info Link** are information related to everyone district wide. **Help Desk** contains InterAct tips and tricks.

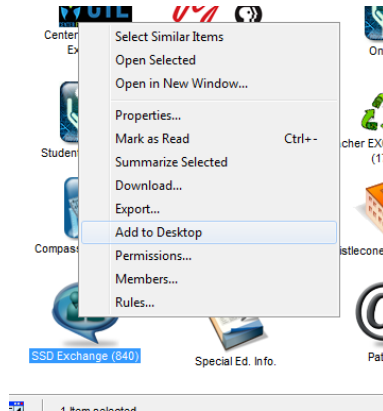


The **Calendar** icon will be your personal calendar. You can add items to this icon to organize your schedule. Anyone in the district can add items to your calendar; however, they cannot see your calendar unless you give them the rights to do so.

You can add links to your InterAct **Desktop** by finding the site on a browser and dragging the icon in front of the address to your InterAct desktop.



You can add CCSD Icons to your **Desktop** by right clicking on the icon and clicking **Add to Desktop**. (Example- a special education teacher will want **SSD Exchange conference** for vital district SPED information: Go to Ed Link on the InterAct Desktop, find SSD Exchange, right click on the icon and Add to Desktop. A SSD Exchange icon will appear on the InterAct desktop)



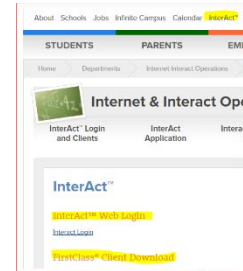
# FirstClass® InterAct Login Methods

## Software:

On a personal computer or school computer it is best to have the FirstClass® InterAct software installed. The installed software will have more tools available. Computers at CCSD Schools or departments should have FirstClass® InterAct installed on them.

At home you are encouraged to install the software:

- Go to **ccsd.net**
- Click on the **InterAct** tab
- Click on **FirstClass® Client**
- Download the software that you need. The software installs quickly.

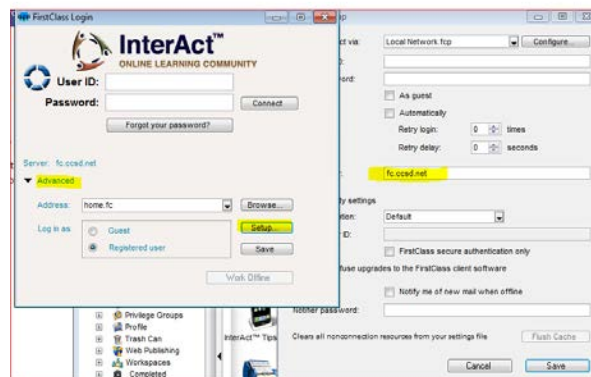


After installation, the login screen should appear:



Before you can login, the server must be added:

- Click on **Advanced**
- Click on **Setup**
- Add **fc.ccsd.net** to the server box
- Click **Save** (Please **do not** save your User ID or Password if this computer is accessible by others.)



Now you may login into to InterAct using your InterAct credentials.

## Website:

If you are on a public computer or another person's computer, you can login to InterAct using a browser. This will offer limited access to InterAct tools, however your email and files will be available.

- Go to **ccsd.net**
- Click on **InterAct** tab
- Click on **InterAct Web Login**
- Use your InterAct credentials to login

