

## GSACRD STAFF ON THE WEB

Staff can use their FirstClass email accounts to post news and information for parents and students. The following provides the most straightforward way to post to a web page that can be viewed by anyone using a web browser.

1. Log into your email account.
2. Create a folder on your FirstClass desktop titled “**Home Page**”.
  - a. FILE MENU→NEW→NEW FOLDER.
  - b. Click on the name “New Folder” and change it to “Home Page”.

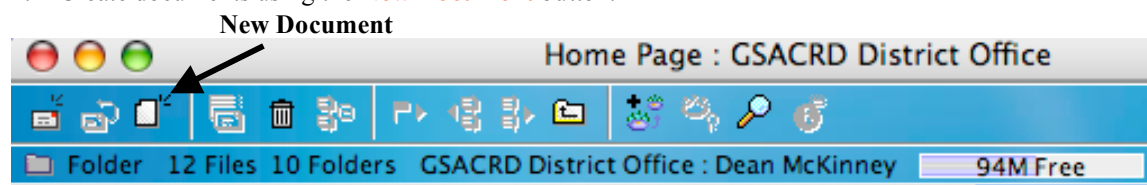
*Note in FirstClass Client 8.1 “Home Page” is replaced with “Web Publishing”.*

**Anything you place in this folder will be accessible on the Internet using a web browser.** View your address using:

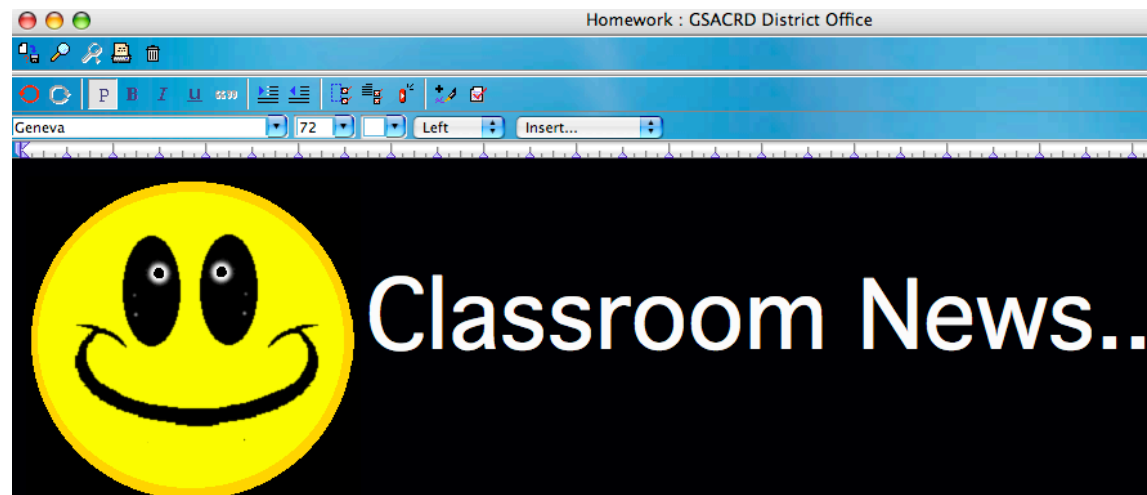
<http://staff.gsacrd.ab.ca/~login name>

### ADDING CONTENT TO YOUR HOME PAGE

1. Double click on the Home Page folder to open it.
2. Create documents using the **New Document** button.



3. Add the information you would like to display. You can also drag and drop pictures and files into you document. See the **FORMAT MENU** for additional formatting features.



4. Close your document. Note you can change the name of the document by clicking on its name.
5. View your information using your Internet address. (i.e. <http://staff.gsacrd.ab.ca/~login name>)

### ADD LINKS TO YOUR DOCUMENT

6. Type the words you would like to display for your link.
7. Select the words and choose **FORMAT MENU**→**FORMAT LINK**.
8. Add the link address in the “**Target URL**” box.

Examples:

Internet Address: <http://www.gsacrd.ab.ca>

Email Address: <mailto:dmckinney@gsacrd.ab.ca>

