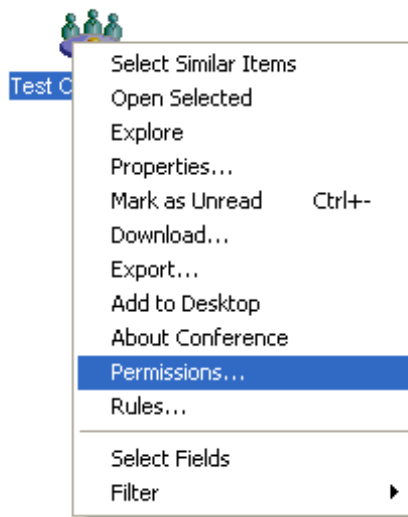


# FirstClass Conference Configuration

- ✚ *Assigning Permissions (1-3)*
- ✚ *Adding a Shortcut (4)*
- ✚ *Approving Messages (5)*
- ✚ *Automatically Expire Items (5)*
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## ✚ Assigning Permissions

- Right click the conference icon and choose permissions.



- On the permissions screen add the names of those participating in the conference under the Who: list. When adding the names make sure to add those who will have the most permission at the top. FirstClass permissions should be organized in declining order. No user on the list can have more permissions than the person listed above them. \* If you have a long list of users and already have their names in a text file, such as a word document, you can click and drag all those names from the document into the Who field.\*

Belongs to: All Conferences

Staff UG

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Do not publish in Directory

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▶ View, Message options, Approval, Size limit, Expiry

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Who:  Access:  Permissions:

- When assigning permissions you may choose a pre-made permission from the drop down box to the right, or customize your permissions by clicking individual permission icons.

▶ View, Message options, Approval, Size limit, Expiry

Who:

Access: 

- Controller
- Disallowed
- Summary
- Browser
- Reader
- Contributor
- Approver
- Moderator
- Creator
- Controller
- Custom

List of subscribers:

	Edit Permissions	Moderator	Delete Any Item	Create Item	Edit Read Only
Disallowed	X	X	X	X	X
Summary	X	X	X	X	X
Browser	X	X	X	X	X
Reader	X	X	X	X	X
Contributor	X	X	X	X	X
Approver	X	X	X	X	X
Moderator	X	✓	✓	✓	X
Creator	X	✓	✓	✓	X
Controller	✓	✓	✓	✓	✓
Custom	✓/X	✓/X	✓/X	✓/X	✓/X

	Edit Items	Save Window & View Properties	Approve Items	Delete Own Item	Open Conference
Disallowed	X	X	X	X	X
Summary	X	X	X	X	✓
Browser	X	X	X	X	✓
Reader	X	X	X	X	✓
Contributor	X	X	X	✓	✓
Approver	X	X	✓	✓	✓
Moderator	✓	X	✓	✓	✓
Creator	✓	✓	✓	✓	✓
Controller	✓	✓	✓	✓	✓
Custom	✓/X	✓/X	✓/X	✓/X	✓/X

	Search Items	Send Items	Open Items	Download Files and Attachments	View Permissions
Disallowed	X	X	X	X	X
Summary	X	X	X	X	X
Browser	X	X	✓	X	X
Reader	✓	X	✓	✓	X
Contributor	✓	✓	✓	✓	✓
Approver	✓	✓	✓	✓	✓
Moderator	✓	✓	✓	✓	✓
Creator	✓	✓	✓	✓	✓
Controller	✓	✓	✓	✓	✓
Custom	✓/X	✓/X	✓/X	✓/X	✓/X

	View History
Disallowed	X
Summary	X
Browser	X
Reader	✓
Contributor	✓
Approver	✓
Moderator	✓
Creator	✓
Controller	✓
Custom	✓/X

## ✚ Adding a Shortcut

- To add a shortcut to the desktop of all those listed in the Who field; add their name to the “List of subscribers”.

(In old versions of FirstClass the “List of Subscribers” is under the “Who” list. )

Who: testing account, test id

Access: Controller, Contributor

Permissions: [Grid of icons]

List of subscribers: test id

(In newer versions of FirstClass the “List of Subscribers” is in the upper right)

Permissions for Tech Talk : furman.edu

File Edit Format Message Collaborate View Help

About Message Rules Directory Subscribers

Belongs to: All Conferences, Student UG, Faculty UG, NoLogout

Do not publish in Directory

View, Message options, Approval, Size limit, Expiry

Who: Access: Permissions:

## ✚ Approving Messages

- You can configure your conference so that all messages require approval before they can be read. To require approval check the “Messages require approval” box on the permissions screen.

The screenshot shows two sections of a configuration form. The top section, titled "Message options", contains two dropdown menus: "Form to use:" with a value of "-" and "Reply preference:" with a value of "Default". The bottom section, titled "Approval", contains two checkboxes: "Messages require approval" which is checked, and "Attachments require approval" which is unchecked.

## ✚ Expiring Items

- You can configure your conference so that all items expire after a certain number of days. Message expiry can be set on the permissions screen.

The screenshot shows the "Expiry" section of a configuration form. It contains two dropdown menus: "Item limit:" with a value of "Default" and "Message expiry (days):" with a value of "30".

## ✚ Size Limits

- You can keep the size of your conference down by the limiting message size. You can set a maximum size for messages on the permissions screen.

The screenshot shows two sections of a configuration form. The top section, titled "Size limit", contains a dropdown menu for "Limit messages above:" with a value of "2000k" and another dropdown menu for "Handling:" with a value of "Reject with NDN". The bottom section, titled "Expiry", contains a dropdown menu for "Item limit:" with a value of "30" and another dropdown menu for "Message expiry (days):" with a value of "30". A dropdown menu is open over the "Handling:" dropdown, showing the following options: "Reject with NDN", "Reject and Report", "Requires Approval", and "Reject Quietly".