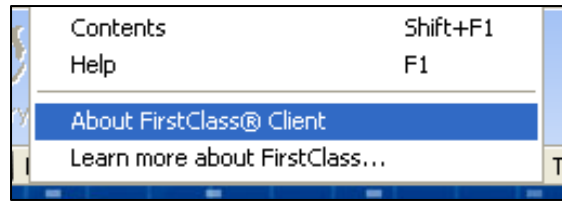


Please make sure that you have the latest First Class Client Downloaded.

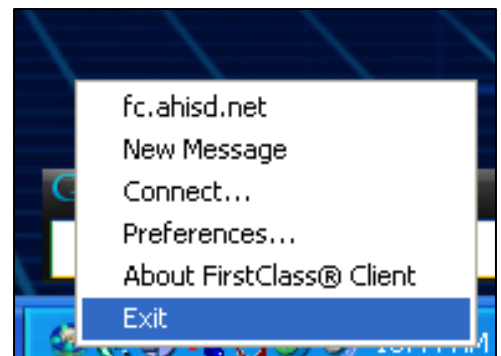
1. To check your version of (FC) FirstClass. Once logged onto FC go to “**Help**” in the menu bar. Click on **About FirstClass Client**.
2. Check the version. Depending on what version you have it will look differently.



3. You need to download the latest client by going here <http://webfc.ahisd.net/>
4. First you need to completely **exit** the FC client. Make sure that it is fully exited. **For Windows users:** In the system tray down by the time on the lower right corner of your screen, if you still see a FC icon, then you need to right click on the icon and then EXIT.



5. **For MAC users:** you need to go into your hard drive, open Applications, find FirstClass and drag the application to the trashcan.
6. Now you are ready to upgrade your First Class Client.



7. Navigate to your campus Common Drive. Open the folder called FirstClass Client Downloads. Open the appropriate platform folder and copy the msi(Windows) or dmg(MAC) file to your computers desktop. Then double click on the icon to run.
8. Follow the prompts and Finish.
9. If you have any problems, please call the Helpdesk X5780.