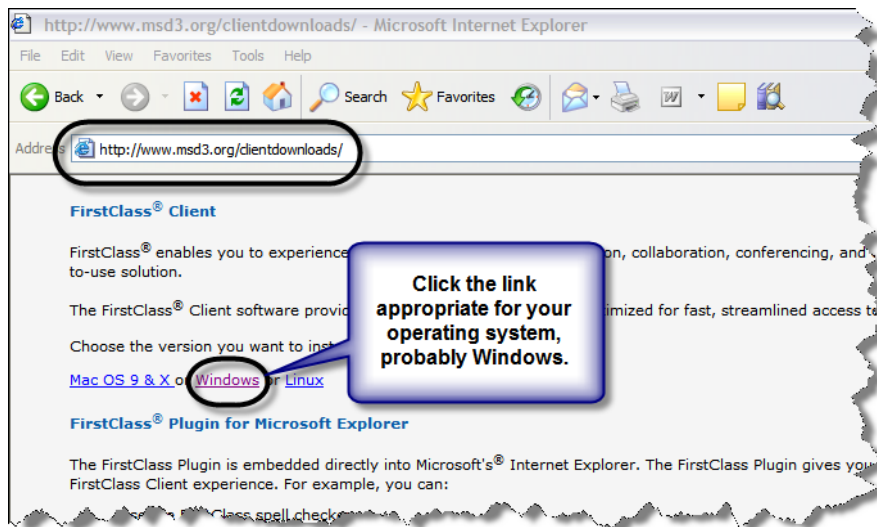


How do I... Update & Install FirstClass® at home (Windows)

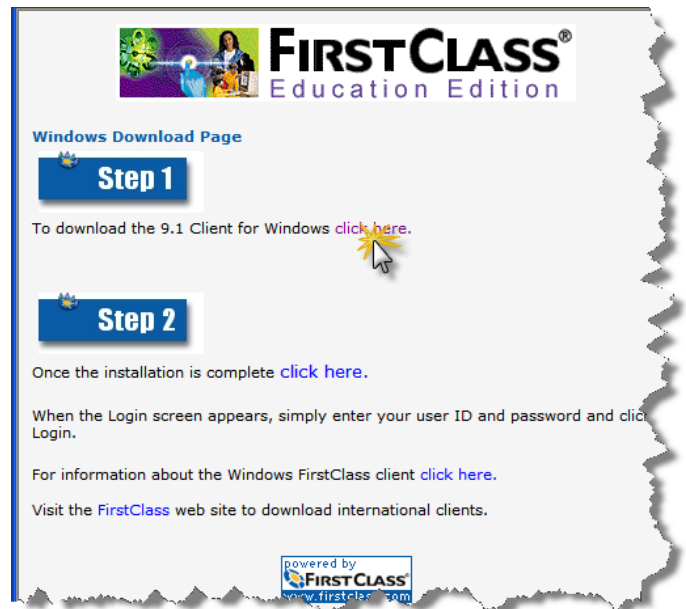
Our FirstClass has recently been updated to version 9.1. Please follow these steps both at school and at home to upgrade your computer to the new version.

Begin by opening your web browser and going to **www.ms3.org/clientdownloads**.

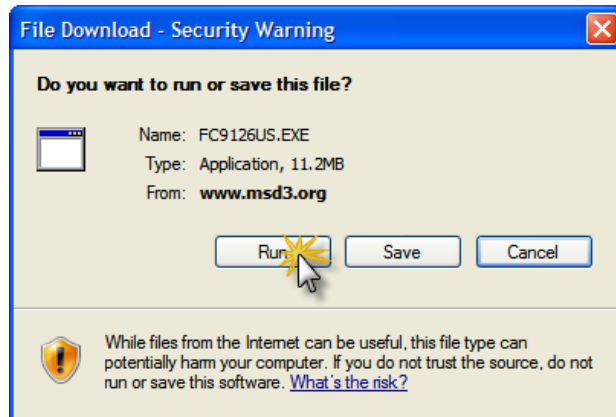
1. Click the appropriate link for your operating system. You will be running Windows at your school computer.



2. Click the indicated link in Step 1 to begin the download process.

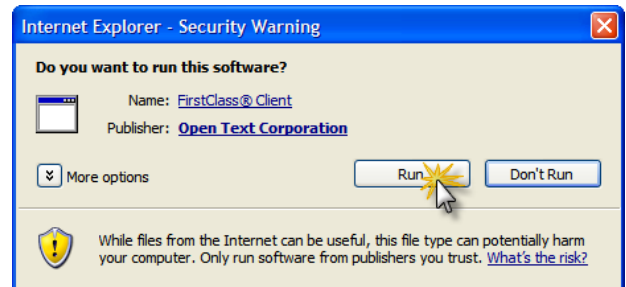


3. When you receive a Security Warning similar to these, click **Run**.



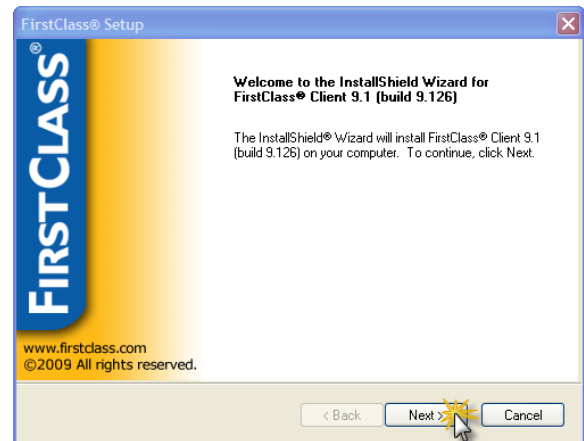
3. **FC InstallShield Wizard** will download.

4. Another **Security Warning** will appear. **Click Run** here also.

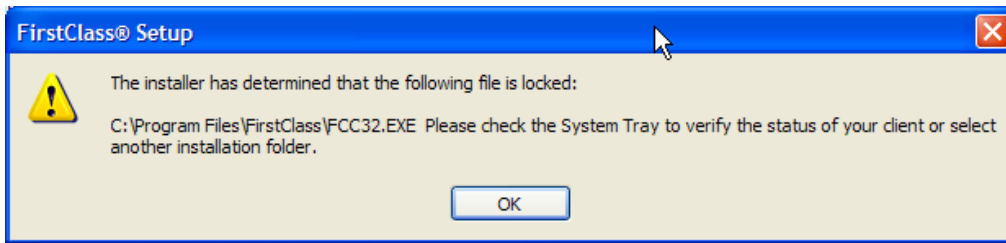


5. The **InstallShield Wizard** for FirstClass Client 9.1 will open.

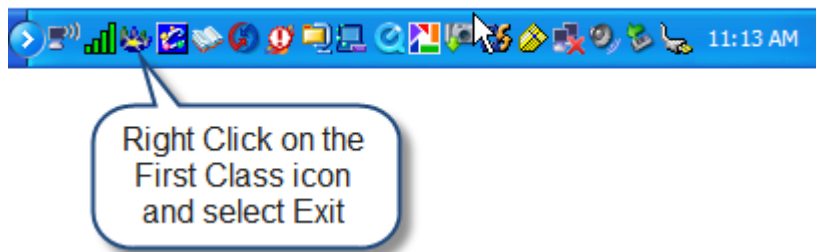
6. This is a wizard so click **Next** near the bottom of each window to accept and move to the next step. Accept the License Agreement in step 2 and take the defaults (click Next) in the following windows. The Wizard will do the rest!



IF you receive a warning that the “installer has determined that a file is locked” follow this step.



- Find the FirstClass icon in your system tray located in the bottom right corner of your screen. It contains the clock and several other icons.
- Right click the FirstClass icon and select Exit. Then return to the wizard.



IF you do not receive this warning, continue to click **Next** in the wizard.

7. FirstClass 9.1 will install. This should only take a few seconds. Click **Finish** when the InstallWizard is complete.

FirstClass will open. Log in as always using your same User ID (First initial Last Name ...all lower case). Have fun! Everything is still there it just looks a bit different. More later on utilizing the new features.

NOTE: Your email address has not changed!