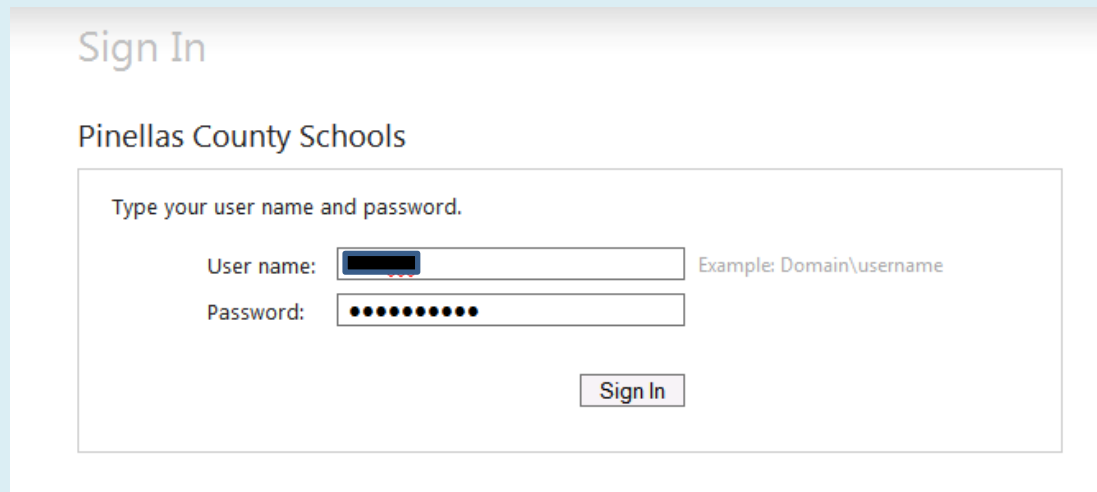


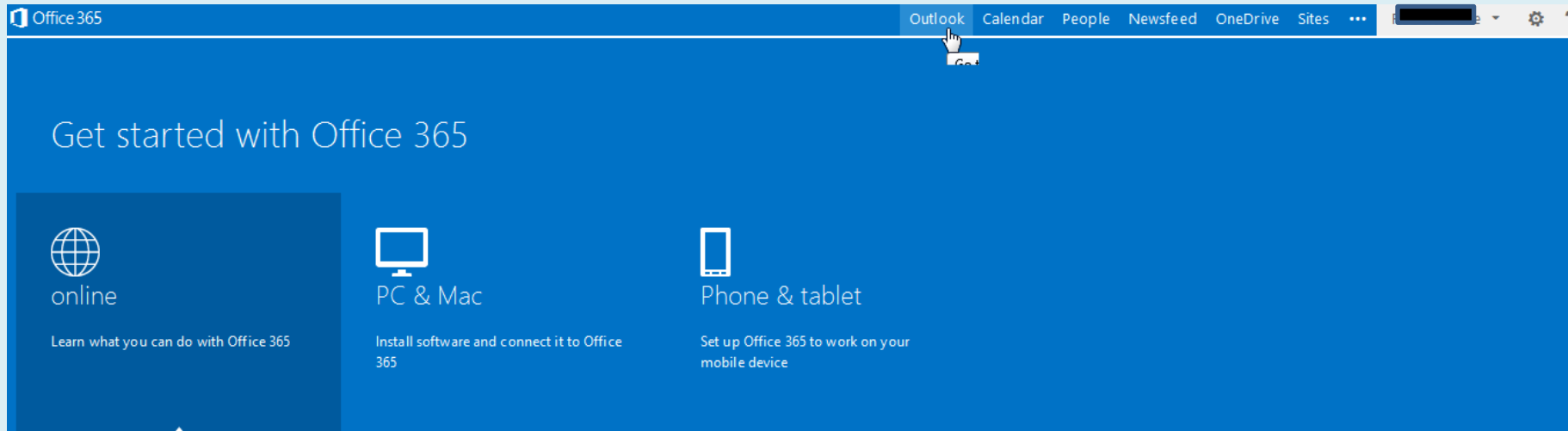
Using your Pinellas County Schools email account

[Click here to go to your PCS email log in](#)

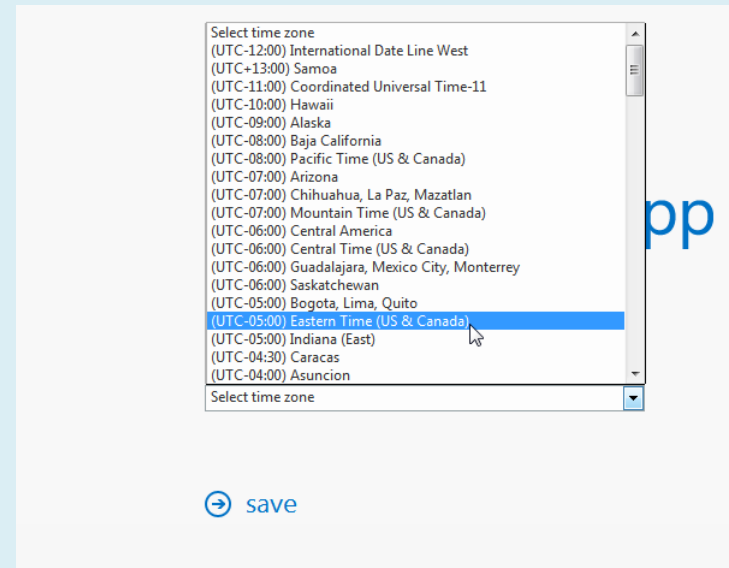
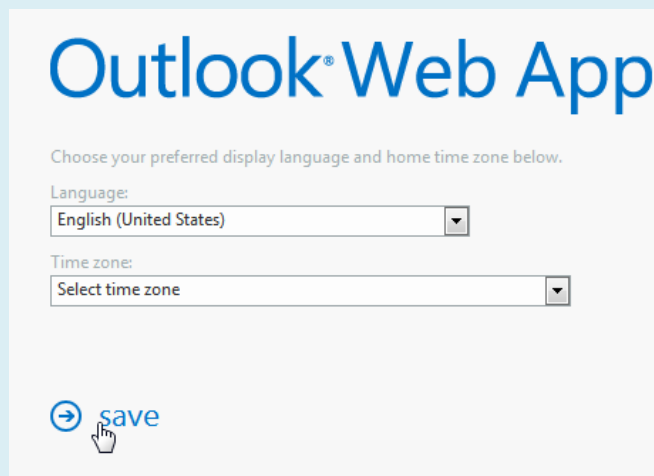
- Bookmark this page so you can find it again!
- Sign in with your r2.d2 user name and your s. password. Example:
 - User name: r2.d2
 - Password: S.12345678

A screenshot of a web-based sign-in form for Pinellas County Schools. The form has a light gray header with the text "Sign In" in a large, light blue font. Below the header, the text "Pinellas County Schools" is displayed in a smaller, dark gray font. The main content area is enclosed in a light gray border and contains the instruction "Type your user name and password." in a small, dark gray font. There are two input fields: "User name:" followed by a text box containing "r2.d2" and a red cursor, and "Password:" followed by a text box containing ten black dots. To the right of the "User name:" field, the text "Example: Domain\username" is displayed in a small, gray font. A "Sign In" button is located at the bottom right of the form, with the text "Sign In" in a dark gray font.

On the top navigation bar, click Outlook

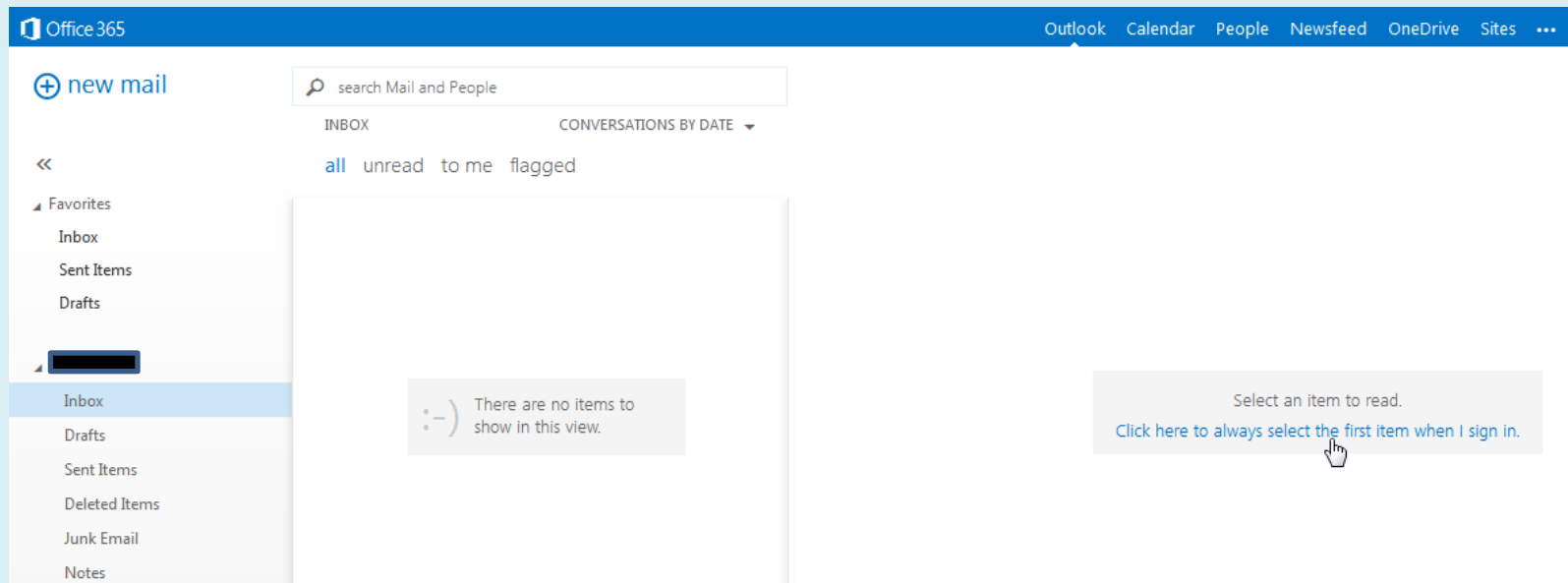


- Choose Eastern Time for your time zone, then click save



This will take you to your email inbox

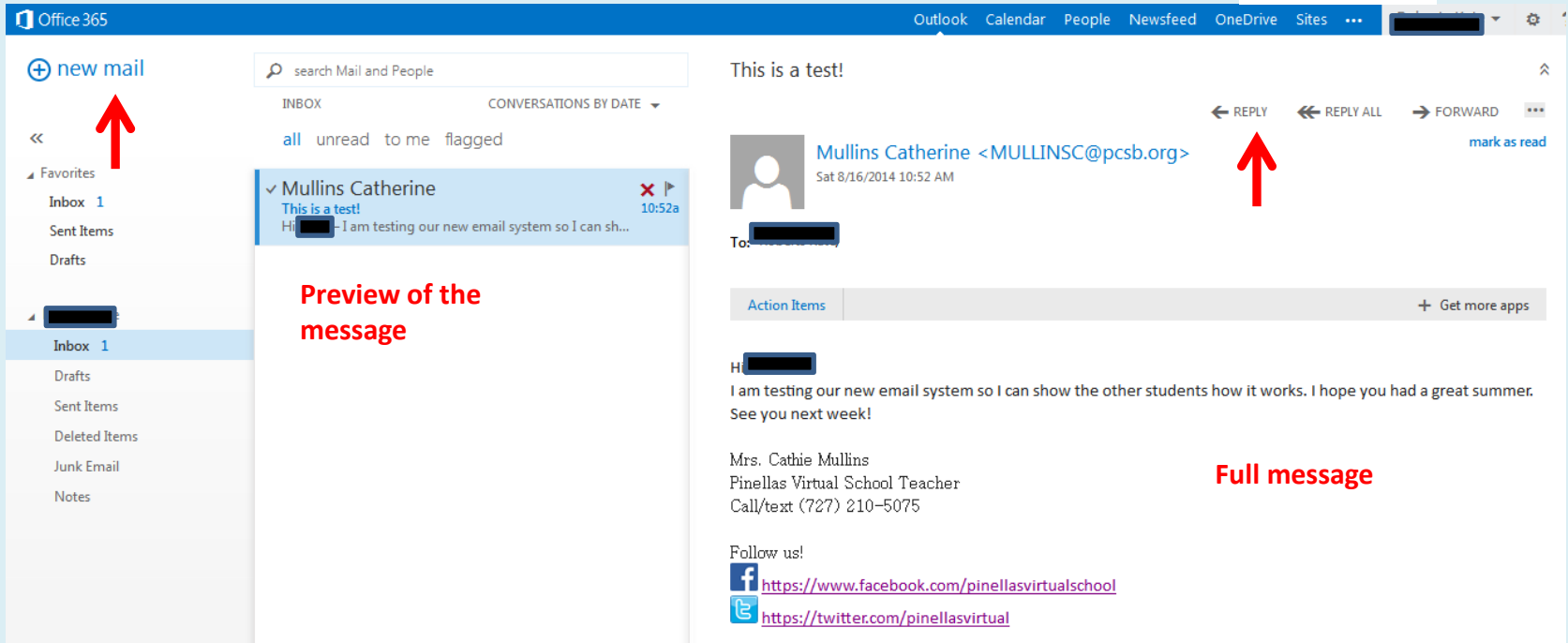
- Most likely you will not have mail yet
- Click on “Click here to always select the first item when I sign in”



You can only receive and send email to teachers or anyone with an @pcsb.org email address

- You cannot send email to other students
- Click REPLY to respond
- To write a new email message click

 new mail



The screenshot displays the Office 365 Outlook web interface. On the left, the navigation pane shows the 'new mail' button with a red arrow pointing to it, and a list of folders including 'Inbox 1'. The main area shows an email from 'Mullins Catherine <MULLINSC@pcsb.org>' with the subject 'This is a test!'. A red arrow points to the 'REPLY' button. Below the email header, a 'Preview of the message' is shown. The full email content is displayed below, including the body text and contact information for Mrs. Cathie Mullins. A red arrow points to the 'REPLY' button, and the text 'Full message' is written in red.

Office 365 Outlook Calendar People Newsfeed OneDrive Sites

 new mail

search Mail and People

INBOX CONVERSATIONS BY DATE

all unread to me flagged

✓ Mullins Catherine
This is a test!
Hi [redacted] - I am testing our new email system so I can sh... 10:52a

Preview of the message

This is a test!

Mullins Catherine <MULLINSC@pcsb.org>
Sat 8/16/2014 10:52 AM

To: [redacted]

← REPLY ← REPLY ALL → FORWARD ... mark as read

Action Items + Get more apps

H [redacted]

I am testing our new email system so I can show the other students how it works. I hope you had a great summer. See you next week!

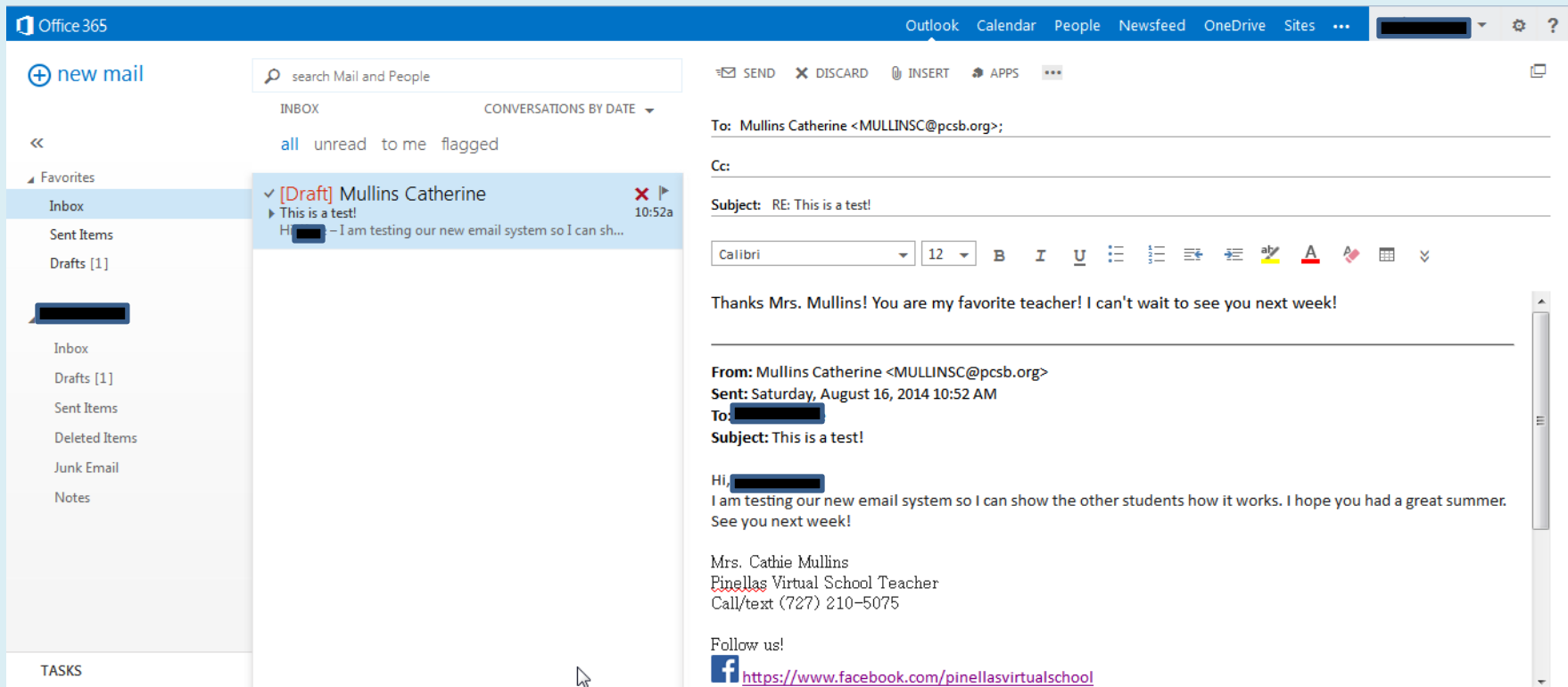
Mrs. Cathie Mullins
Pinellas Virtual School Teacher
Call/text (727) 210-5075

Follow us!
f <https://www.facebook.com/pinellasvirtualschool>
t <https://twitter.com/pinellasvirtual>

Full message

After you click reply you can type your response message

- Be sure to use proper writing conventions!



This is what it looks like in your teacher's inbox!

Inbox - MULLINSC@pcsb.org - Microsoft Outlook

File Home Send / Receive Folder View

New E-mail New Items Ignore Clean Up Delete Reply Reply All Forward More Meeting Accounts Team E-mail Reply & Delete To Manager Done Create New Move Rules OneNote Unread/Read Categorize Follow Up Find a Contact Address Book Filter E-mail Find

Search Inbox (Ctrl+E)

Arrange By: Date Newest on top

Today

11:00 AM

10:52 AM

10:50 AM

2:13 AM
be archived i...

Fri 9:55 PM

Fri 9:23 PM

Fri 7:17 PM

Fri 7:14 PM

Fri 6:56 PM

Fri 6:16 PM

Fri 6:01 PM

Fri 5:24 PM

Fri 5:08 PM

RE: This is a test!

<[REDACTED]@pinellascountyschools.onmicrosoft.com>

Sent: Sat 8/16/2014 11:00 AM

To: Mullins Catherine

Thanks Mrs. Mullins! You are my favorite teacher! I can't wait to see you next week!

From: Mullins Catherine <MULLINSC@pcsb.org>

Sent: Saturday, August 16, 2014 10:52 AM

To: [REDACTED]

Subject: This is a test!

Hi, [REDACTED]

I am testing our new email system so I can show the other students how it works. I hope you had a great summer. See you next week!

Mrs. Cathie Mullins
Pinellas Virtual School Teacher
Call/text (727) 210-5075

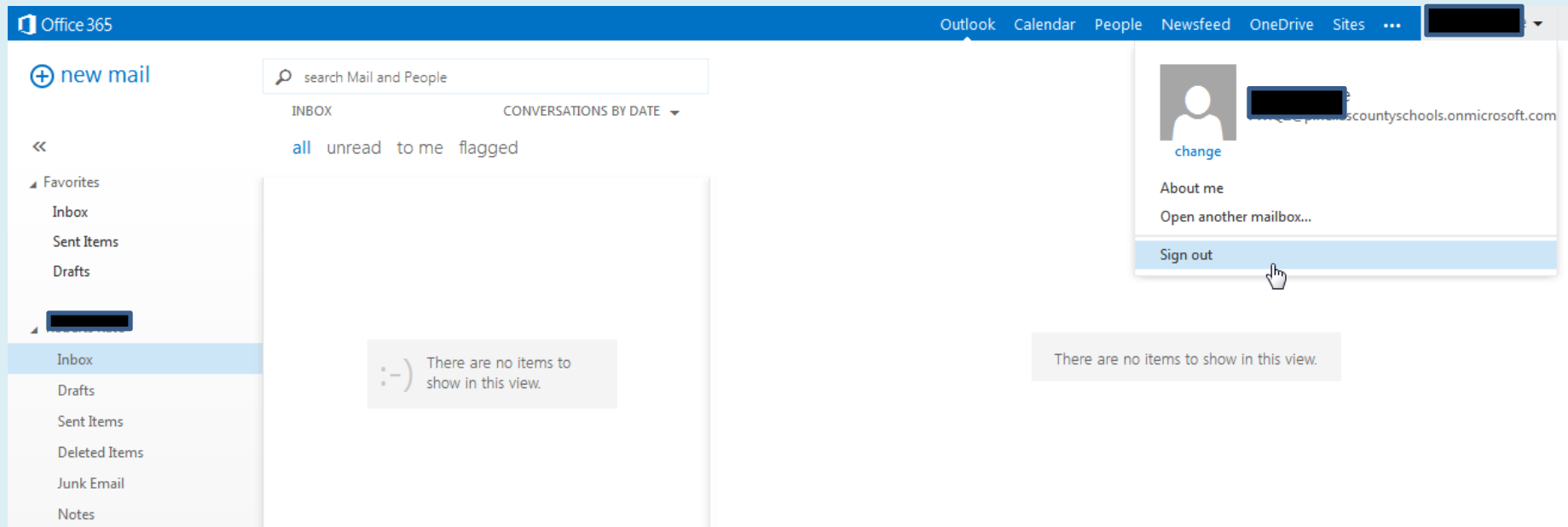
Follow us!

<https://www.facebook.com/pinellasvirtualschool>

<https://twitter.com/pinellasvirtual>

Be sure to sign out when you are finished!

- This is ESPECIALLY important if you are on a public computer, such as at the library.



A few rules of thumb...

- Your school account is owned by Pinellas County Schools. All email **MUST** be school appropriate.
- Please use proper writing and grammar conventions
 - For or four, not 4
 - You, not u
 - You are, not ur
 - To, too or two, not 2
 - Punctuation counts! (. , ! ' ?)
- Remember, email is forever. **NEVER** put anything in writing that you would not want shared all over the world!