

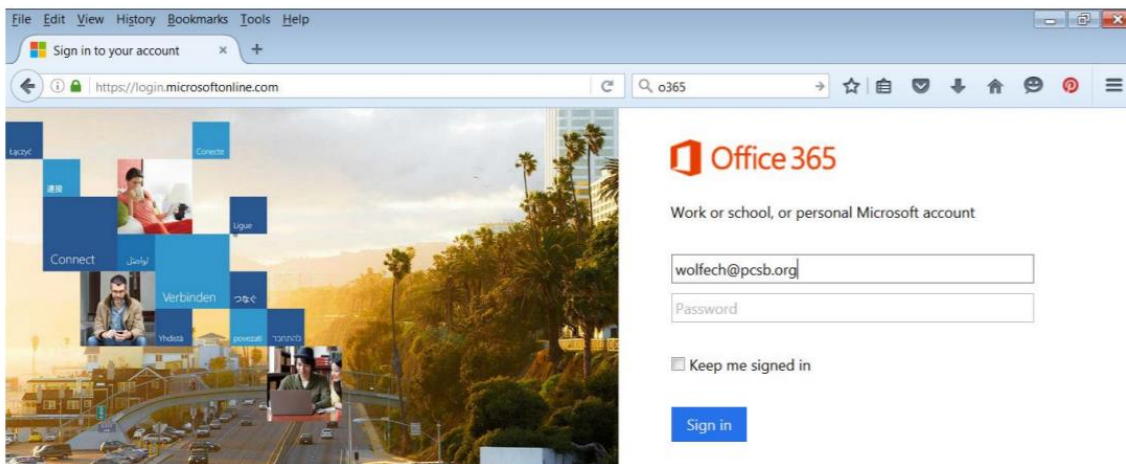
ACCESSING OFFICE 365 & ONEDRIVE

Did you know that...through Pinellas County Schools, you now have access to Microsoft Office Online. You also have the capability to download Microsoft Office on up to 5 personal devices. Please see the instructions below:

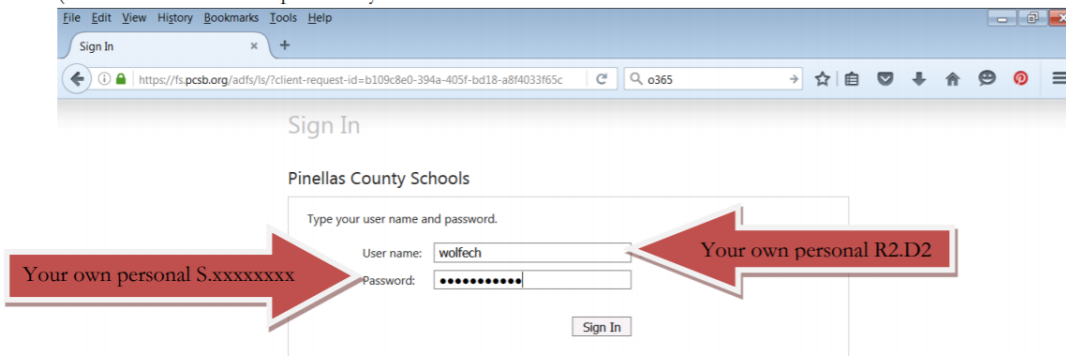
To log into Office 365 type o365.pcsb.org into the URL (Do not type it into the search bar!)



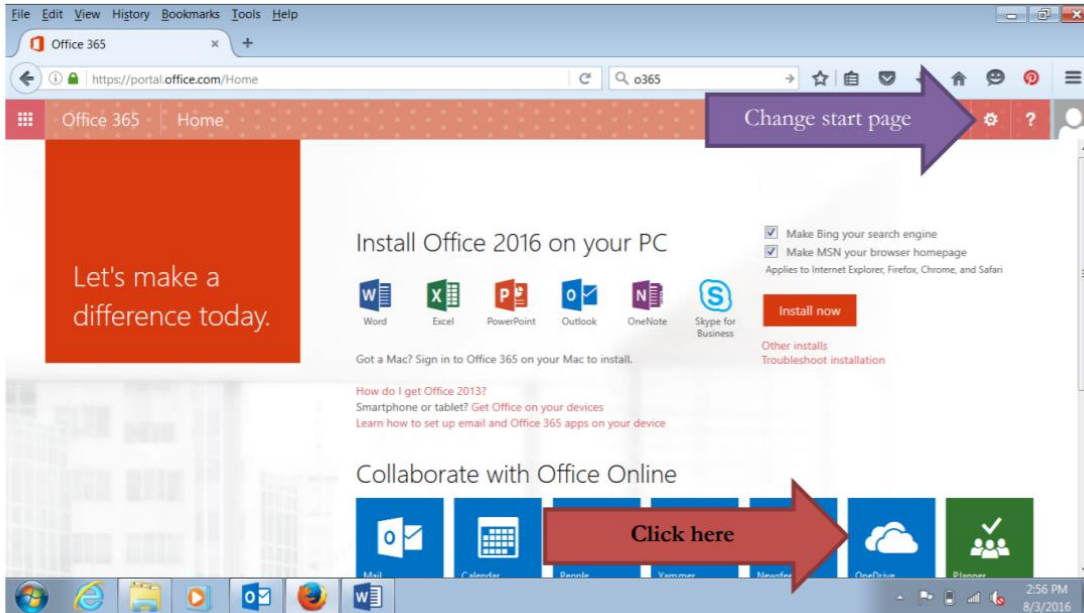
You should then be directed to this screen where you will then type in your R2.D2@pcsb.org email address and then hit enter. You will not need to enter in a password yet. (Remember you will enter in your own personal R2.D2 to use as your email address.)



The next screen is where you will use your R2.D2 and S.XXXXXXXXXX number for the username and password. (The same username and password you use for FOCUS)



You now have access to Office 365 online. You can download and install Office 2016 onto your OWN personal device at home. DO NOT DOWNLOAD THIS TO ANY SCHOOL COMPUTER OR DEVICE!!!!!!!!!!!!!!!!!!!!!!!!!!!!



Click on the OneDrive icon at the bottom of the page. Go into Settings and change your start page to OneDrive for easy access to your files. You can now access your files at home, school, the public library, or any other device without having to save to a thumb drive. You can share files with your peers and your teachers. As long as you are a Pinellas County scholar you have access to this resource. It also allows you to utilize the Microsoft Office Suite tools both online and at home.