

# **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

Sign In

Pinellas County Schools

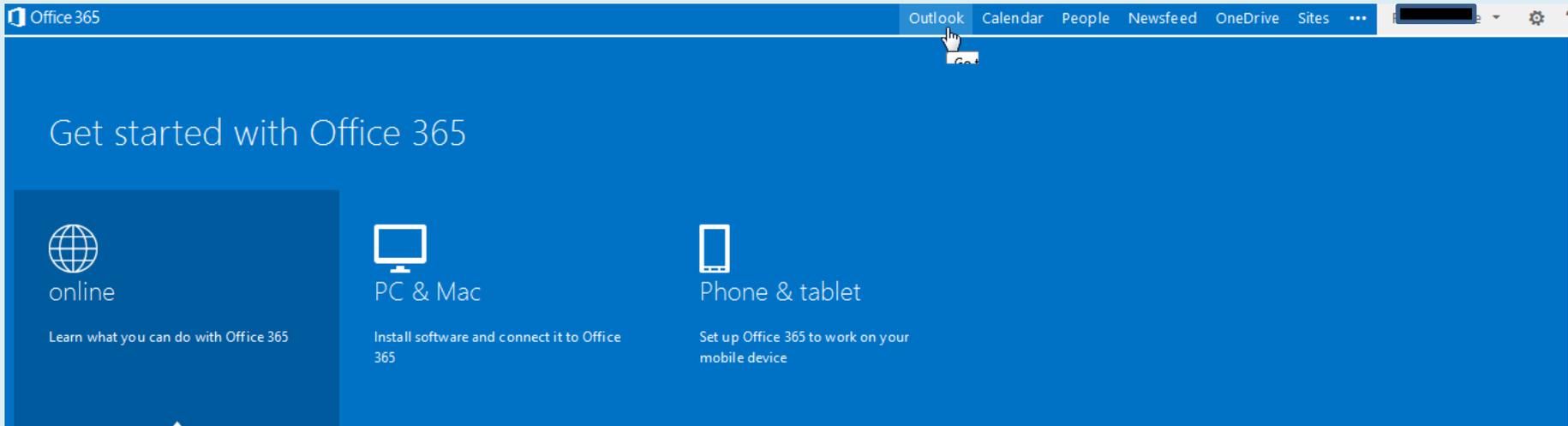
Type your user name and password.

User name:  Example: Domain\username

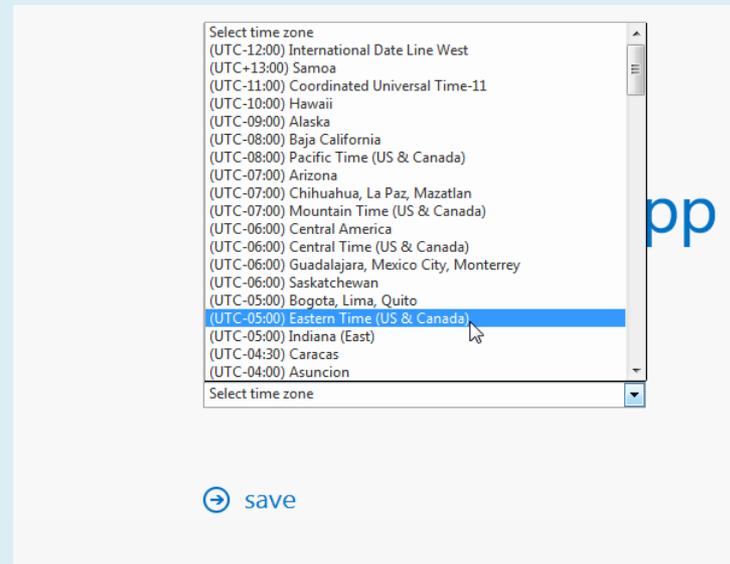
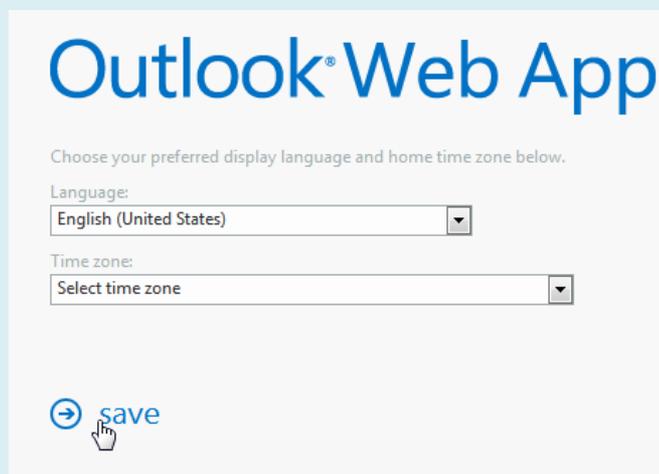
Password:

Sign In

# On the top navigation bar, click Outlook

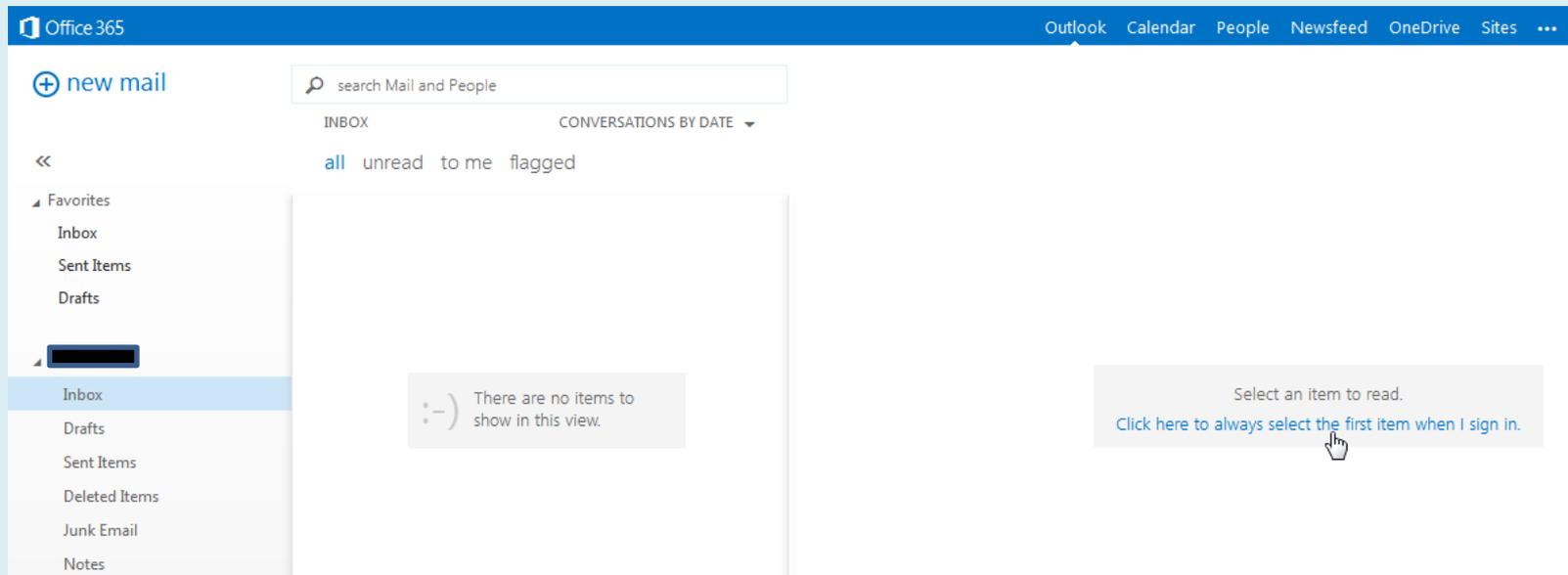


- Choose Eastern Time for your time zone, then click save



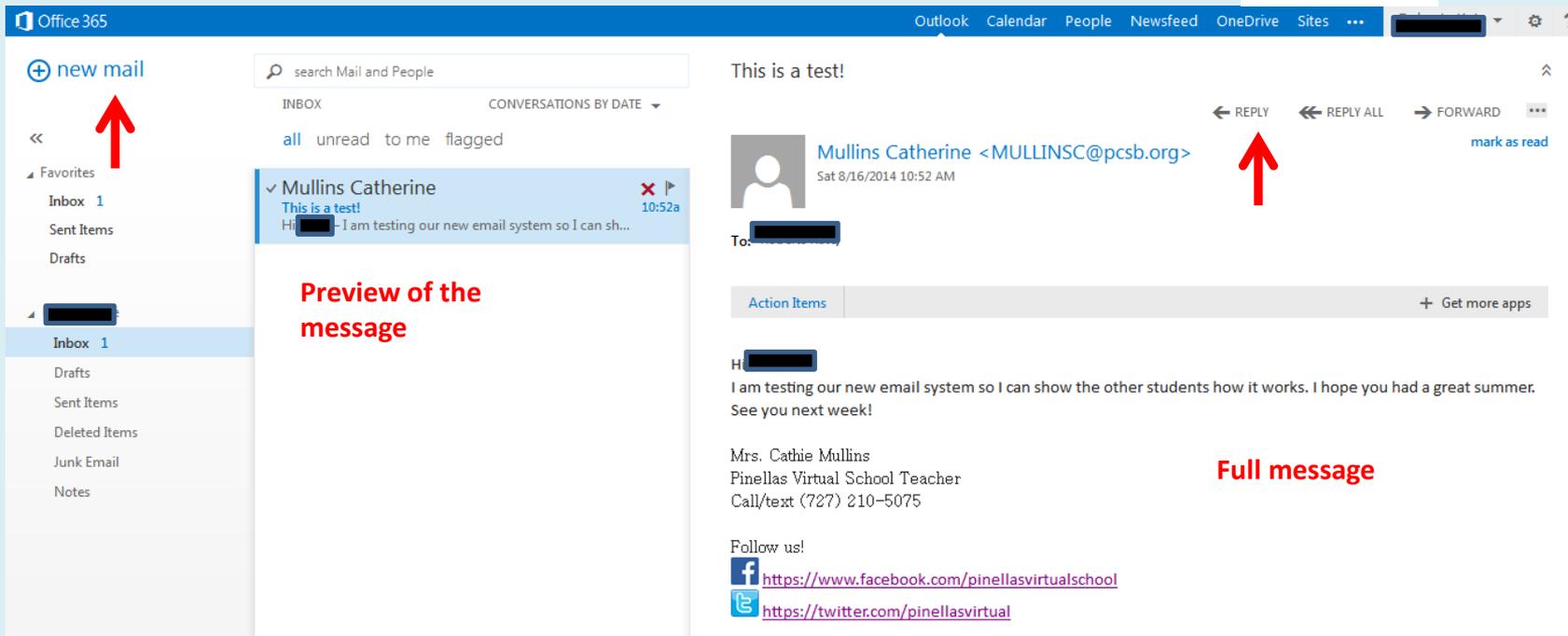
# This will take you to your email inbox

- 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 



The screenshot displays the Outlook interface within the Office 365 environment. The top navigation bar includes 'Office 365' and various service links like Outlook, Calendar, People, Newsfeed, OneDrive, and Sites. On the left, a sidebar shows the 'new mail' button and a list of folders including 'Inbox 1'. A search bar is positioned above the inbox list. The main area shows an email from 'Mullins Catherine <MULLINSC@pcsb.org>' with the subject 'This is a test!'. The email body contains a preview and the full message text. A red arrow points to the 'REPLY' button in the top right of the email view, and another red arrow points to the 'new mail' button in the sidebar. The text 'Preview of the message' is overlaid on the email preview, and 'Full message' is overlaid on the email body content.

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 <MULLINSC@pcsb.org> This is a test! 10:52a

Hi [redacted] - I am testing our new email system so I can sh...

**Preview of the message**

This is a test!

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

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

To: [redacted]

Action Items + Get more apps

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

**Full message**

Follow us!

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

<https://twitter.com/pinellasvirtual>

# After you click reply you can type your response message

- Be sure to use proper writing conventions!

The screenshot displays the Microsoft Outlook interface. On the left, the navigation pane shows the 'Inbox' selected. The main area shows a draft email from Mullins Catherine with the subject 'This is a test!'. The draft text reads: 'Hi [redacted] - I am testing our new email system so I can sh...'. On the right, the 'Compose' window is open, showing a reply to the draft. The reply text is: 'Thanks Mrs. Mullins! You are my favorite teacher! I can't wait to see you next week!'. Below the reply, the original email's header is visible: 'From: Mullins Catherine <MULLINSC@pcsb.org>', 'Sent: Saturday, August 16, 2014 10:52 AM', 'To: [redacted]', and 'Subject: This is a test!'. The body of the original email is also visible: '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!'. At the bottom, there is a 'Follow us!' section with a Facebook icon and the URL 'https://www.facebook.com/pinellasvirtualschool'.

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

The screenshot shows the Microsoft Outlook interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, and View. The Home tab is active, showing various actions like New E-mail, Ignore, Clean Up, Delete, Reply, Forward, Meeting, Accounts, To Manager, Done, Reply & Delete, Create New, Move, Rules, OneNote, Unread/Read, Categorize, Follow Up, Find a Contact, Address Book, and Filter E-mail.

The left sidebar shows the Favorites pane with the following folders:

- MULLINSC@pcsb.org
  - Inbox (9)
    - +Follow Up
    - +Student Info
    - Accounts
      - Blackboard
        - Blackboard Recordings
      - Canvas
      - Code Academy
      - History Alive
      - NBC Learn
      - Remind
      - Shmoop
      - Think Central
      - Think Through Math
      - Trials
    - Important
      - Technology
        - Cool apps
        - FOCUS
        - Glitches & Workarounds
      - Things to read if I ever get...
    - Drafts (3)
    - Sent Items
    - Deleted Items
    - Junk E-Mail
    - Outbox

The main pane shows a search bar for the inbox and a list of emails. The selected email is from a redacted sender to Mullins Catherine, dated Sat 8/16/2014 11:00 AM. The subject is "RE: This is a test!".

The detailed view of the email shows the following content:

**RE: This is a test!**  
[Redacted] <[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!

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**From:** Mullins Catherine <MULLINSC@pcsb.org>  
**Sent:** Saturday, August 16, 2014 10:52 AM  
**To:** [Redacted]  
**Subject:** This is a test!

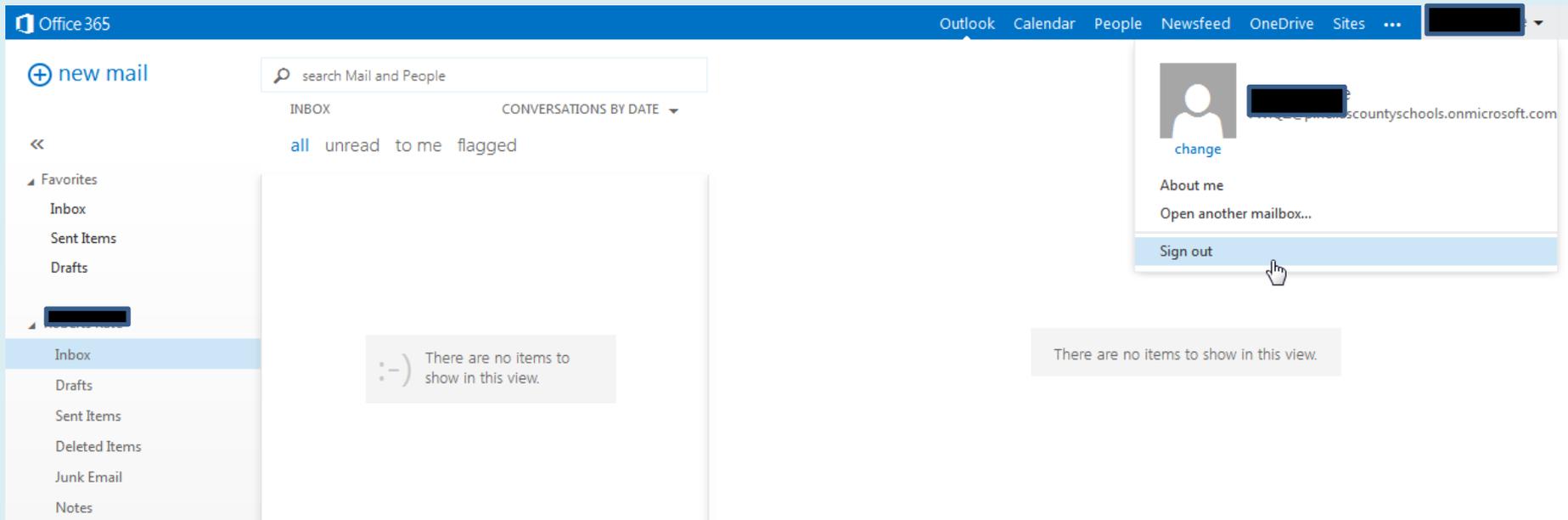
Hi, [Redacted]  
I am testing our new email system so I can show the other students how it works. I hope you had a great summer. See you next week!

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!