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
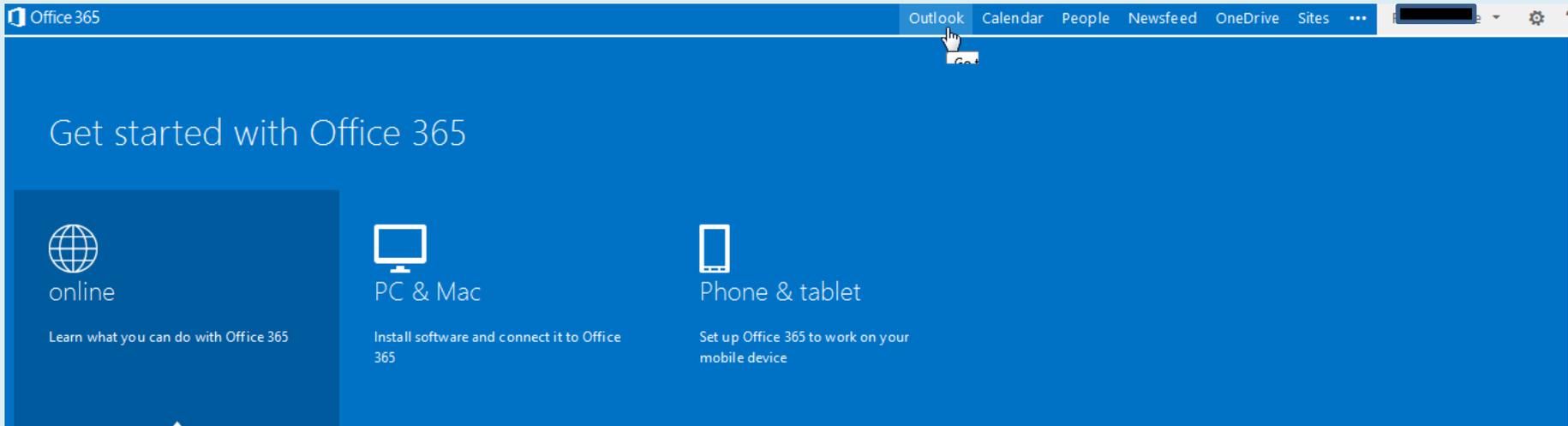 - Password: S.12345678

Sign In

Pinellas County Schools

Type your user name and password.

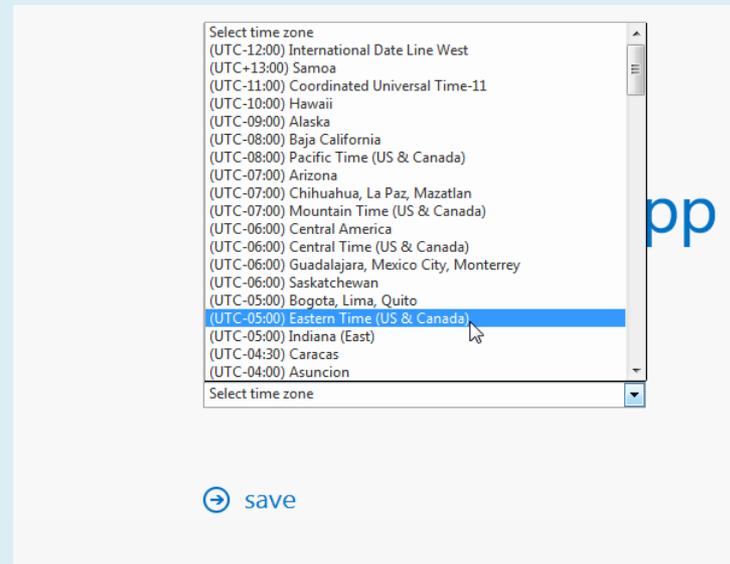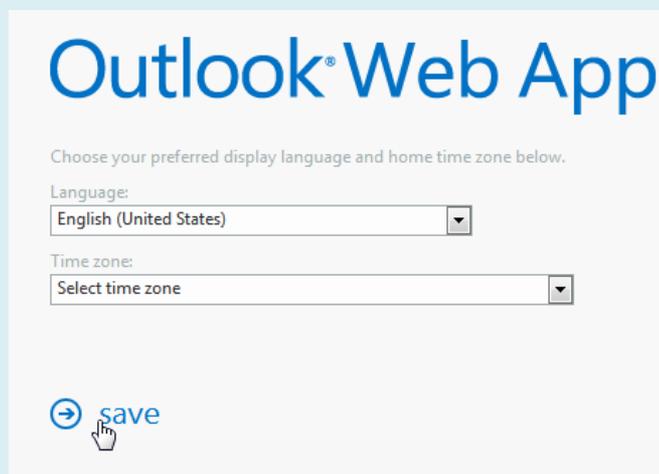User name: ▮▮▮▮▮▮   Example: Domain\username

Password: ••••••••••

Sign In

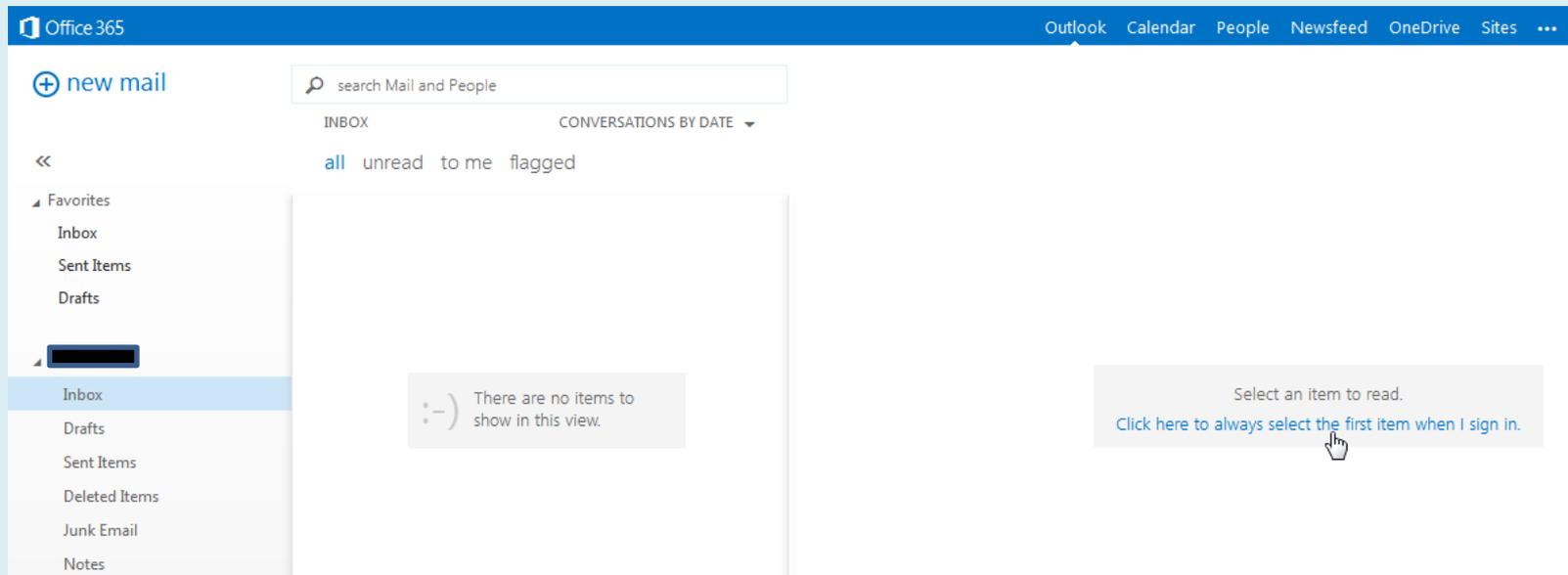# On the top navigation bar, click Outlook

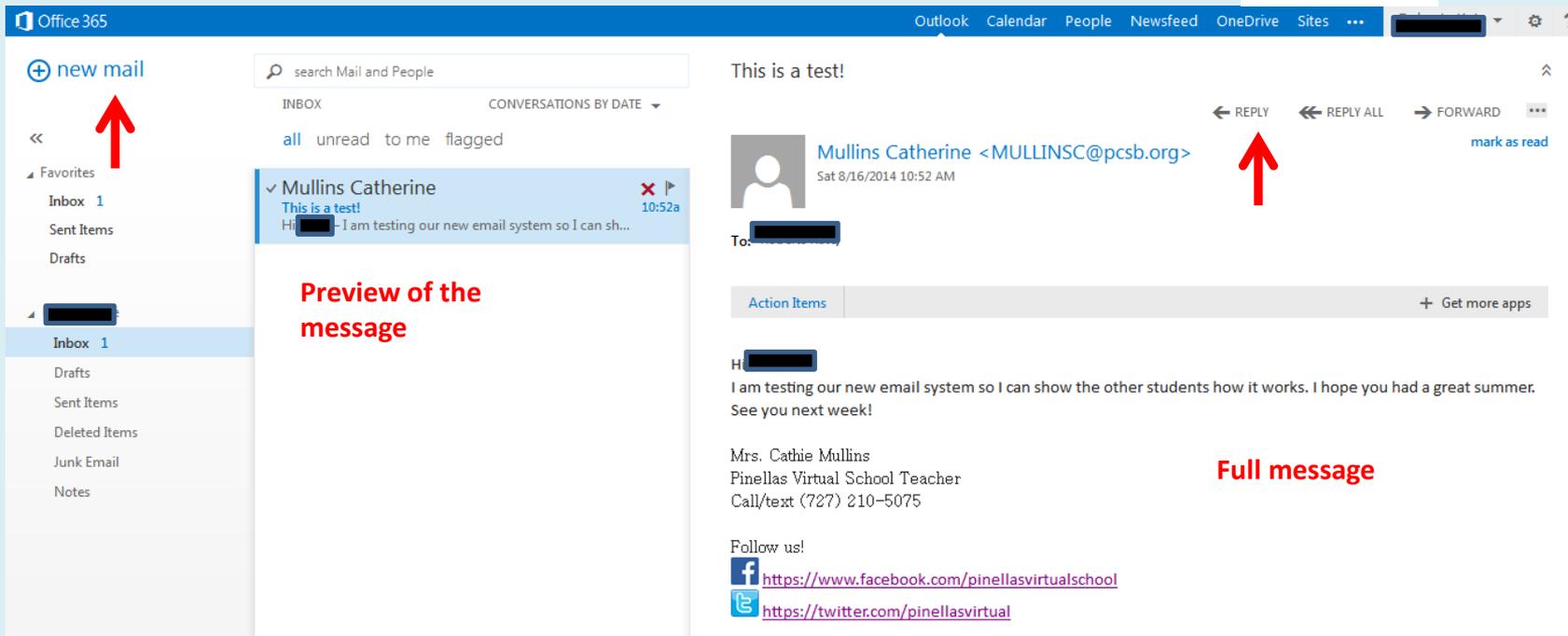- Choose Eastern Time for your time zone, then click save

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

Preview of the message

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!

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.
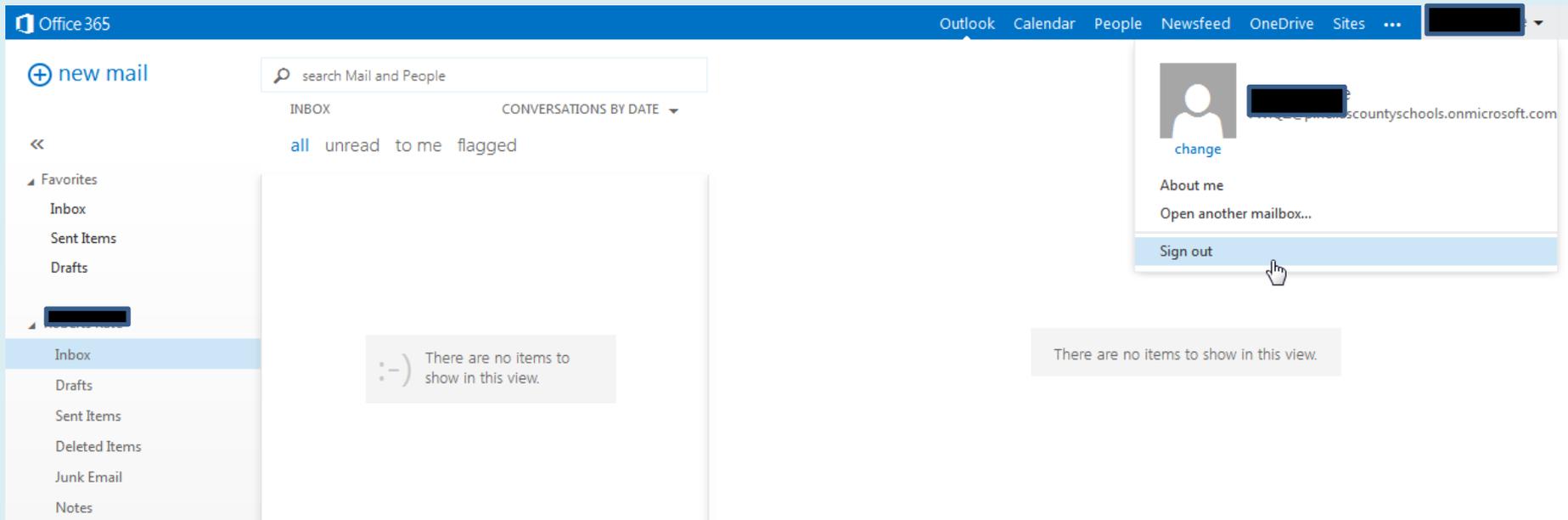
A few rules of thumb…

- 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!