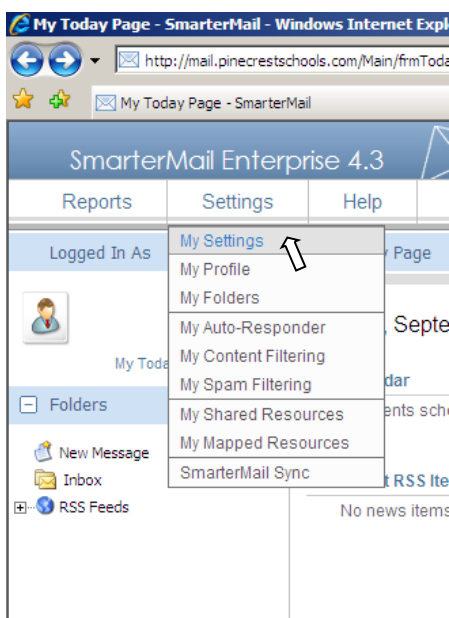
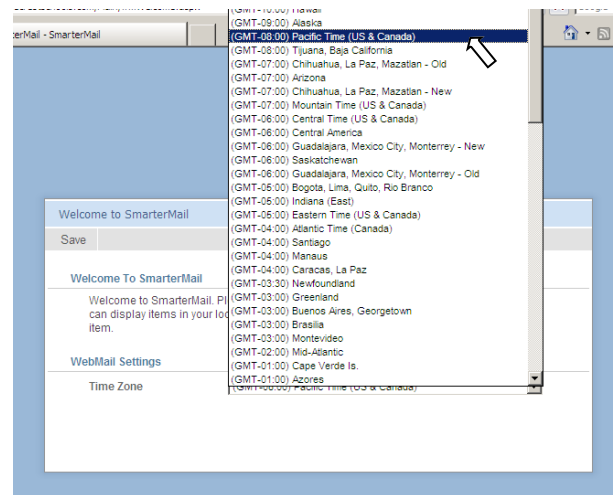
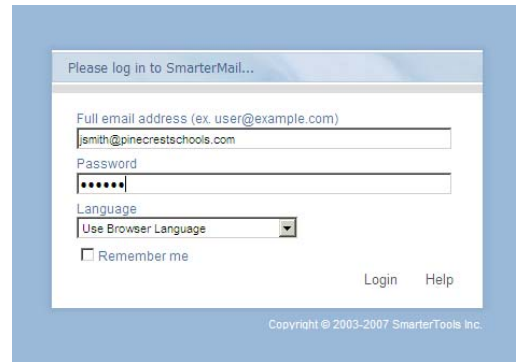


## HOW TO ACCESS YOUR PINECREST EMAIL ACCOUNT

All Pinecrest Email used have been assigned email address that is the *first initial* and *last name* @pinecrestschools.com. For normal Email usage the easiest and most recommended way is to use web-based Email via your web browser. To do this:

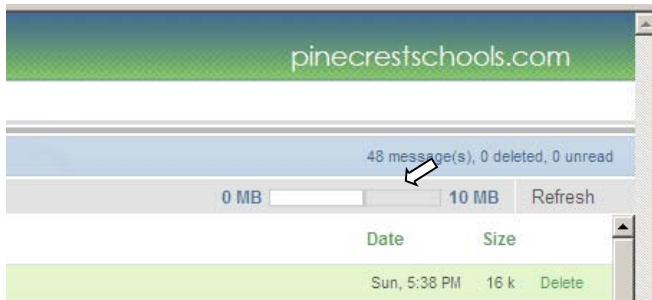
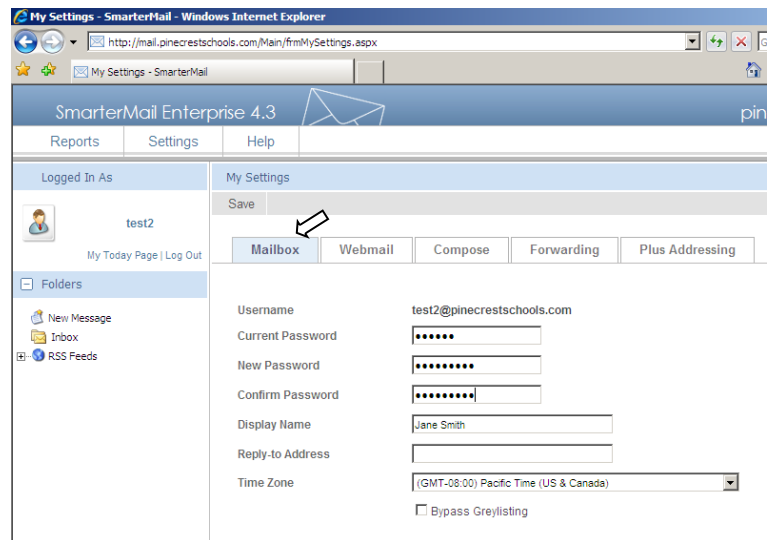
1. Launch your web browser. In most cases this will be Internet Explorer (some users may have and use Safari or Firefox.)
2. In the address field type **http://mail.pinecrestschools.com**
3. Log in using your full email address. For example: jsmith@pinecrestschools.com.
4. Enter temporary password. (Do NOT click the box Remember me). Click Login.
5. In the next window you will set the time zone. Click the down arrow in the Time Zone box, and scroll UP to find and select Pacific time (see figure 3.) Click **Save**. (Please note: the default time zone MUST be changed from Mountain Time to Pacific Time in order for certain updates to work.)



6. In the next window, click on **Settings**. In the drop down panel, click **My Settings**.
7. Please set your new password. It is recommended that passwords are more than 8 characters long, with letters and numbers.
8. **Display Name** should be your full name. Leave the **Reply To** field blank.

## HOW TO ACCESS YOUR PINECREST E-MAIL ACCOUNT (PAGE 2)

10. you are logged on, any email you have received will be listed (just click on it to read) and you can compose a message by clicking on the COMPOSE link, or REPLY, if you care responding to a message.



Please note that there is a usage box on your screen, which measures the capacity of your mailbox. Please check this regularly; mostly gray is preferable. Solid white or nearly solid white means that you are at or near capacity and therefore vulnerable to crashing.

If you experience are having problems sending or receiving email, you could be at capacity. You will need to delete items in order to bring the bar down and therefore allow new items to come and go from the system. Delete everything in your Junk Mail and Deleted Items folders then, if necessary, delete large items from your Inbox such as attachments and/or photographs.

For higher volume Email users who also need to organize, store, and access a volume of mail that exceeds mail.Pinecrestschools.com limits, Mozilla Thunderbird is available.

For very high volume e-mail users, who also need to send mass emails, Outlook 2007 may be available. Please contact IT to arrange an installation appointment.

/jjg