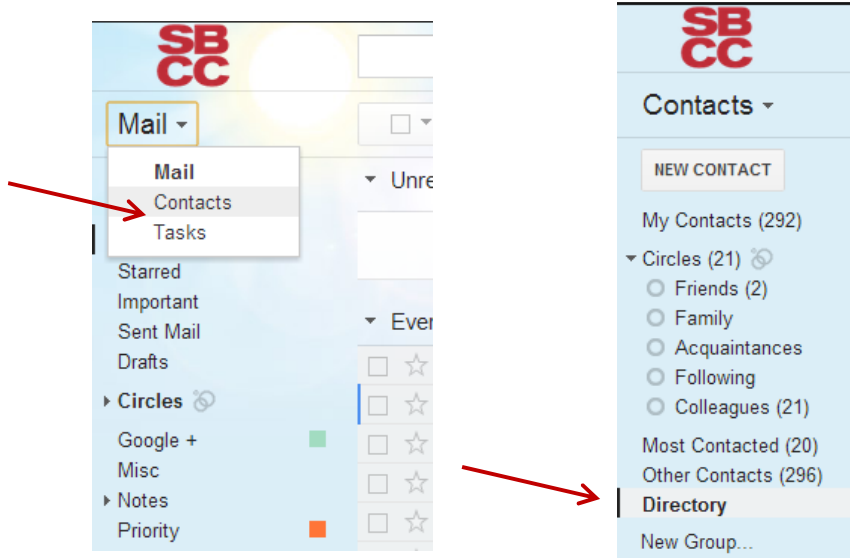


How to look up Username via Gmail Contacts?

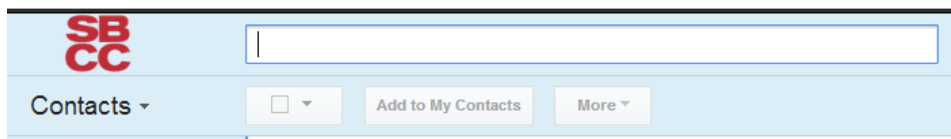
NOTE: The SBCC Banner naming convention is:

First Name, Middle Initial (if exist),Last Name + numeric tie-breaker (if needed)

1. **Open SBCC Gmail**
2. **Use 'Contacts' link to SBCC Email Directory**
3. **Click 'Directory' link on middle/left part of page**



4. **Type the name (college record) of the employee in query box**



5. **Email prefix is the Username:**
(example: Nancy Tolivar: ntolivar@pipeline.sbcc.edu
username:ntolivar)