

# How do I find my new e-mail address?

**OGEECHEE  
TECHNICAL COLLEGE**

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Microsoft®  
**Live@edu**

- Go to BannerWeb  
([https://admin3.ogeecheetech.edu/pls/ban7/twbkwbis.P\\_GenMenu?name=homepage](https://admin3.ogeecheetech.edu/pls/ban7/twbkwbis.P_GenMenu?name=homepage))
- Click “Enter OTC Banner Web”
- Enter “User ID” This can be either your Student ID number or your social security number entered without dashes.
- Enter “PIN” Your initial PIN is your date of birth (MMDDYY). If you have previously logged in, your PIN will be whatever you changed it to.
- Click “Login” button
- Click “Personal Information” menu link
- Click “View E-mail Address(es)” link
- Your Microsoft Live E-mail address will be listed as “Windows Live Student E-mail” and should be marked as preferred.

