How do I email my class from Banner Self Service?

Tell Me

1. First, setup the mailto: function in your browser by following steps in this FAQ.
2. Log into Banner Self Service.
3. Click the Faculty & Advisors tab/link.
4. Select Detail Class List or the Summary Class List.

![Banner Self Service @ UNC Charlotte](image)

5. Select the term and click Submit.

```
Select a Term: Fall 2015
```

6. Choose the desired course and click Submit.

```
CRN: ITCS 1102 051: Adv Internet Concepts, 10108 (29)
```

7. Scroll to the bottom and click Email your students.

```
Email your students
```

8. Type the message you want to send and click Send.

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Related FAQs

Page: How do I gain advisor access to Banner student?
Page: How do I view or edit my personal (non-uncc) address or phone number in Banner?
Page: How do I update or add my personal (non-uncc) email address in Banner?
Page: How do I update or add my personal cell phone number in Banner?
What is Legacy Banner Self Service?