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.

6. Choose the desired course and click Submit.

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

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

Related FAQs

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