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.

5. Select the term and click **Submit**.

   **Select a Term:** Fall 2015

6. Choose the desired course and click **Submit**.

   **CRN:** ITCS 1102 031: Adv Internet Concepts, 10108 (29)

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 log into Legacy Banner Self Service?
- How do I setup my password for Legacy Banner Self Service?
- How do I access Banner Self Service?
- How do I view or edit my personal (non-uncc) address or phone number in Banner?
• What is Legacy Banner Self Service?