Emailing Your Class

From Within Banner

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Website

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Purpose

This training material highlights how to email your class from within myMemphis.
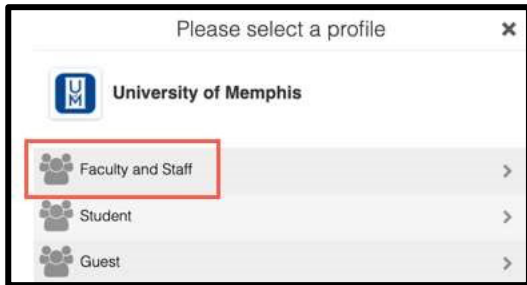
Audience

University of Memphis Faculty who will want to email their class.

Emailing Your Class

From myMemphis

1. From your browser, navigate to the myMemphis Portal at https://portal.memphis.edu. Log in with the associated UUID and password and authenticate with DUO.

2. Choose **Faculty & Staff** as an option.
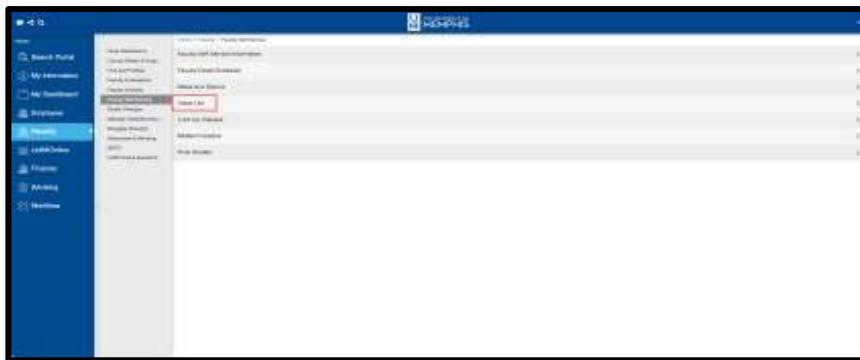

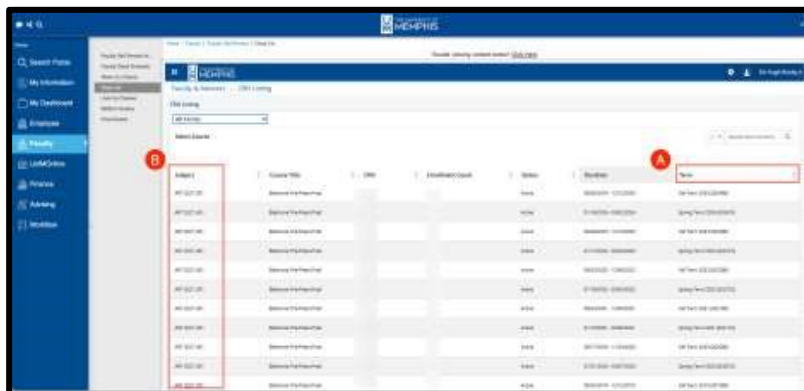3. Choose **Faculty** from the left side bar.
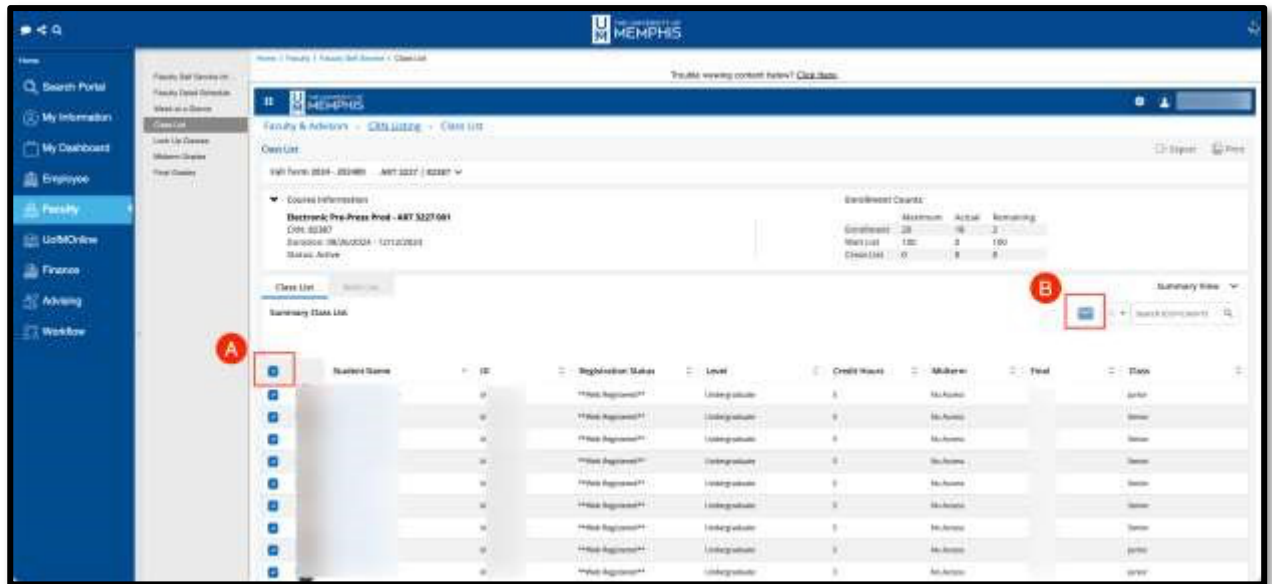
4. Choose **Faculty Self Service**.

5. Choose **Class List**.

6. **A)** From the drop-down menu, choose the **Term**, then the **B) Subject/Class** you want to email.

7. **A)** Choose the top selection box to select all the members of the class. **B)** Next, choose the email icon.

8. Your default email application will send an email, which you can type and send to your class. By default, the email will be blind copied to your class. The students can only respond to the instructor, not the entire class.
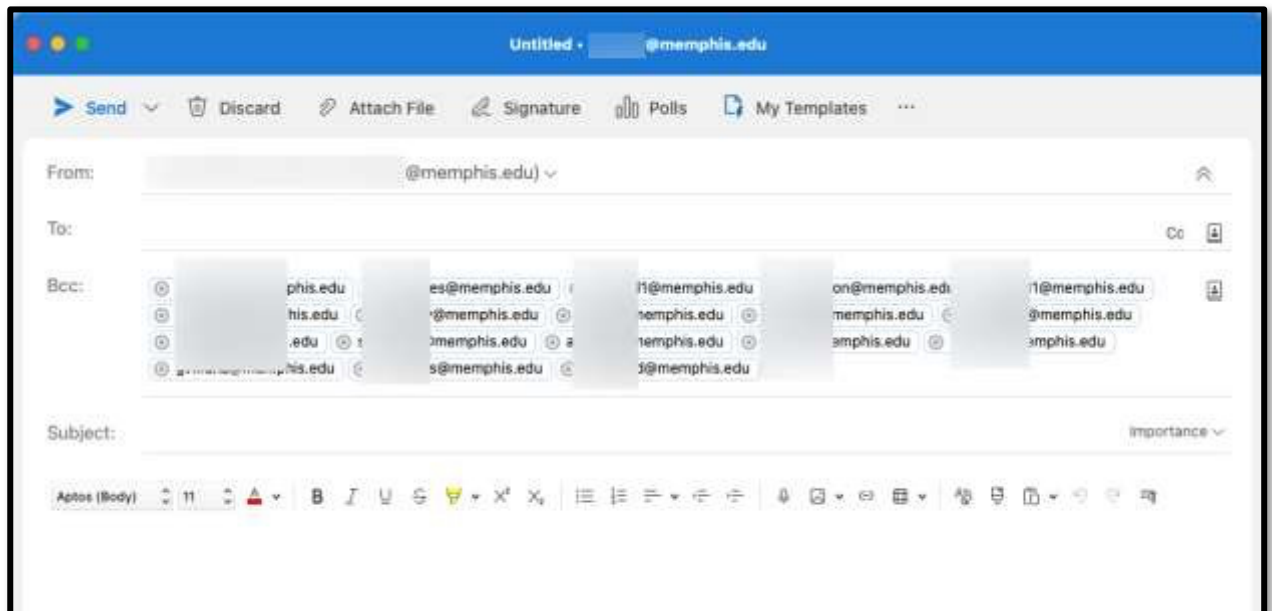
Limitations

Banner can process a maximum of 100 email addresses at a time. For larger classes, the vendor's recommended workaround is to send messages in batches of fewer than 100 recipients.

Additionally, due to browser and email client limitations, each batch cannot exceed 2,000 characters in the address field. This means the total length of all email addresses in a batch must remain under that limit.

Locating Help Resources

 umTech offers technical support and resources to faculty, staff, and students.
 Assistance can be found through any of the support services below:

Submitting a Service Request
Login URL: Click here to access our service desk ticketing system. After logging in, choose the appropriate form to request services.

Contact the ITS Service Desk ─ 901.678.8888 any day of the week! *(Excluding Some Holidays)*

> ITS Service Desk Walk-In hours (Admin Building Room 100): Monday ─ Friday
> 8:00 am ─ 4:30 pm
>
> The ITS Service Desk Call Center hours: Monday ─ Friday
> 8:00 am ─ 8:00 pm
> Saturday 10:00 am ─ 2:00 pm
> Sunday 1:00 pm ─ 5:00 pm

Contact the Service Desk for assistance with technical login problems or issues. Voicemail services will handle ALL incoming calls after hours. If you require assistance after 8:00 pm, please leave a message or submit a service request.

Voice messages will be checked regularly and will receive a priority response the following business day. You may also email umTech at umtech@memphis.edu. **(Note:** *Using this email will automatically generate a service request.)*

Important Links

> **Explore the umTech Website**
> **Search the Solutions Page**