# How to Use Banner to Generate a Class Email

1. Log in to Banner at https://my.unm.edu with your UNM login and password.
    a. UNM login and password may not be the same as your law school login and password.
    b. For assistance with UNM account login and password see: https://webmail.unm.edu/ or call the Main Campus help desk (277-5757)
    c. Your law school support person does not have the ability to access this account for you.

2. Select "Faculty Life" tab near the top.

3. Click the red button in the center of the page to "Enter LoboWeb" (see below):
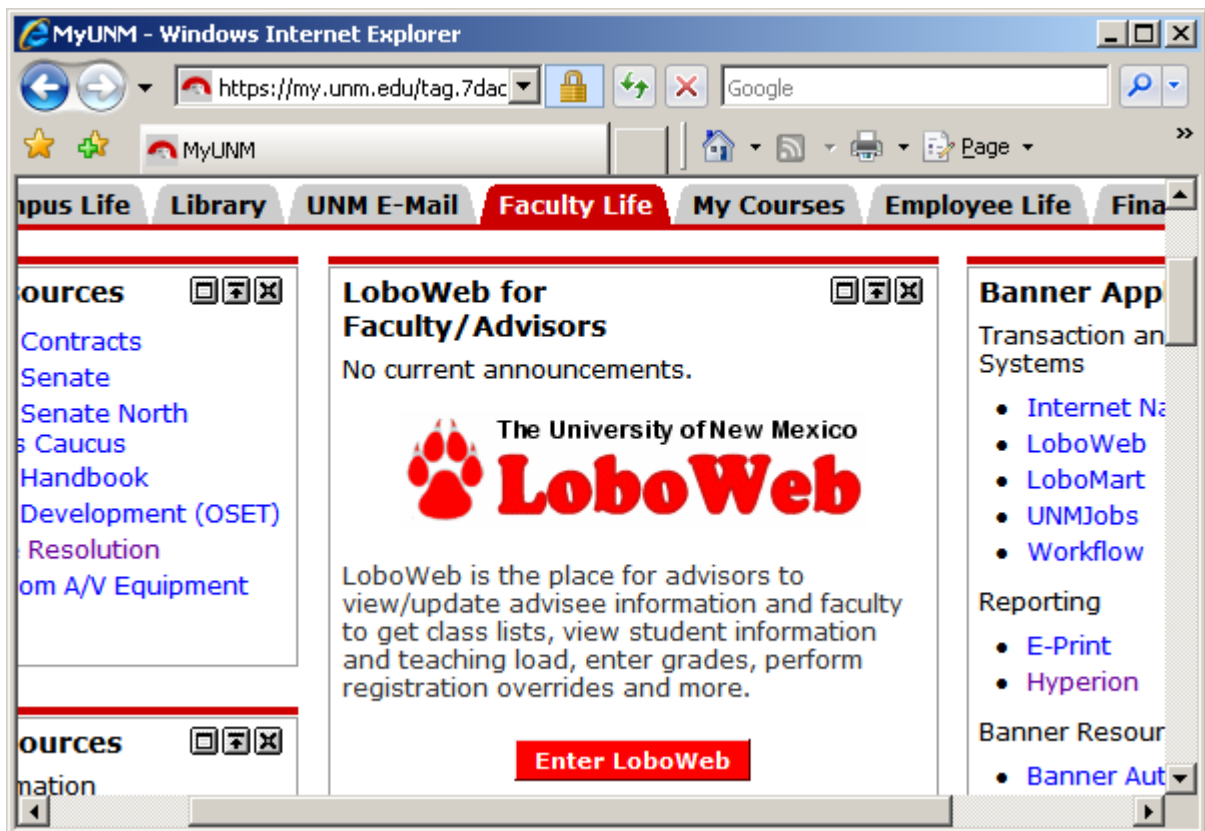
4. Under "Class Section Functions," click on "Exportable Class List" (see below):
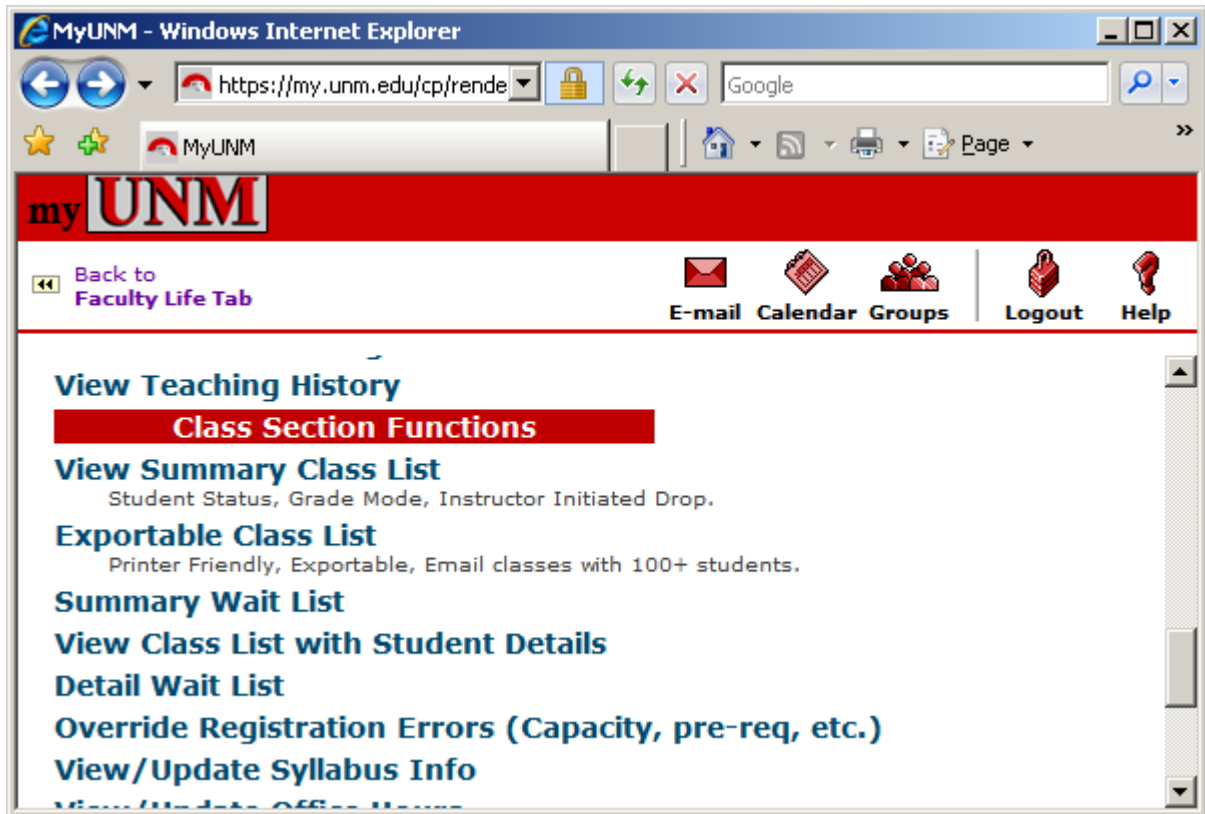
5. Enter your UNM login and password again.

6. Click the link to "Class Lists."

7. Click the link to the desired class section.

8. Click the link to "Email to Class (under 120 students)."

9. An email to the class section is automatically generated, using the "default" email program on your computer. This is Outlook on Law School computers.