THINGS TO KNOW ABOUT Campus Mail

MESSIAH.EDU/POSTALSERVICES
Campus Post Office

LOCATION
The Campus Post Office is located on the first floor of Eisenhower Campus Center.

WINDOW HOURS
BY APPOINTMENT ONLY

CONTACT US
WEBSITE: messiah.edu/postalservices
EMAIL: postoffice@messiah.edu
PHONE: 717.796.1800 ext. 6026
Your Mailbox

To receive mail on-campus at Messiah University, each student is given a mailbox with a four-digit unit number. This number must be included in your address when sending or receiving mail.

**Student Name**
Messiah University
One University Avenue Unit XXXX
Mechanicsburg PA 17055

**KEY INFORMATION**

Once you receive your mailbox key, you keep it the entire time that you are a student at Messiah University.

When you are ending your time at Messiah, you will receive instructions on how to return your key, so you are not assessed a fine.

**NOTE:** There is a $25.00 replacement fee for a lost key. If you need a replacement, email postoffice@messiah.edu to set up an appointment to pick up your new key. The fee will be added to your tuition account.

**MAILBOX SHARING**

Some students share a mailbox with one other student. (This is not your roommate.) If there are items in your mailbox that are not yours, please leave them there. They are for your mailbox partner.
Sending Mail

HOW TO FIND A Messiah Address

YOU CAN FIND CAMPUS MAILING ADDRESSES ONLINE BY:

1. Using the Student Search feature in FALCONlink
2. Using the search feature in the Outlook email address book

Requirements

CAMPUS MAIL

- Minimum size: 5” x 3”
- 10 or more pieces must be bound or clipped together and put in order by unit or suite number.
- No stamp required.

OUTGOING MAIL

- Mail must be received by the Post Office by 7:30 a.m. to go out that day.
- Postage is required. Visit usps.com for current postage rates.
How to Address

CAMPUS MAIL

Your Name
Unit Number

Recipient Name
Unit/Suite* XXXX

* Mail addressed to faculty or staff is written with a “Suite” number. Mail addressed to students is written with a “Unit” number.

OUTGOING MAIL

Your Name
Messiah University
One University Avenue Unit XXXX
Mechanicsburg PA 17055

Recipient Name
Street Address
City State Zip Code

The Campus Post Office does not sell stamps. First-class stamps can be purchased at the Gratham Post Office or online at usps.com or stamps.com.
FAQS ABOUT Packages

HOW DO I KNOW IF THERE IS A PACKAGE FOR ME?

If your package is coming from Amazon via an Amazon courier, they will notify you when your package is ready to pick up from the Amazon lockers on campus.

For all other shipments, once the Campus Post Office has received your package, we will send you an email with instructions for pickup and a tracking number included. If you have not heard from the Campus Post Office, we have not yet processed your package. (Do not rely on the sender’s delivery information or notifications from shippers such as UPS, FedEx, USPS.) All packages, once we receive them, are made available within 24-48 hours unless we are unusually busy. Your package may be on campus, but it has not yet made its way to the Campus Post Office until you receive an email from us. Deliveries are not made directly to the Campus Post Office and may come late in the day.

ARE ANY PACKAGES RECEIVED ON THE WEEKEND?

Packages processed through the Campus Post Office are not received on the weekend. They will be processed on the next business day. Please be sure your friends and family know this.

CAN I ORDER FOOD THROUGH THE MAIL?

We recommend that you do NOT order food through the mail. Food orders will be processed like any other package and could perish before you receive it. If you decide that you still want to order food through the mail, please note: The Campus Post Office will not be responsible for any food received if - for any reason - it perishes.
HOW AND WHEN CAN I PICK UP MY PACKAGE?

Be sure to check your email for specific instructions regarding your package. Most packages are placed in lockers near the Post Office, or are small enough to fit into your mailbox. You can access these at any time.

If your package is in a locker, we will put a locker key with an orange or gray tag in your mailbox. This tag will include your name and a locker number. The color of the tag will correspond with the color of the locker. **Before you take the key or package, make sure that it has YOUR NAME on it and that it is not for your mailbox partner.** Once you have unlocked the locker and received your package, the key will stay in the locker for us to use again.

DO I EVER PICK UP A PACKAGE AT THE POST OFFICE WINDOW?

Yes, if the package is too big to fit in a locker. You will need to schedule an appointment to pick up your package. You can do so by emailing postoffice@messiah.edu.

HOW DO I SHIP AN OUTGOING PACKAGE?

We recommend that you prepare outgoing packages and prepay the shipping costs using online services. This can be done at ups.com or usps.com. (There are no drop boxes on campus for FedEx packages.)

In most cases, you can prepay shipping costs and simply apply a label to your outgoing package. Then, you can drop your package in the dropbox near the Campus Post Office.

For all other shipping needs, visit the Gratham Post Office or the Cumberland Parkway UPS store.
SOME THINGS TO Remember

- Check and clean out your mailbox on a regular basis. We recommend checking it weekly if not daily.
- Be sure to always have your mailbox key with you when you come to check your mail.
- Please do not ask us to get your mail or packages for you. We are not permitted to do that except under special circumstances such as your key was mailed to you and it is currently in your campus mailbox. You will need to show your student ID or another form of identification before your mail will be given to you. Also, please note: We do not have access to Amazon lockers as they are not property of Messiah University. You must contact Amazon if you have a question or issue regarding Amazon packages.
- You may not claim mail or packages for a friend unless we have written permission for you to do so.

Other questions? WE ARE HAPPY TO HELP!

MESSIAH PRESS & POSTAL

Mpress WITH design, print & mail

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