

Quick Tip:

The Do's and Don'ts of Campus Mail

Rain, sleet, nor snow have stopped our wonderful Warehouse staff from delivering mail across all 3 campuses. Here are some helpful tips to make their job a little easier, and help our mail arrive at the correct destination.

Tip 1: Include the name and department/location of the addressee.

This is especially crucial if you receive deliveries from outside of Chaffey. It is time consuming to look up names in Outlook to determine locations.

Tip 2: Don't forget the return address

In case the warehouse is not able to locate the addressee, they need to know where to return the mail.

Tip 3: Cross out all old delivery information

Sharpie markers are great for crossing out previous delivery lines on our envelopes. Help eliminate the guesswork for Warehouse staff.

Tip 4: Update your contact information

Contact ITS to update your contact information in Outlook, and [click here](#) to update your information in the Employee Directory.

Tip 5: Don't have the Interoffice mail envelopes? Tape a template on a manila envelope.

The templates help maximize envelope use, and make it easy to find delivery information. Feel free to use the attached template.

