Campus Box Number

MAIL 101

General Information

- University Mail Services only delivers mail to campus boxes. We do NOT deliver to street addresses, offices, labs or room numbers.

- Every University employee is assigned a campus box based on their department.

- ALWAYS include your campus box number in your address.

- If you do not know what your campus box number is, please contact your department's administrator to find out.

- Every campus box has a "key holder" who retrieves the mail for the entire department.

  - Please check in with this person first if you are looking for a piece of mail or package.

  - If you do not know who the key holder is for your department, please contact your department administrator.

- We intercept and deliver all USPS mail, but we sometimes make the final delivery for private carriers such as UPS and FedEx. Therefore, it is a best practice to always include your campus box number in your address.

- When we receive a mailpiece or package that does not have a campus box number listed in the address, it causes a delivery delay because we have to look up the recipient in the campus directory to find their campus box number.

How to Update Online

1) Use your Onyen to log into: connectcarolina.unc.edu

2) Click "Personal Information".

3) Click on the "Addresses" tab, located in the left column.

4) Type your campus box number on the line titled "Address 3".

5) Click "OK" and then "Save".

Example Address

Name:	**Rameses**
Street:	**100 South Building**
Campus Box:	**Campus Box 9100**
City/State/Zip:	**Chapel Hill, NC 27599**