MAIL 101

• Inter-departmental Mail
• Department Metered Mail
• Priority Mail
• Certified Mail / Return Receipt
• Print and Mail / Bulk Mail
Campus Mail

Incoming mail addressed to the University:
1. Persons Name
2. University Name
3. Department
4. University Campus Box number
5. City, state, and ZIP code

The correct address format is as follows:

John Doe
The University of North Carolina
Mail Services Department
Campus Box 1234
Chapel Hill, NC 27599

Every department has a key holder that is responsible for retrieving the mail from the department box.
Not every department picks up their mail every day
Campus Mail

We sort everything by Campus Box Number
Keep your campus box number updated
Alert Mail Services if your department is moving
Deliver twice a day to campus
Have outgoing mail to us by 3pm
Tracking System available

1. Go to DIRECTORY.UNC.EDU
2. Sign in, using your onyen account
3. Click on, “update personal information”
4. Scroll down to the “addresses” section
5. Update your campus box # and press “save

UNC Directory Search

Account
• Account Information
• Update Personal Information
• Change ONYEN Password

University Mail Services
Bioinformatics Building
Ground Floor
130 Mason Farm Rd, CB #1895
Chapel Hill, NC 27599-1895
University Mail Services utilizes four-digit Campus Box numbers for routing of mail within UNC-Chapel Hill.

Faculty and staff are responsible for updating their campus box number when beginning employment at UNC and when moving from one department to another.

The campus directory contains current information, including campus box numbers, for faculty and staff.
Department Metered Mail

FLAT STANDARDS FOR ADDRESSING

VERTICAL FLAT
Address ABOVE center

HORIZONTAL FLAT
Address RIGHT of center

United States Postal Service
Tap Test

2 taps on horizontal. Then 2 taps on each label.
Address Tips

• Get the address correct and it will get where it is going
• No cursive
• Print carefully
• Nothing on the envelope below the address
USPS Priority Mail

- Same delivery time as first-class mail
- Anything over 13 ounces is automatically Priority Mail
- You can upgrade First Class Mail that is under 13 ounces
- Tracking labels are available from the USPS
- Flat rate boxes are available online and from UNC Mail
- Parcels that weigh less than 13 ounces are sent out as First-Class Parcel Service

MAIL 101
Certified Return Receipt

MAIL 101

University Mail Services
UNC Bulk Mail Permit

• It is important that you notify UMS of upcoming Non-Profit permit mailings in advance to ensure we have enough money in the permit account to cover the postage cost.

• Otherwise, the USPS will hold it until funds are made available.
FIRST CLASS IS ACTUALLY FULL-COST

NON-PROFIT MAIL IS NOT RETURNED UNLESS YOU USE ANCILLARY ENDORSEMENT

200-PIECE MINIMUM ZIP-CODE ORDER

ANCILLARY SERVICE ENDORSEMENTS GOOD CHOICES AND BAD CHOICES

NON-PROFIT CAN TAKE LONGER TO DELIVERY THAN FIRST CLASS

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Print & Mail

Printers can work with you on design choices to maximize postage discounts and make sure your mailing is accepted by USPS.
Consultation Questions

• What are you mailing? Letter? Flat? Newsletter?
• How many pieces?
• How much does it weigh and what is the size?
• When does it need to be delivered?
• What are in the contents?
• Are all the mail pieces uniform?
• The Official Mailing Manual of the USPS is 1313 pages long.
• We can help or know who to ask for help.
Bulk Mail and Addressing

• Two ways to correct your addresses:
  - Before you send the mail piece.
  - After you send the mail piece.
• Endorsements the method you use after you send the mail pieces.
• Since that is costlier for the USPS it will be costlier for you.
• For Non-Profit rate you will be charged a fee for using an endorsement.
<table>
<thead>
<tr>
<th>Cass Certification</th>
<th>NCOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tells you if that address exists.</td>
<td>Tells you where that person moved.</td>
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</tbody>
</table>

| Reduces Return Mail helping you save time and money. | Mail Piece reaches recipient on time. |

| NCOA every 90 days to get a discount. | Apartment numbers, suite numbers and floor numbers are the most common address mistakes that CASS corrects. |
Campus Mail

Mail Services Operational hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Mail Services is closed on all University Holidays.

Website:
https://enterprises.unc.edu/mail/

Postal Charge Authorization Form:
https://portal.facilities.unc.edu/masterpg/slipMain.aspx

Campus Box Look-up Form located:

Department Move Form located:
https://enterprises.unc.edu/mail/about/campus-box-form/

Phone: 919-962-1139
mailservices@unc.edu

Jim Guza
jim.guza@unc.edu
919-962-3042