

CAMPUS MAIL PROCEDURES

The campus mail system is here to help in sending all university-related mail in a timely and cost effective way. Mail is sorted by the appropriate + 4 zip codes given to each department.

There are two pick-up times per day and one mail delivery each day. In the morning between 10:00 and 11:30 a.m. mail is delivered to each department on campus and all outgoing mail is picked up. Between 1:30 and 2:30 p.m. Mail Services picks up at the following locations:

- Manwaring Center (Mailbox by the stamp machine)
- McKay Library (1st floor drop box by copiers, 2nd floor mailroom mailbox)
- Hart Building (Athletic office, Coaches office, main office assistant's office)
- Romney Building (Mailroom on bottom floor)
- Snow Building (Music Department)
- Kirkham Building (Dance Department)
- Clarke Building (Mailroom on 1st floor)
- Smith Building (Mailroom across from business office)
- RGS Building (Mail drop at main office assistant)
- Kimball Building (President's Office, copy room box on 2nd floor, Admissions office box on 1st floor, Accounting office mail drop, Registrar's office mail drop)
- Taylor Building (Humanities office mail drop)
- Benson Building (Biology Department mailroom)
- Austin Building (Mailroom at south end of 1st floor)
- Physical Plant (Mailroom)
- Auxiliary Services Building (Press office mail drop, Continuing Education mail drop, Purchasing office mail drop)

Outgoing Mail Needing Postage:

All university-related letters that you want to send off campus need to have the appropriate + 4 zip code in either the return address or in the upper right corner of the mail piece. This is very important because the + 4 zip code is used to identify who is billed for the postage. Personal letters unrelated to university business, need to have a stamp.

Bulk Mailings:

When sending a bulk mailing, the mail pieces need to be placed in numerical order by the zip codes. BYU-Idaho Mail Services has machinery that can address envelopes, insert up to six pieces into envelopes, and tab pieces that require tabs in order to mail. The machines are here to help in making your job easier and your mailings timely and efficient. They are also helpful for obtaining the best postage rates for the University and meeting various postal regulations. Bulk mailings must meet certain qualifications to get certain postage rates. For more information, please contact Mail Services at ext. 2326.

State Abbreviations:

Alabama (AL)
Alaska (AK)
Arizona (AZ)
Arkansas (AR)
California (CA)
Colorado (CO)
Connecticut (CT)
Delaware (DE)
District of Columbia (DC)
Florida (FL)
Georgia (GA)
Hawaii (HI)
Idaho (ID)
Illinois (IL)
Indiana (IN)
Iowa (IA)
Kansas (KS)
Kentucky (KY)
Louisiana (LA)
Maine (ME)
Maryland (MD)
Massachusetts (MA)
Michigan (MI)
Minnesota (MN)
Mississippi (MS)
Missouri (MO)
Montana (MT)
Nebraska (NE)
Nevada (NV)
New Hampshire (NH)
New Jersey (NJ)
New Mexico (NM)
New York (NY)
North Carolina (NC)
North Dakota (ND)
Ohio (OH)
Oklahoma (OK)
Oregon (OR)
Pennsylvania (PA)
Rhode Island (RI)
South Carolina (SC)
South Dakota (SD)
Tennessee (TN)
Texas (TX)
Utah (UT)
Vermont (VT)
Virginia (VA)
Washington (WA)
West Virginia (WV)
Wisconsin (WI)
Wyoming (WY)