



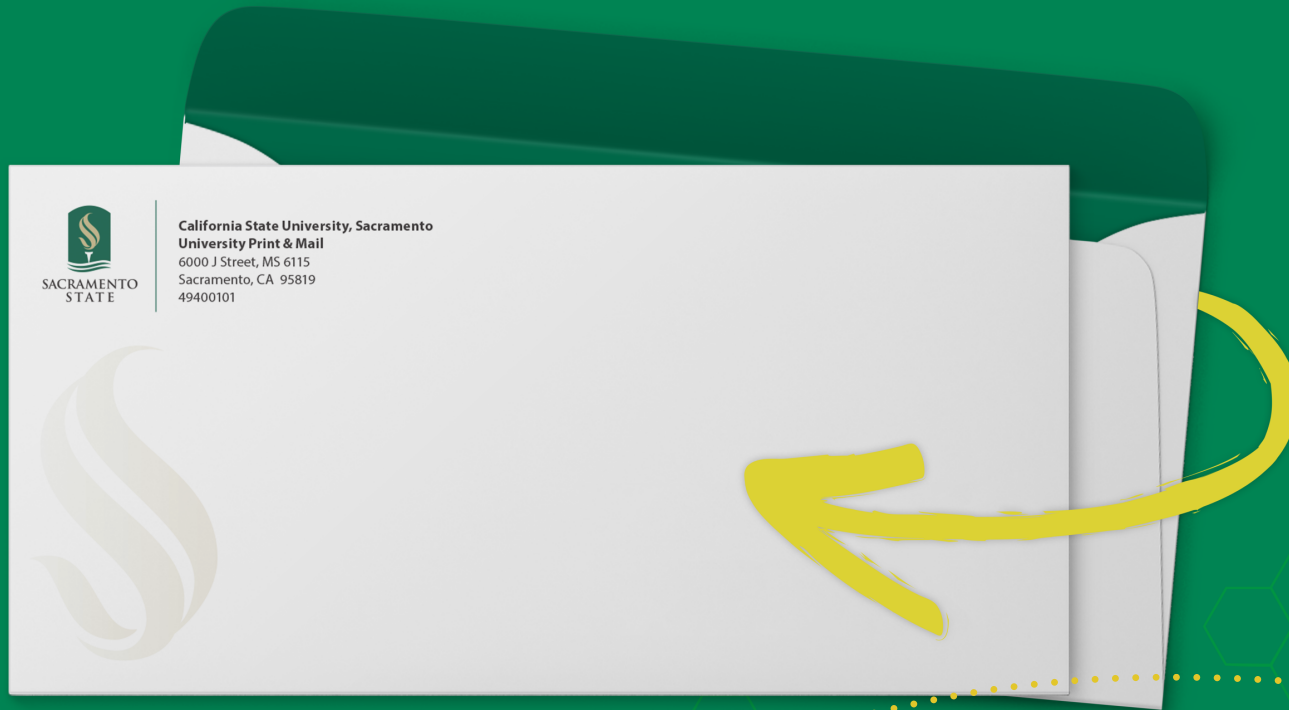
SACRAMENTO
STATE

University Print & Mail

Address Awareness Campaign

Redefine the Possible™

Are you addressing correctly?



Did you know:

- There are 151 departments and over 160 mail stops on campus?
- There are over 3,000 faculty and staff ?
- University Mail processes over 1000 outgoing and over 200 inter-campus pieces of mail each day?





Oops! Looks like your address
is wrong. Find out how
to fix it here...

Address Awareness Campaign

Coming September 12 – 23

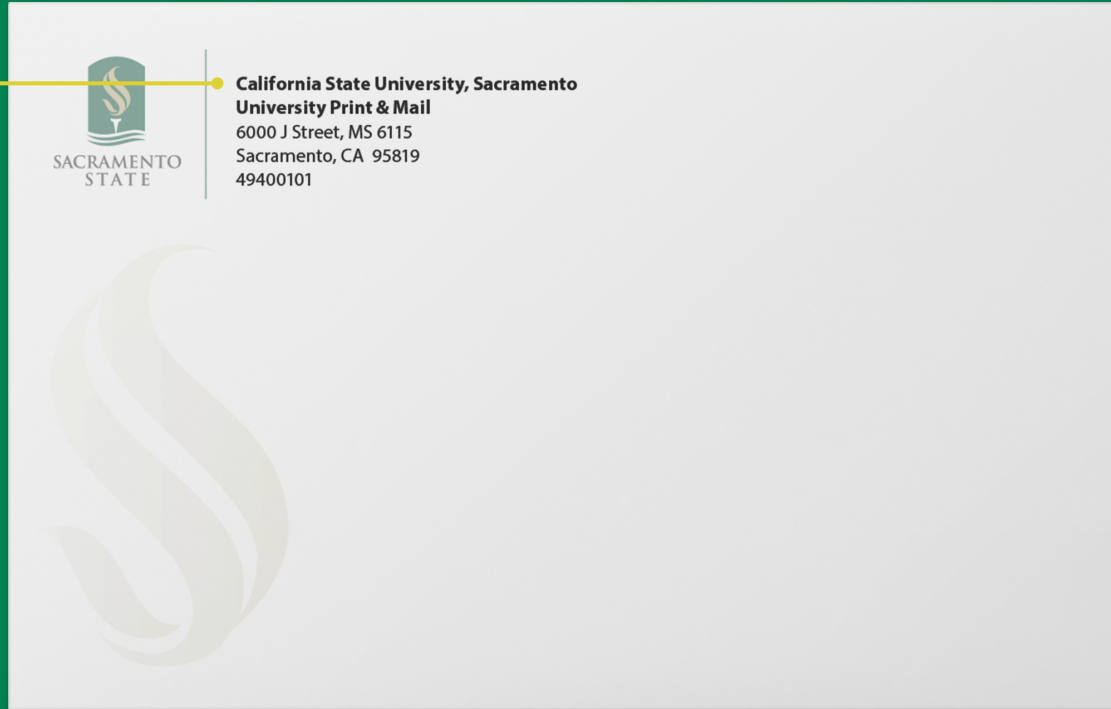


UNIVERSITY
PRINT & MAIL

Return Address Format

- ✓ **Formal University Name**
- ✓ **Department/College**
- ✓ **4-Digit Mail Stop**
- ✓ **Speedtype**

Note: Your return address must always be in the upper left corner.



Hand Addressing Mail

- ✓ Recipients Name
- ✓ Formal University Name
- ✓ Dept. Name & Mail Stop
- ✓ 6000 J Street,
City, State, Zip

The diagram illustrates the layout of a mail envelope with the following components and dimensions:

- Top Left:** Sacramento State logo and address: California State University, Sacramento; University Print & Mail; 6000 J Street, MS 6115; Sacramento, CA 95819; 49400101.
- Top Right:** USA postage stamp.
- Center:** A white box with a blue border containing the recipient's address:
ATTN Herky Hornet
California State University, Sacramento
University Print & Mail, MS 6115
6000 J Street
Sacramento, CA 95819
- Right Side:** A yellow vertical bar labeled "OCR READ AREA" with a height of "2 3/4" MAX".
- Bottom:** A red horizontal bar labeled "POST OFFICE BARCODE AREA**" with a width of "4 3/4" and a height of "5/8" MIN". It contains the text: "No text or graphics are allowed in this area that are greater than 7% grayscale".

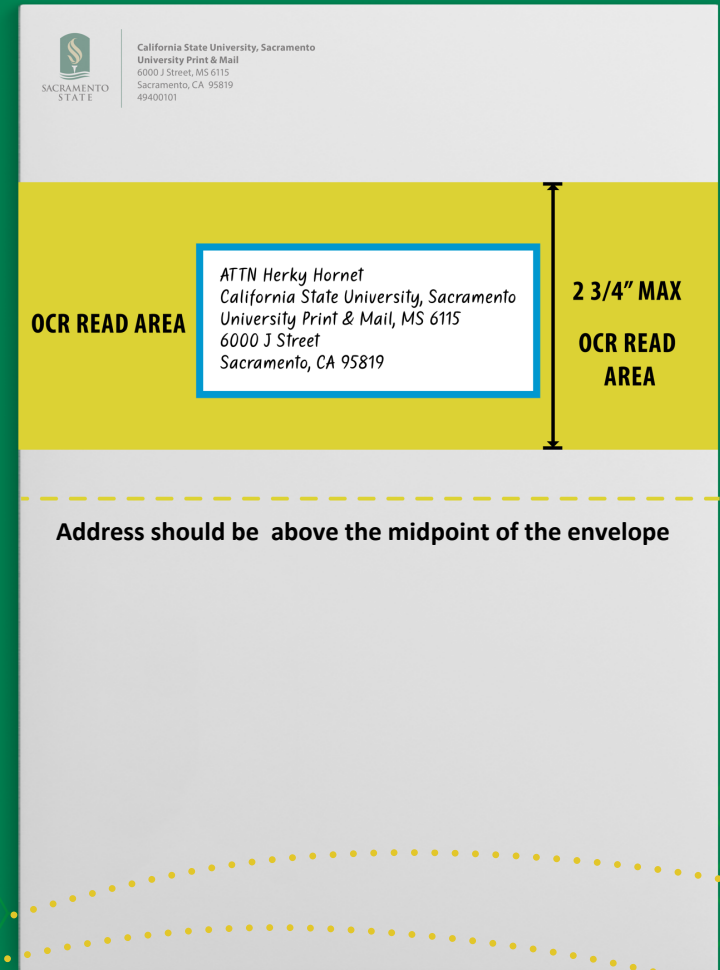
SAFE SPACE

BAR CODE AREA**

OCR AREA

Larger Envelopes

The entire delivery address must be placed within the optical character reader (OCR) read area.
Maximum height of 2 3/4".



Incoming Mail

For subscription sign-ups and other desired incoming mail the addressing should be reflective of the example shown.



Name



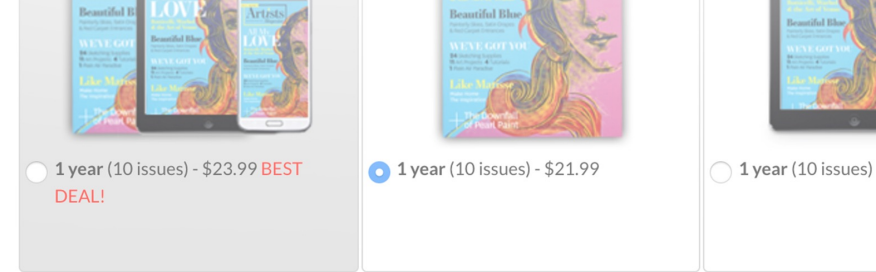
Address 1



Address 2



City, State, Zip



Address

First Name*	Herky
Last Name*	Hornet
Address*	6000 J Street
Address 2	University Print, MS 6115
City*	Sacramento
State / Province*	--Select--
Postal / Zip*	95819
Country*	UNITED STATES
Email Address*	universityprint@csus.edu

☒ Please send me Artists Network's FREE newsletter and exclusive offers from trusted marketing partners.

(We will not share your e-mail address with any third party without your consent, and you can manage your preferences and unsubscribe from emails at any time. For more information, please read our privacy policy.)

Inter-campus Mail

- ✓ **Manilla Envelope Only**
- ✓ **4 Digit Mail Stop**
- ✓ **Department Name**
- ✓ **Recipients Full Name**

INTER-DEPARTMENT DELIVERY

6115 - University Print
Herky Hornet


Directory Update



Step 1

Whether you've moved offices or departments, please remember to update your directory information accordingly.

directory.csus.edu

[Click Here](#)

 SACRAMENTO STATE

APPLY EXPERIENCE GIVE  

Campus Directory

Search Faculty & Staff

First Name

Last Name

Find A Person

Search By Department

Department Name

OK to type partial department names. 3 character mini


Filter Results For:







☒ All ☐ Staff ☐ Faculty

Find Office Contact

— or —

[Update Directory Information](#)

 SACRAMENTO STATE

California State University, Sacramento
6000 J Street, Sacramento, CA 95819
Campus Main Phone: [\(916\) 278-6011](tel:9162786011)

Directory Update

Step 2

Make sure the following are current:

- *First and Last Name*
- *Job title and classification*
- *Department*
- *Contact phone and email*
- *Building and room number*

[csus.edu/information-resources-technology/
communication-collaboration/
campus-directory.html](https://csus.edu/information-resources-technology/communication-collaboration/campus-directory.html)

[Click Here](#)

Communication & Collaboration
Information Resources & Technology

Information Resources & Technology > Communication & Collaboration > Campus Directory

Campus Directory

The Campus Directory connects our campus community by offering contact information online.

[Visit Campus Directory](#)

Update Directory Phone or Email

Phone

1. Open [My Sac State](#)
2. Click on Employee Center
3. Click on Personal Information Summary
4. Click on Update Directory Information
5. Update phone number
6. Click Save

Note: Directory Phone Changes may take up to 24-48 hours to appear.

Email

If you need to update your email address in the Campus Directory, please contact the Service Desk.

[Contact the Service Desk](#)

Update Building and/or Room Number

You can add or change the Sac State building or room number that appears in the Campus Directory.

1. Log into [My Sac State](#) with your SacLink username and password.
2. Click on the [Personal/Campus Directory](#) link under your Employee Center.
3. Scroll down, and click the [Change Directory Information](#) button.
4. To change the building, click on the magnifying glass icon to find the correct building number. Click on the number, then click [Save](#).
5. To change the room number, type in the new room number, then click [Save](#).

Change your Preferred Name

You can change the preferred name that displays in the Campus Directory and all campus systems such as Canvas, Sac State email, SacLink account settings, the Library system, class schedules, and the Campus Bookstore system.

1. Log into [My Sac State](#) with your SacLink username and password.
2. Click on the [Personal/Campus Directory](#) link under your Employee Center.
3. Click on [Change Preferred Name](#).
4. In the new page, click edit, enter your preferred name, and click OK, then click [Save](#).


Note: Campus Directory updates may take up to 24 hours to go into effect.



Notify University Mail

In the event that you change departments on campus, you will need to alert University Mail of your new mail stop. This will enable us to route your mail more accurately.

csus.edu/administration-business-affairs/university-print-mail/mail.html

[Click Here](#)

 SACRAMENTO STATE

APPLY EXPERIENCE GIVE  

University Print & Mail

Division Of Administration & Business Affairs

Administration & Business Affairs > University Print & Mail > Campus Mail Service

Campus Mail Service

Mail Pickup & Delivery Services

Faculty/Staff Change of Location Notice

In the event that you change departments on campus, you will need to alert University Mail of your new mail stop. This will enable us to route your mail more accurately. For a list of department mail stops please click [here](#). Please click [here](#) to notify us of your change of mail stop.

Keep in mind, that some mail may be positional, if the mail you are receiving is for a position in a particular department, please let the sender know to update their mailing list accordingly.

Department Office Closure Notice

In the event that your department will be closed during the normal business hours, (M-F 8 a.m. - 5 p.m.) please click here to [notify us of your Department Closure](#) This will enable us to better prepare for deliveries that may be coming to your department.

About University Mail

Sacramento State operates a full-service campus mail center, processing official University business mail and printed materials for departments and approved University programs. This includes intra-campus mail as well as mail for delivery to the U.S. Post Office. University Mail also offers USPS, UPS, and FedEx shipping services. University Mail also provides list certification services for all mail sent to the University.

Questions?

Contact

Print

universityprint@csus.edu

[Click for webpage](#)

csus.edu/administration-business-affairs/university-print-mail/print.html

Mail

universitymail@csus.edu

[Click for webpage](#)

csus.edu/administration-business-affairs/university-print-mail/mail.html