



*From University Mail*

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## **UPDATE: Mail Services to Campus Community**

With the majority of campus moving to online and virtual services and a significant decrease in mail volumes, University Mail is requesting your collaboration and partnership to help further streamline our services and ensure the safety of staff is priority. We will be accomplishing this by implementing the following changes:

- Effective April 1, 2020, University Mail will no longer be delivering mail to department offices. Departments must now schedule an appointment to pick-up and drop-off their mail from the University Mail Center.
- The University Mail Center will be open between the hours of 10:30 AM – 2:30 PM. Please call University Mail at 916-278-6783 to schedule an appointment during these hours. Scheduling appointments will enable the mail team to limit the number of individuals at the counter and allow them to prepare the mail for an expedient pickup.

Please be advised this new process will **supersede** any previous notices sent from departments via the Business Matters @ Sac State (BMSS) message “Departmental Office Closure Notification” that was sent out on March 16, 2020. **This update pertains only for University Mail.**

Should you have any questions regarding this change in service, please email [universitymail@csus.edu](mailto:universitymail@csus.edu) or call 916-278-6783.

Thank you all for your partnership: **together**, we are working to ensure the safety of all of our staff on campus.

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