

IST Mail & Package Information

Please do not have personal mail and/or packages delivered to campus.

Outgoing and Incoming

Picked up and delivered once a day:

Westgate in mailrooms E140 and E307

Eric J. Barron Innovation Hub in room 409

Grad students are notified they have mail and where it can be picked up. If it's not picked up and has no forwarding address, discard at your discretion. If it has a forwarding address it has to be kept 1 ½ year until discarded.

Preparing USPS

- Go to <http://multimediaprint.psu.edu/metering-and-ups-services>
- Scroll down and select "mail meter slip"
 - Log in with your PSU credentials
 - Double click on "Desktop"
 - Enter your internal order
 - Enter Dispatch Options that may apply
 - Select "Next"
 - Select "Print"
- Attached printed slip to mailing
- Place in outgoing mail

Preparing FedEx

FedEx is the only company contracted by PSU.

- Go to <http://www.multimediaprint.psu.edu/addressing/metering.shtml>
- Scroll down and select "FedEx shipment form"
 - Log in with your PSU credentials
 - Complete the form as directed
 - Select "Generate Form"
 - Print the generated form
 - Attached form to the package(s)
- Place in outgoing mail

Other Shipping Companies

- Prepare the package with prepaid shipping information.
- Call the company of choice to schedule a pick-up from your office.

If you have any questions pertaining to the mailroom, please email facilities@ist.psu.edu.