There are many sizes of brown envelopes located in the mailroom to use for sending mail on campus. Address the envelope clearly with the building name and number first, followed by the specific person whom it is for. Seal it with tape!

Did you know that after the MSU Union was renovated it still is home to the only on-campus post office. The Post Office is full-service with the exception of mail boxes for rent. Post Office hours are: Monday–Friday 8 a.m. – 5:30 p.m. and Saturday from 9 a.m. – noon.

RHS HR has a calendar full of trainings this spring. For a full list of trainings, dates, and times visit the MyRHS website, here.

There are white business envelopes in the third bottom cabinet from the left in the mailroom! There, you will also find blank mailing labels that you can use to print addresses. On the counter in the mailroom, there are pre-printed return address labels for RHS Information Services, as well. If you need a stamp to mail a work related item, ask the front desk!

US mail and campus mail have separate outgoing locations on the counter in the mailroom! Make sure you put campus mail in the tub and US mail in the tray!