

WE'RE HERE TO HELP

Location: **Frick Center – Lower-Level**

Hours: **Mon–Fri, 8:00am – 5:00pm**

Email: **mailroom@elmhurst.edu**

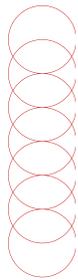
Phone: **630-617-3126**

CANON TEAM

Robert Moore, **Mailroom Manager**

Syed Sharief, **Service Specialist**

**We look forward to
supporting you!**



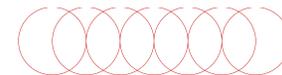
GO BLUE JAYS!



STUDENT CAMPUS MAIL CENTER REFERENCE GUIDE

Welcome!

Your on-campus resource for mail and shipping – in the lower level of the Frick Center. **Canon Business Process Services** is proud to support **Elmhurst University** students, faculty, and staff.



STUDENT SERVICES

Mailroom Processing

Mailroom staff receive and sort all student mail and packages. Students are notified by email once USPS inbound mail is processed. Letter mail must be picked up at the mailroom window. Unclaimed mail will be returned to the sender after 30 days.

Package Handling

Packages and tracked items are placed in secure lockers, with notifications sent via email and text (if applicable). Expired locker packages are moved to the mailroom, and an email notification will be sent.

Note:

If you get a delivery notification from a carrier (USPS, UPS, FedEx, etc.) that isn't from the Mailroom, your package isn't ready yet. It might still be with the carrier or being processed by the Mailroom. Please wait for an email from the Mailroom letting you know when it's ready for pickup. Thank you!

Outgoing Mail & Shipping

The mailroom does not ship or forward mail unless prepaid postage is included. Staff can assist with weighing and measuring outgoing packages for postage requirements.

Addressing Mail/Packages

Student Full Name (as enrolled, no nicknames)
Elmhurst University
Frick Center Mailroom, Lower Level
190 S. Prospect Avenue
Elmhurst, IL 60126-3126

Reminders

Check your mailbox regularly for letter mail notifications.

Due to limited storage space, please pick up packages promptly after receiving notification.

