

21.M Mail Service

The [University of Michigan Mail Service](#) provides daily collection and delivery of official University mail on the Ann Arbor campus to all buildings that house University offices. Connecting service to U-M Dearborn and U-M Flint campuses is also provided. To help insure prompt campus service, mail should be addressed by name, department, room, building name, street address, and four-digit campus zip. Courier service is provided by U-M Flint three days a week between the U-M Flint and Ann Arbor campuses. Large and repetitive mailings can be addressed and inserted by University Mail Service as a fee-based auxiliary. Use of this service can greatly reduce postage and labor costs at the unit level.

The U.S. Postal Service delivers incoming U.S. letter mail and Express Mail letter mail directly to campus units once each workday. Parcels are delivered to the University Mail Service, which then delivers them daily to the campus buildings. Outgoing mail (U.S. and Express Mail) is picked up and processed by the University Mail Service daily per predetermined building schedules.