

HWS Information Technology Services Bulletin

Number: 2011-58

Date: November 30th, 2011

Title: Post Office Mail Forwarding

Description:

Students who would like the Post Office to forward their mail over the upcoming winter break, need to submit a request at the Post Office. Students must visit the Post Office, in person, before leaving for break to submit this request and set up forwarding. Only first class mail and packages will be forwarded. Magazines will be held in the on-campus mailbox and all newspapers and bulk (junk) mail will be recycled. The Post Office **will not** automatically forward mail over the upcoming winter break.

Have a good break and HAPPY HOLIDAYS!

Contact: Current information about this bulletin may be found at <http://www.hws.edu/itservices/bulletins.aspx>. If you have any questions or concerns, please contact IT Services at helpdesk@hws.edu or call 315-781-HELP.

Type:

General

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Informational

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hwsnetworkaccounts@hws.edu