

WHAT YOU NEED TO KNOW ABOUT HIGH DENSITY MAIL

1. YOUR ADDRESS WILL NOT CHANGE.

Despite the changes in our operations, your address will still be in the following format:

YOUR OFFICIAL NAME
3##### GEORGIA TECH STATION
350 FERST DRIVE
ATLANTA, GA 30332

The "#####" in the address above should be replaced by your mailbox number in your address. For directions on how to find your mailbox number in BuzzPort, visit postoffice.gatech.edu.

2. NOW YOU HAVE A MAIL FOLDER INSTEAD OF A MAILBOX.

Campus residents and those who rent mailboxes will technically have folders, but we'll still refer to your "mailbox number" from your address. Bonus: this means you no longer need to remember a combination to access your mail. An even bigger bonus? The space we save on mailboxes means more lounge space for you in the new Student Center!

3. LETTER PICKUP IS NOW JUST LIKE PACKAGE PICKUP.

-First **you'll get an email notification** just like you would for a package. We ask that you wait until you receive that notification from the Georgia Tech Post Office before coming in to pick up - a carrier's delivery notification does not mean your items have been processed for pickup.

-**Letter pick-up will be at the Post Office service counter** located on the 2nd floor of the Exhibition Hall (new building across from ISYE main at 460 Fourth St NW). You will need your valid photo ID for letter pickup, just like packages. Please adhere to physical distancing guidelines while picking up your mail.

-Be on the look out for information about **back-to-school extended hours for package pickup**. The number of packages coming through increases exponentially at the beginning of the year, so we're offering extended hours to make things easier - stay tuned for more details.

4. OUR OTHER PRACTICES REMAIN THE SAME.

Students still cannot share mailboxes, we will still return uncollected mail to the sender after 30 days, and students will still be able to rent a new mailbox after they move off campus if they choose. For details on these and more, visit postoffice.gatech.edu.

5. TL;DR -

- Despite the shift, your address will not change.
- You won't have a mailbox anymore, you'll pick-up your mail from the service counter.
- You will now receive emails notifying you when a letter arrives and need your BuzzCard to pick it up, just like when you get a package.