

# POST OFFICE/PACKAGE DELIVERY

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BA 174, 537-6347

Mail is delivered directly to the Residence Life office in Naoutha Monday through Saturday. It is sorted and delivered by Residential Life staff to all of the houses on campus in a timely manner. A resident is notified of getting a package by receiving an email to their SMSU email address. The email informs the resident to pick up the package from Naoutha. A Mustang ID must be shown to the receptionist in order to pick up a package.

If you want to mail a large envelope or box, you may go to the SMSU Post Office located in Bellows Academic (BA 175). The box will have to be sealed with tape, properly addressed and ready to be mailed. Tape and mailing labels are not supplied by the Post Office. The Post Office is open 9:00 a.m.-3:30 p.m. Monday thru Friday. Mail leaves campus at approximately 1:30 p.m. All postal services are available at this location for your convenience.

Residents may pick up a package from Duplicating Services located in Bellows bldg. (BA 174) by showing your SMSU ID card and signature.

The resident may also pick up a package at Naoutha during posted Residence Life office hours.

Packages will be refused to be delivered if not addressed properly:

Your Complete Name —(as registered in Residence Life)  
Room Number/House Name  
Street Number/Street Name  
Marshall, MN 56258

Go online to:  
<https://www.smsu.edu/campuslife/residencelife/mailling-smsu-residents.html>