

3. **Incoming mail** should be distributed to the mailboxes. (Please put mail in the box above the name) If the person is not in this department, look in UH directory to see if the person is in another department and forward mail to that department. If the person is not with the university, return to sender.
4. **The Walk Box** is used for mail delivery to the Dean's office, E. Cullen, HR, and various other offices on campus.
 - a. The mail is done twice a day, once in the morning (11a.m.) and once in the afternoon (3-4).
 - b. The walk must be done everyday whether we have mail to be delivered or not.
5. **Mail Handling During Holiday Breaks.**
 - It is customary during the Christmas holiday break for the Department to schedule someone (normally front desk coordinator, if available) to pick up mail from UH Postal Services and distribute to department mailboxes.
 - Notify faculty/staff of the department schedule for mail pick up and distribution.
 - UH Postal Services publishes their holiday break schedule in advance to allow departments to make arrangements, if necessary, to pick up the mail during scheduled times.