

55th STREET MAILROOM NEWS

Fall 2020

- All packages and incoming mail should include your full name and complete mailing address including your mailbox number:

Your Name
231 East 55th Street – Box #
New York, NY 10022

- If you are under quarantine, your packages (including perishables) will be delivered to your room during the hours of **10:00am–11:00am** (an email will be sent once delivered) and from **3:00pm–4:30pm** until the expiration of your quarantine period; please check for packages after 4:30pm if you have received an email notification. Limited mail will be distributed and placed under your door, all other mail will be placed in your mailbox. You can email the mailroom at neopost55@mmm.edu if you have any questions or if you are expecting any important mail or documents.
- The Mailroom accepts and processes all incoming packages. You will receive an e-mail notification to pick up your package during regular mailroom hours.
- You must wear a face mask and maintain social distancing while picking up your mail and packages.
- You must show your MMC ID to pick up your package. Once verified, you must step back so that your package can be placed on the floor/table. Once the door is closed, you may pick up your package.
- If you are expecting a package that is **time sensitive**, please e-mail neopost55@mmm.edu in advance and include the sender's name and tracking number and a brief description.
- If you are unable to pick up your package during regular business hours, you may provide authorization to have your roommate/friend pick up your package.
 - You must forward the email you received regarding your package to both the Mailroom at neopost55@mmm.edu and to the student you are authorizing to pick up your package; **do not reply to the e-mail you received from mailroom@mmm.edu**.
 - Once the mailroom sends you an acknowledgement email, the designated person will be able to pick up your package (you must wait for acknowledgement from the Mailroom). The student picking up your package must reside at the 55th Street Residence Hall.
 - This student must show their MMC ID and show the email authorization on their cell phone. Upon verification, your package will be released.
 - These requests can only be processed during regular business hours and can include perishables.
 - If you are allowing your roommate/friend to pick up multiple packages, please follow the same procedures as outlined above for each package.
 - No packages will be released to a roommate or friend if the student receives an email notifying them of that their package is **opened or damaged**; only the recipient can verify the contents. If you are under quarantine, the Mailroom will deliver your package. If there is a problem with your package, you must send an email to neopost55@mmm.edu by the next business day.
 - By providing authorization to another student to pick up your package, the College will not be responsible for your package once it has been released.
 - The Mailroom will not release a package if they have not received an authorization email or if they are unsure of releasing the package.
 - Students must come down to pick up items since no guests or visitors are allowed into the building. Students must pick up items outside the building.
- The Mailroom cannot accept outgoing mail or packages. They can only accept and send back returned packages if you have a RETURN authorization notice for the package

Mailroom will be closed on Columbus Day, Monday, October 12th

MAIL ROOM HOURS

Monday – Friday: 11:00am – 3:00pm
(closed between 1:00pm – 2:00pm)

Starting Monday, September 28th Mailroom Hours:

Monday – Friday: 11:00am – 5:00pm
(closed between 1:00pm – 2:00pm)

CONTACT

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