Instructions for scheduling a departmental mail and package pickup at Central Mail.

1. **Step 1: Date & Time**
   - Choose a day you would like to pick up mail.
   - Choose a time from the remaining available times to the right of the calendar.

2. **Step 2: Who will arrive?**
   - Add your information so we know who will be arriving to pick up mail.
   - Add any additional notes that would be helpful for us to know about your pick up (i.e. Additional personnel permitted to pick up mail.)

3. **Step 3: Departmental Information**
   - Add your department's name and the building code with the main office room number.
   - Add the name of your Dean, Chair, or Supervisor.
   - Add the phone number of your Dean, Chair, or Supervisor.
   - Add the Ball State University email address of your Dean, Chair, or Supervisor.
   - Once the required information above is complete hit "book" and look for an email confirmation to be sent to the email you provided.