



Redirecting Mail

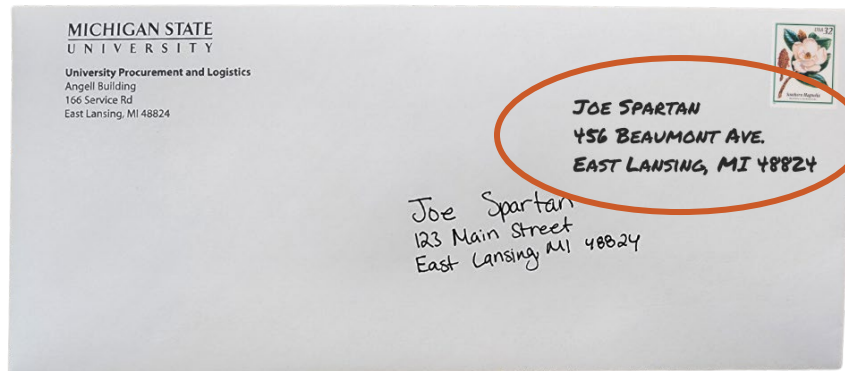
Overview: This job aid demonstrates how to process mail that is incorrectly received at a campus address. [Visit our website](#) for definitions of mail that should be redirected.

Missorted Mail

1. Do not open or mark the mail in any way.
2. Separate letters from flats.
3. Place in your mailroom, separated from the rest of your mail.

Forwarding Mail

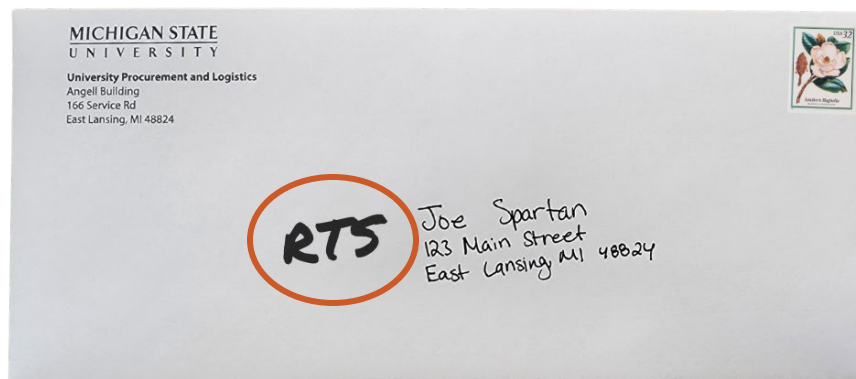
1. Do not open or mark the mail.
2. Leave the delivery address unchanged but **handwrite the forwarding address to the upper right.**



3. Separate letters from flats.
4. Place in your mailroom, separated from the rest of your mail.

Return to Sender

1. Do not cross out any address information or the barcode.
2. Write the abbreviation **RTS** in **black ink** on the left side of the existing address.



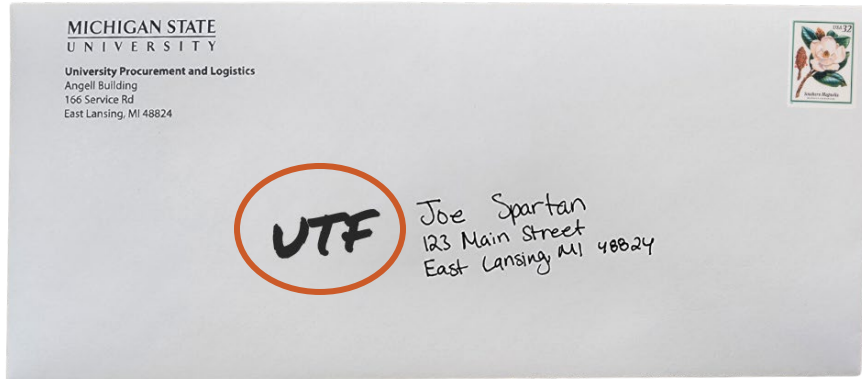
3. Separate letters from flats.
4. Place in your mailroom, separated from the rest of your mail.

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Unable to Forward (UTF) Mail

1. Do not cross out any address information or the barcode.
2. Write the abbreviation **UTF** in **black ink** on the left side of the existing address.



3. Separate letters from flats.
4. Place in your mailroom, separated from the rest of your mail.