



SPRING 2021
MOVE OUT PARENT TUTORIAL:
MAIL & SHIPPING RESOURCES

Tulane



MAIL SERVICES

MOVE-OUT INFORMATION

Tulane

ON CAMPUS SHIPPING SERVICES

- FedEx Office, located in the Lavin-Bernick Center, has a wide selection of boxes, tape and packing materials for all your packaging needs. FedEx Office offers FedEx Express, FedEx Ground and FedEx Ground Home Delivery shipping services.
 - **Monday-Friday:** 9:00am - 6:00pm
 - **Saturday:** 10:00am - 4:00pm
 - **Sunday:** Closed



ON CAMPUS SHIPPING SERVICES

- FedEx Office will offer special hours in a **dedicated move-out center** in the Pederson Lounge, LBC:
 - **Wednesday 5/5-Friday 5/7:** 8:30am - 5:30pm
 - **Saturday 5/8:** 9:30am - 5:30
 - **Sunday 5/9:** Closed
 - **Monday: 5/10-Wednesday 5/12:** 8:30am - 5:30pm



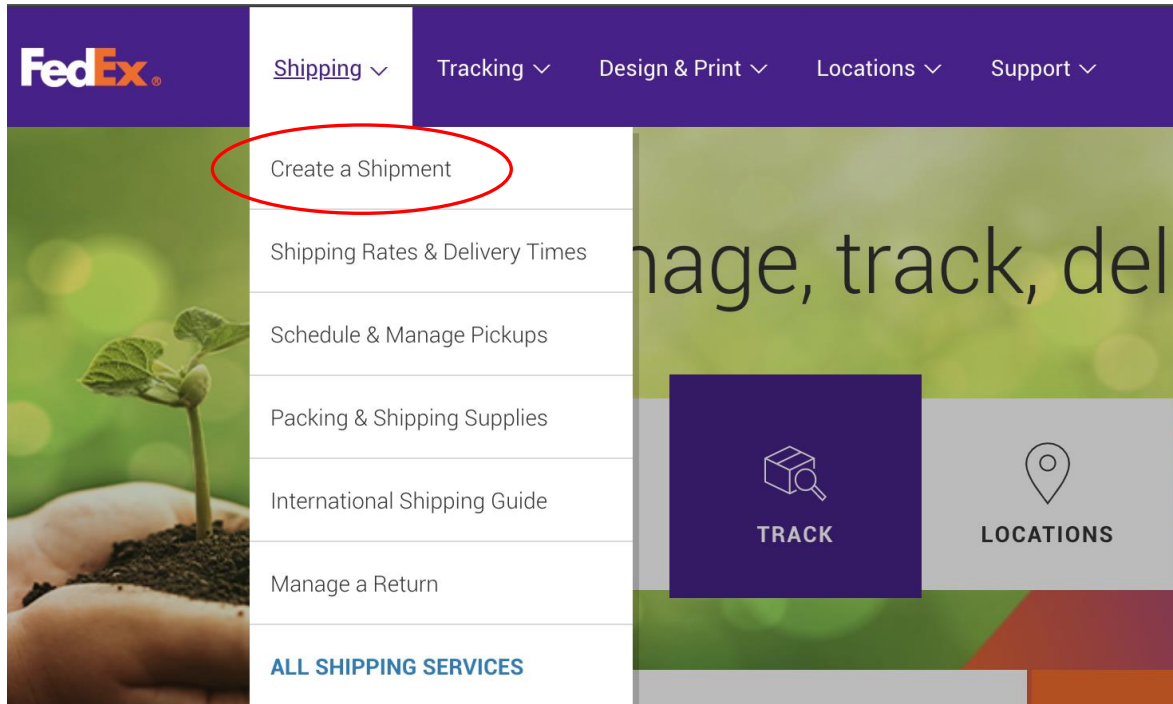
FedEx PRE-SHIPMENT

To expedite shipping and minimize contact with staff and other customers, students are encouraged to process their shipping transactions online via [FedEx.com](https://www.fedex.com).

- Students can create a one-time credit card shipment, create a User ID for shipping with a credit card (recommended) or log into their existing FedEx shipping account.
- New account users receive 30% off FedEx Express U.S., domestic, and international services as well as 15% off FedEx Ground and FedEx Ground Home Delivery services. See [FedEx.com](https://www.fedex.com) for more details.



FedEx PRE-SHIPMENT



Existing Account Holders

fedex.com Login
for access to FedEx online shipping tools

The image shows the FedEx.com login page. A red arrow points from the 'Existing Account Holders' header to the 'Registered fedex.com Users' section. Another red arrow points from the 'New Users' header to the 'New fedex.com Users' section. The 'Registered fedex.com Users' section contains an 'IMPORTANT' notice, a warning to disable pop-up blockers, and a login form with fields for 'User ID' and 'Password'. Below the form are radio buttons for 'FedEx Ship Manager™ Lite' (marked 'NEW') and 'FedEx Ship Manager™ at fedex.com', along with a checkbox for 'Remember my user ID on this computer.' and a 'Login' button. The 'New fedex.com Users' section contains three links: 'Create a User ID for Shipping with an account', 'Create a User ID for Shipping with a credit card', and 'Create a one-time credit card shipment'. Below these sections is the slogan 'Life just got easier.' followed by the text 'Request your own delivery schedule with FedEx Delivery Manager.®*'. A note at the bottom states '*Terms, restrictions and fees apply.' and a 'Get started ►' button is located at the bottom right.

FedEx SHIPMENT PROCESSING

Processing a shipping transaction:

- FROM: enter the shippers local Tulane mailing address
- TO: enter the address the student would like their box(es) sent. *FedEx cannot ship to USPS Post Office Boxes.*
- Package and Shipment Details:
 - Accurately enter weight and dimensions (dimension are often found on bottom of the box). FedEx Ground is usually the most economical day definite option.
 - If you are shipping multiple boxes of different weights and dimensions at one time, select NO for "Are these packages identical".
- Once all your information is entered and the transaction processed, you will be presented a print dialogue box. There will be a printable label for each box processed. Affix the appropriate label to the top of the box(es).
- The credit card attached to the account or one time shipment will be billed once the delivery is completed.

FedEx SHIPMENT PROCESSING

1. From [Help](#) [Hide](#)

Saved senders

* Country/Territory

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

Save as my default address

Save new sender in address book

FROM: use your Tulane mailing address

2. To [Help](#) [Hide](#)

* Country/Territory

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

[Perform detailed address check](#)

This is a residential address

Save new recipient in address book

TO: use the address you would like your box(es) shipped to

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date

* Number of packages

* Weight lbs

Declared Value U.S. Dollars

* Service type

* Package type

Dimensions in

Save dimensions profile

Include a return label

Pickup/Drop-off (optional) [Help](#) [Hide](#)

Schedule a pickup

Drop off package at a FedEx location

Use an already scheduled pickup at my location

NOTE: Rates are calculated based on weight and box dimensions. Final rates are determined prior to box delivery. Enter weight and dimensions accurately.

3. Package & Shipment Details [Help](#) [Hide](#)

* Ship date

* Number of packages

* Are packages identical Yes No

<input type="checkbox"/>	* Qty	* Weight (lbs)	Dimensions (in)	Declared Value (USD)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

[Delete row](#) [Add row](#)

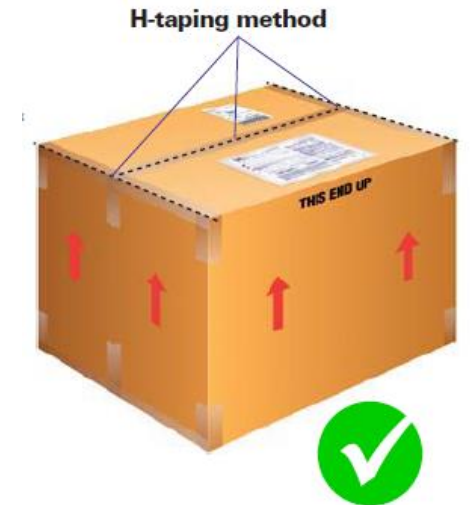
* Service type

* Package type

Include a return label

FedEx PACKAGING REMINDERS

- Boxes must be sturdy, undamaged, with all flaps intact
 - No bulging, crushed, punctured/torn or thin-walled boxes
- Follow weight limits printed on the bottom of the box
- Ensure contents are packed with proper cushioning material
- Ensure contents do not shift within the box
- Items are not over packed
- Ensure box is properly taped using the H-taping method
 - Do not use masking tape or duct tape to secure boxes



MAIL SERVICE RENEWAL & FORWARDING

- Students will receive an email from Mail Services the week of 4/26 with links to the fall 2021 renewal and summer forwarding forms.
- Forms should be completed by May 13th.
- Students who will be staying on campus for part or all of May, June and/or July will need to register with Mail Services via the emailed form to continue services.
- Only USPS First Class, Priority and Express mail & packages can be forwarded at no charge.
- Mail forwarding will begin the week of May 20 and continue until August 1.
- Any changes to summer address should be sent to mailbox@tulane.edu.
- Remind students to update their summer address with online vendors.

Review the **Spring Move-Out** page on our website for more information or contact us:

Mail Services

mailservices.tulane.edu

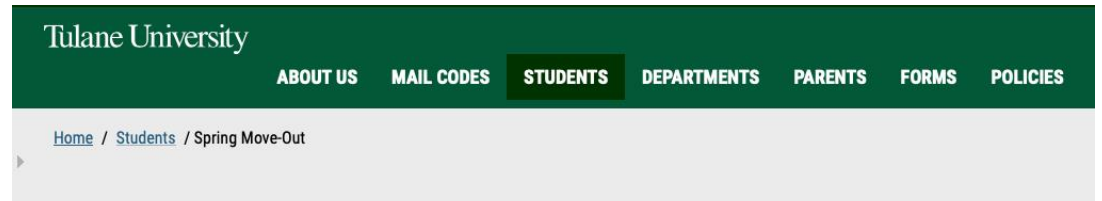
mailbox@tulane.edu

(504) 865-5709

FedEx Office Tulane University

usa5033@fedex.com

(504) 862-5799



Spring Move-Out



[Spring Move-Out FAQs](#)

[Spring Move-Out Timeline](#)

As the end of the school year approaches, various end of year procedures regarding your campus mail at Tulane must be addressed. To assist in this process, you must verify your planned status and forwarding address. Please complete a Summer Mail Forwarding & Fall Mailbox Renewal Form. Failure to complete this form may result in the loss of your current mailbox assignment or disruption of your mail delivery.