Student Mail Box number should be added to the second line where you would see the placeholder:

“**Apt, suite, unit, building, floor, etc.**”

Never put names, phone numbers or delivery notes within the actual **Address Line information**. Use the fields above listed for name and phone number. If you want to add notes you can do so using the portion at the bottom:

“**Delivery Instructions (optional)**”

*Click “Add Preferences, notes, access codes and more” link to add additional info.*

When Adding the University Student Mail Center to the Address Book in your Amazon Account, please be sure that you are selecting the correct Address. The Address highlighted in the photo to the left is what should be selected in order to ensure deliveries are aligned with the Mail Centers delivery times and procedures.

This page can be accessed through the following link:

https://www.amazon.com/a/addresses