# HOW IT WORKS?

Students living in the Hale are automatically added to the Locker .system upon checking in. Faculty, Staff and off-campus students are eligible for a rental. Inquire at the Retail Service counter for rental information.

Address all mail with first name, last name and complete address as sown under " how to Address Mail".

Having a current address with the Mail Center also means that your email address is active in the Lockers and in our tracking system. As items are received, by either system, an email notification is sent to you with instructions on where and how-to-pick-up items.
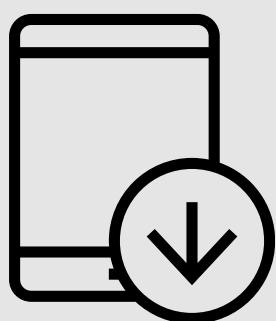
1 DOWNLOAD THE APP

Download our free app "BYUH Mail Center" from iTunes or the Google Play Store.
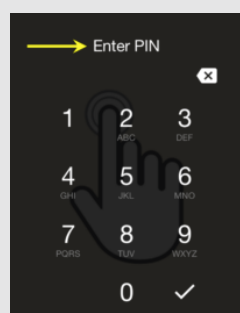
2 EMAIL NOTIFICATION

You will receive an email notification that contain **locker location** and **PIN.**
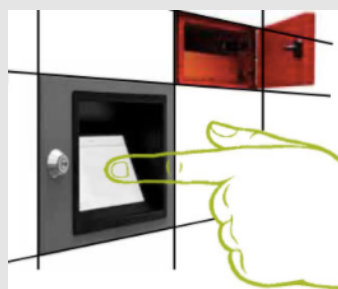
3 LOCATE LOCKER

Locate correct locker location as indicated on the email.

4 ACTIVATE

At kiosk activate key pad and enter the PIN.

5 OPEN AUTOMATICALLY

The assigned locker will open automatically.