

Communications

Medical School Communication Vehicles

The Medical School has made a commitment to staff to increase the frequency and quality of communications to faculty and staff. To this end, the following vehicles are regularly used to communicate within the School.

Publications

Medicine at Michigan -- focuses on development and alumni activities and is published three (3) times per year for Medical School faculty, alumni, and major donors.

Electronic

- *The Messenger* -- quarterly newsletter mailed to all Medical School non-instructional staff via your email address.
- *E-News*-- weekly news items sent to the electronic mailboxes of all Medical School faculty and staff.
- E-mail announcements-- sent to the electronic mailboxes of all Medical School faculty, staff and students as needed.

Campus Mail

The campus mail service provides daily collection and delivery of official University mail on the Ann Arbor campus to all buildings housing a University office. Campus mail is delivered each weekday, including postal holidays. Every office on campus has a "box number," which is also the supplemental zip code. Be sure to include the box number on all campus mail to ensure prompt delivery. For example, Faculty Affairs' box number is "0628." Correct mailing addresses are:

Full mailing address for outside mail:

Faculty Affairs
D3261 Medical Science Building
1301 Catherine St.
Ann Arbor, MI 48109-0628

Campus mailing address for University mail:

Faculty Affairs
D3261 Med Sci I/0628

Books should not be sent via campus mail. Overnight mail is available within the Medical Center at specially marked mailboxes located throughout the Medical Center. There are also Wolverine Tower drop boxes located throughout campus. Campus mail left in these boxes is picked up three times each day and delivered directly to Wolverine Tower. On the Medical Campus, Wolverine Tower drop boxes are located on the second floor of the Hospital-- outside the cafeteria, and at the circle drive outside of the Medical Science I Building.