

Delivery Instructions for Amazon (and other delivery services when possible):

1. Under **Account Settings**, navigate to **Your Addresses**.
2. Click **Add New Address**.

Fill out your Seton Hall address.

3. Click on **Delivery Instructions** at the bottom of the page.
4. Under **“Where should we leave your packages at this address?”**

Select **Mailroom or property staff**.

5. Click on **“When is this address open for deliveries?”**
6. Use the following hours (**Mon – Fri: 8am-3:30pm, Sat – Sun: closed for deliveries**):

The screenshot shows the 'Your Addresses' screen in the Amazon app. At the top, the time is 9:32 and the title is 'Your Addresses'. Below the title is a 'CANCEL' button and a '< Back' button. The address is listed as '400 South Orange Ave, South Orange, NJ, 07079'. Under 'Please select a property type', the 'Business' option is selected. Below this, there is a note: 'Office, retail store, hotel, hospital etc.'. The 'When is this address open for deliveries?' section is expanded. It shows 'Monday - Friday' with a time range of 8:00 AM to 3:30 PM. There are 'Ungroup weekdays' and 'Open 24 hours' options. The 'Saturday - Sunday' section is collapsed. Below that, there is a 'Closed for deliveries' option which is checked. At the bottom of this section, there is a question: 'Can this address receive deliveries on federal holidays?' with 'No' and 'Yes' buttons. The 'No' button is selected. There is also a 'Show holidays' link. At the very bottom, the text 'Where should we leave your packages at' is visible.