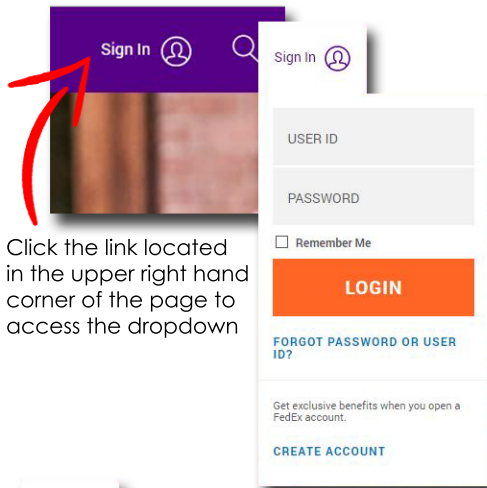
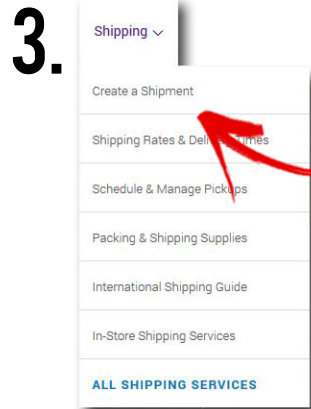


1. Go to FedEx.com and select your location

2. Sign into your already existing account, or sign up for one



Click the link located in the upper right hand corner of the page to access the dropdown



From the Shipping dropdown menu, click the "Create a Shipment" option

THEN
Click the option for **FedEx Ship Manager Lite** at the top of the next page

4. Verify your address...

5. Enter the recipient's address and contact information...

...and click continue when finished

6. Choose which rate options you want to use when shipping

FedEx One Rate

For One Rate specific boxes ONLY (it would say it on the box)



FedEx Standard Rates

Use your own box OR a plain FedEx box



7. Pick your package!

8. Enter the shipment's weight (weight cheat on the back!), and dimensions to calculate a price

enter this if you want to insure the parcel's contents

9. Select the service you want to pay for (the more you spend the faster it will be delivered!)

10. Choose a ship date and either schedule a pickup*, or indicate that you will be dropping it off...

...and you're basically done!
Just pay on the next screen, follow the prompts to print your postage label out and tape it to your shipment.

*Please note: if you live in the Residence Halls, FedEx will not pick up at your room. You must take your shipment to the RSC for pickup!

EASY WEIGHT REFERENCES



1 ounce
a single
pen



2 ounces
12 sheets of
printer paper



7 ounces

a smartphone
and case



12 ounces

a regular, empty
coffee mug



1 pound

a pair of
tennis shoes



5 pounds

a laptop (no more than
3 years old)



8 pounds

a gallon of milk



10 pounds

most gaming consoles

Questions? Comments? Flattering observations about my hair? Here's my contact information:

Amanda Bales, PICM

503.838.8383

balesa@wou.edu

www.wou.edu/mail



BENEFITS OF SHIPPING THROUGH FEDEX

- *Excellent tracking system
- *Fast shipping
- *Guaranteed overnight options
- *Multiple delivery options

WHAT DO I DO WHEN MY SHIPMENT IS READY TO MAIL?

Once your shipment is ready to go, you have a couple options for getting it mailed:

- 1 Bring your parcel to **Mail Services** in ITC 111 by 12 noon Monday - Friday and it will be picked up by FedEx during their daily rounds
- 2 If you live in the Residence Halls, you can take your outgoing parcel to the Residential Service Center front desk for their daily pickup
- 3 If your parcel is no bigger than a shoebox, you can put it in the FedEx dropbox located in the parking lot behind Hamersly Library. It is picked up daily Monday - Friday at 2:45

How to ship a package through

FedEx®

