**STEP 1:** Check the returned mail for the description of why it was returned

 Attempted – Not Known
 Forward Time EXP - Return to Sender
 Moved – Left No Forwarding Address
 Not Deliverable as Addressed

**Check to see Who the Constituent Is** -- Do not change/modify the following sources:

Current Students - STC

MU Faculty/Staff – EMF, EMT, EMS, EMA

**STEP 3:** Check the address in Datatel for the following possibilities:

**STEP 4:** Follow the returned mail directions accordingly:

**STEP 5:** Completing the update

**You may discard the mail after making the corrections; any student or MU employee mail should be returned to either the Registrar or HR**