

Suggested process for Statler College Lost & Found.

1. Anyone who has lost or found something, sends an email to Statler-LostFound@mail.wvu.edu which can then be checked by designated people at Statler College.
2. Items found should be delivered to ESB 141 or MRB 377. These locations will send Information Technology (IT) related items to ESB G40 Statler College IT helpdesk.
3. At the end of each semester, items are collected and donated to charity (EX: Salvation Army).

Email Auto-Response Message:

"Please check Lost & Found in the following locations:

ESB 141 Statler College Student Services
ESB G40 Statler College IT for Electronics & USB drives
MRB 377 Statler College Associate Dean of Administration

If you found something, indicate the following:

- where it is located
- who can be contacted to recover the item

If you lost something, indicate the following:

- where it was lost
- how can you be contacted if the item is recovered

Every effort is made to reconnect people with their lost property. At the end of each semester, items are collected and donated to charity.

West Virginia University - Statler College
304-293-4821"

The following people have access to view messages listed in Statler-LostFound@mail.wvu.edu

- IT – Paul Kritschgau, Josh Murphy, Rick Pritt
- ADM – Wendy Winkelvoss
- SRO – Sarah Lowery, Yvonne Tait

Anyone with an Office365 account can be granted access to view messages in Statler-LostFound. The above list of people can move items into "Completed" folder as needed. The email account is monitored for new messages.

The suggested sign below can be posted at elevators around AER, ESB, ERB, and MRB.

Statler College

Lost & Found

Please send an email to Statler-LostFound@mail.wvu.edu and include the following:

- Item lost or found
- Briefly describe item
- Contact Information: Name, Phone, and Email.
- Any additional information

Statler College

Lost & Found

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