Setting up a Shipping Address

1. When you are finished adding items to your shopping cart, click the *Proceed to Checkout* button at the top of the Active Shopping Cart page.

![Proced to Checkout button](image)

2. If you see a message advising you to set up a shipping address, click the *Required field* link to add a shipping address.

![Required field](image)

3. In the *Nickname* field, enter the name of the building in which you work, then click the *Search* button.

![Search button](image)

4. One or more addresses should appear; choose the correct address by clicking the blue *Use* button.

![Use button](image)
5. Enter the room number within the building you choose. Here, you have the option of saving the address for future use. Click the Use button.

6. Your shipping address has been set up.