

ABSTRACT

Management of outgoing and incoming mail at SMA Negeri 3 Tarakan is currently carried out by searching the outgoing and incoming mail ledger. Recording is carried out by Administrative Employees by recording the information contained in the letter in the existing column. This kind of recording certainly has several weaknesses, including the possibility of data or information not being recorded, writing errors, damage and even the possibility of losing data or information because it is not stored neatly. Disposition of letters is carried out by the Head of Administration handing over the admission letter which has been attached to the disposition sheet to the Principal. The process of recording outgoing letters, incoming letters and disposition sheets into reports takes some time and this includes searching for and re-examining letters and disposition sheets stored on shelves to check the correctness of the data. Responding to the problems faced by SMA Negeri 3 Tarakan in managing mail, a mailbox system is needed. This mailbox system will later provide convenience for employees in recording outgoing and incoming letters, searching for letters, distributing letters to the intended department, submitting incoming letter disposition sheets, submitting outgoing letter disposition sheets, writing letters, storing letters and making reports.

Keywords: *System, Mail, Mailbox.*

