

How to Send Help Request Email to Help Desk

1 State My Name and Class

✓ When I State My Name and Class



✗ When I Do Not State My Name and Class



When I state my name and class, Help Desk will know who I am. Then they can help me.

2 Describe My Problems Clearly

✓ When I Describe the Problem Clearly, I Receive the Help I Need



When I describe my problems clearly in the email, Help Desk will be able to help me.