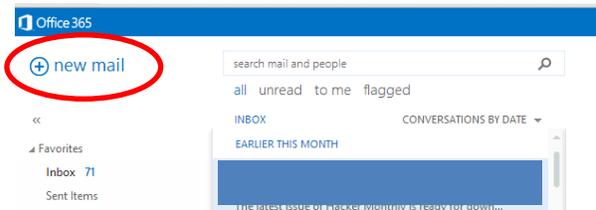
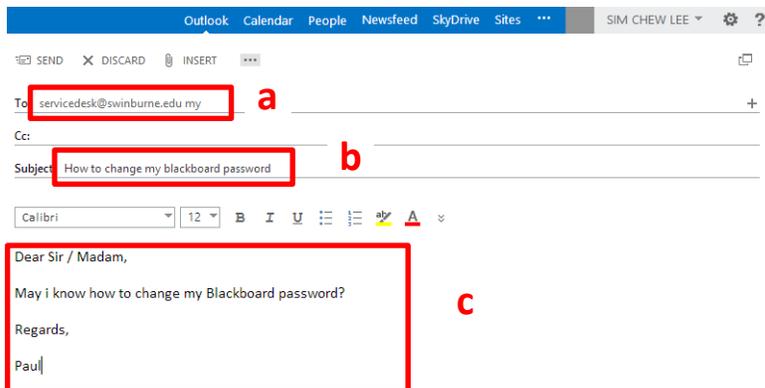


### How to log IT Servicedesk request through email

1. Login to your Office 365 ( <http://mail.office365.com> )
2. Once login, click on '**new email**'



3. Enter below information :
  - a) Enter servicedesk email address ([servicedesk@swinburne.edu.my](mailto:servicedesk@swinburne.edu.my))
  - b) Enter service request description
  - c) Enter your email request in details



4. You will receive a reference number from the servicedesk once you send the email

