** COMSATS University Islamabad Attock Campus**

**IT Centre**

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| **Serial No.\_\_\_\_\_\_\_\_\_**  No:\_\_\_\_\_\_\_ **Email Accounts Form** Date:\_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Name:\_\_\_\_\_\_\_\_\_\_Desg: \_\_\_\_\_\_\_\_\_**  **Dept:\_\_\_\_\_\_\_\_\_\_ Room:\_\_\_\_\_\_\_\_\_**  **Problem Type: Detail of problem:**   |  |  | | --- | --- | | **New Email** |  | | **Groups to be added to** |  | | **Email Issue** |  | | **Email account discontinue** |  | | **Any Email address for communication** |  | | **Others** |  |   **HOD Signature.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Further Details if any\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | ***Service provider***  ***Name:\_\_\_\_\_\_\_\_\_\_ Desg:\_\_\_\_\_\_\_\_\_***  ***Action Taken:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Time Taken:\_\_\_\_\_\_\_ Solved Y/n:\_\_\_\_***  ***Signature:\_\_\_\_\_\_\_\_***  ***I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_of\_\_\_\_\_\_\_\_\_\_dept***  ***Hereby acknowledge the services provided by IT Section. MY problem has been solved according to my satisfaction.***    ***Signature:\_\_\_\_\_\_\_\_*** | |

**Signature IT In Charge**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_