** COMSATS University Islamabad Attock Campus**

**IT Centre**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **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:\_\_\_\_\_\_\_\_***  |

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

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