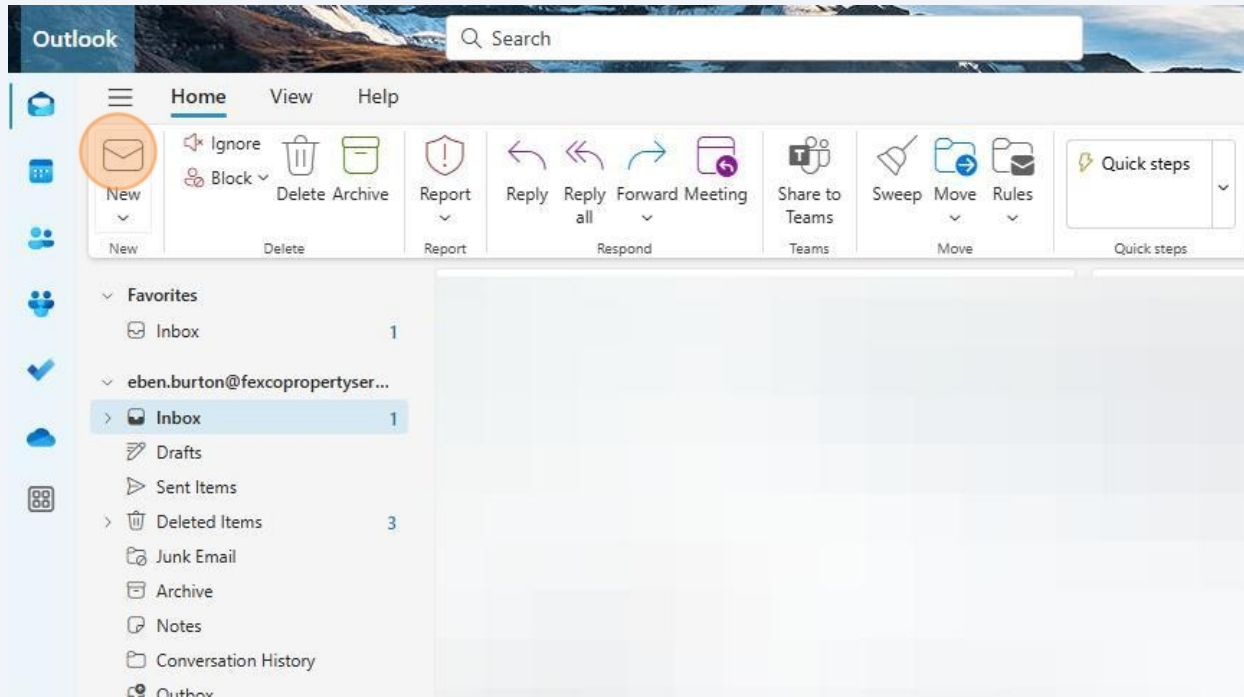
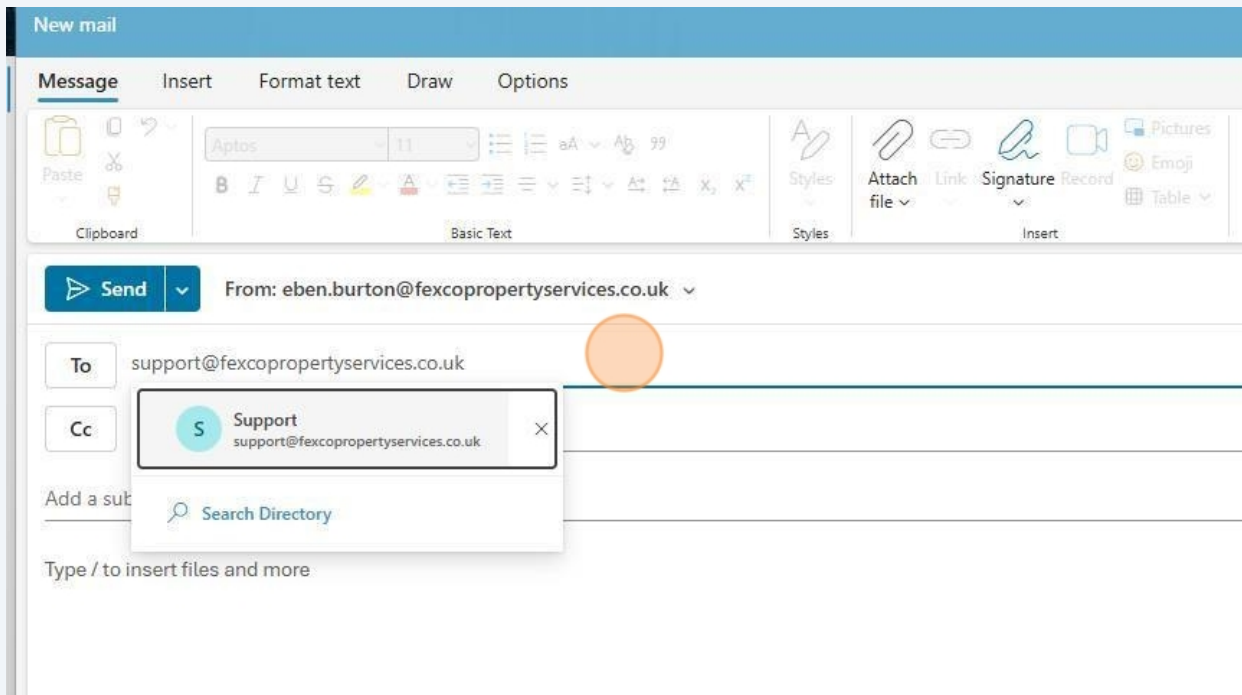


Raising an IT Ticket via Outlook.

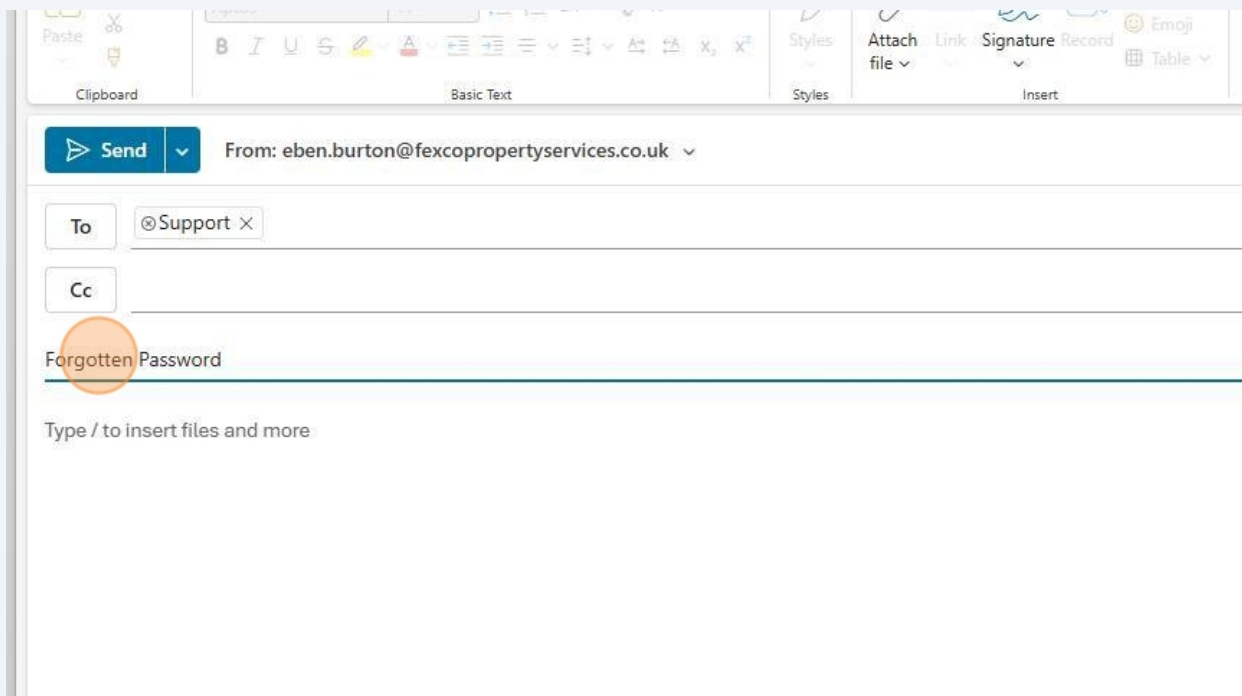
1 Please Open a New Email



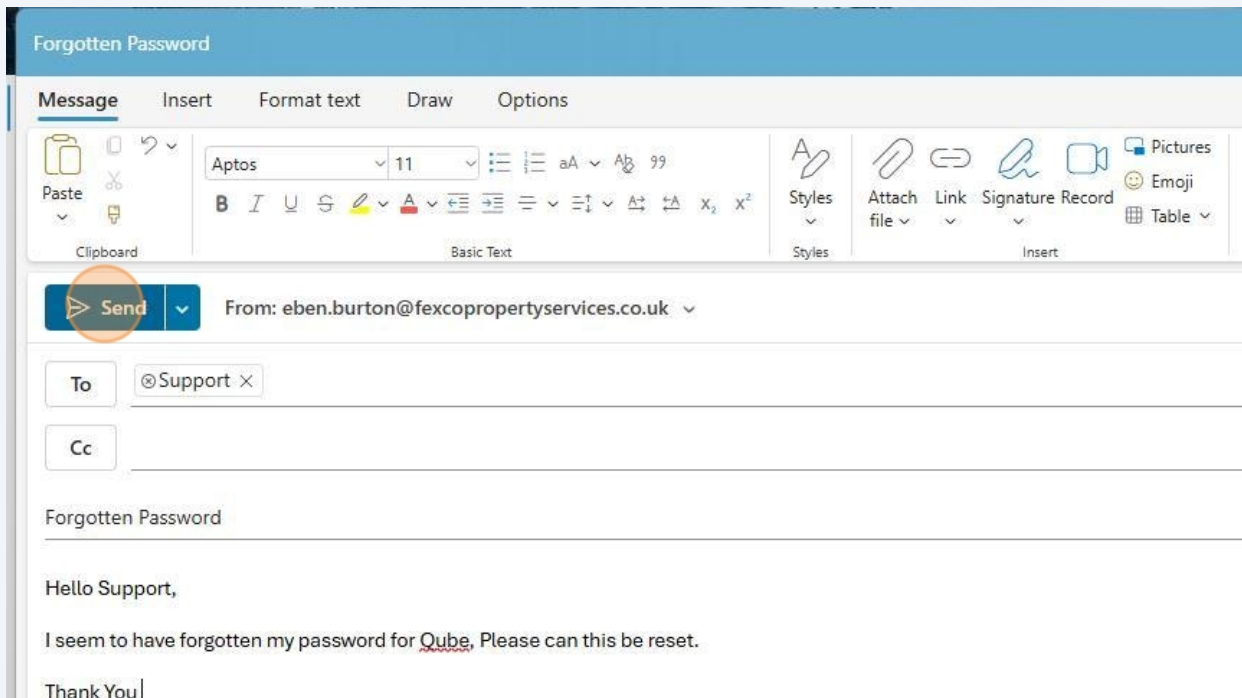
2 Now type in 'support@fexcopropertyservices.co.uk' to the address bar.



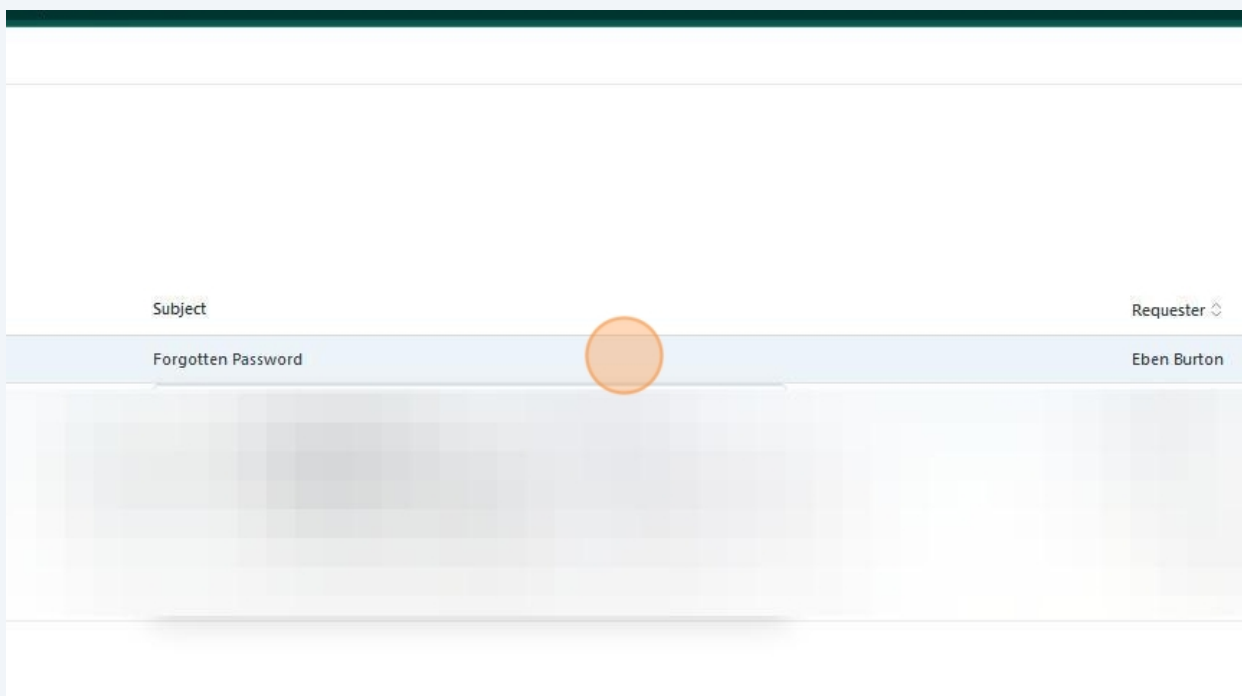
3 Please then add a clear Email Subject, You should also add as much detail as you can into the body of the email.



4 Once you have finished, Click send.



5 You can now see this ticket arriving to the service desk, We will be in Touch soon!



6

Here is what your response may look like in this case...

