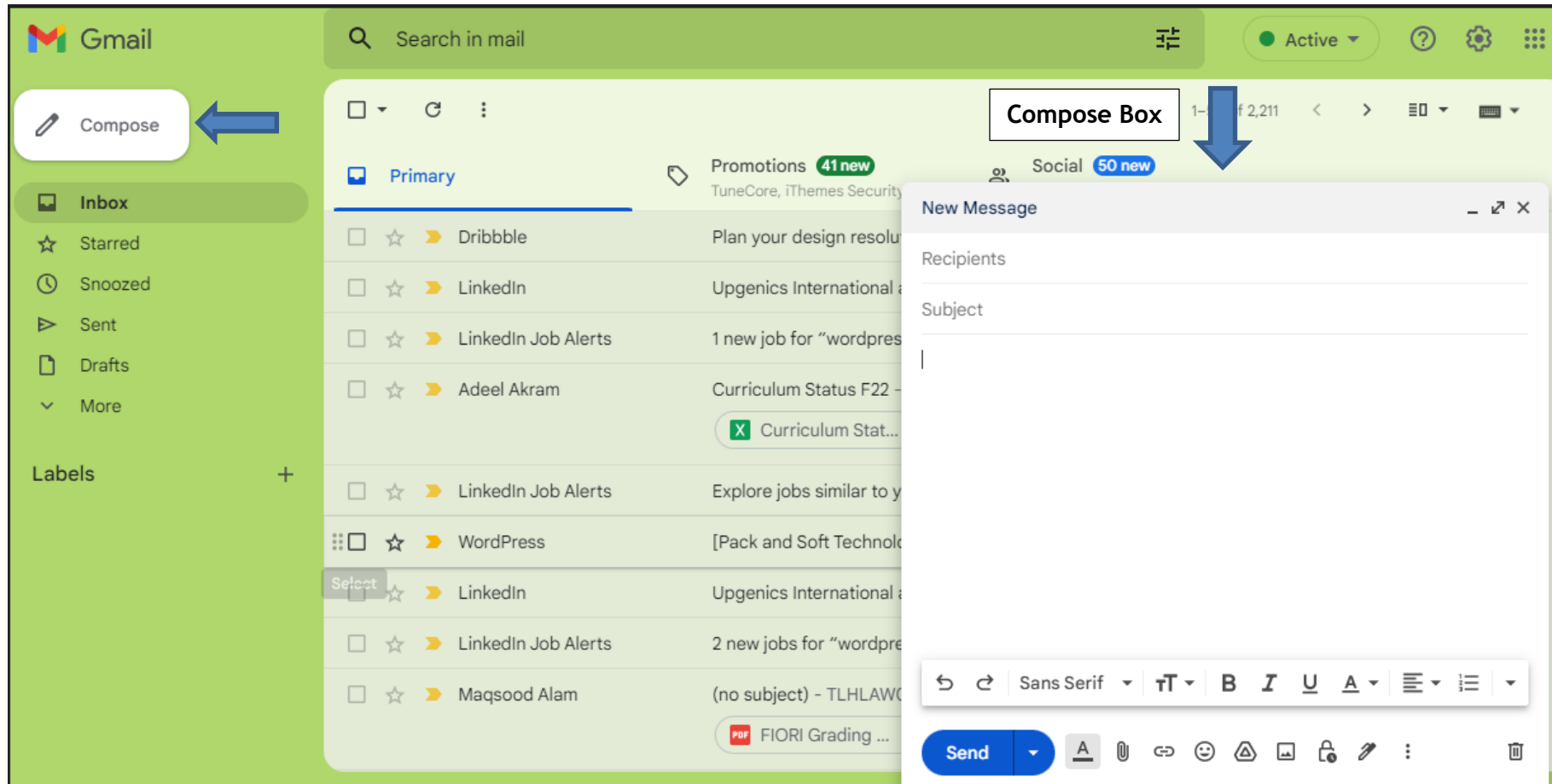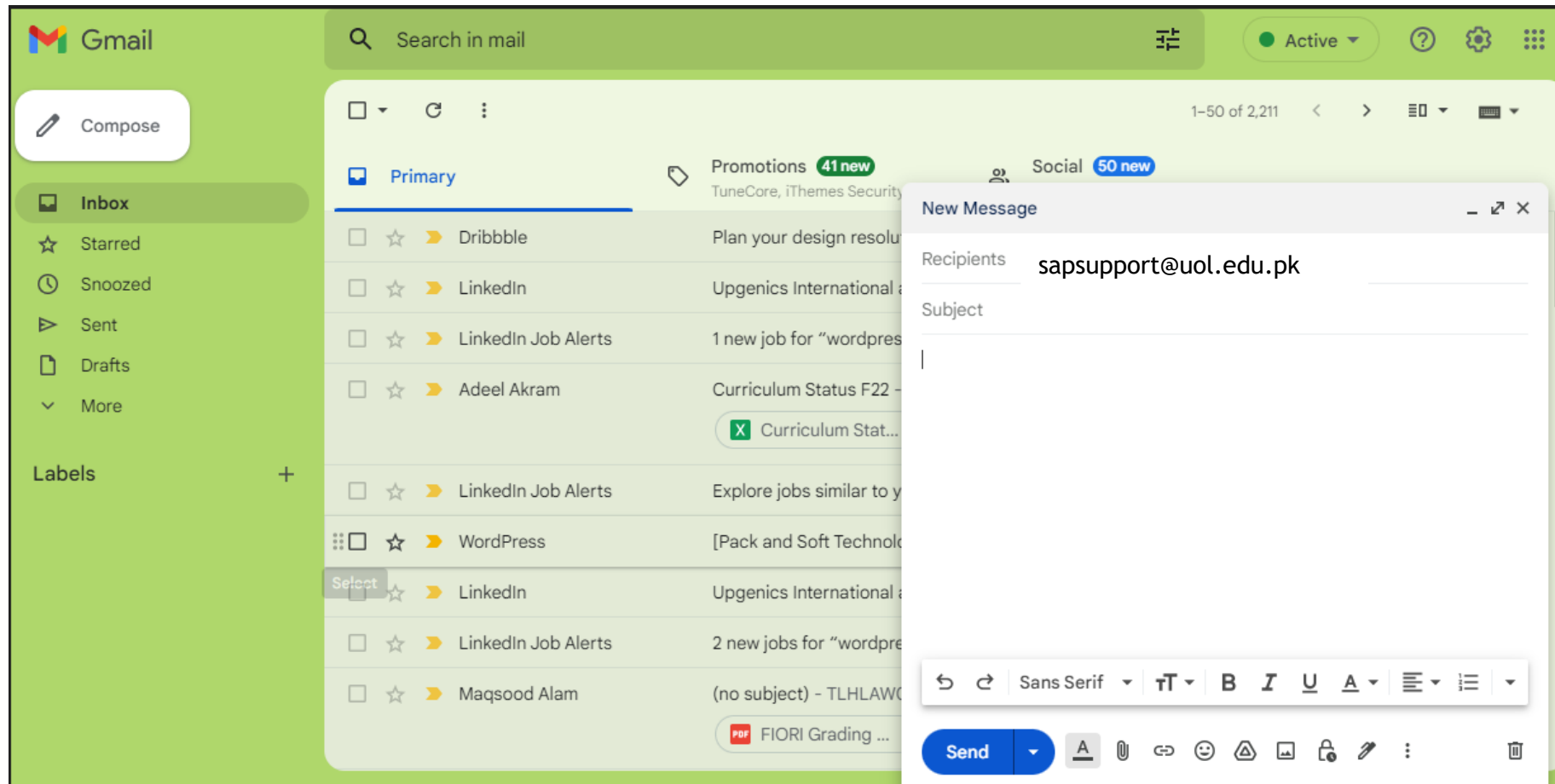# Manual for E-mail on service desk

Open your University Gmail Account:
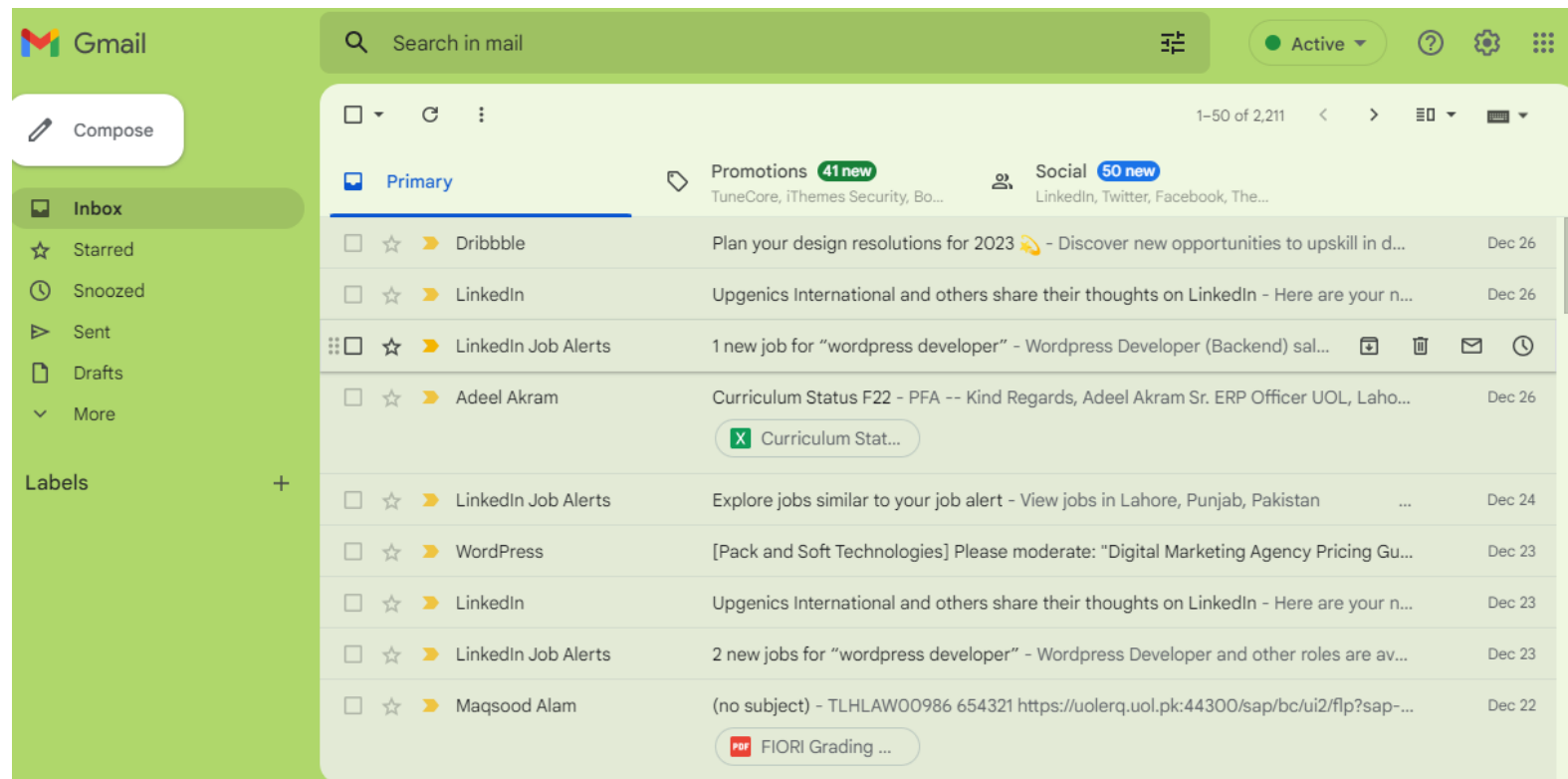
Click on Compose Button. A compose box will appear.

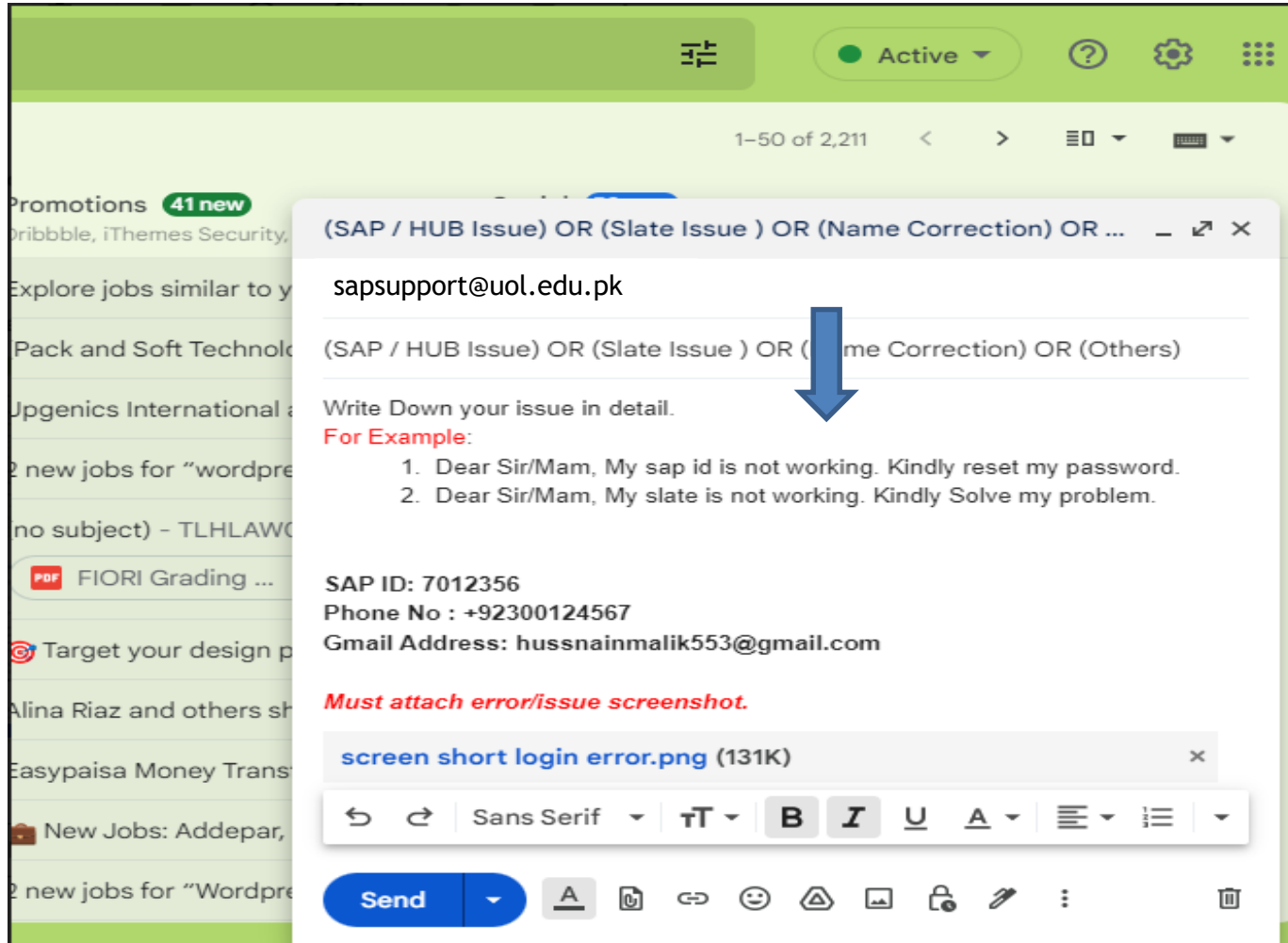# In Recipient box, write an email(sapsupport@uol.edu.pk)

Write down your Issue/Error Title in the Subject box.
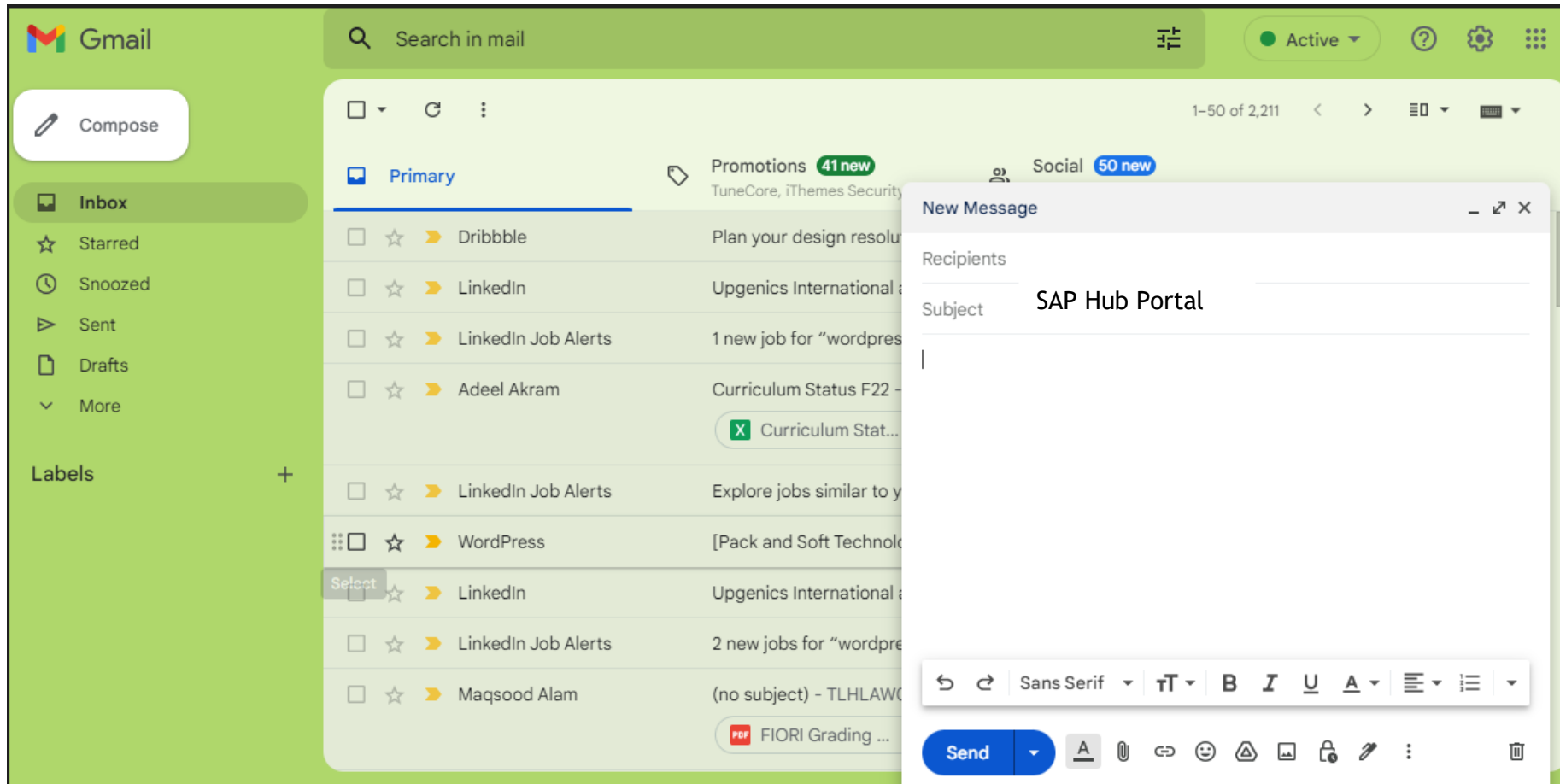
In Description Kindly follow the procedure mentioned in the image (Must Attach the Screenshot of your Issue/Error.)

Click on Send Button.

After clicking on send button, you will receive a confirmation email from the Service Desk.
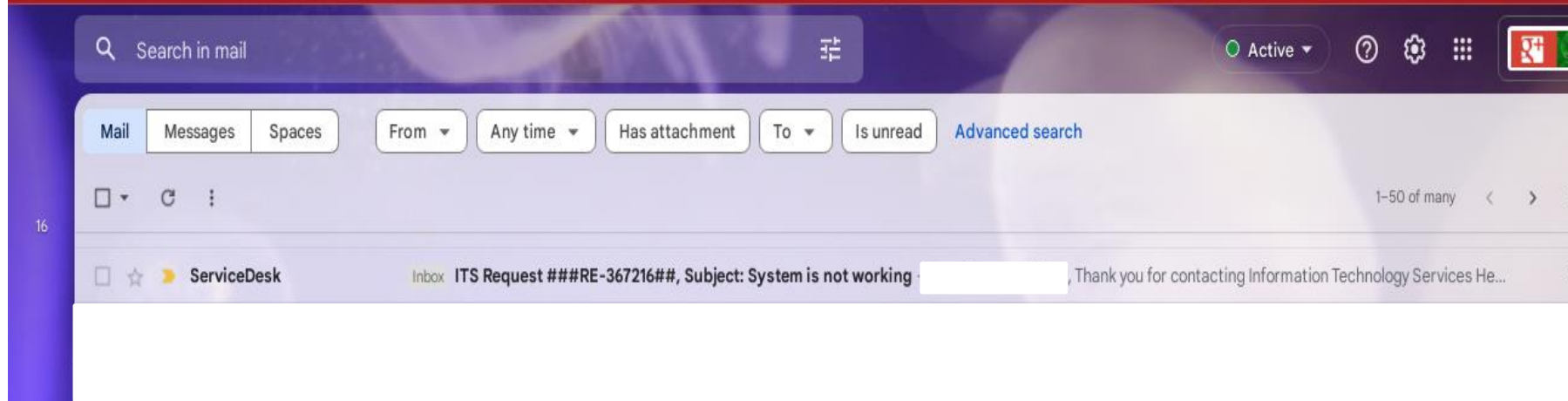
Note: -
You will receive a new email after your issue has been resolved.