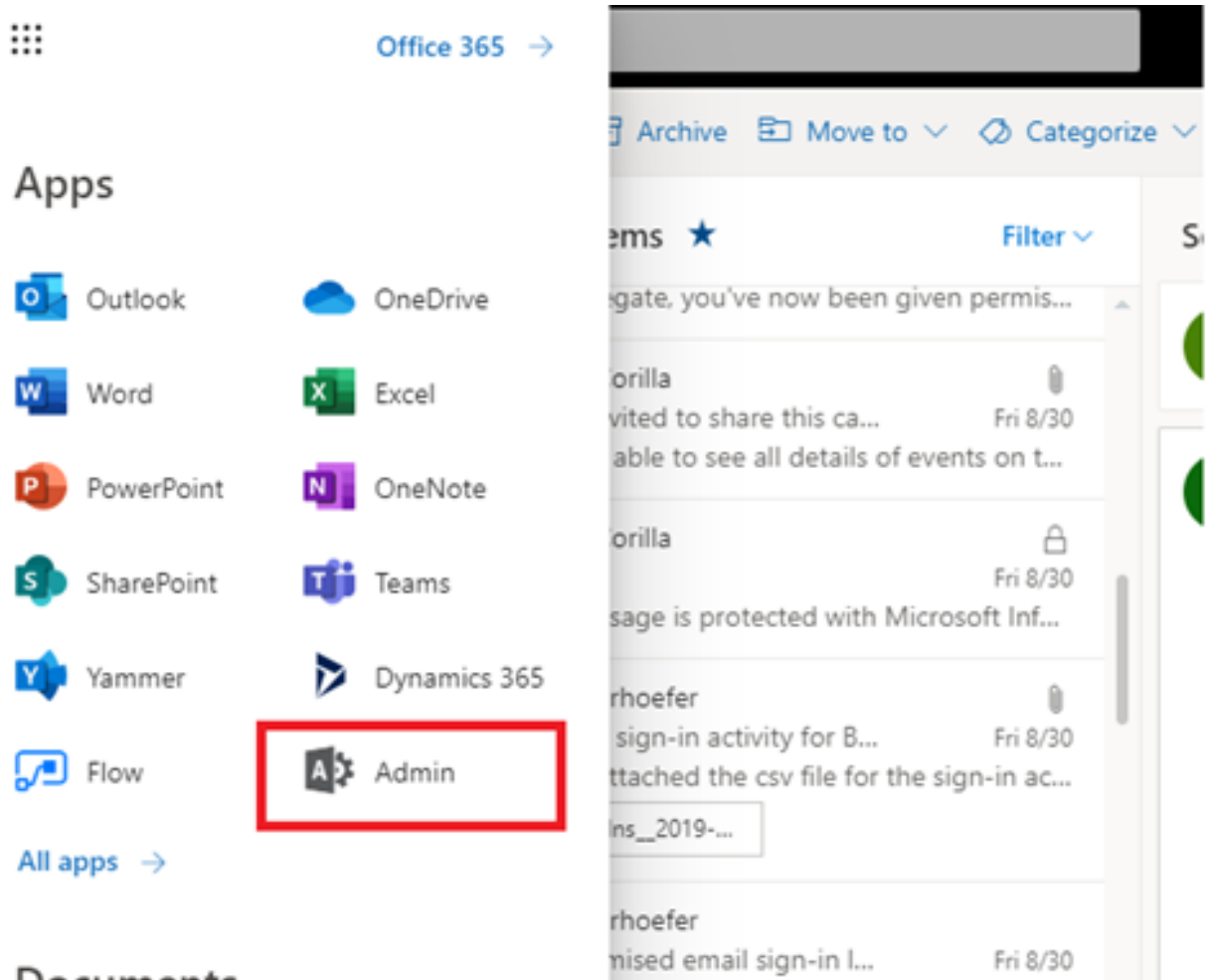


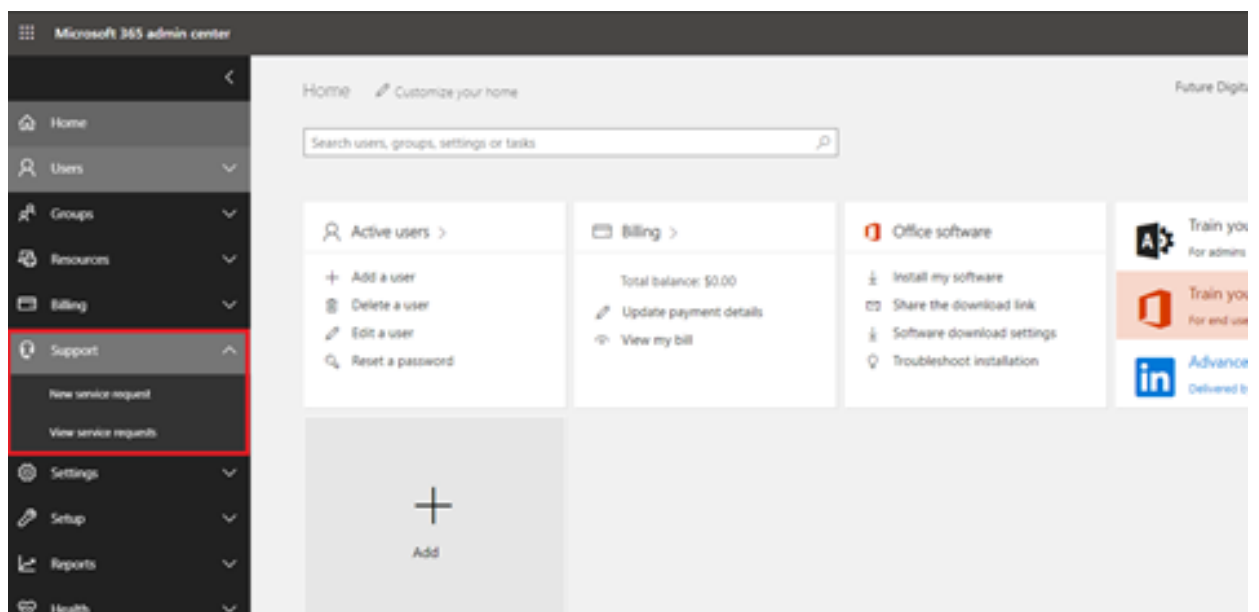
Office 365

How to open Service Request from Office 365?

1. Login as Global Admin at this URL: <https://outlook.office365.com/>
2. Go to Microsoft 365 **Admin Center**

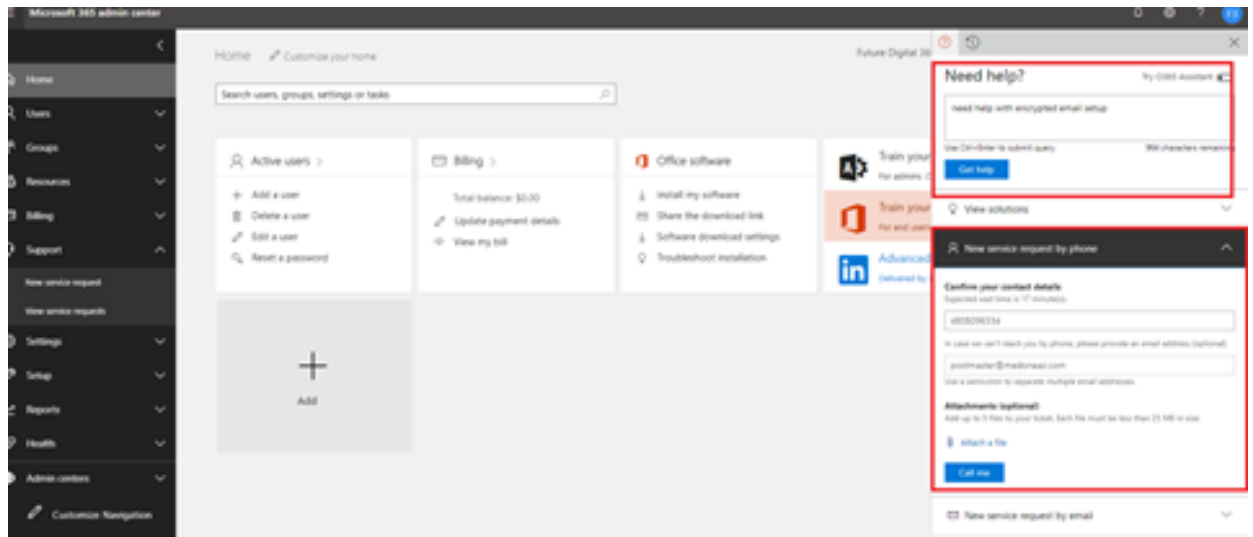


3. Go to **Support**



Office 365

4. Select **New Service Request**
5. Fill in the problem description then click **Get help**
6. Fill in the information under New service request by phone
 - Enter your contact number with your extension
 - Enter your corporate email address



7. Wait for Office 365 Support to call you.

Unique solution ID: #1006
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