

## How to contact TeamLogic IT Austin help desk:

**Phone:** 512-649-4649

**Email:** <u>supportswaustintx@teamlogicit.com</u>

Click:



You should find the green IT icon near the system clock on the lower right-hand side of your monitor.

All the above will contact the help desk team. Best practices for contacting the help desk team are:

Issues that need urgent attention we suggest a phone call

examples: password needs to be reset

cannot print

computer running slowly

cannot connect to the network / internet

- Less urgent issues either use email, call, or use the "IT" button

examples: setting up a new user email account

staff member off-boarding a new network connection

- To contact a local technician, please call 512-991-1599 and select option 1.

examples: provisioning a new PC

discussing a new project