

# IT Emergency Contact Instructions

Dear Team,

In case of any IT-related emergencies, please follow the troubleshooting steps outlined below:

## Troubleshooting Steps

1. Check your internet connection.
2. Restart your computer or device.
3. Clear cache and cookies in your browser.
4. Verify that all cables and connections are secure.
5. Ensure that software or applications are updated to the latest version.

## Contact Information

If the issue persists after completing the troubleshooting steps, please contact the IT support team:

- Email: [itsupport@example.com](mailto:itsupport@example.com)
- Phone: (123) 456-7890
- Helpdesk Portal: <http://helpdesk.example.com>

Thank you for your cooperation.

Best regards,  
IT Support Team