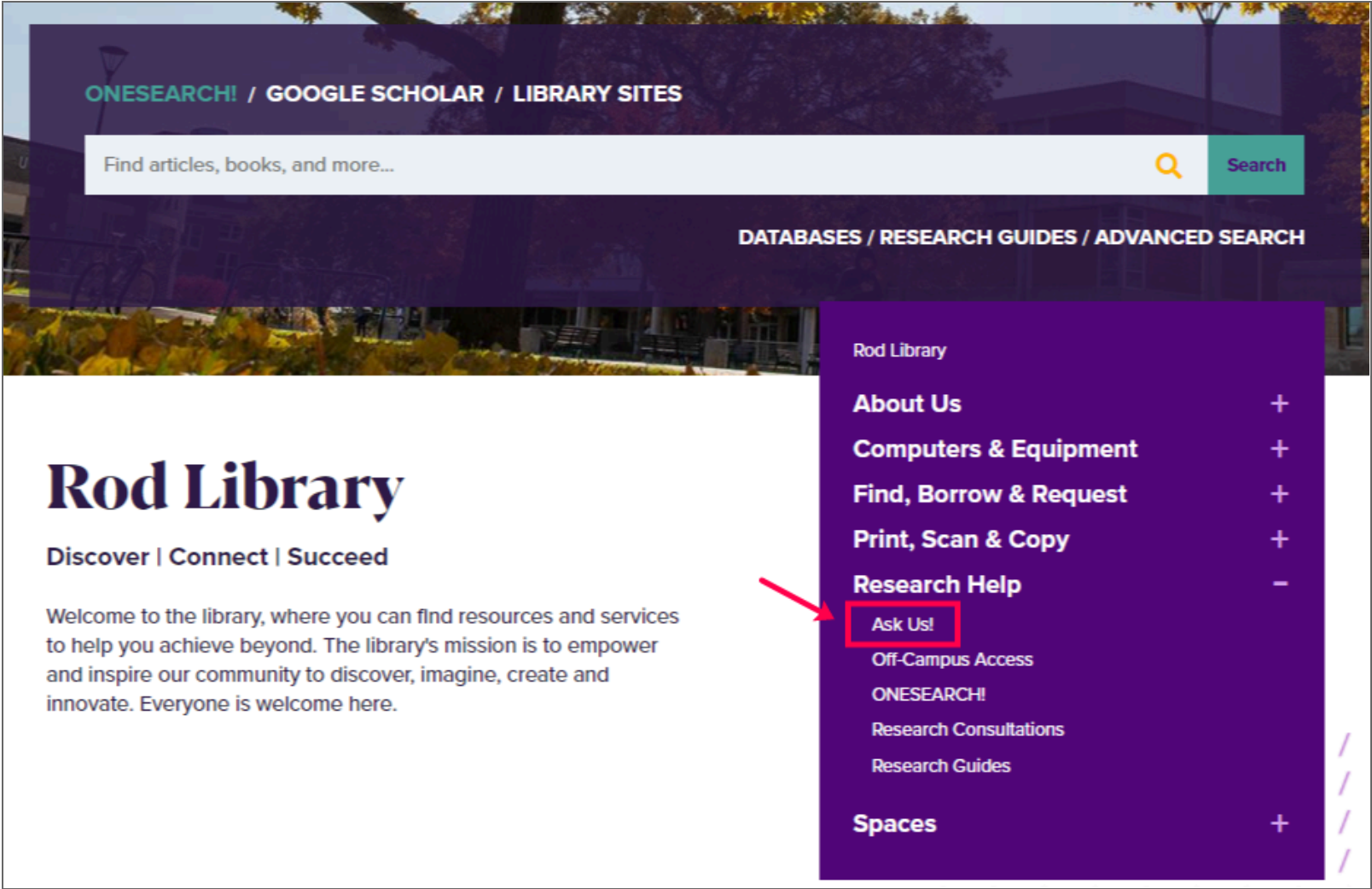
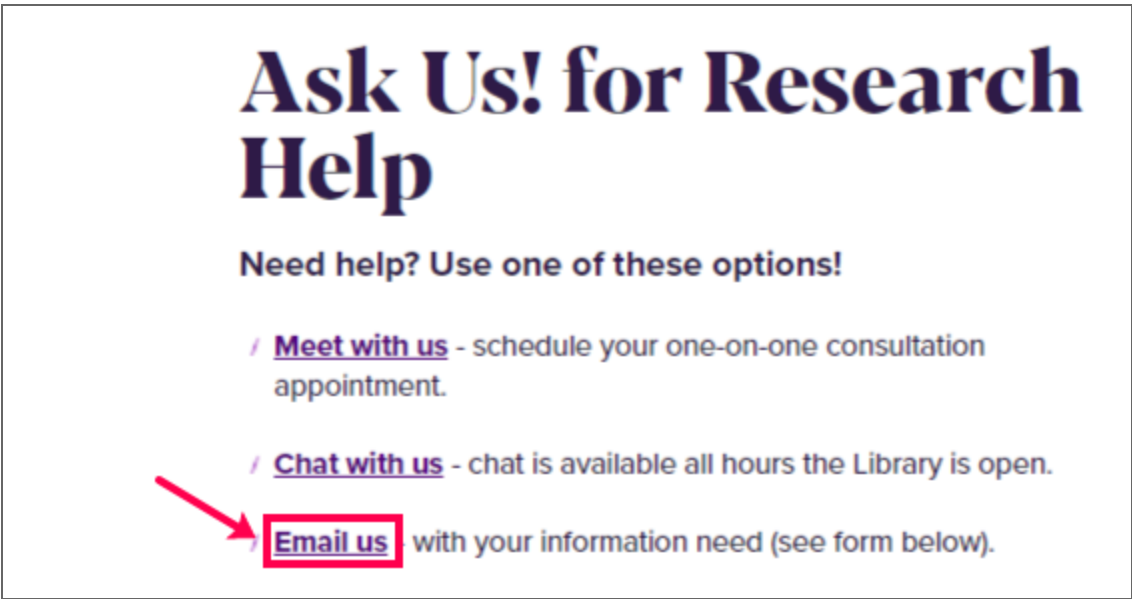


# How to Create an Email Ticket

- 1. Navigate to the [library homepage](#).
- 2. Select **Ask Us!** in the Research Help menu.



- 3. Select the **Email Us** under Ask Us! for Research Help.



- 4. Fill out the **Ask Us for Research Help Email form**.
  - a. If you are filling out the form on the patron's behalf, **verify their information and add your name to the Question box.**

### Ask Us for Research Help - Email

Name \*

Polly Patron

E-mail Address \*

polly.patron@uni.edu

UNI Affiliation \*

UNI Undergraduate Student

▼

Question \*

This is Claire filling out the question form.

Polly stopped by the desk today asking about the history of the Campanile. I found a few pages on the Special Collections & University Archives website but the patron was wanting more information, particularly pictures.

Leave this field blank

Submit