

# Quick How-To: Contact Technical Support Online

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## Who is this for?

This guide is for anyone who needs to contact a company's like GCI or Microsoft and their technical support team online.

## Step-by-Step Instructions

### Step 1: Go to the Company's Official Website

- Use Google to search for the company (like 'GCI support' or 'Microsoft help').
- Click on the official website, not an ad or pop-up.

### Step 2: Look for Support or Help

- On the homepage, scroll to find links that say 'Support,' 'Contact Us,' or 'Help Center.'
- Click to open the support section.

### Step 3: Choose How to Contact Them

- Many websites offer live chat, email forms, or phone numbers.
- Pick the option you're most comfortable with.

### Step 4: Be Ready to Share Details

- Type a clear message with your issue.
- You can also upload a screenshot if they ask.

## You Did It!

You've learned how to contact tech support online.