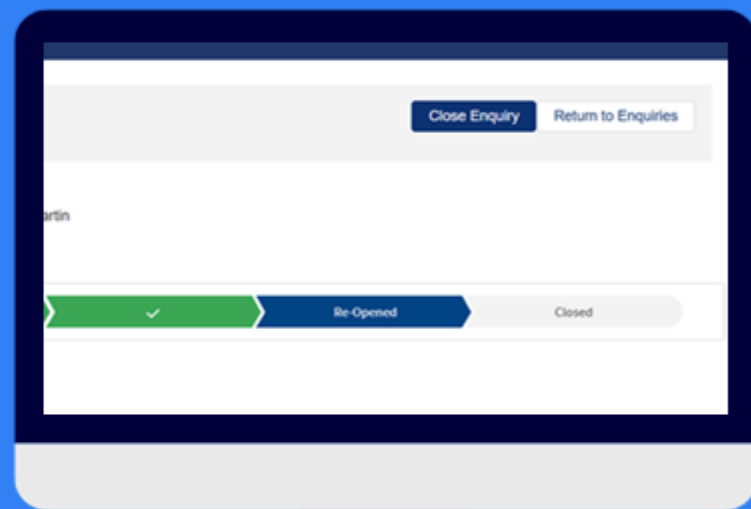


# How to close your enquiry AskQM

## Close Your Enquiry

There may be times where you think your enquiry no longer requires a response. Perhaps you have now found the answer to your question or you accidentally submitted two enquiries about the same subject.

To close an open enquiry, return to the 'Home' tab and click 'view' under the enquiry you want to review. To close it, select the 'Close Enquiry' button on the top right-hand side. A pop-up will appear so you can provide the reason why and then you can click on the 'Close Enquiry' button at the bottom of the text box to update the status of your enquiry to 'Closed'.



# AskQM

## Have a question? AskQM

AskQM is your new student enquiry system. Find what you need to know quickly and easily, all in one place:

- **Self-service Tool:** Get quick answers 24/7
- **Submit & Track:** Log an enquiry and monitor its progress
- **In-Person Support:** Visit our AskQM hubs across our campuses



Find out more at  
[askqm.qmul.ac.uk](http://askqm.qmul.ac.uk)