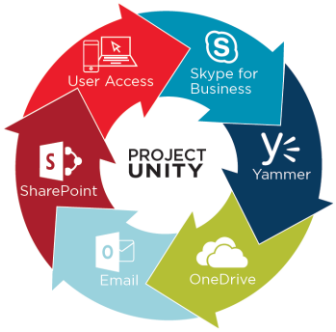
**To:** DTZ Investors UK
**From:** CW Internal Communications, sent from Project Unity mailbox

# Connecting Colleagues




Global Technology Solutions (GTS) is in the process of introducing new technologies which will enable everyone in Cushman & Wakefield's European Operations to work more efficiently together. A key part of this work includes the upgrade of our email and productivity tools - instant messaging, social and video tools.

DTZ Investors will be taking advantage of these changes by joining the migration to the new global email platform and this will take place over the weekend of 5th of November. The migration will be complete for start of business on Monday 7th of November.

It is important to note that DTZ Investors staff will keep their current e-mail addresses and will retain the required separation from the rest of the business to comply with regulatory requirements but will move to a new platform within the C&W environment.

Over the next week you will receive further messages detailing our plans, setting out what will happen and what you need to do to ensure that the migration of your e-mail address to the new platform is a success.

The project is part of a larger global initiative which provides a single, standardised communication and collaboration platform and comprises the following benefit:

**Simplified User Access** – One single login will allow access to all our DTZ Investors Office 365 systems and services. This includes current applications of Outlook, Skype for Business, Yammer and Workday. It will also give us the opportunity to introduce some new applications such as OneDrive and Sway.

GTS team members will be on site to complete the migration of your e-mail accounts and to ensure issues are resolved quickly. We will also be running a 'Genius Bar' in your office so that you can pop in and have your questions answered about your e-mail migration or any of the new tools that Office 365 will introduce. More to come closer to the time.

Regards,

**Carl Powell**
EMEA CIO

*Please do not reply directly to this email as this mailbox is not monitored.*