Subject Line: IMPORTANT: You are scheduled for email migration on the evening of 1 December

To: Legacy DTZ employees in EMEA
From: Carl Powell, sent from Project Unity mailbox

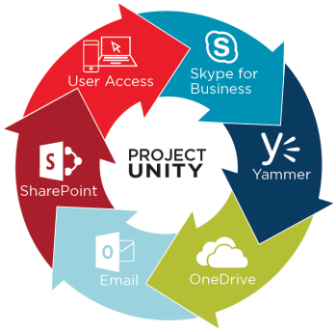
Le Français | ***Deutsche*** | ***Polskie*** | ***Čech*** | ***Magyar Nyelv***

Project Unity – Connecting Cushman & Wakefield colleagues on one email platform

You are scheduled for email migration on the evening of 1 December: Please save this email for reference later

What is Project Unity?

Following on from my message in August (CLICK HERE to read message), the next step in this transition is to migrate your Outlook email and its contents to a Cushman & Wakefield address. I'd like to update you on the steps below that you will need to take on the evening of or the morning after your migration date.



What can I expect?

- **From 5:00pm local time on the evening of your migration until 6:00am local time the following morning, your email, calendar and contacts will only be available through Outlook Web Access (OWA) with limited functionality.** You will need to use your new Cushman & Wakefield email account and network password to access your email through OWA (refer to the "Outlook Web Access Login Guide" section in the Outlook Email FAQs).

- From 7:00pm local time on your migration date, you can begin the activities below:

  1. If you use Outlook on your computer to access your email, you will need to update your Outlook profile on your computer to be able to access your new mailbox by following the steps in the Self-service Email Migration Tool or Manual Email Migration Guide. You can also complete these steps the morning after your migration. Please allow up to 1 hour to complete the migration activities.

  2. You will need to direct your mobile device to your new mailbox by following the steps below:

     - iPhone Email Instructions
     - Android Email Instructions

  3. If you only use Outlook Web Access (OWA) to access your email, you will need to login with your new Cushman & Wakefield email account and network password. Please refer to the Outlook Web Access Login Guide.

- All of your email will be migrated, but you may not see emails in your mailbox that are more than 6 months old. Please consult the Outlook Email FAQs for additional details.

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- For details on how to access shared mailboxes, view Free/Busy calendar information and much more, please consult the Outlook Email FAQs.

- You will receive a reminder communication on your scheduled migration day with the links above to instructions and tasks you will need to complete to finalize your migration.

What are the key benefits after the migration initiative for everyone?
Once the migration is completed throughout the organisation, you and your colleagues will be able to do the following regardless of your legacy company:

- Manage and access shared mailboxes for your department or other groups
- View free/busy calendar information for all colleagues
- Use dynamic distribution lists that are always up-to-date.

See more in the "Key Benefits" section of the Outlook Email FAQs.

Who should I contact for support or questions?
Please contact the Service Desk as noted below with technical questions or concerns.

- **Global email:** ITServiceDesk@cushwake.com
- **Chat:** Go to CONNECT EMEA and under the ***Important Links*** section, click on the ***Service Desk Chat*** link
- **Phone:** EMEA 0800 652 8825

EMEA Country	Legacy or New	1 September
Belgium	New	+32 (0)27006004
Czech Republic	New	+42 (0)0239018079
France	New	+33 (0)157324761
Germany	New	+49 (0)69153253331
Hungary	New	+36 (0)17789565
Italy	New	+39 (0)287103618
Netherlands	New	+31 (0)707007007
Poland	New	+48 (0)223062565
Russian Federation	New	+7 4999512897
Slovakia	New	+42 (0)1268622484
Spain	New	+34 (0)918368539
Sweden	New	+46 (0)851989600
Switzerland	New	+41 (0)445112229
United Kingdom	New	+44 (0)2037887253

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Carl Powell
EMEA CIO