

Update Microsoft (MS) Office, MS Project and MS Visio by signing in with your Cushman & Wakefield account


Below are step-by-step instructions for signing in to Microsoft (MS) Office, MS Project and MS Visio with your Cushman & Wakefield (C&W) account since your current DTZ account will lose edit access to these applications after May 12th. Please ensure you repeat the steps below for MS Project and MS Visio if you have these applications as well. These steps should only take 5 minutes to complete.

Please complete the steps in this document prior to contacting the Service Desk with any questions.

- 1) For MS Office, open MS Word or Excel.
- 2) Click on **File > Account**.
- 3) Verify that your user information reflects your Cushman & Wakefield account, such as the example below. If your C&W account is reflected here, no action is required for MS Office.


Account

User Information

 **Filomena Galvao/USA**
filomena.galvao@cushwake.com

[Change photo](#)
[About me](#)
[Sign out](#)
[Switch Account](#)


Product Information




Subscription Product

Microsoft Office 365 ProPlus


This product contains





Office Updates

Updates are automatically downloaded and installed.
Version: 15.0.4919.1002




About Word


Learn more about Word, Support, Product ID, and Copyright information.

Office Theme:

White

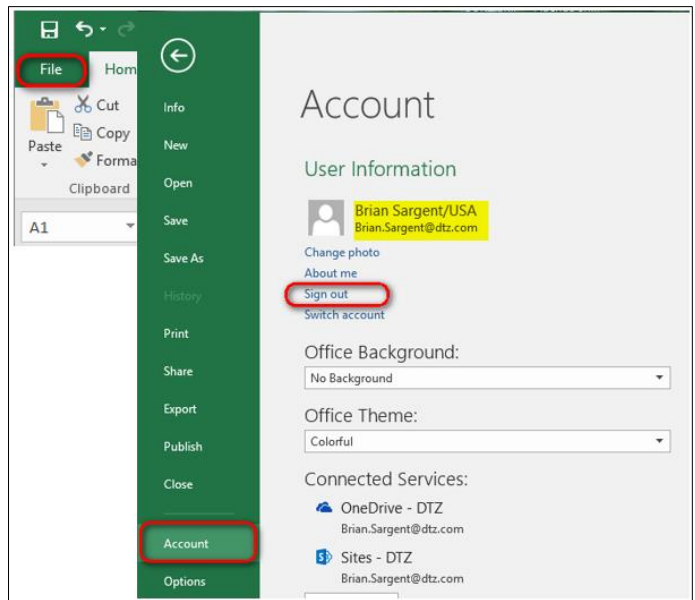
Connected Services:

 **OneDrive - Cushman & Wakefield**
filomena.galvao@cushwake.com

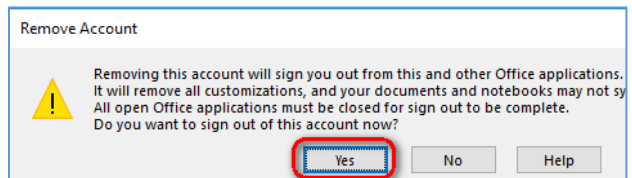
 **Sites - Cushman & Wakefield**
filomena.galvao@cushwake.com

[Add a service](#)

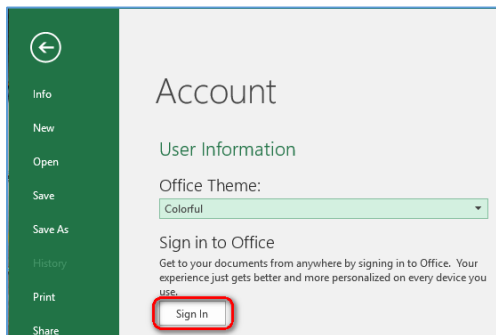
- 4) If your C&W account is not reflected here, click on the **Sign out** link.



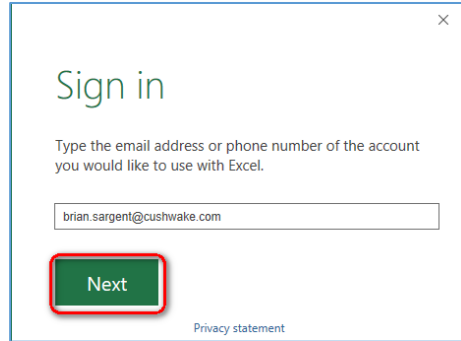
- 5) Select **Yes** to remove account. This will sign your DTZ account out of MS Office.



- 6) Click on the **Sign In** button.



- 7) Enter your Cushman & Wakefield email address.
- 8) Click **Next**. This will redirect you to the Cushman & Wakefield login page.



Sign in

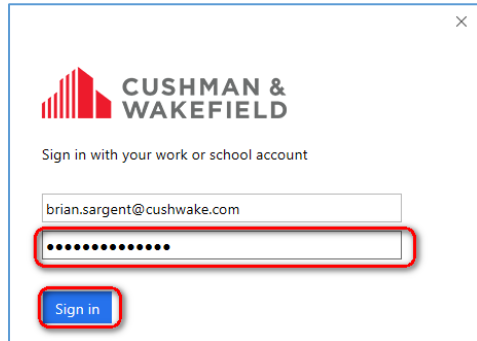
Type the email address or phone number of the account you would like to use with Excel.

brian.sargent@cushwake.com

Next

[Privacy statement](#)

- 9) Enter your network password.
- 10) Click **Sign in**.



CUSHMAN & WAKEFIELD

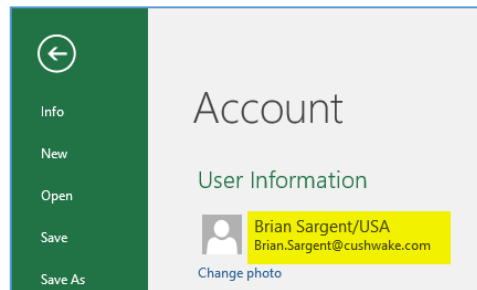
Sign in with your work or school account

brian.sargent@cushwake.com

.....

Sign in

Once signed in, your new Cushman & Wakefield email account will display.



Account

User Information

Brian Sargent/USA
Brian.Sargent@cushwake.com

[Change photo](#)

Info
New
Open
Save
Save As

Repeat the steps above for MS Project and MS Visio if you have these applications.