Subject Line: Actions Required: Complete your computer account migration today

Reminder: Actions required to complete your computer account migration today

What's happening?

As previously communicated, you are scheduled to complete your computer account migration to the global Cushman & Wakefield platform **today**.

Important Notes:

- This communication is intended for users that work out of a Cushman & Wakefield office on a daily basis or occasionally and have a **company-owned** computer.
- If you solely work at a client site, remotely or use Virtual Private Network (VPN) to access mapped network drives or any other applications on a **company-owned** computer, please plan to complete the migration steps at your next C&W office visit and submit a ticket to ITServiceDesk@cushwake.com with the subject line "Workstation Migration Schedule Request" to inform them of your availability.

Actions required today

1) If you haven't already, please click HERE to determine if your computer is eligible for this migration. If your computer is eligible, please continue with the actions below.
2) Bring your **company-owned** Cushman & Wakefield computer(s) to your C&W office during normal business hours.
3) **Connect to the Cushman & Wakefield network with a network cable**.
4) Save your work and close all open applications.
5) Complete the steps in the Capture Screenshot Mapped Network Drive document before continuing with Step 6 below.
6) Complete the steps in the Workstation Migration Tool **for each company-owned Cushman & Wakefield computer you utilize**.
7) After completing your migration, ensure you can print from your computer and access your network drives.

What are the key benefits after my company-owned computer(s) is migrated?

- Single sign-on will provide you the ability to login to your computer, email and global applications including Office 365 and ENGAGE (Salesforce) without having to enter your password multiple times
- Improved ability to share and access files regionally and globally with all Cushman & Wakefield colleagues
- Access the latest information via the CONNECT intranet page as the new default Internet Explorer homepage
- Increased speed and improved internet connection – your computer will be able to connect to the new Wi-Fi network coming soon to your C&W office
- Utilize the same technology tools your Cushman & Wakefield colleagues use to conduct business

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Who should I reach out to for support or questions?

Please click HERE for information on local support available in an office near you. Additionally, please contact the Service Desk with technical questions or concerns as noted below:

- **Phone**: Check this list
- **Global email:** ITServiceDesk@cushwake.com

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

Joseph Monroy
Head of Global Application Hosting