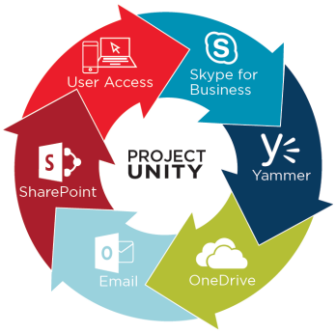
# Reminder: Actions required to complete your computer account migration at your next Cushman & Wakefield office visit by March 20




**What's happening?**
As previously communicated, our records indicate that you are a user that works solely at a client site, remotely or uses Virtual Private Network (VPN) to access mapped network drives or any other applications on a **Cushman & Wakefield** computer. Complete your computer account migration **during your next Cushman & Wakefield office visit by March 20. It is your responsibility to complete this migration.**

**Actions required**

1) Plan ahead to bring your Cushman & Wakefield computer(s) to a C&W office listed HERE during normal business hours by March 20.
2) On your migration day**,** it is important that you follow the steps in the Workstation Migration Tool **for each Cushman & Wakefield computer you utilize**.
3) After completing your migration, ensure you can print from your computer and access your network drives.
4) Submit a ticket to the Service Desk if you encounter an error during your migration process. Please include your computer's full name (instructions for locating computer name HERE) and details on where the failure occurred when submitting your ticket. Please include the best phone number to reach you.

**What are the key benefits after my computer(s) is migrated?**
See benefits HERE.

*If you do not complete the migration steps during your scheduled timeframe, you will be at risk of losing access to select corporate applications when they are migrated to the global domain in the near future.*

**Who should I reach out to for support or questions?**
Please contact the Service Desk with technical questions or concerns as noted below:

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

*Save this email for your reference when you visit a Cushman & Wakefield office.*

**Joseph Monroy**
Head of Global Application Hosting