

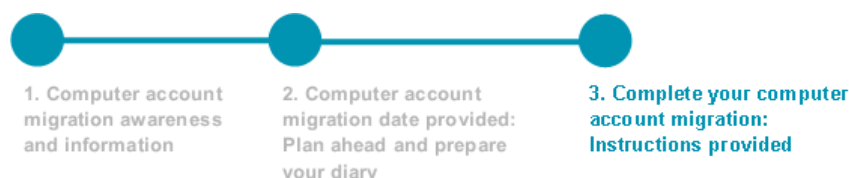
Subject Line: Actions Required: Complete your computer account migration today



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 Note: Access to the BAIT application and to printers at a C&W office will be disconnected this morning. You will need to complete the computer account migration to restore access to each.

Actions required today

- 1) Bring your Cushman & Wakefield computer(s) to your Cushman & Wakefield office during normal business hours.
- 2) **Connect to the Cushman & Wakefield network with a network cable.**
- 3) Save your work and close all open applications.
- 4) Complete the steps in the [Workstation Migration Tool](#) for each Cushman & Wakefield computer you use to perform your computer account migration.
- 5) After completing your migration, ensure you can print from your computer and access your network drives. You will continue to login to Virtual Private Network (VPN) using the same method as you did prior to completing your computer account migration.

Important Note: If you are on leave or out of the office on your scheduled migration day, please notify the Service Desk to reschedule your computer account migration accordingly (see contact information below).

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

- Single sign-on will enable you 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 company information and news via CONNECT – the Cushman & Wakefield intranet – as your new default homepage (the legacy DTZ intranet site will still be accessible)
- Use the same technology tools as your Cushman & Wakefield colleagues to conduct business

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Who should I contact 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

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



Carl Powell
EMEA CIO