



T2 London Office

HOT DESKING GUIDELINES

Who can work from the London office?

Employees that have meetings in London
New employees who can't commute easily to the Windsor office





How do I book a desk?

We have 20 desks and a meeting table. If you wish to book a desk or the meeting space please follow the outlook guide

Desks can only be booked for a maximum of 3 days per week

All desks booking is done through Outlook, the same way you book meeting rooms

If you have any questions or issues with these systems, please reach out to IT by emailing ineedhelp@take2games.com

Booking Desks via Outlook

In order to book a desk for the London Office, you need to add the desk to your Outlook Meeting Invite. These can be found in the all staff address book under:

- London Desk 1
- London Desk 2
- London Desk 3

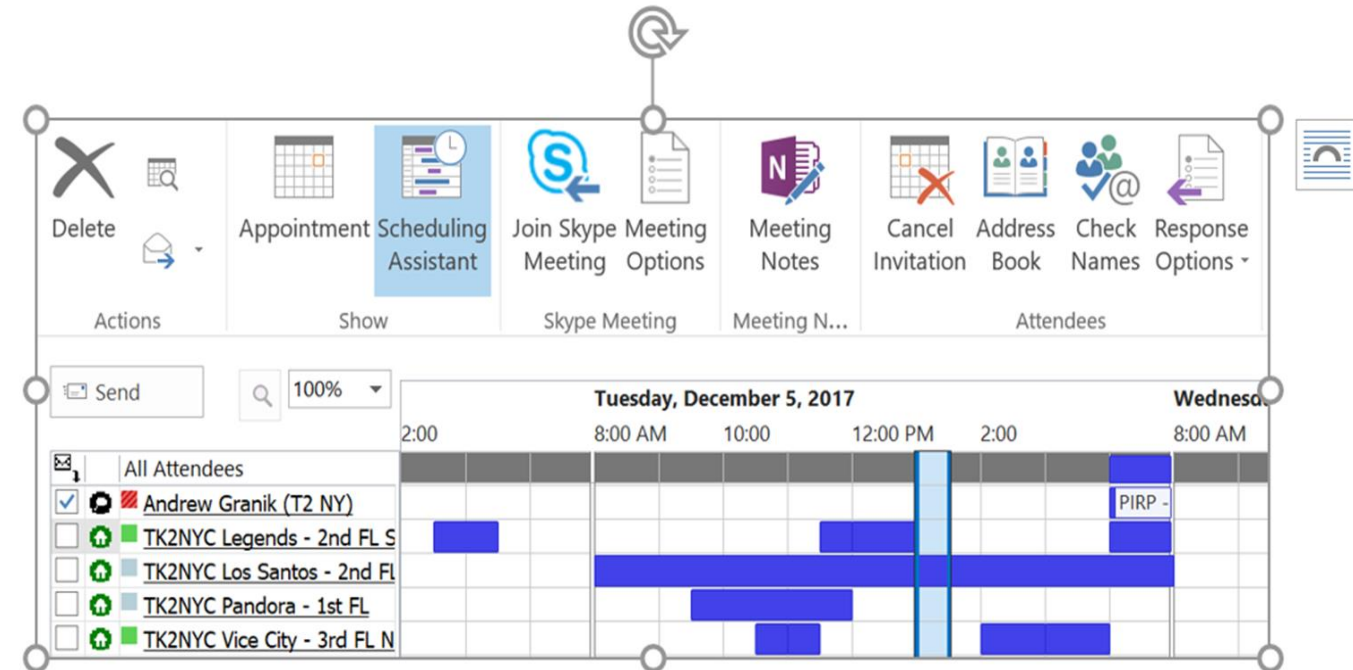
These continue all the way to London desk 20. To see which desk is available you will need check the availability.

Viewing Desk Availability

1. Open a new or existing Outlook Meeting Invite.
2. Choose the Date and potential Time you would like to book a desk

Start time: Thu 12/14/2017 1:00 PM All day event
 End time: Thu 12/14/2017 1:30 PM

3. Add the desk you would like to book.
4. Now in the top ribbon click the **'Scheduling Assistant'** button in the Meeting Invite, you can see a calendar style availability of the desk.



Booking a Desk Space

Once you have chosen the date for your booking, follow the below steps to book a desk.

1. You will see the name of the desk added to your invite as a recipient of your invite and the location of the meeting will contain the name of the desk you've chosen.

To...: TK2NYC Rapture - 3rd FL West
 Subject:
 Location: TK2NYC Rapture - 3rd FL West

How do I access the office?

Reception hours 7am-7pm (Angela is the receptionist/security guard)

Outside these hours there is a security guard manning the building

Upon entering the building, you must show your work security pass for ID verification

Reception will have a list of all desk and meeting space bookings





Arriving at your desk

We are operating a clear desk policy so please store any personal belongings in the lockers, located in the basement.

We have network in the office so your computer will automatically connect to Skynet-Priv, however you wont be able to transfer large files at the moment, this will need to be carried from the Windsor office.

No personal items or Laptops are to be left in the office over night.

Amenities on site

- Printer
- Bottled water and other refreshments
- Small Fridge
- Sofa area
- Small amount of stationery
- Lockers, showers
- Bike storage

Please note that we do not have any washing up facilities on site so please take your keep cup with you and wash it up at home.





General Info

Toilets are located on the ground floor

Other floors are not to be used in the building apart from the lockers in the basement

We will inform you when construction is due to commence in the office

Cleaning will take place Monday, Wednesday and Friday

Please note that this space is not managed, so please clear up after yourselves and leave the workspace tidy