

OMNICOM
TECHNOLOGY UPDATES
FOR ALL EMPLOYEES

UPDATED DEC. 2025

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As we welcome new employees to Omnicom, we will make a series of technology and workplace updates in the coming months.

Here are the top things you need to know today.

1. GETTING WORK DONE

Continue using the core Microsoft 365 suite of tools you use today, including:

- Outlook
- Teams
- Word
- PowerPoint
- Excel
- OneNote
- Additional M365 Applications

These are the standard tools for collaboration and basic desktop productivity. We'll share more updates as we work to consolidate duplicate systems beyond the M365 suite as part of our overall IT strategy.

2. COLLABORATING WITH COLLEAGUES (UPDATED)

Now, you can collaborate with colleagues across all Omnicom and Interpublic agencies by **entering their First/Last Name** within our various collaboration tools. First/Last Name directory look-up is also now available.

Teams: For chatting, meetings, calls and collaborating through shared teams.

You can now share documents and collaborate with all colleagues directly within Teams chats.

Profile pictures are now visible, making it easier to identify who you're chatting and collaborating with.

To access a Team hosted in Omnicom or legacy Interpublic environment, you must switch your Teams org within the app, by following these steps:

1. Click your profile photo (top right)
2. You will see the other organization listed – click it
 - OneWorkplace (Omnicom)
 - Interpublic (Legacy Interpublic)
3. Teams will reload and you'll be able to see the Teams/channels you've been added to

Microsoft Outlook: For sending emails and checking calendar free/busy times.

You are now able to see all colleagues free/busy times.

Please note, you may notice “external” warnings in Outlook and Teams when emailing or messaging colleagues. This is expected and will resolve once legacy Interpublic accounts have fully transitioned to Omnicom’s IT environment.

Global Address List:

Global Address Books are now populated with both legacy Omnicom and legacy Interpublic employee information. You can search for all colleagues using first and last name.

3. SECURITY INCIDENTS

During periods of change, like an acquisition, teams face heightened cyber and social engineering risks, including attempts to access or misuse sensitive information. These challenges often arise as teams move quickly to align systems, data, and processes. To help safeguard against these risks, we ask that teams stay alert and work collaboratively to ensure a smooth and secure integration.

Best practices include:

- Verifying independently: Confirm any financial or sensitive requests via known channels, not the contact info in the message, before acting.
- Identifying social engineering: Treat unusual senders, odd language, urgency/ secrecy, or requests to bypass controls as red flags.
- Protecting access: Never share passwords; use MFA where available and require dual approval for payments or sensitive data access.
- Reporting fast: If something feels off (alerts, access issues, unexpected changes), contact Corporate Security at infosec@omnicomgroup.com, or call the Service Desk at 1-800-MY-PAIGE.

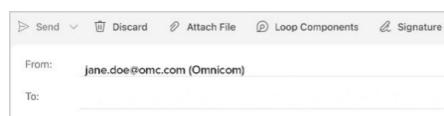
Legacy Interpublic employees should report security incidents by emailing IncidentResponse@interpublic.com

4. DISPLAY NAME

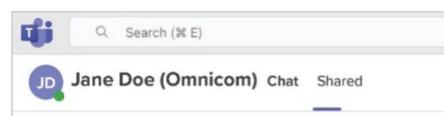
To streamline the transition, **display names for all employees will now appear as First Name Last Name (Omnicom)**. Please continue using your current agency email signature, including agency branding.

Your **display name** is how your name appears in inboxes and on platforms like Teams, as shown below.

EMAIL



TEAMS



Your **email signature** is the personalized block of text with your contact information and company’s branding, for example:



5. TRANSITION TO @OMC.COM

Your email address is more than an inbox—it's your unique identifier across IT systems and applications. In the coming months, legacy Interpublic employees will migrate to @omc.com in phases.

Using a consistent identifier and address simplifies operations and makes collaboration across the network easier. You will receive more information and instructions in the weeks leading up to your migration to help you navigate the transition as smoothly and confidently as possible.

For a full list of Omnicom IT policies, please visit the **Key Policies section on our Omnicom Hub**. There, you'll find documents such as the Core Governance Policies, which include an overview of the Acceptable Use Policy, Data Governance, and Spend Governance policies, among others.

6. GETTING IT HELP

Continue to use your current IT helpdesk for Technology support needs:

- Legacy Omnicom Employees: Contact the [Paige Service Desk](#) linked here—chat through the self-service portal or via phone.
- Legacy Interpublic Employees: Email help@interpublic.com, call the IT Help line and/or connect with local IT support contacts.
- Please visit the IT Support Contacts within this tab for a list of the different ways you can reach out for Technology support—including phone numbers—available to both Omnicom and legacy Interpublic employees.

7. MOBILE DEVICES

Once your email migrates to @omc.com, your mobile device must be running the minimum operating system to have access to corporate applications on your phone, including Teams and Outlook. Current minimum operating systems:

- Apple devices: iOS 16.0 or later
- Android devices: Android 13.0 or later

If you are running an older version, please make sure you have updated to the latest OS. If your phone can't run at least the minimum operating system, please notify your manager to ensure you are able to upgrade your OS.

8. SHAREPOINT COLLABORATION GUIDANCE (UPDATED)

Until all legacy Interpublic users transition to the omc.com domain, we recommend manually adding legacy Interpublic users to existing or new Omnicom SharePoint and Teams sites using their full email address.

- SharePoint sites shared with “all users” can now be accessed across Omnicom and legacy Interpublic environments.
- Legacy Interpublic agency and team-specific SharePoint and Teams sites will migrate to Omnicom SharePoint/Teams as users migrate to the omc.com domain. These sites will then be accessible with the new @omc.com login credentials.
- Any legacy SharePoint or Teams sites shared with other Interpublic teams can still be accessed using your legacy Interpublic credentials, even after your email has



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changed to @omc.com.

- Once all legacy Interpublic employees have migrated to @omc.com, all SharePoint sites should be available using your new @omc.com credentials.

We will continue to communicate updates or changes as they become available. Be sure to check back on this Omnicom Hub for more information and resources to help answer any IT questions. Please don't hesitate to reach out to your respective IT support teams for help.

