

## Winnie Yu

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**From:** Winnie Yu  
**Sent:** Thursday, May 28, 2020 12:49 PM  
**To:** Joshua Martinez  
**Cc:** Ranjit Singh Olkh  
**Subject:** RE: Laptop Return

OK, then please let 250 Bloor securities know I will be there at around 4pm of tomorrow.

Thanks and Regards

**Winnie Yu | QA Analyst, Data Management and Delivery, Global Solutions Delivery**  
STBM-B16 | 200 Bloor Street E, Toronto, ON Canada M4W 1E6  
[Winnie\\_w\\_yu@manulife.com](mailto:Winnie_w_yu@manulife.com) | [Manulife.com](http://Manulife.com)

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**From:** Joshua Martinez <[Joshua\\_Martinez@manulife.com](mailto:Joshua_Martinez@manulife.com)>  
**Sent:** Thursday, May 28, 2020 12:45 PM  
**To:** Winnie Yu <[Winnie\\_W\\_Yu@manulife.com](mailto:Winnie_W_Yu@manulife.com)>  
**Subject:** RE: Laptop Return

Hi Winnie,

If you go in tomorrow with no appointment it wont be an issue. They are still accepting walk ins.

**Joshua Martinez**  
Project Coordinator, PCO  
**Manulife Investment Management**

E [Joshua\\_Martinez@manulife.com](mailto:Joshua_Martinez@manulife.com)

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**From:** Winnie Yu <[Winnie\\_W\\_Yu@manulife.com](mailto:Winnie_W_Yu@manulife.com)>  
**Sent:** Thursday, May 28, 2020 11:20 AM  
**To:** Joshua Martinez <[Joshua\\_Martinez@manulife.com](mailto:Joshua_Martinez@manulife.com)>  
**Cc:** Ranjit Singh Olkh <[Ranjit\\_Singh\\_Olkh@manulife.com](mailto:Ranjit_Singh_Olkh@manulife.com)>; Maxim Finkel <[Maxim\\_Finkel@manulife.com](mailto:Maxim_Finkel@manulife.com)>  
**Subject:** RE: Laptop Return

Hi Joshua, The timeslots I mentioned in below email were checked from TechLounge online schedule booking system as you suggested.

June 01

< > June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

There is no availability on this date. Please choose another one.

Thanks and Regards

**Winnie Yu | QA Analyst, Data Management and Delivery, Global Solutions Delivery**

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**From:** Winnie Yu

**Sent:** Thursday, May 28, 2020 11:12 AM

**To:** Joshua Martinez <[Joshua\\_Martinez@manulife.com](mailto:Joshua_Martinez@manulife.com)>

**Cc:** Ranjit Singh Olkh <[Ranjit\\_Singh\\_Olkh@manulife.com](mailto:Ranjit_Singh_Olkh@manulife.com)>; Maxim Finkel <[Maxim\\_Finkel@manulife.com](mailto:Maxim_Finkel@manulife.com)>

**Subject:** RE: Laptop Return

The latest time slot available for tomorrow is 12pm. And there is no available time for Monday.

If I arrive techLounge by 4pm tomorrow afternoon without appointment, is that OK?

If yes, please confirm to me, also let security of 250 Bloor know. I may need 10-15 mins to collect items from my desk then go to TechLounge. Thanks

Thanks and Regards

**Winnie Yu | QA Analyst, Data Management and Delivery, Global Solutions Delivery**

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**From:** Joshua Martinez <[Joshua\\_Martinez@manulife.com](mailto:Joshua_Martinez@manulife.com)>

**Sent:** Thursday, May 28, 2020 10:52 AM

**To:** Winnie Yu <[Winnie\\_W\\_Yu@manulife.com](mailto:Winnie_W_Yu@manulife.com)>

**Cc:** Ranjit Singh Olkh <[Ranjit\\_Singh\\_Olkh@manulife.com](mailto:Ranjit_Singh_Olkh@manulife.com)>; Maxim Finkel <[Maxim\\_Finkel@manulife.com](mailto:Maxim_Finkel@manulife.com)>

**Subject:** RE: Laptop Return

Hi Winnie,

You will have access to your computer until end of day tomorrow. If you will be retuning the laptop Friday May 28<sup>th</sup> I will notify the security team in 250 Bloor that you will require an escort to retrieve all personal items from STBM. If you prefer you can also drop off the assets on the Monday.

You will be required to drop off the Assets to the TechLounge in South tower. You will not need an appointment but you will require the REQ # referenced in the previous email.

Please let me know which day you will be returning and I will let the security team know.

Thanks.

**Joshua Martinez**

Project Coordinator, PCO

**Manulife Investment Management**

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**From:** Winnie Yu <[Winnie\\_W\\_Yu@manulife.com](mailto:Winnie_W_Yu@manulife.com)>

**Sent:** Thursday, May 28, 2020 9:23 AM

**To:** Joshua Martinez <[Joshua\\_Martinez@manulife.com](mailto:Joshua_Martinez@manulife.com)>

**Cc:** Ranjit Singh Olkh <[Ranjit\\_Singh\\_Olkh@manulife.com](mailto:Ranjit_Singh_Olkh@manulife.com)>; Maxim Finkel <[Maxim\\_Finkel@manulife.com](mailto:Maxim_Finkel@manulife.com)>

**Subject:** RE: Laptop Return

Hi Joshua,

I do need return back to my desk to collect my personal belongs. Also some items on your list are in office drawer as well.

Please let me know whom and when should I meet to accompany with me get back to office.

Thanks and Regards

**Winnie Yu | QA Analyst, Data Management and Delivery, Global Solutions Delivery**

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**From:** Joshua Martinez <[Joshua\\_Martinez@manulife.com](mailto:Joshua_Martinez@manulife.com)>

**Sent:** Thursday, May 28, 2020 9:05 AM

**To:** Winnie Yu <[Winnie\\_W\\_Yu@manulife.com](mailto:Winnie_W_Yu@manulife.com)>

**Cc:** Ranjit Singh Olkh <[Ranjit\\_Singh\\_Olkh@manulife.com](mailto:Ranjit_Singh_Olkh@manulife.com)>; Maxim Finkel <[Maxim\\_Finkel@manulife.com](mailto:Maxim_Finkel@manulife.com)>

**Subject:** Laptop Return

Hi Winnie,

In Preparation for your laptop return Please have the following items ready,

- Ac laptop adapter
- Docking station
- D/station AC Adapter
- Security lock
- 2 keys for lock
- Laptop bag
- Bag Strap
- Building pass.

The REQ# is as follows **REQ02352890**. To drop off the computer to the tech lounge you will require that number.

You will have access to 200 Bloor for the return. If you have items left at your desk you will have limited access to the buildings. On your way out from the Tech lounge please return your access card to the security desk.

If you have any questions please reach out.

**Joshua Martinez**

Project Coordinator, PCO

**Manulife Investment Management**

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