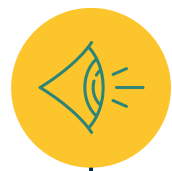


upgrade checklist

Free support for Windows 10 ends in October.
You should be looking at upgrading your business to Windows 11 now.
Here's a checklist to help make it a smooth transition.



1. Check your devices

- Run the PC Health Check tool on all business devices
- Identify incompatible devices and decide whether to upgrade or replace them
- Plan for hardware upgrades (RAM, storage, enabling TPM 2.0) if needed
- If necessary, budget for new Windows 11-ready devices



2. Back up everything before upgrading

- Confirm cloud backups are up to date (or set this up if you don't have a cloud backup)
- Back up all important files, emails, and business documents
- Make sure important software settings and licences are saved
- Create a system restore point in case you need to roll back



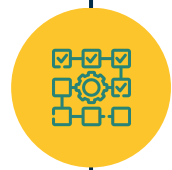
3. Test software and devices for compatibility

- Check your essential business apps are compatible with Windows 11
- Update software to the latest versions to avoid compatibility issues
- Test printers, scanners, and other peripherals to make sure they'll work
- Contact software vendors for guidance if needed



4. Plan your upgrade schedule

- Choose the best time to upgrade (avoid busy periods)
- Plan to upgrade a test device first
- Decide whether to upgrade other devices in phases or all at once
- Make sure IT support is available during the transition
- Communicate the plan to employees so they know what to expect



5. Install Windows 11 and test its performance

- Upgrade the test device first before rolling out to the rest of the business
- Monitor system performance after installation
- Check that all files, software, and settings have transferred properly
- Address any compatibility or performance issues immediately



6. Train your team

- Introduce employees to Windows 11's new layout and Start menu
- Show them how to use Snap Layouts for better multitasking
- Explain the new built-in Microsoft Teams integration
- Highlight security improvements and best practices



7. Stay secure and keep systems up to date

- Enable automatic updates to receive the latest security patches
- Review cyber security policies to make sure you're following best practice
- Set up regular system maintenance to optimise performance

We can help you upgrade your machines with zero stress
Get in touch.

