Your Windows 11

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 licenses are saved
- ☐ Create a system restore point in case you need to roll back
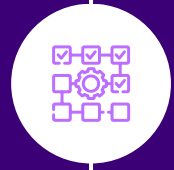
3. Test software and devices for compatibility

- ☐ 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 cybersecurity policies to make sure you're following best practice
- ☐ Set up regular system maintenance to optimize performance

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

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