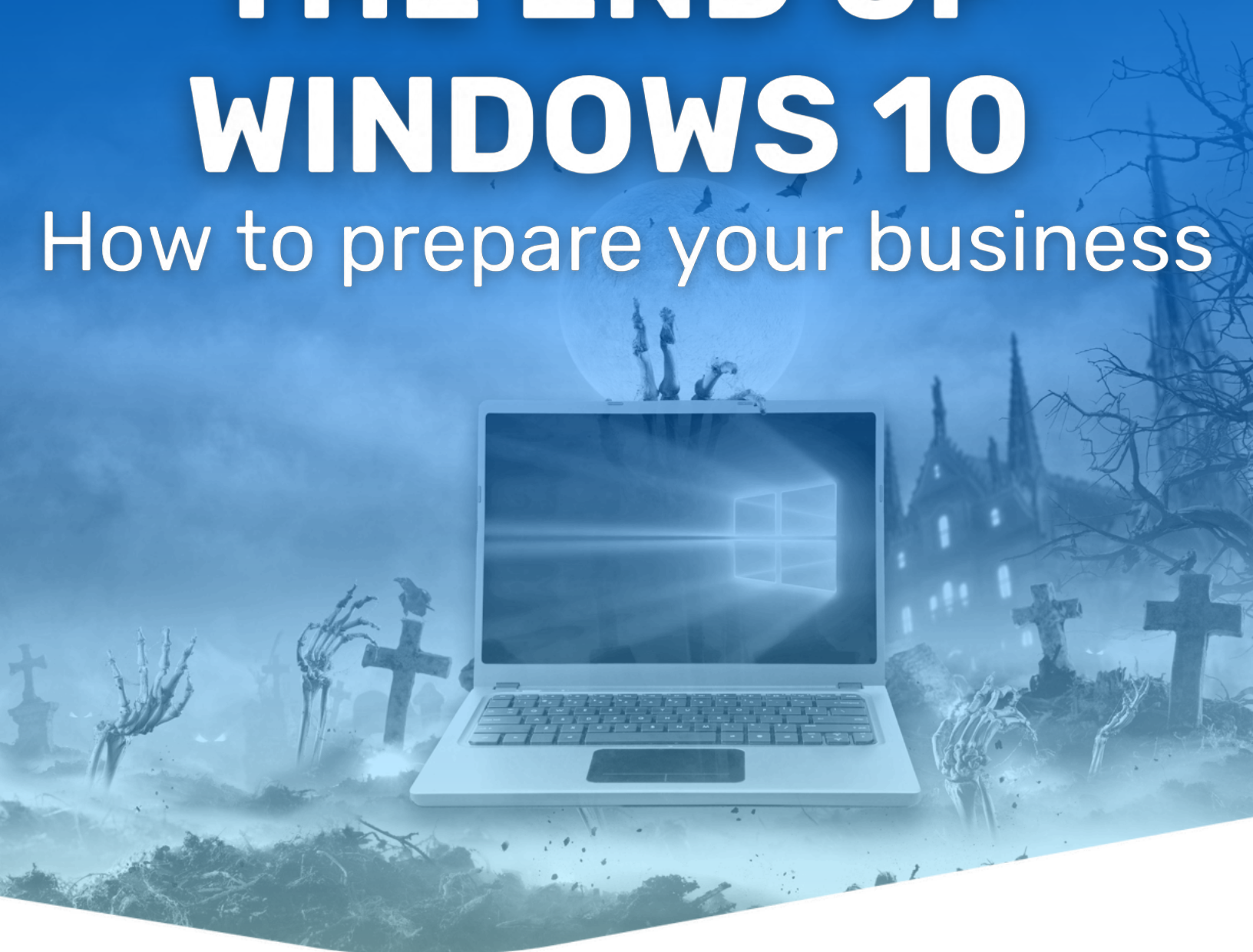


WHITEPAPER

# THE END OF WINDOWS 10

How to prepare your business



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**If your business is still running on Windows 10, pay attention.**



**This October marks the end of support for the operating system, meaning no more security updates, bug fixes, or technical support from Microsoft.**

Sticking with Windows 10 after then could open your systems to security risks and slow down productivity in the long run.

But here's the good news: Windows 11 is packed with features designed to make your life easier and your business more efficient. From better security to new productivity tools, upgrading now means you'll stay ahead.

Oh, and the upgrade is free.

**This guide takes you through:**

- What will happen if you continue to use Windows 10
- How to check if your hardware can handle Windows 11
- The benefits of it
- And how to make a successful migration



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# The end of Windows 10

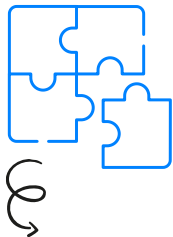
## As of October 2025, Microsoft will officially end support for Windows 10. What does that really mean for your business?

In simple terms, it means Windows 10 will no longer receive important updates, including security patches and bug fixes. While your computers won't suddenly stop working, continuing to use Windows 10 can pose serious risks.

### Security risks

Without regular updates, your systems could become more vulnerable to new security threats. Cyber criminals often target older, unsupported systems because they know the security loopholes won't be fixed. If your business handles sensitive data, like customer information, financial records, or confidential documents, this should be a big concern.

There is an option to add extended security updates until 2025 for a one-off fee, or up to three years at a higher cost. And of course, there are other downsides to sticking with an 'expired' operating system.



As new software and applications are released, they'll be designed to work with Windows 11 and beyond. This means you could start experiencing problems with your business software if it becomes incompatible with Windows 10. This could slow down your workflows or even stop some essential software from working.

### Compatibility Issues

### No technical support

Once Windows 10 is officially unsupported, you won't be able to rely on Microsoft's technical support for any issues you encounter. If something goes wrong, you'll be left to figure it out on your own, which could mean unexpected downtime or expensive repairs.



**The end of Windows 10 is a big deal, but it doesn't have to be a headache. The key is preparing for it now, so you're not scrambling at the last minute. That's where Windows 11 comes in as the natural next step.**



## Is your business ready for Windows 11?

**Before jumping into the Windows 11 upgrade, you need to determine if your current hardware is up to the task. Not every computer running Windows 10 will automatically be able to handle Windows 11, because the new system has specific requirements.**

But don't worry, it's a straightforward process to check if your devices are ready for the upgrade.

The first step is understanding the system requirements for Windows 11. These include a certain level of processing power, memory, and storage, along with other hardware specifications like the Trusted Platform Module (TPM) 2.0, which boosts security.

If you're not sure whether your devices meet these requirements, Microsoft offers a simple tool called the PC Health Check. Running this tool on your computers will tell you instantly if they're compatible with Windows 11. It really is that easy.

If you find that some of your computers aren't compatible, it's time to evaluate your options. For newer machines, a small upgrade like adding more memory might be all that's

needed. But if your devices are older, it may be worth considering investing in new ones.

While this might seem like a large upfront cost, newer computers come with better performance, enhanced security features, and are likely to serve your business longer without needing further updates.

Beyond checking your hardware, it's also important to make sure other software your business uses is compatible with Windows 11. Most modern applications should have no issues, but it's always good to confirm that key business software will work smoothly after the upgrade. In some cases, you may need to update or upgrade.



You should also take a moment to consider the peripheral devices your business uses, like your printers, scanners, and external drives. While these typically work across various versions of Windows, it's still worth double-checking that they'll function properly with Windows 11. You may need to download updated drivers or software to make sure everything works the way it should.

## Backing up your data before you upgrade

**Before diving into the Windows 11 upgrade, there's one critical step you can't afford to skip: Backing up your data.**

Your business relies on countless files, from customer records and financial data to contracts and project files. While it's unlikely that something will go wrong during the upgrade, accidents can happen. Files may get corrupted, or the upgrade could fail mid-process, potentially leaving you with missing or damaged data.

A backup acts as an insurance policy, giving you the security of knowing that if anything goes wrong, your business won't lose valuable information.

Backing up doesn't have to be complicated. There are lots of ways to make sure your data is secure. You can use an external hard drive for a physical backup or take advantage of cloud storage solutions. Cloud storage is particularly convenient because it allows you to access your data from anywhere, and most services automatically sync your files to keep backups up to date.

Hopefully you already have a backup system in place. In that case, before you start the Windows 11 upgrade, take a moment to make sure these backups are current. Verify that all important documents, software settings, and configurations have been saved.





# Keeping your business running smoothly

Once your data is securely backed up, you're ready to start the migration to Windows 11. This might seem like a big task, but with a little planning, you can make the switch without disrupting your business.

The key is to approach the upgrade thoughtfully, minimizing any impact on your team's productivity while making sure everything moves forward smoothly.

The first thing to consider is timing. Upgrading your systems during a busy period can cause unnecessary stress, so it's a good idea to plan the migration when things are quieter, or when fewer staff members rely on their computers. Depending on the size of your business, you might want to stagger the upgrades. For example, upgrading one department at a time can help you avoid a situation where everyone's systems are down at the same time, allowing your business to keep running.

Another important aspect is communication. Make sure your employees know when the upgrade will happen and what to expect. Let them know if there will be any downtime and how long it might take. Clear communication helps avoid confusion and allows your team to prepare by saving any work they're doing or adjusting their schedules to accommodate the changes.

Before you begin the upgrade, make sure that everyone has saved their work and logged out of their systems. This helps avoid any potential data loss during the process. Once you've confirmed that everything is backed up and your people are ready, you can start the upgrade.

Windows 11 installation is relatively straightforward, but it's always a good idea to keep an eye on the process. If any issues pop up, addressing them immediately can prevent delays.

After the installation is complete, take some time to check everything's working properly. This includes checking that all software is working the way it should, and that there are no compatibility issues. Make sure your team can access their usual tools and files without any hiccups.

It's also worth giving your people a brief overview of any new features or layout changes in Windows 11 to help them get comfortable with the system right away.

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## The benefits of Windows 11 for your business

**Windows 11 can make a real difference in how your business operates. It's designed to improve productivity, security, and efficiency, all while providing a smoother and more intuitive user experience.**

One of the most noticeable changes is a new, streamlined interface. The Start menu has moved to the center of the screen, creating a cleaner, more modern look. It's easier to navigate, and the simplified design helps you and your people get to your tools and applications faster.

Of course, it may take a little getting used to at first, but the new layout is designed to reduce clutter and make everyday tasks more intuitive.

Windows 11 also introduces Snap Layouts and Snap Groups, which can be great for organizing your workflow. These features allow you to quickly arrange open windows into specific layouts on your screen, making multitasking more efficient.

Whether you need to have multiple documents open side by side, keep an eye on email while reviewing reports, or compare spreadsheets, Snap Layouts help you stay organized and focused without constantly resizing windows. Snap Groups remember your preferred layouts, so if you close your apps or restart your computer, you can jump back into your work exactly as you left it.

Another standout feature is Widgets, a customizable dashboard that lets you quickly access information like the weather, calendar, news, and more. Widgets can be a great way to help you stay on top of important updates and information at a glance, without getting distracted from your core tasks.



Windows 11 comes with Microsoft Teams integrated directly into the system. If your business uses Teams for communication, this is a huge time saver. With just a couple of clicks, you can jump into video meetings, chat with team members, or share files, all from within the taskbar.

Security has also taken a big step forward with Windows 11. The system includes stronger protections against malware and cyber attacks, which is vital for businesses handling sensitive data. Features like hardware-based security through TPM 2.0 (Trusted Platform Module) help make sure your devices and data are more secure from the moment you power on.

Finally, there's Windows 11 Copilot, an AI-powered assistant that helps automate tasks, organize information, and can even summarize meetings. This can be a powerful tool for boosting business productivity. Copilot can help with scheduling, project management, and even finding the perfect chart for a presentation. It's like having a virtual assistant built into your system, helping you and your team work more efficiently.





From improving how your team collaborates to making everyday tasks more streamlined, these updates are designed to save time and increase productivity. As you and your people become more familiar with the system, these features will start to feel like second nature, making your business more efficient and your workday a little easier.

## Settling into Windows 11

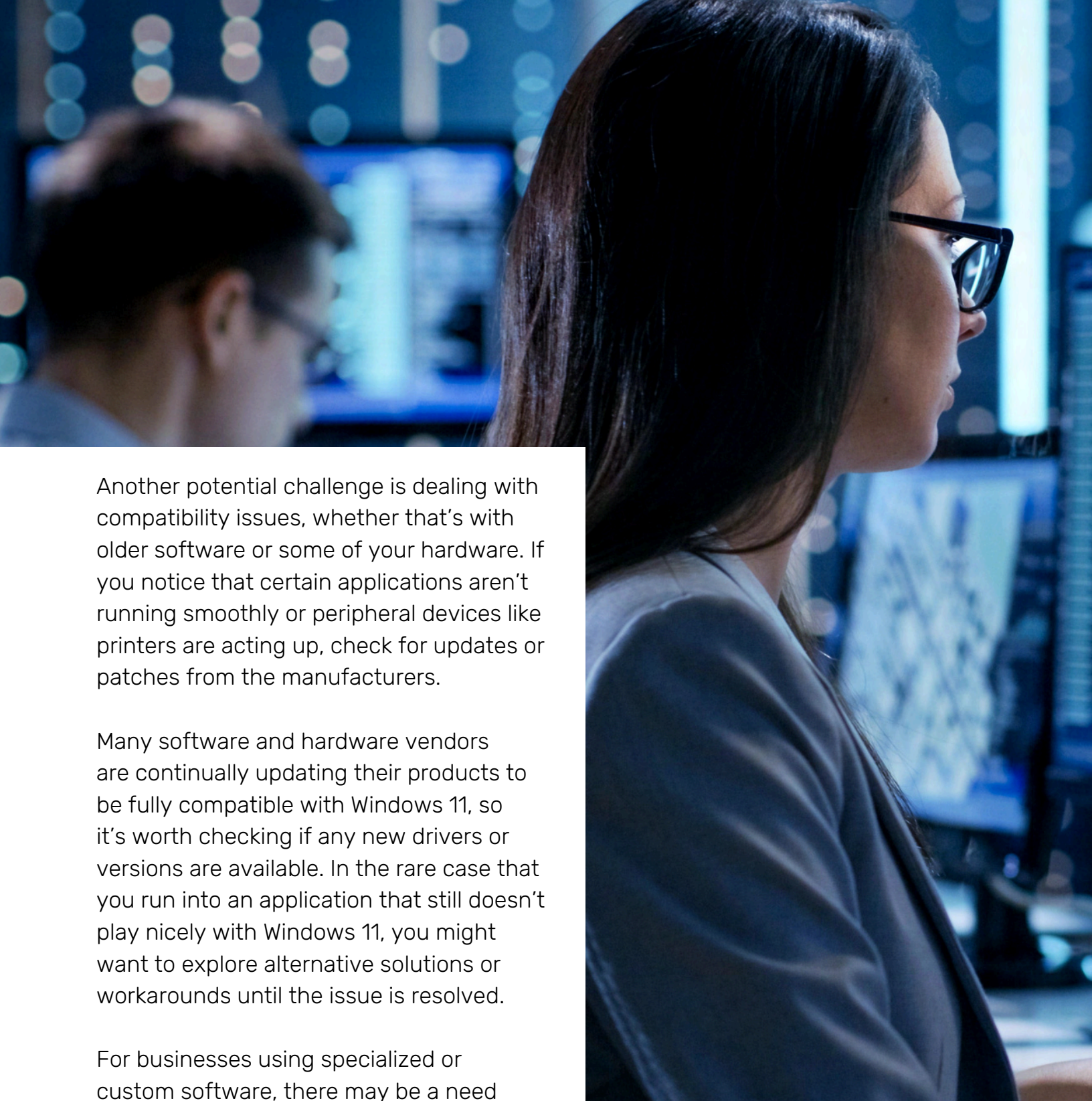
**One of the most common issues after an upgrade is adjusting to the new interface and features. While Windows 11 is designed to be intuitive, it's normal for employees to need a little time to get comfortable with the new layout and tools.**



To help make the migration easier, consider offering a short training session or sharing helpful tutorials. Even a quick walkthrough of the new Start menu, Snap Layouts, and Widgets can go a long way in helping your team feel confident and productive from the start.

**If you find that some employees are resistant to change, remind them of the benefits:**

- ✓ Increased security
- ✓ Faster performance
- ✓ And features like Copilot and Teams integration that are designed to make their workday easier



Another potential challenge is dealing with compatibility issues, whether that's with older software or some of your hardware. If you notice that certain applications aren't running smoothly or peripheral devices like printers are acting up, check for updates or patches from the manufacturers.

Many software and hardware vendors are continually updating their products to be fully compatible with Windows 11, so it's worth checking if any new drivers or versions are available. In the rare case that you run into an application that still doesn't play nicely with Windows 11, you might want to explore alternative solutions or workarounds until the issue is resolved.

For businesses using specialized or custom software, there may be a need to consult with your IT team or vendor to ensure everything integrates properly with Windows 11. If this kind of software is critical to your operations, it's a good

idea to test it in the new environment before fully rolling out Windows 11 across all devices. This way, you can avoid any unexpected downtime or disruptions.

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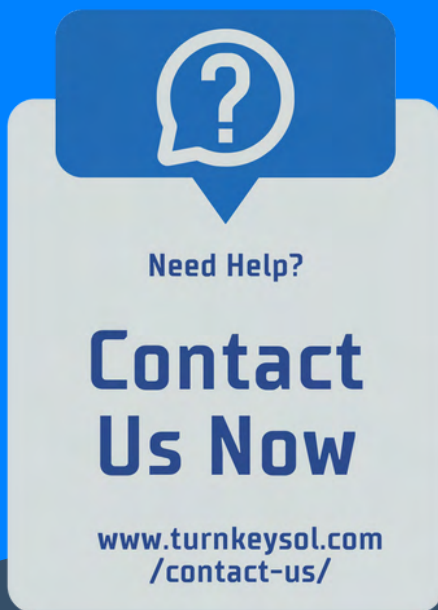
**Finally, it's important to monitor system performance after the upgrade. While Windows 11 is built to run efficiently, occasionally certain settings or apps may need adjusting to ensure your systems perform optimally. If you notice any slowdowns or glitches, a quick check of system updates, driver installations, or security settings can usually resolve the issue.**



Migrating to a new operating system can feel like a big task, but the long-term benefits far outweigh the temporary adjustment period.

Of course, if you'd rather have the stress of the upgrade taken out of your hands, we can help you make the move seamlessly with minimal disruption and zero headaches.

**We do all the thinking and heavy lifting, so you don't have to. If that sounds good...**



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# WHITEPAPER

## SOFTWARE: END OF LIFE PREP

The clock's ticking for Windows 10:  
Are you ready?



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**If your business is still running on Windows 10, you're officially running out of time.**

**It reaches end of life on October 14. Which means the end of free support from Microsoft. No more security updates, no more bug fixes, and no more technical help if things go wrong.**



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## **Still think you can put off upgrading? Think again.**

Cyber criminals love outdated software. They know businesses delay upgrades and leave themselves vulnerable. Without security updates, Windows 10 will become a prime target for malware, ransomware, and data breaches – risks that could cost your business thousands or even put you out of action.

You could pay for Extended Security Updates (ESU). But with the cost stacking up to hundreds per device, it's an expensive Band-Aid. And after three years, even that won't be an option.

Here's the good news: You can upgrade to Windows 11 for free if your devices are compatible. It's packed with business-friendly tools and has been designed with productivity and security in mind.

But not every computer running Windows 10 is compatible with Windows 11. Now's the time to check your devices.

If you leave it too late, you might find yourself scrambling to replace hardware, train staff, and migrate systems... causing unnecessary downtime and stress for you and your team.



# What Windows 10's end of life means for your business

**Ok, so it's not like your computers will suddenly stop working on the morning of October 14. You'll still be able to turn them on, open your apps, and get work done.**

But here's the harsh reality: Running an unsupported operating system is a ticking time bomb for your business.

From the moment Microsoft stops providing updates, your systems will become more vulnerable. You could start having software issues, and your IT headaches will multiply.

**Here are some of the things to consider:**



## No more security updates

Right now, Microsoft regularly releases security patches to fix newly discovered vulnerabilities in Windows 10. These updates help to protect your business from hackers, malware, and ransomware attacks.

On October 14, these security updates stop.

And guess what? Cyber criminals know this too.

They actively look for businesses still using outdated systems, scanning for weaknesses they can exploit.

Without Microsoft's ongoing security patches, Windows 10 will become an open door to cyber threats, and it won't take long for attacks to ramp up.

Think it won't happen to you?

SMBs are prime targets for cyber crime because they often lack dedicated IT teams. In fact, 43% of cyber attacks target small businesses – and many never recover from the financial and reputational damage.

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## Downtime, fines, and lost trust

A security breach isn't just a tech problem, it's a business disaster. If attackers get into your systems, you could face:

- **Operational downtime:** Can your business afford to be offline for days or weeks while you recover?
- **Financial losses:** Ransomware costs businesses an average of \$4.88 million
- **Fines for non-compliance:** If you handle customer data, running outdated software could cause you to break data privacy laws
- **Lost customer trust:** If sensitive data falls into the wrong hands, how confident will your customers feel about working with you?



## Extended Security Updates (ESU)

Microsoft knows some businesses will drag their feet, so they're offering Extended Security Updates (ESU)... but at a price:

- **Year 1: \$61 per device**
- **Year 2: \$122 per device**
- **Year 3: \$244 per device**

That's \$427 per device over three years just to keep getting security updates. And that's without any new features, improvements, or technical support. If you miss any years, you'll have to pay for them too.



## Software & hardware compatibility issues

Windows 11 isn't just a security upgrade; it's the new standard for business applications. Software developers will abandon Windows 10 in favor of Windows 11. And new applications will be designed to work with the new system. This means:

- Your critical business apps may stop working properly
- New features and updates might be unavailable to you
- You'll fall behind competitors using newer, more efficient software

Your hardware could be affected, too. Some printers, scanners, and peripherals may stop receiving driver updates, meaning they could become unreliable or stop working altogether.



## No help when things go wrong

Ever had an IT issue and needed to contact Microsoft for help? That option disappears on October 14.

If something breaks or a major issue crops up, you'll be on your own. No more security

updates, no more bug fixes, and no more official support from Microsoft.

At that point, every problem will take longer to fix and cost more money... if it can be fixed at all.





# Is your business ready for Windows 11?

**Microsoft has set strict hardware requirements for Windows 11, and some older devices aren't compatible.**

The sooner you check whether your computers are ready for the upgrade, the sooner you can plan your next steps – whether that's upgrading existing devices or investing in new ones.

**So, how can you find out what you need to do?**



## Step 1:

### Use the PC Health Check tool

The fastest way to check if your computers can run Windows 11 is by using Microsoft's PC Health Check tool.

**Here's how:**

1. Google "Windows PC Health Check" and download the tool directly from the official Microsoft website.
2. Install and open it on each of your business devices.
3. Click "Check now" to instantly find out if the device is compatible with Windows 11.

**You'll see a message like this:**

*"This PC meets Windows 11 requirements."*

This means you're good to go. This computer is ready for the upgrade.

**Or...**

*"This PC doesn't currently meet Windows 11 requirements."*

**This could mean:**

- A small setting needs to be changed
- You need a minor hardware upgrade (like more RAM or enabling TPM 2.0, a security chip)
- The device is too old and needs replacing



## Step 2:

### Check Windows 11's system requirements

Windows 11 has higher security and performance standards than Windows 10. To run it, a PC needs to meet the following spec:

- **Processor:** 1GHz or faster, at least dual core, 64-bit processor.
- **RAM:** 4GB or more (8GB+ is recommended for businesses).
- **Storage:** At least 64GB of free space.
- **TPM 2.0:** A security chip required for Windows 11.
- **Secure Boot:** Enabled in your BIOS settings.

- **Graphics Card:** Compatible with DirectX 12 or later.
- **Display:** 9-inch screen or larger, with at least 720p resolution.

Most business computers from the last 3–4 years should be compatible, but if your device is older, it might not meet these standards.



### Step 3: Fix compatibility issues (if possible)

If the PC Health Check tool says your device doesn't meet the requirements, don't give up just yet. Some issues are easy to fix and could save you thousands in hardware upgrades you might not need.

#### **Common fixes:**

- **Enable TPM 2.0:** This is a security chip. Some PCs have this feature turned off by default. You can enable it in the BIOS settings (although please be very careful if you touch these. Better to ask an IT professional)
- **Enable Secure Boot:** Also found in the BIOS, this security feature may just need turning on
- **Upgrade your RAM or storage:** If your device is just short on memory or disk space, a small upgrade could fix the problem.

#### **If your PCs can't run Windows 11, what's next?**

*If your devices aren't compatible with Windows 11 and can't be upgraded, you have two choices:*

**Option 1:** Stick with Windows 10 and pay for Extended Security Updates (not recommended. It's not a long-term solution).

**Option 2:** Invest in future ready devices that can run Windows 11. If your hardware is more than 5 years old, replacing it now makes sense. Not only will you be ready for Windows 11, but your business will also benefit from improved performance and security.

Remember that ordering hardware and setting up systems can take weeks or even months, especially if supplies run low closer to the end-of-support deadline. If you need to upgrade your devices, start doing it now - don't wait until the last minute.



# Why upgrading to Windows 11 is worth it

**If you're hesitating about making the switch, remember that Windows 11 isn't just a fresh coat of paint on Windows 10. It's a faster, smarter, and more secure system designed to help businesses work better.**

## Security that protects your business

One of the biggest improvements in Windows 11 is security. Cyber threats are becoming more sophisticated every year, and Windows 10 simply wasn't built to handle the latest attacks.

Windows 11, on the other hand, includes advanced security measures that help protect your data from malware, ransomware, and other cyber threats.



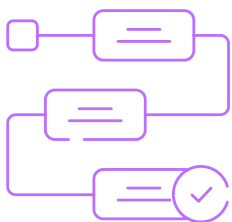
One of the key security upgrades is hardware-based protection. Windows 11 requires devices to have the Trusted Platform Module (TPM) 2.0, which strengthens encryption and makes it much harder for attackers to steal sensitive data.

Encryption helps to protect your data by converting it into a secret code that only authorized people can read. So even if cyber criminals get access to your system, they can't see the information.

Windows 11 also enables Secure Boot, a feature that prevents malicious software from loading when you start your computer.

Beyond these built-in protections, Windows 11 automatically applies stronger encryption to safeguard your files. It uses complex algorithms to scramble data, making it unreadable to anyone who doesn't have the correct decryption key.

If your business handles customer information, financial records, or confidential files, these security features are going to become essential.



## A smoother, more efficient workday

Windows 11 has been optimized to use resources more effectively than Windows 10, meaning your devices will run smoother, start up quicker, and handle multiple tasks without slowing down.

It also has a cleaner and more intuitive look, with a new Start menu that's simpler and less cluttered. All of this helps you get to your most-used apps and files with fewer clicks, making it easier to find what you need.

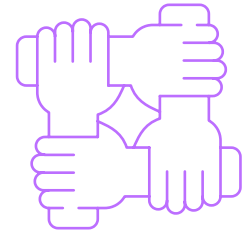
A standout feature for multitaskers is Snap Layouts and Snap Groups. This allows you to neatly organize your open windows, making it easier to switch between tasks. If you often work with multiple documents, emails, or spreadsheets at the same time, this feature can offer a big boost to productivity.

Windows 11 also has a smarter notification system, helping you and your team stay on track without being interrupted by constant alerts. With built-in Focus Sessions, you can set dedicated work periods with fewer distractions. Concentrate on the things that matter.



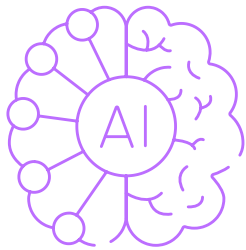
## Collaboration is easier than ever

With remote and hybrid work becoming the norm, seamless collaboration tools are more important than ever. Windows 11 integrates Microsoft Teams directly into the system, making it faster and easier to connect with colleagues, no matter where they are.



Instead of launching a separate app, Teams for Windows 11 is built into the taskbar – making video calls, instant messaging, and file sharing possible with just one click. This means fewer delays, smoother meetings, and more efficient teamwork.

If your business already uses Microsoft 365, you'll also benefit from deeper integration with apps like Word, Excel, and Outlook. This makes it easier to share and edit files in real time.



## AI-powered productivity with Copilot

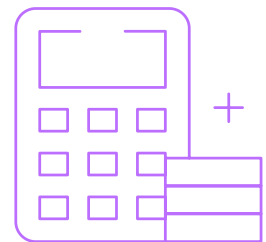
One of the most exciting features in Windows 11 is Copilot, an AI-powered assistant designed to help businesses work smarter. Copilot can assist with tasks like summarizing emails, organizing schedules, automating repetitive tasks, and even generating reports.

Copilot can help cut down on admin time, allowing you to focus on higher priority work. It's like having a virtual assistant built directly into your computer, ready to help whenever you need it.



## Delaying your upgrade comes at a cost

Some businesses hesitate to upgrade because they worry about the cost or disruption of switching to a new system. But waiting will cost you more in the long run.



The longer you stay on Windows 10 after support ends, the more you'll have to spend on fixing security issues, dealing with compatibility problems, and paying for Microsoft's expensive Extended Security Updates (ESU).

Upgrading to Windows 11 now means your business can take advantage of powerful new tools that improve security, workflow, and collaboration. And since the upgrade is free for compatible devices, there's no reason to wait.

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# How to plan your smooth transition to Windows 11

**Upgrading your business to Windows 11 isn't something you want to do in a last-minute panic. Put it off until October and you'll find yourself scrambling to train staff, migrate systems, and possibly having to upgrade devices – all while trying to keep your business running as usual.**

The smart move is to plan ahead. A smooth transition means less disruption, fewer headaches, and a more efficient workforce once the upgrade is complete.

**So, where do you start?**



## Step 1:

### Take inventory of your devices

Before anything else, you need to know which computers in your business are ready for Windows 11 and which ones aren't.

If you haven't already done it, now's the time to run Microsoft's PC Health Check tool on every device (see Step 1 in the earlier section, "Is your business ready for Windows 11?").

If all your devices pass the test, great news: You can move on to planning your upgrade.

If some fail, you need to decide whether they can be upgraded (for example, by adding more RAM or enabling TPM 2.0). Or if they need replacing. The sooner you figure this out, the more time you have to budget for new equipment.



## Step 2:

### Decide when to upgrade

Timing is everything. You don't want to upgrade in the middle of your busiest season or critical projects. Choose a period when downtime will have the least impact on your business.

If you have multiple employees or departments, consider staggering the upgrade rather than doing everything at

once. Upgrading in phases means that if something unexpected happens, you still have functional systems in place.

For larger teams, start with a small group, like one department or a few testers. This lets you smooth out any issues early on without disrupting the whole business.



### Step 3:

#### Back up everything before you start

Upgrading an operating system is usually straightforward, but there's always a risk of data loss or unexpected errors. Before you upgrade, make sure you back up all important business data.

##### **This includes:**

- Customer records
- Financial documents
- Employee files

- Emails
- Software settings and licenses

If your business already uses cloud storage, this step is simple. Just verify that everything is synced properly. If not, now's a great time to consider setting up a cloud backup solution, so your data is always protected.



### Step 4:

#### Test key software and devices

Not every application or device will automatically work with Windows 11. Some older software may need updates, and some printers, scanners, or external hardware might need new drivers.

To avoid surprises, make a list of all the software and devices your business relies on and check whether they're fully compatible with Windows 11.

Contact software vendors if you need to. Most major applications will work, but it's always worth confirming.

If any of your critical apps won't work with Windows 11, you may need to find alternative solutions before making the switch.



### Step 5:

#### Plan for IT support (just in case)

Even with careful planning, unexpected issues can pop up. Before upgrading, make sure you have a plan for who will handle any problems that arise. This way, issues get fixed quickly and you can avoid disruption.

If you have an internal IT team, make sure they're familiar with the upgrade process

and common troubleshooting steps. If you rely on an external IT support provider, check that they'll be available during your upgrade period in case you need help. If you don't have either, get in touch with us and we can help you.





## Step 6:

### Roll out the upgrade and monitor performance

Once you're ready, it's time to upgrade. Microsoft has made the Windows 11 installation process straightforward. Most devices will switch over to the new system in under an hour.

After upgrading, don't just assume everything is working. Take time to:

- Check all software and hardware is functioning properly

- Make sure employees can access their usual files and applications
- Monitor for any performance issues or unexpected problems

Once you know everything's running smoothly, you can then move forward with upgrading the rest of your business.



## Step 7:

### Train your team on Windows 11's new features

A new operating system means changes to how things look and work. Windows 11 has been designed to be as user-friendly as possible, but employees will still need time to **adjust to things like:**

- The appearance of the new Start menu
- Snap Layouts for better multitasking
- Microsoft Teams integration in the taskbar

- Security improvements and login changes

A quick training session or even some simple guidelines can make a huge difference in helping staff get comfortable with Windows 11 from day one.



# Your Windows 11 upgrade checklist

Want to make sure you don't miss anything when you upgrade?  
Here's a checklist to help make sure you've completed every step:



## 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

## 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

### **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

### **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

### **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

### **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

### **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 optimize performance



# Let's take the stress out of your Windows 11 upgrade

**Upgrading to Windows 11 isn't just about avoiding security risks. It's about keeping your business running as smoothly, efficiently, and securely as possible.**

But making the move takes time, planning, and expertise. From checking device compatibility and backing up data, to making sure all your software still works, training your team, and minimizing downtime... there's a lot to manage.

That's where we come in.

We can handle everything from planning and installation, to troubleshooting and staff training, so you don't have to worry about a thing.



Need Help?

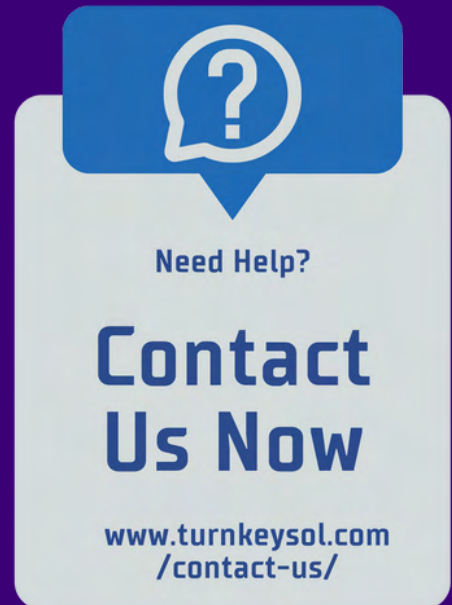
**Contact  
Us Now**

[www.turnkeysol.com  
/contact-us/](http://www.turnkeysol.com/contact-us/)




Don't wait until the last minute. Putting off the upgrade could lead to disruption, security issues, or costly delays.

**Get in touch and we'll help you make the move to Windows 11, stress free.**



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**TurnKey Solutions**  
Securing Your Technology. Empowering Your Business.