



This is The Year windows 10 Dies:

How to Prepare Your Business for
Windows 11 & Avoid the Top 3 Budget
Busting, Stress Inducing Mistakes

Reliable Resistant Secure

BULLET PROOF

TECH GUIDES

Insider Tips To Make Your Business Run Faster, Easier, and More Profitably.

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.

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
- Setting your business up for a successful migration
- A few of the benefits of Windows 11
- The top 3 mistakes to avoid when replacing Windows 10



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. Cybercriminals 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.

As of January, Microsoft lists the Extended Security Options (ESUs) pricing for Windows 10 as:

Business customers - A license is sold as a subscription for *each* computer. The first year, the cost is \$61. For year two, the price doubles to \$122 per computer. In year three, the price doubles again to \$244 per computer.

A 3 year ESU subscription will cost \$427 *per computer* to keep Windows 10.



Compatibility issues

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.

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.

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.

The Windows 11 requirements 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.

If you are uncomfortable running this tool on your own, it's best to contact an IT professional for assistance.

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.

This is where your trusted IT Pro comes in. They can help ensure your



purchase fits within your budget and that you are buying equipment that will serve your business needs well into the future.

Cheapest is not always the best option and can cost your business more in the long run.

Beyond checking your hardware, it's also important to make sure other software your business uses is compatible with Windows 11 *before* you upgrade.

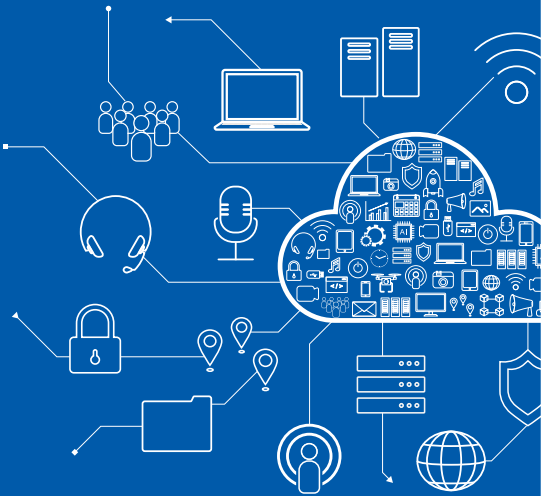
Backing up your data before you upgrade

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.

Hopefully you already have a backup system in place. Your IT professional should take care of this critical piece for you.



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.

After the installation, it's a good idea to have all employees check to ensure everything is working properly before they jump back into work.

You want to know as soon as possible if the software is not working, settings are wonky, or critical data is missing. (most likely not where it was before)

Your goal is to ensure your entire team can access their usual tools and files without any hiccups.

This is also a great time to give people a brief overview of any new features or layout changes in Windows 11 to help them get comfortable with the system right away.



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 team 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. You can also make some changes to the layout to help with the transition.

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.

While Microsoft has beefed up its security, relying solely on Windows 11 security features is not advisable to protect your business.

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.

For those who don't want to use the AI features, there are ways to turn them off. Please get in touch with an IT Professional for assistance with this. *Attempting to do this on your own with "Google" directions can lead to system crashes, corrupt data, and other unpleasant and sometimes fatal hardware issues.*



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 team 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.

The top 3 mistakes to avoid when replacing Windows 10

Upgrading or migrating to Windows 11 doesn't have to be a horrific, stressful experience.

The number one lament from someone who's experienced a "bad" upgrade is, "I didn't know I needed to..." followed closely by, "I didn't think that..."

In other words, *what you don't do* makes the change a disaster.

To make your Windows 11 migration easier and less stressful, here are the three most common mistakes you want to avoid.



business) and your network there's a lot more at risk than just a printer or scanner not working.

Be smart and hire an IT pro to upgrade and migrate to Windows 11.

2. Not hiring the *right* IT firm to handle your upgrade and migration

A real professional will insist on visiting your office and any satellite offices to conduct a detailed assessment of what you currently have, including any outdated mission-critical software/hardware.

NEVER hire anyone who wants to quote upgrading and migrating your network over the phone.

Many factors must be considered to determine if you can upgrade your existing computers and server(s) or if your business would save more money purchasing new systems.

This isn't something that should be done lightly.

1. Using your employees to upgrade ~ OR doing it yourself

Don't ask your staff to attempt to upgrade your existing computers to Windows 11 to save money. You'll frustrate them and end up with data missing, printers not working, and production in your office coming to a standstill. You don't want to pay employees who cannot work.

While a "do-it-yourselfer" may be great at installing new programs or hooking up a plug and play printer, upgrading an Operating System can be tricky and things can go wrong quickly.

When it comes to your company data (*the engine that drives your*



3. Not planning ahead and giving your employees enough time to adjust to the changes

Eighty percent (80%) of unexpected lost productivity and cost overruns on network migrations are caused by failure to plan appropriately.

Just because everything worked with Windows 10 doesn't mean that it will work once you are on Windows 11.

Advanced planning will help avoid emergency rush fees, employees who cannot work at capacity, and upset customers.

With printers, scanners, medical devices, and other technology connecting directly to the network, incompatibility is common. When dealing with support for any of these special devices or software, we have found that these companies are not in a hurry to fix your issues.

Their motto is "Your poor planning does not constitute our emergency."

Many medical device vendors require you to schedule support calls, most times 2 to 4 weeks in advance! This is the same for proprietary legal, financial, and accounting software.

Many of these companies also charge a support fee that is due before they will help you with their product.

Advanced planning keeps these costs from being an unpleasant surprise and helps with budgeting.

Finally, if you upgrade existing devices instead of purchasing new, it's important to monitor system performance.

While Windows 11 is built to run efficiently, occasionally certain settings or apps may need adjusted.

If you notice any slowdowns or glitches, a call to your IT support will let them run a behind the scenes check and they can usually resolve the issue quickly.



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 planning and heavy lifting, so you don't have to. If that sounds good...

...get in touch.

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