

Now is the time to shift to Microsoft 365

Every product has a lifecycle. It begins when the product is released and ends when the product is no longer supported. In 2020, support will end for Windows 7 and Office 2010.

These products will continue to work but new security and feature updates will stop. Knowing end of support timelines will help keep your business and employees productive and secure. Use the following checklist to understand the impact of end of support on your business, assess your options, and create a plan to shift.



Step 1 Start

- Take an inventory of the software and devices being used within your business. This step will help you scope the extent of your plan.
- Review the [end of support FAQs](#) to understand what this moment means for your business.
- Determine how your business will approach end of support:

 <p>Do Nothing PCs running Windows 7 after January 14, 2020 should not be considered protected</p>	 <p>Upgrade Software Upgrade to Windows 10 and Microsoft 365 to remain productive and secure</p>	 <p>Upgrade Devices Take advantage of new features on devices that run faster & cost less to maintain</p>
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- Decide if you will use you existing IT resources or [engage a Microsoft Partner](#) to guide you through the transition to Microsoft 365.



Step 2 Plan

- Learn about [Microsoft 365](#) and use the [hands-on assessment](#) to try out new productivity and management features.
- Ensure any devices you plan to upgrade to Windows 10 meet [minimum device specifications](#). If they do not, you will need a [new Windows 10 device](#).
- Familiarize yourself with the steps to [set up Microsoft 365 Business](#) for the first time. Current Office 365 customers can easily [migrate to Microsoft 365](#).
- Understand how [new security capabilities in Microsoft 365](#) help protect your employees, processes, and devices as part of your deployment.



Step 3 Implement

- Purchase Microsoft 365 [online](#) or from a [Microsoft Partner](#).
- Communicate with your employees to prepare them for the new productivity and security features of [Windows 10](#) and [Microsoft 365](#).
- Update each device to Windows 10 individually or explore options for a large-scale automated deployment with the [Microsoft Deployment Toolkit](#).
- Install Office 365 apps and Microsoft 365 features from the [Admin center](#).
- Get everyone up and running with [Windows 10](#) and [Microsoft 365](#) online training, printable guides, and email templates to share.