NAPLES COMPUTERS HOW-TO · BUSINESS I.T.

Moving Off an Old Office Server to the Cloud

An aging server humming away in a closet is one hardware failure away from a very bad day. This guide covers the signs it's time to move off an old office server, and what moving your files and line-of-business apps to the cloud actually involves, step by step.

Signs it's time

None of these are emergencies by themselves; together, they add up.

It's aging, and parts are harder to find
Older server hardware becomes more expensive and slower to repair every year it runs.

Only one person really understands it
If that person is out, or leaves, nobody else knows how to keep it running.

Your team already works from more places
Laptops, home offices and phones don't connect to an in-office server as easily as to the cloud.

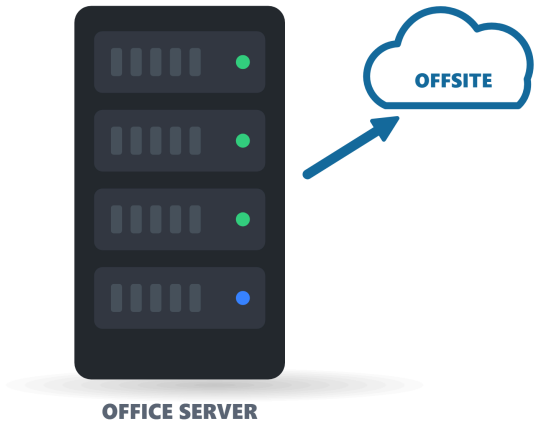
Step by step

SERVER TO CLOUD

! That server humming in the closet?

One hardware failure away from a very bad day, and getting harder to replace parts for every year.

WHAT TO DO
We're Naples Computers, and we've moved offices off servers like it for years.



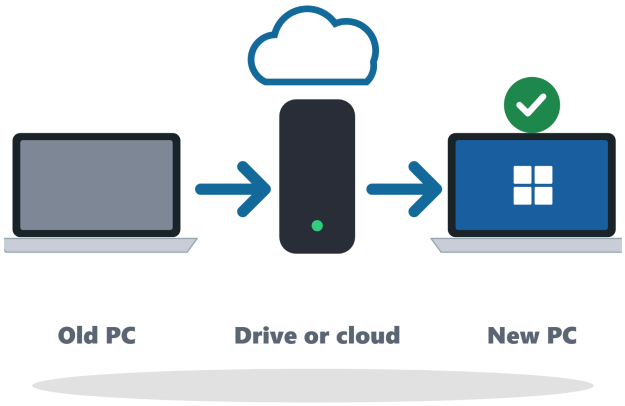
PART 1 OF 3

Files move to cloud storage

Shared drives and folders move to something like SharePoint or OneDrive, copied over before the old server is turned off.

WHAT TO DO

Your team keeps the same folder structure; it's just reachable from anywhere, not just the office.



Copied over, before the old server goes dark

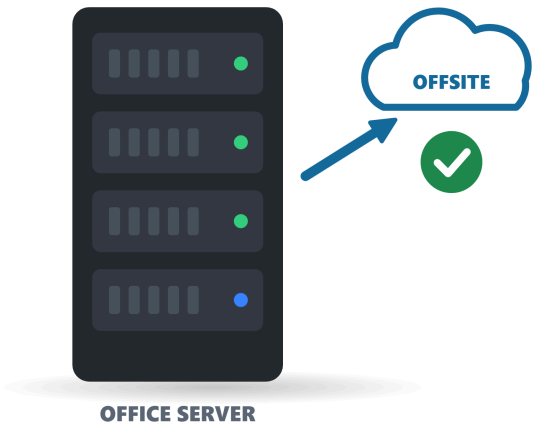
PART 2 OF 3

Line-of-business apps get their own plan

Some software has a cloud-hosted version already; some gets moved to a hosted server instead of replaced on day one.

WHAT TO DO

Every app on that old server gets checked individually; nothing just gets left behind.



Every app, accounted for individually

PART 3 OF 3

The old server comes out on your schedule

Nothing gets switched off until everything that depended on it has somewhere to go.

WHAT TO DO

That's what keeps a server retirement from turning into a scramble.



Retired on your schedule, not by surprise

A few tips

- [ ] Start with an inventory, not a deadline
  List what's actually running on that server before deciding how fast to move
- [ ] Move files first, apps second
  File shares are usually the simplest piece, and a good place to build confidence early
- [ ] Keep the old server until everything's confirmed
  Don't power it off the same day as the cutover; give it a buffer in case something was missed

Recap: moving off an old office server

- [ ] Aging hardware, one key person, and a team that works remotely are all signs
- [ ] Files move to cloud storage, copied over before cutover
- [ ] Each line-of-business app gets its own plan, not a guess
- [ ] The old server retires on your schedule, with a buffer

Start with an inventory, not a deadline: list what's actually running on that old server before deciding how fast to move, and keep the server around for a buffer after cutover in case something was missed.

Wondering what's still running on your office server?

Call 239-513-1960

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