NAPLES COMPUTERS
239-513-1960

# Moving Off an Old Office Server

What moving your files and apps to the cloud actually involves.




We Make I.T. Happen!™

## 1 Watch for Aging Hardware

Older server hardware becomes more expensive and slower to repair every year it runs.



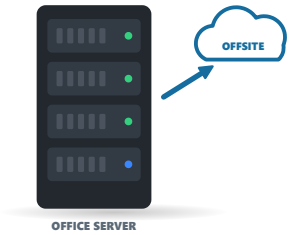

## 2 Check Who Understands It

If only one person really knows how it's set up, that's a risk on its own.




## 3 Notice Where Your Team Works

Laptops, home offices and phones don't connect to an in-office server as easily as to the cloud.



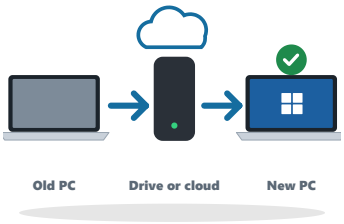

## 4 Start with an Inventory

List what's actually running on that server before deciding how fast to move.



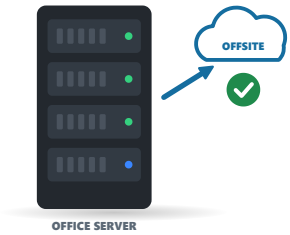

## 5 Move Files to Cloud Storage First

Shared drives and folders move to something like SharePoint or OneDrive, copied over before cutover.




## 6 Give Each App Its Own Plan

Some software already has a cloud-hosted version; some moves to a hosted server instead.



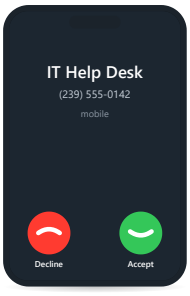

## 7 Keep the Old Server as a Buffer

Don't power it off the same day as the cutover, in case something was missed.




## 8 Retire It on Your Schedule

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




## Good to Know

- None of these signs are emergencies by themselves; together, they add up to it being time.
- Moving files first is usually the simplest piece, and a good place to build confidence early.
- Not sure what's still running on your server? Call **239-513-1960** and we'll help you check.

## Need Help?

Contact Naples Computers

**239-513-1960**

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