

Checklist: Migrating from Office 2016 to Microsoft 365 or Office 2024

1. System analysis

Have you completed a full inventory of your current Office environment (versions, add-ins, macros, operating systems)?

2. Licensing strategy

Has the decision between Microsoft 365 (subscription model) and Office 2024 (one-time purchase) been made and legally secured?

3. User and Data Inventory

Have all user accounts, groups, and relevant data sources (e.g., PST files, network drives) been identified and documented?

4. Infrastructure check

Does your IT infrastructure meet the technical requirements for the new Office version, especially in terms of bandwidth, hardware, and operating system compatibility?

5. Backup and recovery

Is there a current, tested backup of all relevant data and systems?

6. Software deployment

Is a rollout concept defined for uninstalling Office 2016 and distributing the new version (e.g., via Intune, GPO, SCCM)?

7. Data migration

Are all migration paths for Outlook data, OneDrive, and SharePoint content planned, tested, and documented?

8. Authentication & security

Are Azure AD, MFA, and, if applicable, single sign-on set up and configured for the new environment?

9. Functional tests

Have all Office applications, add-ins, macros, and templates been successfully tested, ideally with a pilot group?

10. Training & support

Are training measures, user information, and support structures prepared and ready for use?

If you answered **no** to any of these questions, please contact us!

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