



Windows XP SP3 and Office 2003 Support Ends April 8th, 2014

Running *Windows XP SP3* and *Office 2003* in your environment after their end of support date may expose you to potential risks, such as:

- *Security & Compliance Risks:* Unsupported and un-patched environments are vulnerable to increased security risks such as malware, viruses, etc. This may also result in an officially recognized control failure by an internal or external audit body.
- *Lack of Independent Software Vendor (ISV) & Hardware Manufacturers support:* Gartner Research notes that in 2012, most PC hardware manufacturers stopped supporting *Windows XP* on the majority of their new PC models.

Get current with *Windows* and *Office*. This option has upside well beyond keeping you supported. It offers more flexibility to empower employees to be more productive, while increasing operational efficiency through improved PC security and management.

Individual and Small-to-Medium Business User Migration Options. There are **two migration options** for moving to a modern PC with the latest productivity and collaboration tools. If your current PC meets the system requirements for *Windows 7* or *Windows 8.1*, we can upgrade your existing PC(s.) **The minimum upgrade standard is a PC no more than two years old that has an Intel iSeries Central Processing Unit (CPU) such as an i3 or i5 processor.**

PC UPGRADE PATH	PC REPLACEMENT PATH
<ol style="list-style-type: none">1. Installation of new hard drive.2. Installation of new Operating System (<i>Windows 7</i> for Business users; <i>Windows 7</i> or <i>Windows 8.1</i> for home users.)3. Installation of client-supplied applications (like <i>MS Office</i>, <i>QuickBooks</i>, <i>ACT!</i>, etc.)4. Installation of utilities (like <i>Norton Anti-Virus</i>, <i>Acronis True-Image Backup</i>, etc.)5. Moving client data (like <i>Word</i> & <i>Excel</i> documents, Email, photos, music, etc.) and network configuration settings (if needed.)	<ol style="list-style-type: none">1. Building new Intel iSeries PC.2. Installation of new Operating System (<i>Windows 7</i> for Business users; <i>Windows 7</i> or <i>Windows 8.1</i> for home users.)3. Installation of client-supplied applications (like <i>MS Office</i>, <i>QuickBooks</i>, <i>ACT!</i>, etc.)4. Installation of utilities (like <i>Norton Anti-Virus</i>, <i>Acronis True-Image Backup</i>, etc.)5. Moving client data (like <i>Word</i> & <i>Excel</i> documents, Email, photos, music, etc.) and network configuration settings (if needed.)

Please contact Dave at 410.480.5256 ASAP to discuss these Windows XP End of Life issues. We anticipate that anyone waiting until April, 2014 to make these changes may find the process more disruptive and time-consuming than those who make the changeover in January, February and March. Clients with specialized and third-party applications should begin making their *Windows* migration plans immediately.