FREE CHECKLIST · 28 ITEMS

New Business IT Checklist

Everything a new company needs on day one: domain, email, security, laptops, backup, Wi-Fi and website. Tick each item as you go. Interactive version: webocloud.com/new-business-it-checklist

Domain & email

5 ITEMS

- [ ] **Domain registered in the company's name**
  Not a freelancer's or a personal account, with a shared admin@ address as the contact.
- [ ] **Auto-renew and transfer lock on**
  An expired domain takes your website and email down together.
- [ ] **Business email on your own domain**
  Microsoft 365 or Google Workspace, not free Gmail or Hotmail addresses.
- [ ] **SPF, DKIM and DMARC set up**
  Stops your email landing in spam and others faking your domain.
- [ ] **Shared mailboxes for info@ and accounts@**
  So customer email isn't lost when someone leaves.

Accounts & security

5 ITEMS

- [ ] **Multi-factor sign-in for everyone**
  Blocks most account takeovers, even when a password leaks.
- [ ] **Strong, unique passwords and a password manager**
  No shared or reused passwords on sticky notes.
- [ ] **Separate admin accounts**
  Only one or two people, used only for admin work.
- [ ] **A leaver checklist**
  Access removed and data handed over on someone's last day.
- [ ] **Staff shown how to spot phishing**
  Fake invoices and "urgent" CEO emails are the most common attack.

Laptops & devices

4 ITEMS

- [ ] **Company-owned laptops with encryption**
  BitLocker or FileVault, so a stolen laptop isn't a data breach.
- [ ] **Device management (Intune or Google endpoint)**
  Set up new laptops in minutes and wipe lost ones remotely.
- [ ] **Antivirus and automatic updates**
  Windows Defender or similar, with updates that can't be postponed forever.

- [ ] **An asset list with warranty dates**
  Who has which laptop, serial numbers and when warranties end.

Files & backup

3 ITEMS

- [ ] **Company files in the cloud, not on laptops**
  SharePoint, OneDrive or Google Drive, with clear folder permissions.
- [ ] **A separate backup of email and files**
  Microsoft and Google don’t back up deleted data forever.
- [ ] **A test restore done at least once**
  A backup you’ve never restored is only a hope.

Office network

4 ITEMS

- [ ] **Business-grade Wi-Fi with a separate guest network**
  Visitors never share the network your laptops and printers use.
- [ ] **Router admin password changed from the default**
  Default passwords are published online.
- [ ] **A backup internet line**
  A 4G or 5G router keeps the office working when the main line drops.
- [ ] **Printers set up once, for everyone**
  Fixed addresses and drivers deployed centrally.

Website & online presence

3 ITEMS

- [ ] **HTTPS with an http:// redirect**
  And basic security headers, so browsers trust your site.
- [ ] **Website and hosting accounts in the company’s name**
  With the logins in your password manager, not your designer’s.
- [ ] **Google Business Profile set up**
  So customers find you on Google Maps and search.

Policies & renewals

4 ITEMS

- [ ] **One calendar for all renewals**
  Domains, licences, SSL, warranties and contracts, with reminders.
- [ ] **Licences matched to people**
  No paying for leavers, no one sharing a login.
- [ ] **Who to call when IT breaks**
  One number or email, written down where everyone can find it.

- [ ] **A short IT and acceptable-use policy**
  One page: devices, passwords, data and what to report.