

FOR NEW SWISS COMPANIES

Start your company IT right.

The 12-point checklist for your new company — no point requires prior IT knowledge.

DOMAIN & EMAIL

- 1. Secure your own domain**
Register your .ch domain before someone else does — it's your address for email and web, even if the website comes later.
- 2. Set up business email on your domain**
Quotes from an @gmail.com address don't just look unprofessional — they land in spam more often. Mail belongs on your own domain, configured so it actually arrives.

ACCOUNTS & LICENSES

- 3. One account per person**
Shared logins are a security risk and turn every departure into guesswork. Each person gets their own Microsoft 365 account.
- 4. Only pay for what you need**
Business Basic, Standard or Premium? The differences are big, and so are the prices. Licenses can be adjusted monthly — start lean.
- 5. Separate and document admin access**
Admin rights don't belong in the founder's everyday account. A separate admin login with safely stored credentials keeps you from locking yourself out.

FILES & COLLABORATION

6. Build one central file structure

Files on private laptops and USB sticks become a problem the moment employee number two starts. A clear Teams/SharePoint structure from day one saves weeks later.

7. Set access rights early

Salaries, contracts, finances: not everyone needs to see everything. Set permissions up cleanly once instead of untangling them later.

8. Switch on automatic backups

The recycle bin is not a backup. Mail and files should be backed up automatically — daily, without anyone having to remember.

SECURITY & RESPONSIBILITY

9. Activate multi-factor sign-in

The single most effective protection against hijacked accounts — and enabled for the whole company in half an hour. A must, not a nice-to-have.

10. Protect your devices

Disk encryption, automatic updates, screen lock: if a laptop is left on the train, no customer data should travel with it.

11. Handle data privacy from the start (revDSG)

As a Swiss company you need a privacy policy and a clean approach to customer data. Hosting your data in Switzerland makes much of it easier.

12. Decide who owns IT

Who takes care of updates, access and emergencies? "Nobody" is the most expensive answer. Name someone internally — or appoint a partner.

You don't have to do this yourself.

We set up your company IT in 48 hours — at a fixed price, in plain language. A 15-minute call, then a fixed quote.

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