



Hi %%First-Name%%,

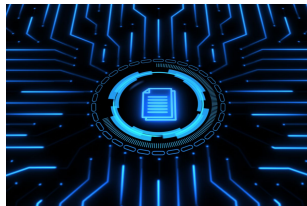
Artificial intelligence (AI) and automation continue to change the information management landscape and Microsoft 365 Copilot promises to be a paradigm shift. When discussing adoption of Microsoft 365 Copilot with clients, no matter how far off on the horizon that is, we cannot highlight enough the importance of preparation, strategy, and data management for successful implementations.

To prepare for Copilot we recommend:

1. **Going Paperless:** Digitize documents, adopt document management systems, and automate workflows to unlock data trapped in paper records.
2. **Adopting Automation:** Copilot can transform efficiency, but readiness requires structured workflows, basic automation, and system interoperability.
3. **Focusing on Data Quality:** High-quality, well-organized data is essential for Copilot's effectiveness. Businesses should centralize, clean, and govern data using tools like Microsoft Purview.
4. **Engaging employees:** Successful AI adoption depends on equipping employees with skills, gathering user feedback, and communicating AI benefits to foster excitement and reduce concerns.

Whether your organization is ready to adopt AI today or that jump is years away, we're here to help you on your information management journey.

Resources



Preparing for Microsoft 365 Copilot and AI Innovations

In this post we explore key trends from 2024 and insights for 2025, with a focus on preparing for Microsoft 365 Copilot and the future of AI.

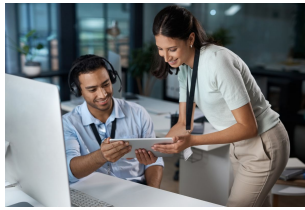
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An introduction to records management in Microsoft 365 and why you should implement it.

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Key trends in the digital workspace revolution that are redefining work with Microsoft 365.

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Get to Know the Compass Team



Stephanie Melilli Sr. Solutions Architect

As a Sr. Solutions Architect for our Platform Services team, Stephanie supports our clients implementing SharePoint Online and Microsoft Teams-based solutions.

Areas of Expertise:SharePoint Online, M365 Security, Microsoft Teams.

"Creativity is contagious. Pass it on." I love creative problem solving, as it allows me to approach challenges from unique angles and develop innovative solutions. Applying this at Compass365 with my team not only makes us more effective but also adds fun to our work."

- Stephanie Melilli

As always, the Compass365 team is here to assist you in improving the way your organization operates and your employees work with SharePoint and the Microsoft 365 platform. If you have a vision for driving improvements and would like to discuss your ideas with our team of Microsoft consultants, please reach out at any time.

[Contact Us](#)

Thank you for reading,
Cathy

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