



Hi %%First-Name%%,

Spring is the perfect time to tidy up more than just your desk. As Microsoft 365 environments grow, it's easy for inactive Teams, outdated SharePoint sites, unused Power Apps, and cluttered intranet content to accumulate. A little digital spring cleaning can go a long way toward reducing sprawl, improving governance, and making it easier for employees to find the information and tools they need.

We've created a practical Microsoft 365 spring cleaning checklist to help you keep your digital workplace secure, organized, and running efficiently, available in the resources below. If your cleanup reveals areas that need deeper attention, our team can help assess your environment and support governance, modernization, and long-term management of Microsoft 365.

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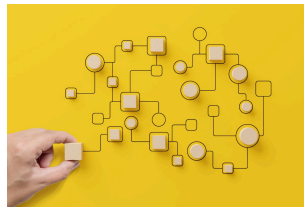
## Resources



### Microsoft 365 Spring Cleaning Checklist: Reduce Sprawl and Strengthen Governance

A practical checklist to reduce sprawl across SharePoint, Teams, and Power Platform and strengthen governance in Microsoft 365.

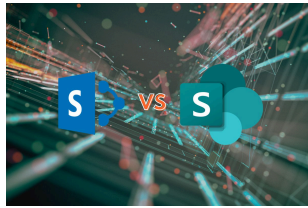
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### Power Platform Governance Framework: How to Build a Power Platform CoE That Scales

Support innovation from your maker community while maintaining control with a structured Power platform governance framework supported by a Power Platform Center of Excellence.

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## Classic vs Modern SharePoint: Why SharePoint Modernization Is No Longer Optional

SharePoint modernization is more than a visual refresh. It's the shift from legacy SharePoint experiences to the modern capabilities of SharePoint Online and Microsoft 365.

[Read More](#)

## Ready for Copilot: Building the Foundation for AI in Microsoft 365

Our latest eBook outlines what puts Copilot initiatives at risk of failure and how to prepare your environment and your organization.

[Read More](#)

## Get to Know the Compass Team



**Jill Stelter**  
Practice Manager, SharePoint and Teams Platform Services

Jill leads strategic consulting engagements, ensuring our clients get the most value out of their Microsoft 365 investment, including assessment and roadmap efforts, governance and records management, Copilot enablement, user adoption and training.

**Areas of Expertise/Certifications:**  
Migrations, upgrades, M365 workplace collaboration planning & implementation, training, user adoption and governance services.

"Helping others and solving puzzles have been two of my favorite things to do for as long as I can remember. My role allows me to bring those two passions together with my love of technology to help our clients to improve their everyday work experience by creating solutions to improve collaboration, increase productivity and enhance user experience."

- Jill Stelter

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 Ashbaugh**

Vice President, Customer Success | Compass365, a division of General Networks  
[cashbaugh@compass365.com](mailto:cashbaugh@compass365.com) | 714-395-9060 | [compass365.com](https://compass365.com)

### Compass365 Services

SharePoint Migrations  
Power Platform Services

Microsoft 365 Modern Workplace  
SharePoint Intranets

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