

A man with dark hair and glasses is looking towards the camera with a surprised expression. He is wearing a red boxing glove on his right hand. The background is a blurred office environment with bookshelves and a desk.

# Take Back Your Cloud Environment! | Cleaning Up Microsoft Teams & SharePoint Sprawl

Presented by: Nina Adams, Produced by Stephanie Kingslien Mytech Partners

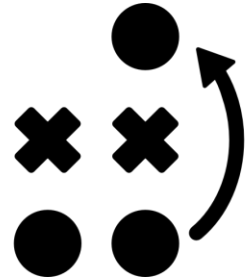
# Quick Takes

- *Preventing MS Teams and SharePoint sprawl*
- *Using 365 reports to identify clean-up and consolidation opportunities*
  - *Increase adoption*

# One Minute about Mytech



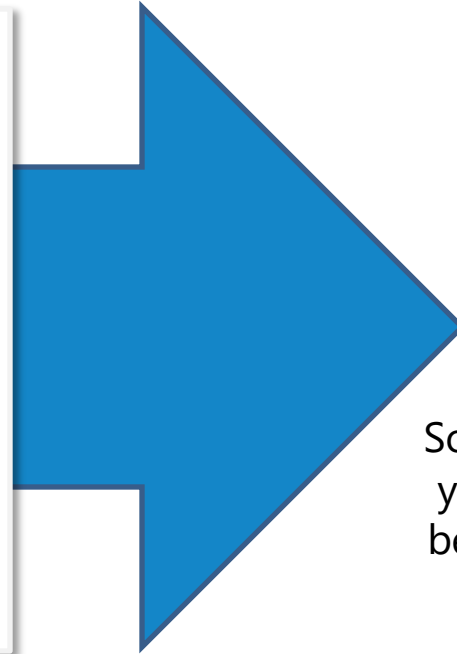
Business & Technology Consultants that serve small to medium-sized businesses



Help you implement a proven IT strategy in alignment with your business goals



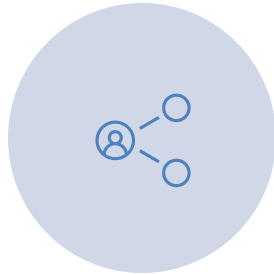
Remove IT Challenges



So you can focus on serving your customers better and be more adaptable to other business challenges.

Our **clients** achieve **4x** more **value** and **productivity** from their IT investments.

# Take Back Your Cloud Environment



PURPOSE OF THIS SESSION –  
GETTING CONTROL OF YOUR  
365 ENVIRONMENT



TIPS ON PREVENTION



HOW TO MITIGATE  
SPRAWL



Q&A

# Preventing MS Teams sprawl



## Mirror your organizational design

- Organizational chart groups/departments
- Goal: design for the long haul

## Limit channel creation

- Prevent team members from creating channels

## Limit private channels

- Difficult to manage (only visible to channel participants)
- Reduced functionality

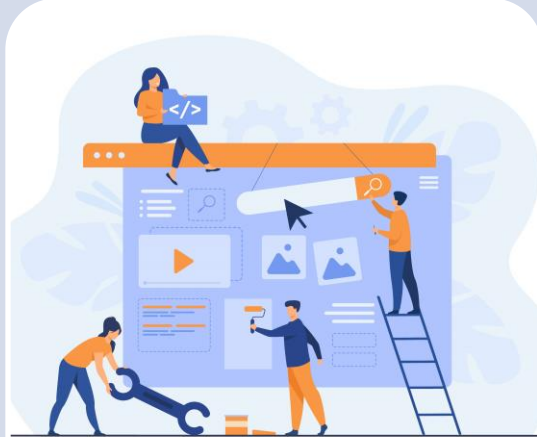
## Long-term structure

- Utilize Teams/channels
- Structure should look similar 6-12 months from now

## Short-term projects/conversations

- 1-on-1 or group chats
- Can pin as needed

# Preventing MS SharePoint sprawl



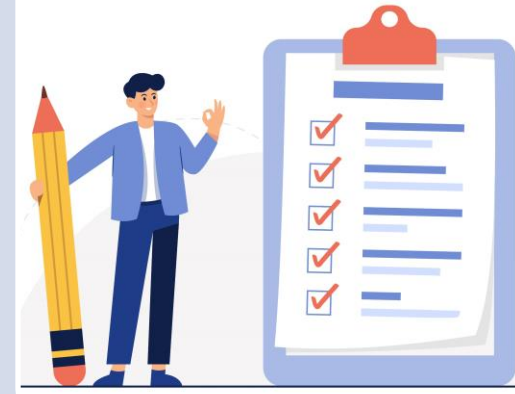
## Organizational policy re site creation

- SharePoint administrator/s
- SharePoint/365 team



## Change requests submitted to IT or SharePoint administrator

- Site name
- Purpose
- Permissions
- Include an approval process



## SharePoint documentation

- Keep track of SharePoint sites
- Document permissions
- Maintenance Checklist

# My MS Teams and SharePoint are out of control

## Now what?



# MS Teams – Step 1

## Review your existing Teams, channels and members

1. Does the structure mirror your organizational design?
2. Does the naming convention make sense?
3. Are the channels appropriate? / Too many private channels?
4. Are the team owners and members up to date?

**Microsoft Teams admin center**

**Manage teams**

Teams and channels are collections of people, content, and tools used for projects or outcomes within your organization. You can manage all teams and channels, and create new ones. Go to the [Admin center > Groups](#) to manage Microsoft 365 groups. [Learn more](#)

**Users summary**

25	20	5
Total users	Internal users	Guests

**17 teams**

Name	Standard channels	Private channels	Shared channels	Team
CA Change Advisory Board	4	1	0	5
MT Marketing Team	4	0	1	8
Du Discuss upcoming event cycle	1	0	0	3
AM All MTP365.com	3	1	0	11

**Members** Channels Settings

+ Add × Remove | 5 items

✓	Display name	Username
	DL Department Leader	dleader@mtp365.com
	MA MOD Administrator	admin@M365x96738046.o...



*Teams Admin Center > Manage Teams*



# MS Teams – Step 2

## Teams usage - 90 days

DisplayName	Privacy	Active Users	Active Channels	Guests	Reply Messages	Post Messages	Meetings Organized	Urgent Messages	Reactions	Mentions	Channel Messages	LastActivity (UTC Time)
365 Consulting	Private	2	1	0	0	0	0	0	0	0	0	5/15/2022
All MTP365.com	Public	3	4	0	0	0	0	0	0	1	2	6/2/2022
MTS Example Team	Private	1	1	0	0	0	1	0	0	0	0	6/8/2022
Mytech Security Team Site	Private	1	1	0	0	0	0	0	0	0	0	6/24/2022
Volunteer Team	Private	1	3	0	0	1	0	0	0	0	0	7/27/2022
Marketing	Private	1	1	0	1	2	4	0	0	0	0	8/4/2022
Operations	Private	2	2	0	1	1	2	0	0	0	2	8/5/2022
Board of Directors	Private	3	4	1	0	5	6	0	0	0	0	8/8/2022
Change Advisory Board	Private	2	2	0	0	3	3	0	0	1	3	8/8/2022
Guest Access Demo	Private	1	1	0	0	3	5	0	0	0	0	8/8/2022
Guest Access Team	Private	3	1	1	0	8	6	0	0	0	0	8/8/2022
M365 Training Site	Private	2	1	0	1	2	3	0	0	0	0	8/8/2022
Marketing Team	Private	4	8	1	2	5	5	0	0	1	7	8/8/2022
My Clinic   Marketing Team Site	Private	4	4	1	4	3	9	0	0	0	3	8/8/2022
Teams Test	Private	2	1	0	4	3	1	0	0	0	0	8/8/2022
Teams Test 2	Public	1	1	0	1	2	2	0	0	0	0	8/8/2022



Teams Admin Center > Analytics & Reports > Teams usage

# MS SharePoint – Take back control

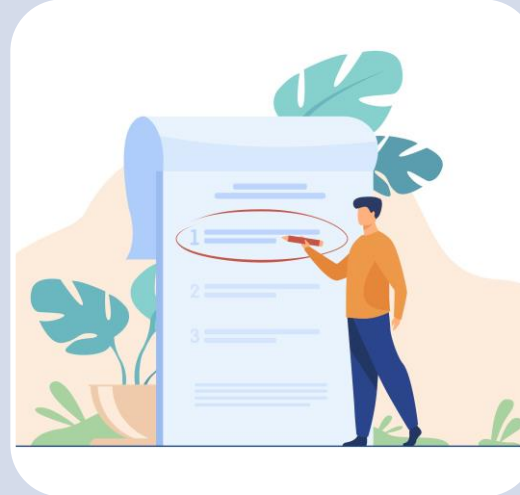
## Active SharePoint Sites

"Site name"	Teams	Channel sites	Storage used (GB)	Template	Last activity (UTC)	Date created	Files viewed or edited	Page views	Page visits	Files
Archived Tours	FALSE		0.01	Communication site	2/22/2020	3/15/2019	0	0	0	3
Aircraft Carriers	FALSE		0	Team site	6/1/2020	3/15/2019	0	0	0	2
Guest Access Team	TRUE	1	0	Team site	6/6/2020	12/23/2019	0	0	0	8
Demo Clinic	FALSE		0.02	Communication site	7/4/2021	6/14/2021	0	0	0	37
SK Site	FALSE		0	Communication site	7/7/2021	4/26/2021	0	0	0	1
My Clinic   HR Team Site	FALSE		0	Team site	7/13/2022	7/5/2022	3	2	1	7
Brett Sales	FALSE		0	Communication site	7/18/2022	7/18/2022	0	1	1	1
My Clinic Main	FALSE		0.03	Communication site	7/25/2022	4/13/2022	2	10	2	42
Guest Access Demo	TRUE	1	0	Team site	7/26/2022	12/23/2021	1	0	0	10
This is a NON_TEAMS Site	FALSE		0	Communication site	7/26/2022	1/4/2022	0	1	1	2
My Demo Clinic   Home	FALSE		0.4	Communication site	7/27/2022	6/9/2022	6	46	9	95
Mytech Security Team Site	TRUE		0	Team site	8/1/2022	5/17/2022	3	2	2	5
365 Consulting	TRUE		0.19	Team site	8/2/2022	5/23/2022	5	27	5	35



SharePoint Admin Center > Active Sites

# Summary



## Assemble a 365 team

- Assist with maintenance
- Change requests

## Maintenance

- Institute a regular schedule
- Use a clean-up checklist for consistency

## Use 365 reports to

- Inform decisions
- Identify training opportunities

## Document

- 365 Structure
- Permissions
- Any changes
- Makes maintenance much easier!

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Events:  
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Every Other Month  
Power User Group  
Sessions



Thank you for Attending!  
Open for Questions...

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