



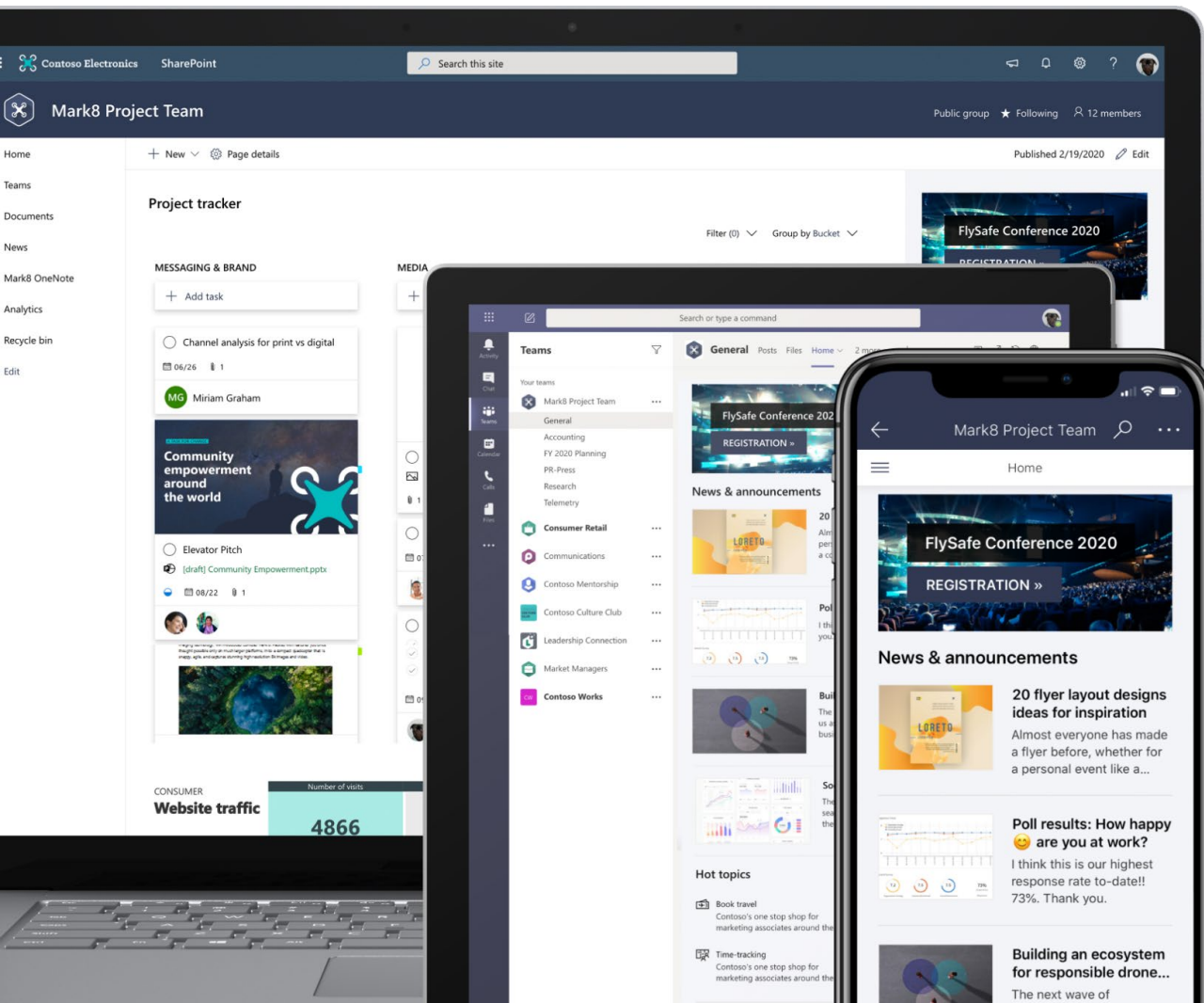
BUSINESS CLOUD INTEGRATION

SharePoint Online Intranets.

SharePoint Online – Intranets

80% FTSE500 use SharePoint Online for their Intranet

- ✓ News and Events
- ✓ Multiple layers of Navigation
- ✓ Scoped search with instant results
- ✓ Galleries, visualisations, dynamic webparts
- ✓ Simple to create & change pages (approval process)
- ✓ Document version control for consumers and collaborators



Example 1 – ‘The Landing’

A general Hub design, bringing in modern SharePoint elements to make this site feel like a home for your organisation, mixing personalised content and organisation content together.

The screenshot shows a SharePoint 'The Landing' page for Contoso Electronics. The page is designed as a central hub for communication and news. It features a top navigation bar with the site name and user information. The main content area is divided into several sections: a hero image with a 'Communicating Product Value' section, a 'Recommended viewing' section with video thumbnails, a 'Conversations across Contoso' section displaying a feed of posts from team members, a 'My news' section with various news items, and a 'My recent documents' section. The footer includes a navigation bar with links to 'Learning portal', 'Social groups', 'Benefits', 'Give', 'Programs & teams', and 'Mentorship'. The overall design is modern and user-friendly, aiming to create a sense of community and provide easy access to organizational resources.

News
Carousel, Side-by-side, List

Quick Links
Filmstrip

Twitter

Yammer
Conversations

Image
Text over image

Countdown timer

Weather

World clock

Recent documents

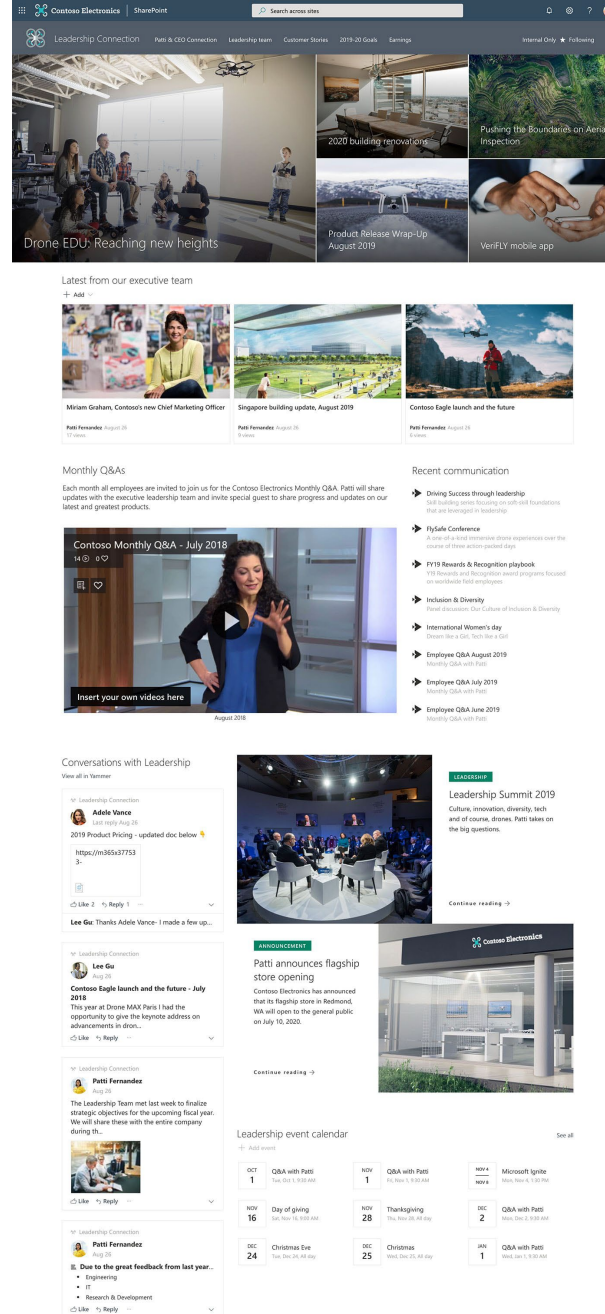
Sites
Compact

Highlighted content
Grid



Example 2 – ‘Leadership Connection’

Focusing on Organisation communication, this design allows leaders, managers and executives to bring forward exciting news and events to the organisation.



Hero
Full width, 5 tiles

Hero
Layer, 2 layers

News
Hub news

Text
Custom RTE formatting

Stream
Single video

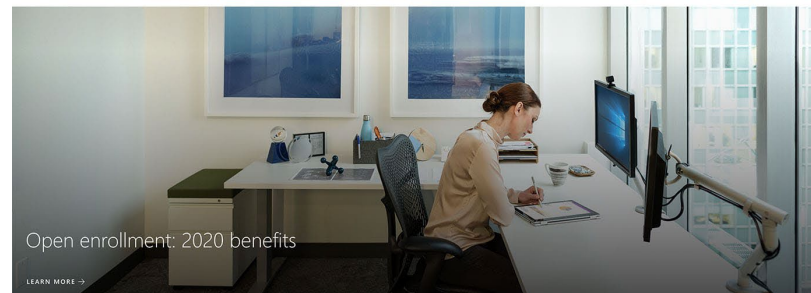
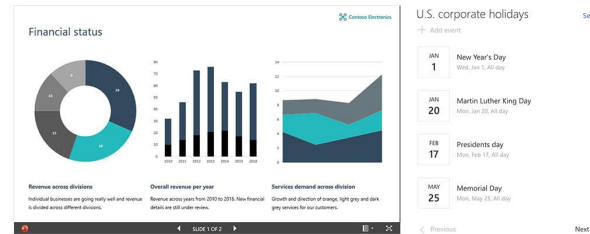
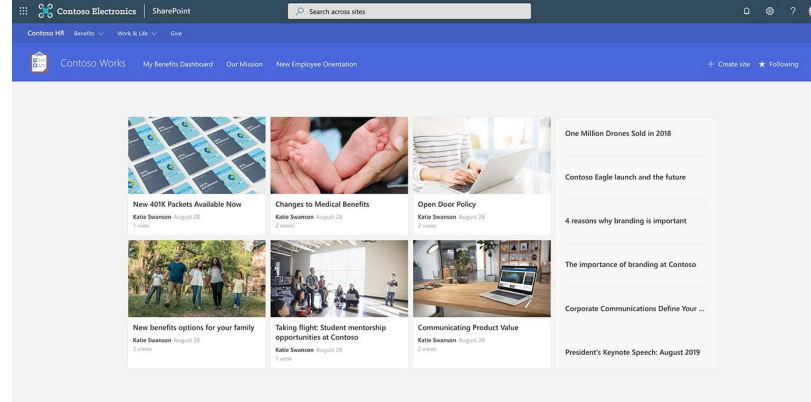
Quick Links
List, descriptions shown, icons on left

Yammer
Conversations

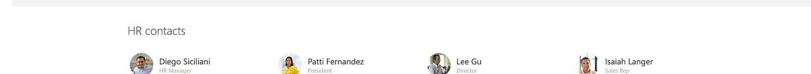
Events
Compact

Example 3 – Resource Page

Keep all of your resources together in one place using modern SharePoint centralisation features. Keep links, documents and applications all in the same place.



This complex block contains a navigation menu for 'Benefits' and 'Career'. The 'Benefits' section includes links for 'Benefits Enrollment', '401k', 'Contoso Gym', 'Employee Handbook', 'Work & Life Balance', and 'Find a provider'. The 'Career' section includes links for 'Learning & Development', 'Internal transfer', 'Promotions', 'Feedback', 'Open positions', and 'Refer someone'. Below this is a 'Tools' section with links for 'Booking travel', 'Requesting time off', 'Payroll Contact List', 'Payroll Tools & Services', 'HR Profile / MyInfo', and 'FAQs & Help'. On the right, there is a 'Create a new request' section with a list of request types: 'Vacation', 'Sick leave', 'Floating holiday', 'Jury Duty', and 'Bereavement'.



Hub News
Carousel, Side-by-side, List

File viewer
Custom slide start

Events
Compact

Hero
Full width, one tile

Quick Links
Button, icon on left, outline, center alignment, one line title text

Quick Links
List, descriptions shown, icons on left

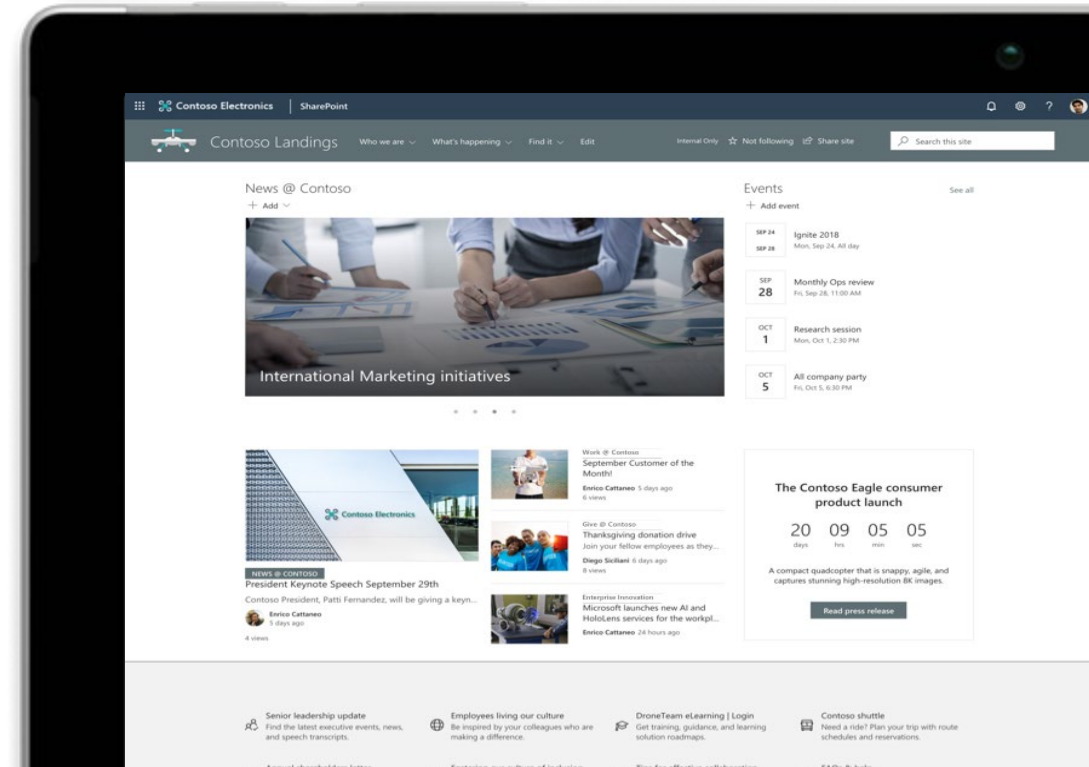
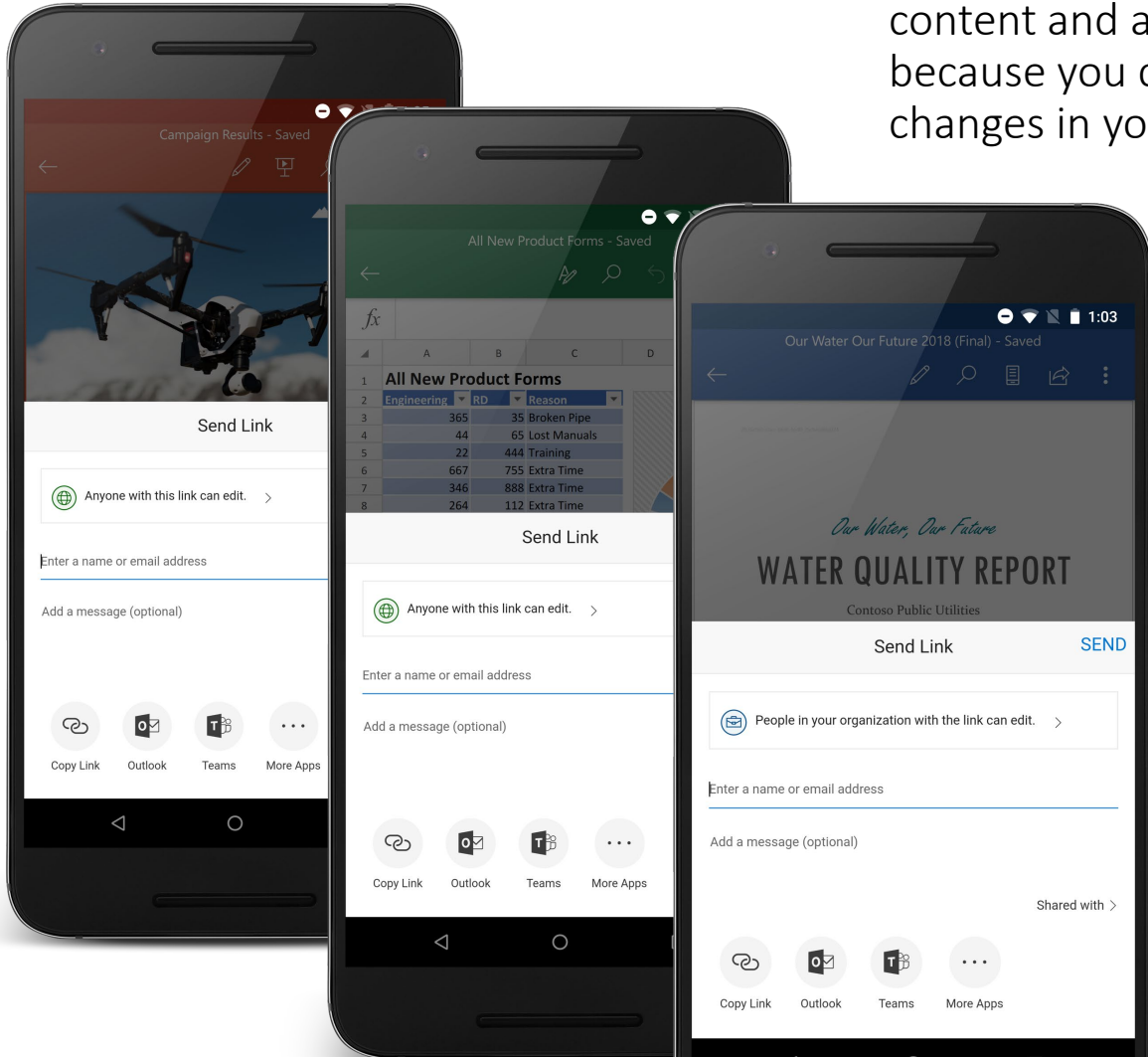
PowerApps
Custom

People
Compact



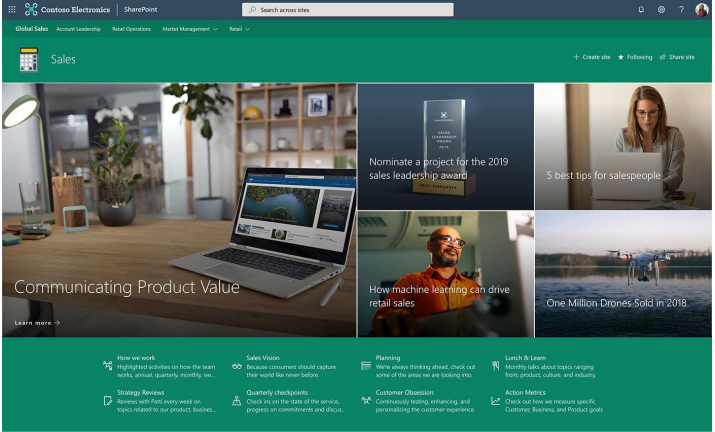
Department & Communication Sites

Organize your intranet with department sites. Connect related sites to roll up content and activity, and to drive consistent branding and navigation. And because you can re-associate sites, your intranet can respond and adapt to changes in your organisation.



Example 1 – Global coverage

Cover all aspects of any department, function or directorate with a mixed design. Allow Champions to easily control the content of the page without causing confusion.



Hero
Full width

Quick Links
Button, icon on left, no outline, center alignment, two lines

News
Side-by-side, List

Text
Custom RTE formatting

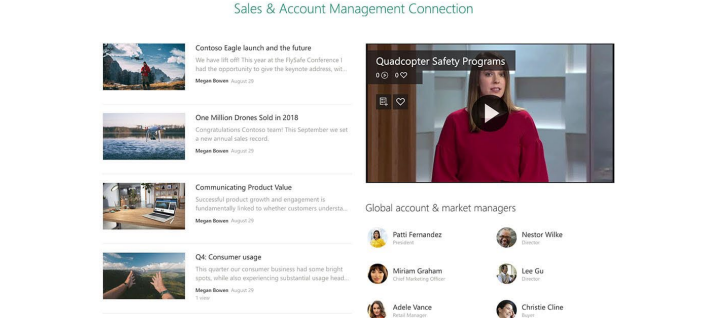
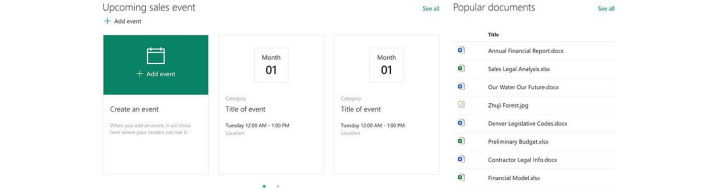
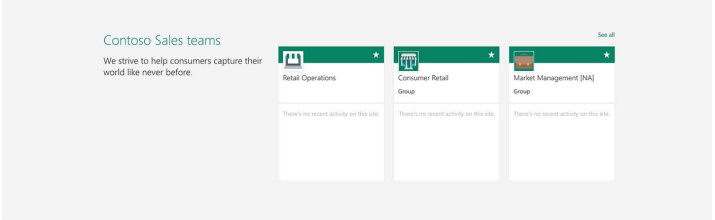
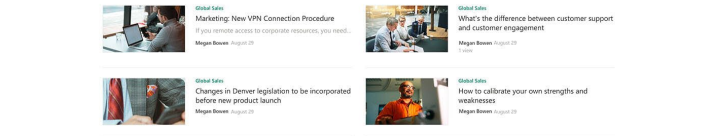
Sites
Compact

Events
Compact

Highlighted content
List

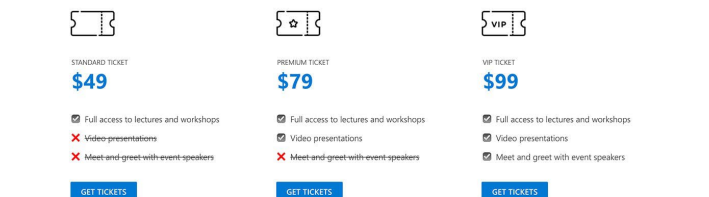
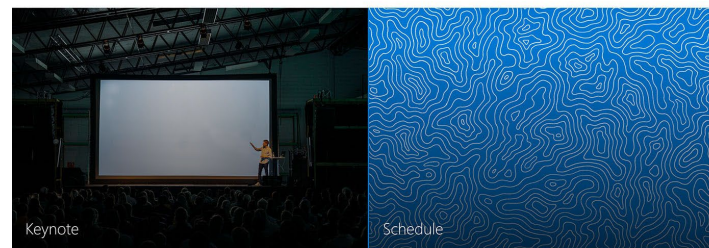
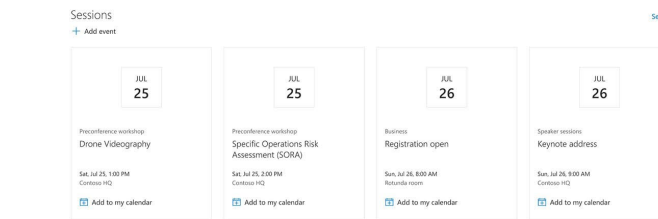
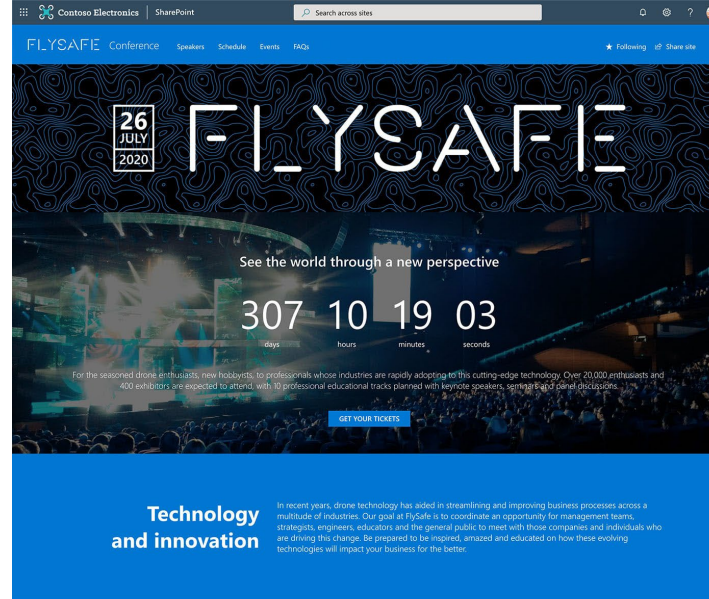
Stream

People
Compact



Example 2 – Visual Focus

Keep it big and visual with a visual focused design which fully utilises SharePoint adaptive sizing, allowing you to get your information across beautifully.



Image

Full width

Countdown timer

Full width

Text

Custom RTE formatting

Events

Filmstrip

Hero

Full width, 2 tiles

Image

Text

Custom RTE formatting + emojis as icons

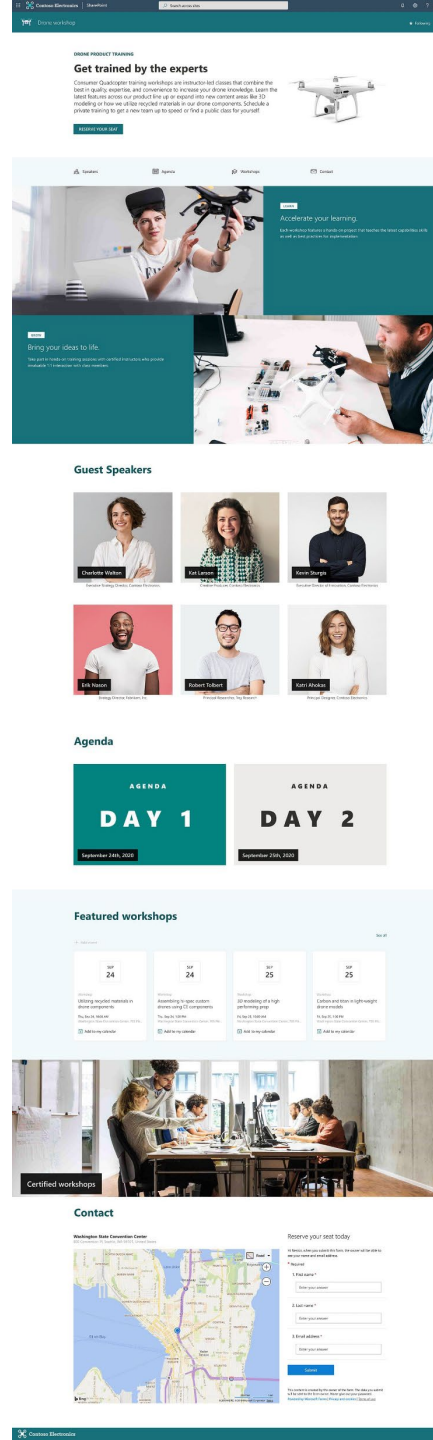
Button

Left aligned



Example 3 – Action Oriented

Let your organisation take action straight from this design, providing signpost-style navigation to any kind of resource or content.



Text
Custom RTE formatting

Button
Left alignment

Image

Quick Links
Filmstrip

Hero
Full width, 2 tiles

Image

Events
Compact

Bing Maps

Microsoft Forms



Team sites

A team site is designed for collaboration. Work together with any group—inside or outside your organisation. Share files, news and data. Customize your site with apps that power teamwork.

Access your files from anywhere on any supported device

Enterprise-grade security from Microsoft

Real-time collaborative working and sharing

Centralised permissions and access control



Example 1 – Communication

Keep all your important team content in one place, as well as track what your team are doing without the hassle.

Global Marketing Contoso Brand Creative Services Product Research Content & Communications Corporate Communications Field Marketing

Search across sites

Public group Following Next steps 8 members

Published 9/18/2019 Edit

Communication news

Strategic communication: How to develop strategic messaging and positioning
Joni Sherman 5 days ago

Welcome to #CommsChat
Contoso's Miriam Graham and Lee Gu go behind the scenes talking with internal an...
Miriam Graham 5 days ago

How apps can make corporate communications easier
Without being able to communicate goals...
Lee Gu 1 days ago

Singapore trip report
In September, members of the Contoso marketing team and myself took part in a...
Miriam Graham 5 days ago

Documents

Name	Modified	Mo
Events	Monday at 8:28 PM	Kat
General	Monday at 8:28 PM	Kat
Legal	Monday at 8:28 PM	Kat
Media	Monday at 8:28 PM	Kat
News from the team	Monday at 8:28 PM	Kat
Press Release	Monday at 8:28 PM	Kat
Trip Reports	Monday at 8:28 PM	Kat
Campaign Sales Data.xlsx	Monday at 8:28 PM	Kat
Comms_Q1_ResearchDev-mobile...	Monday at 8:28 PM	Kat
Contoso Electronics Announces E...	Monday at 8:28 PM	Kat
Contoso Electronics Announces E...	Monday at 8:28 PM	Kat
Contoso Electronics Projects Next...	Monday at 8:28 PM	Kat
Contoso Electronics Projects Next...	Monday at 8:28 PM	Kat
Contoso Marketing Principles.pptx	Monday at 8:28 PM	Kat

Activity

Strategic messaging map

Shared Documents
strategic-messaging-map.pdf
Joni Sherman 5 days ago

StatePages
Strategic communication... messaging and positioning
Grady Archie 5 days ago

Customer Briefings

Shared Documents
Singapore_CustomerBriefing_97616.pptx
Joni Sherman 5 days ago

Contoso in the news

FlySafe 2019 Propels Commercial Drone Industry Forward

Resources

- Content Calendar
- Legal & Procurement
- Press release template
- Design requests
- Contoso brand guidelines
- Contoso media guidelines

Team locations

Redmond, WA	9:36 PM	Saturday, Sep 21, 2019
Detroit, MI	12:36 AM	2h ahead Sunday, Sep 22, 2019
London, United Kingdom	5:36 AM	8h ahead Sunday, Sep 22, 2019
New Delhi, India	10:06 AM	12h ahead Sunday, Sep 22, 2019
Singapore, Singapore	12:36 PM	15h ahead Sunday, Sep 22, 2019

Comms team contacts

- Miriam Graham - Global Marketing Officer
- Debra Berger - Administrative Assistant
- Joni Sherman - Strategist
- Pradeep Gupta - Accountant
- Lee Gu - Director
- Grady Archie - Designer
- Adele Vance - Retail Manager

Conversations across Comms teams

Leadership Connection

Adele Vance
Last reply Aug 26

2019 Product Pricing - updated doc below

Lee Gu: Thanks Adele Vance- I made a few updates per our meeting notes

Leadership Connection

Lee Gu
Aug 26

Contoso Eagle launch and the future - July 2018
This year at Drone MAX Paris I had the opportunity to give the keynote address on advancements in dron...

Leadership Connection

Patti Fernandez
Aug 26

The Leadership Team met last week to finalize strategic objectives for the upcoming fiscal year. We will share these with the entire company during th...

Leadership Connection

Patti Fernandez
Aug 26

Due to the great feedback from last year's company meeting, I wanted to include...

- Engineering
- IT
- Research & Development

News

Side-by-side

Document library

Site activity

Yammer

Conversations

Twitter

Quick Links

Filmstrip

Quick Links

Button, no icon, fill color, center aligned, two lines

World clock

People

Compact



Example 2 – Project

Utilise Microsoft Planner to create in-built task lists, project plans and working days alongside your SharePoint content.

The screenshot displays a SharePoint site for the 'Mark8 Project Team'. The top navigation bar includes 'Home', '+ New', 'Page details', and 'Published 9/19/2019'. The left sidebar contains navigation options like 'Team Calendar', 'Mark8 Teams channel', and 'Mark8 Planner board'. The main content area is divided into several sections:

- Mark8 project tracking:** A Microsoft Planner board with three columns: 'To do', 'Messaging & Brand', and 'Launch events'. Tasks include 'Website launch', 'Elevator pitch', 'European launch plan', 'Media outlets', 'Marketing campaign research', 'VIP Event (US)', 'Interview talking points', and 'Video Strategies'.
- Mark8 Product Imagery:** A gallery of images showing drones and product specifications.
- Documents:** A list of files including folders like 'Consumer', 'Design', 'Digital Assets Web', and files like 'Campaign Sales Data.xlsx', 'MARK8_workback.xlsx', and 'MARK8-EuropeanProductLaunch...'.
- PowerBI report:** A dashboard titled 'CONSUMER Website traffic' showing metrics such as 4866 visits, 396 average daily users, 143.30 average duration, and 2.60 average conversion rate. It includes various charts and filters for region, device category, and product category.

Planner
Board display

Image Gallery
Grid, 4x3

File viewer

Document Library
Command bar off

PowerBI report
16:9 display, Navigation Pane off

Countdown timer

Events
Compact

Group Calendar

Highlighted content
Most recent docs custom filter

