

# A Beautiful Intranet on M365 SharePoint Online

Transform your Intranet with M365 SharePoint  
Online

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# Overview



## ▶ Why Microsoft 365 Intranet is a Smart Choice

Microsoft 365 SharePoint Online is a smart choice for your organization as it can increase productivity, streamline communication, and enhance collaboration among your fellow employees.

## ▶ SharePoint Online for User-friendly Intranet

We will demonstrate how SharePoint Online can help you create a visually appealing and user-friendly intranet that employees will enjoy using.

## ▶ Examples of Intranet Sites

We will showcase some of the best intranet sites created using Microsoft 365 and SharePoint Online, providing inspiration and ideas for your own intranet.

## ▶ Links to Best Practices from Microsoft

We will provide links to best practices from Microsoft on how to create a successful and effective intranet using Microsoft 365 and SharePoint Online.

# Why use SharePoint Online



## ▶ Microsoft 365 Integration

Microsoft 365 SharePoint Online seamlessly integrates with other Microsoft 365 tools, providing a unified experience for employees and streamlining workflows.

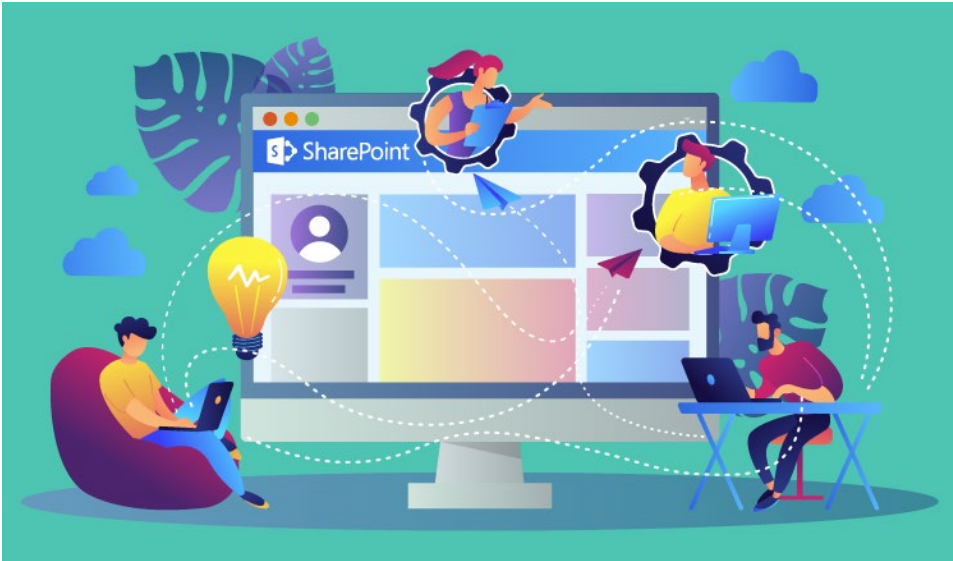
## ▶ Improved Security

SharePoint Online provides enterprise-level security features, such as data encryption, access control, and multi-factor authentication, ensuring the safety and privacy of your organization's sensitive information.

## ▶ Collaboration

SharePoint Online provides a collaborative environment where employees can work together on projects in real-time, share files, and communicate effectively.

# Improved Collaboration



SharePoint Online provides a powerful set of tools for team collaboration, including document management, version control, and co-authoring, which allows teams to work together more seamlessly and reduce the risk of errors or duplicated efforts.

# Integrated with Microsoft 365



By having your intranet on Microsoft's 365 platform, you can easily integrate it with other tools such as Teams, OneDrive, and Outlook. This creates a seamless experience for users and helps ensure that information is up-to-date and accessible across the organization.

# Improved Security



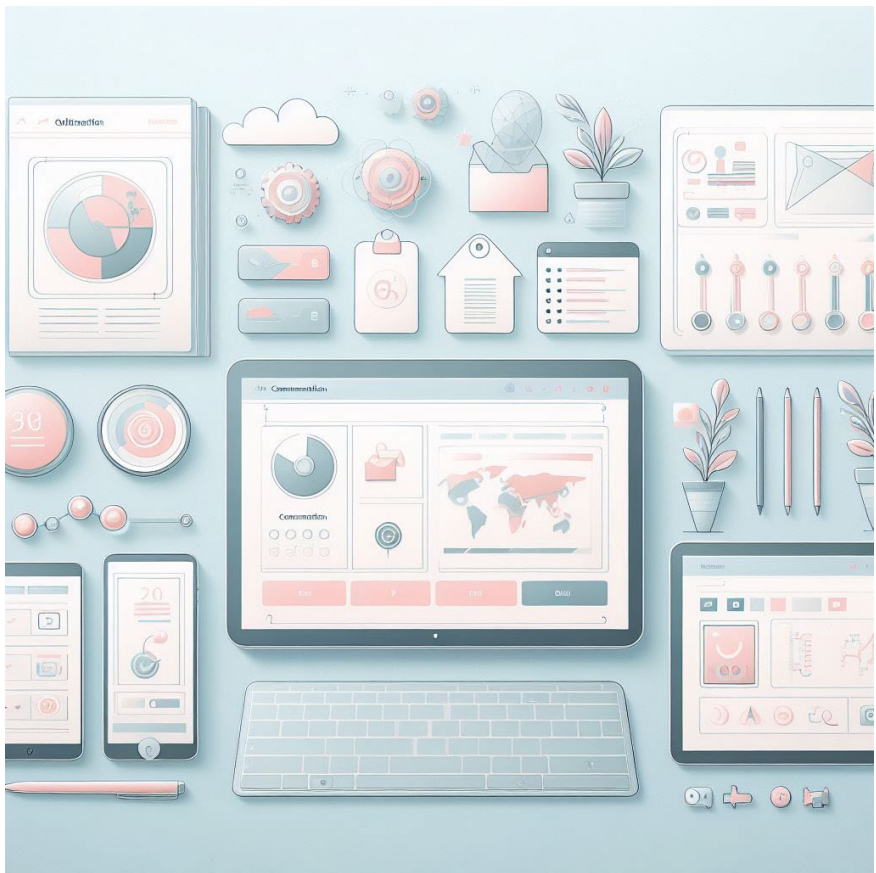
- ▶ **Multi-Factor Authentication**

Multi-factor authentication is a security feature of Microsoft 365 that provides an extra layer of protection against unauthorized access to your organization's sensitive data.

- ▶ **Data Loss Prevention**

Data loss prevention is a key security feature of Microsoft 365 that helps prevent sensitive data from being leaked or shared without authorization, protecting your organization from external threats.

# Creating an Aesthetically Pleasing Intranet



## ► Branding

Branding is an essential factor to consider when designing an aesthetically pleasing intranet. Creating a brand guideline that includes a color palette, typography, and logo is important to create a cohesive look and feel for the intranet.

## ► Navigation

Navigation is another key feature of an aesthetically pleasing intranet. It should be easy to use and intuitive, allowing users to quickly find what they are looking for. Consistent navigation throughout the intranet creates a sense of familiarity for the user.

## ► Layout

The layout of the intranet is also crucial to its aesthetics. A balanced design with appropriately sized text and images can create a visually appealing and easy-to-use intranet. White space can also be used to create a clean and modern look.

# Branding Your Intranet

## ► Importance of Branding

Branding is essential when creating an intranet as it helps employees identify with the organization and creates a sense of belonging. A well-branded intranet can promote employee engagement and productivity.

## ► SharePoint Online's Branding Capabilities

SharePoint Online provides a wide range of branding capabilities that can help you create a unique and beautiful intranet that reflects your organization's culture. These capabilities include themes, logos, color schemes, and fonts.





# Creating a User-Friendly Navigation



## ▶ User-Centered Navigation Design

User-centered design is vital when creating a user-friendly navigation. This involves understanding the needs of the end-users and designing the intranet navigation based on their requirements.

## ▶ Intuitive Navigation

An intuitive navigation is easy to use and guides users to the information they need quickly. It should be organized with clear labels, consistent formatting, and easy-to-understand categories.

## ▶ Visual Hierarchy

Visual hierarchy is essential for creating an effective navigation. It involves using design elements such as size, color, and typography to create a visual hierarchy that guides users to the most important information on the intranet.

Deliver on the promise for your links

# Layout and Design



## ▶ Importance of Visual Appeal

The layout and design of an intranet is crucial for creating a visually appealing experience, which can lead to greater user engagement and productivity.

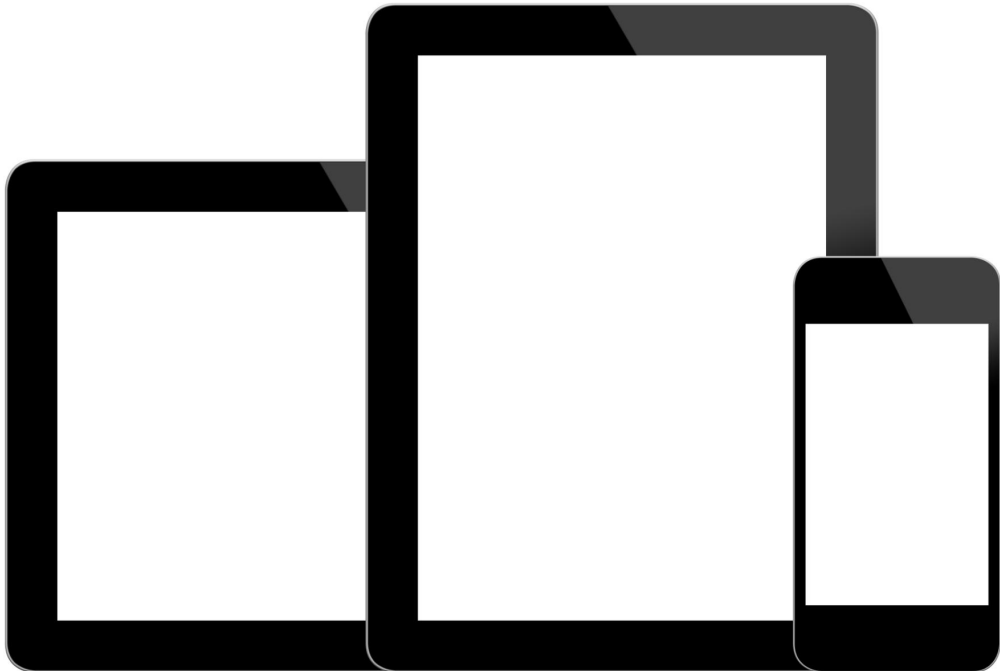
## ▶ Functional Layout

A functional layout is important for organizing content and making it easy for users to find what they need. SharePoint Online provides tools for creating a functional layout that meets the needs of your organization.

## ▶ Stunning Intranet Designs

SharePoint Online offers a range of design options to create stunning intranet designs that are both visually appealing and functional. We will showcase examples of stunning intranet designs created using SharePoint Online.

# Best Practices from Microsoft



## ▶ Designing for Mobile

Microsoft recommends that intranet sites be designed with mobile devices in mind. This includes using responsive design and optimizing for touchscreens. Modern SharePoint Online is equipped for mobile devices

## ▶ Consistent Navigation

Creating consistent navigation across your intranet sites can help users find the information they need more easily. Microsoft recommends using the same navigation menu and structure across all sites.

## ▶ Consistent Branding

Customizing the branding of your intranet sites can help create a consistent look and feel that aligns with your organization's values and goals. Microsoft offers tools and guidance for customizing site themes and logos.

# Microsoft Best Practice: Create a Clear Information Architecture



- ▶ **Identify Key Audiences and Their Needs**

To create a clear information architecture, it is important to identify key audiences and their needs. This will help you organize your content in a way that is intuitive and easy to navigate for those who will be using it.

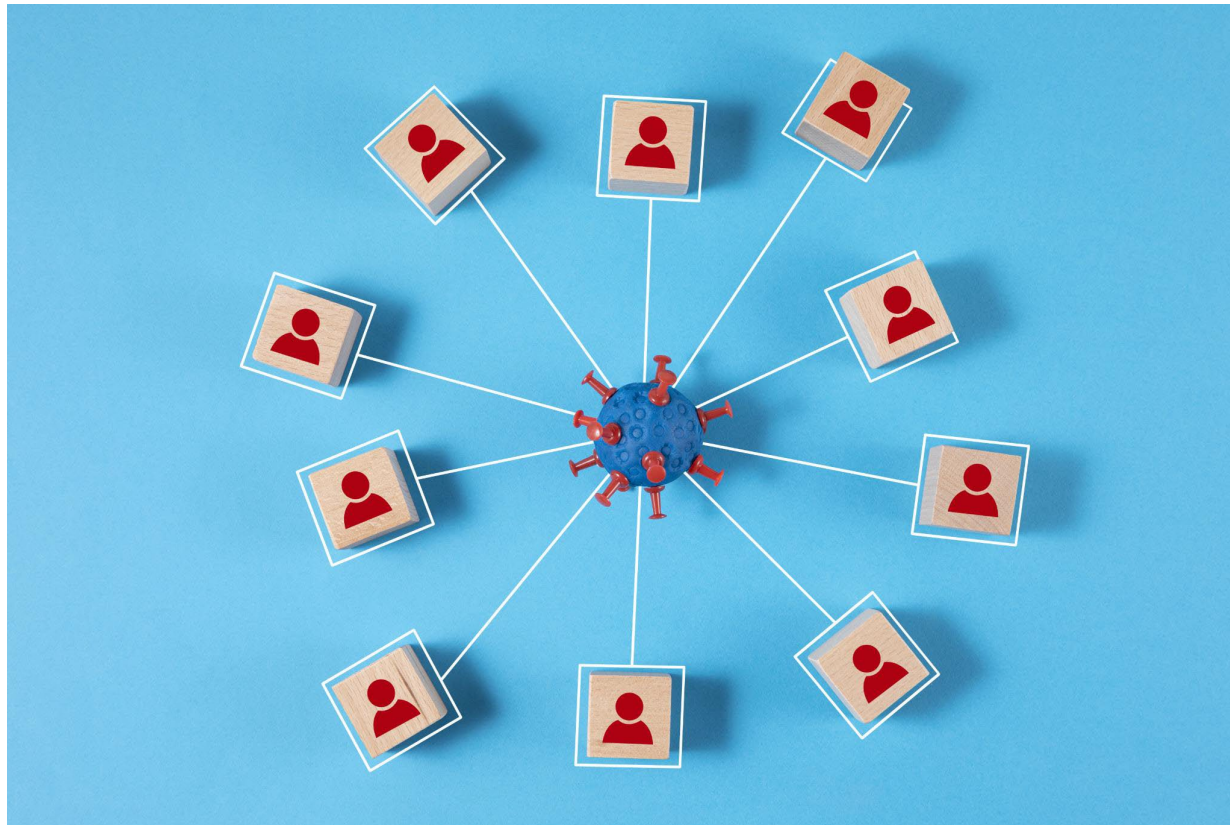
- ▶ **Create a Taxonomy**

Creating a taxonomy is a crucial step in creating a clear information architecture. A taxonomy is a hierarchical structure that organizes your content into different categories and subcategories, making it easy for users to find what they are looking for.

- ▶ **Organize Content Based on User Scenarios**

Organizing content based on user scenarios is an important best practice for creating a clear information architecture. This involves understanding how users will be interacting with your content and organizing it in a way that makes sense for their needs.

# Microsoft Best Practice: Use Targeted Communication



## ► Importance of Effective Communication

Effective communication is key to the success of any intranet. It helps to create a better user experience, improves engagement, and increases productivity.

## ► Using Targeted Messaging

Using targeted messaging is Microsoft's best practice for effective communication. It helps to deliver the right message to the right user, at the right time and in the right format.

## ► Personalization in Communication

Personalization in communication helps to create a more engaging and relevant experience for the user. It involves tailoring the message and the delivery to the user's needs and preferences.

# Microsoft Best Practice: Focus on Employee Engagement

## ▶ Culture of Participation

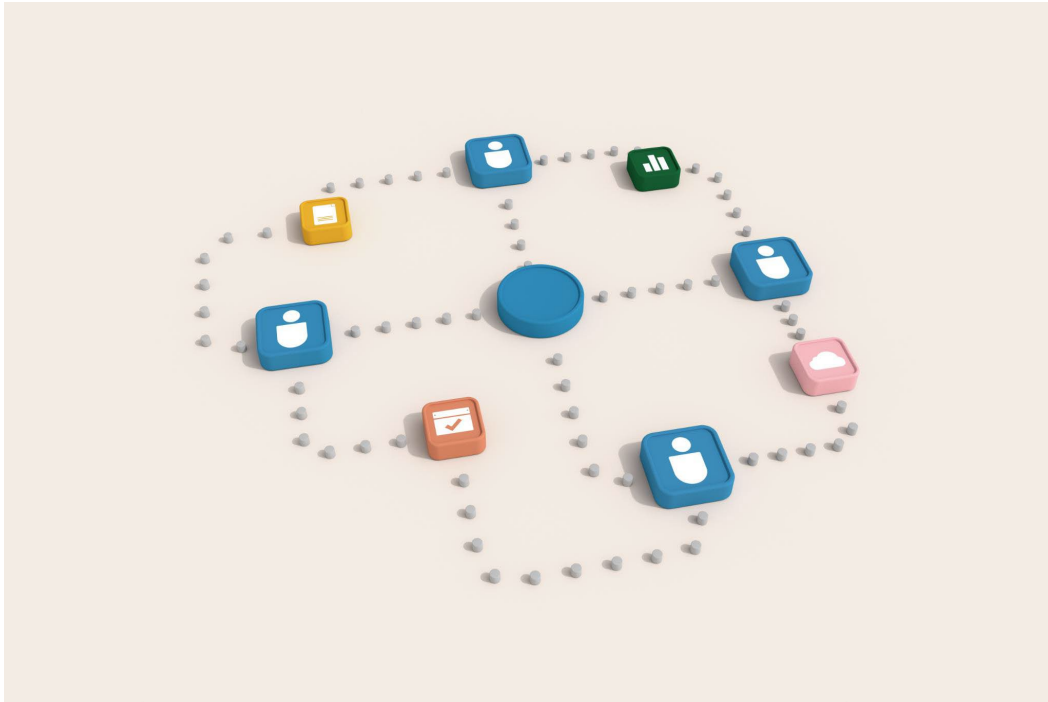
Creating a culture of participation is essential for employee engagement. This includes providing opportunities for employees to give feedback and suggestions, as well as recognizing and rewarding participation.

## ▶ Gamification

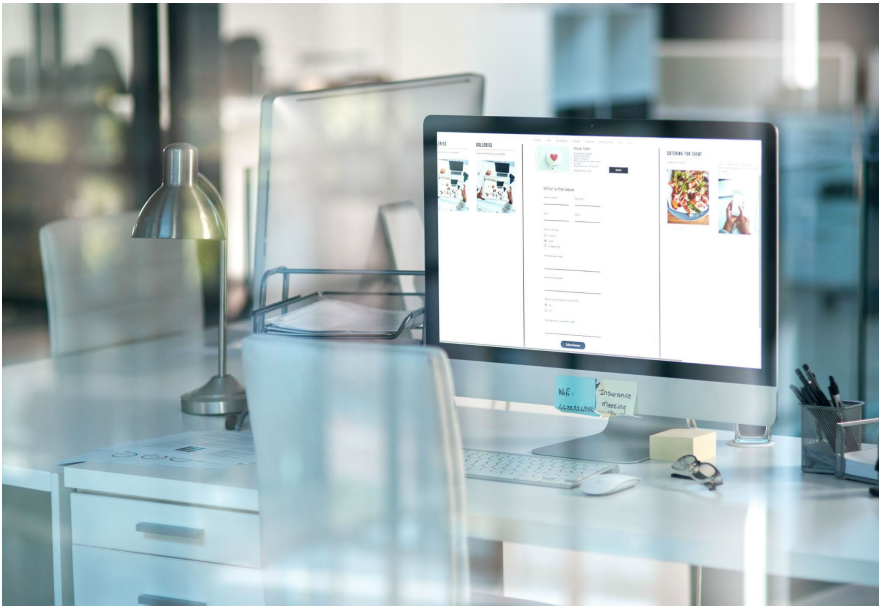
Gamification can be a powerful tool for engaging employees. This involves incorporating game elements, such as points, badges, and leaderboards, into the intranet to make it more interactive and fun.

## ▶ Social Networking Features

Leveraging social networking features, such as chat, forums, and news feeds, can help create a sense of community and collaboration among employees.



# Examples of Stunning SharePoint Online Intranet Sites



## ▶ Intranet Design

We will showcase examples of visually stunning and user-friendly intranet sites created using modern SharePoint Online themes and designs.

## ▶ Key Features

We will explore some of the key features that make these intranet sites stand out, including personalized dashboards, dynamic news feeds, and powerful search functionality.

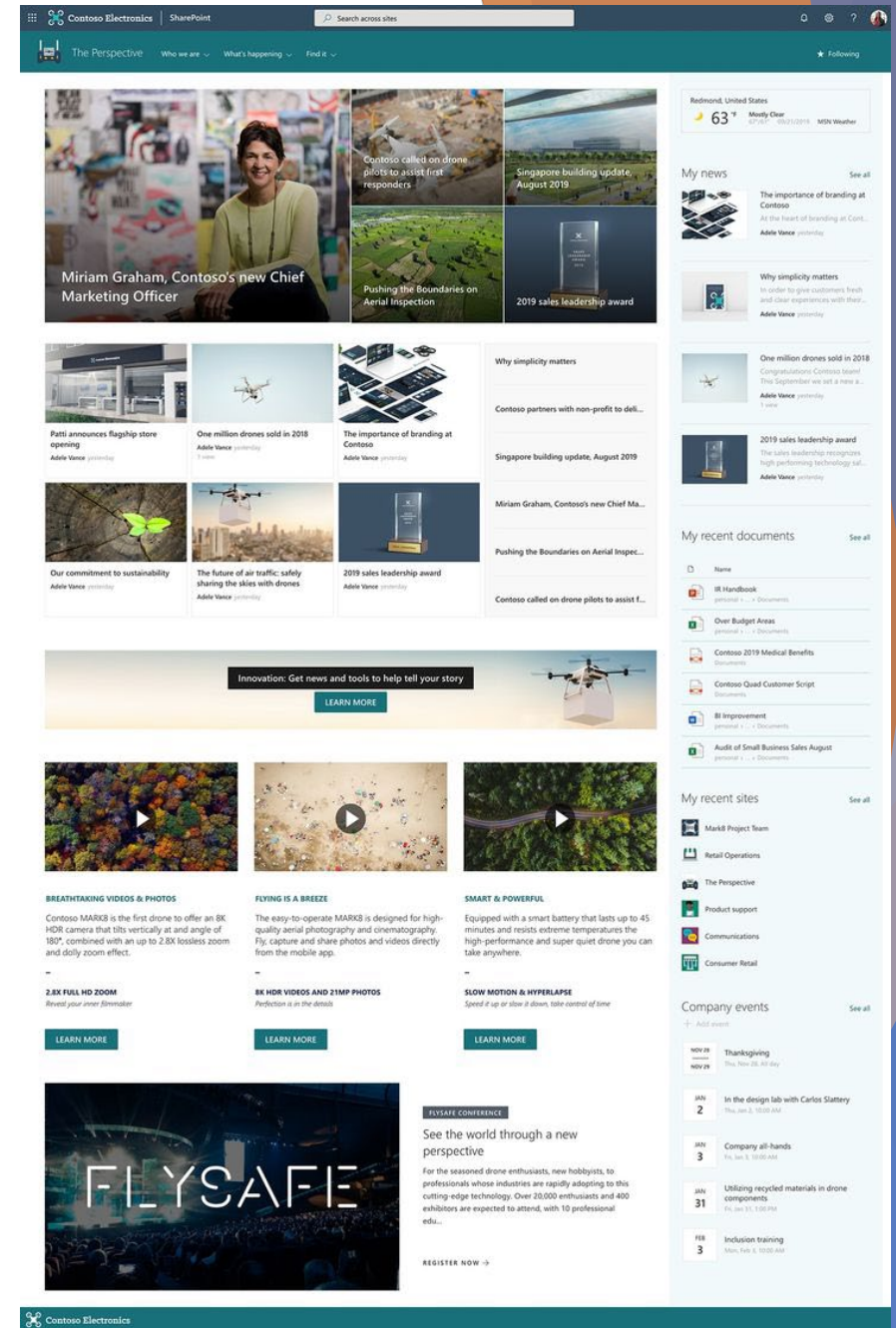
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# The Perspective

- Hero web part at top highlighting important information
- Weather web part
- News web part
- Call-to-Action web part
- Quick links web part
- Stream
- Recent documents
- Sites
- Events

[Link to The Perspective example](https://lookbook.microsoft.com)

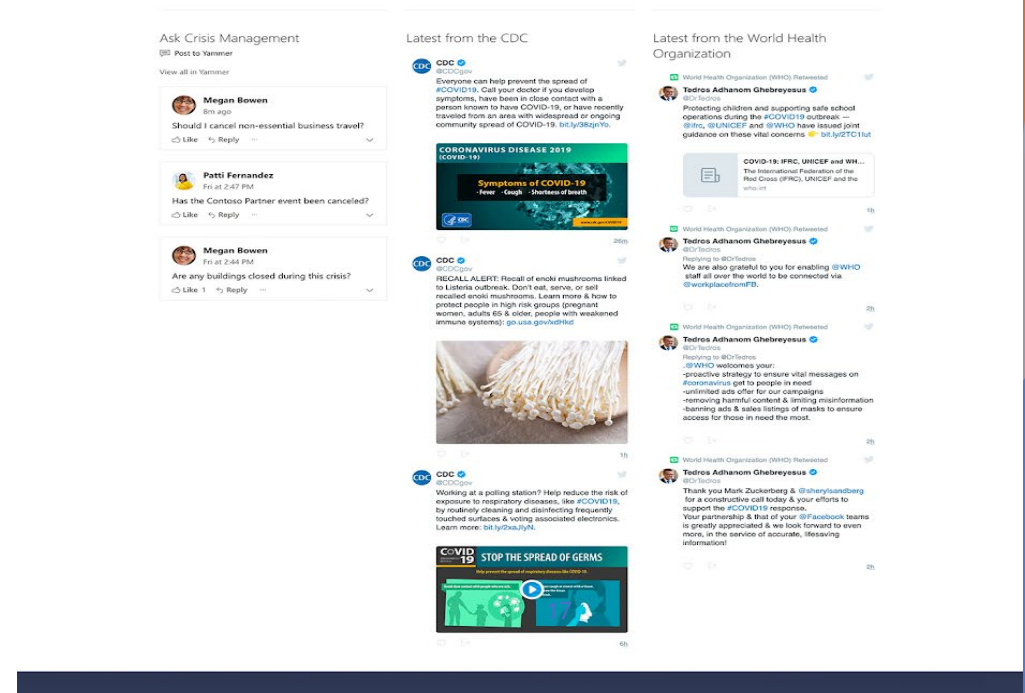
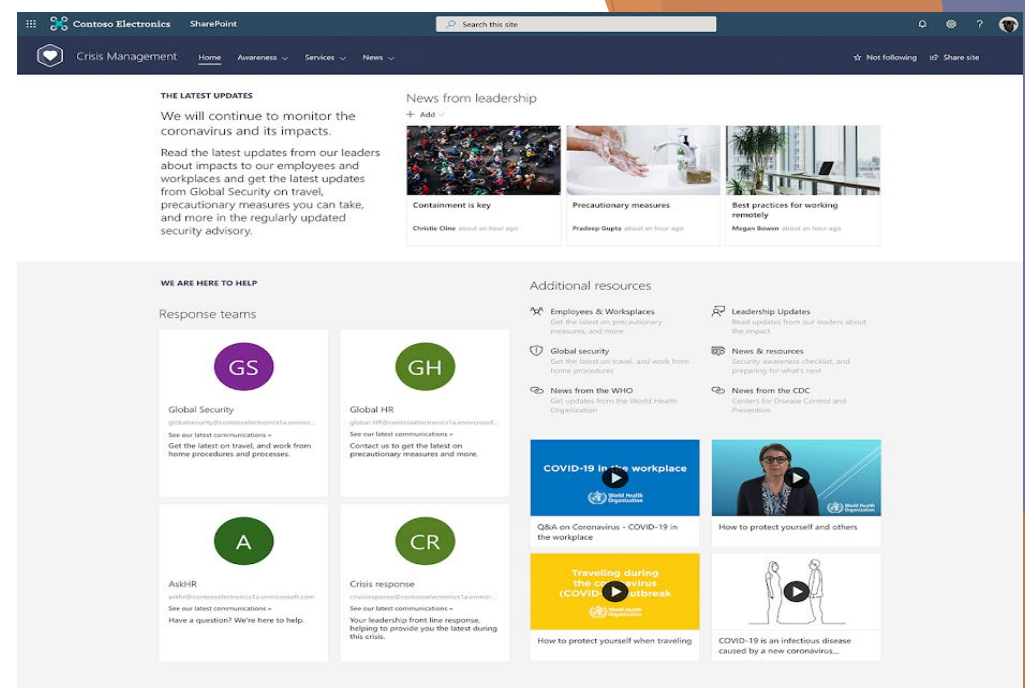
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# Crisis Communications

- Hero web part
- Text
- Button
- Image
- News



[Link to Crisis Communications example](https://lookbook.microsoft.com)

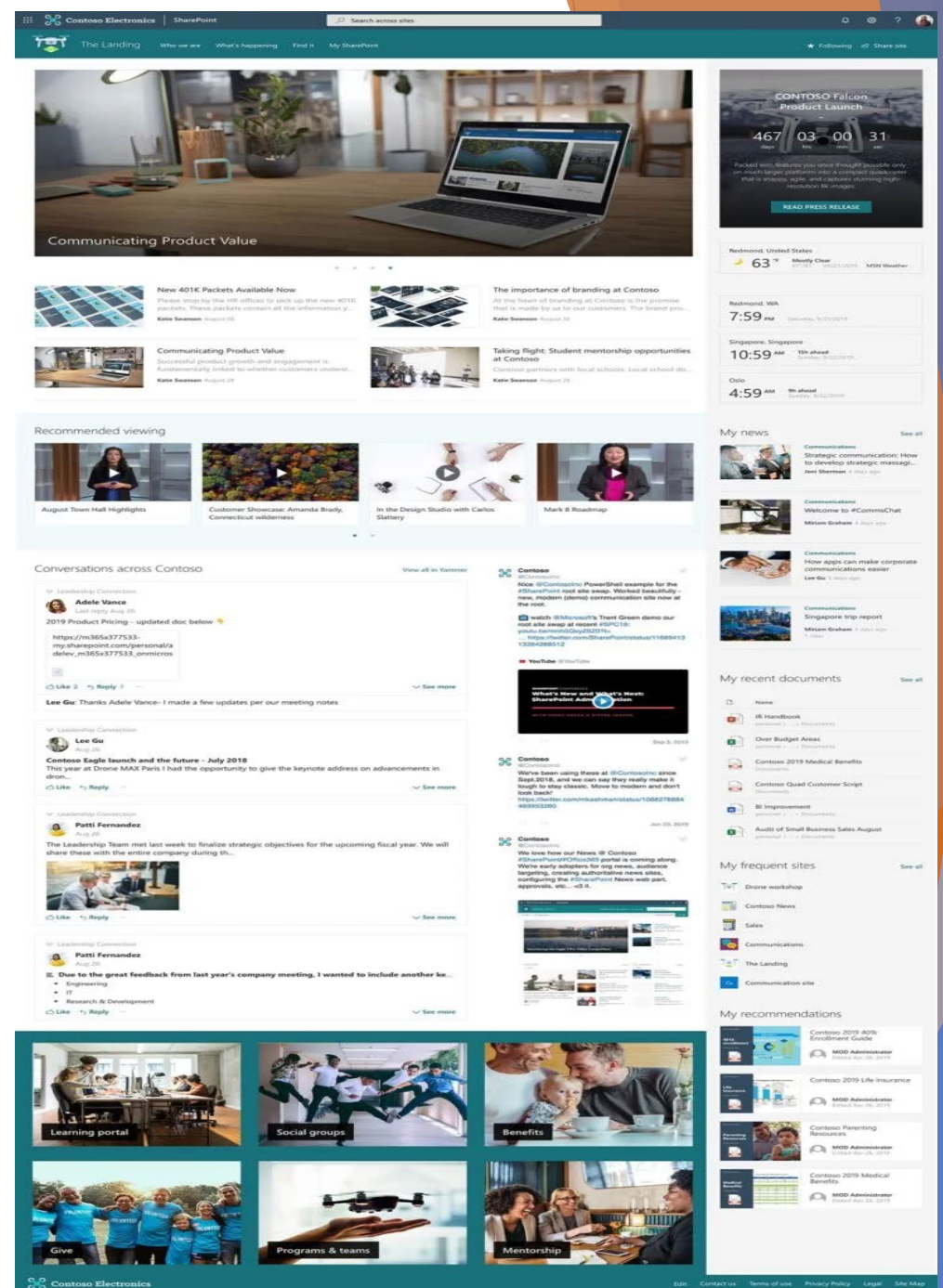
<https://lookbook.microsoft.com>

# The Landing

- News
- Quick links
- Twitter
- Yammer
- Image
- Countdown timer
- Weather
- World Clock
- Recent documents
- Sites
- Highlighted content

[Link to The Landing example](https://lookbook.microsoft.com)

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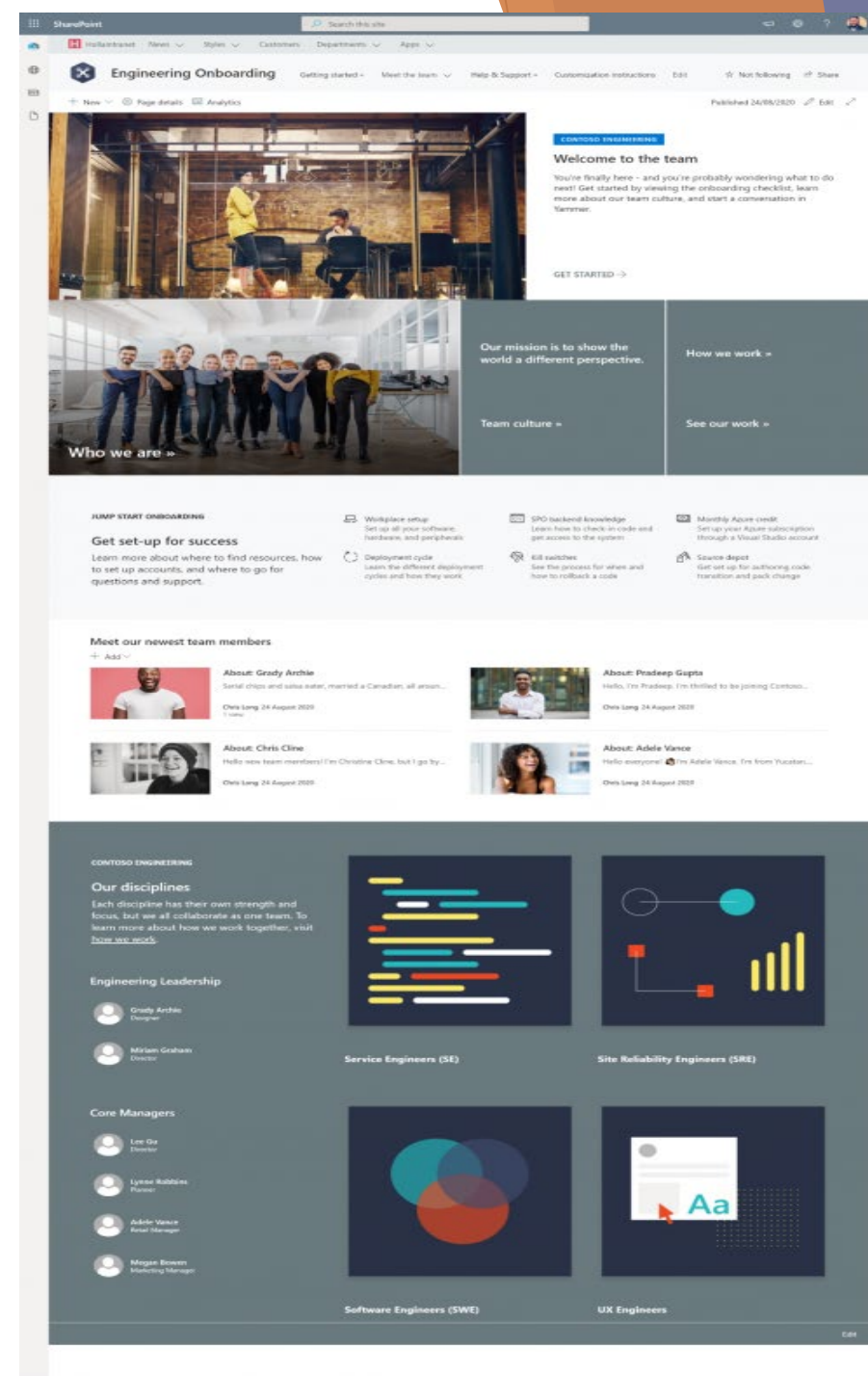


# Engineering Onboarding

- Hero web part at top highlighting important information
- Weather web part
- News web part
- Call-to-Action web part
- Quick links web part

[Link to Engineering Onboarding example](https://lookbook.microsoft.com)

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# Conclusion



## ► Benefits of Intranet on M365 Platform

Having an intranet on Microsoft's 365 platform offers many benefits for your organization, including improved collaboration, integration with other Microsoft 365 tools, and improved security.

## ► SharePoint Online

SharePoint Online is a powerful and versatile tool that allows you to create a visually stunning and user-friendly intranet that is tailored to your organization's needs and improves collaboration among team members.

## ► Valuable Insights and Resources

We hope that this presentation has provided you with valuable insights and resources for creating a beautiful and effective intranet on M365 SharePoint Online.

# Thank you

- ▶ Most images you saw in this presentation, with the exception of the screen captures, were created by [Microsoft Copilot](#)