PAGE AUTHORING TIPS AND INSPIRATION

Creating awesome intranet pages in SharePoint





The legal stuff.

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AN INTRODUCTION TO THIS LOOKBOOK

An introduction to this lookbook

Compared to the classic experience, modern SharePoint gives communicators and content authors a lot of flexibility to create usable and beautiful pages. The modern authoring experience is easier, too, but we've found that content authors struggle to make their pages work because of the amount of freedom and options they have.

This lookbook is for communicators, intranet managers and content authors who know the basics of SharePoint but want to level up their page layout skills.

We wanted to share what we've learned as designers about creating awesome – and functional – intranet pages in modern SharePoint. We'll walk through some of our thoughts and pro tips for designing the most common types of intranet pages: news, events, topics, navigation, content, policies and how-to.

For each layout, we'll highlight both out-of-the-box SharePoint components and our collection of custom GO Intranet web parts, explain why you would or wouldn't use them and share our suggestions for how to bring different types of content to life.



What is GO?

Habanero created GO Intranet to enhance and extend modern SharePoint, turning it into an intranet both communicators and employees love. It includes a collection of web parts that fill the gaps in SharePoint's out-of-the-box functionality. Designed using Microsoft's Fluent UI design system, it fits in seamlessly with SharePoint and Microsoft 365.

Find out more about GO



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THE JOBS-TO-BE-DONE FRAMEWORK

The jobs-to-be-done framework

The jobs-to-be-done framework is something we use on many different projects at Habanero. Defining jobs help:

- Build rapid consensus and alignment.
- Create change champions who will advocate for the intranet, understanding the rationale of each decision.
- Ingrain the mentality of always asking "why."
- And, arguably most importantly when it comes to designing in modern, ruthlessly prioritize with confidence.

Jobs can be written using a simple madlib: the job of a [component or page] is to [the purpose of the component or page].

This defines the purpose of a specific component or page on the intranet. If a component or page doesn't have a job, it either needs to get one or get out!

Defining a page's job is important because it will guide your content and design decisions. If a web part or piece of content doesn't serve the job of the page, it allows us to take a step back and assess: is the web part necessary? Or is the job of the page wrong?

The job of a [component or page]

FOR EXAMPLE

- The job of a how-to page is to teach a topic and reduce the need for follow-ups.
- The job of the *breadcrumb web part* is to *show where a user is* on the intranet.
- The job of the *people web part* is to *give users a way to reach* out for help.



is to [the purpose of the component or page]



Guiding principles

When it comes to designing in modern SharePoint, we can consider these to be the guiding principles of content authoring and design. If ever we aren't sure on what decision to make, these help guide us in the right direction.

Our guiding principles for designing in modern SharePoint



Content is king

Content should guide your layout and web part decisions. Your content should dictate how your page looks and feels, not the other way around.



Use your job

Refer back to the purpose of your page frequently to make sure your layout and content are meeting your employee's needs.





Consistency, consistency, consistency

Using web parts, title sections and page layouts in consistent ways help users orient themselves and learn what to expect for different patterns on the intranet.

KEY PAGES ON YOUR INTRANET

Key pages on your intranet

Now, let's get in to the fun stuff – the main types of pages you'll see across an intranet!



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Content pages

Policy pages

Event pages

KEY PAGES ON YOUR INTRANET News posts





Employ the sandwich method



> What should I do if I am injured on the job?



KEY PAGES ON YOUR INTRANET: NEWS POSTS

News posts

The job of a news post

News posts inform employees about a recent topic, story or event. They can also be used to keep evergreen content top of mind by drawing attention to sections of your intranet that have been updated. Unlike most other pages on an intranet, news posts are the perfect place to encourage discussion, so make sure to turn on comments!

What might go on a news post?

- A main news image
- The author of the post
- Metadata for the type of news
- Related documents and links
- Images, graphics, videos and other media
- Comments

PRO TIP

These types of pages in particular are usually created by multiple authors, so saving your news post layout as a template is key to creating some level of consistency. That being said, content should ultimately guide the design. Not every news post will look exactly the same!





KEY PAGES ON YOUR INTRANET: NEWS POSTS

TEMPLATE 1

News post with image in body content

Web parts used

- Text
- Images, videos and other media
- Page metadata (GO)
- Icon picker (GO)

- <u>Divider (GO)</u>
 <u>Section background</u>
- Quick links

Banner

Photography banner

If you'd like to leverage photography for news posts (our preferred approach), we recommend using a plain header and displaying the photo first thing in the body of the content. SharePoint headers are quite narrow, which causes photos to get cut off in awkward and unfortunate places.

If you're going to use a photo, here are some guidelines:

- No stock photos. We want these photos to feel authentic and genuine.
- Use people photos where possible. Showcasing your people builds connection and pride!
- Landscape photos are best we don't want these images to push our content too far down the page. If you have a portrait or square photo, try adding it to a stylized design with a different crop (like a circle, as seen here!).

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	team.		Onboarding at lume	
	Hara's same mare details about Sulvia			
	nere s some more details about Sylvie.			
	Sylvie currently lives in Vancouver, but is originally from Ha	waii!		
	Coco will be her buddy to help her ramp up!			
	She is planning on coming in to the office a couple days the	roughout the week but plans to		
	work primarily from home			
	Get to know Sylvie			
	We asked Sylvie some questions to get to know her better. Check	out the answers below!		
	What is your favourite part of the work you do?			
	Do you have any current hobbies or interests?	omes with marketing!		
	Lately I have become quite the plant mom! I went from zer time. I am really enjoying learning about what each plant in	plants to 5 within a month's dividually needs and here's		
	hoping none of them die! What's something people should know about you?			
	I really enjoy working with others! Collaboration is so important t produce my best work.	me and very necessary to		
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© © 2024 lume inc.			Edit Instagram Twitter LinkedIn Youtub	e



News post with banner image

Web parts used

- Text
- Images, videos and other media
- Accordion (GO)
- Divider (GO)
- Tab switcher (GO)
- Banner

lconography banner

Sometimes it can be difficult to source a relevant or on-brand photo for every news post. To overcome this limitation, you can create a set of default banners that are graphical in nature.

The benefit of this approach is that the banners can be designed to fit your brand. If you have different types of news posts on your intranet, you can create a set of banners that correspond with your metadata! For example, if you have a news category called "people and culture," you could use a people icon.

Once these banners are created, you can store them in your <u>organization</u> <u>assets library</u>. This feature is available in out-of-the-box SharePoint, but it needs to be set up by your tenant admin. Storing your banners here allows any content author to access them for their news posts.



- Page metadata (GO)
- Quick links
- Feedback (GO)
- Viva Engage thread comments (GO)





KEY PAGES ON YOUR INTRANET: NEWS POSTS

TEMPLATE 3

News post with no banner image

Web parts used

- Breadcrumb (GO)
- Text
- Icon picker (GO)
- Images, videos and other media
- Divider (GO)

- Accordion (GO)
- Table of contents (GO)
- Page metadata (GO)
- Quick links
- Feedback (GO)

Banner

1 No banner image

If your organization doesn't have a photography strategy, you can use a plain header. If you choose to go with this approach, just make sure to be consistent!

Content

2 Images, videos and other media

News posts are all about storytelling. If you have images or other media that can help tell your story and provide context, use them!

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		We know that the work we do can be a dangerous job, but there are steps you can take to stay safe while on the worksite. Here are some tips to keep in mind 123:	Tips for staying safe FAQ on safety		
		60 Wear appropriate safety gear			
		Hard hats, safety glasses, and steel-toed boots are essential for protecting your head, eyes, and feet.	COMPANY UPDATES		
		Solow proper intring techniques Use your legs, not your back, when lifting heavy objects. Always ask for help if you need it.	VANCOUVER		
		Be aware of your surroundings Look out for potential hazards, such as uneven ground, loose debris, or exposed wires.	Related links		
		A Use equipment safely	Workplace health and safety policy		
		Follow manufacturer instructions when using machinery and tools, and never operate equipment without proper training.	Feedback		
		⁸ 0 ⁸ Communicate with your teem	Tell us what you think about this page! Write comments here	11	
		Stay in touch with your cowriters and supervisors to ensure everyone is aware of potential hazards and safety concerns.	Attach an image or screenshot (optional)		
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KEY PAGES ON YOUR INTRANET How-to pages

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Save and submit your request.







How-to pages

The job of a how-to page

Based on our intranet projects, we know that how-to pages are a staple of a typical intranet. Their job is to teach a topic and reduce the need for follow-ups.

What might go on a how-to page?

- A descriptive title
- Wayfinding and navigational elements
- Step-by-step content
- A way for users to get help
- Related documents or resources







TEMPLATE 1

How-to page with FAQs

Web parts used

- Quicklinks
- Text
- Images, video and other media
- Navigation rollup (GO)

- Button
- Divider (GO)
- Accordion (GO)
- Section background

Content

Images, video and other media

To help employees follow the steps, include supporting images.

2 FAQs

On a how-to page, you can use accordions to anticipate and answer questions that people might have about your content with a FAQ. Typically, we suggest placing a FAQ at the bottom of a page so that users can first read the content and learn things on their own. Keep the number of accordions to a minimum and remember the job of the page. We don't want this turning into an exhaustive list!



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		> What if I have vacation days left at the end of the year?	
		> What if I don't have enough vacation days?	
		> What if my vacation is denied?	



TEMPLATE 2

How-to page with section backgrounds

Web parts used

• <u>Text</u>

Section background

• Divider (GO)

<u>Accordion (GO)</u>

Content

1 Page title

When naming your page, use a task-oriented title to set the expectation that this page includes step-by-step instructions. For example, try using something like "How to connect to Wi-Fi" instead of "Wi-Fi details."

How-to pages are usually on a single topic – keep these pages focused!

2 Section backgrounds

By using different section backgrounds, you can organize pieces of content into chunks. In this example, we use section backgrounds to differentiate between two audiences. This makes it easier for users to jump between areas on a page. Use lighter colours to break up content and bolder colours to call attention.

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TEMPLATE 3

How-to page with related links

Web parts used

Breadcrumb (GO)

• Divider (GO)

• Page metadata (GO)

- Text
- Section background

Banner

1 Image banner

Use banner images with intention – identify your image strategy and stick to it.

Once these banners are created, you can store them in your <u>organization assets library</u>. This feature is available in out-of-the-box SharePoint, but it needs to be set up by your tenant admin. Storing your banners here allows any content author to access them for their news articles.

Content

2 Quick links

Keep supporting links close to the content they relate to.



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		Personal reflection quiestionnaire	
	Step 2	Email template	
	Schedule an hour-long meeting with each of your direct reports. Fill out the manager review framework ahead of time.	Manager review framework	
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	Meet with your direct report and work through the goal and growth worksheet together. Review your reflection questionnaires and note any differences.	Goal and growth worksheet	
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KEY PAGES ON YOUR INTRANET Navigation pages

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	employees@lume.com	123-456-7890	





Benefits







Life and disability insurance





Employee referral

bonus program



Retirement savings

Pay and time off







Careers and development





Co-op students and interns

Job opportunities

Employee recognition

Navigation pages

The job of a navigation page

Navigation pages help users understand the breadth of content that lives within a section of your intranet, which is important for new users, and helps users access pages that are deeper in the site structure. They get users to content that they're looking for as quickly as possible. They also prioritize links and have minimal distractions.

Navigation pages have become an essential addition to intranets due to modern SharePoint's flat site structure and shallow navigation.

What might go on a navigation page?

- A short description of the grouped items to help employees understand if they're in the right place.
- Links, links, links! The main goal of this page is to provide links to places people might need to go. We'll show you how to lay them out in meaningful and usable ways.







Navigation page with banner image

Web parts used

- Images, videos and other media
- Divider (GO)

• Quick links

- Section background
- Navigation rollup (GO)

Banner

1 Header image

Using header images on landing pages helps users understand which page type they're on and grounds your page. Reiterate which landing page an employee is on with a text overlay. Try to stick to a consistent image strategy. You could use photography or a banner graphic.

Content

2 Links

We want to prevent these pages from becoming a long list of links (or as we lovingly call them, link farms). One way is to break up your links by subcategory. You can do this with headers, which makes it easy for people to scan for the bucket they're looking for.

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	Our journey	Diversity and inclusion	North America	
	Our vision	Working hours		
		Giving back		
	Our business	Working from home		
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	Other helpful links			
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	Get in touch with the Employ	yee Experience team		
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Navigation page with links

Web parts used

- Images, videos and other media
- Divider (GO)

Quick links

- Section background
- Navigation rollup (GO)

Banner

1 Header image

If your landing page is on a site's home page, you can add a header by using a full-width column with an image web part. Ensure your images aren't too tall so that they don't push your content down too far.

Content

2 Links

Link off to related content below the bulk of the links. On pages like these, we only want to showcase external related links so we don't confuse employees about what's in this section.



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	Vision and dental	Compensation	development	
	Medical and prescriptions	Vacations and time off	Job opportunities	
	Life and disability insurance		Employee recognition	
	Employee assistance		Co-op students and interns	
	Flexible spending account		New employees	
	Employee referral bonus program			
	Retirement savings			
	Other helpful links	Z. Lume external website		
	Get in touch with the En	ployee Experience team		
	Email us employees@lume.ca	Call us 123-456-7891		



Navigation page with image links

Web parts used

- Images, videos and other media
- Divider (GO)

Quick links

- Section background
- Navigation rollup (GO)

Content

1 Image links

GO's navigation roll-up web part offers two layout options: list and images. The image link layout is great for brands that rely on visuals to make navigation more engaging and intuitive.

Remember, every page needs a thumbnail for this layout to display correctly!





KEY PAGES ON YOUR INTRANET Topic pages

Search across sites

how to book business travel, our

get deals on travel – both

Book our corporate fleet Book personal travel

Book travel through our online tool

ightarrow Airlines

ightarrow Car rentals

ightarrow Our corporate fleet

Book travel through our online tool

ightarrow Book with a travel agent

ightarrow Airport parking

ightarrow Corporate flight schedule

ightarrow Book with a travel agent

/tics





Topic pages

Topic pages are similar to navigation pages in that they serve up links related to a topic. However, a topic page often functions as more of a landing page to a larger subset of pages and includes additional content. A topic page might have navigation pages that live underneath it, but it's unlikely it would be the other way around.

The job of a topic page

Topic pages are a one-stop-shop for everything needed in a specific category, department or domain. They help users drill down into content that might not be featured or accessible in your site's navigation and they highlight other information about that department and domain.

What might go on a topic page?

- A banner image
- A description of what users can anticipate by visiting the page
- Wayfinding and navigational elements
- Links to the content within a category, department or domain
- Department-specific news or announcements
- FAQs
- Someone to contact for help

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Some examples of topic pages

- Brand site landing page
- Department landing page
- Region landing page



TEMPLATE 1

Topic page with highlighted content

Web parts used

Breadcrumb (GO)

Quick links

• Section background

- <u>Text</u>
- Button

Banner

1 Header image

If choosing photography for your header image, look for images that are abstract and textural in nature to add depth; don't use people photos because they tend to get cut off in awkward places due to the responsive nature of modern SharePoint. No headless humans here!

Content

2 Highlighted content

You can give visual priority to the links your employees look for or use most often by putting them in a coloured background section. To help employees get where they need to go, use text web parts with titles and descriptions and add a button as a call-to-action.

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			> What's cover	red?		>	Who is eligible	for benefits?			
			> What if I nee	d to change status	?	>	How do I sign i	n to my account?			
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TEMPLATE 2

Topic page with link buckets related to a topic

Web parts used

- Breadcrumb (GO)
- Text
- Table of contents (GO)

- Quick links
- Section background
- Divider (GO)

Content

1 Table of contents

This web part automatically displays Heading 2's on the page and allows employees to quickly jump to a section.

2 Quick links

Quick links can be used to link off to related content under a topic. Use icons to help employees understand what type of content they'll get when they click a link. For example, you can use an external icon if the link takes the user off the intranet.



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TEMPLATE 3

Topic page with featured documents

Web parts used

Breadcrumb (GO)

Section background

People

- Text
- Button

Content

Hero

If your category, department or domain has a featured document or resource, you can highlight it for users with the hero web part. Keep this content fresh. Employees will start to ignore it if it gets stale.

2 Text

Add navigational links with lengthy descriptions where photography or iconography wouldn't add value

3 People

You can use the people web part to link directly to a person within your organization, so employees can reach out to someone if they get stuck or can't find what they're looking for. If your content is owned by a team rather than an individual, you can use text links to link to group emails, such as it@yourcompany.com.

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KEY PAGES ON YOUR INTRANET Content pages

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le re mple nis p exib	cognize that working from home has been a successful and popular option for many of our oyees during the pandemic, and we believe that it is the way of the future. By making ermanent, we are demonstrating our commitment to providing our employees with the ility they need to balance work and life.		
Voi	k from home benefits for you		
heck	c out these perks to help you create the ultimate work-from-home setup.		
_			
_1	\$500 yearly work from home allowance Whether you need a new desk, a comfortable office chair, or a high-quality monitor, or prefer to use this		
	to subsidize things like your Wi-Fi bill, this work from home allowance can be used.		
	Online courses and webinars		
	We've partnered with Coursera to offer online remote learning opportunities.		
8	Virtual team building opportunities		
	Each team has been allocated budget to allow for remote team building opportunities – pasta making class anyone?		
'no	ughts from our teammates on working from home		
rom om	our recent Engage post with a call to feedback about working from home, and your work home hacks, here are what some of us had to say:		
6	I love the flexibility of being able to work from home. It's so much easier to focus and get things done when I don't have to deal with distractions at the office.		
	Samantha T, Interaction Designer, Calgary		
:6	Working from home means I get to spend time (and save money on daycare) for my dog Reggie.		
	Tim J, IT Manager, Vancouver		
"	I have a totally new morning routine which allows me to put in a load of laundry, unload the dishwasher and read a chapter in my book – game chapger!		

Vanessa H, Customer Support, Toronto

 $\pmb{66}$ l've found a really good hybrid for me, which is 2 days in the office a week. It gives me

balance between working from home but also getting out and socializing.



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Volunteer opportunities in your

Join t



Content pages

Content pages help employees understand a subject or do a job. They usually house lots of information, so we'll share our design tips on how to make them awesome instead of overwhelming!

SharePoint and GO have many web parts that are well suited for content pages, depending on your needs. To figure out which web parts to use, consider the job of your page and the types of content you want to display.

The job of a content page

Content page jobs vary based on, well, their content. For example, the job of a content page called "Vacation and time off" might be to describe your organization's vacation policy and explain how to book days off.

What might go on a content page?

• Wayfinding and navigational elements

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- The meat and potatoes of our content, which could include things like text, related documents and videos, photos or other media
- Supplementary information on the content, such as who to contact for help and links to related content employees might be looking for

Your content page layout can be saved as a template on your site to make authors' lives easier and help with consistency. Not all content pages will look the same, but the overall layout of each one should be consistent with its sibling content pages. This helps employees understand what type of page they're on within the intranet and how to navigate between them, which is especially important with modern SharePoint's flat site structure.



TEMPLATE 1

Content page with FAQs

Web parts used

- Text
- Breadcrumb (GO)
- People
- Navigation rollup (GO)
- Callout (GO)

- Divider (GO)
- Accordion (GO)
- Feedback (GO)
- Button
- Section background

Content

1 One-third layout

We recommend using the one-third left layout for things like a table of contents or other navigational elements as it will stack above your content in mobile breakpoints.

2 Accordions

You can use accordions to anticipate and answer questions that people might have related to the topic of your content page. Employees can scan the list of questions and click to expand the one that is relevant to them to read the answer.

We recommend displaying FAQs near the bottom of the page and keeping the number of accordions to a minimum. Remember the job of the page – we don't want this turning into an exhaustive list!

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	Home > Employee essentials > Vision and d	lental	
	On this page	Don't forget: We've upgraded our benefits package to include coverage of glasses and contact lenses!	
>	What is vision and dental insurance?		
	Coverage varies depending on these factors	What is vision and dental insurance?	
	What to do when you exceed your coverage	Our plan covers costs that provincial health care plans don't cover: prescription drugs, dental appointments, hospital trips, and ambulance services. Coverage is similar to a group benefits plan.	
	FAQ's	There are plans to suit your needs and budget. Coverage is guaranteed for some plans and you	
	Need help?	quality even with pre-existing medical conditions.	
	Tim Jones (IT Manager)	Opt-in to vision and dental coverage	
	tf Manager		
	Repetite	How to stay covered when you travel	
	Vision and dental	You'll need to download your travel card from our benefits provider. Make sure you have it with	
	Medical and prescriptions	travels!	
	Life and disability insurance	Download your travel card	
	Cite and obsamily includince		
	Employee assistance	Coverage varies depending on these factors	
	Flexible spending account	Our provider allows for flexible coverage based on a few factors:	
	Employee referral bonus program	Location	
	Retirement savings	Believe it or not, your location can impact your coverage. Our benefits provider has different limits based on different geographical areas. Check out their coverage guidelines.	
		Age	
		Depending on your age, you might receive more coverage. Vision and dental expenses tend to increase as we get older, and our benefits reflect that.	
		What to do when you exceed your coverage	
		Our vision and dental coverage resets anually on January 1. If you exceed your coverage for the	
		Use your health spending account to cover the overage Use your wellness budget to cover the overage Pay out of pocet	
		FAQ's	
		> How many pairs of glasses are we allowed to order within a year?	
		> Can we visit any eye doctor?	
		> Is laser eye surgery covered?	
		Foodback	
		Tell us what you think about thist	
		Write comments here	
		Attach an image or screenshot (optional)	
		Submit	



Content page with icons

Web parts used

- <u>Text</u>
- Breadcrumb (GO)
- Table of contents (GO)
- Quicklinks
- People

Banner

1 No banner

Content pages should use the plain header style to help employees get to the information they're looking for quickly.

Content

2 Icon picker

A wall of text can be overwhelming to read. The GO icon picker web part helps break up content, making it more scannable. If your brand has secondary colours, you can customize the icons to add a subtle brand touch. You can even use them to highlight quotes!



- Navigation rollup (GO)
- Icon picker (GO)
- Divider (GO)
- Accordion (GO)
- Button

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		Thoughts from our teammates on working from home	days required in the office.			(Titte
		Frequently asked questions	We recognize that working from home has been a successful and popular option for many or employees during the pandemic, and we believe that it is the way of the future. By making	ofour		
		Related resources	this permanent, we are demonstrating our commitment to providing our employees with the flexibility they need to balance work and life.	e		1 Van
		Our hybrid work model				M
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			Check out these perks to help you create the ultimate work-from-home setup.			
		Who to contact for help	S500 yearly work from home allowance			
		Yvon Prickett Editor	Whether you need a new desk, a comfortable office chair, or a high-quality monitor, or prefer to to subsidize things like work Wich fall this work from home allowance on he word	use this		
			to suppose analysing your treation, and work norm norme anowance can be used.			
		Marsh Sadat VP Accounting	Online courses and webinars			
			We've partnered with Coursera to offer online remote learning opportunities.			
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		Working from home	Each team has been allocated budget to allow for remote team building opportunities – pasta ma class anyone?	aking		
		Giving back				
		Diversity and inclusion				
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			Ashley T, Marketing, Los Angeles			
			Share your WFH hacks in the Engage community			
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			We know there may be some lingering questions so feel free to check out some of our addit answers.	tional		
			> How do I communicate with my colleagues when working from home?			
			> How do I stay connected to our culture when working from home?			
			> What should I do if I'm having technical difficulties while working from home?			



Content page with images

Web parts used

- Text
- Breadcrumb (GO)
- People
- Navigation rollup (GO)
- Callout (GO)

- Divider (GO)
- <u>Accordion (GO)</u>
- Feedback (GO)
- Images, video and other media
- Button

Content

Side-by-side image and text

Using relevant images makes content easier to scan and more visually engaging. However, balance is key – people often structure pages by stacking images above text, which can make the page feel longer. To create a more compact layout while still incorporating images, try using the text web part to place an image beside your content.

2 Image gallery

If you have lots of photos, try using the image gallery web part. It takes care of how the photos are displayed, so you don't need to worry about cropping the photos.



💿 lume	Our company Edit	රූ Not following	Site access	English 👳
	Civing heat			
	Giving back			
	Home > Our company > Giving back			
	Home - our company - oning suck			
	On this page	Our commitment to giving back		
	Our commitment to giving back	At lume, we take pride in our commitment to giving back to the community. We believe that it's		
	How you can give back	established various initiatives to support and promote volunteering opportunities for all of you.		
	Our volunteer crews!			
		view all upcoming giving events		
	Related links			
	Details about our VTO program	How you can give back		
	Company-wide volunteer events			
	Volunteer policy	Voluntoor time off program		
	Who to contact for more informat	ion This program provides paid time off to volunteer at		
	•	any nonprofit organization of your choice. Whether it's volunteering at a local food bank or mentoring a		
	Logan Legault (Manager of Marketing Manager of Marketing	child in need, we believe that every effort counts towards making a positive impact on the world.		
	Yvon Prickett	How to submit volunteer time off		
	Editor			
	Our company			
	Working from home	Company-wide volunteer events		
	Giving back	These events brings us all together to make a collective impact on the community. In the past, we've organized avents' like basch classing, babitat		
	Diversity and inclusion	restoration, and food drives. These events not only make a positive impact but also provide opportunities		
	Professional communities	for us to bond and build relationships outside of work.		
	Fun photos	Browse past company-wide volunteer events		
	Bulletin board	Employee-led giving committee		
		This committee is responsible for organizing and		
		year. They works closely with local nonprofit organizations to create meaningful volunteer		
		experiences that align with our company's values and priorities.		
		Join the committee		
		Volunteer opportunities in your city		
		some of the opportunities we recommend:		
		> Vancouver		
		> Toronto		
		> Los Angeles		
		> New York		
		Our volunteer crews!		
		Check out a round up of some of our past volunteer events.		

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KEY PAGES ON YOUR INTRANET Policy pages

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ics		Published 7/3/2024	🖄 Share 🗸	🖉 Edit	☐ Announcement
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					☆
code					Quick links
					Requests
					Po Benefits
Intro	oduction				Microsoft
Welcor success Our cu	ne to the culture code of lume! At lume, we believe that our culture is the foundatic s. It's the way we do things, the way we treat each other, and the values we live by e lture is what sets us apart from the rest and makes lume a great place to work.	on of our very day.			459.26
This cu	Iture code is a reflection of who we are as a company and what we stand for. It's a g	guide for			Time zones
our bel ust a s	navior, our decisions, and our interactions with each other and with our customers. et of words on paper; it's a living, breathing document that shapes our actions and	our			15°C Vancouver
uture.					ai .
					Metrics
Our	core values				Add content
Our cu	ture is built on the following core values:				1000
	ture is built on the following core values.				4 2
0					
0	Customer first We put our customers at the center of everything we do. We listen to their needs, understan	d their			€ • ✓
0	Customer first We put our customers at the center of everything we do. We listen to their needs, understangoals, and work tirelessly to exceed their expectations.	d their			€ 4 ->
0	Customer first We put our customers at the center of everything we do. We listen to their needs, understangoals, and work tirelessly to exceed their expectations. Passion	d their			€ •
0	Customer first We put our customers at the center of everything we do. We listen to their needs, understangoals, and work tirelessly to exceed their expectations. Passion We are passionate about our work, our customers, and our mission. We approach every chall with enthusiasm, energy, and a can-do attitude.	d their Ienge			
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Contraction of the second seco	 Customer first We put our customers at the center of everything we do. We listen to their needs, understangoals, and work tirelessly to exceed their expectations. Passion We are passionate about our work, our customers, and our mission. We approach every chall with enthusiasm, energy, and a can-do attitude. Collaboration We work together as a team, sharing ideas, expertise, and resources to achieve our goals. We diversity and inclusivity and respect each other's opinions and perspectives. Innovation We are constantly pushing the boundaries of what's possible. We embrace new ideas, technor and ways of thinking to drive progress and growth. Iture code is a roadmap for how we work together and how we serve our customers me team member to embrace these values and make them an integral part of their y doing so, we can continue to build a culture of excellence, innovation, and custor is a set of the se	d their lenge e value blogies, s. We ask r daily ner			 ℃

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ß		Corporate vehicle policy	
-			
9			
(J		Home > Policies and resources > Corporate	venicie policy
Ð			
		About this document	Driver policy overview
		POLICY	Our company vehicle policy gives employees guidelines for obtaining
		Торіс	all employees who use a company vehicle is any vehicle we assign to e
		OPERATIONS TECHNOLOGY PRIVACY AND LEGAL	
		Created on	
		Jan 17, 2024, 4:29 PM	Qualifying for a company vehicle
		Latest update Feb 28: 2025: 3:54 PM	Employees may qualify for a company vehicle if they drive 10,000 m
		Author	vehicle as a benefit.
		🜲 Tim Jones (IT Manager)	If you have not been assigned a company vehicle and believe you r
			To be eligible for a company vehicle, employees must complete a fo
		Related content	driver's license. Employees are only allowed to drive a company car
			has not been held at fault for a car accident or arrested on charges
		Company travel policy	laws. We can assign and revoke access to company vehicles at its d
		Vehicle form	
			Company driver rules
		Acknowledgement settings	1. Obey traffic laws in your jurisdiction and he courteous toward
		Date requested	 Document driving expenses.
		February 13th, 2025 at 10:40 AM PT	 Monitor gas, tire pressure, and fluid levels. Report any damage or problems to your assigned vehicle imm
		Due date March 15th, 2025 at 12:00 AM PT	5. Report changes to your driver privileges, such as driver's licens
		Users informed	 Always lock company cars. Bring vehicle to scheduled maintenance appointments.
		暴 Tim Jones (IT Manager)	8. Do not drive while intoxicated, fatigued, or on medication that
		logan Legault (Manager of Marketing)	 Do not smoke in any company vehicle. Do not lease, sell, or lend a company vehicle.
		Sam Thring	11. Do not use a phone or text while driving.
		Current status	12. Do not allow unauthorized drivers to use a company vehicle un
		E 1 completed	
		더 2 incomplete	
		Manage	By clicking the Acknowledge button below I am indicating that I have read and unc within this communication.
			Acknowledge
			Feedback
			ieli us what you think about this page!

Attach an image or screenshot (optional)







Policy pages

The job of a policy page

A policy page includes all of the content that you might find in a Word or PDF version of the policy, such as an introduction and policy details.

Policies are highly functional pages. We don't want to add fluff that gets in the way of someone's understanding.

What might go on a policy page?

- Main policy content
- Details about the policy:
 - When was it created and last updated
 - Who is the author
 - What is the topic
- Someone to contact if employees have questions



With GO, policy pages can also include features that support content authors and compliance, such as:

your guidelines.

• The ability for employees to acknowledge or consent to a policy. This helps you confirm employees are reading policies regularly and within

• Content lifecycle features, such as review dates for each policy.



Policy page with icons

Web parts used

- Text
- Breadcrumb (GO)
- Table of contents (GO)
- Page metadata (GO)

- Navigation rollup (GO)
- Divider (GO)
- Icon picker (GO)
- People

Banner

1 No banner

We recommend using a plain title for policies pages. These pages are highly functional. Only use visuals if they help employees understand the content

Content

2 One-third left layout

This layout keeps the main content's line length readable while showcasing key details on the left.



• •	lume Polici	ies and resources Edit	☆ Not following	8 Site access	English $ \lor $
8					
Ū	\longrightarrow	Employee culture code			
8					
Ø		Home > Policies and resources > Employ	ee culture code		
۲					
	\	On this page			
	/	Introduction	Introduction		
		Our core values	Welcome to the culture code of lume! At lume, we believe that our culture is the foundation of our success. It's the way we do things, the way we treat each other, and the values we live by every day. Our culture is what sets us apart from the rest and makes lume a great place to work.		
		About this document	This culture code is a reflection of who we are as a company and what we stand for. It's a guide for our behavior, our decisions, and our interactions with each other and with our customers. It's not		
		Туре	just a set of words on paper; it's a living, breathing document that shapes our actions and our future		
		GUIDELINES			
		Topic BENEFITS			
		Created on	Our core values		
		Jan 17, 2024, 4:39 PM	Our culture is built on the following core values:		
		Latest update Mar 12, 2025, 12:51 PM	O Customer first		
		Author	We put our customers at the center of everything we do. We listen to their needs, understand their		
		Tim Jones (IT Manager)	goals, and work tirelessly to exceed their expectations.		
		Acknowledgement settings	Passion		
		Manage	We are passionate about our work, our customers, and our mission. We approach every challenge		
			with enthusiasm, energy, and a can-do attitude.		
			මැදු Collaboration		
			We work together as a team, sharing ideas, expertise, and resources to achieve our goals. We value		
			diversity and inclusivity and respect each other's opinions and perspectives.		
			: Innovation		
			We are constantly pushing the boundaries of what's possible. We embrace new ideas, technologies, and ways of thinking to drive progress and growth.		
			and mays or uninking to arree progress and growth.		
			This culture code is a roadmap for how we work together and how we serve our customers. We ask		
			every lume team member to embrace these values and make them an integral part of their daily work. By doing so, we can continue to build a culture of excellence, innovation, and customer		
			success.		
			Who to reach out to for help		
			Logan Legault (Manager o Manager of Marketing		
			Next to read in the culture code		
			1. Introduction and our values 2. Diversity, equity and inclusion 3. Social responsibility		



TEMPLATE 2

Policy page with acknowledgement

Web parts used

- Breadcrumb (GO)
- Divider (GO)
- Page metadata (GO)
- Quick links

- Acknowledgement (GO)
- Text
- Feedback (GO)
- Section background

Content

1 Acknowledgement

GO's acknowledgement feature allows you to set up notifications, prompting employees to review, acknowledge or consent to a policy. This is a great digital solution for organizations that are currently manually tracking this type of compliance.



blicies and resources	🗘 Not following	Site access	English 🗸
LUIL	A NOTIONWING	- Site actess	
Corporate vehicle policy			
Home > Policies and resources > Corporate	vehicle policy		
All and this downsome			
	Driver policy overview		
POLICY	Our company vehicle policy gives employees guidelines for obtaining, qualifying for, and using a company vehicle. A "company vehicle" is any vehicle we assign to employees. This policy applies to all employees who use a company vehicle, and applies during and outside of working hours.		
OPERATIONS TECHNOLOGY PRIVACY AND LEGAL			
Created on			
Jan 17, 2024, 4:29 PM	Qualifying for a company vehicle		
Feb 28, 2025, 3:54 PM	Employees may quality to a company vehicle in they drive follow multiply for more per year for Work purposes, need a company vehicle for their daily work, or are supposed to receive the use of a vehicle as a benefit.		
Author	If you have not been assigned a company vehicle and believe you need one, contact HR.		
	To be eligible for a company vehicle, employees must complete a form and submit a copy of their		
Related content	driver's license. Employees are only allowed to drive a company car if they have a valid driver's license and a clean driving record for at least 2 years. A clean driving record means the employee have these held at full for a corrected on a corrected on charges of violating validation and traffic		
ightarrow Company travel policy	laws. We can assign and revoke access to company vehicles at its discretion.		
Vehicle form			
	Company driver rules		
Acknowledgement settings	 Obey traffic laws in your jurisdiction and be courteous toward other drivers. Document driving expenses 		
February 13th, 2025 at 10:40 AM PT	 Monitor gas, tire pressure, and fluid levels. Report any damage or problems to your assigned vehicle immediately. 		
Due date March 15th, 2025 at 12:00 AM PT	 Report changes to your driver privileges, such as driver's license suspension, immediately. Always lock company cars. 		
Users informed	 Bring vehicle to scheduled maintenance appointments. Do not drive while intoxicated, fatigued, or on medication that affects your driving ability. Do not sensitive any comparison workide 		
🚱 Logan Legault (Manager of Marketing) (Sam Thring	10. Do not lease, sell, or lend a company vehicle. 11. Do not use a phone or text while driving.		
Current status চহু 3 total	12. Do not allow unauthorized drivers to use a company vehicle unless required by an emergency.		
전 1 completed 전 2 incomplete			
 Export to Excel 			
Manage	By clicking the Acknowledge button below I am indicating that I have read and understood the information contained within this communication.		
\rightarrow	Acknowledge		
	Feedback		
	Tell us what you think about this page!		
	Write comments here		
	Attach an image or screenshot (optional)		
	Submit		
🖒 Like 🗘 Comment 🔿 54 Views	□ Save for later		
Comments			
Add a comment. Type @ to mention so	Post Post		

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TEMPLATE 3

Policy page with content lifecycle

Web parts used

- Breadcrumb (GO)
- Divider (GO)
- <u>Content lifecycle (GO)</u>
- Table of contents (GO)
- Page metadata (GO)
- Quicklinks

Content

Content lifecycle

This author-only GO feature allows you to set review dates so that content doesn't get stale or outdated.

- <u>Acknowledgement (GO)</u>
- Text
- Images, videos and other media
- People
- Section background



Home News Events Policies a	nd resources Employee essentials ~ Our company	Υ		
o lume Policies	s and resources Edit	17. Not following	Site access	English 🗸
	Company travel policy			
	Tim Jones (IT Manager)			
	Home > Policies and resources > Company	ravel policy		
\longrightarrow	Content lifecycle	The purpose of this company travel policy is to (a) outline the authorization and reimbursement		
	Next review date: Jan 1, 2026	establish protocols that oversee the travel arrangement process.		
	Edit	This company travel policy is applicable to all employees under contract here, including paid interns, contractors, as well as seasonal, part-time, <u>and full-time employees</u> . We see traveling out of		
	On this page	the city, state, and/or country as a fully-paid business trip, as well as one-day trips that are 6 hours away from the office.		
	Authorization and reimbursements			
	international naver	Authorization and reimbursements		
		All company travel arrangements must be authorized by senior employees at least one month before the expected travel date, depending on the circumstances and the required travel		
	About this policy	arrangement time period. Employees are not permitted to authorize their own travel arrangements. Employees are expected to submit a Travel Expense Report at least two weeks after the first		
	Type POLICY	business day back at work. On the Iravel Expense Report, employees must include all company- paid expenses and personal expenses. The finance department is responsible for examining the Travel Expense Report and finalizing reimbursement payments.		
	Торіс			
	FINANCE OPERATIONS	Travel arrangement		
	Created on Jan 17, 2024, 4:22 PM	The finance department is responsible for the booking and payment of all transportation, accommodation, and travel-related expenses.		
	Latest update Feb 28, 2025, 4:03 PM	Travel expenses		
	Author	Our employees are entitled to a company-paid travel ticket for any means of transportation the employee(s) require, including a Business class return plane, boat, train, and/or coach ticket, three		
	The second of managery	meals, and one luggage. While traveling, employees will be able to use a company-paid taxi service from and to the airport, hotel, and business location. If an employee wishes to travel for personal reasons, they will be financially responsible for the travel fare.		
	Related links			
	Fraud reduction strategy			
	Vehicle form	7 100		
	Acknowledgement settings			
	Date requested January 7th, 2025 at 9:36 AM PT			
	Due date January 1st, 2026 at 12:00 AM PT			
	Users informed			
	Yvon Prickett			
	Current status			
	다 3 total 다 1 completed 다 2 incomplete			
	Export to Excel			
	Manage	International Travel		
		If employees are required to travel out of the country for business, we are financially responsible for all travel arrangements, including accommodation, transportation, visas, travel insurance, and medical expenses. International business trips must be authorized at least two months before the		
		expected travel date. The finance department is required to submit a Travel Expense Report before and after the trip. Both reports must be signed off by at least two senior officials before and after		
		the trip.		
		Your confirmation has been received. Thank you for playing your part in ensuring that we are meeting our safety standards.		
		Status You acknowledged this update on Jan 22, 2025. 		
		Who to contact		
		Adara Delafoy (Manager o Manager of Finance VP Marketing IT Manager It Manager		
	▲ You liked this ③ 82 Views □ S	we for later		

CREATING	AWESOME	INTRANET	PAGES	IN	SHAREPOINT	37

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KEY PAGES ON YOUR INTRANET





3:15 PM: Action Plan Formulation



Comments

Add a comment. Type @ to mention someone



Event pages

The job of an event page

Event pages communicate to your employees about upcoming events, their key details and need-to-knows, such as times, room numbers or registration details.

What might go on an event page?

- A description of the event
- When and where it's taking place
- Registration details, including a link
- Names of event organizers or someone to reach out to if an employee has questions

Out-of-the-box SharePoint vs. GO events

Before diving in to what might go on an events page, it's important to make a distinction between out-of-the-box SharePoint events and GO events:

For the purpose of this lookbook, we'll be talking about GO event pages. If you're using out-of-the-box events, stick to the basics:

- stick to it.

PRO TIP

Out-of-the-box events are very simple and structured, so you can't make them into templates like you can with other SharePoint pages. To keep things consistent, we recommend communicating your guidelines for out-of-the-box events with authors.



• Events in out-of-the-box SharePoint are quite limiting; they're a content type that only allows for plain text and images. There's no flexibility to use different headers or page layouts or to add web parts.

• GO events leverage news content types, so they are a true SharePoint page, which means you can add web parts and use different layouts.

• Use headings, text hierarchy, line breaks and spacers to make it easier for employees to scan and consume your information.

• Use banner images with intention – identify your image strategy and



TEMPLATE 1

Event page with registration

Web parts used

- Section background
- Events metadata (GO)
- Page metadata (GO)

- Event registration (GO)
- <u>Text</u>
- Quicklinks

Banner

1 Title area

For event pages, we recommend using the plain title area. SharePoint's headers are narrow, which doesn't allow event promo images to be showcased in their full glory. Instead, use a photography web part first thing on the page (much like our recommendations for news).

Content

2 Registration details

GO's registration feature allows you to collect registration without a thirdparty tool. Employees can register for an event and see other registration details, like how many spots are left or their position on the waitlist.



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	0	+ New - 🧐 Promote 💱 T	ranslation 🛞 Page details 🗚 Immersive reader 🖾 Analytics	Published 7/2/2024 🗵 Share 🗸 🖉 Edit 🖉 🗤	
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			Pottery party:		٩
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			When o	Event categories A	() ald content
			Starts: Thursday, August 1st, 2024 at 4:00 PM PT	WORKSHOP	8
			Ends: Thursday, August 1st, 2024 at 6:00 PM P1	Event organizers	
			This event is only available on location.	⊡ socialcommittee⊌lume.com	
			🛓 Download calendar info		
			See all upcoming events		
			Registration details		
2		\rightarrow	C Deadlines		
			Register by: Fnday, July 26th, 2024 at 12:00 PM PT Cancel by: Wednesday, July 31st, 2024 at 12:00 PM PT		
			Attendees Registered: 0/25		
			Registration status		
			Event status: Open My status: Unregistered		
			Register for this event		
			Register another employee		
			Registration settings		
			Manage Cancel event		
			About this quant		
			About this event		
			Get ready to get your hands dirty and unleash your creativity with our upcoming team-build activity at a pottery studio! We're excited to invite you to join us for an evening of pottery-m fun, where you'll have the chance to create your own howks or evene	ding making	
			This event is all about letting loose and having fun while bonding with your coworkers. You	don't	
			need to have any prior experience with pottery-making – our expert instructors will be on he guide you through the process and provide helpful tips and tricks.	and to	
			When you arrive at the studio		
			Once you arrive at the studio, you'll be greeted with a warm welcome and a brief introductio the art of pottery-making. Then, it's time to roll up your sleeves and get to work! You'll have	on to e all the	
			tools and materials you need to create your own unique masterpiece, from shaping the clay adding your own personal touches and designs.	y to	
			While you're working on your creations, you'll have the opportunity to chat with your collear share ideas, and bond over your shared love of pottery-making. And of course, there will be	agues,	
			of laughter and fun throughout the afternoon!		
			At the end of the event, you'll get to take home your very own handmade bowl or mug as a reminder of the fun and creativity you shared with your coworkers. So, what are you waiting loin us for this excition and unforcettable team-building experience!	a g for?	
			and the second se		
			👌 Like 💭 Comment 🐵 18 Views. 💭 Save for later		
			Comments		
			♣ Add a comment. Type ⊕ to mention someone	-Point	
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TEMPLATE 2

Event page without registration

Web parts used

- <u>Section background</u>
- Events metadata (GO)
- Page metadata (GO)

- Icon picker (GO)
- Text
- Quicklinks

Content

1 Events metadata

You need to let employees know where and when the event is taking place. With GO's events metadata web part, these details roll-up automatically along with other event information you add from page details.

2 About the event content

It's time to add the rest of your event details, like a description about the event, what employees might expect, things to bring or timelines.

3 Page metadata

If you're using event categories, we also recommend you display them on the page so employees can anticipate what kind of event this is.



Home News Event	Solicies and resources Employee essentials Our company V	
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		Vencor sili
		Meri
	→ When ○	Event categories Add con
	 Starts: Tuesday, September 10th, 2024 at 6:00 AM PT Ends: Tuesday, September 10th, 2024 at 2:00 PM PT 	≗ ∽
	Where	Event organizers
	eq Download calendar info	Tim Jones (IT Manager) IT Manager
	See all upcoming events	
	About this event Welcome to the Strategic Planning Offsite 2024! This event is designed to bring together our	
	Ieadership team and key stakeholders for an immersive experience focused on shaping our organization's future. Join us for a productive and inspiring day where we will set the strategic	
	direction for the next year and beyond.	
	[™] Dress code [♥] Lunch, snacks and coffee	
	Business Casual, pants recommended Provided for attendees	
	Agenda	
	8:00 AM: Registration and Breakfast	
	9:30 AM: Keynote Address: "Future Trends in Our Industry"	
	10:30 AM: Coffee Break	
	10:45 AM: Vision Workshop: Defining Our Long-Term Objectives	
	12:00 PM: Lunch	
	1:00 PM: Strategic Goals Development	
	3:15 PM: Action Plan Formulation	
	4:30 PM: Group Discussion and Q&A	
	5:30 PM: Closing Remarks and Next Steps	
	6:00 PM: Networking Reception	
	Comments	
	Post	



TEMPLATE 3

Event page with photo gallery

Web parts used

- <u>Section background</u>
- Events metadata (GO)
- Page metadata (GO)
- Event registration (GO)

Content

1 Photo gallery

If you have photos from past events, or there are photos to promote the event, add them to the page!

2 People

It can be helpful to highlight someone employees can reach out to for questions, such as an event organizer. If a group email is more suitable for your organization, you can leverage a mailto link using the quick links web part.



- Images, videos and other media
- Text
- Quicklinks



OTHER CONTENT TYPES

Other content types

Your intranet might have other page types that are unique to your organization and content needs that aren't listed in these categories – which is totally normal!

You can use the foundations we've outlined in combination with the inspiration throughout this lookbook to help you create the perfect page.

Write a job for your page to guide your decisions.

Don't forget about our guiding principles.

Use our web part tips and pro tips as inspiration. Many of the web parts we've outlined can be used on different types of pages!

A NOTE ABOUT MOBILE DESIGN

A note about mobile design

Based on our experience with many SharePoint intranets, here are our recommendations for crafting pages with mobile in mind. We always recommend resizing your desktop browser or having a peek on a mobile device to make sure pages are achieving their jobs for mobile users.

One-third layouts

Choosing between the one-third right or one-third left page layout depends on the context of your content. On mobile, one-third right content will display below the content in the larger column, whereas one-third left content will display above the larger column's content.

For example, on policy pages, we often use web parts like the table of contents and page details to help employees quickly understand what the page covers and to highlight important information about the policy. When viewed on mobile, the content in this column should appear first. This means we need to use the one-third left layout, because having this information display below the page's content isn't helpful or useful.

SharePoint		Search across sites	Ø	ସ ୫ ଭ ? 🎲	ାର୍ଗ ବ୍ୟ
Home News Events Poli O lume Poli	icies and resources Employee essentials ~ Our o	ontpany v	û Not following 🔞 Site access	Beglish ~	= olume Policie
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	On this page Introduction Our core values About this document Type currenter	Introduction Welcome to the cubure code of lume! At lume, we believe that car cubur screams. It's the way we do things, the way we that each other, and the Our cubure is what sets us apart from the rest and makes lume a great p This cubure code is a reflection of who we are as a company and what we our behavior, car decisions and our instractions what sch ofter and with just a set of words on paper; it's a living, breathing document that shape fource.	re is the foundation of our values we live by every day. Jace to work. It is aguide for thou customers. It's a guide for thou customers. It's not es our actions and our	Rowani Rg Burdin Marchan March	Home > Policies and rei Employee culture code
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	Author المعالي Tim Jones (IT Manager)	We put our costomers at the center of everything we do. We listen to the goals, and work tirelessly to exceed their expectations.	eir needs, understand their		Topic BENEFITS
		Passion We are passionate about our work, our customers, and our mission. We with enthusiasm, energy, and a can-do attitude.	approach every challenge		Created on Jan 17, 2024, 4:39 PM Latest update
		Collaboration We work together as a team, sharing ideas, expertise, and resources to a diversity and inclusivity and respect each other's opinions and perspecti	ichieve our goals. We value ives.		Mar 12, 2025, 12:51 PM Author Tim Jones (IT Manager)

ture

Using headers for text hierarchy

Background colours and images

SharePoint out-of-the-box lets you add a background colour or image to your sections. However, it doesn't give you control over how that background image appears on mobile. GO's background feature does allow flexibility for how your image or pattern shows up. In both cases, it's important to double check how your images are appearing on mobile. Have a peek to make sure things aren't getting cut off or misconstrued on smaller breakpoints!

Spacers

By default, spacers are hidden on mobile, so feel free to use them to enhance your desktop layout without worrying about their impact on mobile. While you can choose to display them on mobile if needed, we generally recommend leaving them off so pages aren't too lengthy to scroll.

habanero

Creating content that's easy to scan with clear, descriptive headings is even more important on mobile. Whatever you use on desktop will be automatically scaled to mobile – so be sure apply headers properly!

SAVING PAGES AS TEMPLATES

Saving pages as templates

We recommend that you use a consistent layout for each type of page on your intranet. For example, you can create a layout strategy for all news pages by defining a header style or column layout. Then, save it as a page template that content authors can use as a starting point when the create news pages.

Consistent page layouts help employees understand what type of page they're on within the intranet and how to navigate between them, which is especially helpful in modern SharePoint's flat site structure.

PRO TIP

When creating your page templates, include only the mandatory items. This way, content authors will know that whatever a page template starts with should stay, and they can add other web parts and elements to support their content and page job.

---- Once you save your page as a template, it will appear under the "saved on this site" tab whenever you start to create a new page. This functionality ensures your content authors can create consistent pages.

	A
Page templates	GO Content Page
From Microsoft Saved on this site Apps	Add your page content here!Some pro-tips:Accordions can be used to chunk content and increase the scanability of your page. Tab switchers can be used to group similar content broke down into different sections.Photo galleries are a great way to showcase several images.Dividers and spacers can
GO Content : GO News : Page	GO Content Page
	Home > Corporate News > GO Content Page
	Add your page content here!
	Some pro-tips:
	 Accordions can be used to chunk content and increase the scanability of your page. Tab switchers can be used to group similar content broke down into different sections. Photo galleries are a great way to showcase several images. Dividers and spacers can be used to break up your page and chunk content into sections. Don't forget about headings styles! They separate content and make it easier for users to scan the page for what they're looking for. Quick links are a great way to call out related content within your document. The icon picker can be used to differentiate important content from the rest of the page while giving visual context.
	Related links
	→ A page on your intranet 🕜 An external link 🖨 A related document
	Who to contact for help
/iew templates folder	Create as a private draft O Create page Cancel

OUT-OF-THE-BOX AND GO Web part overview

There are many more out-of-the-box SharePoint web parts than we'll review in this section. The web parts we show here are the ones we use most and that appear in the page template examples.

Category

PEOPLE

O

When ()

Starts: Monday, March 3rd, 2025 at 9:00 AM PT
 Ends: Monday, March 3rd, 2025 at 4:00 PM PT

Where

 \downarrow Download calendar info

Register for this event

t detailed Start a benefits claim or make a change to your account

Start a claim

On this page

What is vision and dental insurance?

How to stay covered when you travel

Coverage varies depending on these factors

What to do when you exceed your coverage

Customer first

We put our customers at the center of everything we do. We listen to their needs, understand their goals, and work tirelessly to exceed their expectations.

Passion

We are passionate about our work, our customers, and our mission. We approach every challenge with enthusiasm, energy, and a can-do attitude.

OUT-OF-THE-BOX WEB PARTS

Out-of-the-box web parts

Button

You can use a button to make an important call-to-action stand out. Buttons use your primary theme colour, which makes them more visually prominent. We recommend using them sparingly on a page; too many buttons can feel overwhelming and make it harder for employees to know which action to take next.

Benefits booklet

View our full benefits booklet and get detailed information on our coverage

Explore employee benefits

PRO TIP

Use clear, specific button labels. Avoid vague text like "learn more." Instead, say exactly what users will get – like 'Explore employee benefits'.

Images, videos and other media

Including images and other media in your pages helps break up your content into more easily digestible sections. However, you should only include them if they help tell your story. Don't add images just to make it "more visual."

Photos from the event

PRO TIP

Make sure to write alt text for all your images, so your content is accessible to all employees. Alt text is used by screen-reading tools to describe images to visually impaired readers.

There are multiple ways to showcase images on pages:

• If you have a few photos, try using them to break up the page content. • If you have lots of photos, try using the image gallery web part. It takes care of how the photos are displayed, so you don't need to worry about cropping the photos.

People

You can use the people web part to link directly to a person within your organization, so employees can reach out to someone if they get stuck or can't find what they're looking for. If your content is owned by a team rather than an individual, you can use text links to link to group emails, such as it@yourcompany.com.

We recommend adding this below all of your content instead of at the top of the page. This encourages employees to try to find what they're looking for first rather than just reaching out to a person because it's easier.

Need help?

Tim Jones (IT Manager) IT Manager

PRO TIP

Don't fall victim to old intranet trends! Use conversational language for the web part heading – try "who to ask for help" or "need help?" instead of "key contacts."

Quick links

We use quick links to connect employees to documentation, forms or pages on the intranet related to the task or information at hand. We love the versatility of this web part – it has many layouts that you can use

depending on the type of page you're creating.

To help employees anticipate what they're going to get from clicking these links, we like to use icons. For example:

• For related resources, use icons to indicate document type (PDF, Word, Excel) or location (like an external icon if the link takes the employee off the intranet).

Related links

 \rightarrow A page on your intranet

An external link ٢Ā

• For pages that live on the intranet, use a forward arrow (to communicate you're moving to another page on the site).

A related document

Section background

Using different section backgrounds combines pieces of content into chunks. This makes it easier for users to jump between areas on pages with a lot of content. Use lighter colours to break up content and bolder colours to call attention.

Spacer

We love spacers! They help break up your content and add some white space. Remember, white space is your friend! Adding space between different chunks of content helps employees know how the information is grouped. The great thing about the spacer web part is that you can choose how big you want the space to be. Even something as small as 16px can make a huge difference!

PRO TIP

Spacers look different when you're in edit mode vs. when you publish a page. Sometimes what looks like enough space in edit mode can actually be too much for a live page or vice-versa. Try saving your page as a draft to see what it looks like (don't hit the "publish" button until you're ready for everyone to see it!).

habanelo

Text

Get to know Sylvie

What is your favourite part of the work you do?

I love being part of the strategy and creative process that comes with marketing!

Do you have any current hobbies or interests?

Lately I have become quite the plant mom! I went from zero plants to 5 within a month's time. I am really enjoying learning about what each plant individually needs and here's hoping none of them die!

What's something people should know about you? 👄

produce my best work.

Text will be your most-used web part on your intranet pages! The key to creating pages that are consumable and scannable is to use headings and line breaks to convey text hierarchy.

We asked Sylvie some questions to get to know her better. Check out the answers below!

I really enjoy working with others! Collaboration is so important to me and very necessary to

GO web parts

Accordion

The accordion web part allows you to group content. Users can scan the topics and click to read more about the information that's relevant to their task. Keep the number of accordions to a minimum and remember the job of the page. We don't want this turning into an exhaustive list!

FAQ on safety

 $^{
m imes}$ What should I do if I notice a potential safety hazard on the worksite?

Notify your supervisor or safety manager immediately. Do not attempt to address the hazard yourself.

> What should I do if I am injured on the job?

Acknowledgement

GO's acknowledgement feature allows you to set up notifications, prompting employees to review, acknowledge or consent to policy. This is a great digital solution for organizations that are currently manually tracking this type of compliance.

within this communication. Acknowledge

How the web part shows up for your content author:

Acknowledgement settings

How the web part shows up for employees:

By clicking the Acknowledge button below I am indicating that I have read and understood the information contained

GO WEB PARTS

Breadcrumb

Wayfinding in modern SharePoint can be tricky. One of the ways we've tried to improve this experience is by creating a breadcrumb web part. We like to include this on our pages to help users make sense of where they are in a site.

Home > Corporate News > Staying safe at work

Callout

You can choose from different styles of this web part that allow you to change the background colour and icon according to the type of callout you'd like to publish.

Don't forget: We've upgraded our benefits package to include coverage of glasses and contact lenses!

Content lifecycle

This author-only GO feature allows you to set review dates so that content doesn't get stale or outdated.

Content lifecycle

Next review date: May 18, 2024

Edit

Divider

Like spacers, dividers are a great way to break up your content. With the

out-of-the-box divider web part, you can only control the length of the line and its weight. GO's webpart provides more flexibility, allowing you to customize both the size and colour of the divider. We love a pop of colour! And it allows you to enhance the presentation of your brand.

Meet Sylvie!

team.

Here's some more details about Sylvie:

Events metadata

When ()

Where

Located on the 5th floor.

 \downarrow Download calendar info

Please welcome Sylvie, our newest Sales & Marketing Coordinator who is joining us in the Vancouver office! Her first day is today and we can't be more excited to have her as part of our

- Let employees know where and when the event is taking place. With
- GO's events metadata web part, this information will roll-up
- automatically along with other event details you add in page details.

🗊 Starts: Monday, March 3rd, 2025 at 9:00 AM PT Ends: Monday, March 3rd, 2025 at 4:00 PM PT

🖞 167-169 Great Portland St, London W1W 5PF, United Kingdom

Register for this event

Event registration

GO's registration feature allows you to provide registration capabilities without a third-party tool. Employees can sign up for an event and see other registration details, like how many spots are left. Authors can also include questionnaires for registrants to fill out during the registration process.

Registration details

Deadlines Register by: Wednesday, Jul 12, 2023 at 3:00 PM Cancel by: Wednesday, Jul 12, 2023 at 3:00 PM

- Attendees Registered: 0/2 Waitlisted: 0/2
- Ē Registration status Event status: Open My status: Unregistered

Register for this event

Register another employee

Feedback

With this web part, employees can easily provide feedback on a specific page by sending a message and uploading an image or screenshot.

Feedback

Tell us what you think about this page!

Write comments here

Attach an image or screenshot (optional)

Submit

Navigation rollup

- missing.

Our culture

Working from h

Giving back

Diversity and in

Professional con

Icon picker

Icon pickers can be used to break up content and make things

scannable. They're also a great way to bring in any of your additional

brand colours outside of your primary SharePoint theme palette.

Tips for staying safe

We know that the work we do can be a dangerous job, but there are steps you can take to stay safe while on the worksite. Here are some tips to keep in mind 123:

60 Wear appropriate safety gear

 \triangle Be aware of your surroundings Look out for potential hazards, such as uneven ground, loose debris, or exposed wires.

GO's navigation rollup allows sections of your hub navigation to be automatically displayed on your page. This allows employees to navigate between pages under a topic (like all things under "our culture"), simulating a local navigation that modern SharePoint is

ome
clusion
nmunities

Hard hats, safety glasses, and steel-toed boots are essential for protecting your head, eyes, and feet

Follow proper lifting techniques

Use your legs, not your back, when lifting heavy objects. Always ask for help if you need it.

Page metadata

Out of the box, there's no way to display the metadata tags for your pages (womp, womp). To combat that, we created the page metadata web part that can be configured to surface any of the relevant metadata for the content type you're using.

For example, common metadata for news includes author, published date, news category and news location. Common policy metadata includes type and topic.

These tags give employees helpful context when they arrive at your page, so they can quickly understand what your page is about.

Category

EMPLOYEE EXPERIENCE

Location VANCOUVER

Created on Mar 16, 2023, 1:54 PM

Latest update Feb 27, 2025, 9:22 AM

Author

🕋 Tim Jones (IT Manager)

Table of contents

Content pages can get lengthy! This web part makes it easy for employees to find what they're looking for by automatically pulling all Heading 2s from your page and making them clickable links. We recommend breaking up your sections with task-based titles and placing the navigation rollup near the top of your page. This will help employees jump to what they are looking for.

On this page

Authorization and reimbursements International Travel

Tab switcher

The tab switcher allows you to hide and reveal content by toggling between horizontal tabs. It's useful for grouping a large amount of similar content together.

It can also be helpful if you want to deliver targeted content to different groups based on criteria like geographical region or tenure. If the information isn't sensitive (meaning it's okay for people outside the group to read it), you can break the content up using tabs. This allows employees to select the content that is most relevant to them.

Know your own biases

Are you more interested in being liked than you are in giving honest feedback? "Good advice grates on the ear," the saying goes. Do you have the courage and compassion to serve their interests before yours?

Giving feedback Receiving feedback

Viva Engage thread comments

Instead of using out-of-the-box comments in SharePoint, GO's Viva Engage comments feature allows you to link your news article to a Viva Engage thread that people can react to or comment on. If your organization uses Viva Engage, this web part is awesome because it keeps conversations about the article in one place, rather than have them happening both in SharePoint and Viva Engage.

3 comments

🛞 Comment on Viva Engage

Adara Delafoy (Manager of Finance) over 4 years

Great article! Providing constructive feedback can be difficult, but it's essential for personal growth. I enjoyed the online course on this topic.

👌 Like

You've got this!

You now know our best tricks and tips for designing in modern SharePoint. Now it's your turn – go and make awesome pages on your intranet!

Get in touch

If you have questions about modern SharePoint or want to see GO Intranet in action, please reach out. We'd love to show you what you can achieve with GO.

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