

# Building an Intranet

## with SharePoint Online



### A SharePoint Online intranet

---

What is not immediately obvious with many Office 365 subscriptions is that this gives businesses everything they need to build a world class intranet, with collaborative spaces and enterprise grade search facilities.

This paper looks at the features available and how these can deliver an intranet fit for today's mobile era, allowing staff to collaborate securely from any location, on any device.

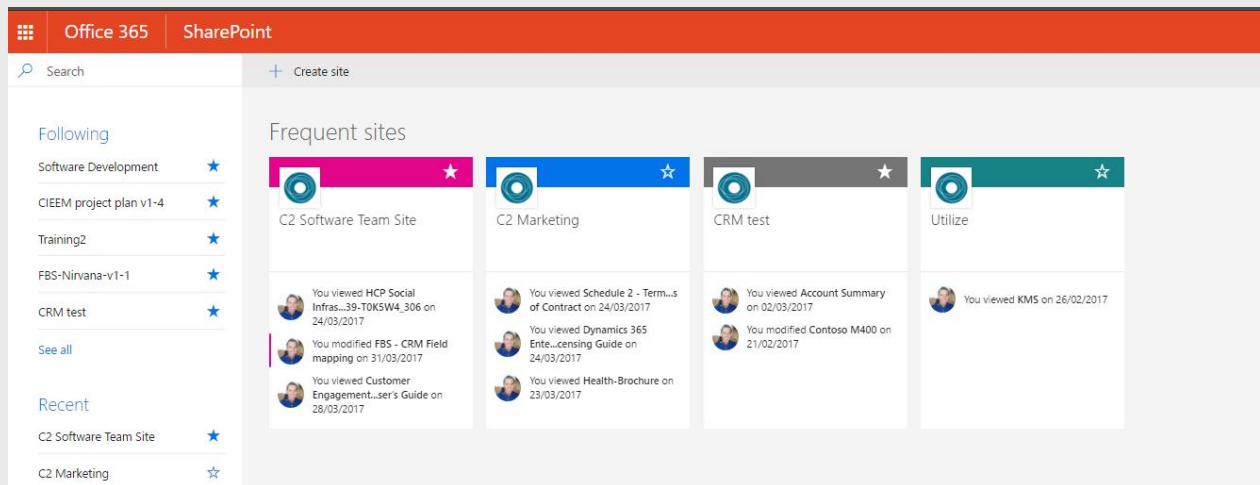
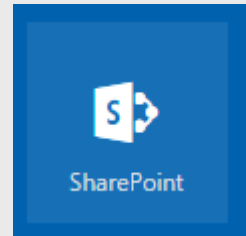
This document is based on the Microsoft Customer Immersion Experience example – Contoso.

For more information, please do not hesitate to contact [info@c2software.com](mailto:info@c2software.com)

# SharePoint Tile

The SharePoint link is available from the Office 365 menu and takes the user into a personalised view of the SharePoint sites available to them.

The following shows an example of how this may look for a typical user, once the intranet is configured. These are links into selected sites within SharePoint.



## Controlling Access to Intranet Sites

Each SharePoint site has its own unique web address and access to the content is protected via the standard Office 365 login credentials. Office 365 also supports integration with an on premise Active Directory, ensuring that access to the intranet can be a single sign on experience, based on standard network (domain) logins.

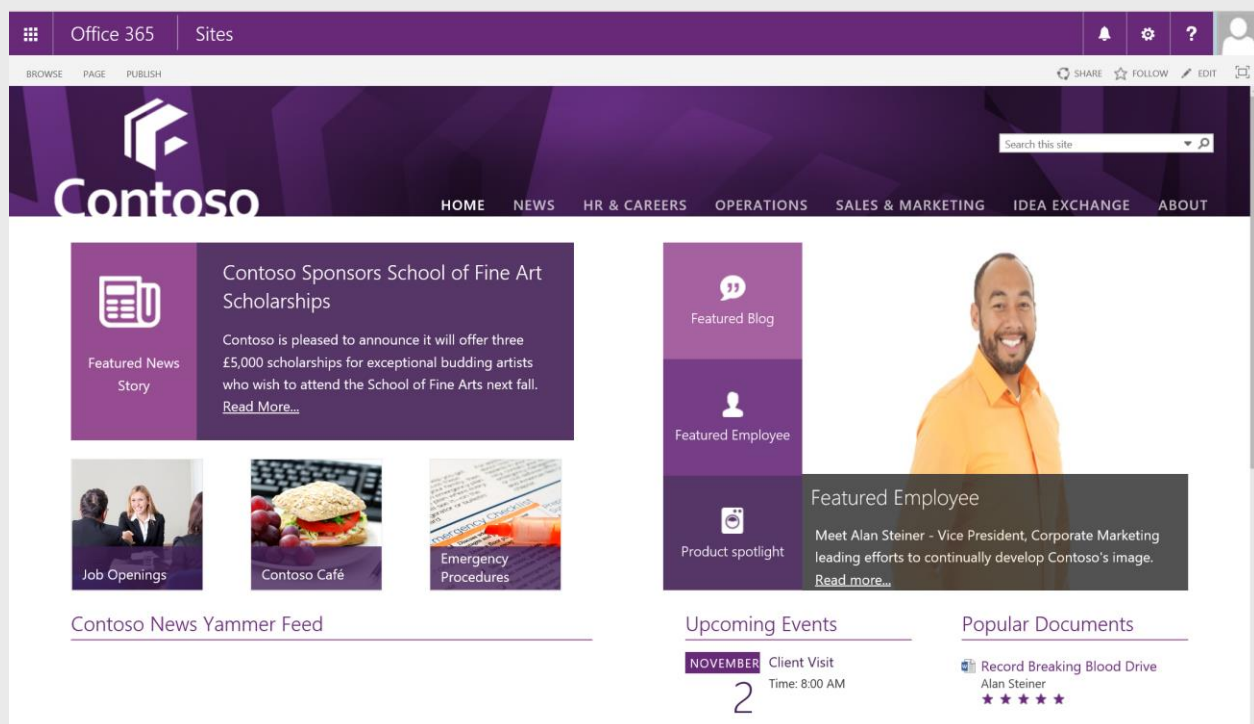
## Look & Feel

The look and feel of the intranet can be tailored by a Microsoft partner such as C2 to match your organisation's requirements. This includes the site structure, navigation and page layouts.

## Intranet Home Page

The example below shows a typical intranet home page with corporate branding applied and SharePoint Apps used to promote specific sub-sites and listings e.g. Upcoming Events, Popular Documents. The navigation has also been tailored to the specific business requirements and provides easy access to search the intranet.

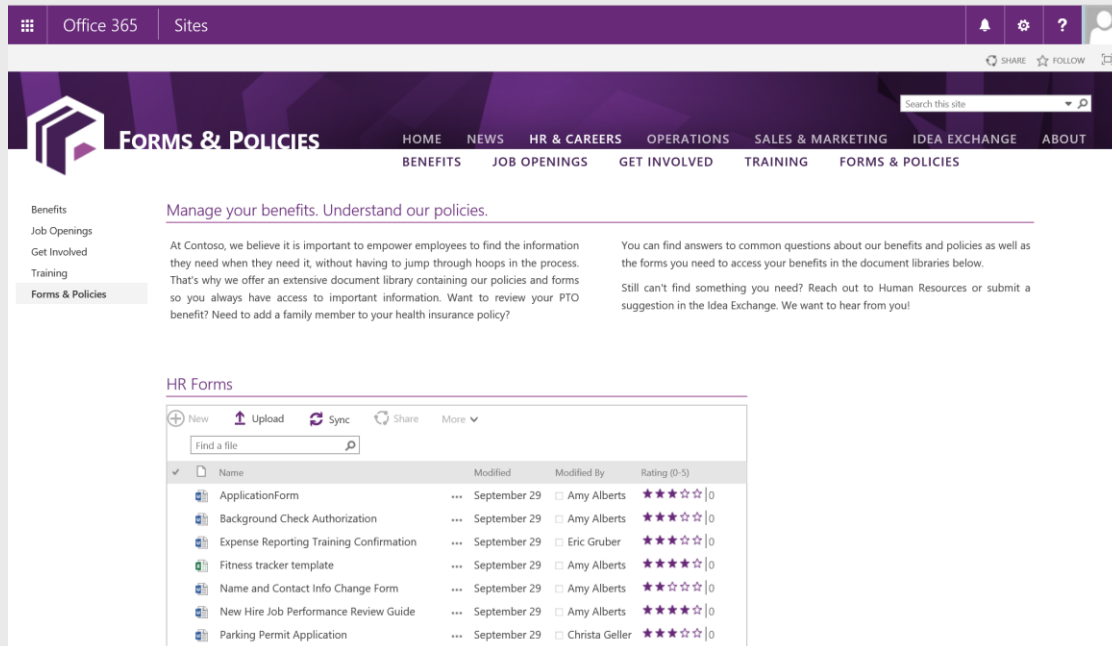
Web and App parts relevant to the organisation can be used on the home page to surface underlying content from other areas of the site e.g. featured blogs, events, news, popular documents etc.



Content can also be targeted at specific audiences, allowing for the delivery of personalised content for specific users or staff groupings.

# Document Management

A key feature of SharePoint is its Document Management capabilities. Once defined, document libraries can be seamlessly integrated into the intranet framework.

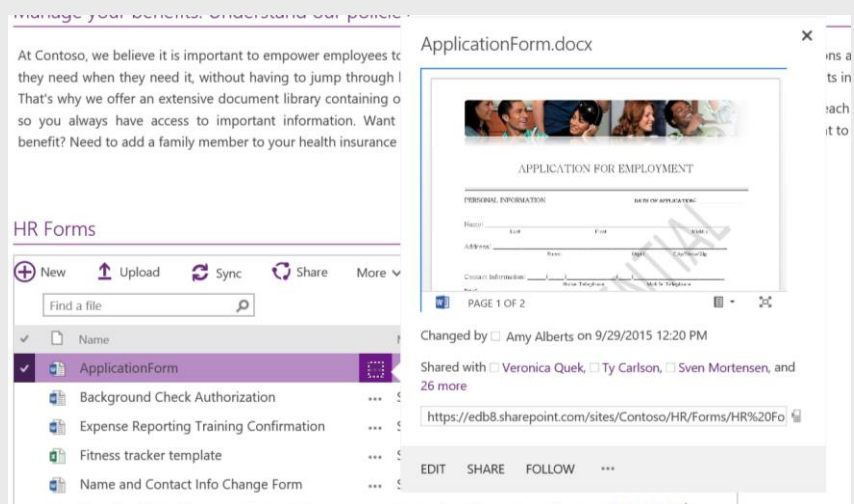


Subject to SharePoint user permissions, the document libraries can also be accessed via Windows Explorer as a standard Network Share and can also be synchronised to the user's local PC using One Drive for Business.

Document libraries offer full version control and optional check in/out capabilities. Additional metadata can be held on documents e.g. rating, department, customer etc., allowing users to more easily search and identify the relevant documents.

In addition SharePoint Online supports document preview capabilities allowing users to look inside documents before they choose to download them.

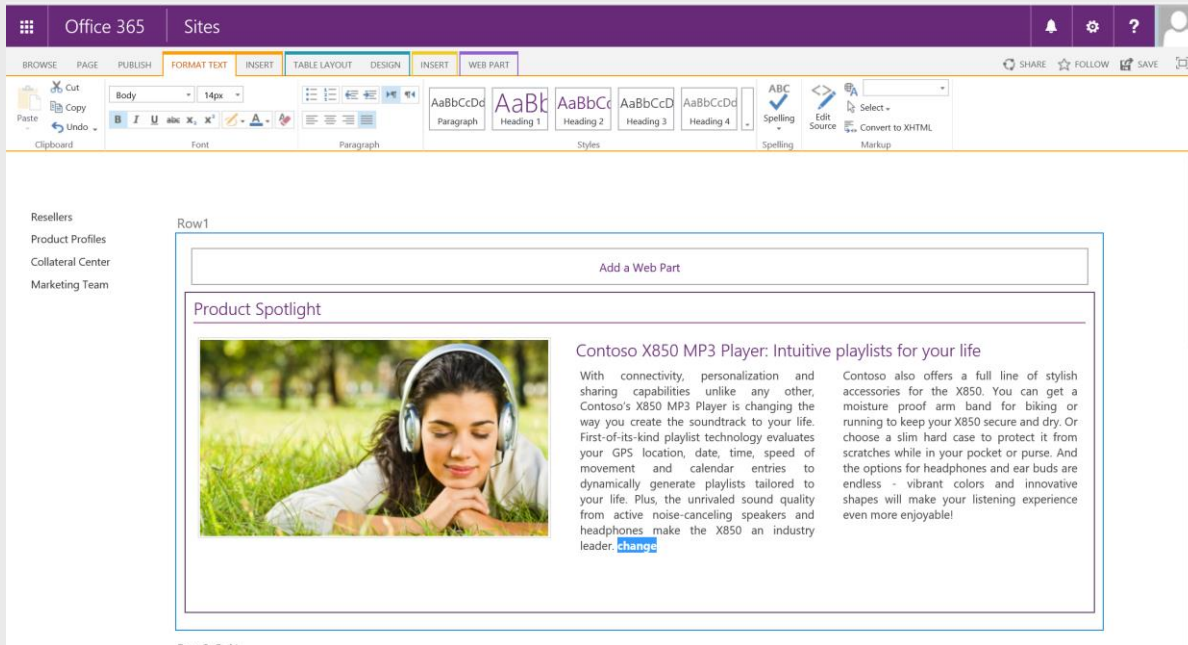
Users can also "follow" documents, ensuring they have quick and easy access to them.



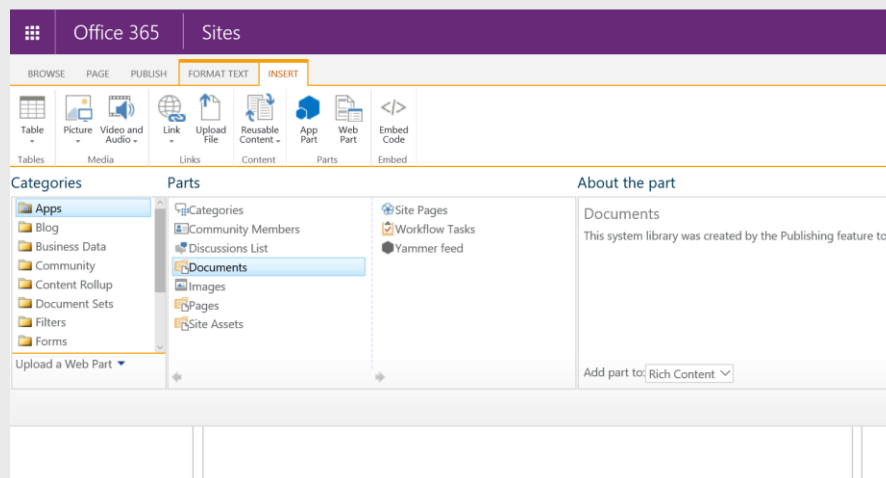
# Intranet Content Management

Create and maintain intranet pages, content and navigation with ease through SharePoint Online's content management features.

SharePoint provides What You See Is What You Get editing capabilities which allow authorised users to create and update content in line with the existing intranet branding. The intuitive ribbon bar provides a familiar Office style interface.



Advanced users have full access to the underlying HTML source and can insert content such as links, images, videos and web/app parts e.g. document listings.



Layouts are also available for pages ensuring that page variations are available to suit the page e.g. 2 column layout.

# SharePoint Lists & Workflows

SharePoint is built on lists and these can be configured to meet the needs of the business e.g. Job Listings, News, Training Courses, Events etc. For each SharePoint list a configurable set of fields can be specified.

Job Openings

New Upload Sync Share More

Find a file

Name	Department	Experience	Deadline
Manufacturing Supervisor	Manufacturing	5 years	7/30/2014
Marketing Assistant	Sales and Marketing	1-2 years	8/14/2014
Marketing Coordinator	Sales and Marketing	2-3 years	8/29/2014
Help Desk Assistant Manager	IT	3 years	8/30/2014
Product Engineer	Engineering	5 years	8/31/2014

Lists can also be calendar based allowing for the booking of shared resources e.g. rooms. These calendar apps can be synchronised with Outlook with a single click.

## Training Center

The Human Resources department offers a variety of training opportunities for all Contoso employees. From cross-training tutorials to advanced leadership development sessions, employees are can choose the courses that suite their needs. We also provide an extensive library of training guides for self-study. Employees are encouraged to complete at least one training activity each quarter to ensure their skills and knowledge stay current.

Review the calendar below for available classes and sign up for your next learning opportunity today!

## Training Calendar

October 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5 7:00 am - 8:00 am Understanding Y	6	7	8 10:00 am - 11:00 Lunch and Learn	9	10
11	12	13 9:00 am - 10:00 a Using Excel for D	14	15	16	17

Entries can easily be added/edited by users with appropriate permissions. The forms will automatically reflect the fields defined for the list or content type. The example below is based on a typical Calendar App.

Training Calendar - Understanding Your Benefits

VIEW CUSTOM COMMANDS

[Edit Item](#)
[Edit Series](#)
[Delete Item](#)
[Version History](#)
[Alert Me](#)
[Shared With](#)
[Workflows](#)

**Title** Understanding Your Benefits  
**Location** HR Conference Room  
**Start Time** 10/5/2015 7:00 AM  
**End Time** 10/5/2015 8:00 AM  
**Description** Contoso has one of the best benefit packages in the industry - are you taking advantage of all of the benefits offered. Come learn more about what benefits are available for your and your family.  
**Category**  
**All Day Event**  
**Recurrence** Every 1 month(s) on the first Monday  
**Content Type:** Event  
 Created at 9/29/2015 12:27 PM by [Amy Alberts](#)  
 Last modified at 9/29/2015 12:28 PM by [Amy Alberts](#)

[Close](#)

Training Calendar - Understanding Your Benefits

EDIT

[Save](#)
[Cancel](#)
[Paste](#)
[Cut](#)
[Copy](#)
[Delete Item](#)
[Edit Series](#)
[Attach File](#)
[Spelling](#)

**Title \*** Understanding Your Benefits  
**Location** HR Conference Room  
**Start Time \*** 10/5/2015 7 AM 00  
**End Time \*** 10/5/2015 8 AM 00  
**Description** Contoso has one of the best benefit packages in the industry - are you taking advantage of all of the benefits offered. Come learn more about what benefits are available for your and your family.  
[Click for help about adding basic HTML formatting.](#)  
**Category** ☐ ☐ Specify your own value:  
**All Day Event** ☐ Make this an all-day activity that doesn't start or end at a specific hour.  
**Recurrence** Every 1 month(s) on the first Monday  
 Created at 9/29/2015 12:27 PM by [Amy Alberts](#)

[Save](#) [Cancel](#)

## Workflows

SharePoint includes a powerful workflow engine, allowing tasks such as approval processes to be automated. An example would be a workflow process that is triggered to alert a staff member's manager when a holiday request entry is created.

As well as emailing the manager the workflow can create an approval Task for them to complete in SharePoint. As such SharePoint has the potential to help automate a range of internal processes e.g. room booking alerts, holiday requests, purchase order requests etc.

FILE WORKFLOW

[Save](#)
[Publish](#)
[Check for Errors](#)
[Paste](#)
[Copy](#)
[Format Painter](#)
[Advanced Properties](#)
[Delete](#)
[Move Up](#)
[Move Down](#)
[Condition](#)
[Action](#)
[Stage](#)
[Step](#)
[Loop](#)
[Else Branch](#)
[Parallel Block](#)
[App Step](#)

Navigation

Site Objects

C2 Software Team Site

Lists and Libraries

Workflows

Site Pages

Site Assets

Content Types

Site Columns

External Content Types

Data Sources

Master Pages

Site Groups

Subsites

Workflows

Approval

Booking Alert

C2 Software Team Site

Workflows

Booking Alert

Text-Based Designer

Stage: Stage 1

If Current Item:Created by Not equals Gillian Neill

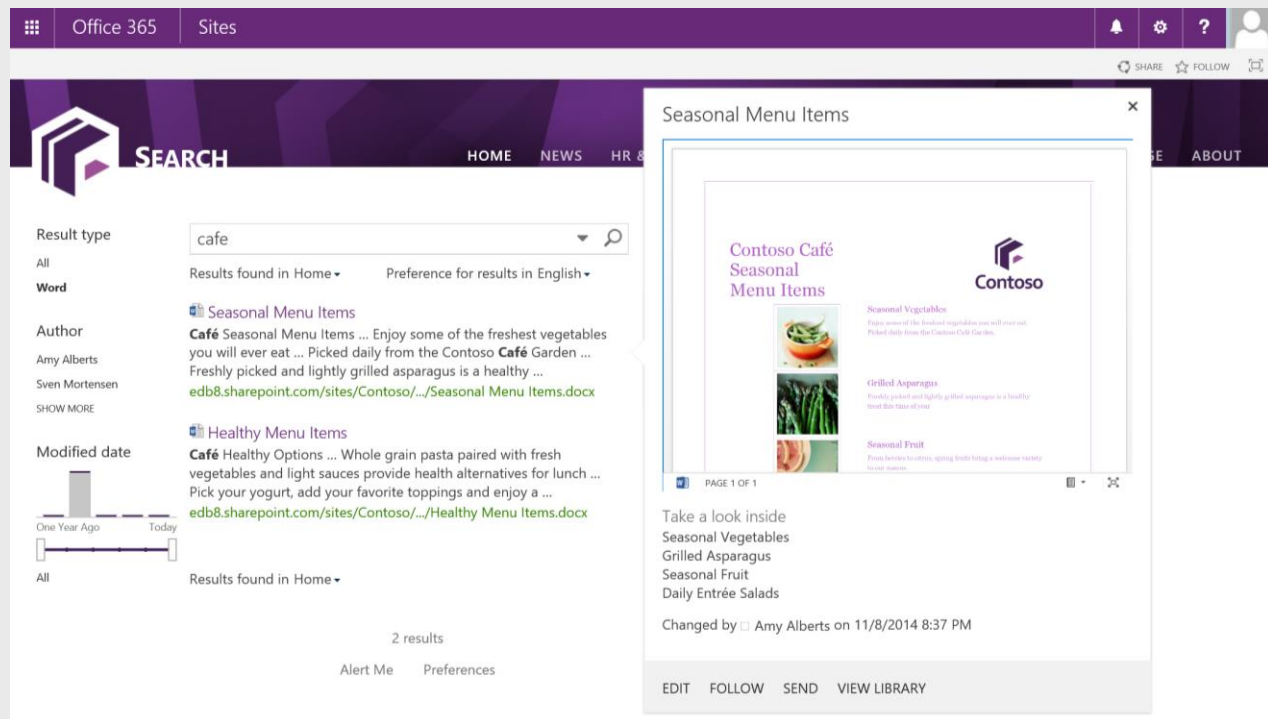
Email Gillian Neill

Transition to stage

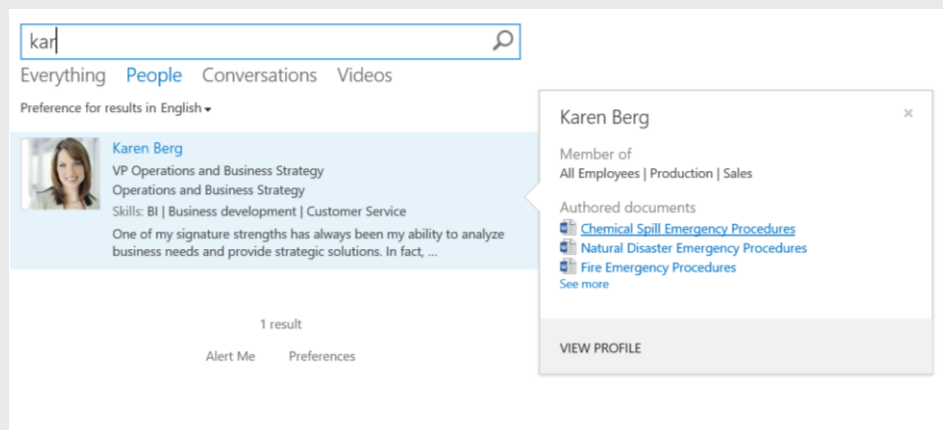
Go to End of Workflow



# Enterprise Search



SharePoint Online (Business Premium & E3 and higher plans) include an enterprise grade search solution as standard. This searches across all content type including intranet pages, documents, conversations, videos and people. Facets allow the search results to be narrowed e.g. Date, Author, and these are configurable. The preview panel reflects the content type e.g. for people we can see more details and can access recently authored documents.

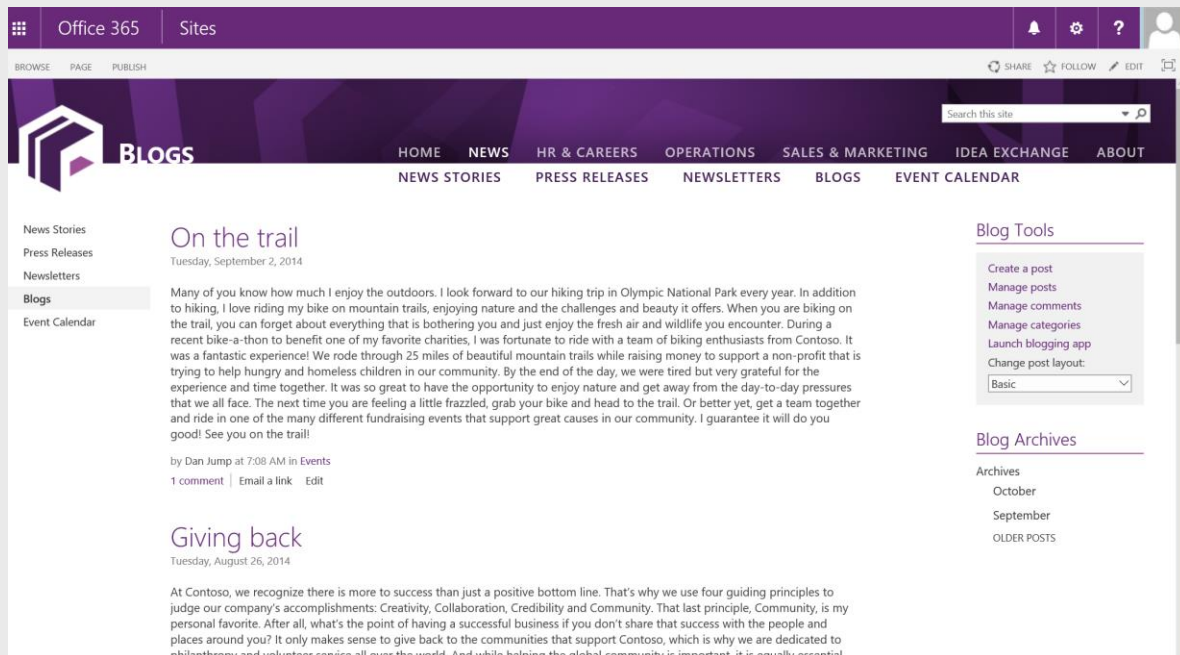




# Community

SharePoint Online has a range of Site templates and Apps that facilitate the building of online communities within an intranet. These includes blogs, wikis, forums, comments and a personalised space about each member of staff.

The example below shows a simple blog site.



Comments can be used extensively throughout the intranet, allowing staff to comment on blogs, pages etc. Each comment is tied to the user, facilitating improved communication between staff. These link through to the staff member's own "My Site" where they can choose what information is shared.

to day pressures that we all face. The next time you are feeling a little frazzled, grab your bike and head to the trail. Or better yet, get a team together and ride in one of the many different fundraising events that support great causes in our community. I guarantee it will do you good! See you on the trail!

by Dan Jump at 7:08 AM in [Events](#)

Like Comment ...

2 comments



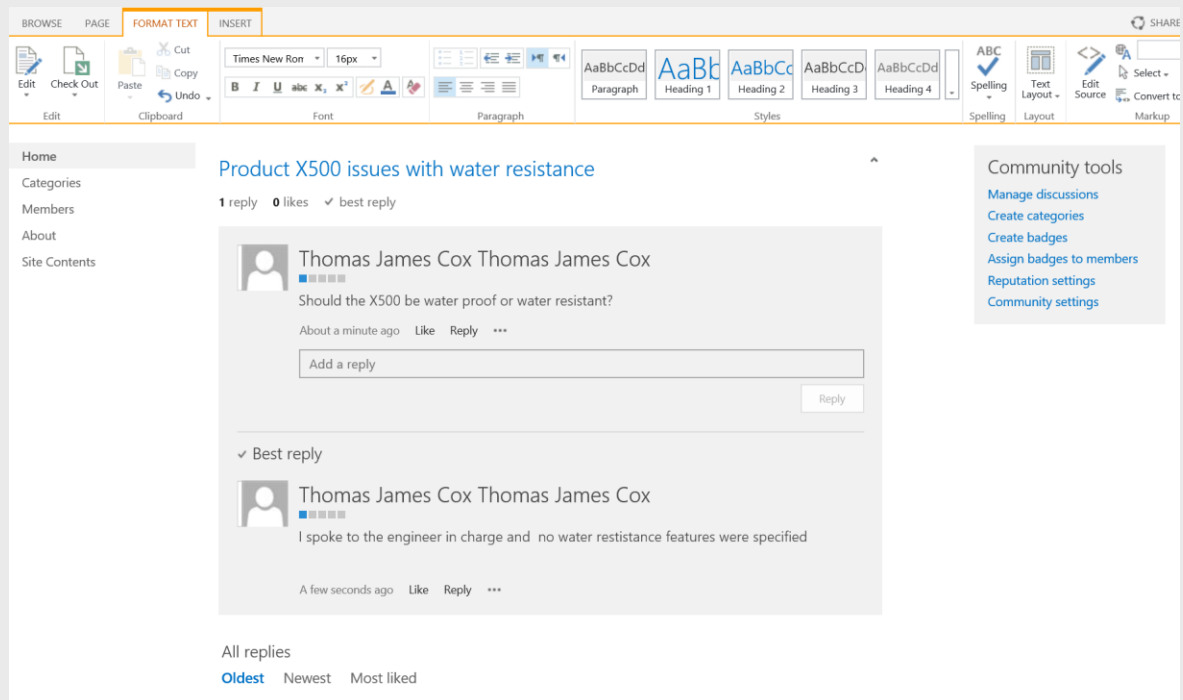
**Thomas James Cox** **Thomas James Cox** Great post, really inspiring  
Saturday, October 24, 2015 Edit



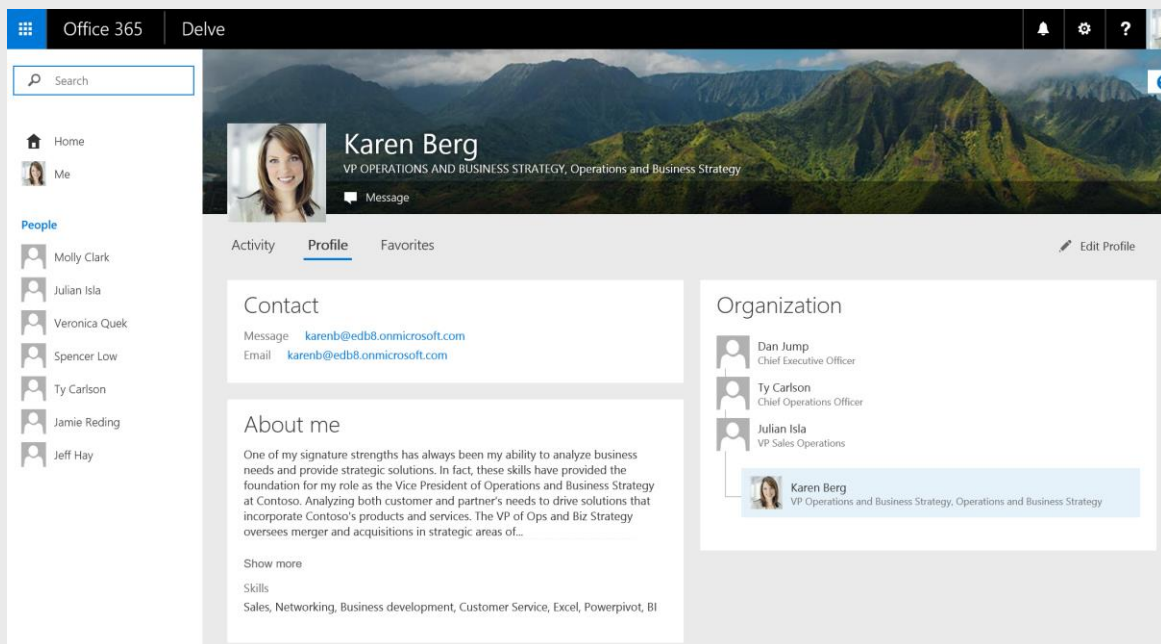
**Karen Berg** Can I sponsor you?  
Saturday, October 24, 2015 Edit

Add a comment

FAQ style forums are supported, facilitating a knowledge base within the intranet.



The My Sites feature allows staff to have personal website space where they can choose what information to share. This can also show recently authored documents, blog posts and conversations. As per the example below this can also include organisational information.



# SharePoint Apps

SharePoint Apps provide an architecture to allow the functionality of the intranet to be tailored to the specific requirements of the business.

## Adding Features to the Intranet

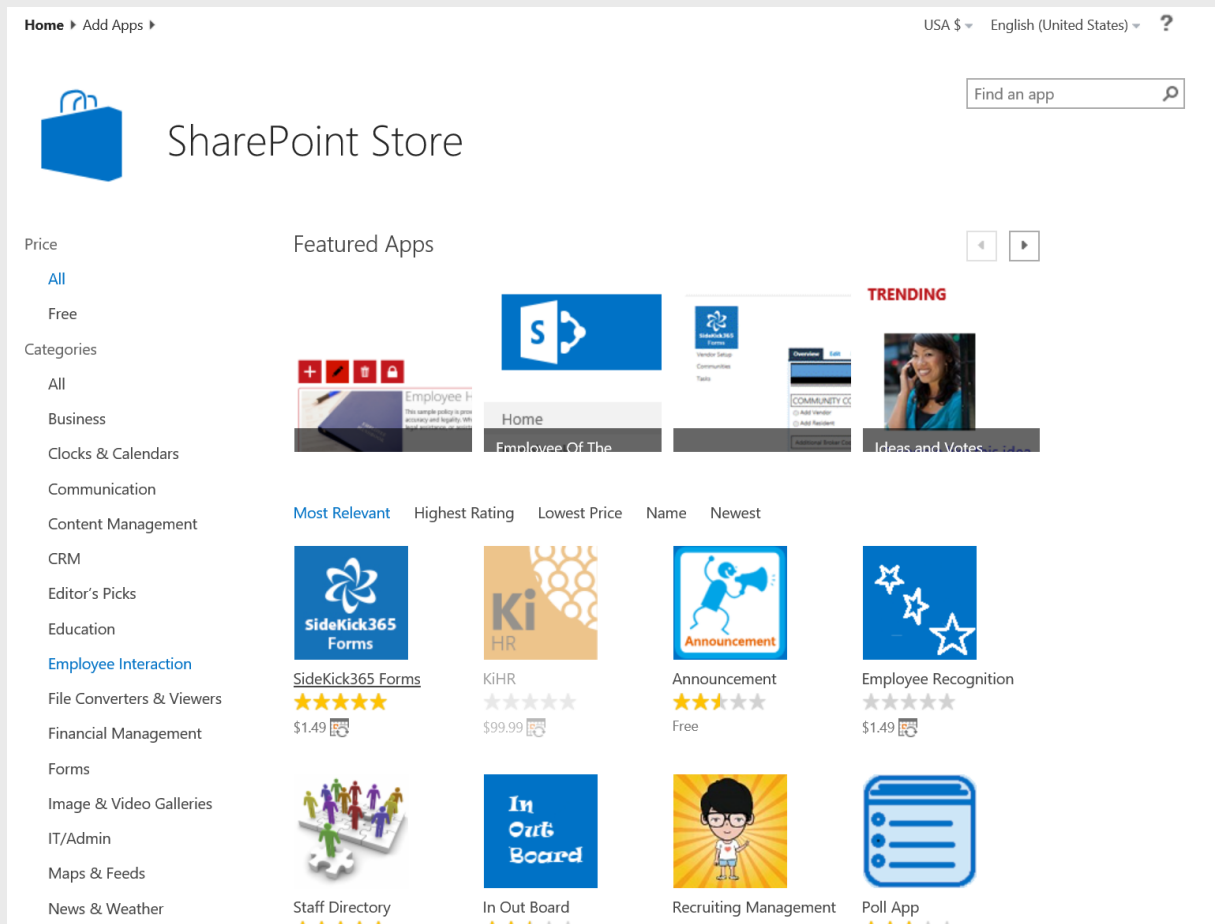
Add apps to any Site and then place the app part on the page of choice e.g. add new Calendar App and then place the next upcoming entries on the home page. The example below illustrates the interface to pick an App to add to the site.

The screenshot displays the SharePoint Apps interface. At the top, there is a navigation bar with 'Office 365' and 'Sites'. Below this is a 'SITE CONTENTS' header with a logo and navigation links: 'HOME', 'NEWS', 'HR & CAREERS', and 'OPERATIONS'. On the left, a sidebar lists 'Your Apps' with options: 'Apps You Can Add', 'From Your Organization', 'Manage Licenses', 'Your Requests', and 'SharePoint Store'. The main area features a search bar 'Find an app' and a 'Noteworthy' section with four app tiles: 'Document Library' (Popular built-in app), 'Custom List' (Popular built-in app), 'Tasks' (Popular built-in app), and 'Site Mailbox' (Popular built-in app). Below this is an 'Apps you can add' section with a 'Newest' filter and a table of four additional app tiles: 'DocuSign for SharePoint Online', 'Document Library', 'Form Library', and 'Wiki Page Library'. Each tile includes an icon, the app name, a description, and a link to 'App Details'.

Apps you can add		Newest	Name
	DocuSign for SharePoint Online		App Details
	Document Library		App Details
	Form Library		App Details
	Wiki Page Library		App Details

## External App Store

As well as the in-built applications that are supplied with SharePoint, users have access to the online SharePoint Store. There are thousands of apps to choose from to add the specific functionality to your intranet e.g. location maps.

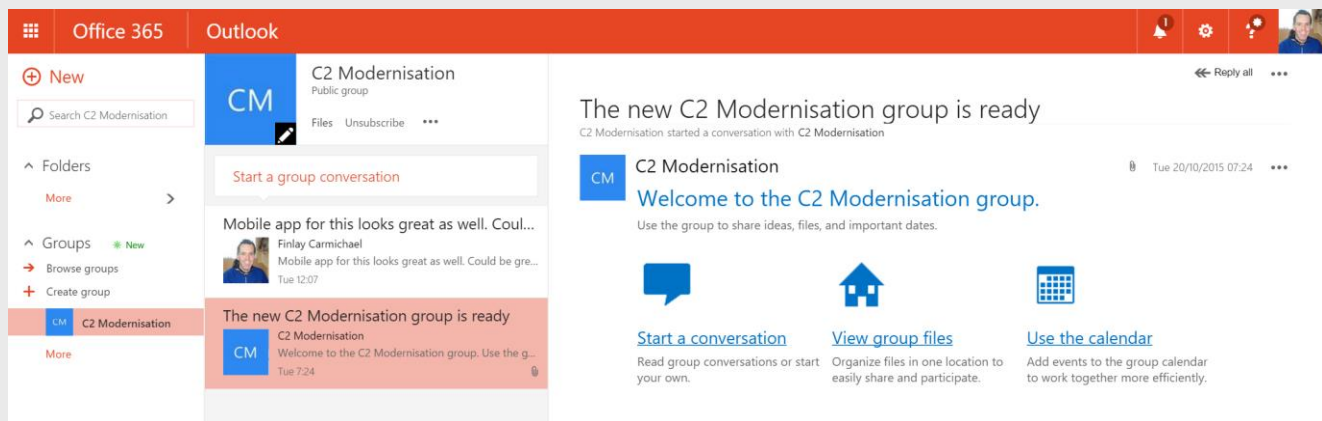


Once added the App can be deployed on the site(s) as required by authorised staff. This feature can also be restricted with a company specific app store that only offers selected apps.

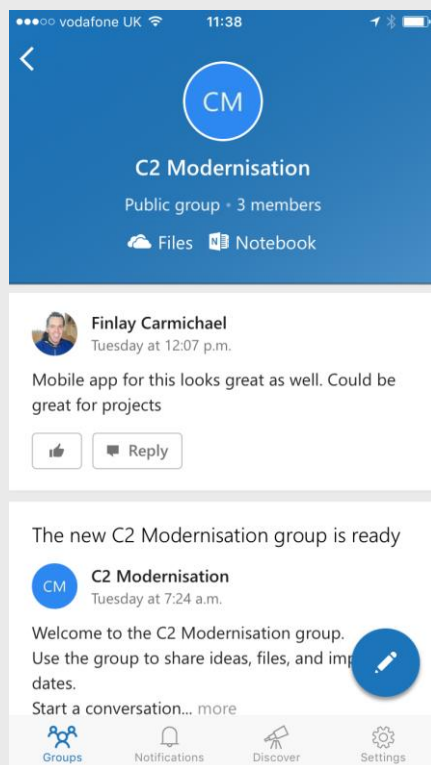
# Office 365 Groups

Groups are a relatively new feature of Office 365 with a mix of applications per group. These include a Document Library, collaborative One Note, members, community content and email alerts. These collaborative spaces make it easy for users to share and access content for projects, team information or interest groups. They are built on the underlying SharePoint Online system and are accessible from Sites, Outlook, and dedicated mobile apps.

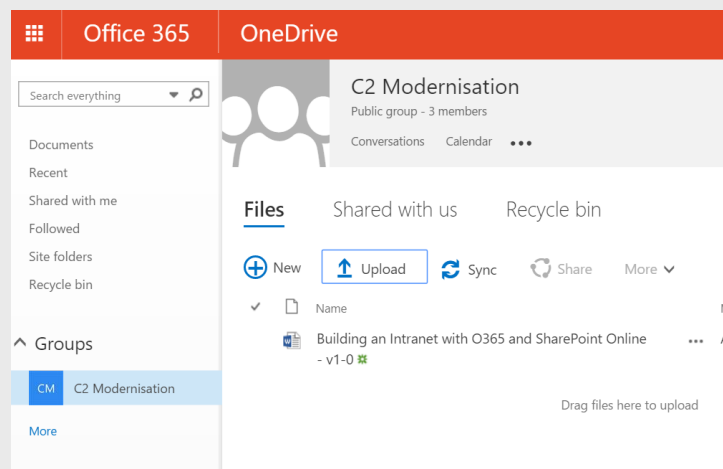
**The example below shows a group being access in Outlook Online.**



## iOS App to access group content

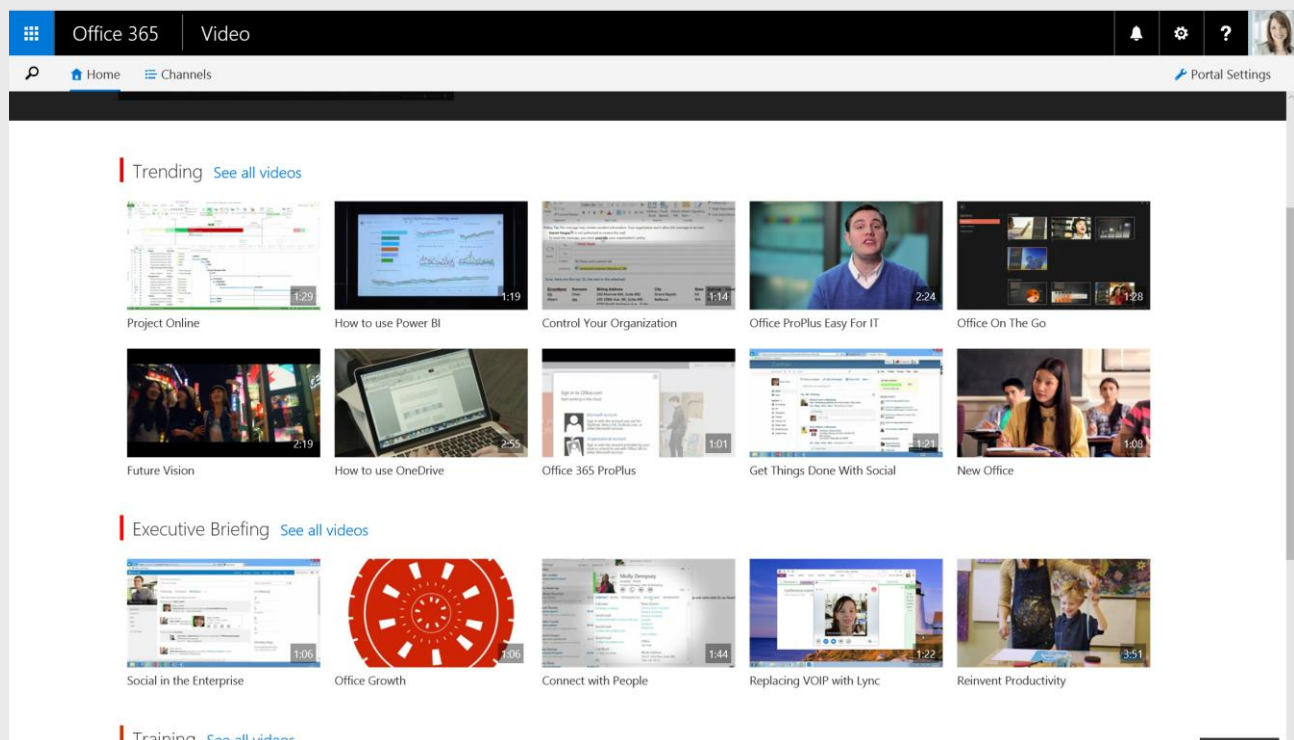


## Shared Document Library

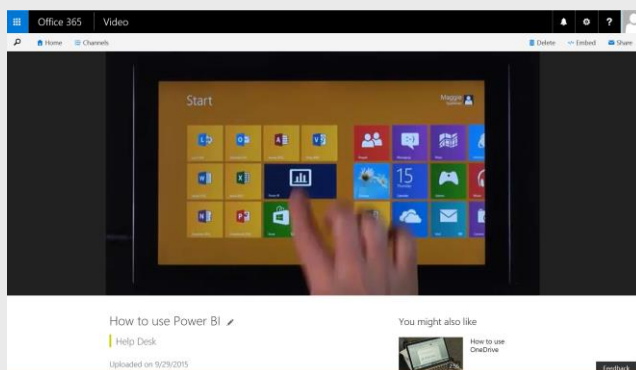


# Video Portal

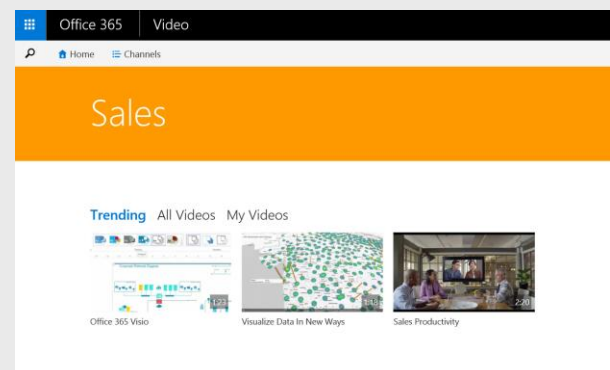
This video portal feature for O365 is included with the E1 and E3 plans. It allows for the categorised management and delivery of corporate videos. The Video Portal is built on Azure Media Services with the videos presented via SharePoint Online. Space for videos is taken from the total Office 365 storage limit, and there are no limits on the total additional space that can be purchased.



Video home page



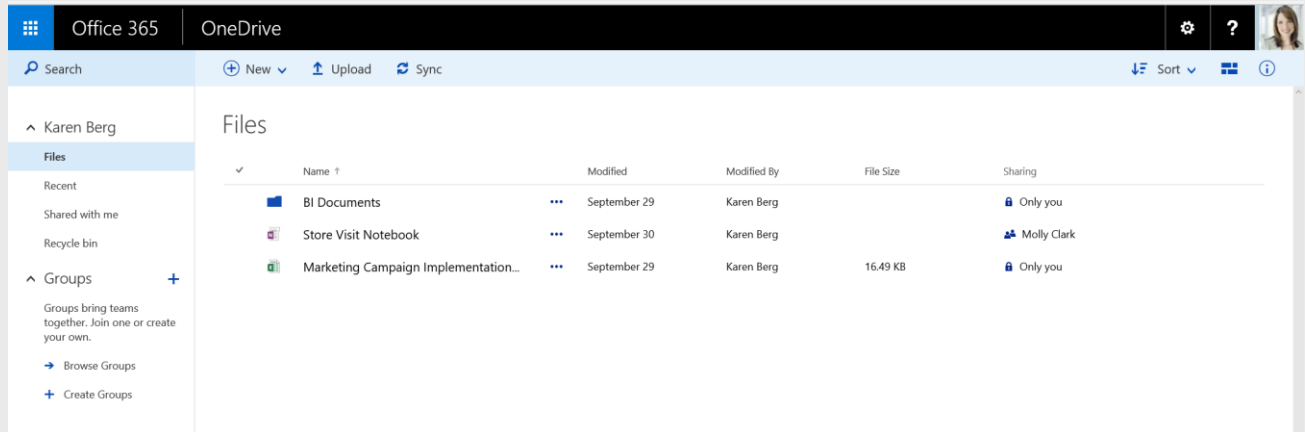
Video streaming & suggestions



Channel View

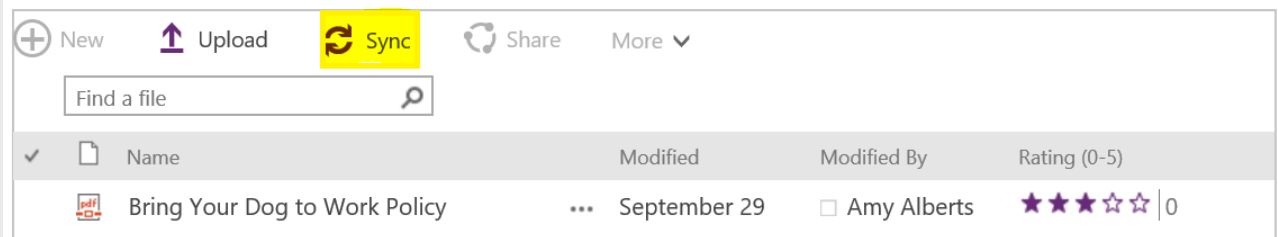
# One Drive for Business

One Drive for Business is a personal document library where staff can securely store their personal business documents. One Drive for Business is accessible from SharePoint and the Office 365 portal. In addition, a client app allows for One Drive for Business to be accessed via the PC Windows Explorer, synchronising files to/from SharePoint and the user's PC.

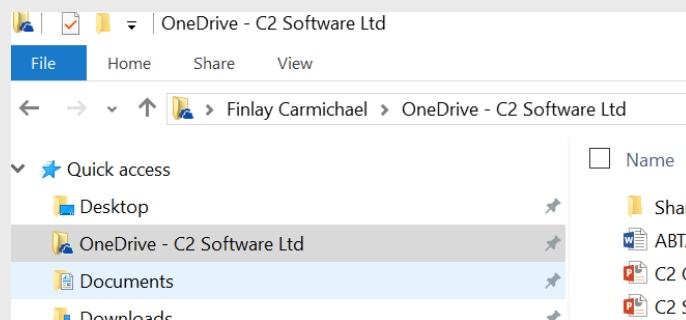


If they have permission users can also synchronise One Drive for Business with a SharePoint Document Library.

## HR Policies



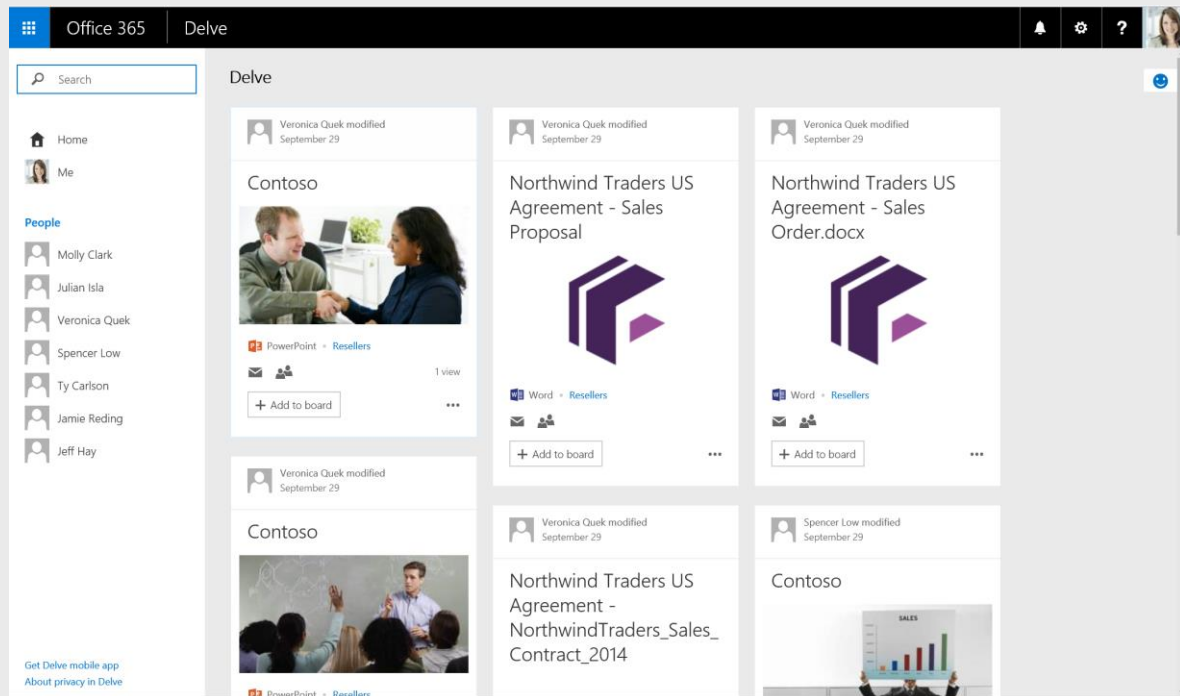
File libraries will then be available via Windows Explorer:





# Delve

Office Delve surfaces personalised content from across Office 365. Powered by the Office Graph, Delve brings information to the user based on what they are working on, who they are working with, and their permissions.

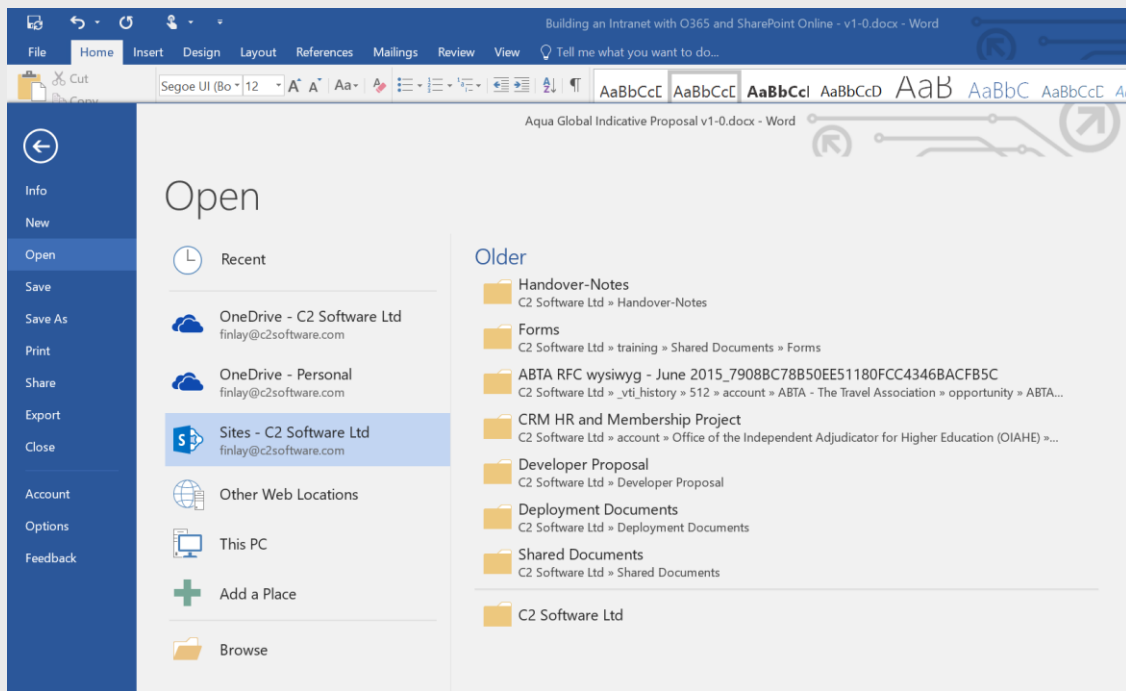


## Integration with other O365 Applications

As part of the Office 365 family SharePoint Online is fully integrated with the other Office 365 applications. In reality SharePoint Online is an integral part of the glue that underpins the Office 365 platform. Many of the collaborative Office 365 features rely on SharePoint as the underlying technology e.g. Video Portal. Utilising SharePoint Online for an intranet ensures that the full productivity potential of the Office tools is realised.

### Word, Excel, PowerPoint

The Office desktop tools are fully integrated with SharePoint Online, allowing staff to directly browse and save to SharePoint Online document libraries from the Office applications. SharePoint locations can be viewed in a similar manner to local file locations as per the example below:



In addition, any SharePoint specific metadata on the content type is also available in the Office Tools. In the example below a range of fields, specific to a project document require additional fields to be completed. These can also be embedded within document templates for completion within the Word document.

**Related Dates**

Last Modified: 13/07/2015 15:19  
 Created: 10/07/2015 12:15  
 Last Printed:  
 PM Acceptance: [Dropdown]  
 Architect Acceptance: [Dropdown]  
 Complete: [Dropdown]  
 Consultant Acceptance:  
 Document Start Date:

**Related People**

Manager: Finlay Carmichael  
 Specify the manager  
 Author: Phil Arscott  
 Add an author  
 Last Modified By: Phil Arscott  
 Developer: Add a name  
 Architect: Add a name  
 Project Manager: Add a name  
 Consultant: Add a name

Microsoft Word - Word

Mailings Review View Design Layout Tell me what you want to do...

Paragraph Styles

CRM & Web Development Specialists

**Developer Proposal**

[Developer: The aim of this document is to ensure that you have understood the task]

[PM: The aim of this document for you is to ensure that the task has been communicated and understood]

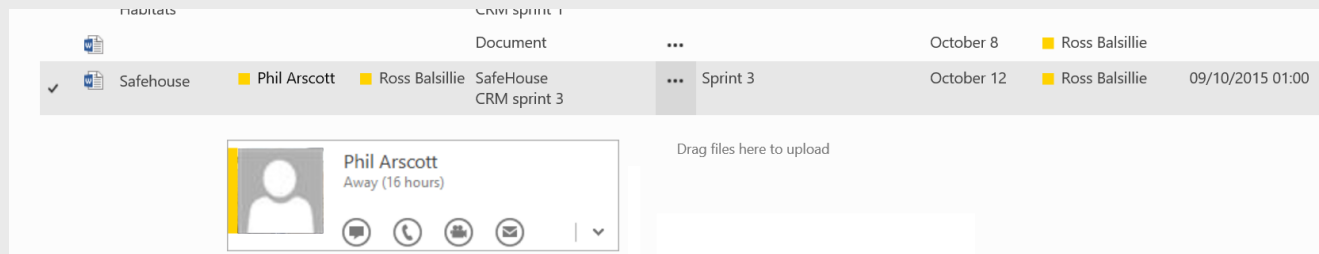
Project	Project
[Developer: what project is being worked on?]	New Intranet
[PM: n/a]	
Project Manager	

## One Note

One Note files can be stored in SharePoint and allow powerful collaborative note spaces to be created. These are also integrated with Office 365 Groups and Dynamics CRM Online (for notes on records).

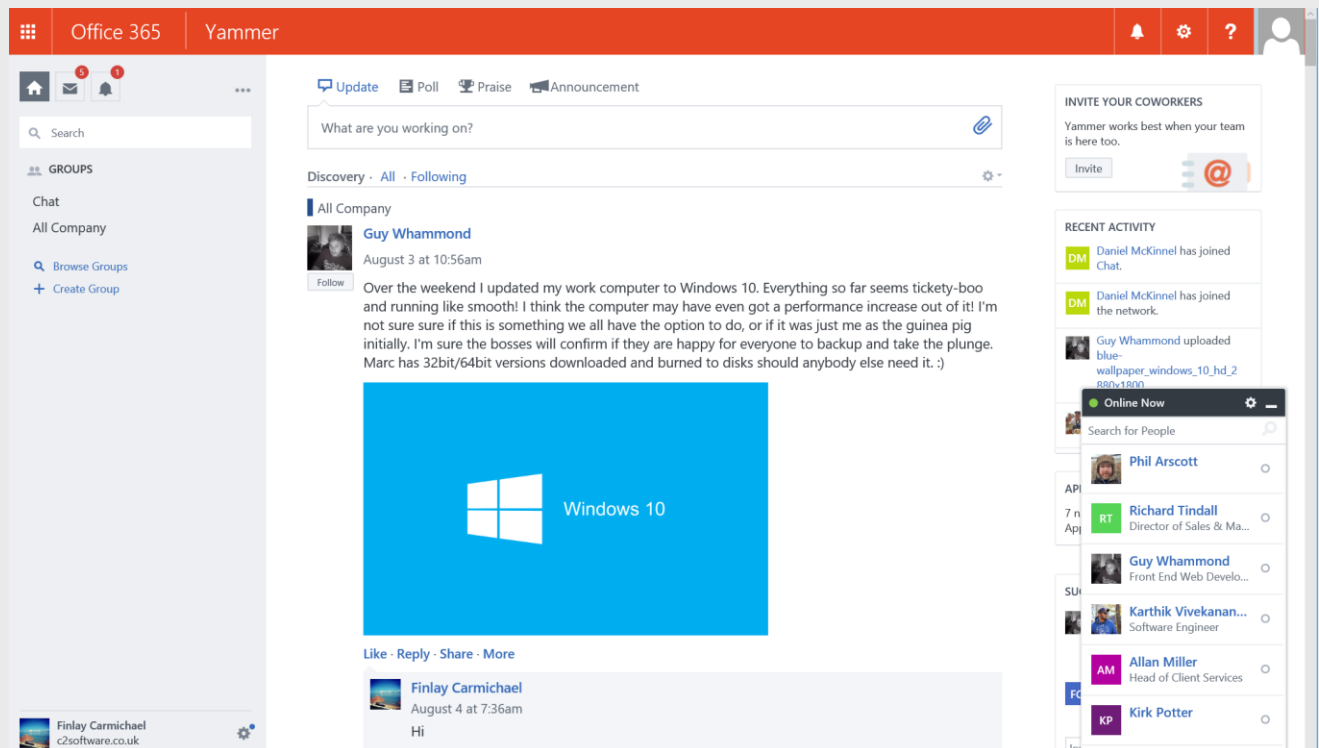
## Skype for Business

Skype for Business is integrated into SharePoint Online for presence awareness. Posts will automatically have a user pop-up, which allows for them to be contacted via Skype for Business e.g. Instant messaging, video call, call or email.



## Yammer

Yammer provides an alternative collaborative space for business, based on a familiar Facebook style interface. Yammer feeds can be fully integrated into SharePoint Online, allowing easy access from the intranet.



## Microsoft Dynamics 365

Microsoft Dynamics 365 (CRM) is also accessed via the Office 365 portal and is fully integrated with O365, including SharePoint Online. Documents can be stored against records in Dynamics 365 through a direct link with SharePoint document libraries. Staff with relevant permission can also access and upload documents to these libraries via the SharePoint intranet.

Dynamics 365 supports rich, collaborative notes via One Note and these are stored within SharePoint Online.

## Office 365 Plans

SharePoint Online is included in the following Office 365 plans. It can also be purchased on its own. The features included are as follows:

	Business		Enterprise	
Package	Office 365 Business Essentials	Office 365 Business Premium	Office 365 Enterprise E1	Office 365 Enterprise E3
User maximum	300	300	Unlimited	Unlimited
Full, installed Office applications Word, Excel, PowerPoint, Outlook, Publisher, and OneNote on up to 5 PCs or Macs		✓		✓
Office on tablets and phones for the full, installed Office experience on up to 5 tablets and 5 phones per user Tooltip icon, a circled exclamation mark you hover over to display more information.		✓		✓
Online versions of Office including Word, Excel and PowerPoint	✓	✓	✓	✓
File storage and sharing with 1 TB storage per user	✓	✓	✓	✓
Business class email, calendar, and contacts with a 50 GB inbox per user Tooltip icon, a circled exclamation mark you hover over to display more information.	✓	✓	✓	✓
Unlimited online meetings, IM and HD video conferencing. Includes Skype for Business app	✓	✓	✓	✓
Intranet site for your teams with customizable security settings	✓	✓	✓	✓
Corporate social network to help employees collaborate across departments and locations	✓	✓	✓	✓
Professional digital storytelling tools to create interactive reports, presentations, and more	✓	✓	✓	✓
Personalized search and discovery across Office 365 using the Office Graph	✓	✓	✓	✓

Corporate video portal for uploading and sharing your corporate videos across the company			✓	✓
Enterprise management of apps with Group Policy, Telemetry, Shared Computer Activation				✓
Self-service Business Intelligence to discover, analyse, and visualise data in Excel				✓
Compliance and Information Protection including Legal Hold, Rights Management and Data Loss Prevention for email and files				✓

## About C2 Software

---

C2 was formed in 1997 by an experienced team of business-orientated professionals. We are Business Transformation experts who focus on Microsoft solutions for Dynamics 365 and SharePoint Online.

We are a Microsoft Certified Partner and we provide services to numerous prominent clients throughout the UK. Our business understanding enhances productivity, customer self-service, business automation, business intelligence and customer care.

There are over 20 employees within C2 and our team are specialist software engineers and consultants. We have a proven reputation for delivering innovative SharePoint, Dynamics 365 and web CMS based solutions. We specialise in the following which aligns to the Microsoft Technology Stack:

- Microsoft Dynamics 365 (CRM) Implementations
- Web Development and Web Content Management (SharePoint & Microsoft Web Portals)
- Power BI
- Systems Integration (e.g. Office 365, SAP Business One, Sage)

---

## Accreditations

As an organisation we take our accreditations very seriously and we strive for continuous improvement. As such we have invested in training and certification. Our current certifications include:

- Microsoft Network Partner
- Microsoft Dynamics CRM Certified Solution Advisor (certifications):
  - Dynamics CRM Customisation & Configuration
  - Dynamics CRM Implementations

- Dynamics CRM Installation & Deployment
- Dynamics CRM Sales & Pre-Sales
- Dynamics CRM Pre-Sales
- Sure Step Methodology - methodology for managing Dynamics implementations
- .NET Development
- ISO 9001 (Quality) Accredited
- ISO 27001 (Information Security) Accredited SO 14001 (Environmental) Accredited Investors in People Accredited

