

The Ultimate Guide

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Introduction

Intranet Design Made Simple

Deciding to go ahead with an intranet was the easy part, right? After all, whether it's improved communications, more streamlined processes, or easier access to information, the intranet ticks all the boxes.

However, designing your intranet can be a daunting task. There are many decisions to be made around the type of intranet, hosting options, organization, structure, plus content, and design. With so much to think about, it can be tough to get started. And if technology isn't really your thing, it can be even harder to kick-start your intranet. That's where this intranet design guide comes into play.

So, if widget, cache, and malware sound like another language, then this guide is for you! Written in simple-to-understand and jargon-free terms, the design guide is non-technical. And where technical language is unavoidable, we clearly define what we mean. This guide will show you that designing an intranet is a simple task. In fact, it's so easy, you won't need IT backup or a college degree in computers!

Step By Step Intranet Design Support

The guide is a comprehensive resource, covering everything you need to know about intranets. We provide helpful insights at every stage, from different intranet types and hosting options to security and training. And we also look at all the latest intranet design best practices. This resource includes lots of practical examples and visuals that will excite and inspire you.

Who Should Read This Guide?

The design guide is an essential resource for anyone planning to implement a new intranet. It's also required reading if you are looking to revitalize, revamp, or refresh an existing intranet. Perhaps you are in the market for an intranet provider to help you realize your vision. The design guide can help you make a winning selection. Written for the non-technical person, this resource will also support HR or Marketing staff tasked with implementing an intranet.

Why Is Intranet Design So Important?

Before we move on, it's essential to understand why intranet design is so important. Your intranet's overall look and feel has the power to grab users' attention and draw them in. It can spark creativity and foster collaboration. It can connect employees and turn the everyday task into something engaging and fun.

However, the stakes are high. A poorly designed intranet will have the opposite effect. A confusing, overloaded, and ugly intranet will see staff switch off. It's a wasted opportunity as well as investment.

With so much to lose, getting your intranet design right has to be a priority.

No Two Intranets Are Alike

When it comes to design, there is no one-size-fits-all intranet solution. Sure, there will be similarities. It could be layout, functionality, or scope. However, every organization is different, and so too is their intranet.

Furthermore, staff members will use the intranet differently depending on their job roles and team functions. Employees use the intranet mainly to source information or collaborate with colleagues. Managers, however, use the intranet to engage workers with targeted communications. Your intranet design needs to satisfy all the varying needs of employees. And it also needs to meet the challenges of the modern digital workplace.

The global Covid-19 pandemic has fast-tracked the shift towards remote working. Companies have to pivot and rethink how they engage with their workforce in today's rapidly changing environment. And they need to ensure employees have the tools available to remain productive even when working from home.

A mobile intranet is a minimum requirement. In fact, it's not so much a requirement as an expectation. Whether staff are on the go or working from home, they expect to continue working. Versatile and flexible, the intranet is capable of meeting these competing demands. And your intranet design should make this vision a reality.

Intranet Templates Make Design Easy

And if you are pushed for time, then intranet design templates could be the perfect solution. This guide takes you through all you need to know. In short, intranet templates come with in-built coding plus a basic design and graphics. The setup wizard makes it quick and easy to implement your customized intranet.

Upload your logo, branding, and corporate colors to really put your company stamp on the intranet. And the good news is the intranet provider has already extensively tested the functionality. And that's one less major headache for you to worry about. Therefore, design templates are a popular choice if you need to get your intranet up and running quickly.

Let Us Guide You

Use this guide to make your intranet deployment a smoother and quicker process. Essential reading for those starting to deploy an intranet, this resource will also help businesses looking to revamp an existing intranet. Either way, we understand the challenges that are involved. And you get the benefit of our experience as we guide you through the process from beginning to end. So, let's get started.

Before You Start Designing

Before you get started designing your intranet, there are some important things to consider. First, let's look at the different types that are available.

Planning and preparation are essential to any successful project, including implementing an intranet. Before you get started on designing your intranet, there are several important things to consider. Here are some of the questions to address:

- What type of intranet is the best solution for your business?
- What hosting option works for you?
- How much will my intranet cost?
- What training and support will staff need to get started on the platform?
- How will you handle backups and maintenance of your intranet software?
- And finally, how can you be confident your intranet is as safe and secure as possible?



It's a lot to take in, right? This section will support you as you navigate your way through these important considerations. We provide an overview of what you need to know to guide your research and decision-making.

Different Types Of Intranet

Which is the best platform for my business: a portal, extranet, or intranet? These terms are often used interchangeably, and so can be confusing to those new to intranets. In this section, we provide clear definitions of what the terms mean. We will clear up some of that confusion and help guide your choice of the best intranet option.

Intranet

In short, an intranet is a private, online internal communications network, which is accessible only to staff members. However, this definition doesn't do justice to the full extent of the intranet's capabilities.

Modern intranets are powerful business tools. And so all companies, regardless of size or industry, have much to gain from an intranet.

In one integrated platform, intranets contain a variety of exciting features and services. You can select from employee directories, [team chat](#), collaboration spaces, newsfeeds, file sharing, and much more. These tools are designed to help employees get the job done more efficiently and effectively.

Extranet

Similarly, an extranet is also a closed private network. However, the fundamental difference is that it is accessible to selected external parties such as customers, clients, or suppliers. An extranet enables external parties to communicate, collaborate, and share information directly with your staff in a secure, online setup.

Examples of businesses that use extranets include schools, universities and colleges. Extranets are often used for the secure payment of fees. And they also support the sharing of information with students and parents. Franchise operations are another example. They use extranets to improve multi-directional communication and information flows with their franchisees.

Furthermore, extranets are popular with companies involved in the two-way sharing of information and data. Graphic designers, accountants, and law firms are good examples here. An extranet allows for faster and more efficient data transfer than traditional options like emails or shared folders. For more real-life examples of how businesses are using extranets and intranets in practice, check out our [case studies](#) library.

Portal

A portal is a gateway that allows your intranet or extranet to connect with external enterprise systems or apps. Most often, these include customer relationship management software - [Salesforce](#), for example - or human resources applications.

A portal means that staff no longer have to juggle multiple apps and systems. Instead, the portal brings together all these tools in one platform and requires just a single sign-on. Examples of businesses using portals include banks, accountants, [healthcare providers](#), and childcare centers.

Often the driving force behind their decision is the challenges these businesses face in information management. The portal's single-sign-on and integrated access appeal to many companies, especially those using multiple systems and apps.

Many portals offer a customized, personalized user experience. Rather than every employee accessing the portal's full range of tools and apps, the user customizes the interface with their preferences. This streamlined, coherent platform is an excellent time-saver for staff and boosts all-round productivity.

Options For Hosting Your Intranet

There are three main options for developing and hosting your intranet. You can select from one of the following:

Off-The-Shelf Or On-Premise Intranets

With this option, you create your intranet by downloading software (such as Sharepoint or WordPress), which is then hosted on the company server.

Often free to download, these intranet options are easy to access. If you already have a company server, then hosting the intranet is a straightforward proposition.



However, there are some disadvantages to consider.

The most important is that a reasonable amount of technical know-how is required to navigate your way through the software. So, if you find all things technical a challenge and you don't have IT backup, then this probably isn't the best option.

Furthermore, often the software has not been developed for the purpose of creating an intranet. For example, WordPress was initially created as a blogging or website creation platform.

Many businesses have discovered that the core free offering is limited in its functionality. To get the functionality needed for the digital workplace, you have to buy add-ons or plug-ins. What started as 'free' software quickly becomes something entirely different. In

turn, the platform itself becomes far more complicated than perhaps you bargained for.

Hosting the intranet on the company server also has some disadvantages. A company server takes up a lot of valuable physical space. And there's also the ongoing maintenance and associated costs to consider as well.

Cloud Intranets

This type of intranet uses pre-built intranet templates. All you have to do is customize the templates using the intuitive 5-step builder process to create your unique intranet. Upload your company logo and corporate colors for a bespoke solution. And staff will immediately recognize it as part of your familiar brand.

Another great advantage of intranet templates is they are already tried and tested. Many companies find a pilot isn't necessary because the intranet provider has already extensively tested the software. You can be confident your intranet does exactly what it says on the box. And it means the intranet can be up and running much quicker as there's no need for a long pilot stage.

Once your design templates are complete, the intranet is then hosted in the cloud by a specialist intranet provider.

The all-in-one, easy to set up and manage cloud intranet, doesn't require any previous technical knowledge. Therefore, cloud intranets are an excellent choice for small businesses without an internal IT resource.



And when it comes to the cloud, the benefits are many. Cloud technology can be accessed 24/7 via a smartphone, tablet, or desktop computer. A cloud intranet offers businesses great flexibility, particularly those with employees that work remotely, in non-desk roles, or who spend time out on the road.

Another major advantage is that the cloud intranet provider remains responsible for ongoing security, backups, and updates.

However, one disadvantage of a cloud intranet is that the solution has already been created. And so, it may not be a perfect match for your business requirements. Furthermore, companies are not in complete control of the software.

Custom Build

Some larger companies, especially those with IT departments, have chosen to develop a bespoke intranet from scratch.

The main advantage is the intranet is developed in response to specific needs or pain points. And the company retains complete control over the functionality, updates, and revisions.

However, building an intranet from scratch is quite an undertaking. Do not underestimate the time and resources involved in developing a custom-build intranet. From the initial brief to development, piloting, and finally launch, you are easily looking at several months and many thousands of dollars.

How Much Help Will I Need To Get Started?

The short answer is much depends on which intranet option you select.

As we have seen, some types of intranet require more technical know-how than others. A lot also depends on the time and resources you have available and the priorities you have identified for your intranet.

Perhaps a bespoke intranet is a high priority for you. If you have IT support and a company server, then a custom-built or do-it-yourself option may be your preference.

But if time and resources are limited and you want your intranet in a hurry, then a cloud option is the way to go.

Most cloud providers include ongoing support within the set monthly fees. This means help is at hand should you need it.

MyHub also offers a design service to help you get your intranet off the ground. Aimed at small business owners who lack time and resources, the MyHub Intranet Designer works in partnership with you. The result is a customized, fully-functioning intranet designed to meet your company's specific needs.



The Real Cost Of Launching An Intranet

So, how much will my intranet cost?

We can't tell you exactly how much it will cost to implement an intranet in your business. After all, the decisions you make around the type of intranet and hosting options will impact the cost.

However, we can highlight some of the costs you need to factor into the budget.

Staff Training

Be sure to include a staff training program within your budget calculations.

Now that you have invested in your intranet, you will want to reap the rewards as quickly as possible.

An essential part of this will be a staff development program. Training will help employees get up to speed with the intranet and all its tools.

However, the training doesn't have to be the traditional classroom-style. Webinars, demos, explainer videos, or podcasts are also effective.

Some companies have developed team-based super-users who then go on to train and mentor their departmental colleagues.

Whatever option you choose, the easy-to-use intranet and engaging user experiences mean that employees quickly pick it up.

Security

If you opt for a do-it-yourself intranet, then assuring data security on the intranet will be a big cost.

Purchasing and installing anti-virus software, malware, firewalls, and network layer security quickly adds up to a significant investment.

What's more, you'll also be responsible for updating all these security measures. And you will need to keep on top of the latest security developments.

With a cloud option, however, the provider retains responsibility for maintaining a secure hosting environment.

Maintenance

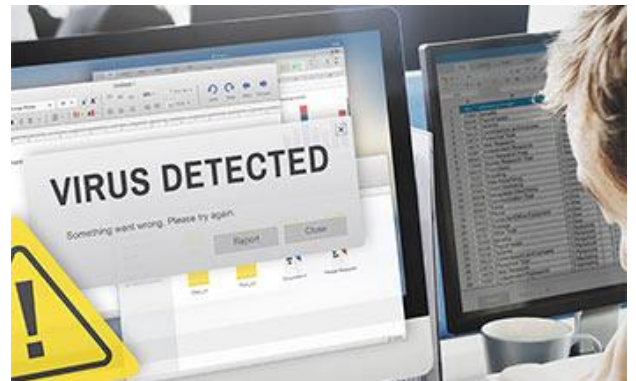
Maintenance is another factor to consider with the do-it-yourself options.

Maintaining the company server and updating the intranet software is entirely your responsibility. Downtime, backups, and updates are additional costs to be included in budgets.

By contrast, cloud intranet providers offer high availability and uptime, plus automatic updates and backups. Maintenance is included in the provider's monthly fee.

Cloud Subscription Model

Most cloud intranet providers offer a subscription model. For a fixed monthly fee, you get unlimited numbers of users and unlimited data storage. With no hidden fees or extras, there's greater cost certainty with a cloud provider.



Costs Associated With Other Intranet Options



There is not the same degree of cost certainty with the do-it-yourself options. Much depends on the scope of your chosen intranet.

Be sure, though, to include sufficient provision in the budget for piloting and testing your intranet. Companies sometimes overlook this vital stage of the process only for the platform to fail at the final hurdle.

Planning Your Intranet

What is it that you want your intranet to achieve? The ideas below will get you thinking about the aims and objectives of your intranet.

When planning your intranet, it's important to think about the big picture. What is it that you want your intranet to achieve? Setting clear business objectives from the outset will ensure your intranet delivers what you need. The ideas below will get you thinking about the aims and objectives for your company intranet, let's get started.

Identify The Intranet's Purpose

If you are considering implementing a company intranet, you have probably already started thinking about objectives. Identifying how the intranet will enhance your business is the critical first step.

Most often, intranets are deployed in response to a range of organizational problems or issues.

- So, what do you want your intranet to achieve?
- And what organizational goals or pain points are you seeking to resolve with an intranet?

One way to find out what the issues are is to ask staff. Your employees are best placed to help you identify all the areas that your intranet needs to address.



Ask Your Employees

Staff surveys are an effective way to find out what's important to your employees. Depending on the time and resources available, you can opt for a short pulse survey or a longer opinion-style questionnaire.

However, best practice suggests short surveys that take 5 minutes or less to complete are the best option.

The survey's aim is to get a broad sense of workers' priorities. Focus your questions on identifying time-consuming tasks and work processes, or organizational bottlenecks.

To make the task of analyzing the results easier, include closed questions or ones that use scales. On a scale of 1-5 type questions mean you can measure the strength of opinion, which can be crucial.

For honest, truthful responses, make sure workers are able to complete the survey anonymously. However, do collect data based on job roles and teams. That way you can quickly identify any common departmental or role-based issues. Keep open questions with free comments to a minimum as they can be a nightmare to analyze.

And if your survey throws up some issues that need clarification, then think about holding a staff focus group. These sessions with small representative groups of workers allow you to dig deeper into any issues. And cross-departmental representation ensures you get a 360-degree picture of the employee experience in your company. Focus groups are particularly useful if the survey identifies a team-wide problem.

For more guidance on how to set up an employee survey, check out our blog post on the topic [here](#).

Ask Your Stakeholders

Another way to identify the [business objectives for your intranet](#) is to involve stakeholders. If you are considering a portal or extranet option, then this step is essential.



Look to set up interviews with a range of stakeholders. Use these to discuss information-sharing needs and how systems could be improved. Find out if there are any roadblocks that an intranet could eliminate. And discover whether there are any processes that could be automated on the intranet.

In our experience, many organizations face similar issues. And so when it comes to implementing an intranet, there are often common objectives.

The potential pain points we identify below will get you thinking about your intranet's aims and objectives.

What Problems Will The Intranet Solve?

Once the intranet is up and running, businesses often report a number of positive spinoffs in several business areas. These include:

Internal Communications

Improving internal communications is the top priority for many organizations.

It's essential to keep everyone up to speed on company news, project updates, and the latest industry developments.

With more employees than ever working remotely, businesses need to find new ways to open a dialog with the workforce. And when working in distributed teams, staff need to be able to communicate with each other in real-time.

Internal communications may be a perennial issue, but the intranet makes it a smoother, more engaging process for your employees.

Intranet news feeds, blogs, and company calendars are perfect tools to promote two-way conversations with workers. An intranet means that all news and updates are kept in one central location. And so, there is only one source of truth in the organization.

Plus, the intranet will reduce your dependency on email as the primary means of communication. Instead, staff can use instant messaging to connect in real-time. The intranet's team chat tool ensures employees are connected no matter the location. In fact, team chat is an excellent tool for quickly resolving queries and supports faster decision-making.

And in the absence of the office water cooler, team chat is the perfect platform for those all-important casual conversations. For many staff working from home, social isolation can be a real problem. Team chat provides an outlet for staff to also connect on an informal basis.



Organizational Knowledge Management

Research tells us that the average employee spends a third of their day looking for information. And all that time wasted results in delayed projects, missed opportunities, plus a significant hit to productivity.

And it also leads to a frustrated and disengaged workforce, which in turn impacts staff retention rates.

The motivation for an intranet is often the need to capture and make available organizational know-how in an easy-to-find, online system.

The need could be an internal one so that your staff can readily locate critical company information. Or it could be an external one - a place for your customers and partners to share data and knowledge with you.

Universal staff access makes the intranet your go-to knowledge management system. The intranet is a central hub for employees to work together, share files, communicate, source information, and get stuff done.

Organized in an intuitive, user-friendly interface, your workers and customers can easily create, manage, and distribute organizational knowledge.

An intranet means your business will no longer be waving goodbye to internal knowledge every time an employee leaves the organization. Instead, the intranet's knowledge management system ensures all the accumulated knowledge and know-how remains accessible, giving you that competitive edge.

Team Collaboration

Teamwork and collaboration are at the heart of today's winning organizations. After all, when it comes to solving a problem or finding a solution, two heads are better than one, right?

And yet for many businesses, information silos are a real problem. All of us have experienced it at one time or another. It's that colleague in another team who is unable or unwilling to share information that would benefit other parts of the business. Duplication of effort, missed opportunities and an inability to react quickly are just some of the consequences.

So, if your goal is to support innovative thinking, foster creativity, and break down information silos, then an intranet is the answer.

The intranet has a range of tools designed to bring workers together in a shared culture of collaboration and joint working.

Project spaces allow staff to collaborate in access-restricted, private areas. Team members can exchange ideas and share information. And they can collaborate in real-time on files and documents using an embedded G Suite or Office 365 app.

Social intranet features are another great facilitator of inter-team collaboration. Follow-me functionality, site or team activity walls, notifications, and #channels on the team chat ensure staff connect, share, and engage.

All that intranet-supported brainstorming, bouncing of ideas, and sharing of insights could well lead to that eureka moment. Breakthrough thinking and more agile business operations are often the result.

You'll soon discover that the intranet makes solving problems and coming up with new ideas a whole lot easier. And the good news is it's more rewarding and fun for your team members.

Increased Productivity And Reduced Organizational Costs

Besides staff spending less time sourcing information and documents, companies often report an intranet generates savings in printing and distribution costs.

Paper files are a thing of the past as the intranet becomes the repository for all company-wide knowledge.

Furthermore, the intranet will enhance your green credentials with increasingly environmentally aware customers.

The intranet's digital solution is more eco-friendly. You will cut down on paper costs and reduce the time employees spend on locating data. Furthermore, digital storage systems don't take up valuable physical space in the office, so it's a win-win all round.

In another boost to productivity, many companies have automated their business processes on the intranet. Instead of paper forms, employees use online workflows. It might be applying for a vacation, ordering new supplies, or completing an annual performance review.

The intranet's automated approval processes are faster and also more accurate. Forms are automatically routed to the manager for approval. Consequently, there is less chance of forms getting lost or information going astray.

And the manager doesn't have to be in the office to complete the approvals process. The intranet means they can log on anytime, anywhere, and anyplace. It could be while working remotely, on their daily train commute, or while out of state at a conference.

Remote Working And Distributed Teams

The Covid-19 pandemic has accelerated what was already a growing trend.

The number of employees regularly working from home has grown 173 percent since 2005.

And since the outbreak of Covid, Gallup reports up to 62 percent of US workers are working from home.

And all the evidence suggests that employees have enjoyed working from home. A survey from PwC discovered that 72 percent of office workers want to continue working from home at least two days a week.

Remote working is here to stay, and many commentators predict the future workplace is likely to be hybrid. A better work-life balance and less time spent commuting are big driving forces for employees. Meanwhile, employers have learned that staff can be productive even when working remotely. It seems likely distributed teams will be the next normal. Some staff will be working in the office, while others work from home.

These developments have meant companies are re-thinking their approach to the digital workplace. And a company intranet ticks several boxes all at once:

- Connecting home and office-working staff in real-time

- Supporting collaboration and joint working
- Increasing efficiency and productivity with automated processes
- Providing easy access to company knowledge
- Offering gateway access to all the company's enterprise systems, including CRM and HR software apps
- Improving the all-round employee experience.

And in the context of remote working, an intranet decreases your reliance on technical staff. The software is easy to use and easy to manage. This means workers can hit the ground running and are less likely to need help from the technical team to resolve queries.

Intranet Security Matters

No company intranet is complete without the consideration of intranet security. Here we cover the top three considerations to eliminate threats.

No intranet design guide is complete without looking at the issue of intranet security.

Your intranet is packed full of sensitive and confidential business-critical information. Whether you have a do-it-yourself or a cloud intranet, robust security measures are needed to protect that critical data.

Here we cover the main issues to consider to eliminate threats and keep your data safe and secure.

Considering Security

No guide to designing and setting up an intranet is complete without some reference to intranet security.

It may not be the most exciting topic, but intranet security is certainly one of the most important. After all, the intranet is home to all your organization's files, communications, data, and apps. Often the information will be commercially sensitive. It may involve intellectual property or other proprietary information. Or, it may include personal details about staff members. And so you need to ensure it's as safe and secure as possible.

Research tells us that cybercrime is a huge problem, especially for small businesses who may not have the specialist IT know-how.

According to [CNBC](#), 43 percent of cyberattacks are aimed at small businesses. However, only 14 percent were able to defend themselves. And the cost of cybercrime continues to grow to an estimated \$200,000 on average across companies of all sizes. Many businesses never recover from the 'soft' damages that result from cybercrime. The damage done to a company's reputation and the integrity of its e-commerce platform is a killer blow for many.

In this chapter, we take you through the main intranet security considerations. These issues are relevant regardless of whether you choose an in-house or cloud intranet. You can then be confident your intranet security is robust and meets the minimum requirements.



Before we get started, it's worth noting that security isn't just about external threats to your network. Just as important is ensuring that the right staff are accessing only appropriate information.

Now, intranet security is a complicated topic. If you are interested in finding out more detail, then there are plenty of resources and reading on our blog. Check out the [security topic](#) for all the details. Here, we provide an overview of what you need to know.

Intranet Security: External Threats

Your intranet may be a closed, private network, but it is still vulnerable to external threats. It might be hackers and cybercriminals. Or it could be malicious software such as worms, malware, and viruses. What countermeasures do you need to have in place?

Firewalls

An essential first line of defense, firewalls provide a protective barrier between your intranet and the internet.

A firewall is a hardware device or software program that filters the information coming through the web and into the intranet. They can be set up to block dangerous network traffic based on a series of pre-set rules.

While far from fail-safe, firewalls are a vital weapon in the fight against cybercrime.

Security Breaches

Spam, phishing, spyware, and malware are potential problems your intranet may encounter. These threats are designed to cause maximum disruption. Or they can be used to gather sensitive information and gain access to your private network.

An effective email filter combined with a firewall will help to stop suspicious traffic from entering the intranet.

Viruses

The problem of computer viruses is an ongoing challenge. The vast majority of businesses will have anti-virus software installed on their networks. However, the viruses are constantly changing, and so it's essential to remain vigilant. To stay on top of the problem, be sure to update your anti-virus software with the latest version regularly.

Intranet Security: Internal Threats

Other key areas to consider around security are associated with potential internal threats.

Weak Passwords

This is perhaps the biggest internal threat to security. All too often, users have weak passwords, which they don't change often enough. And they may use the same password across multiple platforms, or share their passwords with colleagues. Passwords that are easily compromised are a real problem.

Your intranet needs to be set to require employees to change their passwords regularly. Best practice suggests that every 60 days should be the minimum. Encourage staff to use a mix of symbols as well as letters. As an extra precaution, all passwords are automatically hashed by the intranet before they are stored in the database.

Access Control

Not every worker needs to have access to the same information. For example, Brooke in Sales should not be able to access confidential and potentially sensitive boardroom minutes. Likewise, Brian in Marketing should not be able to view workers' pay details.

Make sure your intranet can restrict access to sensitive information. Most software uses a series of integrated role-based file and page permissions. This ensures workers can only access information appropriate to their jobs. You can control access by IP address, teams, job titles, or by individual users.

Make sure you regularly review access control measures to be certain they are still appropriate. And make it a priority to quickly delete the accounts of employees that no longer work for you.

Intranet Security Best Practices

Responding to internal and external security threats and protecting your intranet data are critical to the intranet's effectiveness. Here are some other best practices measures you can take to ensure maximum protection.

Encryption

Encryption is the process of converting data into an unrecognizable or encrypted form. The best way to do this is by using Secure Socket Layer (SSL) technology. Millions of companies worldwide use SSL, which makes it the industry-leading encryption technology. When you see 'HTTPS' at the beginning of a web address, you know the site is secure and is using SSL.

Two-way SSL encryption protects sensitive business documents and information on your intranet. And it will ensure the intranet is safe from unauthorized access.

Compliance Standards

Many industries worldwide are required to meet compliance regulations, which include special security and privacy protections.

Some cloud intranet providers (including MyHub) use the latest Health Insurance Portability and Accountability Act (HIPAA) compliant applications via Amazon Web Services (AWS). Besides encrypting data in transit, AWS is also meet HIPAA requirements for auditing, backups, and disaster recovery.

Best practice recommends using a layered security protocol with multiple lines of defense. Using the best-in-class privacy features outlined above means your intranet is as strong and secure as possible.

Remote Access Intranet Security

With the growth in staff members working remotely, it's worthwhile spending a few moments to consider the security implications.

Intranets are now being accessed outside of the standard workplace by employees working on the road or remotely. Often these employees are using their personal smartphones, devices, or tablets rather than company-issued devices. And so, businesses need to take special steps to ensure security is maintained with remote access.

As a minimum, the organization should insist on staff installing the latest anti-virus software on any device used to access the intranet. It's also worthwhile considering personal firewalls.

There are security risks associated with workers remotely using the intranet via public Wi-Fi networks. These public networks mean that company information and data could be vulnerable to hacking or interception. In addition, if an employee's mobile device is lost or stolen, then there could be severe consequences for the safety of your data.

There are several security measures you can take to minimize the risks. Implementing the latest secure access technology such as SSL, VPN (Virtual Private Network), and firewall software are essential. These measures will protect against security risks and unlawful interceptions as well as safeguarding against virus attacks.

Furthermore, automatic time-outs and preventing log-in details from being saved by the device are other ways to reduce the risks.

Staff Intranet Security Awareness

It's vital employees understand the basics of digital security, including how to keep online information safe and secure. Ensure staff understand the importance of choosing strong passwords, know how to share information safely, and are wise to potential phishing attempts.

A strong awareness amongst the workforce will help to improve intranet security. So, as well as general security practices, employees should be familiar with company policies about sharing files, distributing information, remote working, and any other potential security issues.

Nowadays, intranets are used to provide gateway access to external enterprise systems. It might be Salesforce, Box, G Suite, or Office 365. The intranet's single-sign on is a great advantage. However, it also makes it more important than ever for employees to remain vigilant to security threats. Basic training for staff in digital safety could well be worth the investment.

Intranet Security Summary

When it comes to intranet security, we have provided only a brief overview of the issues to consider. The bottom line is that intranet security is a highly complex area. And with changing technology plus emerging viruses and new threats, it is constantly evolving.

It's a full-time job keeping up with developments. Even well-resourced IT departments in large companies struggle to keep on top of intranet security.

Intranet security may not be the most interesting element to your intranet deployment. But, as we will see, it could be a significant factor influencing your choice of intranet.

Cloud-hosted Solutions vs. Onsite Intranets

If your business has opted for a do-it-yourself intranet hosted on the company server, then intranet security is entirely your responsibility.

It could be making sure you have firewalls with the right rules, setting up SSL connections, or HIPPA compliance. Whatever the security issue, it will be all down to you. And this includes taking care of updates and backups.

What's more, you will need to stay ahead of the latest security threats, technologies, and countermeasures. It's quite a daunting prospect, right?

However, it's a different story with a [cloud-hosted intranet solution](#).

By comparison, it's the intranet software provider that retains responsibility for security.

This means that all your important, sensitive company data remains secure, hosted in a private cloud. The content is delivered securely via SSL and the web browser.

Furthermore, the cloud's security features regularly undergo independent security audits. And so, you can have complete confidence in the security and confidentiality of your data. In addition, the intranet provider has a level of knowledge and expertise that is unlikely to be matched within your business. The intranet provider's reputation and brand depend on their ability to deliver in terms of security.

It's highly unlikely you would try and repair an electrical fault in the workplace without using the expertise of a qualified electrician. And yet, with an off-the-shelf intranet, you could be doing just that.

So, why risk the security of your intranet when you can have the assurance and expertise of a cloud-hosted solution?

Whatever intranet option you choose, make sure your deployment team includes certified information security professionals. Every successful intranet requires industry-leading security protocols and controls. And if you don't have that level of internal expertise readily available, then a cloud intranet provider will do.

How To Get Your Intranet Project Started

It's time to further engage with members of your business, in order to get your intranet formally started.

The research stage of the intranet project is now complete. The next step involves engaging with stakeholders and colleagues to kick-start the implementation phase.

From developing an intranet roadmap and setting up a steering group, we take you through the steps needed to ensure success.

Planning Your Intranet Deployment

By now, you have probably identified the intranet platform best suited for your organization. You will also have a good understanding of the problems the intranet will solve, the costs, and the essential security considerations.

The next step is to engage with stakeholders within your organization to begin the implementation phase. You will need the support of stakeholders and colleagues within the business to ensure your intranet deployment is a success.

Even if you have an existing intranet, it's often a good idea to go back to first base. Use the steps we identify below to explore what's working well in your existing intranet. And then go on to consider what needs to improve.

Intranet Steering Group

A cross-departmental intranet steering group is a great place to get started. The aim is to draw together the knowledge and expertise needed to guide the intranet's development.

As well as helping to spread the load, representation from across the business means you get input from all departments. Plus, you get the buy-in of employees from the get-go.

Try and keep membership tight so the group doesn't become just a talking shop. According to [Nielsen Norman Group's annual survey of the best intranets](#), the average team size is 14.

And make sure a senior manager or board member chairs the steering group. That way, the group will have the internal clout and access to resources needed for success.

Develop clear terms of reference for the group. Many companies have given the group a long-term remit to retain oversight of the intranet even after the launch. The terms of reference for your intranet steering group may include the following:

- Develop the organization's aims and objectives for the intranet
- Consult with employees on required tools and functions
- Take the lead on drawing up the intranet's required functionality
- Prepare an intranet roadmap and site plan (see below for more detail)
- Oversee development of the intranet platform
- Organize a staff training program in how to use the intranet software
- Prepare an intranet governance policy
- Collate and respond to ongoing feedback from users
- Keep updated on changing business requirements
- Ensure the intranet continues to meet its aims and objectives.



Intranet Name

It's never too early to start thinking about a name for your intranet. After all, iSeek, Merlin, or Xpress sound much cooler than plain old intranet.

Why not involve employees in coming up with a catchy name for the intranet. It's a great way to generate a buzz and sense of excitement about the intranet's arrival. And it can help drive intranet adoption and engagement with the workforce.

Intranet Roadmap

An intranet roadmap is a must-have. It provides the clarity and clear sense of direction needed for success.

Rather than a written document, the roadmap is usually in graphic format. Pitched at the strategic level, the roadmap provides an overview of all the different aspects of the intranet deployment. These will probably include the following:

- Overall vision and intranet aims and objectives
- Significant milestones
- Specific work streams associated with intranet deployment, e.g., design, content creation, pilot, launch
- Intranet implementation budget
- Timeframe
- Key outcomes
- Success measures, including KPIs.

The intranet roadmap makes managing your intranet deployment project a whole lot easier. It ensures you stay on track. And it's also useful in managing the expectations of all internal stakeholders.

For more guidance on developing an intranet roadmap, check out our detailed blog post [here](#).

Intranet Site Map

Armed with your list of requirements, features, and tools, the next step is to organize the information into a workable framework. That's where the site map comes in.

If you have opted for a cloud intranet, then the software will already have some pre-configured pages. Here at MyHub, our intranet software comes with the following pages:

- Home
- News
- Forum
- Staff directory
- Document exchange
- Calendar
- Team chat.

This provides a basic site map that you can start to build on. You may want to add additional pages depending on the structure of your business.

When developing your site map, be mindful of navigation. You want to make it as easy as possible for users to find the information they need. The general rule is to use as few clicks as possible. Make it too hard and complicated, and you risk disengaging your users.

Here's our take on how to develop a site map in five easy steps.

1. Grab a piece of paper and a pencil. If you prefer, use a whiteboard, PowerPoint, Google Slides, or Word and create a simple company organization chart.
2. Draw a box at the top and label it "home page."
3. Then, next to the home page box, create a separate box for every parent page or section of your intranet.
4. And under each parent page, add boxes for additional child pages you would like to go in that section.
5. Repeat until you have listed every page you want on your intranet.



Intranet Governance

Intranet governance refers to the systems and processes in place to support the intranet's ongoing management. It sets out expectations around responsibility for content, users, functionality, and purpose.



It's vital to have a well-defined framework in place. Without clear rules and responsibilities, your intranet will soon flounder and fail. The intranet needs a strong management structure to function optimally.

Every organization is different, and so there is no one-size-fits-all approach to intranet governance. However, there will be some common elements, including the following:

Content Management

Identify who in the organization is responsible for creating and editing content. Also, consider who has responsibility for reviewing content and deleting any that is out of date or no longer relevant. You will likely have several content creators and editors spread across different teams within the organization. Make sure all staff are aware of the process and who is responsible.

Collaborative Workspaces

The ability to work collaboratively in private project spaces is one of the intranet's best features. However, these spaces need to be managed appropriately. Be sure to draw up criteria on how to set up and access collaborative workspaces. It's also a good idea to think about clearly defined roles and responsibilities within the project space. And finally, have a system in place setting out how to close a collaborative workspace once a project has ended.

Site Map Overview

As your site grows, so too will the content. Your intranet governance policy should make it clear who has responsibility for ensuring the site map's integrity. You still need to provide the user with quick and easy access to information.

Part of the site map review also involves ensuring the modules and tools continue to be relevant to business objectives. Your operating environment will be constantly changing and evolving. Your intranet needs to do the same if it is to remain relevant.

System Administration

The governance policy should make it clear who is responsible when something goes wrong, or there's a technical issue.

Also, consider what the process is for adding and deleting users and setting site permissions. As we saw in chapter four, it's vital to the intranet's overall security that site permissions are robust and reviewed regularly.

Ongoing Support And Feedback

Use the intranet governance policy to make it clear who is responsible for intranet induction training as well as support for content editors. Furthermore, consider how employees can provide ongoing feedback to management on the intranet.

For clarity and transparency, the intranet governance framework should address all the issues identified here.

Initial Things To Consider

It's tough getting started with a blank piece of paper. And so to guide the intranet steering group, we have developed a [checklist](#) of action points.

Here are the basic principles to consider, which will support your planning:

Keep It Simple

The best intranets are the ones that keep it simple. When it comes to design, a simple, uncluttered look goes a long way to success. Don't feel as though you have to fill up every space on the screen.

Engaging Content

Make sure you use straightforward, everyday language. And also use plenty of images, diagrams, and videos. Users will find this very engaging. And it gives your intranet visual appeal and variety.

Easy To Use

When designing your intranet, try to think like the typical site user. Aim to make it as intuitive and straightforward to use as possible. An overly complicated intranet that's hard to navigate or has too much going on will fail to take off.

Easy To Manage

As well as looking fantastic and being easy to use, the intranet should also be easy to manage. An intranet that's simple and intuitive to manage on an ongoing basis should also be a top priority.

Branding, Colors & Fonts

The intranet should reflect your existing company image and be in keeping with your public-facing internet site. Be consistent in your use of branding, colors, and fonts. An intranet that staff instantly recognize and feel comfortable with helps with adoption.

Mobile Responsiveness

A mobile-responsive intranet site is an absolute must in today's digital workplace. And even more so since the explosion in remote working that followed in the wake of Covid-19. Staff should be able to access all company information and tools needed to get the job done. And this applies to employees in the workplace, working remotely, or out of the office and on the road.



Make sure your intranet is optimized for the smaller screens of the average smartphone or tablet. For mobile devices, keep the navigation short and sweet and list the most important pages first. What's more, mobile users will be using touchscreens to find their way around the intranet. So, think about using graphic buttons and drop-down menus.

Intranet Demonstration

Finally, before you commit, be sure to sign up for a demo of the intranet software. Most intranet providers offer free demos or shared screen tours that take you through the software. Some, like MyHub, even offer a 14-day free trial. Demos and free trials are the best way to test drive the software and determine whether it's a good fit.

Involve the intranet steering group in any demos or trial runs. That way, you will get a good cross-section of feedback from potential users in the organization. And if you are running with an off-the-shelf option, then do your homework and check out customer reviews. There are several review or specialist tech websites out there, which will give you valuable insights into the software. So, take advantage of the opportunity to learn from the experience of others.

Further Guidance

Our blog has a ton of detailed guidance, tips, and insights on [getting started on your intranet project](#). Check it out for more detail.

Intranet Design Best Practices

It's time to refine the design of your new intranet. We cover best practice considerations, and what you should keep in mind.

In this chapter, we take a look at best practice intranet design. We discuss the latest best practice trends to guide the design of your intranet.

Intranets have now been around since the 1990s. And so, there is a ton of best practice evidence that this guide draws on.

You will find lots more tips and advice on intranet design within our [blog](#). Here we provide an overview of the main issues.

Intranet Information Architecture

Your intranet will contain a vast amount of company information. All the best intranets make sure this information is organized logically, so it is easily accessible.

Intranet information architecture (IA) is critical to success. IA is all about improving the findability and discoverability of the intranet's content to enhance users' overall experience.

We start this chapter by looking at best practice trends in IA.

Navigating The Site - Navigation Menu

Site navigation is fundamental to a successful intranet. It dictates how users find data within the site. And your intranet will be a wasted opportunity if employees cannot easily and quickly find the information and tools they need.

Some businesses organize the intranet's content by team or department. This certainly makes ongoing management and maintenance easier. Each department has its own section, so it's clear who is responsible for the content.

One disadvantage of this approach is that the section headings are often too broad and indistinguishable. What's more, if there's an internal restructuring, then the intranet also has to be reconfigured. This is a time-consuming and labor-intensive process.

As a result, many companies have opted instead for a task-based approach to intranet navigation. Using category labels like 'How do I...' or 'I need to...' can improve discoverability. However, these can also quickly become unwieldy with big, long descriptions.

Whatever method you use for site navigation, here are the essential things to remember:

- Avoid confusing and unclear category labels.
- Make sure users can navigate without hesitation. Use specific, distinct category descriptions that make it clear what content is included.
- Keep it simple and avoid using jargon or technical language. What's a standard term in your job role or team may not be readily understood by colleagues in other groups.

Intranet Site Map

We touched on this briefly in chapter five. A site map identifies the overall structure of your intranet site.



To get started on your site map, gather together a small group of internal stakeholders and a whiteboard. Select a cross-section of employees from different parts of the organization or from the intranet steering group.

The aim here is for the stakeholders to identify the intranet's essential parent or main pages along with the child or sub-pages.

Let's use the example of the human resources (HR) department to illustrate how to put together a site map. HR will have a parent page, which will be the gateway to all HR information and data. Child pages might include vacation requests, performance management, wellness initiatives, employee benefits, and so on.

Follow the same process for other departments and any centralized data that all staff need to access.

And if you are using a topic or task-based approach to site navigation, then stakeholders should identify clear section labels.

The site map has to make sense in the context of the organization. Ideally, it should be possible to navigate the most important information without having to search. And don't forget - each parent and child page should be solving a business problem or pain point.

Once identified, parent pages are usually presented as mega-menus in the intranet site architecture. These mega-menus, in turn, provide drop-down access to the lower level or child pages.

However, be careful not to overdo the number of child pages. You don't want your intranet to be like those annoying automated phone systems where you have to select from a series of menus before

your issue is resolved. Keep the navigation intuitive and straightforward to avoid a frustrating user experience.

And remember, lots of content will be shared across all teams. Common menus, overarching news items, and CEO messages often have a bonding, unifying effect on the workforce.

Wayfinding

Wayfinding helps users to find their way around the site. Graphic or text clues ensure employees understand where they are on the site and how pages are connected.

For example, wayfinding cues highlight where the user is in the main navigation. Breadcrumbs, as they are called, then identify where the page fits in the intranet information architecture. Furthermore, breadcrumbs can also be used to provide one-click access to higher-level parts of the site.

Quicklinks

Acting as navigational shortcuts, quicklinks provide easy access to popular content and tools. For users, quicklinks are a big time saver. And they are also a useful way to highlight new features and content. Frequently used quicklinks include the following:



- Most viewed
- Hot news
- Most popular forms
- Trending #tags
- Top stories

Some [intranet designers](#) provide customizable quicklinks lists. Employees can personalize their shortcut links to their own preferences and needs.

Page Access

While drawing up your site map, it's a good idea to consider any appropriate page permission restrictions.

Given the sensitive nature of the intranet information, it's likely some pages will need to be secure. Page permissions restrict who can create

and edit content. And they can also limit access to pages. This means only those employees that need to can view the page. For example, Ben in Marketing should not be able to access private payroll information. Site page permissions can be set by job title, department, or location.

Thinking about these issues at this early planning stage will save you time and hassle further down the line.

Mobile Devices

The standard 9 to 5 office worker is fast becoming a thing of the past. Remote working has exploded since the onset of Covid-19. Furthermore, there are now more flexible ways of working, including freelancers and those in non-desk roles. And so more users than ever are navigating intranets from mobile devices.

In today's digital workplace, your intranet has to be optimized for mobile devices. Test out the intranet design on smartphones and tablets before going live. And make sure the navigation area fits the screen for both landscape and portrait viewing.

Intranet Pages On-Page Navigation

We tend to read from left to right when scanning information online. Therefore, it's a good idea to put all the vital information on the left-hand side of the intranet page.

Columns are a great way to present information. However, make sure you use the appropriate column width for the information. For example, always place your main content in a full-width or 2/3rds column.

And less important content such as hyperlinks and social media feeds work well in narrower columns on the right-hand side.

Also, keep in mind how the columns flow on mobile devices, including which display first. Always test it on a mobile device if you can beforehand.

Home Pages Should Pack A Punch

First impressions really do count. The intranet's home page sets the standard for your whole intranet. And an attention-grabbing home page will draw users in, so make sure yours packs a punch.

Why not use a colorful visual to grab users' attention. And incorporate your company branding, logo, and fonts, so the intranet is instantly recognizable to employees. While the intranet doesn't have to be a carbon copy of your public-facing website, it makes sense to have some cross-over.



Regularly refresh the content of the home page. Static, unchanging content is boring and quickly becomes disengaging.

And it's also a good idea to set up your quick links on the home page to make it easy for the user.

Images And Visual Appeal

A text-heavy intranet makes for a dull and uninspiring user experience.

Diagrams, photos, images, infographics are all useful ways to add visual appeal to your site. Try to avoid using pictures sourced from the web. Instead, include real photos of workers or situations and settings relevant to your employees. As well as increasing their sense of engagement, it will also ensure the intranet is more relevant.

The Six, Six Rule

Too many intranet pages and you run the risk of the site become overly complex. Not only will the intranet be cumbersome to use, but it will also be challenging to navigate.

Try and design the intranet with the six, six rule in mind: a maximum of six pages with six items of content on each page. Following this rule also helps you focus on what's really important.

And it should be obvious what the problems or pain points are that each page is resolving. If it's not readily apparent, then you probably need to head back to first base.

White Space

Try to include white space in your design to break up the text and present a minimalist look.

Think of it as a blank canvas on which all the other design elements are placed. Far from being wasted space, white space presents a clean, uncluttered feel to the intranet.

Hyperlinks

Best practice suggests you should be economical with hyperlinks to documents.

Too many hyperlinks on one page can be distracting for the user. Instead, think about breaking the links up into logical sections using expanding and collapsing content areas with specific sub-headings.

Here's an example: sub-heading Travel Policies > Hotel Expenses (hyperlink). And make sure you mix things up. Instead of always using text hyperlinks (for example, click here), think about using

images that act as links. This is often more obvious to the user and makes for a more engaging employee experience.

Specific Headings Produce Meaningful Search Results

Page, section, and content headings need to be specific and relevant. It's a balancing act between providing sufficient detail to return meaningful search results and keeping it short enough for scan reading. All navigation categories should be logical and unambiguous.

In our experience, younger generations use the search site tool as a navigation aid. Older generations, however, tend to navigate through the pages to find the information they are looking for. And that's why accurate, descriptive headings are so important.

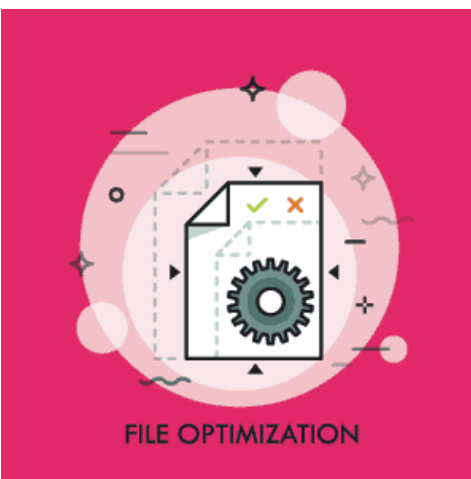


Consistency

Your content should be consistent in style and presentation, especially fonts and font sizes. Try not to fall into the trap of copying and pasting directly into the intranet without adjusting the font. Otherwise, you will end up with an inconsistent look and feel that will confuse your users while also looking unprofessional. It is well worth the investment of time to make sure the intranet has a consistent presentation.

Banners

Page header images and banners at the top of each page are a great design feature. Visually engaging, they welcome users to the page. And they can also be used to showcase features and tools within the page.



File Sizes For Web And Mobile

Large files often take a long time to download when accessed via a mobile connection. There's nothing more annoying than the browser whirring around as it struggles to download a graphic or video. That high-res, glossy sales brochure may not be viable for your sales reps on the road.

Instead, pick a format that works well on both the web and mobiles. JPEGs or PNGs are the best choices. And if you are using lots of videos on your intranet, then upload them first to

YouTube. You can then embed the video in an iframe or widget on your intranet. That way, you can be certain users can access the footage, whether working from a desktop or mobile device.

Custom Integrations

The potential for custom integration with other enterprise systems is one of the intranet's main advantages. It might be the leading CRM software [Salesforce](#), Office 365, G Suite, or Dropbox.

Custom integrations mean employees don't waste time switching between different platforms and logins. The intranet simplifies access and makes it easier to share data and information across these platforms.

And it's also possible to embed hyperlinks or iframes directly in the intranet. This is a good option for frequently used sites or external systems that don't need full integration, such as a time tracking app or cloud payroll system.

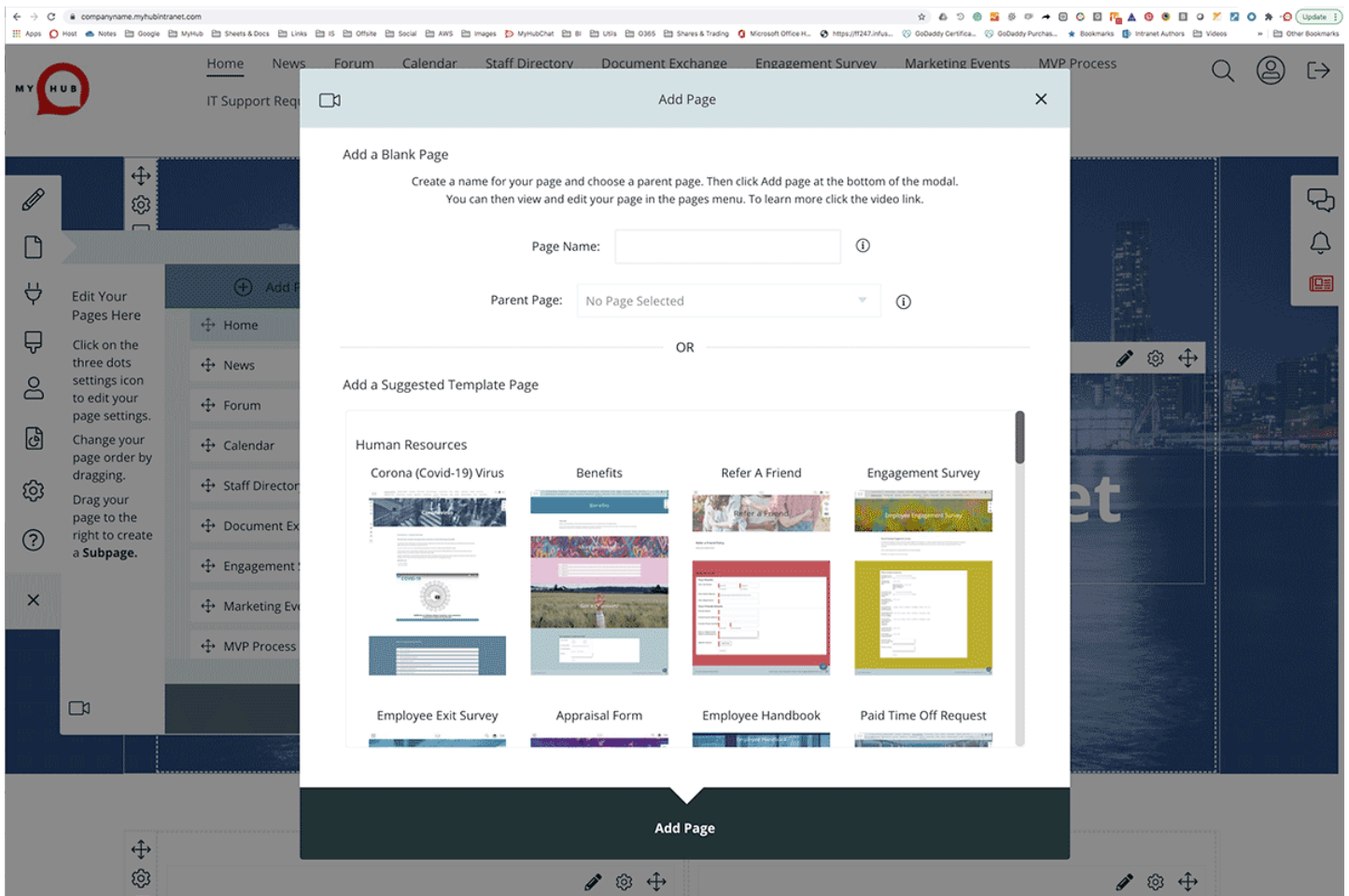
Content Contributors

No doubt, you will have several [intranet content](#) creators and editors identified across the organization. These contributors may be based on job, department, or location. Whatever the case, develop branding guidelines to ensure that all-important consistency and uniformity to your intranet presentation.

Intranet Design Templates

Don't have a lot of time to spend designing your intranet? An intranet design template could be the perfect solution. We cover what you need to look for.

If you don't have much time to design your intranet, then intranet design templates offer the perfect solution. They make designing an intranet easy. In this section, we cover everything you need to know about intranet design templates.



What Are Intranet Design Templates?

Pre-built by the intranet provider, intranet design templates reflect the latest design trends and best practices. They come with the required coding and functionality plus a basic design and graphics. There are several intranet templates to choose from. You just need to pick and mix those

that are relevant to your business needs. So if, for example, you do not need the integral company calendar, then you don't have to include it.

Deploying an intranet platform is much simpler and quicker with intranet design templates. You can dive straight in and implement the layouts, tools, and functionality you want.

Customized Intranet Design Templates

Although intranet templates are generic, they are not a one-size-fits-all solution. Far from it. The best thing about intranet design templates is that they are fully customizable.

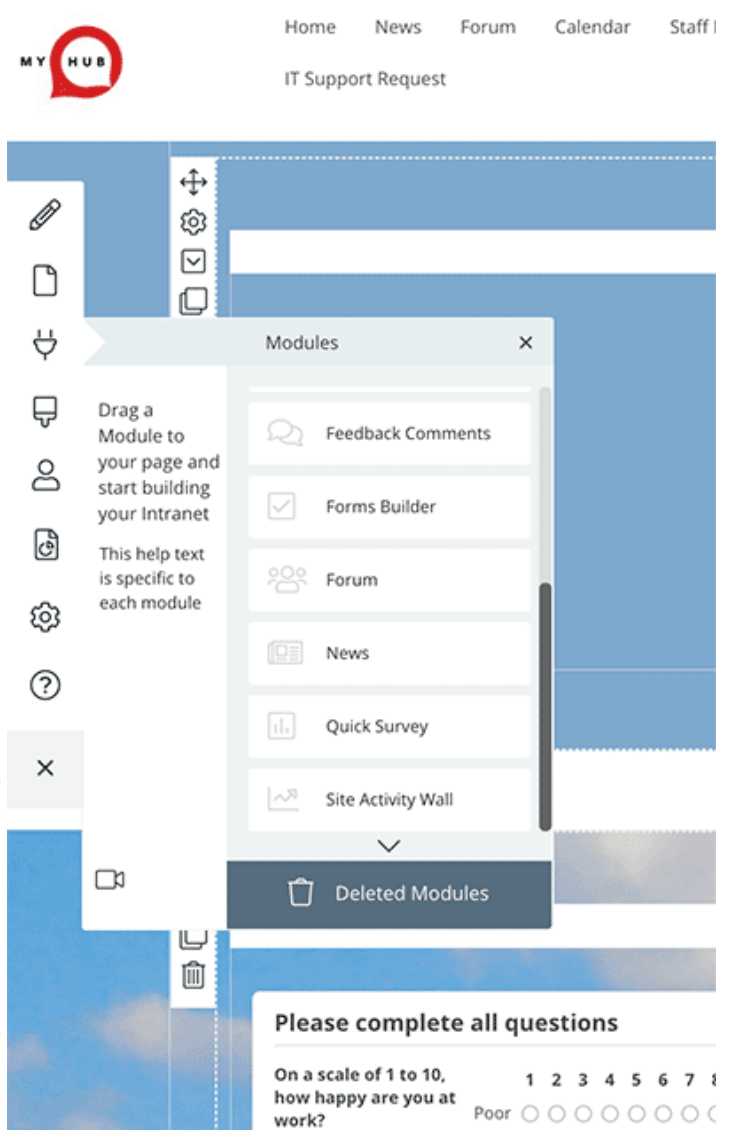
Put your stamp on the intranet template by uploading logos and images and developing a color scheme that reflects your brand. The result is an intranet platform that is unique to your business.

And one significant advantage of an intranet template is the technology is tried and tested. You won't need to undertake extensive testing and piloting. The intranet provider has already done all that for you. What's more, the provider regularly refines the template in light of feedback from users. You can be confident in the intranet's functionality and that it does what it says it will.

And because the intranet template is already pre-built, your intranet can be up and running very quickly.

For example, MyHub's five-step site builder process allows you to easily set up content with a drag and drop page builder. It's so intuitive that even a technophobe can produce a professional intranet in a matter of hours. Furthermore, cloud providers like MyHub offer access to a dedicated setup and design expert at no extra cost, making it an even easier choice.

Intranet templates also come with in-built site access rules and page permissions. You just have to customize the rules to meet your organization's requirements. And the same applies to ongoing management. Adding, managing, or deleting single or multiple users is straightforward. You can allow



specific staff to create and edit content. Or you can assign site administration rights to multiple users. These integral basic management tools will make your post-deployment life much easier.

So, if time and internal resources are an issue in your business, intranet templates take all the hard work out of implementing an intranet.

Mobile-Friendly Intranet Design Templates

Your intranet design template is already optimized for mobile screens. The intranet provider will have adopted a mobile-first approach from the get-go. So, intranet design templates don't just work on smaller mobiles by accident. The intranet templates have been purposefully designed with the needs of mobile users in mind.

Whether staff work remotely, have non-desk roles or are on the road, the intranet is always at their fingertips.

Proven Security Of Intranet Design Templates

As well as being mobile-optimized, intranet design templates have proven security. Online security is an ever-changing, complex, and challenging area. Intranet design templates already have crucial security features in place. These features will safeguard your confidential company data and personnel information from internal and external threats.

Whether it's enforced password changes as well as robust permission controls, the potential for internal security compromises is minimized.

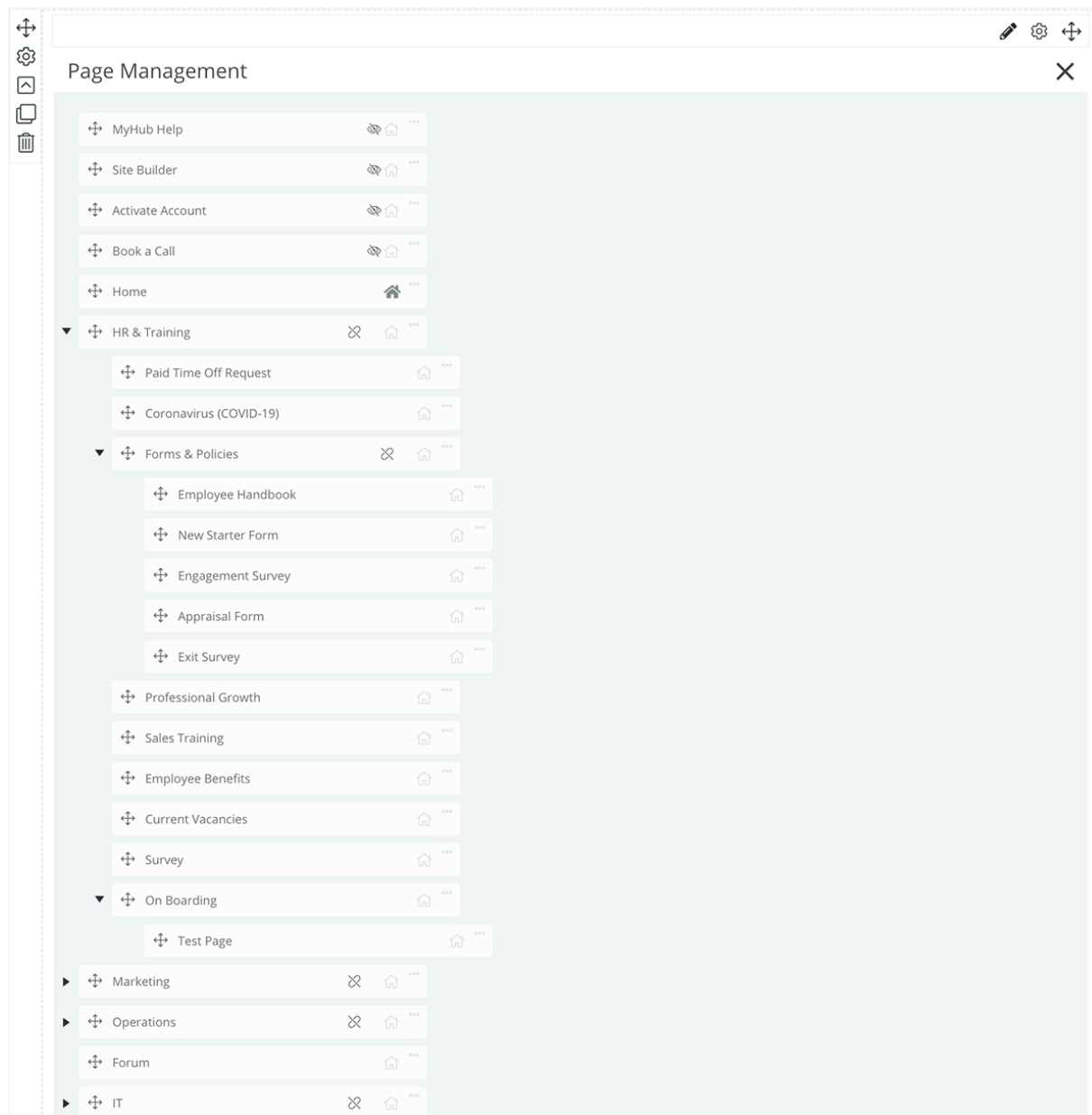
And when it comes to external threats, intranet design templates include the most up-to-date encryption and security features.

Intranet design templates mean you can feel confident in the safety and security of the platform. And that's one major potential headache taken care of for you.

Intranet Design Templates And Information Architecture

Devising your intranet's global navigation can be a challenge. A blank canvas often makes it difficult to kick-start the creative process. Intranet design templates, however, provide a basic framework that you can build on.

Good information architecture usually begins with content before grouping and organizing by team, function, or topic. Using intranet design templates means you have a ready-made list of content options to select from. As a result, coming up with an outline global navigation menu is a breeze.



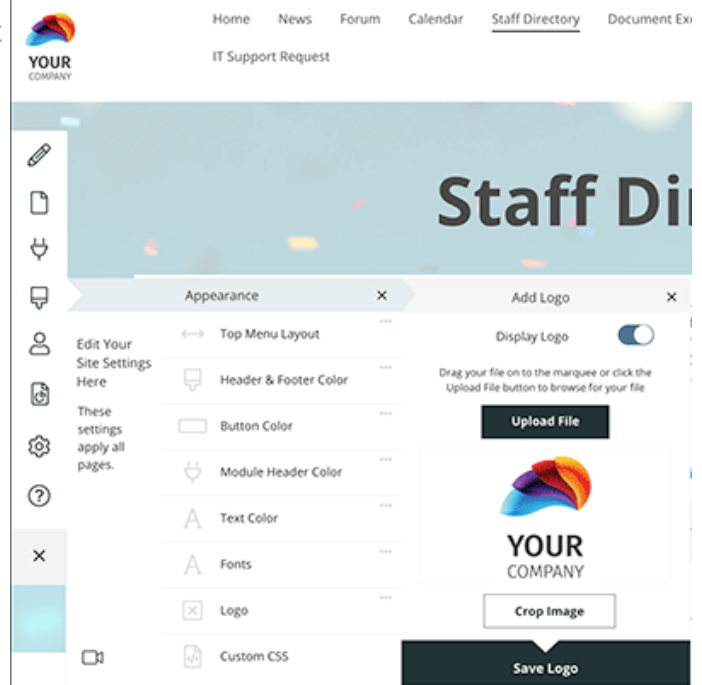
Intranet Design Templates Overall Look And Feel

Whether designing an intranet from scratch or using intranet templates, first decide on the overall look and feel you want to achieve. Do you want it to be an extension of your corporate public-facing brand, perhaps with a formal tone? Or maybe you want the intranet to have a more relaxed feel to it? Whatever option you choose, it's essential to follow it through all sections on the intranet and not just the home page.

Add custom logos, colors, and fonts, so the intranet reflects your brand and is easily identifiable as part of the corporate family. Familiarity will also help with staff adoption.

Intranet design templates ensure your intranet has a consistent look and feel. You can set up departmental templates that deliver consistency as well as some flexibility for customization.

Some intranet providers issue clients with a default intranet web address (for example, <https://yourcompanyname.myhubintranet.com>). Consider early on whether you would like to set up a custom domain, which is a website address of your choice using your own domain. And ensure you can customize the sending address for notification emails being sent from your intranet to reduce confusion for users.



Finally, it's worthwhile considering whether you want to give your intranet a name. Naming the intranet is a great way to give it a personality and sense of identity. Many businesses have found naming the intranet boosts adoption rates amongst employees. Why not involve employees in selecting a name. A fun competition helps to create a sense of excitement and anticipation around the intranet's launch.

Things To Consider Around Intranet Design And Functionality

Here at MyHub, we know a thing or two about intranets. And over the years, we have seen many businesses trip up along the way. We have come up with the following intranet design template checklist so you can avoid some of the common pitfalls.

Keep It Simple

Try to avoid falling into the trap of introducing features just for the sake of it. Simplicity should be your guiding principle. Make sure every template has a purpose and addresses an organizational need or pain point.

What's more, you don't need to have the complete intranet set up from day one. For example, if your intranet comes with social features, you could look to introduce these slowly. Rather than pressing ahead with a full implementation, introduce the features on a piecemeal basis. Or consider trialing social intranet tools to a pilot group of users and measure the impact first.

Simple also means having a minimalist user interface and page layout. Keeping it clean and uncluttered maximizes the intranet's impact. And be sure to include lots of imagery and photos for visual appeal. When it comes to ideas on how to [jazz up your intranet](#), check out our blog for some inspiration.

Intranet design templates come with a basic design already in place. However, try not to overdo the customization and keep the principle of simplicity in mind.

One Page At A Time

Build your intranet templates one page at a time. The ideal approach is to build a template, share it with the intranet steering group or critical stakeholders. Take on board any user feedback, make adjustments, and then sign it off.

This approach could well save you time over the life of the project. The last thing you want to do is build an entire site only to discover that it doesn't meet your objectives.

Set Up A Test Group

As we have seen, testing out the intranet as you go along is a good idea. It's essential to get confirmation from users that you have selected the right design templates with the tools employees need.

However, you also want to be sure the site map is logical and intuitive to employees who will be using the site every day. Ask for feedback on the usability and effectiveness of the intranet design templates. And also, check the functionality is set at the right level.

Allow Room For Your Intranet To Grow

Make sure that the intranet is capable of developing alongside your company. You may not need to use all the available functionality just yet. However, you do want a platform that is flexible and is future-proofed. Intranet design templates mean the platform is scalable both in terms of users and functionality.

Agree Your Intranet Design Template Must-Haves


There will be some features and tools that are essential. These will form the core of your intranet. You may also have a list of desirable but non-essential features that you can add in over time.

Standard Intranet Design Templates

In our experience, the following intranet design templates are essential for most organizations:


- News: all the latest corporate and team news and updates
- Cloud storage: a central cloud-based file storage area for all data, information, and file sharing
- Staff directory: an easily searchable database with profiles, biographies, and photos
- Company calendars: a central reference point for all corporate deadlines, events, product launches or industry conferences and seminars
- Embedded Google Workspace apps or Microsoft Office 360: leverage the investment you have already made by embedding these apps directly into your site for more convenient access
- Automated forms: use the intranet's integral forms builder to develop digital forms for automated workflows and approvals processes
- Social intranet: facilitate collaboration and connections among the workforce with [social intranet](#) features such as activity walls and follow-me functionality
- Instant messaging: Speed up decision-making with real-time [team chat](#) in private or group messaging
- Forums and project workspaces: encourage collaboration and project working, allow employees to share insights, data, and information in private workspaces
- Quizzes: promote learning or foster company culture with fun or formal quizzes
- Surveys: take an employee pulse check or canvass staff views on a variety of issues for improved decision-making
- Powerful search tools: an intuitive search function is a must for every successful intranet. Users should be able to search by subject, tags, or titles for instant results.

For a more in-depth list of features and tools, check out MyHub's comprehensive [intranet features](#) page.




Welcome to your intranet

San Marino Monthly Update From John Maper




SMHG reported strong profits, demonstrating that the Company's strategy of building it's portfolio and creating a competitive business is fully on track. Net income increased to \$4.2 million [Read more here](#)



Category	Projected	Actual
Cash Flow	\$800,000	\$1,000,000
Monthly Income	\$4,000,000	\$4,200,000
Monthly Expense	\$3,200,000	\$3,000,000

Site Activity Wall



MyHub Support created the topic: [newX.js](#)

is new

3/13/2017

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Intranet Design Templates: Main Takeaways

There's a lot to take on board. So here's a summary of all you need to know:

- Intranet design templates are pre-built with functionality and a basic design
- Easy to set up, intranet templates are the perfect choice if you are short of time
- Select from a range of powerful modules and tools to build a unique platform
- Customize the template to suit your corporate brand
- Intranet design templates are optimized for mobile devices
- Already included in the template are digital security features.

Intranet Design Examples

Looking for some intranet design inspiration? Check out our example intranet pages below. From homepages through to directories, there are plenty of ideas to get you started.

Intranet Examples

The design of your intranet could well be the difference between success and failure.

An engaging, user-friendly design will see your employees eagerly logging on and taking full advantage of all the great features. A poor design, however, will leave staff frustrated and switching off. Even worse, it could see employees seeking alternative tech solutions.

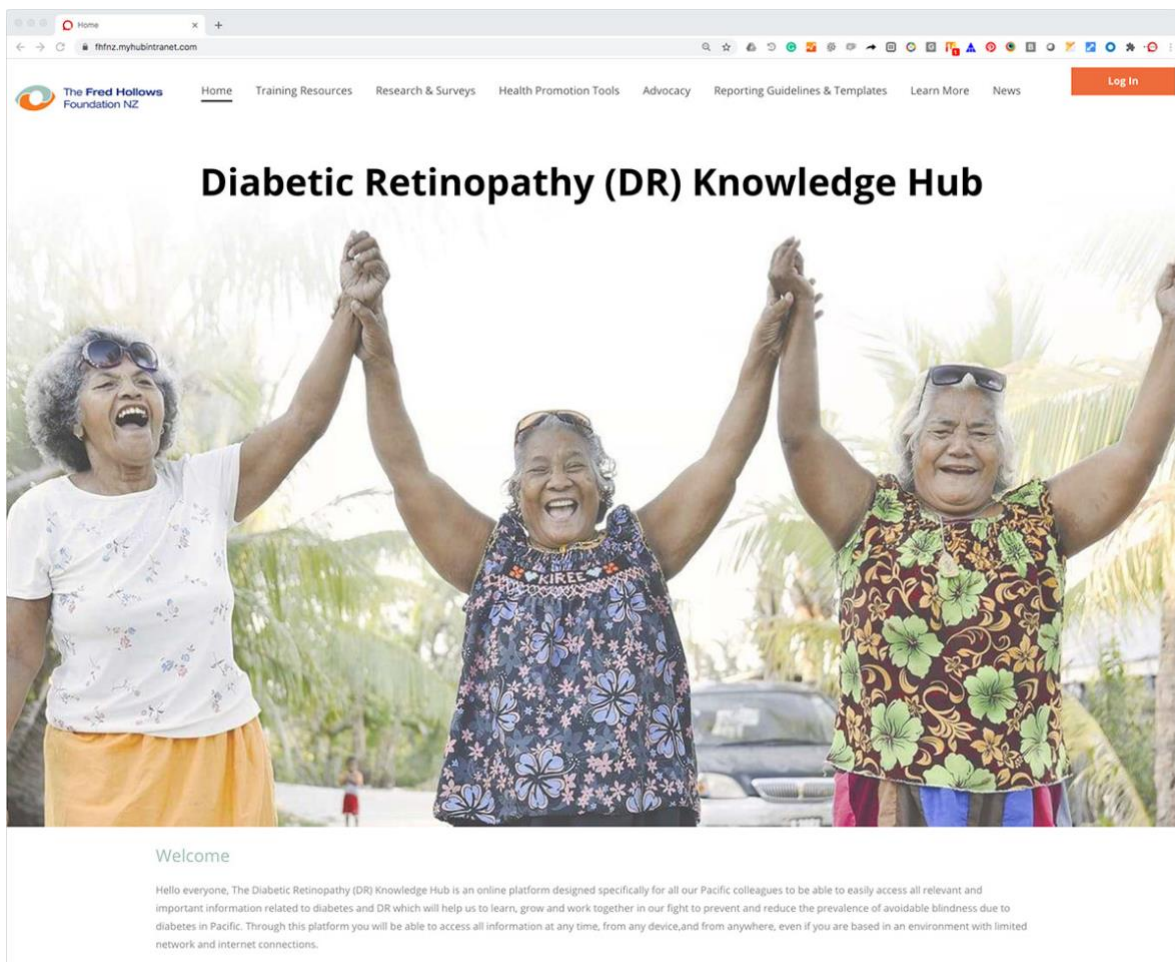
So what does a well-designed intranet look like? What lessons can we learn from the most successful intranets?

On the following pages we present some best practice intranet examples together with a short commentary highlighting what makes them stand out.

Homepage Example One

This intranet homepage is a fantastic example of how it should be done. The first thing that hits you is the happy, joyful image. Colorful and bright, the impact is immediate, and it draws you into the site in an engaging way. Rather than stock images, people especially enjoy seeing real people, so this photo ticks all the boxes. The homepage also has a brief mission statement. It sets out what the site is all about so the user is clear what's in store.

In this example, navigation links are highly visible, easily accessible, and are kept to a minimum. Only the critical high-level tabs are shown. It's intuitive and easy to follow. The user instinctively knows they can click on the link for more detailed information. The homepage sets the tone and expectations for the whole site. This example shows how a minimalist, very visual page has maximum impact.



Homepage Example Two

All the best-of-breed intranets have a simple, minimalist look that is easy on the eye. Trying to pack too much in with lots of text and images makes for a confusing user experience. And it's harder for employees to work out what's important and find what they need. For maximum effect, the golden rule is to keep it simple.

Visual appeal is essential. Engaging staff with vibrant images is a great way to entice them to explore the content further. The example below uses a well-chosen, high-res banner image that is a beautiful photo in itself and reflects what the company is all about. Photos work best when they are strongly related to the content they sit beside and, where possible, should show employees doing their work.

In the intranet example below, the organization has given the site a name: "The Hub." This helps with developing an identity for the intranet and positions what the site is all about.

Clear navigation links drill down into key departments and areas of information, allowing staff to find what they need quickly. In this example, they have the latest company news clearly positioned below the main intranet banner. Other important announcements, links, and information naturally flow on, while the box layout style delineates the key information items.

THE SAN MARINO HOTEL GROUP

Home HR & Training Marketing Operations Forum IT News Events Calendar Staff Directory

Microsoft Office365 Google Applications Document Exchange

Welcome to your intranet

San Marino Monthly Update From John Maper

SMHG reported strong profits, demonstrating that the Company's strategy of building it's portfolio and creating a competitive business is fully on track. Net income increased to \$4.2 million [Read more here](#)

Category	Projected	Actual
Cash Flow	\$1,000,000	\$1,000,000
Monthly Income	\$4,000,000	\$4,000,000
Monthly Expense	\$3,000,000	\$3,000,000

Site Activity Wall

MyHub Support created the topic: [new js](#)

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Posted on 29 May, 2020 09:53 AM
test 2

News
Posted on 29 May, 2020 09:51 AM
test

Part 1 course 1st FTF Workshop
Posted on 6 Feb, 2020 05:44 PM
Hi everyone Can you help me edit the course slides from 2019 to use in 2020 please?

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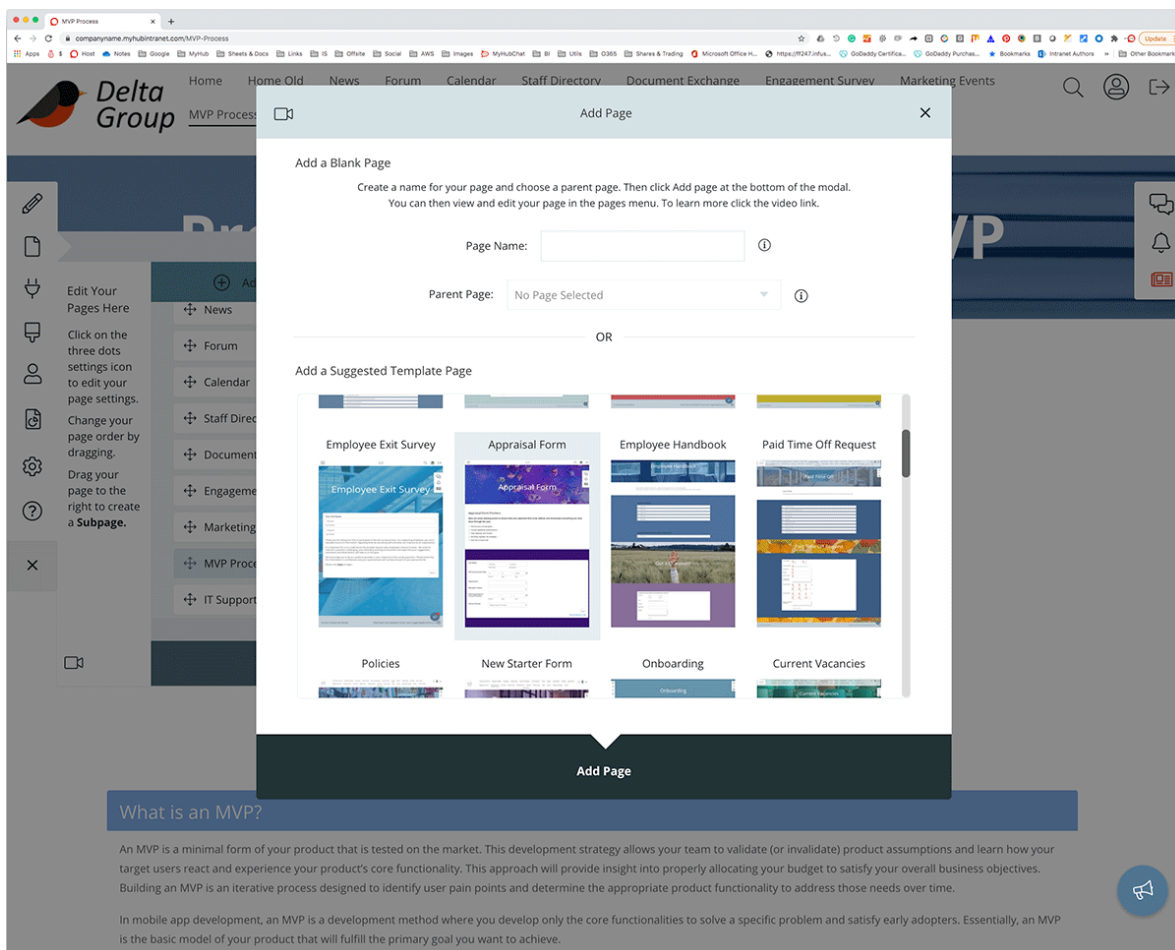
Need help? Have feedback? Email: erika.ryan@myhub.co.nz

Intranet Templates Example

Intranet templates make the design process a whole lot easier. If you are short on time or lack confidence in your technical ability, then intranet templates are the perfect solution. Pre-built by the provider, intranet templates come loaded with coding, functionality, and a basic design. You can pick and choose from a variety of templates as appropriate to your organization's needs. Highlighted in this example are just a few of the wide range of choices available.

Once you have selected a design template, it's time to customize. You can use the in-built graphics and layout, or you can play around with the template and create a unique solution. Upload photos or images relevant to your business. And change the colors and font to reflect your corporate style.

Specially designed by experts with the non-expert in mind, intranet templates are easy to use. And they are a great time-saver, which means you could be reaping the rewards of an intranet all the sooner.



Staff Directory

A staff directory connects employees right across your organization, including remote or non-desk workers. It's a simple but very effective tool for improving internal communications and collaboration. And it promotes a friendlier, more people-focused company culture. It's also a popular tool with recruits, and many companies have made it part of the onboarding process. New team members will be grateful they won't have to remember every colleague's name and job title from day one.

Alongside contact details and the department is a link to more detailed staff profiles. Employee profiles differ from company to company but often include areas of expertise and current projects.

You can even adapt the template and introduce custom fields as appropriate. The staff directory allows employees to see who is online. Workers can connect via live chat. Many businesses have found this supports faster decision-making and means staff can get things done more easily. And it's a vital lifeline for remote employees. They can connect with their colleagues on a formal, and perhaps more importantly, informal basis. As the trend towards remote working increases, you may find the team chat becomes the new water cooler.

Staff Directory

Page 1 of 1 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Users 1 to 8 of 8

First Name	Last Name	Job Title	Team	Email	Business Telephone	Business Mobile	Profile	Status
Charlie	Smith	SVP of Operations	Marketing	charlie.smith@myhubintranet.com	+44 207 930 4433	+44 944 586 3289	More	offline
David	Collinson	Service Rep	Customer Care	david.collinson@myhub.co.nz	+1 445 687 9983	0658 669 335	More	offline
Erika	Ryan	Manager	Customer Care	erika.ryan@myhub.co.nz	+1 228 4359 781	0277 689 43552	More	
Jenny	Smith	General Manager	Hub	jenny.smith@myhub.co.nz	6159838118	NA	More	offline
Mike	Hansen	GM Tech	Development	mike.hansen@myhub.co.nz	+1 09 202 5359	027 689 635	More	offline
Myhub	User			myhub.user@myhub.co.nz			More	offline
Natalie	Christie	Office Manager	Customer Care	natalie.christie@myhub.co.nz	+1 225 436 7798	0275 564 9986	More	offline
Phil	Page	Assistant GM	Management	philip.page@myhub.co.nz	+1 223 1758 495	0356 896 154	More	offline

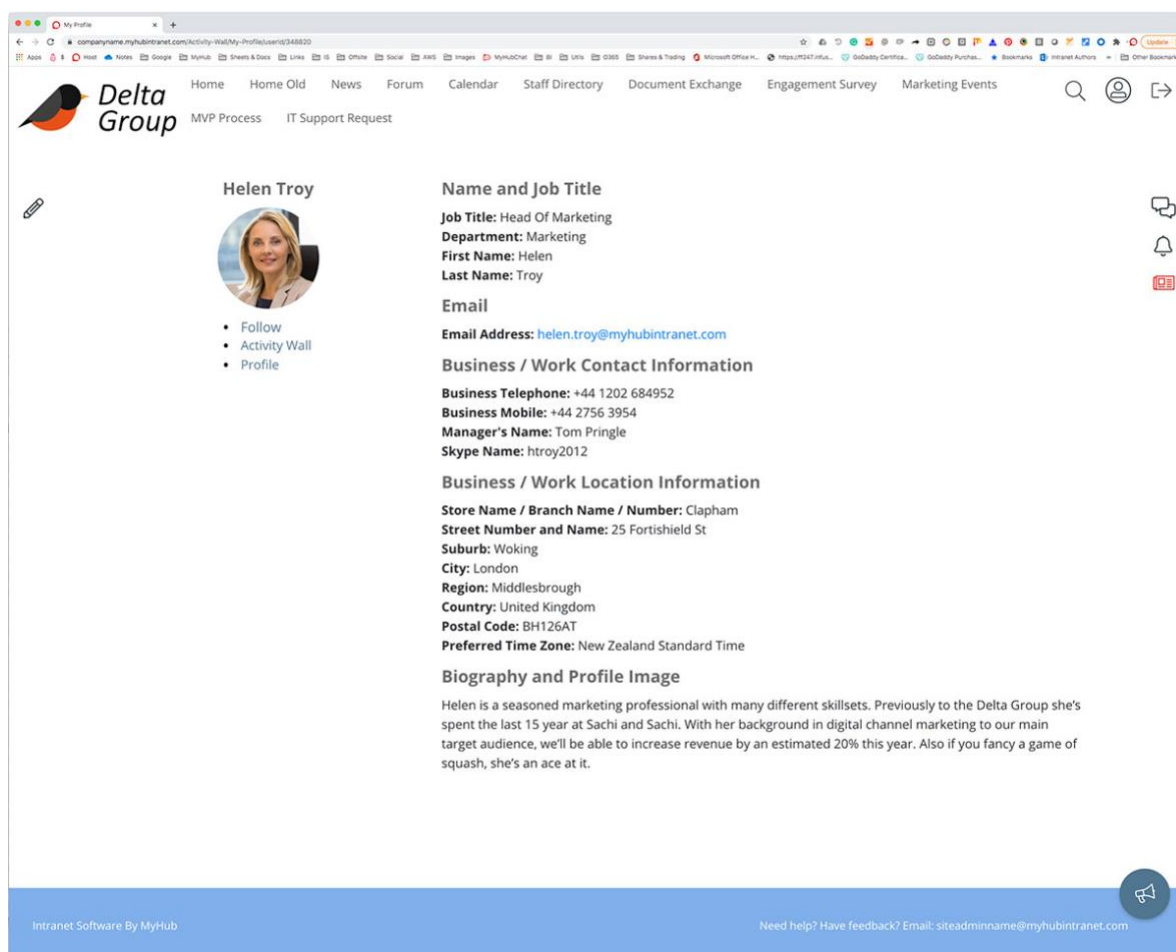
Items per page: 10

Intranet Software By MyHub Need help? Have feedback? Email: erika.ryan@myhub.co.nz

User Profiles Example

User profile pages are an invaluable way of introducing employees to each other. This is good news for new starters, especially. And it's a great way to match an employee up to a skillset or collaborative project.

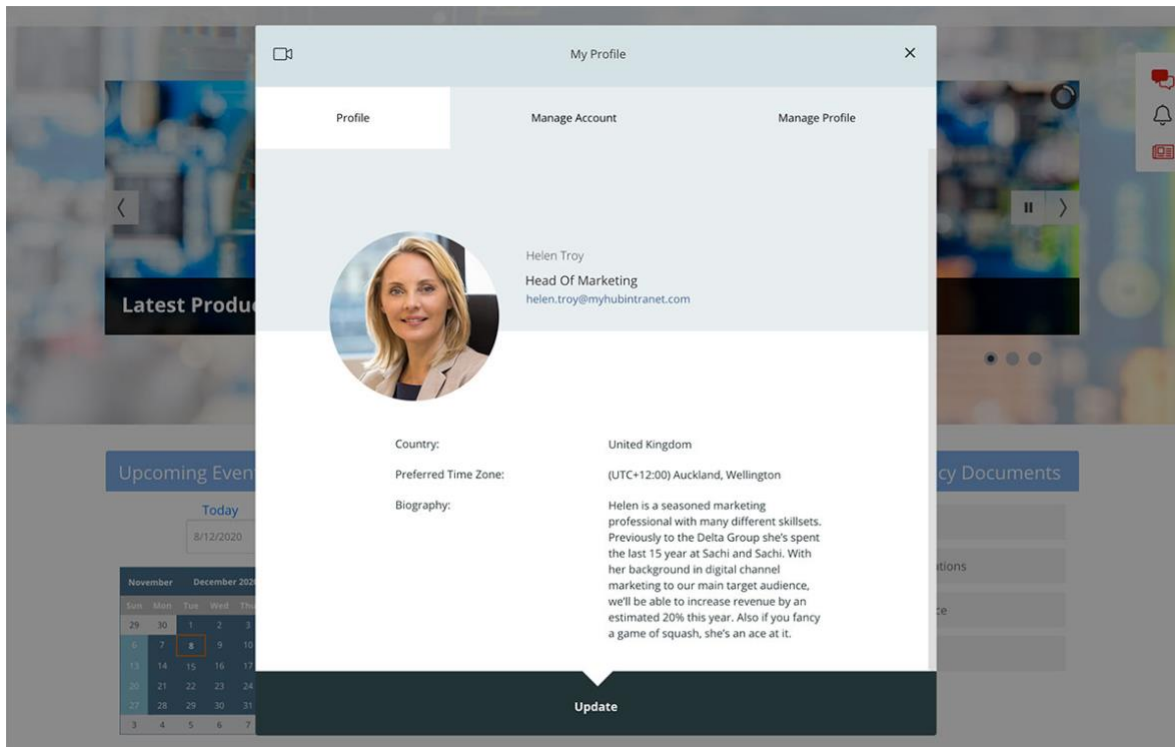
Many companies make extensive use of employee profiles as a platform for promoting joint working and inter-team collaboration. Allocating staff to corporate working groups is a whole lot easier with a handy summary of employees' knowledge and experience.



Managers also have more central oversight of the team's collective skills with employee profiles. Leaders can identify gaps, plan knowledge sharing, talent scout, and prepare for succession planning.

Some intranet solutions like MyHub's allow you to create and use custom fields within the profile pages. Employees can self-manage their profiles, updating and refreshing the information as required. Giving control to workers in this way helps boost employee engagement.

With all the great custom options available, implementing an intranet that's perfect for your needs is guaranteed.

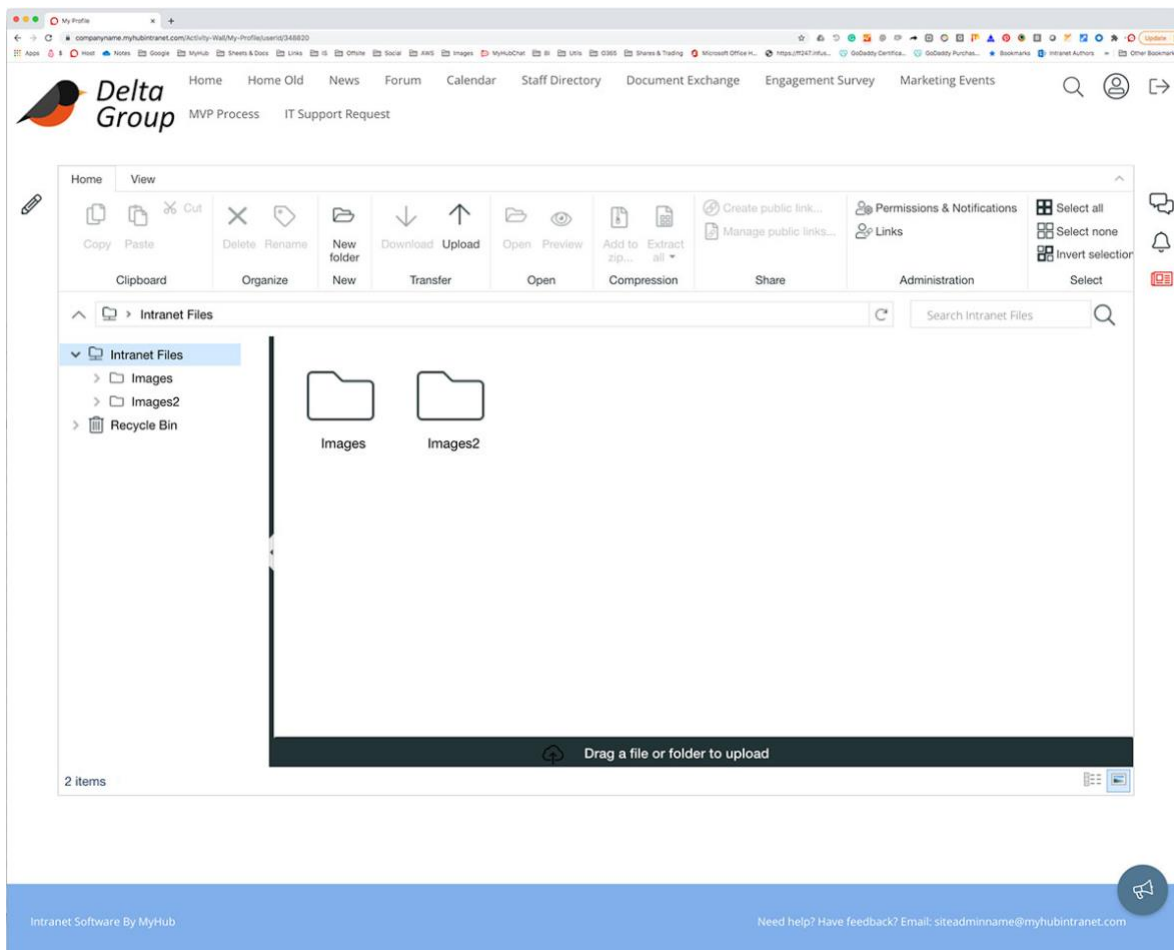


File Sharing Example

Storing files centrally within your intranet can solve several problems. How often have you been asked by a colleague, “Where is the project file for this customer?” For many employees navigating complicated folder structures is a pain. And from an organizational perspective, how much time is wasted searching for files and documents? The answer is probably too much.

Storing all company data and information on your intranet means staff know exactly where to go. There’s no need to search long email trails or jam-packed filing cabinets. And there are no security concerns like there have been with some cloud file-sharing options.

With a familiar file explorer interface, employees can quickly and easily share files and documents both internally and externally. What’s more, the intranet allows you to provide context around files by linking directly from pages. Quite simply, intranets allow for a more efficient exchange of information and data across the organization.

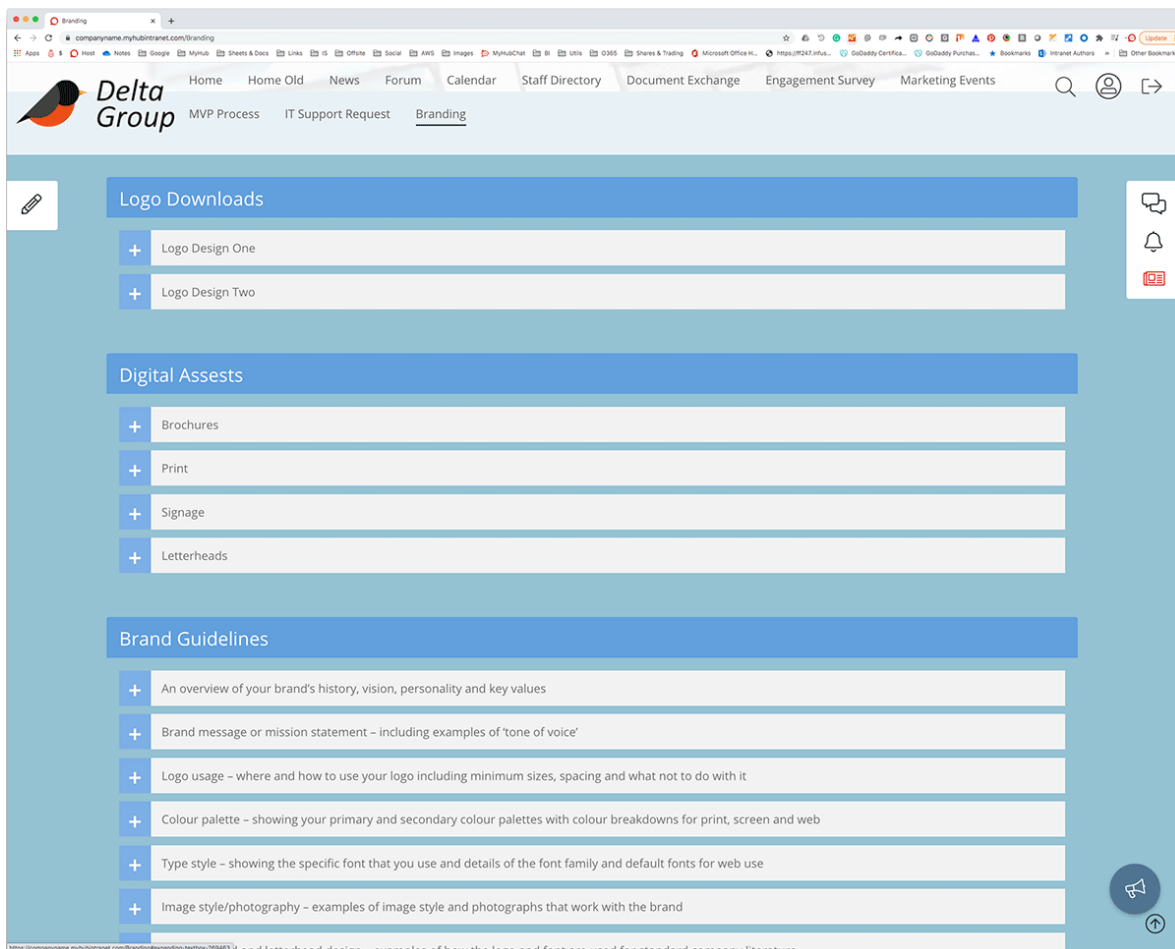


Accordions / Expanding Text Examples

Using accordions or expanding text modules is a great vehicle for getting lots of information on a single page. Be careful, though. Some solutions load all the content in one go, and this can slow down page load times, frustrating your users.

A great example of how to do it is shown below. There are two columns with different sections for each product area. The information in each expanding text area doesn't load until the user clicks the chosen product.

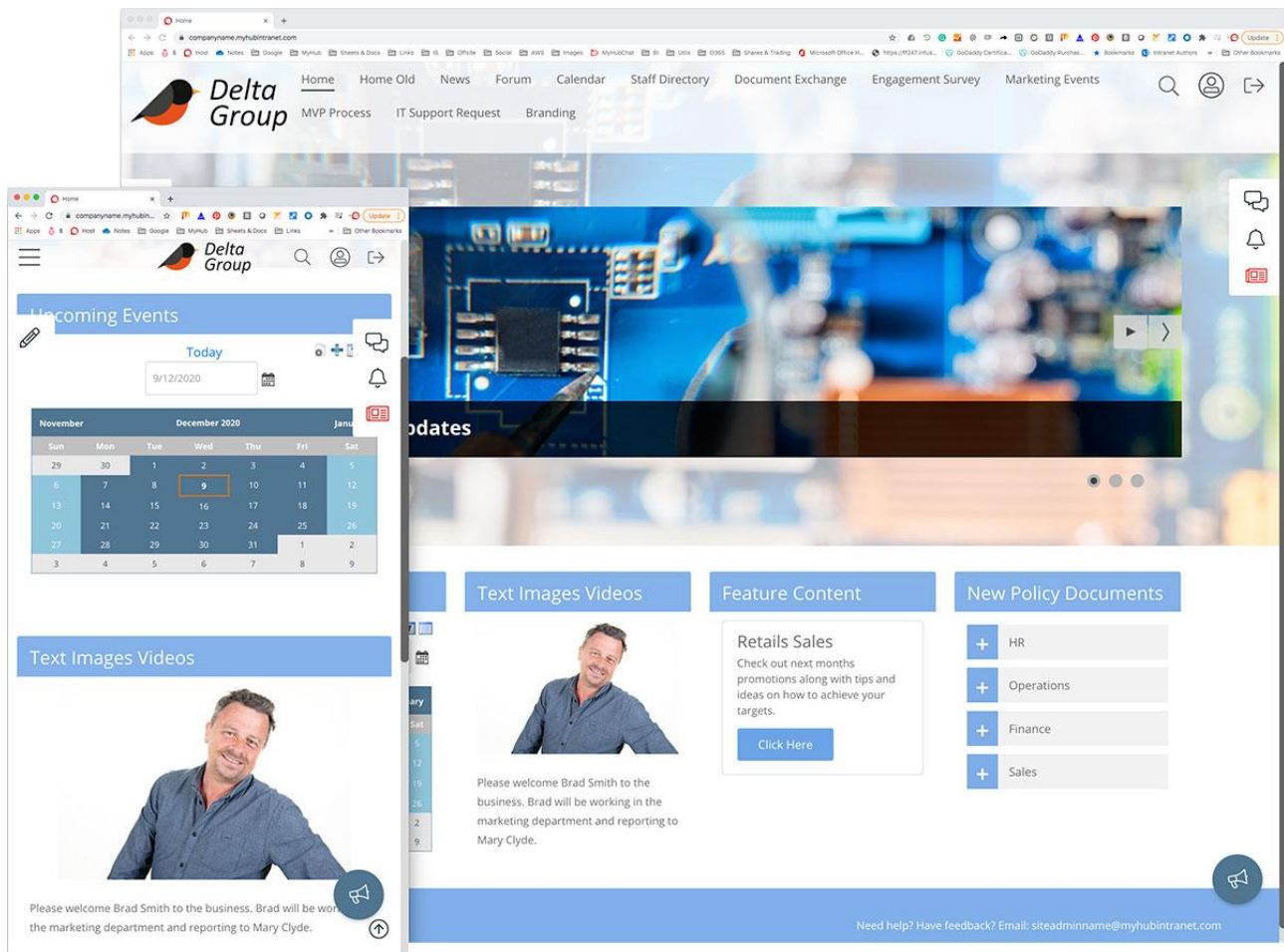
Accordions and expanding text are perfect for mobile-responsive intranets. On the smaller screen format, they work much better than mega menus.



Mobile-Responsive Example

The example below shows the home page from example two and how it responds to different device types and orientations. Nowadays, it's essential to have a mobile-responsive intranet. Employees on the move and remote workers can still benefit from the improved processes and communications that your intranet brings. More and more employees are working flexibly, and a mobile-responsive intranet ensures they remain productive whatever their location.

It's essential to carefully consider how content will translate to the smaller screens of smartphones and tablets. For example, the intranet's typeface, font size, and color scheme may come across differently on a mobile device. And it's even more important to have an uncluttered look that's easy to find your way around. Employees shouldn't have to work hard to read the text or locate information, so be careful in the choices you make. It's always a good idea to pilot your intranet before going live. A practice run means you can check how well the content is working from a mobile perspective.



Forms / Workflow Example

We all know that paper-based or emailed forms can be a bit of a headache. Information can easily get lost, or errors can creep in so that the form ends up going backward and forwards. This example shows how you can group forms in a single area on your intranet, providing easy online access. The example below is in IT; however, it could be HR forms or approvals - the choice is yours. Many companies have set up an onboarding section to make life easier for new starters. New staff are often required to complete several forms, and a central resource streamlines the onboarding process.

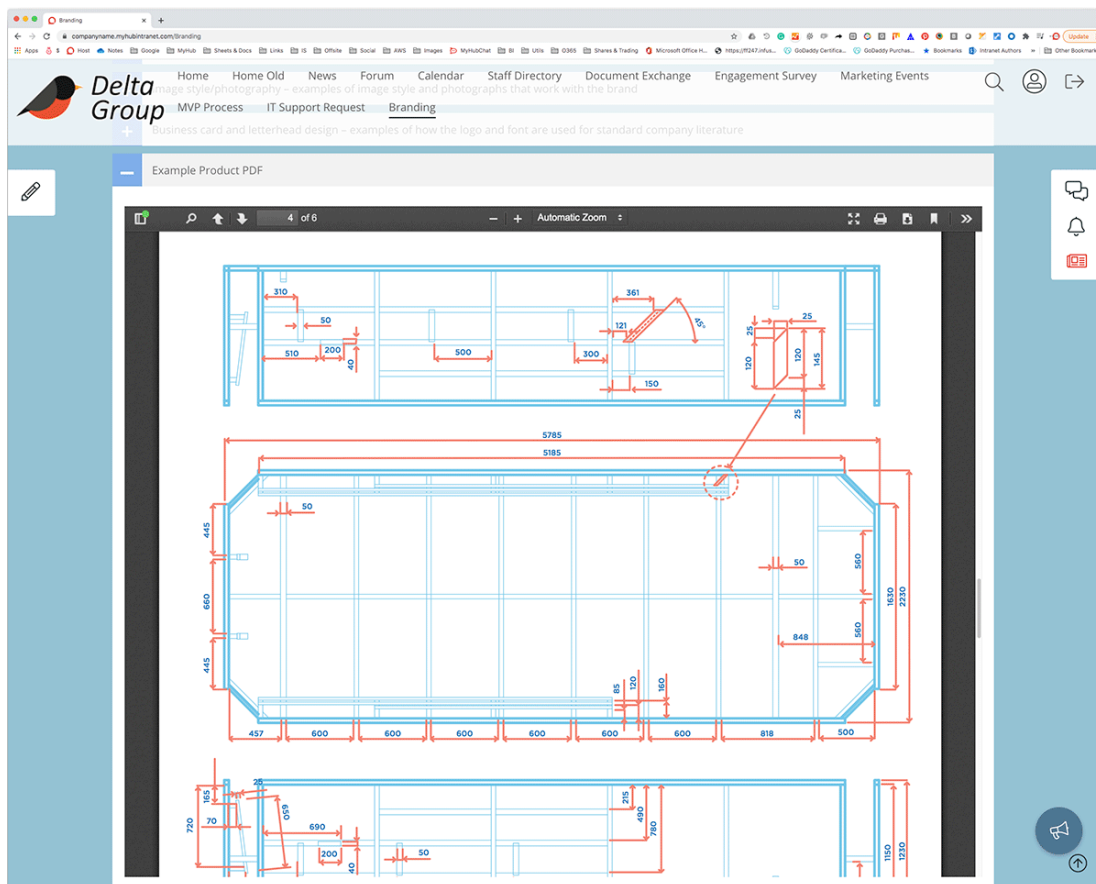
You can use the intranet's intuitive forms builder to set up your workflow processes. Alternatively, you can use an embedded [Google Workplace](#) or [Office 365](#) app. With simple drag and drop fields, it's possible to create a fully customizable form and automate business processes. Forms are automatically routed to the relevant department for action. And managers have more oversight of where things are at and any potential bottlenecks. Furthermore, online forms mean staff have 24/7 access. This is critical for remote workers and non-desk staff. And it's a big tick for businesses looking to be greener and reduce their paper usage. From booking holidays, adding a new supplier on the system to ordering stationery, the intranet is faster and more efficient.

The screenshot shows a web browser window displaying the Delta Group intranet. The page is titled "IT Support Request" and features a form for logging IT support requests. The form includes fields for "Your Full Name" (split into "User" and "Name"), "Your Email Address", "Your Phone Number" (split into "Area Code" and "Phone Number"), "Department" (a dropdown menu), "Date" (split into "Month", "Day", and "Year"), "What are you having problems with?", "Other Comments", and a "File Upload" section with an "Add Files" button and a "Submit" button. The page has a blue header with the Delta Group logo and navigation links. A sidebar on the left contains icons for various functions, and a right sidebar contains icons for chat, notifications, and a calendar.

Embedding Documents

Embedding Google Docs or Microsoft Office 365 cloud files directly in your intranet provides a powerful solution to several business problems. Page permissions mean you can easily restrict access in conjunction with your existing cloud-solution permissions. The example below shows an embedded Office 365 Excel spreadsheet. Not all of your users require access to edit the spreadsheet data directly. Embedding the spreadsheet within your intranet means the user has a live view of data entered without having to find the file. This also opens up a whole range of options. You can provide explanatory notes or training information on the page as well.

Say your business has a weekly sales spreadsheet. An intranet-embedded Excel or a Google Sheet allows multiple users to access and edit the data at any time simultaneously. Updates are made in real-time with the intranet automatically saving the information. And explanatory notes about how to complete the spreadsheet and why the information is required can be displayed alongside. Management can be confident the intranet has the latest sales data available. And working on a corporate-wide strategy is a whole lot easier. For example, the annual report usually requires several authors and the input of many departments. An intranet-embedded Google or MS Office 365 doc means you can do away with emailed versions that are hard to track. A live version is readily available to relevant users. It's a simpler and more effective way of getting things done.



Employee Engagement Form Example

Want to know what employees really think about your company? There's only one way to find out - ask them. Employee engagement surveys can help you identify areas of organizational improvement. And the intranet means you don't have to employ expensive consultants to get started. Use the intranet's intuitive forms builder to create your own employee engagement surveys. It could be a snapshot survey to gauge opinion on a particular issue or initiative.

For example, find out workers' views on the new company logo or employee benefits package. Or it could be a detailed employee engagement survey that you carry out regularly. Either way, there's a lot at stake. Employee disengagement is a proven major cause of increased rates of absenteeism and low productivity. Intranet-delivered employee engagement surveys are a simple and effective way of reducing costs in this area. And the universal coverage of the intranet means staff are more willing and able to respond to engagement surveys. Check out the example below for some ideas to get started. More detailed guidance on [employee surveys](#) is available on our blog.

The screenshot shows a web browser displaying an intranet page for Delta Group. The page title is "Employee Engagement Survey". The survey form is titled "Please complete all questions" and contains several questions with radio button and scale options.

Delta Group

Home Home Old News Forum Calendar Staff Directory Document Exchange Engagement Survey Marketing Events

MVP Process IT Support Request Branding Engagement Survey 1

Employee Engagement Survey

Please complete all questions

On a scale of 1 to 10, how happy are you at work? 1 2 3 4 5 6 7 8 9 10 Poor Excellent

Would you refer someone to work here? Yes No

Do you have a clear understanding of your career or promotion path? Yes No

On a scale of 1 to 10, how would you rate your work-life balance? 1 2 3 4 5 6 7 8 9 10 Poor Excellent

Do you believe the leadership team takes your feedback seriously? Yes No

Do you feel like the management team here is transparent? Always Often Sometimes Infrequently Never Yes No

How frequently do you receive recognition from your manager? Yes No Always Often Sometimes Infrequently Never

The last time you accomplished a big project, did you receive any feedback? Yes No Always Often Sometimes Infrequently Never

Intranet Examples - Forum Example

Two heads are always better than one, and forums are a great place for employees to collaborate. Companies use intranet forums to brainstorm ideas, share insights, and support project work. Conversations are stored within your intranet and can be accessed from anywhere, even remotely, making forums an essential collaboration tool.

Use the intranet's simple administration tools to restrict forum access to relevant personnel. Set up a system of subscriptions and notifications, so members never miss out on vital updates. Forum members are automatically notified about a new post without the need to directly login to the forum.

The intranet example forum below is particularly useful for companies with geographically spread workforces or large numbers of remote workers. It means staff can communicate and collaborate in real-time even if they are many thousands of miles apart. In the post-pandemic digital workplace, intranet forums support faster decision-making and increased agility. Super-easy to set up and manage, intranet forums facilitate more effective joint working, especially among distributed teams.

The screenshot displays a web browser window with the URL `demo.myhubintranet.com/forum/index32824v1/360`. The intranet header for 'THE SAN MARINO HOTEL GROUP' includes a navigation menu with links to Home, HR & Training, Marketing, Operations, Forum (active), IT, News, Events Calendar, Staff Directory, Microsoft Office 365, and Google Applications. Below the header is a 'Document Exchange' section. The main content area is titled 'Forum' and features a sidebar with filters: Unanswered, Not Read, My Topics, and Active Topics. The 'Sales Forum' is selected, showing a search bar and an 'Add New Topic' button. A table lists forum topics with columns for Topics, Replies, Views, and Last Post. The topics include 'More news', 'MyHub Support', 'News', 'Part 1 course 1st FTF Workshop', and 'New Account'. The footer of the intranet includes the text 'Intranet Software By MyHub' and a contact email: 'Need help? Have feedback? Email: erika.ryan@myhub.co.nz'.

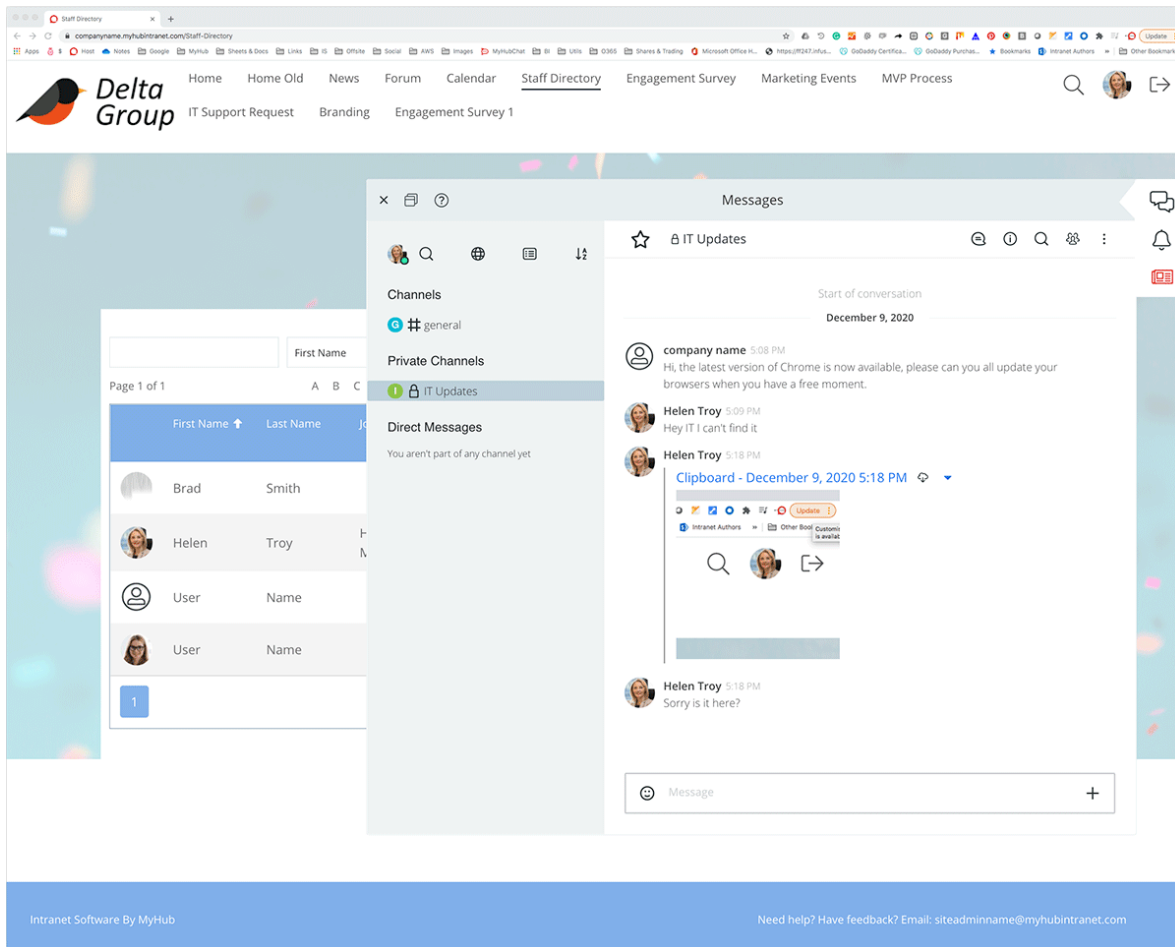
Topics	Replies	Views	Last Post
More news	0	11	29 May, 2020 10:53 AM
MyHub Support	0	1	29 May, 2020 10:51 AM
News	0	1	29 May, 2020 10:51 AM
Part 1 course 1st FTF Workshop	0	20	6 Feb, 2020 05:44 PM
I need some help with a presentation	11	990	by Deleted User 23 Dec, 2019 01:49 PM
New Account	1	59	by Charlie Smith 10 Aug, 2017 07:47 PM

Chat Example

Fast and highly responsive, the best intranets are using instant messaging to enhance internal communications. Many employees find it a more accessible way to reach out and connect with colleagues. And research tells us team chat can boost productivity, enhance customer service, and support easy resolution of queries.

Set up public or private chats on the intranet. Employees can connect with colleagues in a team or project setting as well individually. You can also set up topic-based conversations using # channels. And the @mentions feature ensures team members are notified immediately of any new posts on their favorite channels.

In the example below, you can easily see who is online and available to chat. You can upload documents, images, or videos for instant sharing. Conversations are automatically stored, and a powerful search makes it easy to locate that vital piece of information when you need to. Fully integrated into your intranet and with seamless access to all features, team chat will add value to your internal communications.



SSO (Single Sign On) Example

The intranet will be the go-to platform for staff. It's a central hub designed to make it easier for employees to access all they need to get the job done. And to make it even more effective, you can integrate it with other enterprise systems used by your business. SSO provides gateway entry, so employees only need to log on once to access all tools.

In the example below, workers can log in using their Google or Office 365 password. And you can also integrate other commonly used apps such as Salesforce and Dropbox.

Okta SSO simplifies the way users connect. Do away with multiple logins and the need for lots of open screens and apps running simultaneously. SSO is a great time-saver and makes for a smoother, more coherent user experience.



Email Address

Password

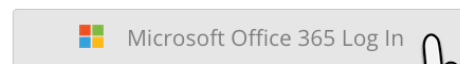
Log In

☐ Remember Me [Forgot Your Password?](#)

Or continue with



[Need help with Google log in?](#)



[Need help with Office 365 log in?](#)



Custom CSS Example

If you want to get really creative with your intranet design, then you will love the custom CSS feature. You can easily change the font, colors, margins or layout of one or all of your pages.

Designed for advanced intranet administrators, the tool is super-easy to use. And it means administrators have complete control over the presentation of intranet content.

When it comes to customization, the sky's the limit with CSS so let your creativity run wild.

Check out MyHub's [Resource](#) section for more guidance on the custom CSS feature.

Site Settings

Settings

Custom CSS

```
1 .Theme_16_Default {
2   display: none;
3   position: relative;
4   width: 100%;
5   margin-bottom: 0px;
6   margin-top: 44px;
7 }
8
9
10
```

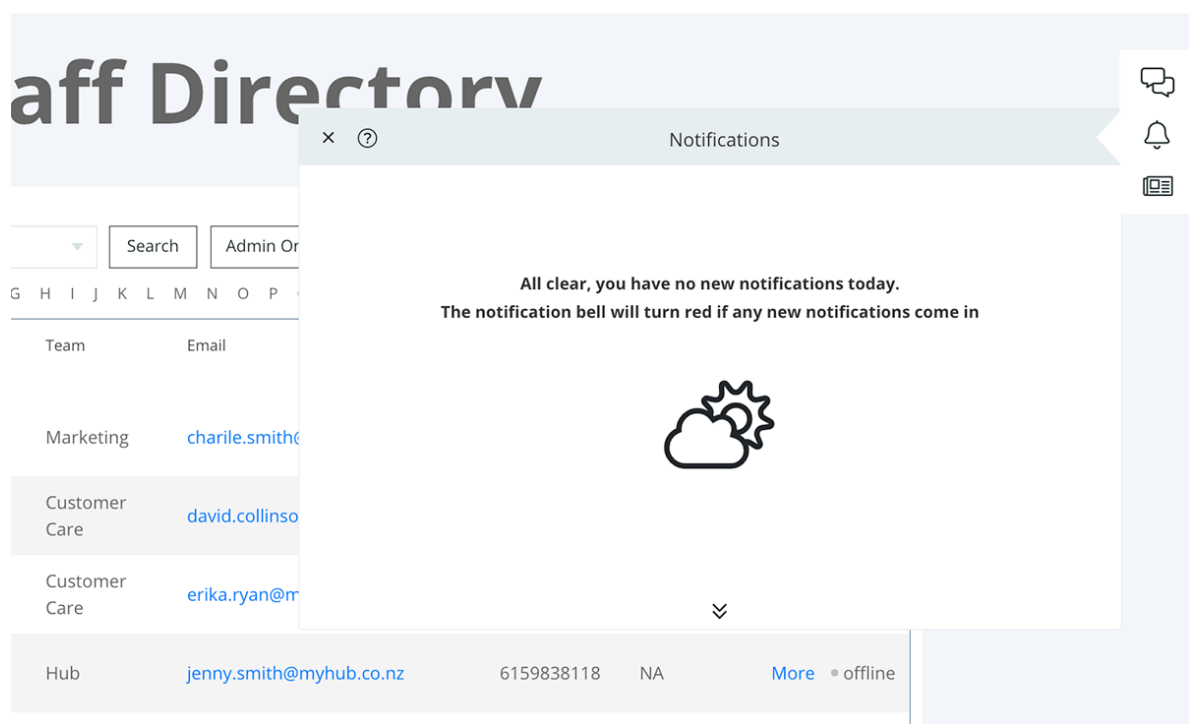
Update

Notifications Example

The intranet’s notifications tool is a very handy feature.

Staff use it to keep updated on their favorite #channels and tag their colleagues to alert them to important information. You can also check when colleagues have read the notification.

It’s simple and easy to use. And you can easily turn notifications on and off. So, if you need to concentrate on that vital task, you can do so without any distractions. Simply turn it back on when you are ready.

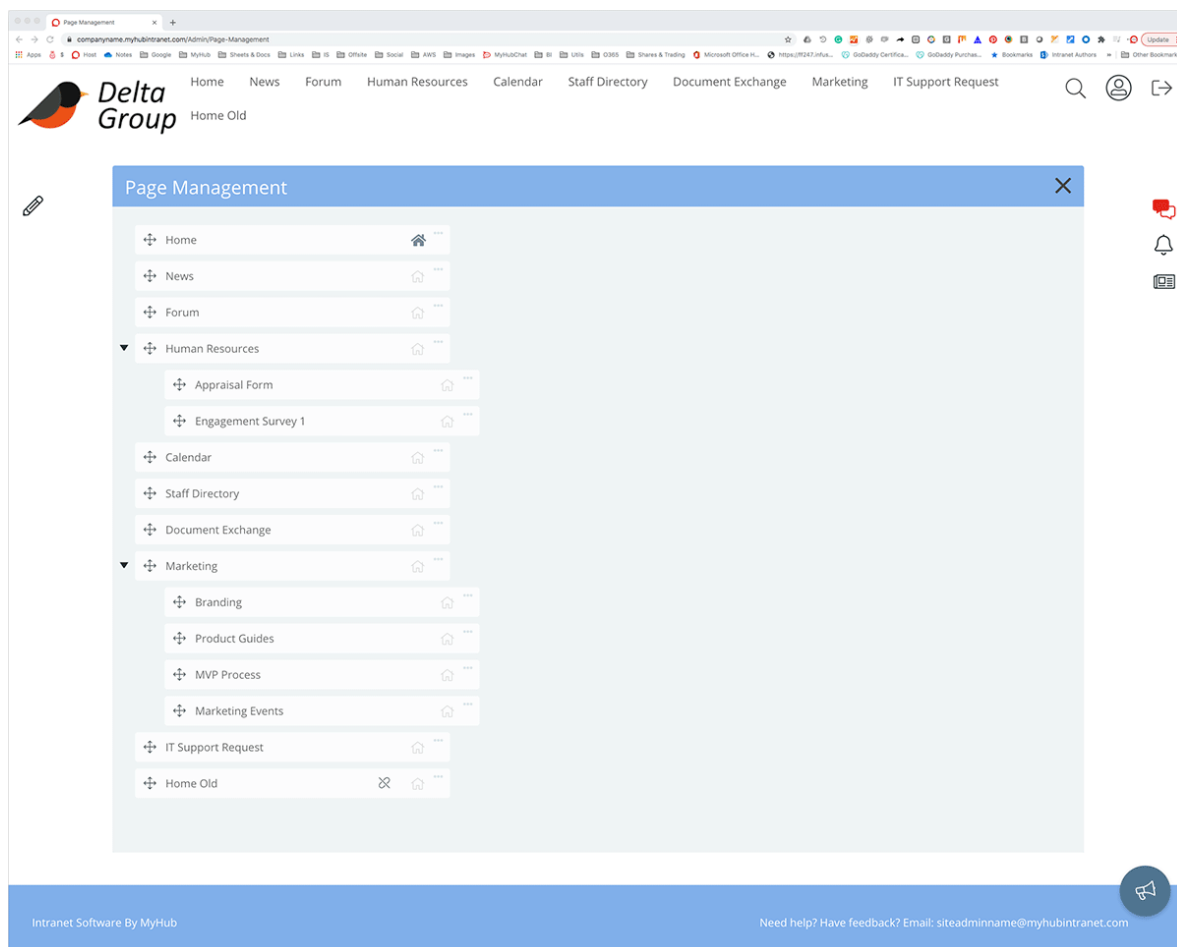


Site Map Example

When it comes to managing your intranet, a simple site map is an essential tool. It provides an overview of the entire site. Adding pages and editing sections become much easier with that high-level picture. You can also quickly identify any duplicate content and rationalize information across the entire site.

Regularly reviewing content to ensure it's still relevant and up to date is another critical aspect of intranet management. And a site map also simplifies that task.

A common feature in best-of-breed intranets, site maps ensure content is well organized, and the information flows logically.

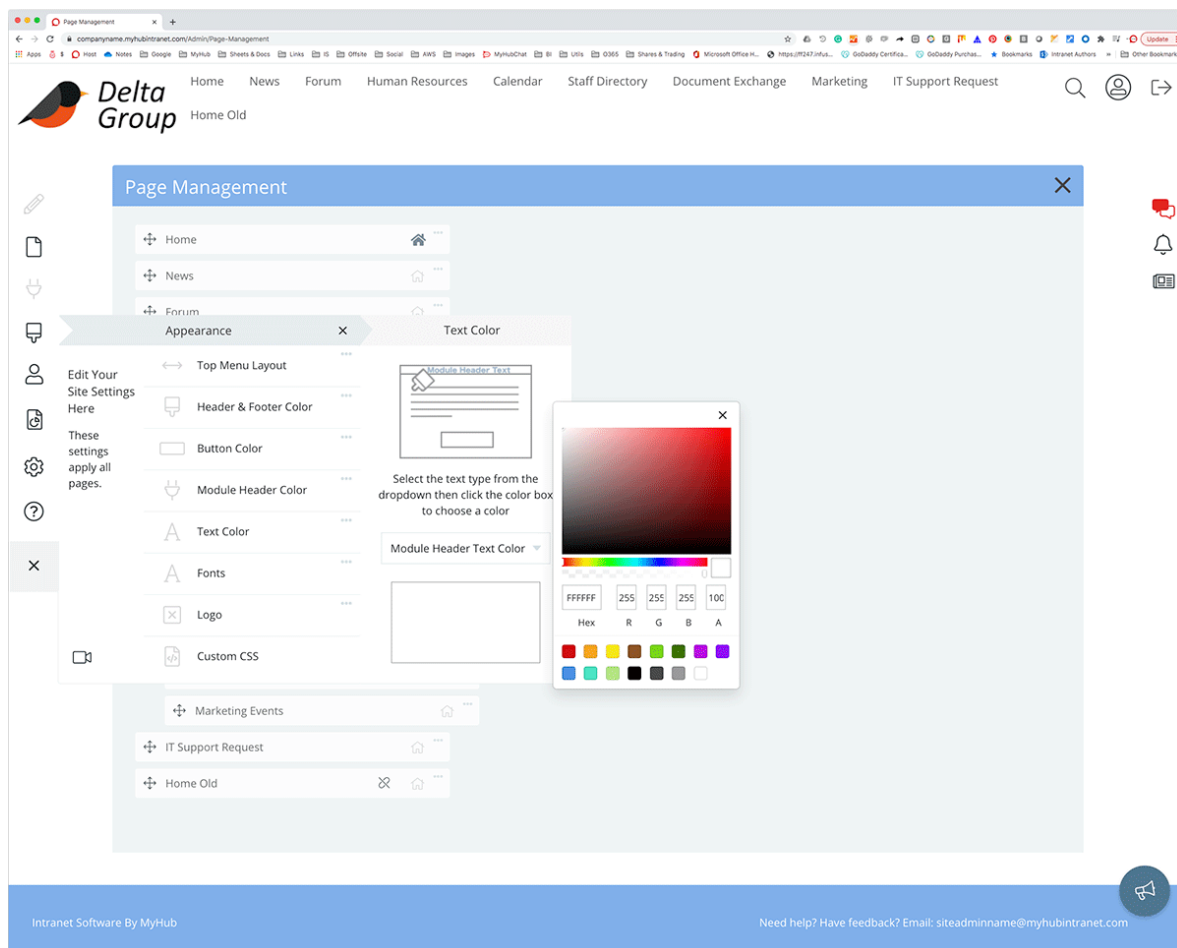


Administration Example

All the best intranets are not only easy to set up and use; they are also simple to manage. Here is an administration example taken from a MyHub Intranet site.

An easy-to-follow dropdown menu sets out the available tools. Say, for example, you want to change the color scheme in line with your new corporate image. All you need to do is select the appearance tab and click on the color you want from the palette. And it's the same simple process to change any of the settings on your page.

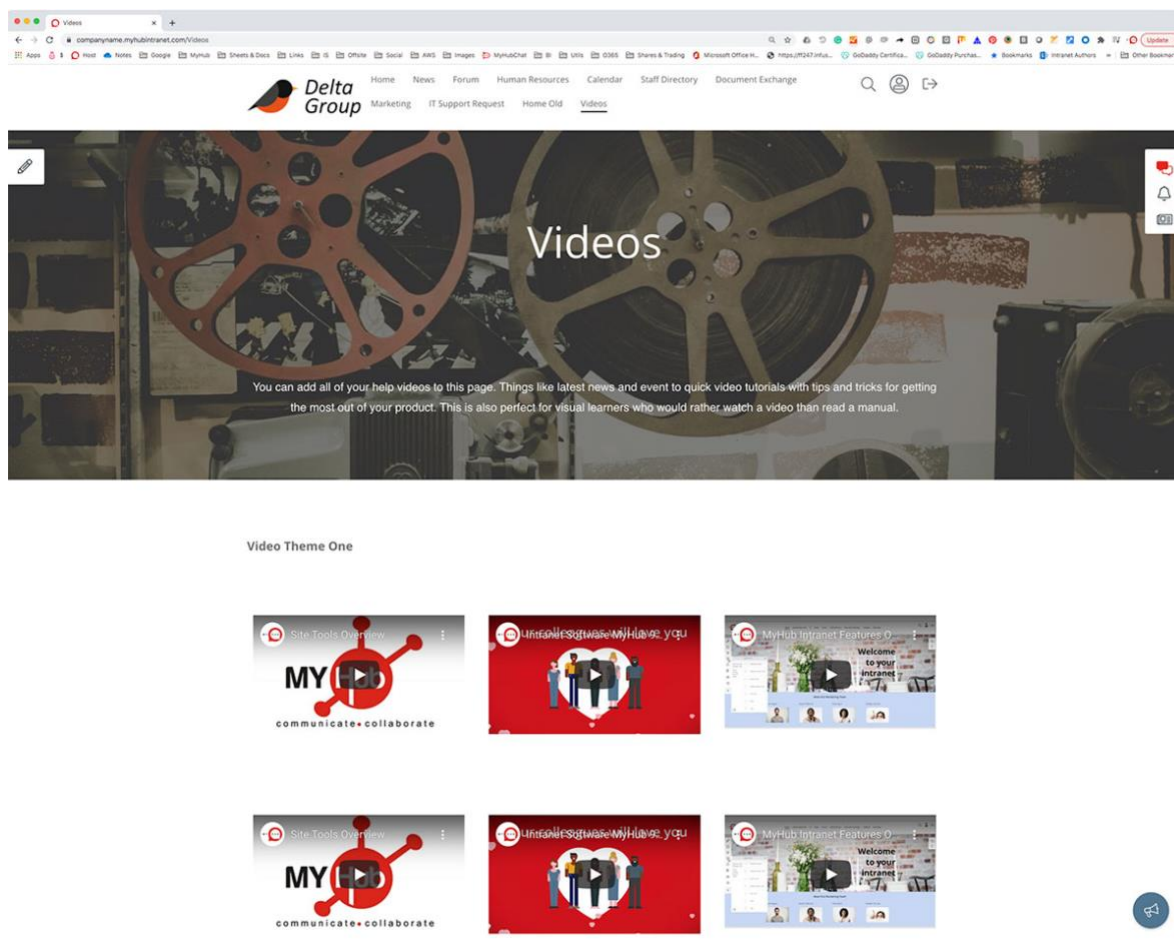
You can also use the administration tool to add content or edit pages, upload graphics or videos, and add or delete users. The intuitive software makes ongoing administration a straightforward task. Even non-technical staff will find intranet management easy.



Video Example

Video is a powerful way to impart information or get corporate messages across. Engaging and low-cost, video is becoming even more important in the context of distributed teams. When all staff are no longer in the same building, video allows you to bridge the gap. Leaders can still be visible and accessible. While knowledge sharing, training, and onboarding can all be enhanced with video. For example, an explainer video outlining safety and health policy is far more engaging than a dull and weighty manual.

Uploading video content is easy with an intranet. Here's an example of how you could use video in your intranet. From quick tips and how-to tutorials to CEO vlogs, the possibilities are endless. Why not even encourage user or team-generated video content as part of your employee engagement and collaboration strategy.



Further Reading

<https://www.myhubintranet.com/how-to-create-an-intranet-beginners-guide/>

<https://www.myhubintranet.com/intranet-builder/>

<https://www.myhubintranet.com/intranet-management-best-practices/>

<https://www.myhubintranet.com/intranet-services-diy/>

<https://www.myhubintranet.com/simple-intranet/>

<https://www.myhubintranet.com/create-company-intranet/>

<https://www.myhubintranet.com/intranet-content-ideas/>

<https://www.myhubintranet.com/how-to-set-up-an-intranet/>

<https://www.myhubintranet.com/easiest-intranet-solutions/>

<https://www.myhubintranet.com/intranet-post-launch-traps/>

<https://www.myhubintranet.com/things-to-consider-before-you-start-your-intranet/>

<https://www.myhubintranet.com/employee-directory-software/>

<https://www.myhubintranet.com/business-intranet-templates/>