

USING SHAREPOINT AS AN INTRANET

Many people believe that SharePoint is just another 'document storage' tool – which in essence, it is.

However, with a bit of technical knowhow and creativity, it's capable of so much more as an intranet.

What Is An Intranet?

An intranet is similar to a website, that only those within an organisation can access.

What Can An Intranet Do?

Like a website, an intranet contains lots of useful information that users within an organisation might need to know/access.

This could be documents, important links, policies and frameworks, staff contact details and any other relevant information.

Why Is This Useful?

An intranet acts as a central hub, where users can access everything they need from one space. Making it quick and easy to find the exact information they need.

In addition, an intranet can help streamline internal comms.

How Is It Updated?

A SharePoint intranet is super-easy to update. If your files and documents are hosted on SharePoint, you can link them to the main 'hub' page with the click of a button.

Also, if you upload a file into a shortlinked folder, it will appear automatically.

What About Permissions?

SharePoint intranets can be locked down, just like files and folders, so that only certain users can access specific or restricted areas.

What About Training?

We will provide you with full training and useful resources/guides on how to manage and edit your SharePoint site.

SAMPLE SITE

We've included an example of one of our internal SharePoint sites below for you to see what's possible.

The screenshot displays a SharePoint intranet for Systemagic. Annotations with pink arrows point to various features:

- Important folders and files:** Points to the 'Quick Documents' table.
- Links to social media:** Points to the social media icons (Instagram, LinkedIn, Twitter, Facebook).
- Quick links to useful tools:** Points to the 'Useful Tools' list.
- Links to contacts:** Points to the 'Key Contacts' list.
- Key people/users:** Points to the user profile cards.

Quick Documents Table:

Name	Modified	Modified By
Blogs, Content and Collateral	June 1, 2023	Danny Purnell - Systemagi
Email Marketing Links	May 31, 2023	Danny Purnell - Systemagi
General	August 16, 2022	Fiona Major - Systemagic
Social Media Posts	January 12	Danny Purnell - Systemagi
Work Anniversaries.docx	June 26	Hazel Eades - Systemagic

Useful Tools:

- CRM - HubSpot
- Social Media - Buffer
- SEO - Hike SEO
- Email Marketing - Campaign Monitor
- Create HTML Emails - Stripo
- Design - Photopea

Key Contacts:

- Caitlyn (ESET) - Marketing
- Anita (The Business Exchange) - Media
- Tom (Son of Jesse) - Web Developer

User Profiles:

- Danny Purnell - Systemagic ...**
Marketing Manager
[Web Profile](#)
- James Eades - Systemagic Ltd**
Managing Director
[Web Profile](#)
- Fiona Major - Systemagic Ltd**
Operations Director
[Web Profile](#)

WANT TO LEARN MORE ABOUT SHAREPOINT INTRANETS?

☎ 01225 426800

✉ info@systemagic.co.uk

🌐 www.systemagic.co.uk