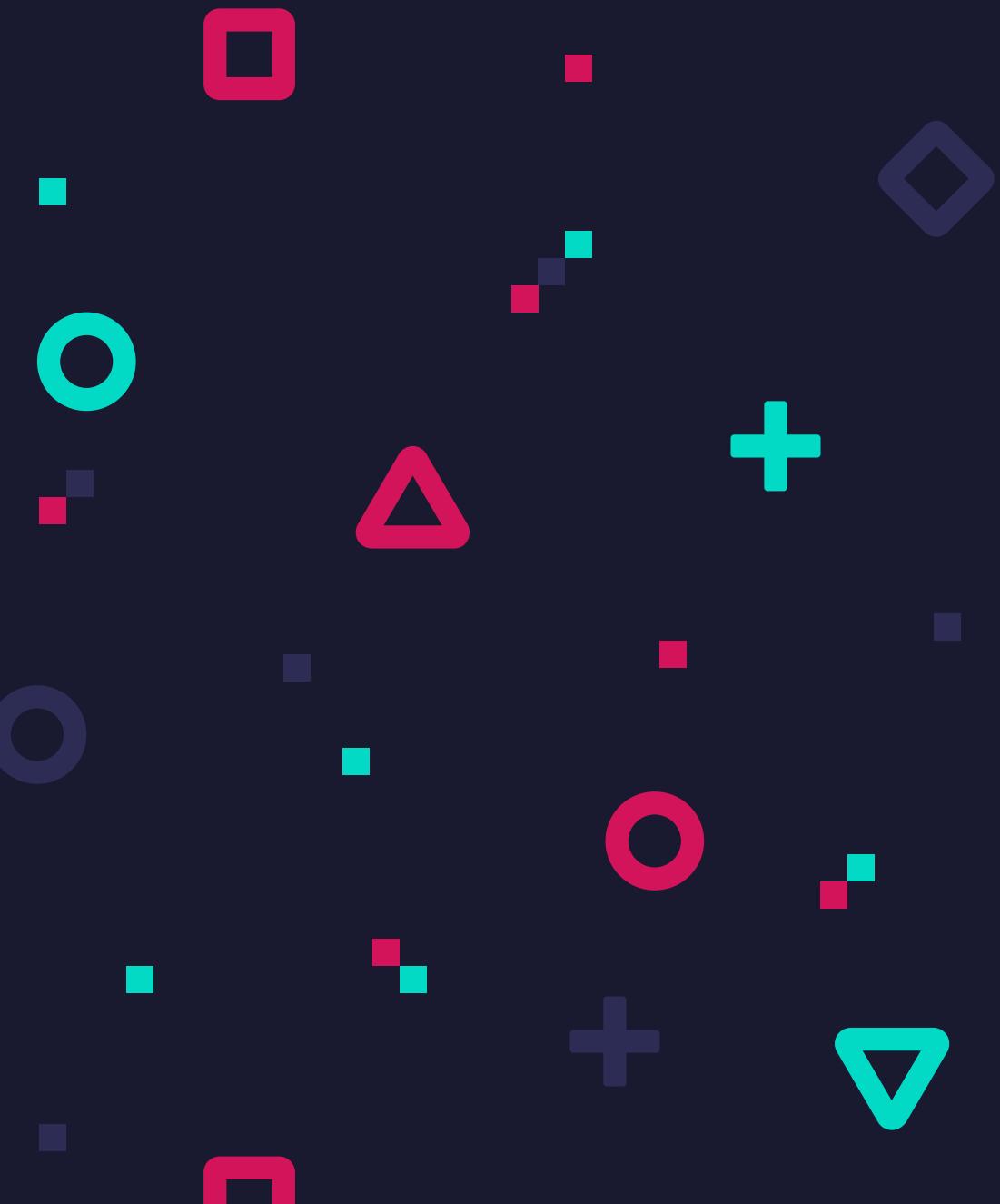


SITE CONTENTS

Hybrid workplace



WORKPLACE TRANSFORMATION SITE

Inform, guide, engage

Help your organization implement and manage change initiatives such as new processes, systems, or mergers and acquisitions. This template is pre-populated with several fully designed pages, and news templates to inspire your change management project.

This template's content centers on helping organization's adopt hybrid workplace skills and habits using research insights from Microsoft's Research lab and can be customized to meet the needs of any organization change management project.

Learn more about Microsoft's research on working from home so far, and what the future will bring.

Review the Workplace transformation site provisioning and customization guidance. Consider using Microsoft 365 Learning pathways to embed Microsoft-curated hybrid work training content or other related training.

- Custom home page using out-of-the-box web parts
- 11 customizable pages, related to hybrid work, using out-of-the-box web parts
- Custom illustrations throughout the sites and pages
- Hybrid work check list in the form of a Microsoft List
- 2 news templates
- 4 news articles with example content
- Custom illustration of "A week in the hybrid workplace"
- Hybrid workplace tips
- Pre-populated FAQ section
- Managers- only page with pre-populated quick tips for managing remote workers
- Champions page that helps recruit and engage new change champions
- A message from our CEO page that helps endorse change management projects
- Provisioning and customization guidance

SITE SCREENSHOTS

Hybrid workplace

Site pages

1. Home
2. Hybrid work
3. Get started
4. Community
5. Week in the life
6. Training
7. Quick tips
8. A message from our CEO
9. Champion program
10. Managers only
11. Get help

The screenshots illustrate the following sections of the site:

- Helping you work when and where you're at your best:** A landing page with a title banner, a main content area with sections like "What's happening", "What's next", and "What you'll learn", and a footer section.
- What's happening:** A page showing a timeline of events and news items.
- What's next:** A page showing a timeline of events and news items.
- What you'll learn:** A page showing a timeline of events and news items.
- What's changing?** A page showing a timeline of events and news items.
- What to expect:** A page showing a timeline of events and news items.
- What's next:** A page showing a timeline of events and news items.
- Curated training modules:** A page showing a grid of training module cards.
- Community:** A page showing a community feed with posts and comments.

SITE SCREENSHOTS

Hybrid workplace

Site pages

1. Home
2. Hybrid work
3. Get started
4. Community
5. Week in the life
6. Training
7. Quick tips
8. A message from our CEO
9. Champion program
10. Managers only
11. Get help

The screenshots illustrate the following site pages:

- Week in the life:** Shows a weekly schedule for a hybrid workplace, divided into days (Monday-Friday) with icons and descriptions.
- Training:** Displays training modules for hybrid work, including "Curated training modules" and "Use M365 Learning Pathways".
- Quick tips:** Provides "Lightweight training with big impact" and "Planning work-life boundaries".
- A message from our CEO:** Features a video message from Patti Fernandez, President of Contoso Electronics, discussing the challenges of the pandemic and the company's response.
- Review and revisit quick tips:** Encourages users to share the quick tips with their team to maximize productivity and collaboration.

Each page includes a header with the site title "Contoso Electronics SharePoint" and a search bar. The footer of each page contains links to "Home", "Hybrid work", "Get started", "Community", "Week in the life", "Resources", "Get help", "Customization instructions", "Following", and "Share".

SITE SCREENSHOTS

Hybrid workplace

Site pages

1. Home
2. Hybrid work
3. Get started
4. Community
5. Week in the life
6. Training
7. Quick tips
8. A message from our CEO
9. Champion program
10. Managers only
11. Get help

The screenshots illustrate the following pages:

- Home:** Features a dark header with navigation links like "Home", "Hybrid work", "Get started", "Community", "Week in the life", "Resources", "Get help", "Customization instructions", and "Following". Below the header is a banner for the "Champion program" with the tagline "Make a difference. Become a Champion." It includes sections for "Invest in yourself by investing in others" and "Champion program support".
- Managers only:** Shows a banner for "Managers only" with the tagline "Hybrid workplace tips and resources for managers". It features a section titled "Tips for managers" with several sub-sections and images of people working.
- Get help:** Displays a banner for "Get help" with the tagline "For common hybrid workplace questions and answers to find what you need quickly". It includes sections for "Meet the hybrid workplace project leads", "Attend an event", "Office hours", "Champions Ask me anything", and "Frequently asked questions".