



October 10<sup>th</sup>, 2020

# Customize the UI in modern SharePoint workspaces

by Corinna Lins

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## DIAMOND



## COMMUNITY





## About Me

*„Always go with the choice that scares you the most,  
because that's the one that is going to help you grow.“*  
Caroline Myss



Modern workplace design



+ 8 years of consulting experience



Working @ msg services ag  
(Germany)



(Co-)organizer for

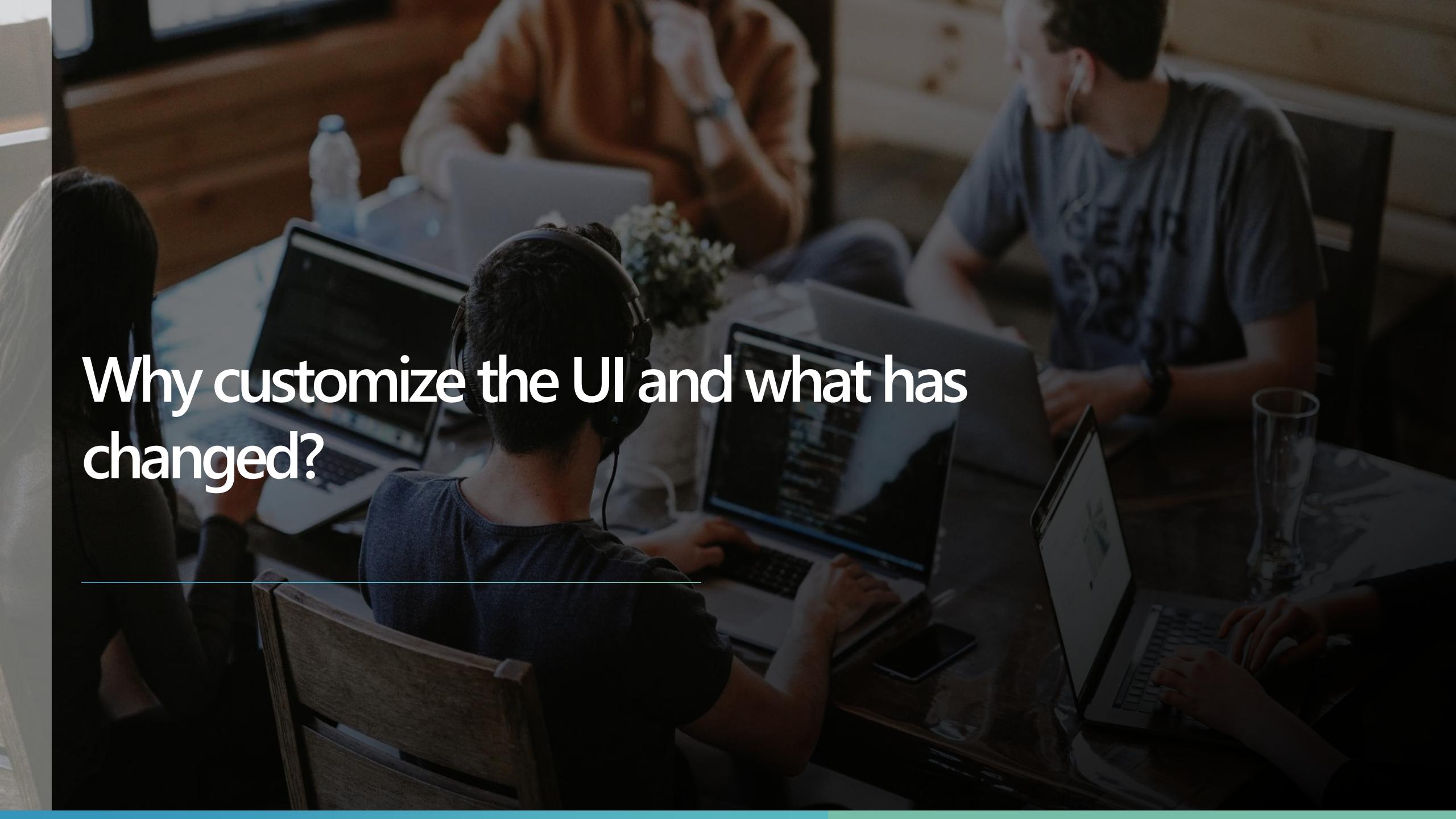
- ✓ MS Collab Meetup MUC
- ✓ Adoption forum and
- ✓ SPSMUC -> CollabDays Munich
- ✓ This year: CollabDays Winter Across the Alps



# TODAY'S TOPICS

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1. Why customize the UI and what has changed?
2. UI customizations and design in modern SharePoint sites
3. Quicktips for making modern SharePoint sites pretty
4. Useful tools and applications

A photograph of a modern office environment. Several people are seated at wooden desks, working on laptops and desktop computers. One person in the foreground is wearing a headset and looking at a computer screen. The office has a casual, collaborative atmosphere with plants and personal items on the desks.

Why customize the UI and what has changed?

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A close-up photograph of a vulture's head, showing its white feathers, yellow eye, and hooked beak. The background is blurred brown.

Everyone is talking about user adoption!

What if your SharePoint sites are unattractive?

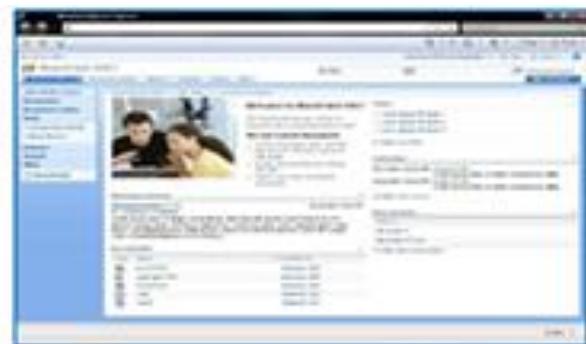
# Changes in the User Interface



SharePoint 2001



SharePoint 2003



SharePoint 2007



SharePoint 2010



SharePoint 2013

# Changes in the User Interface

SharePoint Search this site

WE ME Office 365 User Adoption Portal Edit

+ New Page details Published 5/27/2020 Edit



**Upcoming Trainings** See all + Add event

Jun 6	Starting with Microsoft Teams Sat, Jun 6, 12:30 PM
Jul 22	Running effective Meetings with Teams Wed, Jul 22, 12:30 PM
Jul 31	Optimizing daily Tasks with Outlook Fri, Jul 31, 12:30 PM

**Office 365 Tweets**

Office 365 @Office365 Come join our Superheroes Community Call to see how Novartis manages 40,000+ Teams: [msft.it/6017TiLVf](https://msft.it/6017TiLVf)

13h

**TODAY**

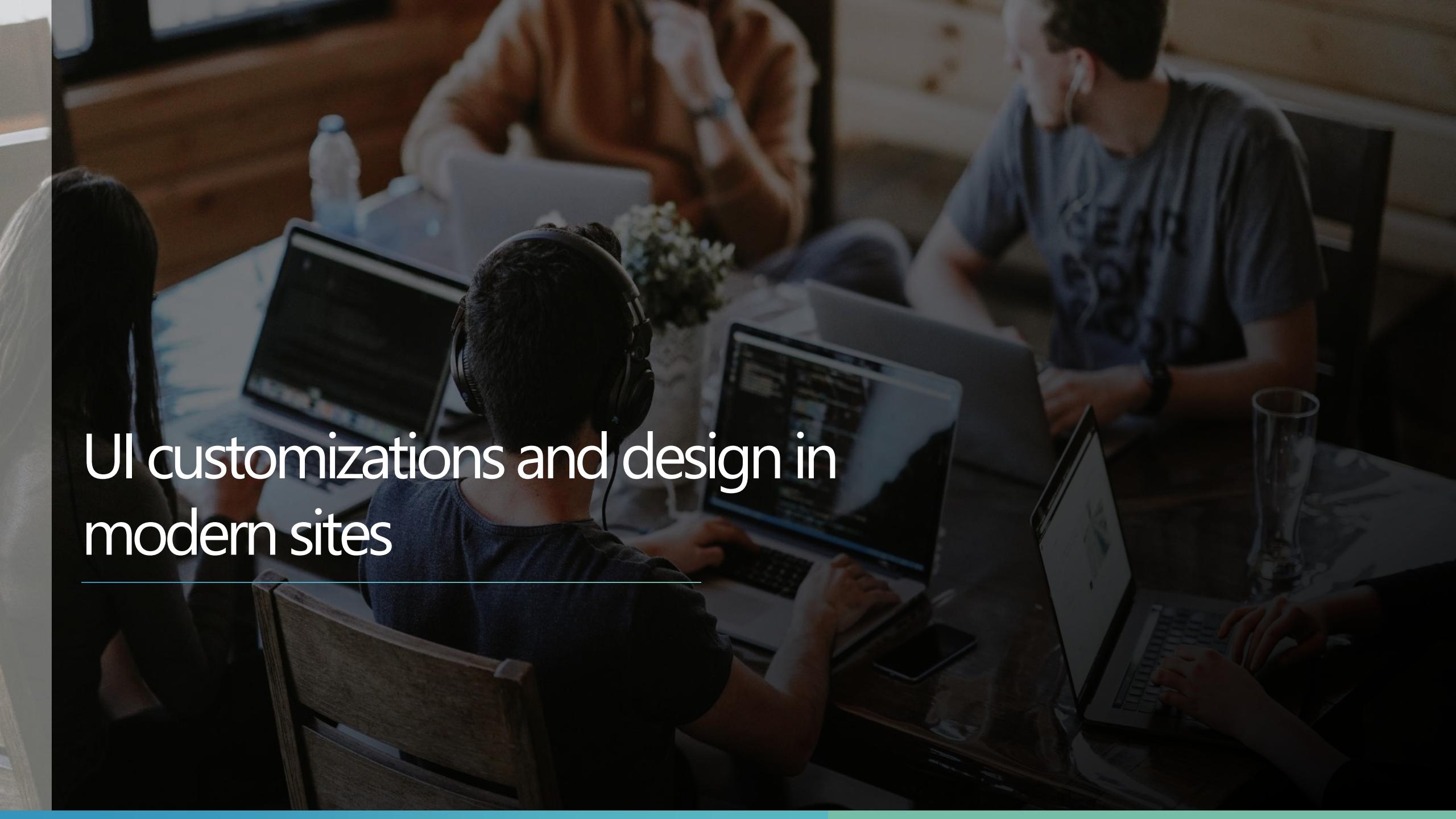


# Moving from classic SharePoint to modern SharePoint

**THE GOOD**  
Features are more better in modern  
(communication and team) sites

## Classic publishing site features that are not supported in modern communication sites

- **Classic Publishing Feature** – Turning on the classic publishing feature for a modern communication site is not supported. Many of the publishing features will be available outside of the publishing infrastructure. Instead, the Publishing Infrastructure is supported for a modern Team Site. For more info, see [Enable the Publishing Infrastructure](#).
- **Community Site** feature is not supported for modern communication sites.
- **Web Part Types** – Some web part types are not supported for a modern communication site. Use the [List or library web parts](#) instead.
- **Script Editor Web Part** – Script editor web parts are not supported on a modern communication site. This includes script editor web parts and other custom script editor web parts. For more info, see [Using web parts on SharePoint pages](#).
- **Save List/Library as a template** – The save list as a template feature will only work when custom scripts are allowed. For more info, see [Allow or prevent custom script](#).
- **Reset to Site Definition** – The reset to site definition feature is not supported on a modern communication site.
- **Classic Record Center** – The Record Center feature is not supported on a modern communication site. Instead, use the modern records management capabilities. For more info, see [Records Management in Microsoft 365](#) and [Learn about Records](#).
- **SharePoint 2010 and 2013 Workflows** – SharePoint 2010 and 2013 Workflows are not supported with modern communication sites. Instead, use Microsoft Power Automate. For more info, see [Microsoft Power Automate](#) and [SharePoint 2010 workflow retirement](#).
- **Subsites** – Creation of subsites is available but not recommended. Additionally, a modern communication site as a subsite is not supported. Consider using the modern hub site feature instead. For more info, see [What is a SharePoint hub site?](#)

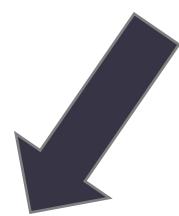
A photograph of a modern office environment. Several people are seated at wooden desks, working on laptops and desktop computers. One person in the foreground is wearing a headset and looking at a computer screen. The office has a casual, collaborative atmosphere with plants and personal items on the desks.

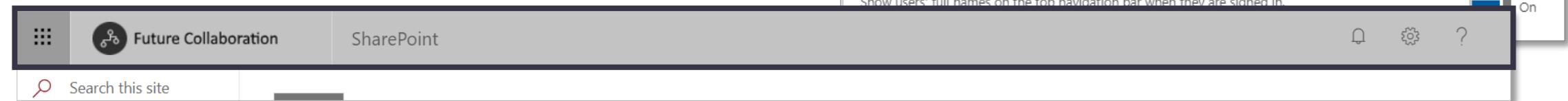
UI customizations and design in  
modern sites

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# Office 365 Bar

- Is done in the Microsoft 365 admin center
- Customizations:
  - custom logo
  - URL for clickable logo
  - background image
  - Prevent overriding the theme
  - Set navigation bar colors (text and background colors app launcher background and icon colors)





The screenshot shows the 'Navigation bar customization' page in the Microsoft 365 Admin Center. It includes sections for 'Custom themes', 'Select custom logo image', 'Select background image', and 'Accent color' (with hex codes 9B9B9B, C3C3C3, and 5A5A5A). At the bottom, there's a setting for 'Show users' full names on the top navigation bar when they are signed in' (set to 'On') and a 'User name' field.

# Today: 2 Types of Modern Sites

## **TEAM SITES**

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- Focus: teamwork & collaboration
- No top navigation
- Connection to Office 365 group (by default)

## **COMMUNICATION SITES**

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- Focus: broadcast content to many users
- No left navigation
- Page publishing available
- Connection to Office 365 group not possible

The screenshot shows a SharePoint Corporate Portal page with the following labeled components:

- Hub navigation**: Points to the top navigation bar.
- Site logo**: Points to the site logo icon.
- Navigation style**: Points to the navigation style area.
- Office 365 bar**: Points to the top right corner of the header.
- Header background and style**: Points to the header background.
- Theme color**: Points to the red theme color used throughout the page.
- Footer area**: Points to the bottom right corner of the page.
- Section layout and background**: Points to the main content area with a red border.
- WebParts**: Points to the news feed section.

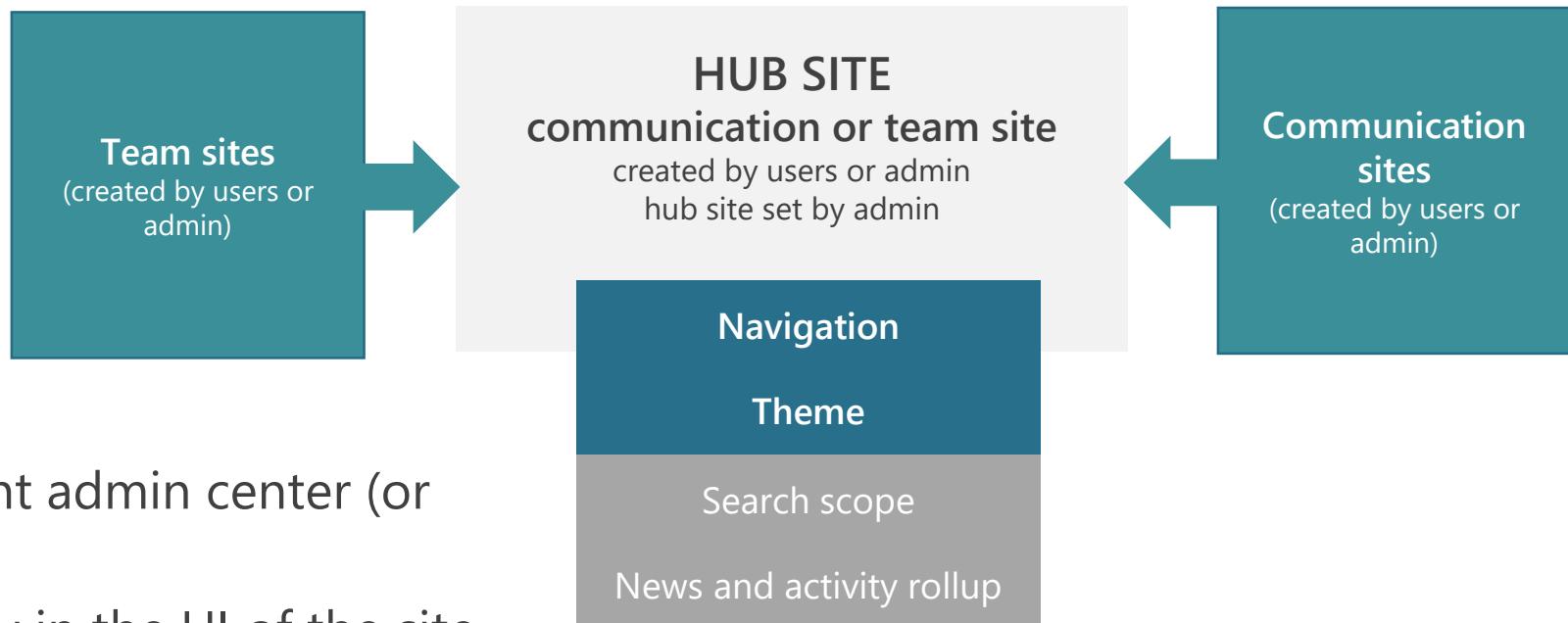
The page itself features a large banner image of a city skyline at sunset with roller coasters in the foreground. Overlaid on the banner are several text elements: "FUTURE CITY" on the left, and "PEOPLE", "HISTORY", and "MANUFACTURERS" in separate boxes on the right. Below the banner is a news feed section with two visible articles. The footer contains the text "© 2019 My workplace" and links for "Edit" and "Contact".

# HUB SITES AND THE UI



# Use the Benefits Of Hub Sites

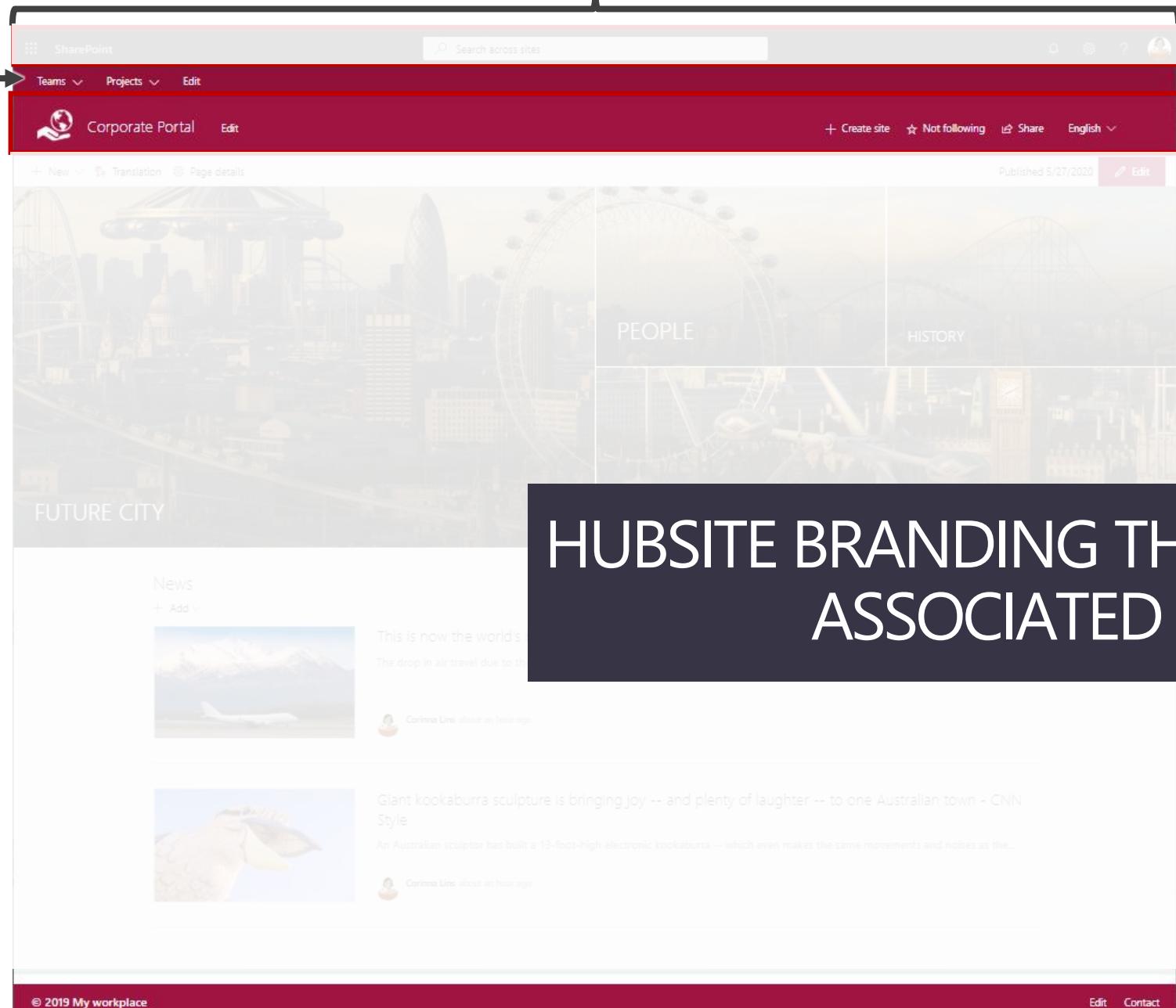
- “helps you organize your intranet” – bring together related sites to roll up contents
- Set hub site: in the SharePoint admin center (or PowerShell)
- Add a site to the hub: directly in the UI of the site – they automatically inherit the design of the hub site (or by the admin)



Theme color

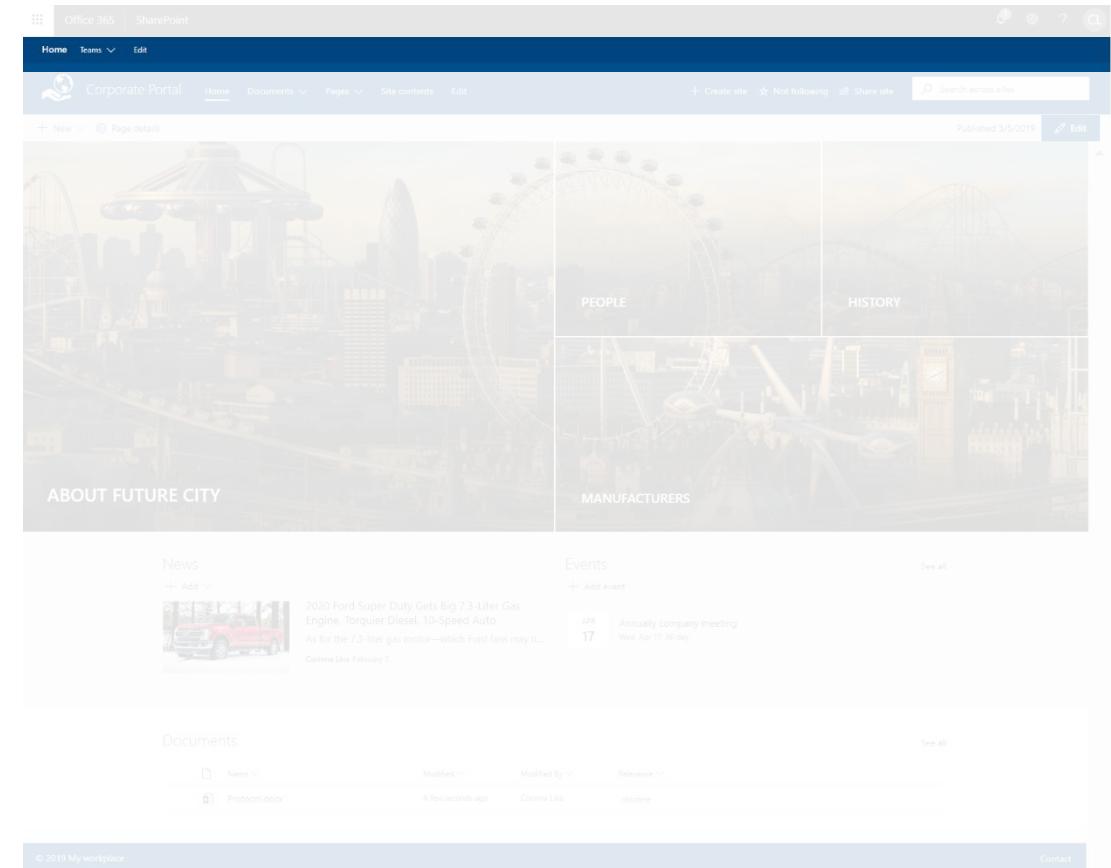
Navigation style

Header background  
and style \*  
(can be changed)



# What To Consider When Using Hub Sites and its Navigation?

- No management via term store
- All sites assigned to a hub site will inherit its theme
- Not available in SharePoint 2019
- Target audiencing now available
- Decision: 1 Hub Site or several hub sites?



# QUICKTIPS FOR MAKING MODERN SHAREPOINT SITES PRETTY



# Create your Theme

- SharePoint has a couple of predefined themes
- You can easily create your own themes with Theme Designer
- Deployment via PowerShell
- Available in the whole tenant

The screenshot shows the Microsoft Fluent UI Theme Designer interface. On the left, there's a sidebar with a teal header containing the text "Microsoft Theme Designer". The main area is titled "Color" and includes sliders for "Primary color" (#277a3f), "Text color" (#000000), and "Background color" (#f5ffff). Below this is a "STORIES" section featuring a template titled "Make an impression". The template includes a placeholder text area ("Enter text here") with a "Placeholder" placeholder, a list of three options ("Option 1", "Option 2", "Option 3"), and a user profile for "Cameron Evans, Senior Researcher at Contoso". To the right of the stories is an "Accessibility checker" section with a green success message: "Looking good! Your color palette doesn't have any accessibility issues." At the bottom, there are sections for "Contrast ratio: AA", "Color pair", "Slot pair", and "Non accessible pairs (0)". On the far right, a vertical sidebar titled "Export theme" contains code snippets for "Code", "JSON", and "PowerShell". The "PowerShell" tab is selected, showing the following JSON code:

```
#{@
  "themePrimary" = "#277a3f";
  "themeLighterAlt" = "#f3faf5";
  "themeLighter" = "#00ead8";
  "themeLight" = "#abd7b8";
  "themeTertiary" = "#68af7c";
  "themeSecondary" = "#38844f";
  "themeDarkAlt" = "#236e38";
  "themeDark" = "#1e5d30";
  "themeDarker" = "#164523";
  "neutralLighterAlt" = "#eef8ef";
  "neutralLighter" = "#eaef4eb";
  "neutralLight" = "#e1eae2";
  "neutralQuaternaryAlt" =
  "#d1dad2";
  "neutralQuaternary" =
  "#c8d0c9";
  "neutralTertiaryAlt" = "#c0c8c1";
  "neutralTertiary" = "#595959";
  "neutralSecondary" = "#373737";}
```

At the bottom right of the sidebar is a blue button labeled "Export to CodePen".

# Must-Have WebParts

QuickLinks WebPart

- Join the Onboarding Conversation in Teams
- FAQs
- IT Service Desk
- Time Tracking
- My Absence
- Office 365 User Adoption Portal

- Join the Onboarding Conversation in Teams
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- Join the Onboarding...
- FAQs
- IT Service Desk
- Time Tracking
- My Absence
- Office 365 User Adoption...

- Employee Directory
- Collaboration Warriors
- FAQs

Picture WebPart

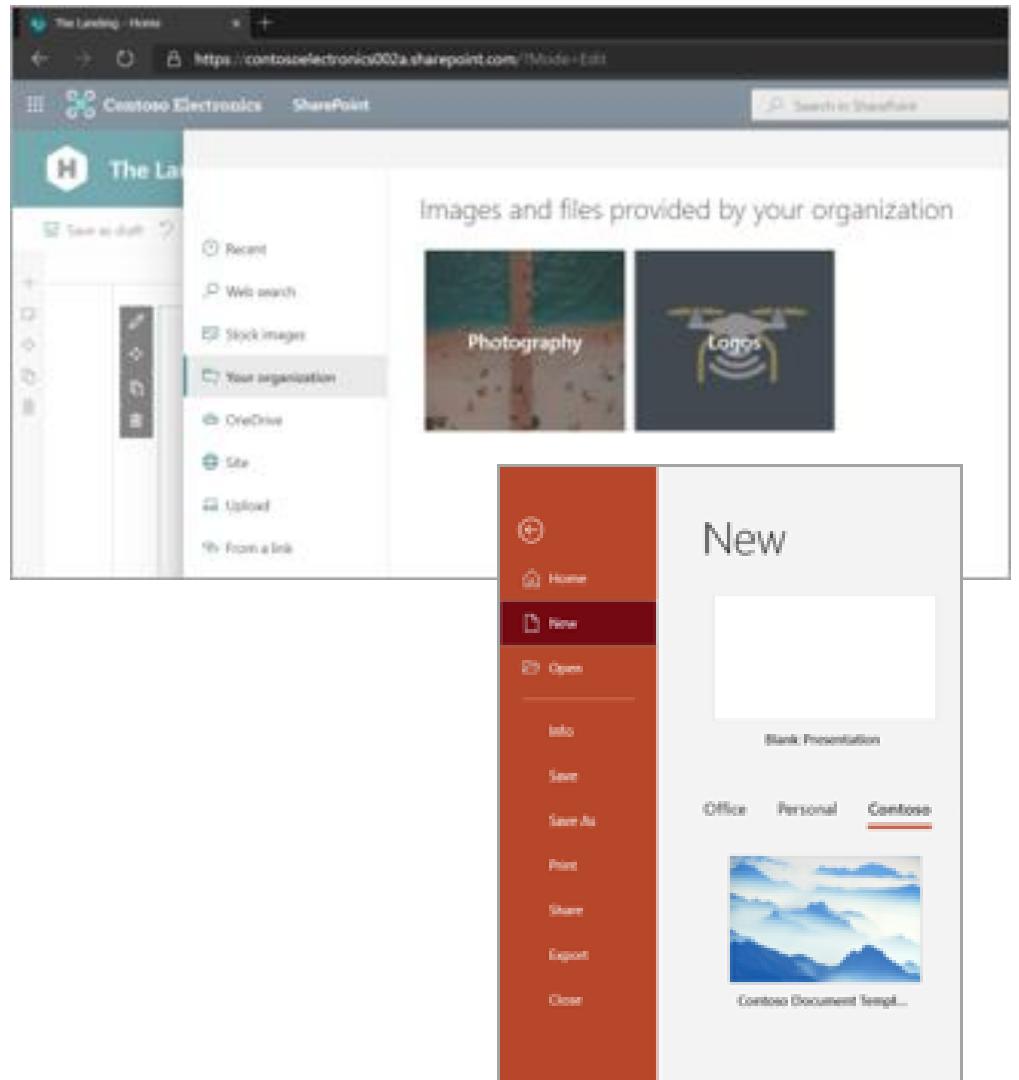
- OFFICE 365 USER ADOPTION PORTAL Start working with Planner Beyond getting a plan in place for who's doing what when... May 12 4 views
- OFFICE 365 USER ADOPTION PORTAL Contoso Mark 8: See the world through a whole new perspective On June 1, 2020 Contoso Electronics, the world's leader in... May 12
- OFFICE 365 USER ADOPTION PORTAL New 401K Packets Available Now Please stop by the HR offices to pick up the new 401K... May 12

News WebPart

- OFFICE 365 USER ADOPTION PORTAL Contoso Mark 8: See the world through a whole new perspective On June 1, 2020 Contoso Electronics, the world... May 12
- OFFICE 365 USER ADOPTION PORTAL The importance of branding at Contoso At the heart of branding at Contoso is the... May 12
- OFFICE 365 USER ADOPTION PORTAL Communicating Product Value Successful product growth and engagement is... May 12

# Organization Assets Library

- Use the organization assets library if you want to store and manage files for all your users
- Two types:
  1. Images such as photos and logos
  2. Office templates
- You can define up to 30 asset libraries
- Use PowerShell to set the organization assets libraries (Cmd.: SPOOrgAssetsLibrary)
- Grant access to all users
- Recommendation: a separate site collection for the asset libraries



# SharePoint Home Site

- Is a communication site with superpowers
- News are visually marked
- Sets this page as the home view on the mobile app
- Enterprise search functionality
- Use PowerShell to set the home site of your company: Set-SPOHomeSite
- Usually one of the hub sites is the home site

The screenshot shows a SharePoint Home Site titled "Office 365 User Adoption Portal". The top navigation bar includes "SharePoint", "Search in SharePoint", "Site Contents", "Edit", "Following", "Share", and "Edit". Below the navigation is a large banner image of two people's hands clasped. To the right of the banner is a section titled "Upcoming Trainings" with a button "See all". Under "Upcoming Trainings", there are three items: "Starting with Microsoft Teams" (Jun 6), "Running effective Meetings with Teams" (Jul 22), and "Optimizing daily Tasks with Outlook" (Jul 31). Below the trainings is a section titled "Office 365 Tweets" with a Microsoft tweet about how work has changed. At the bottom of the page is a green decorative banner featuring three images: people working at desks, hands shaking over a laptop, and glowing lightbulbs.

WE ME Office 365 User Adoption Portal Site Contents Edit

+ New Page details

Published 5/28/2020 Edit

Upcoming Trainings See all

+ Add event

JUN 6 Starting with Microsoft Teams Sat, Jun 6, 12:30 PM

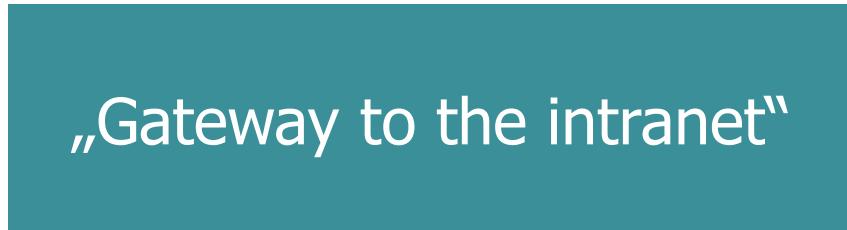
JUL 22 Running effective Meetings with Teams Wed, Jul 22, 12:30 PM

JUL 31 Optimizing daily Tasks with Outlook Fri, Jul 31, 12:30 PM

Office 365 Tweets

Office 365 Retweeted Microsoft 365 @Microsoft365 How we live and work has changed. Our priority is to help you respond to today's challenges by enabling employees to work remotely. Learn how we are doing this and what we've learned: [msft.it/6013TinLB](https://msft.it/6013TinLB)

# Home Site for Teams coming soon



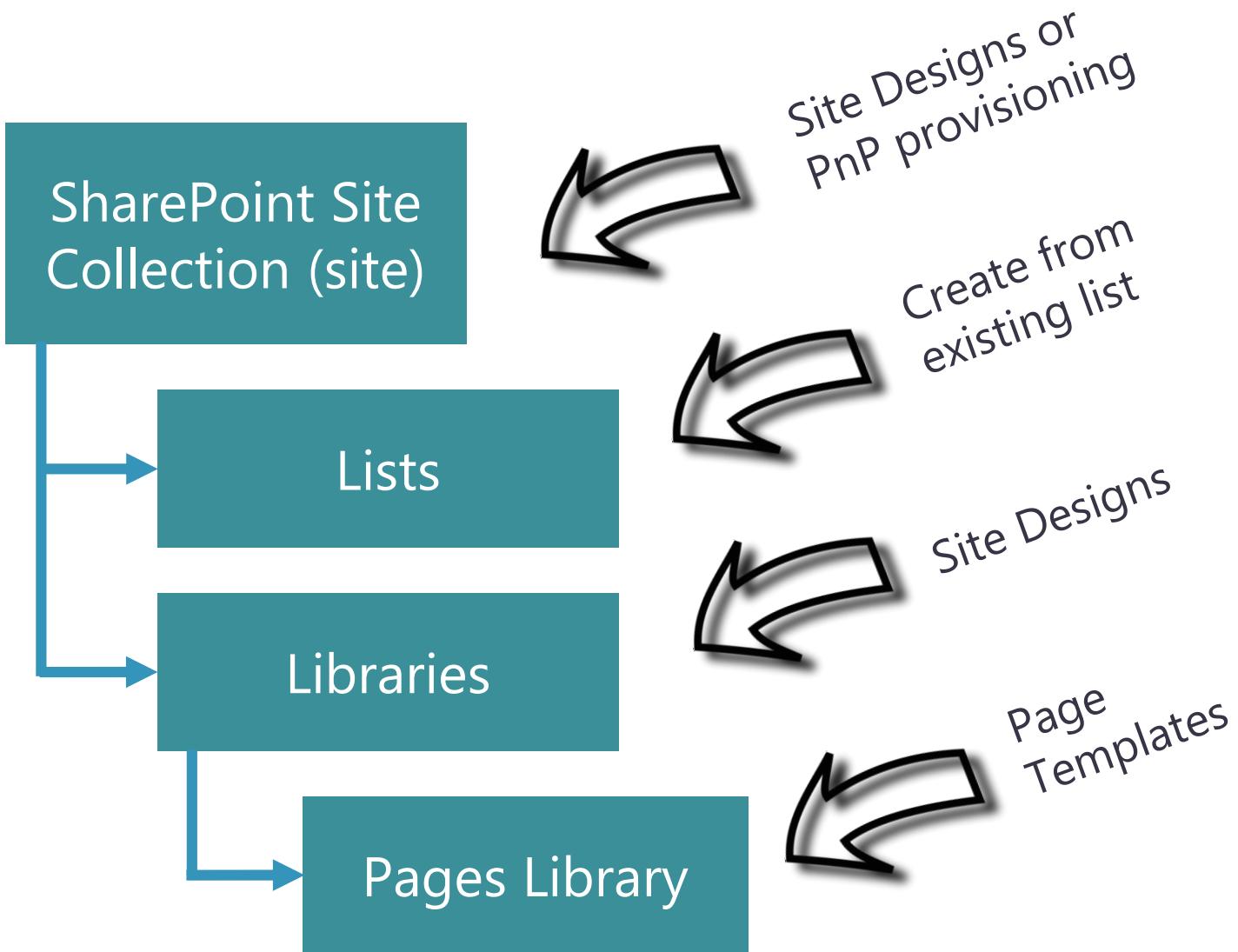
- Use your own icon
- Release planned for March 2021

A screenshot of the Microsoft Teams Home Site interface. The top navigation bar includes "Microsoft Teams", a search bar, and a user profile. Below the navigation is a large green banner with the text "THE LANDING". The main content area features several cards: one about customer service, another about student mentorship, a weather forecast for Contoso HQ, global time information for Contoso HQ US and Singapore, and employee resources like benefits, travel guidelines, expense reports, and health &amp; safety. A sidebar on the left shows a navigation menu with options like "Contoso", "Activity", "Chat", "Teams", "File", and "Calendar".

# Overview. Team- and Communication Sites, Hub- and Home Sites

- A SharePoint site collection is always a Team- or a Communication site
- Every SharePoint site collection can be set as a hub site.
- Only one site can be set as the home site

# Use Templates



make decisions  
about where you  
need templates!

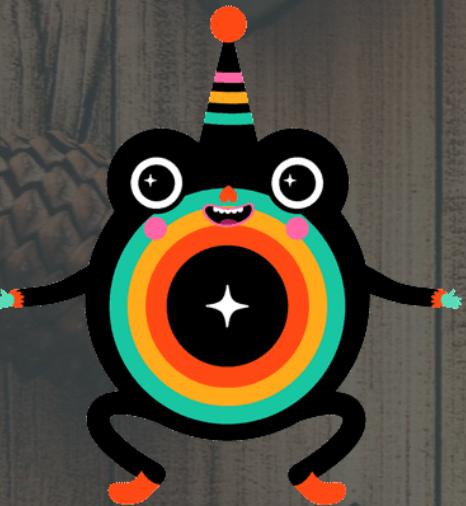
# DEMO TIME

Pages, WebParts, Sections

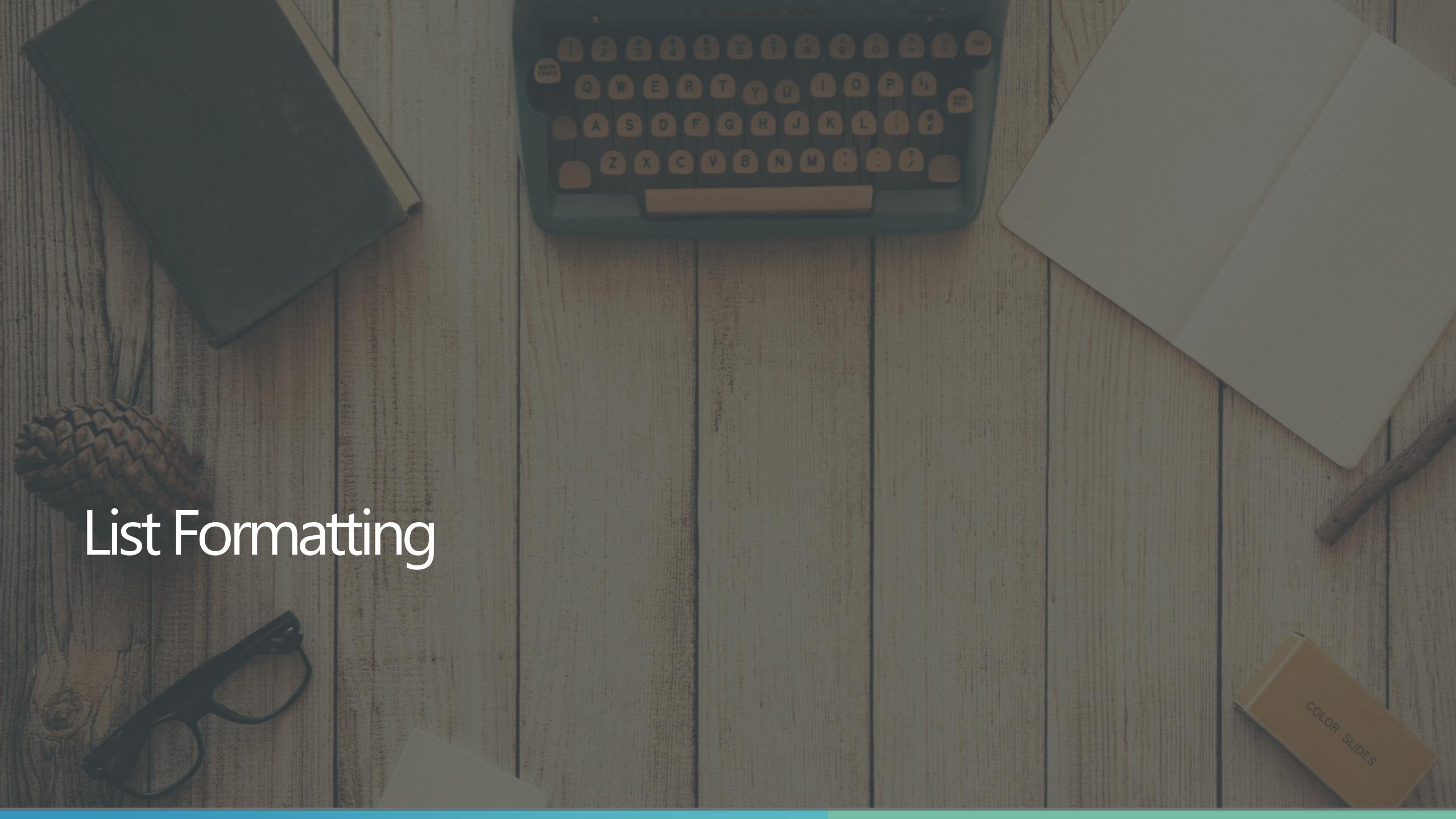
Navigation

Change the Look

Add a new Theme



# List Formatting



# View And Column Formatting In SharePoint (and Microsoft Lists)

- JSON code is added directly in the list/library view or in the column
- Many samples available on GitHub

See [SharePoint List Formatting Samples](#)

The screenshot shows a SharePoint list titled "Suppliers". The list has three columns: "Supplier Name", "Supplier Contact Person", and "Supplier Type". There are three items in the list:

Supplier Name	Supplier Contact Person	Supplier Type
DEFS	Corinna Lins <a href="#">✉</a>	Logistics
VENTRA	Mike Bowl <a href="#">✉</a>	Quality
Star Alliance	Marie Crawl <a href="#">✉</a>	Logistics

A bracket on the right side groups the columns "Supplier Name", "Supplier Contact Person", and "Supplier Type". Two callout boxes point to this bracket:

- "View formatting" points to the bracket.
- "Column formatting" points to the upward arrow below the bracket.

# Some examples - View And Column Formatting

Photo	Name	Title	Birthday	Message
	Chris Hemsworth	Accountant	February 20	Happy Birthday!
	Dennis Bottjer	Solutions Architect	March 10	Next Birthday
	April Dunnam	CEO	April 16	Next Birthday

Birthday list

Intranet  
In the intranet you will find all relevant information about the company: news, HR information, documents etc.

More information

Office 365 User Adoption Portal  
The user adoption portal offers you an overview of all active services in Office365. Here you can find also training resources

More information

Printing documents  
To print, simply select the "SecurePrint" printer and you can then pick up the printout at any printer in any location.

All you have to do is hold your access token in front of the device and the printout will start. You can also simply have scans sent to you after logging in with the token.

More information

FAQ list

Document	Status	Action
Contoso Company Goals Q1-Q4	Approved	Approve
QT4000 Release Guide	Draft	Approve
Any Color You Want, Except Black.docx	Approved	Approve
Customer Loyalty Program.docx	Ready for Review	Approve

Tile layout with actions for documents

Document	Status	Action
Departments Budgets.docx	Ready for Review	Approve
Engineering Budget	Ready for Review	Approve

Devices

Product	Price	Release date	Screen size	Screen resolution
Contoso Unleash	\$2,499	11/15/2017	15"	3000x1688
Contoso Stretch	\$999	3/23/2017	13.5"	2256x1269
Contoso Wander	\$899	10/15/2018	12.3"	2736x1539

Product catalog

# Microsoft Lists: Just an Update for SharePoint Lists?

Yes, but a good one!



- ✓ List formatting applies also to Microsoft Lists
- ✓ Bridges the gap between Teams and Lists

The screenshot shows the Microsoft Lists interface. At the top, there's a navigation bar with icons for Home, Lists, Forms, Pages, and Lists. A search bar and a 'New list' button are also present. Below the navigation is a 'Favorites' section containing five cards: 'Team Contact Info' (by Kat Larson), 'Friday meeting schedule' (by Bright Dreams Committee), 'Contoso Marketing Plan', 'Crazy Ideas' (by My list), and 'Blue Star Ideas 2020' (by Contoso Team Culture). Below that is a 'Recent Lists' section with a dropdown arrow and a 'All Recents' link. It lists six recent items: 'Launch Planning' (by My list, just now), 'Crazy Ideas' (by My list, yesterday at 4:30pm), 'Trip cancellations' (by My list, 2 days ago), 'Team Contact Info' (by Kat Larson's list, 3 days ago), 'Friday meeting s...' (by Bright Dreams Committee, 4 days ago), and 'Office move' (by My list, 1 week ago). At the bottom, there are two rows of three cards each: 'Blue Star Ideas 2020' (by Contoso Team Culture, 4 days ago), 'Design sprint' (by Bright Dreams Design Team, last week), 'Plan' (by My list, 2 weeks ago), 'Project Bugs' (by Design, last month), 'Monetization Presen...' (by Kat Larson's list, last month), and 'Testing tasks and notes' (by My list, last month).

A photograph of a modern office environment. In the foreground, a person wearing headphones is seen from behind, working on a laptop. To their right, another person is also working on a laptop. In the background, more people are visible, some sitting at desks and others standing. The office has a casual, creative atmosphere with wooden furniture and plants.

# Useful Tools And Extensions

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# Sharepoint Design Website

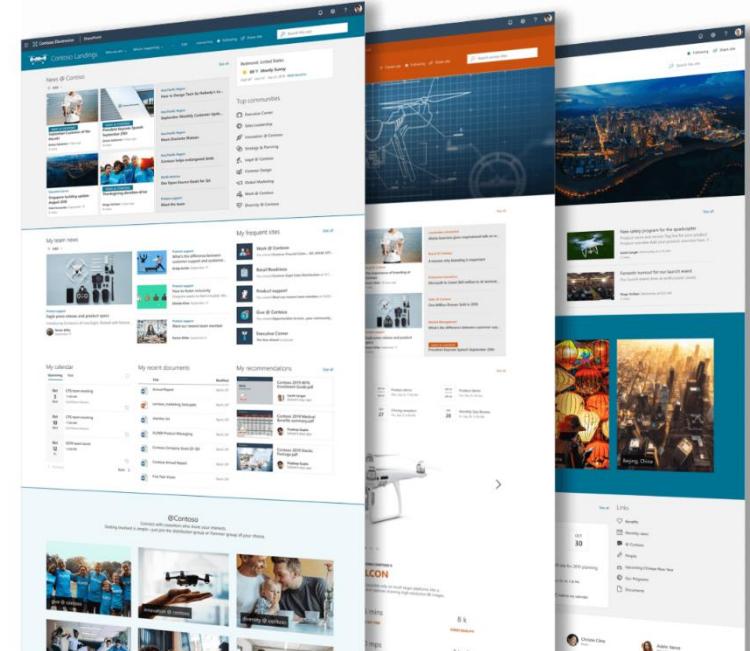
- SharePoint Design Principles
- Best practices and examples
- See the SharePoint LookBook

SharePoint DESIGN PRINCIPLES SITES & PAGES WEB PARTS PLATFORMS RESOURCES FRAMEWORKS SHAREPOINT LOOK BOOK

**Design beautiful and performant sites, pages, and web parts with SharePoint in Office 365.**

Get inspired. Discover the modern experiences you can build with SharePoint in Office 365.

[VIEW SHAREPOINT LOOK BOOK](#)



## SharePoint design principles

SharePoint builds on the design principles that shape the Office and Microsoft product families. These principles help the design stay true to our

<https://spdesign.azurewebsites.net/>

# SharePoint Look Book

- Get inspired and add examples to your Office 365 tenant
- Recommendation: first deploy it on a test tenant
- Open source project

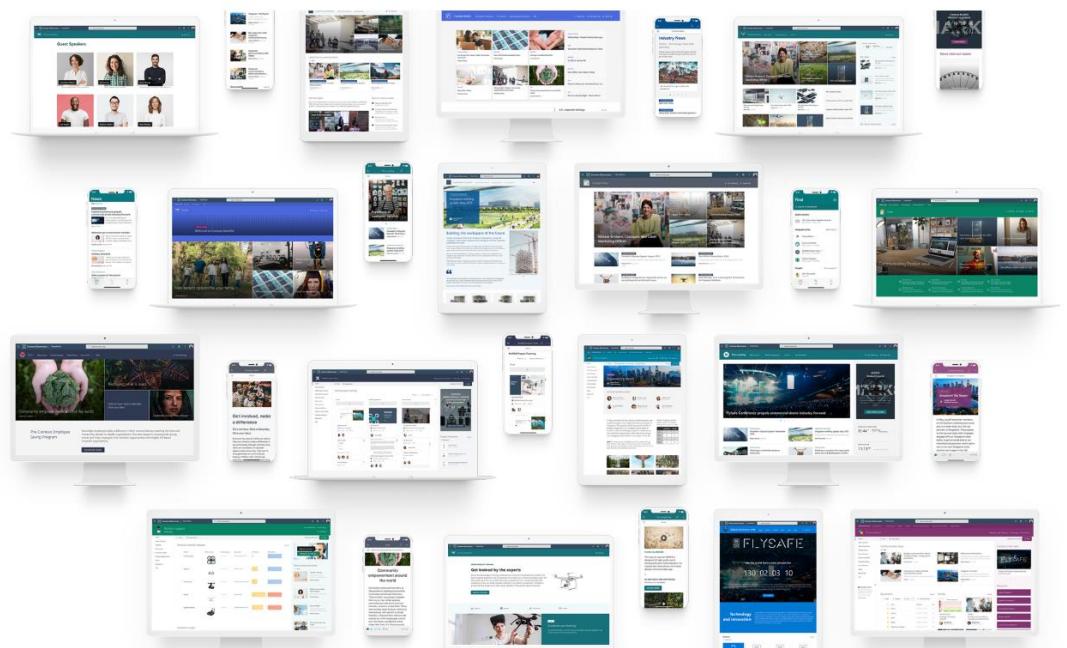
<https://provisioning.sharepointpnp.com/>

## SharePoint look book

### Get inspired

Discover the modern experiences you can build with SharePoint in Microsoft 365

[See examples >](#)



# PnP Modern Search Solution

- Comparable with the good old Content Search Web Part
- Live templating system with Handlebar
- Includes 4 web parts:
  - Search Box
  - Search Results
  - Search Refiners and
  - Search Verticals

The screenshot shows the homepage of the PnP Modern Search solution. At the top, there's a navigation bar with the title "PnP Modern Search", a search bar, and a GitHub icon. The main content area has a sidebar on the left with links like "Home", "Versions", "Contributors", and "Building documentation". The main panel displays the "PnP Modern Search solution" title, a "Solution overview" section, and a screenshot of a SharePoint search page with a search refiner panel open. On the right side, there's a "Table of contents" sidebar listing various components and notices.

- Table of contents
- Solution overview
- Current version
- Summary
- What's included?
- Search Web Parts
- Search extensibility library
- Search custom renderer
- Search query enhancer
- Applies to
- Important notice on upgrading the solution from pre v2.2.0.0
- Important notice on upgrading the solution from pre v3.0.0.0
- Disclaimer

Current version

version 3.12.0

Documentation: <https://microsoft-search.github.io/pnp-modern-search/>

# SharePoint Modernization Tools

- The SharePoint Modernization Scanner
  - Tool for preparing for modernizing classic sites
  - Provides an analysis of the readiness of your classic sites for modernization
  - Only for scanning SP Online
  - Free of charge (from Microsoft)
- Page Transformation (Modernization framework)
  - allows you to transform classic wiki, webpart and publishing pages into modern client side pages by using PowerShell or .NET



<https://github.com/SharePoint/sp-dev-modernization/tree/master/Tools/SharePoint.Modernization>

# Microsoft 365 Roadmap



**Microsoft 365 Roadmap**

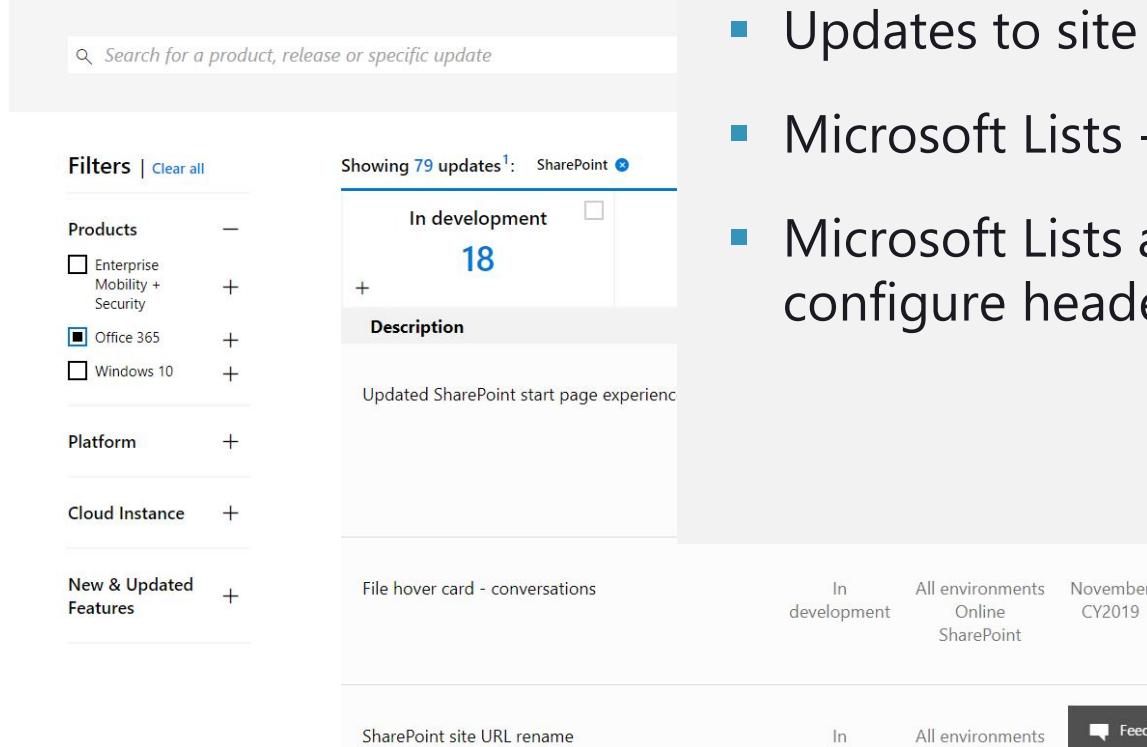
Get the latest updates on our best-in-class productivity apps and intelligent cloud services. Rethink productivity, streamline business processes, and protect your business with Microsoft 365.

[Take a quick tour](#)



## Upcoming updates in SharePoint (UI topics)

- Updates to site header options
- Microsoft Lists - calendar view - built on SharePoint
- Microsoft Lists and SharePoint lists and libraries - configure header, footer and body of a form



Showing 79 updates<sup>1:</sup> SharePoint

**In development** 18

Description

Updated SharePoint start page experience

**Filters** | Clear all

Products

- Enterprise Mobility + Security
- Office 365
- Windows 10

Platform

Cloud Instance

New & Updated Features

File hover card - conversations

In development All environments November CY2019

SharePoint site URL rename In All environments Feedback

<https://www.microsoft.com/en-us/microsoft-365/roadmap>

# ... SharePoint 2019

The screenshot shows the 'Create a list' interface. On the left, there are three options: 'From an existing list', 'From Excel', and a highlighted 'New' button. The 'New' button has a plus sign icon. Below these are several list types: Simple, Announcements, Staffing schedule, Travel project (which is selected and highlighted in grey), Air accommodations, Inventory, Reservations, and Equipment. At the bottom, there's a link 'See all list types'. On the right, there's a section titled 'Add properties for this list' with five items: 'Project name' (checkbox checked), 'Project ID' (checkbox checked), 'Project Manager' (checkbox checked), 'Project type' (checkbox checked), and 'Milestone' (checkbox unselected). Below this is a link '+ Add a new column'.

New list creation experience

The screenshot displays a modern SharePoint site with a dark header bar. The top navigation includes 'Future Collaborator', 'PC', 'Pretty Cool', 'Home', 'Documents', and a search bar. The main content area features a large dark banner with white text: 'The modern experience is also available in SharePoint 2019!'. Below the banner is a video thumbnail showing people working in an office. A welcome message 'Welcome! Click Edit at the top right of the page to start customizing' is overlaid on the video. At the bottom, there are several news tiles with titles like 'News' and 'Keep your audience engaged by sharing your latest updates.' and preview cards for articles.

- Use custom themes and out of the box webparts to define your company identity
- Hub sites bring together related sites and offer a consistent design for associated sites
- Extend your customizations, only if needed (with PnP samples or SPFx solutions)
- Microsoft offers a lot of support (code samples, solutions and tools)  
Use them!
- Stay up to date (roadmap and news)



RECAP

# Ressources

[Microsoft 365 Roadmap](#)

[SharePoint LookBook](#)

[SharePoint site design: PowerShell cmdlets](#)

[The ultimate guide to SharePoint site designs and site scripts](#)

[Enrich your SharePoint Content with Intelligence and Automation](#)

[Build your modern intranet with SharePoint in Office 365](#)

[SharePoint Framework Client-Side Web Part Samples & Tutorial Materials](#)

[SharePoint List Formatting Samples](#)

[SharePoint PnP Provisioning Service \(Beta\)](#)

[Microsoft Theme Designer](#)

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-  [corinnalins.com/](http://corinnalins.com/)



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## COMMUNITY



