

MSW Website
Redesign/
Wireframes

Wireframes/

Round 1	Round 2
Home	
News & Events	News & Events
· News Landing	· Industry News Archive
· Events Calendar	· Inside Track Archive
· Individual Event	· Photo Slideshow Landing
· Submit Event	· Photo Slideshow Individual
· Inside Track Landing	· Photo Slideshow Overlay
· Inside Track Video	· Studiocast Individual
· Inside Track Article	· Submit a Question
· Executive Event Pre	
· Executive Event Post	
· Blogs, Etc.	
· Blog Main	
· Blog Entry	Campus
· Studiocast Landing	· Campus Maps
· News Alert Subscription	
Campus	About Microsoft
· Category	· Contact Us
· Directory	· Division
Workplace Services	· Executive Profile
· Index Tab	· FAQ
· Sectioned	· Glossary Landing
About Microsoft	· Glossary Submission
· Organization	· Glossary Word
· Table of Contents	· Image Viewer Landing
· Topic	· Image Viewer Overlay
@People	· Snapshot Form
· My Feed	· Story Form
· My Profile	· Standard Article
Search	· Printable Pop-up
· Intranet	· Timeline
· People	Email
	· Inside Track Email
	· News Alert Email
	Search
	· Customer Search
	· News Archive Search
	· Fact Finder Search
	· Image Viewer Search
	· Webcast Search

Wireframes
Round 1/

msw

MICROSOFT WEB YOUR RESOURCE FOR ALL THINGS MICROSOFT

04.09.2010

REDMOND, WA CHANGE | SAVE

WEDNESDAY

Time 3:30PM

50° 

Partly Cloudy High: 50°F Low: 35°F

home news campus employee services about microsoft @people

14

QUICK ACCESS

I need to find



Contact Us | Help

news & events

Events Calendar
Inside Track
Exec Communications
Blogs, Etc
Industry News
StudioCasts

campus

Maps & Buildings
Campus Investments
Dining
Conference Rooms
Commute

employee matters

HR & Benefits
Career Development
New Employees
Personal Purchasing
Arts
Community
Research & Reference
Legal

workplace services

Travel
IT & Communications
Facilities
Security
Purchasing
Invoicing & Payment
Office Services
Conference Services

about microsoft

Organization
Company Overview
Subsidiaries
Archives
Glossary
Product Families
Product Resources

@people

My Profile
My Colleagues
My Content

NEWS HEADLINES

header / image / text / link

MORE TOP STORIES

link list

FIND IT FAST

TOP SITES
header / link list

POPULAR SEARCHES
header / link list

INSIDE TRACK

header / image / text / link

NEWS

header / image / text / link

THIS WEEK IN HISTORY

header / image / text / link

IN THE KNOW

header / image / text / link

SNAPSHOT

header / thumbnail / text / link

LIKE / SHARE / COMMENT

YOUR LATEST FEED

header / thumbnail / text / link

BING MAPS
header / image

POINTS OF INTEREST
header / images

BING MAPS
header / link list

POINTS OF INTEREST
header / link list

POPULAR MAPS
header / link list

NEAR ME
header / link list

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04.09.2010 REDMOND, WA [CHANGE](#) [SAVE](#)

WEDNESDAY

Time 3:30PM 50°  [Partly Cloudy](#) [High: 50°F](#) [Low: 35°F](#)

msw 14

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News Notes:

Things that need to stay:

- Industry News (from News Alerts program)
- Subscription to said News Alerts
- Events Calendar
- News archive search
- Some kind of world news view from external sources

Areas to explore:

- Blog content about company and industry trends
- News by region
- Executive comms
- Video (studiocasts/ academy mobile)
- Photo galleries and/or slideshows
- Stock ticker
- Twitter feeds
- Blog content from other internal blogs
- Most commented/shared/read lists

Overall, it should be a more graphical, interesting experience. This area should be the news hub – looking different than regular content or portal areas.

* Signifies an element that can be displayed vertically or horizontally.

INDUSTRY NEWS

 header / text / thumbnail / link	 header / text / thumbnail / link	 header / text / thumbnail / link
 header / link		Subscribe RSS
<input type="text"/> Search News Archives		

VIDEO/PHOTO GALLERIES

			
--	--	--	--

REGIONAL NEWS

 header / text/ thumbnail / link	OTHER REGIONS list / link
---	--

POPULAR STORIES

MOST VIEWED list / link	MOST LIKED list / link	MOST COMMENTED list / link	MOST SHARED list / link
--	---	---	--

EVENTS CALENDAR *

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Events Calendar Notes:

Things that need to stay:

Areas to explore:

- View by day, week, month, past, etc.

news & events

- Events Calendar
- Inside Track
- Exec Communications
- 2008 Announcements
- BillG
- Company Meeting 2009
- Holiday Preview
- Street Talk
- Town Hall
- Blogs, Etc.**
- Industry News
- Developers & Tools
- Digital Media & Gaming
- Dynamics
- Enterprise Servers
- International Markets
- ISV
- Mobility & Devices
- Online Services
- Productivity
- R & D
- Security
- Software + Services
- Windows
- StudioCasts
- Channel 80
- Radio & Cable Streams
- MS Business Division
- Entertainment & Devices
- Platforms & Services
- Sales
- Operations
- All Hands
- Product Demos
- Executives
- Originals
- Breakfast Series
- Evangelism
- Conferences & Events
- StudioCasts Help

EVENTS CALENDAR

JUNE

Date Link list LIKE / SHARE

NARROW BY DAY

SUN	MON	TUE	WED	THU	FRI	SAT

NARROW BY DATE

- All Future
- Today
- This weekend
- Next 7 days
- Next 30 days
- In the past

MOST FOLLOWED EVENT

Link list

MOST ADDED EVENTS

Link list

EVENT ARCHIVE

Link list

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Individual Event Notes:

Things that need to stay:

Areas to explore:

- View by day, week, month, past, etc.

news & events

- Events Calendar
- Inside Track
- Exec Communications
- 2008 Announcements
- BillG
- Company Meeting 2009
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- Breakfast Series
- Evangelism
- Conferences & Events
- StudioCasts Help

EVENT TITLE

Target Audience:

Start Date & Time (PST):

End Date & Time (PST):

Event Description:

Location:

Building/Room:

Event Contact:

Sponsoring Group:

Registration URL:

Format:

URL for More Information:

FIND EVENTS

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT

ALSO ON THIS DAY

msw
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WEDNESDAY 50°  Partly Cloudy High: 50°F Low: 35°F

Submit Event Notes:

Things that need to stay:

Areas to explore:

- View by day, week, month, past, etc.

news & events
Events Calendar
Inside Track
Exec Communications
2008 Announcements
BillG
Company Meeting 2009
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Platforms & Services
Sales
Operations
All Hands
Product Demos
Executives
Originals
Breakfast Series
Evangelism
Conferences & Events
StudioCasts Help

SUBMIT AN EVENT

Title of Event:

Target Audience: Microsoft Employees
 Contingent Staff
 Vendors

Start Date & Time (PST):

End Date & Time (PST):

Event Description:

Location:

Building/Room:

Event Contact:

Sponsoring Group:

Registration URL:

Format:

URL for More Information:

Submit

FIND BY DAY

JUNE						
<	SUN	MON	TUE	WED	THU	FRI
>						

ALSO ON THIS DAY

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Inside Track Notes:

Things that need to stay:

- Industry News (from News Alerts program)
- Subscription to said News Alerts
- Events Calendar
- News archive search
- Top Stories

Areas to explore:

* Signifies an element that can be displayed vertically or horizontally.

INSIDE TRACK

RELATED:
link list

Subscribe RSS

LIKE / SHARE / COMMENT

VIDEO/PHOTO GALLERIES

VIDEO/PHOTO GALLERIES

POPULAR STORIES
list / link

LIKE / SHARE

MOST VIEWED **MOST SHARED** **MOST LIKED**

MEET THE TEAM
header / thumbnail / text

SUBMIT STORY IDEAS
text / button

INSIDE TRACK STORY ARCHIVE
header / link list

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Inside Track Video Article Notes:

- Video story (video only – intro and commenting but video is the story)
- Supplemental (embedded) video (within a more standard article layout)
- Photo slideshows story (again, standalone storytelling)
- Supplemental (embedded) photos slideshow within a standard article layout)
- Content ratings*
- Print/Discuss/ Recommend/Email/ RSS
- Commenting*
- Profile of author?
- Related articles
- Series: how to connect this article with others in a series
- Use of photos – with captions and click to enlarge
- How to add some graphical element to special quotes?
- Story archive (calendar element vs. search?)

Generally, it's hard to find examples online of articles that work well. Most are overwhelmed with advertising and are very cluttered. I think blogs tend to handle these better, but I'd like to find a way to maintain the clean layout that exists, while enhancing it with more engaging, connecting elements.

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news & events

- Events Calendar
- Inside Track
- Exec Communications
- 2008 Announcements
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- Company Meeting 2009
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- Industry News
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- Platforms & Services
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- Operations
- All Hands
- Product Demos
- Executives
- Originals
- Breakfast Series
- Evangelism
- Conferences & Events
- StudioCasts Help

INSIDE TRACK STORY TITLE & BLURB
header / text



STORY
text / link(s)

LIKE / SHARE / COMMENT / DOWNLOAD

RELATED RESOURCES *

  text / link

COMMENTS
comment policy / submission / list

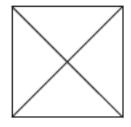
Submit

Post this to my Wall

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AUTHOR PROFILE

header / text / link

INSIDE TRACK SERIES INFO
header / text / link

SUBMIT STORY IDEAS
Input / feedback form

INSIDE TRACK STORY ARCHIVE
header / link list

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Inside Track Article Notes:

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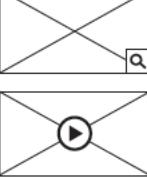
* Signifies an element that can be displayed vertically or horizontally.

INSIDE TRACK STORY TITLE
header / text

INSIDE TRACK ARTICLE CONTENT
image(s) / text / link(s)

PULL QUOTE
text

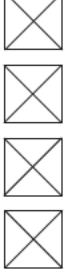
SUPPLEMENTAL VIDEO / PHOTO SLideshow



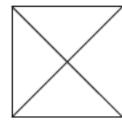
LIKE / SHARE / COMMENT / DOWNLOAD

COMMENTS
comment policy / submission / list

Post this to my Wall Submit



AUTHOR PROFILE



header / text / link

INSIDE TRACK SERIES INFO
header / text / link

RELATED RESOURCES *

 text / link

 text / link

SUBMIT STORY IDEAS
Input / feedback form

INSIDE TRACK STORY ARCHIVE
header / link list

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Executive Pre Event Notes:

Our current page layouts for things like Town Hall, Street Talk and other executive events are very simple and effective in terms of getting people the basics (description, link to live or on demand video with media player pop-up, contextual or related info, and an add to outlook option).

We'd like to see these pages come alive with:

- Embedded video
- Commenting
- Ability to submit and then vote on questions
- Photos (perhaps users could submit photos from the event)
- The basics – date/time/

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news & events

Events Calendar
Inside Track
Exec Communications
Blogs, Etc.
Industry News
StudioCasts
Channel 80
Radio & Cable Streams
MS Business Division
Entertainment & Devices
Platforms & Services
Sales
Operations
All Hands
Product Demos
Executives
Originals
Breakfast Series
Evangelism
Conferences & Events
StudioCasts Help

EVENT NAME
header / image / text

NEXT EVENT
header / image / text

EVENT BLURB
header / image / text

ADD TO CALENDAR **SUBMIT QUESTIONS** **LIKE / SHARE / PRINT**

PAST EVENT VIDEO/PHOTO GALLERIES

Submit Photo

RELATED RESOURCES *
header / list - header / text / link

EXECUTIVE PROFILE
image / header / link list

EXECUTIVE CALENDAR
header / link list

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Wireframes / MSW Website Redesign /

Executive Post Event Notes:

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- Embedded video
- Commenting
- Ability to submit and then vote on questions
- Photos (perhaps users could submit photos from the event)
- The basics – date/time/

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The wireframe illustrates the layout of the MSW website homepage, specifically for an executive post event. The top navigation bar includes links for home, news, campus, employee, services, about microsoft, and @people. The header also displays the date (04.09.2010), day (WEDNESDAY), time (3:30PM), location (REDMOND, WA), weather (50°, Partly Cloudy), and a search bar. The main content area is divided into several sections: a large central video player placeholder with a play button, a video blurb section, a like/share/comment/download button, a video/photo galleries section with a navigation bar, a comments section with a submit button, and a related resources section. The left sidebar lists various news categories: Events Calendar, Inside Track, Exec Communications, Blogs, Etc., Industry News, and StudioCasts. The bottom of the page includes a content owner note, a last updated date, and a Microsoft Confidential footer.

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Blogs, Etc. Notes:

Things that need to stay:

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Areas to explore:

news & events

Events Calendar
Inside Track
Exec Communications
2008 Announcements
BillG
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Executives
Originals
Breakfast Series
Evangelism
Conferences & Events
StudioCasts Help

BLOGS
header / text / link

FEATURED BLOG
header / text / link

RSS / FOLLOW

ABOUT MICROSOFT | PRODUCT BLOGS | EXECUTIVE BLOGS | TEAM BLOGS

RECENT POST
text / link list

BLOG LIST
text / link list

RSS / FOLLOW

KEY TASKS
link list

INSIDE MS BLOG: JOIN THE DIALOG
text

RSS / FOLLOW

MOST LIKED BLOGS
link list

MOST COMMENTED BLOGS
link list

MOST FOLLOWED BLOGS
link list

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04.09.2010 **WEDNESDAY** 3:30PM

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home
news
campus
employee
services
about microsoft
@people
14

QUICK ACCESS
I need to find



[Contact Us](#) | [Help](#)

Blog Main Notes:

- More visual, look unique and less 1995
- Able to add embedded video, Slideshow
- Photos with click to enlarge

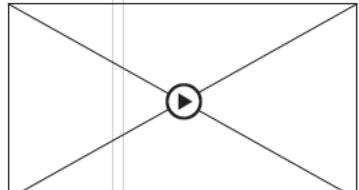
Some we like:
<http://ac360.blogs.cnn.com/>
<http://www.npr.org/blogs/thetwo-way/>
<http://www.whitehouse.gov/blog>
<http://oranjette.blogspot.com/>

news & events

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All Hands
Product Demos
Executives
Originals
Breakfast Series
Evangelism
Conferences & Events
StudioCasts Help

BLOG TITLE
header / image / text

TIME STAMP
POST TITLE
header link / image - video / text / internal link



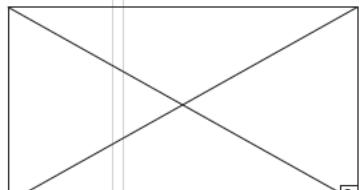
BLOG AUTHOR(S)

 header / text / link
 header / text / link
 header / text / link

LIKE / SHARE / COMMENT

ABOUT INSIDEMS BLOG
header / link list

TIME STAMP
POST TITLE
header link / image - video / text / internal link



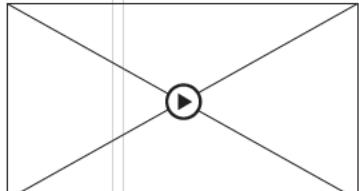
GET RSS
header / link

FOLLOW INSIDEMS
header / link / blurb

LIKE / SHARE / COMMENT

CATEGORIES
header / link list

TIME STAMP
POST TITLE
header link / image - video / text / internal link



TAG CLOUD
header / link list

LIKE / SHARE / COMMENT

BLOG ARCHIVE
header / list - header links

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Blog Entry Notes:

- More visual, look unique and less 1995
- Able to add embedded video, Slideshow
- Photos with click to enlarge

Some we like:
<http://ac360.blogs.cnn.com/>
<http://www.npr.org/blogs/thetwo-way/>
<http://www.whitehouse.gov/blog>
<http://oranjette.blogspot.com/>

BLOG TITLE
header / image / text

TIME STAMP
POST TITLE
header / image(s) - video(s) / text / external link

BLOG POST

LIKE / SHARE / COMMENT / DOWNLOAD

COMMENTS
comment policy /submission /list

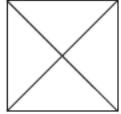
Post this to my Wall

 Submit








AUTHOR PROFILE

header / text / link

RELATED RESOURCES
header / list - header / text / link

BLOG ARCHIVE
header / list - header links

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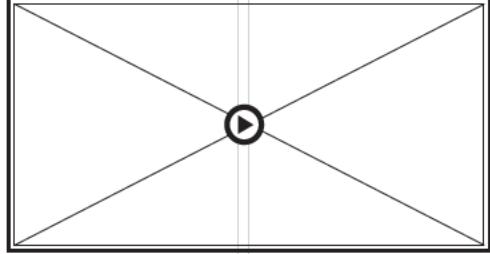
Studiocasts Landing Notes:

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news & events

- [Events Calendar](#)
- [Inside Track](#)
- [Exec Communications](#)
- [2008 Announcements](#)
- [BillG](#)
- [Company Meeting](#)
- [2009](#)
- [Holiday Preview](#)
- [Street Talk](#)
- [Town Hall](#)
- [Blogs, Etc.](#)
- [Industry News](#)
- [Developers & Tools](#)
- [Digital Media & Gaming](#)
- [Dynamics](#)
- [Enterprise Servers](#)
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- [All Hands](#)
- [Product Demos](#)
- [Executives](#)
- [Originals](#)
- [Breakfast Series](#)
- [Evangelism](#)
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- [StudioCasts Help](#)

FEATURED STUDIOCAST



FEATURED VIDEO BLURB
header / text / link

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Select a Category ▼			
 title link	 title link	 title link	 title link
 title link	 title link	 title link	 title link
 title link	 title link	 title link	 title link

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International Markets
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Productivity
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Windows
StudioCasts
Channel 80
Radio & Cable Streams
MS Business Division
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Category Notes:
Category pages are landing pages for our hosted content areas. Key elements are sites and tasks, intro blurbs, TOC parts to help users navigate to lower level areas, and promotional space for content owners.

We'd like to bring these layouts into a more modern, less chromed feel, while preserving the basic elements for users.

* Signifies an element that can be displayed vertically or horizontally.

maps & buildings
Maps
Printable Maps
Directions

campus invest.

dining

conference rooms

commute
Bicycle
Bus
Car
Rideshare

CATEGORY ALERT
image / header / text

CATEGORY NAME
image / header / text

IN THIS SECTION / TOC (CHILD PAGES)
header / link list

RELATED SITES
list - header link / text

KEY TASKS
list - header link

FEATURED
header / list - header / text / link

EXPLANATION BOX
text / link

EDITORIAL CHOICE
text / link list

BING MAPS
image / header / link list

TAG CLOUD
header / link

MORE TO EXPLORE
header / list - header / text / link

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Directory Notes:

Directory pages are very common on MSW. They are simple, bread and butter portal pages, which drive traffic to granular tasks and key sites. There is parody with our best bets in search (best, most relevant results within specific categories).

We want to preserve their simple page layout, while adding some visual interest, and the ability to view tasks/sites in a region-specific view.

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maps & buildings

Maps
Printable Maps
Directions

campus invest.

dining

conference rooms

commute

Bicycle
Bus
Car
Rideshare

DIRECTORY NAME
header / text / link

RELATED SITES
list - header link / text

KEY TASKS
list - header link

EXPLANATION BOX
text / link

CONTEXTUAL MODULE

EXPLANATION BOX
text / link list

CONTEXTUAL MODULE

BING MAPS
image / header / link list

CONTEXTUAL MODULE

TAG CLOUD
header / link

CONTEXTUAL MODULE

MORE TO EXPLORE
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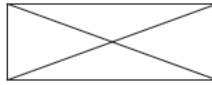
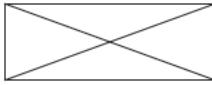
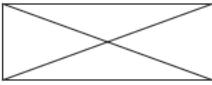
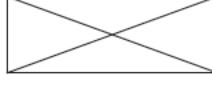
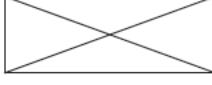
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Index Notes:	
Things that need to stay:	
Areas to explore:	
workplace services	WORKPLACE SERVICES
Travel	header / text / link
U.S. & Canada Travel	
Asia Travel	
EMEA Travel	
LATAM Travel	
Vacation Travel	
IT & Communications	
E-mail	
Group Collaboration	
IT	
Telecommunications	
Facilities	
Security	
Purchasing	
Getting Started	
Best Practices	
Working with Vendors	
Resources	
Procurement Contacts	
Invoicing & Payment	
Getting Started	
About Invoices	
Purchase Orders	
Payment Requests	
ProCard	
Credit References	
Office Services	
Audio Visual	
Print & Copy Services	
Mailing Services	
MS Technology	
Recycling	
Conference Services	
TRAVEL	
header / image / text / link	
IT & COMMUNICATIONS	
header / image / text / link	
FACILITIES	
header / image / text / link	
SECURITY	
header / image / text / link	
PURCHASING	
header / image / text / link	
INVOICING & PAYMENT	
header / image / text / link	
OFFICE SERVICES	
header / image / text / link	
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workplace services

Travel

- U.S. & Canada Travel
- Asia Travel
- EMEA Travel
- LATAM Travel
- Vacation Travel

IT & Communications

- E-mail
- Group Collaboration
- IT
- Telecommunications
- Facilities
- Security

Purchasing

- Getting Started
- Best Practices
- Working with Vendors
- Resources
- Procurement Contacts
- Invoicing & Payment
- Getting Started
- About Invoices
- Purchase Orders
- Payment Requests
- ProCard
- Credit References

Office Services

- Audio Visual
- Print & Copy Services
- Mailing Services
- MS Technology
- Recycling
- Conference Services

U.S. VACATION TRAVEL

header / text / link

ON THIS PAGE

RELATED SITES *

header / list - header / text / link

LIKE / SHARE / COMMENT / DOWNLOAD

IN THIS SECTION

INTRODUCING MICROSOFT VACATION

text / links

TRAVEL SERVICES

text / links

CONVENIENCE AND VALUE

text / links

READY TO BOOK YOUR VACATION?

text / links

FEES

text / links

SAFETY

text / links

INTRODUCING MICROSOFT VACATION TRAVEL SERVICES

image / text / link

CONVENIENCE AND VALUE

return to top

READY TO BOOK YOUR VACATION?

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FEES

return to top

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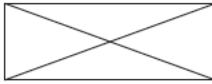
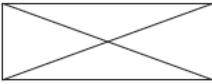
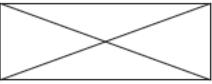
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Organization Notes:

Things that need to stay:

Areas to explore:

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about microsoft Business Divisions Entertainment & Devices MS Business Division Online Services Server & Tools Windows & Windows Live Sales & Ops	BUSINESS DIVISION header / text / link				ORG TOOLS header / list
	BILL GATES  header / image / text / link	STEVE BALLMER  header / image / text / link	CRAIG MUNDIE  header / image / text / link		
	RAY OZZIE  header / image / text / link	ERIC RUDDER  header / image / text / link	ROBBIE BACH  header / image / text / link		TOP TASKS header / list
	STEPHEN ELOP  header / image / text / link	QI YU  header / image / text / link	BOB MUGLIA  header / image / text / link		EXECUTIVE EVENTS header / list
	STEPHEN SINOFSKY  header / image / text / link				

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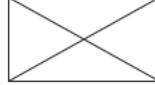
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Table of Contents Notes:

Things that need to stay:

Areas to explore:

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about microsoft About the Archives Company History Oral Histories Fun & Culture Factoids Campus Fun Facts Pranks at Microsoft Mystery Photo Archives Blog Research Tools	FUN & CULTURE  header / image / text / link	
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	IN THIS SECTION FACTOIDS text / links	PRANKS AT MICROSOFT text / links
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Topic Page Notes:*

about microsoft

- [About the Archives](#)
- [Company History](#)
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- [Research Tools](#)

TOPIC OVERVIEW
header / image / text

OVERVIEW BLURB
text

VIDEO/PHOTO GALLERIES

FEATURED ARTICLE TITLE
thumbnail / header / text / link

RELATED SITES
header / text / link

RELATED BLOG POSTS
header / text / link

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comment policy /submission /list

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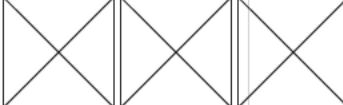
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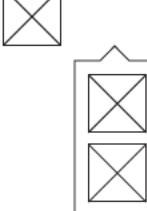
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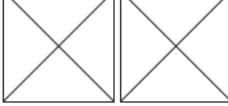
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My Colleagues
My Content

MY FEED

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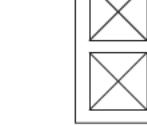




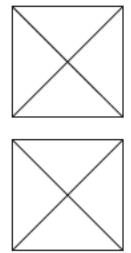




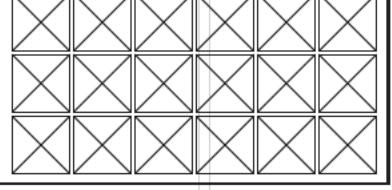




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COLLEAGUES



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STOCK TICKER
image / text

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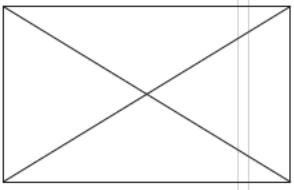
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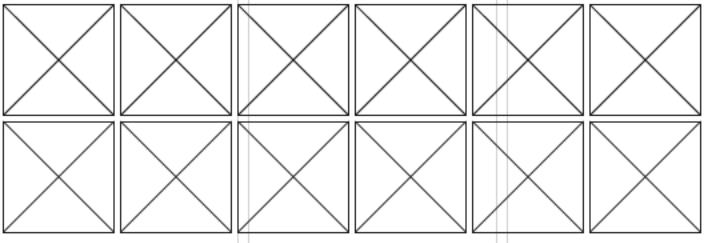
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header / text / link list

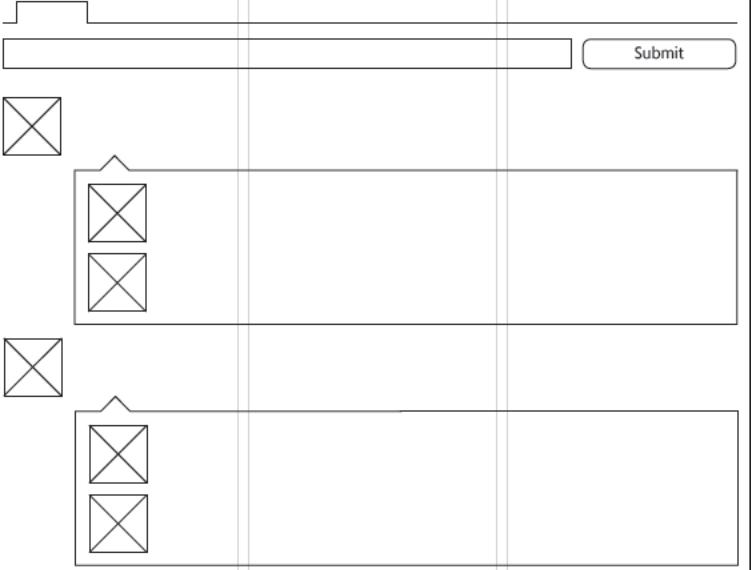

Free Times



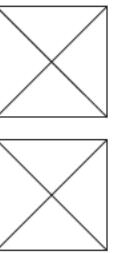
PHOTOS | VIDEOS



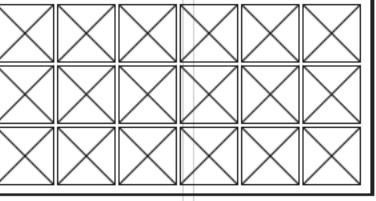
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COLLEAGUES



CURRENT PROJECTS
link list

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link list

RECENT SITES
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RECENT SEARCHES

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All Matches
Name Matches
Profile Matches

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Any Job Title
Content Publishing
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Software Development
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Office Int'l Publishing
PSPL Project Mgmt
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Brazil Sub
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Any Skills
C#
C++
site management
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Any Past Projects
Access 2007
Gadgets for Windows
MSDN_Office_2003
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Any Schools
Jagiellonian University

SEARCH RESULTS
Intranet **People** Customers

John Preferences Advanced

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Name Info / Contact / About Me / Ask Me About

Name Info / Contact / About Me / Ask Me About

Name Info / Contact / About Me / Ask Me About

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INDUSTRY NEWS ARCHIVE FOR JUNE 2009

search term

Search

Display Ascending

DATE RANGE

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Posting Date
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Text Excerpt

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Post Title
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Source
Text Excerpt

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Post Title
Posting Date
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Text Excerpt

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DATE RANGE

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- Blogs, Etc.**
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- Digital Media & Gaming
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INSIDE TRACK ARCHIVE FOR JUNE 2009

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Display Ascending ▼

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Photo Slideshow
Landing Notes:
The Select a Category drop down menu filters by the current categories of Events, Product Features, Company Meeting and Snapshot Gallery.

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FEATURED PHOTO SLIDEHSHOW

FEATURED GALLERY BLURB
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Related Resources will appear or disappear per video as relevant.

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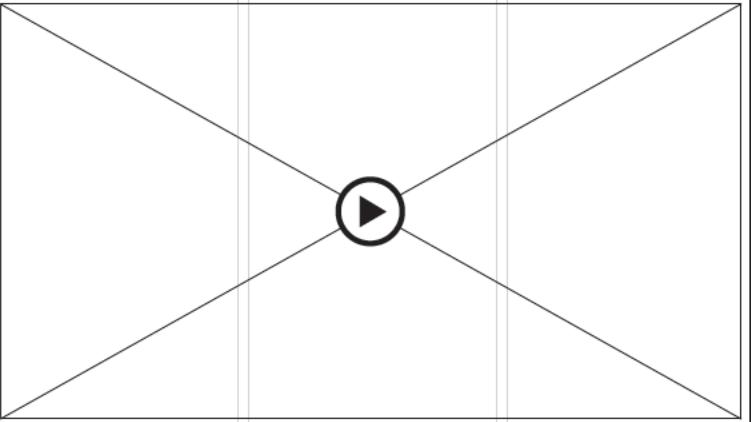
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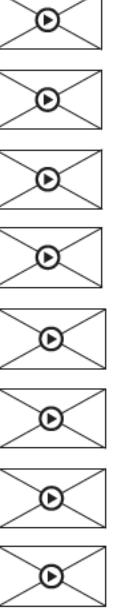


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EMPLOYEE TOWN HALL QUESTIONS
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QUESTIONS

TOP POSTS | MOST RECENT | MOST VOTES

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EMEA TRAVEL FAQ
header / text / link

How to Book Travel
Air & Rail Travel
Hotel

HOW TO BOOK TRAVEL

Can I book my travel via an American Express office other than my local one? ▼
Employees may only use the American Express office linked to the country of their employment. American Express offices can only accept cost centers or internal orders originating from the country that they are serving. Finance will not set up internal orders for this category of cross charge.

Question Text ▶
Question Text ▶
Question Text ▶
Question Text ▶
Question Text ▶

AIR & RAIL TRAVEL

Question Text ▶
Question Text ▶
Question Text ▶
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Question Text ▶

HOTEL

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Guidelines & Processes

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WORD OF THE WEEK

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SEARCH

Search

random 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 submit new

TRANSPARENT

Transparent:

1. easy to perceive or detect

2. having thoughts, feelings, or motives that are easily perceived

3. (of an organization or its activities) open to public scrutiny

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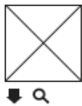
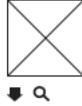
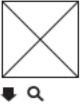
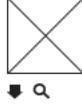
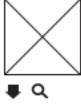
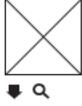
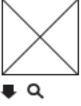
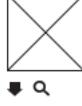
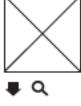
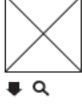
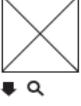
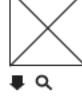
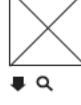
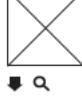
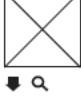
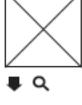
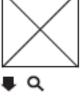
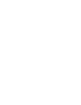
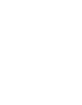
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IMAGE VIEWER
header / intro text

SEARCH

IMAGES YOU MAY ENJOY Small Grid | Large Grid | Info

 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q
 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q
 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q
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 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q
 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q	 ▼ Q

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link list

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news & events SEARCH RESULTS RECENT SEARCHES
Events Calendar Inside Track link list
Exec Commun Blogs, etc
Industry News StudioCasts

IMAGE TITLE

CAMPUS
Maps & Building Campus Insights
Dining Conference Room
Commute

EMPLOYEE
HR & Benefits Career Develop
New Employee Personal Purch
Arts Community
Research & Ref
Legal

WORKPLACE
Travel IT & Commun
Facilities Security
Purchasing Invoicing & Pay
Office Services Conference Ser

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Description Image Size Photographer
Year Copyright
Subjects Donated By
Date Taken Barcode

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See Bing image search for example of display modes.

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SUBMIT YOUR SNAPSHOT

text intro

The Story Behind Your Snapshot:

Upload Your Image:

Image Preview

Snapshot Form Notes:

- news & events**
 - Events Calendar
 - Inside Track
 - Exec Communications
 - Blogs, Etc
 - Industry News
 - StudioCasts
- Campus**
 - Maps & Buildings
 - Campus Investments
 - Dining
 - Conference Rooms
 - Commute
- employee matters**
 - HR & Benefits
 - Career Development
 - New Employees
 - Personal Purchasing
 - Arts
 - Community
 - Research & Reference
 - Legal
- workplace services**
 - Travel
 - IT & Communications
 - Facilities
 - Security
 - Purchasing
 - Invoicing & Payment
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 - Conference Services
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Story Idea Form Notes:

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Campus

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- [Campus Investments](#)
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SUBMIT A STORY IDEA

text intro

Intended Audience:

All Employees

Other

Suggested Headline:

Story Summary:

URL:

Attach an image:

Image Preview

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Standard Article Notes:

Table layout will be included in comp.

*Content Owner may or may not be included depending on the requirements of the article.

news & events

- Events Calendar
- Inside Track
- Exec Communications
- Blogs, Etc
- Industry News
- StudioCasts

CAMPUS

- Maps & Buildings
- Campus Investments
- Dining
- Conference Rooms
- Commute

employee matters

- HR & Benefits
- Career Development
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workplace services

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ARTICLE TITLE
header / text / image / link / table



CONTENT OWNER*
thumbnail / header / text / link

TIP
header / list - header / text / link LIKE

TOP TASKS
Link / list

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Printable Pop-up Notes:
Author Info appears for Inside Track articles but does not appear as content owner for other items.

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Dynamics
Enterprise Serv
International M
ISV
Mobility & Dev
Online Services
Productivity
R & D
Security
Software + Ser
Windows
StudioCasts
Channel 80
Radio & Cable
MS Business Di
Entertainment
Platforms & Se
Sales
Operations
All Hands
Product Demo
Executives
Originals
Breakfast Serie
Evangelism
Conferences &
StudioCasts He

INSIDE TRACK STORY TITLE
header / text

AUTHOR PROFILE

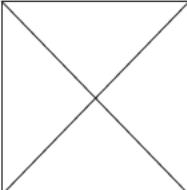
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STORY URL

INSIDE TRACK STORY TITLE
header / text

AUTHOR NAME, TITLE & PICTURE
header / text

INSIDE TRACK ARTICLE CONTENT
image(s) / text / link(s)



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**Inside Track Push Mail
Notes:**

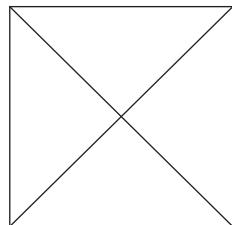
Featured article can sometimes be a slideshow, design to show this possibility.



INSIDE TRACK EMAIL UPDATE
header / text

FEATURED INSIDE TRACK ARTICLE

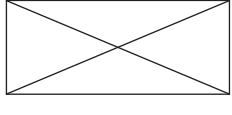
image(s) / text / link(s)



NEWS FOR THE WEEK OF 10/18-10/22
header / text

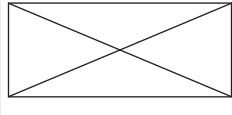
ARTICLE EXCERPT

header / image / text



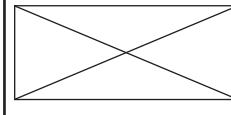
ARTICLE EXCERPT

header / image / text



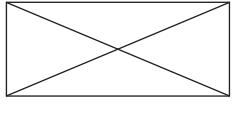
ARTICLE EXCERPT

header / image / text



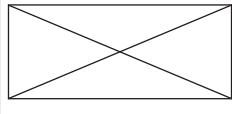
ARTICLE EXCERPT

header / image / text



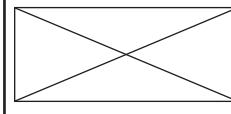
ARTICLE EXCERPT

header / image / text



ARTICLE EXCERPT

header / image / text



MSW SITE QUICK LINKS / SUBSCRIPTION INFO
header / text

Inside Track Push Mail
Alternate Notes:

The wireframe illustrates the layout of the MSW website page. At the top is the MSW logo and the tagline 'MICROSOFT WEB YOUR RESOURCE FOR ALL THINGS MICROSOFT'. Below the logo is a section labeled 'INSIDE TRACK EMAIL UPDATE' with a placeholder for 'header / text'. The main content area features a large video/slideshow section with a play button in the center, labeled 'FEATURED INSIDE VIDEO/SLIDE SHOW TITLE' and 'header'. Below this is a 'VIDEO/SLIDE SHOW BLURB' section with a placeholder for 'header / text'. To the left of the main content area is a sidebar labeled 'NEWS FOR THE WEEK OF 10/18-10/22' with a placeholder for 'header / text'. The main content area is organized into a grid of six article excerpt boxes, each with a placeholder for 'header / image / text'. The bottom section contains a 'MSW SITE QUICK LINKS / SUBSCRIPTION INFO' section with a placeholder for 'header / text'.

INSIDE TRACK EMAIL UPDATE
header / text

FEATURED INSIDE VIDEO/SLIDE SHOW TITLE
header

VIDEO/SLIDE SHOW BLURB
header / text

NEWS FOR THE WEEK OF 10/18-10/22
header / text

ARTICLE EXCERPT
header / image / text

MSW SITE QUICK LINKS / SUBSCRIPTION INFO
header / text



MICROSOFT WEB YOUR RESOURCE FOR ALL THINGS MICROSOFT

DAILY NEWSWIRE FOR: DATE
header / text

NEWS CATEGORY

Article Title
Publication / Date
Excerpt

Article Title
Publication / Date
Excerpt

Article Title
Publication / Date
Excerpt

NEWS CATEGORY

Article Title
Publication / Date
Excerpt

Article Title
Publication / Date
Excerpt

NEWS CATEGORY

Article Title
Publication / Date
Excerpt

NEWS CATEGORY

Article Title
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Excerpt

Article Title
Publication / Date
Excerpt

Article Title
Publication / Date
Excerpt

NEWS CATEGORY

Article Title
Publication / Date
Excerpt

MSW SITE QUICK LINKS / SUBSCRIPTION INFO
header / text

News Alert Email Notes:

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Customer Search Notes:

geographical area
Any Geographical Area
United States
Canada
MFA
Greater China
show more

industry
All Industries
Industry One
Industry Two
Industry Three
show more

vertical
All Vertical
Vertical One
Vertical Two
Vertical Three
show more

sector
All Sectors
Sector One
Sector Two
Sector Three
show more

SEARCH RESULTS
Intranet [People](#) **Customers**

If then Preferences Advanced

Company Name

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News Archive/Press Release Searches Notes:
Basic template for search. The comp will show correct layout for a variety of result types such as video, articles and slideshows.

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SEARCH RESULTS

search term Search

Display Ascending ▼

	Item Title Text Excerpt Posting Date	
	Item Title Text Excerpt Posting Date	
	Item Title Text Excerpt Posting Date	
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	Item Title Text Excerpt Posting Date	
	Item Title Text Excerpt Posting Date	
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FACT FINDER SEARCH
text intro
Keywords:
Subject:
Product:
Start & End Date:
Search

Item Title
Text Excerpt
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Image Viewer Search
Notes:

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See Bing image search for example of display modes.

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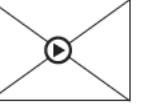
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My Colleagues
My Content

SEARCH RESULTS

search term Search

Display Ascending ▼

Small Grid | Large Grid | Info

		Title / Duration	Upload Date	Summary, People	
	Title / Duration	Upload Date	Summary, People		
	Title / Duration	Upload Date	Summary, People		
	Title / Duration	Upload Date	Summary, People		
	Title / Duration	Upload Date	Summary, People		
	Title / Duration	Upload Date	Summary, People		
	Title / Duration	Upload Date	Summary, People		
	Title / Duration	Upload Date	Summary, People		
	Title / Duration	Upload Date	Summary, People		
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	Title / Duration	Upload Date	Summary, People		
	Title / Duration	Upload Date	Summary, People		
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