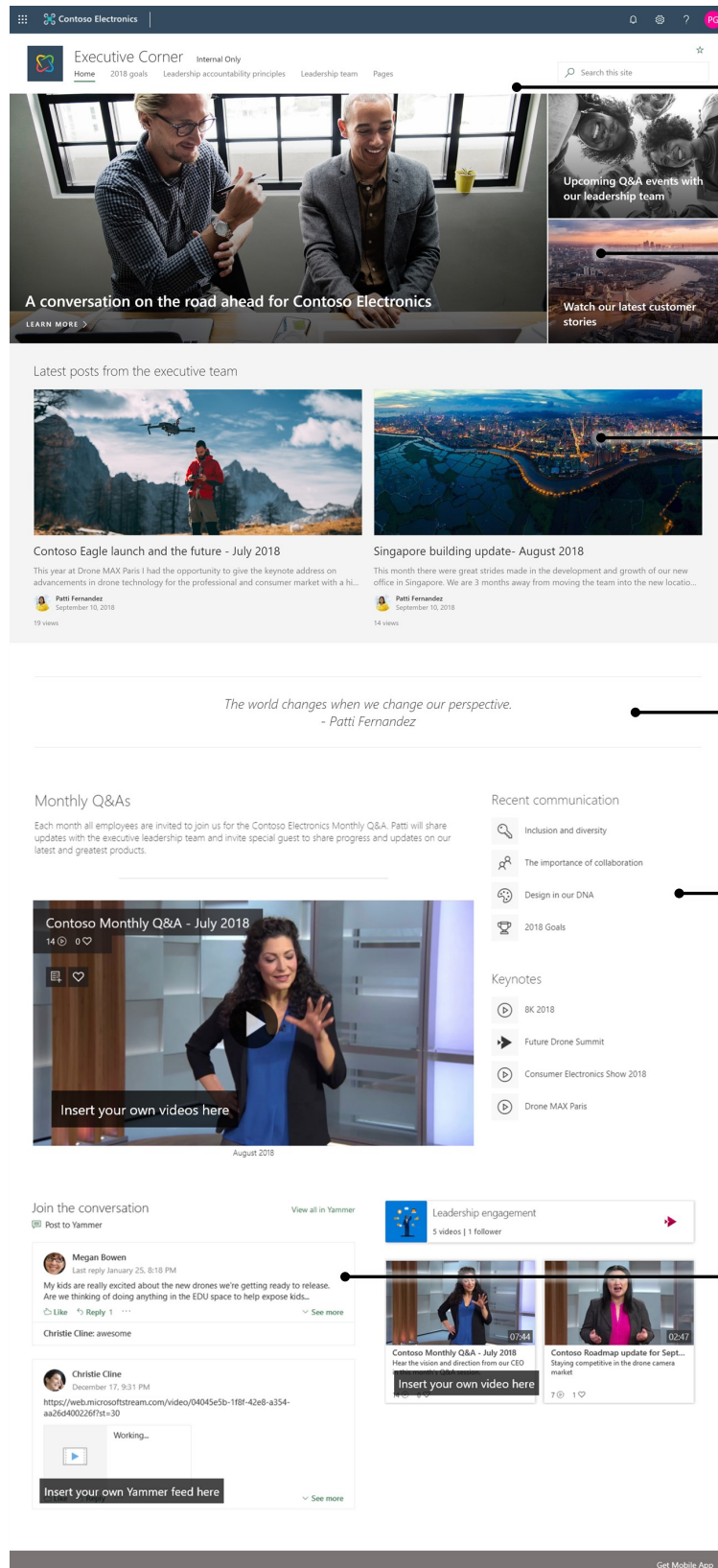 Microsoft 365

Leadership Site

A Leadership site provides your organization insight into the goals and priorities of the leadership team. This site can be connected to an enterprise portal or divisional hub site so that it's part of your main navigation and aligns with existing information architecture.

LEADERSHIP PAGE OVERVIEW

Header, menu, and edit controls

Showcase your company branding and provide links to related pages. This area also provides admins access to editing tools. Learn more.

Focus on priorities

Feature curated content that leadership considers a priority for the organization. Learn more.

Share timely news

Share the most recent content from leadership, including vision statements and blog postings. Learn more.

Inspire

Add impact to quotes that summarize the vision for the organization. Learn more.

Connect to important resources

Link to other pages and sites that cover key topics leadership cares about. Learn more.

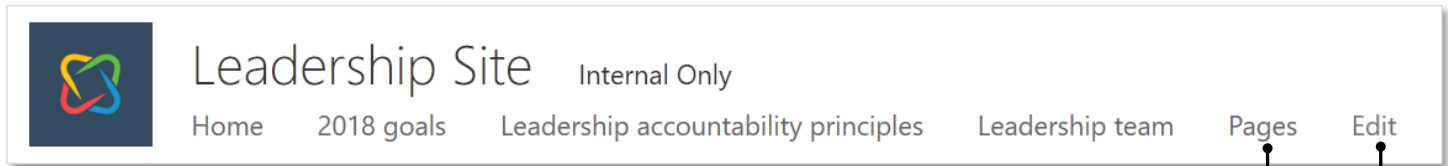### Keep communication fresh

Share recent comments from your organization and new leadership videos. Learn more.

Visit: **LOOK BOOK** **SharePoint**

Make the site yours

Communicate efficiently and in real time with SharePoint's powerful page creation and editing tools.

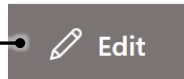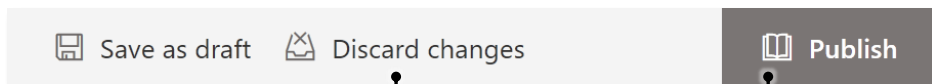## EDIT THE MENU AND SITE ORGANIZATION

Leadership Site Internal Only

Home   2018 goals   Leadership accountability principles   Leadership team   Pages   Edit

EDIT THE PAGE

❶ Start editing

On the right. below the header click **Edit** to begin editing your page.

✏️ **Edit**

💾 Save as draft   📰 Discard changes   📖 **Publish**

❷ Save drafts or discard

While editing, on the left, below the header your drafts can be saved for later or discarded.

❸ Publish

When your page updates are ready, click **Publish** to reveal them to your entire organization.

Manage site pages

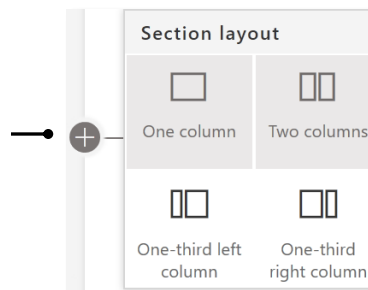Create, edit, and remove site pages easily by clicking **Pages**.

Add and edit the main menu

Easily edit the top menu to link the page to other SharePoint pages or on the Internet.
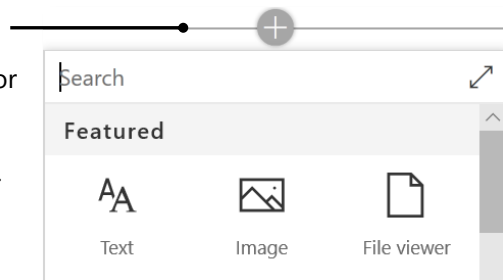
MANAGE SECTIONS AND WEB PARTS

Add sections

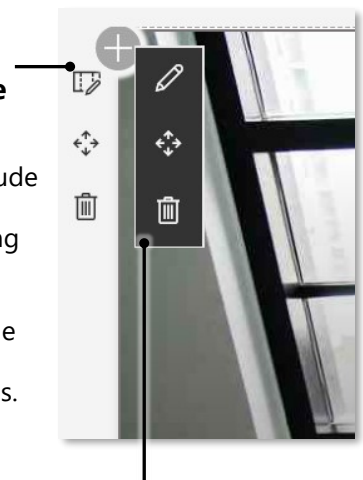The **+** symbol before or after a section will add a section using one of several layouts.

Section layout

☐ One column   ⊟ Two columns

▢▢ One-third left column   ▢▢ One-third right column

Edit layouts, move, or delete sections

Sections may include one or more web parts. While editing the page, each section will show controls to edit the layout, move, or delete the sections.

Add web parts

The **+** symbol before or after a web part will add a web part from a menu of several types.

Search
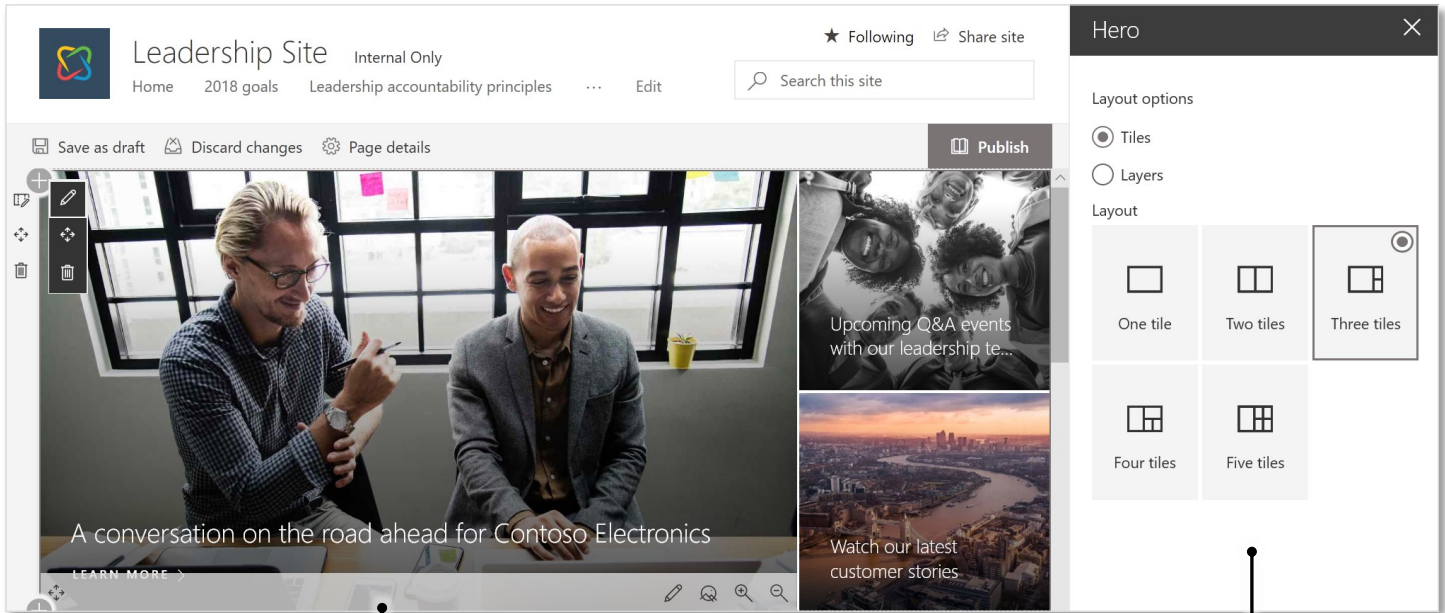
Featured

AA Text   🖼 Image   📄 File viewer

Edit, move, or delete web parts

Web parts may be edited, moved or deleted within sections. The **Edit web part** icon opens detailed controls unique to each web part type.

Visit: **LOOK BOOK** **SharePoint**

Make the site yours

Let your team know what's most important with high-impact hero images, company branding, and important news. The initial impact of the Leadership site home page is created by two web parts, Hero and News.
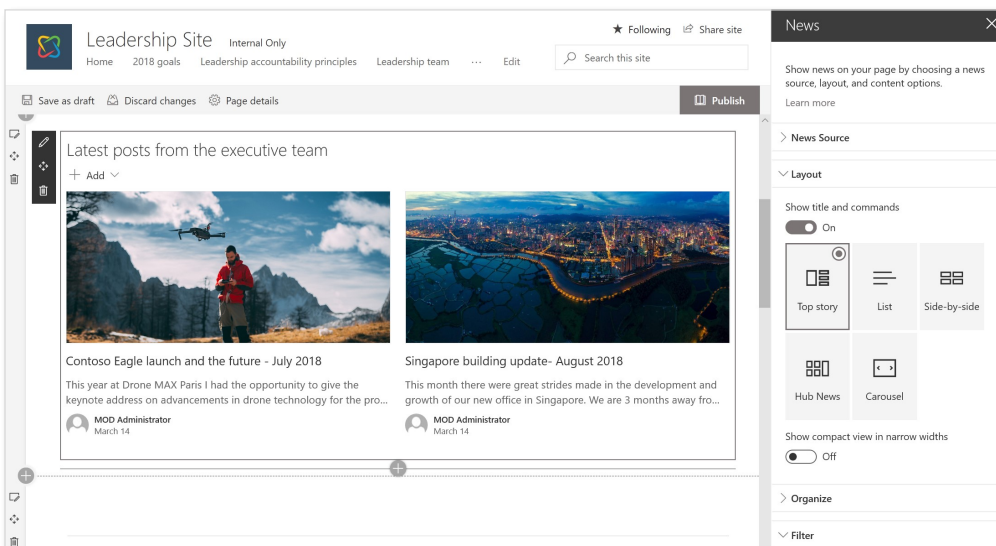
HERO WEB PART

Customize each tile

Use the **Move item** control on the left to rearrange the tiles within the Hero web part. Controls on the right **Edit details** adjusting the text and image used, **Set focal point** for the hover animation, plus **Zoom in** and **Zoom out** of the image.

Hero layout: Tiles or Layers

Editing the web part presents layout options. The **Tiles** option presents layouts for between one and five tiles. The **Layers** option sets each image as a layer with the image next to the title. Up to five layers are possible allowing one web part to create an entire page.

NEWS WEB PART
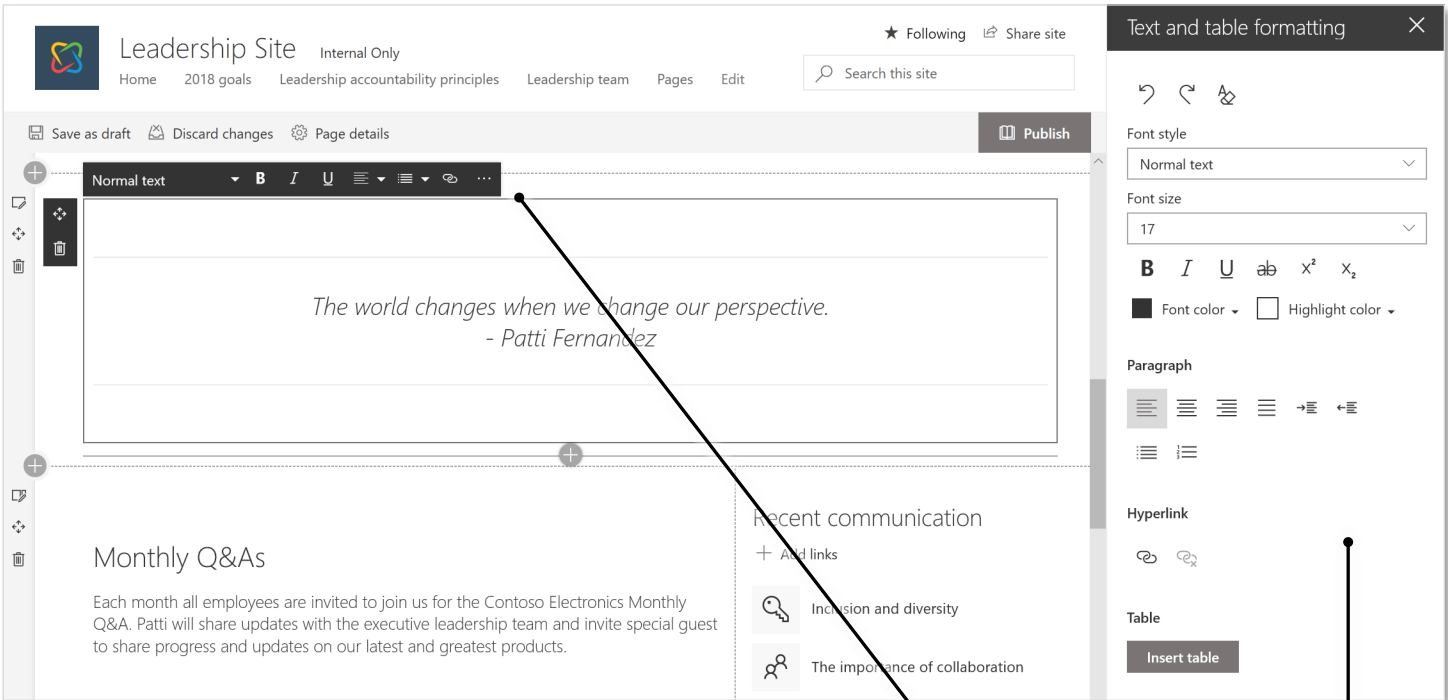

Select news and display

The News web part provides controls to choose the **News Source**, **Layout** news items, **Organize** and **Filter** the content.

Within the **Layout** control there are five options to adjust now news items are presented.

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Make the site yours

The lower page area shares more leadership directed content, video, and organization responses.
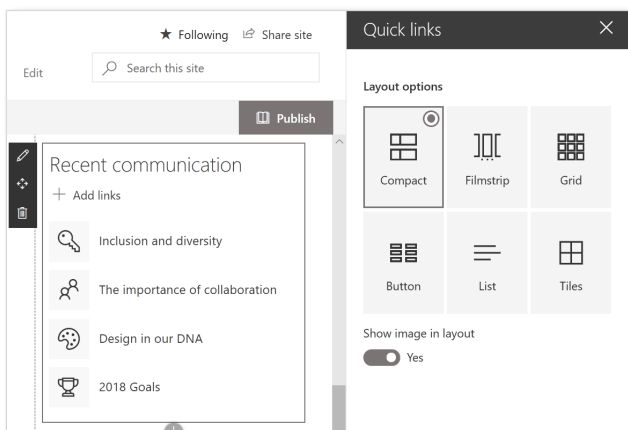
TEXT WEB PART

Refine the message

The leadership drop quote and the Monthly Q&A descriptions use the Text web part. This web part allows basic text formatting for creating fixed sections of formatted text.

Formatting

When editing text, this web part will offer basic formatting tools to set styles and add enhancements like **bold** and *italics*. Clicking the **...** control at the right end of the formatting tools offers additional options to the right of the web part.
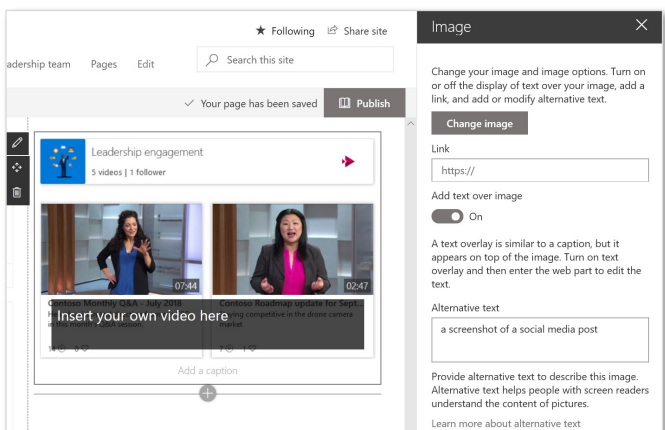
QUICK LINKS WEB PART

Easy professional looking menus

The Quick links web part offers several easy to use menu formats for listing links to other pages or sites.

IMAGE WEB PART

Easy image placement

The Image web part places a fixed image on the page. When deployed the images on this page are placeholders for suggested web parts that connect to content.

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