

The screenshot shows the Intranet Home Page for the 'Internal Comms Team'. It features a navigation bar at the top with a search bar (5) and a user profile icon (1). The main content area is divided into several sections: a calendar widget (2) showing the month of March 2023; a 'Fix It' form (6) for reporting issues; a 'My Apps' section (7) with icons for ADP, Bamboo, Concur, and Microsoft; a 'Quick Links' section (8) with links to Company Resolutions, Fix It, and the New England Journal of Medicine; and a 'My Recent Folders' section (9) listing folders like COVID-19 Resources, Employee Recognition, HR & Self-Service, and In Case of Emergency. The main content area also displays a carousel of news items, including 'The Weekly Beat | Week of March 13' and 'Pre-Shift Notes | Week of March 13th'.




When you log into theEMPLOYEEapp's Intranet, you will be taken to the Home Page. This is how you will navigate to other sections of the intranet, access widgets, and engage with recent content.

- All around the page, you'll see **Widgets** that your company has chosen to include (see numbered sections).
- Find content quickly by typing it into the **Search Bar** at the top of the page.
- Navigate to other parts of the app using the **6-Dot Grid Icon** at the top of the page.
- View **Alert** notifications by clicking the **Bell Icon** at the top of the page.
- Access your **Profile**, change your username/ password, or logout by clicking your name in the upper right.

**NOTE:** Only those with administrative access will see the **Crown Icon** in the top navigation.

- 1 Profile:** See your profile, change your name & profile picture
- 2 Calendar Widget:** Quick access to upcoming events
- 3 Recent Content:** See the content you viewed most recently
- 4 Directory Widget:** Get quick access to directory folders
- 5 Search:** Search for content/folders/contacts

- 6 Carousel Banner:** View and/or click on the rotating banners
- 7 My Apps:** Quick access to other "apps" your company set up
- 8 Quick Links:** Quick access to important company content
- 9 Recent Folders:** View the folders you opened most recently

-  **Crown Icon:** For admins to access the CMS
-  **6-Dot Grid Icon:** To navigate the Intranet
-  **Bell Icon:** To view Alert notifications