

Home logo
Return to your dashboard by clicking on the home button

Groups
View and manage all your groups

Spaces
Navigate between spaces in your workspace

View your notifications

View your personal and organisational contacts

Manage your profile settings

Use the search bar to find your applications

This text is the title of a group

Get an overview of your calendar

Add tiles to your workspace

Click here to edit the look and content of your workspace

Easily collaborate and communicate with colleagues through Yammer

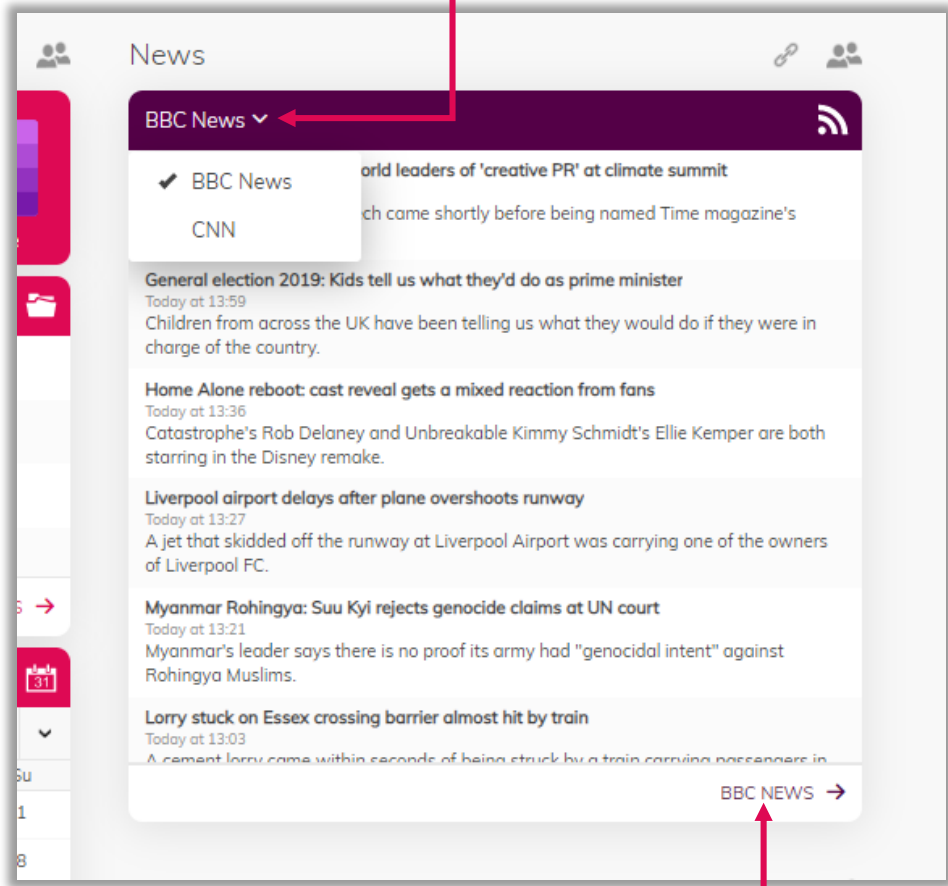
A shared group is displayed by this icon

The screenshot shows the Workspace 365 dashboard. At the top, there is a navigation bar with a home button, 'Workspace 365' title, 'Personal' and 'Information' tabs, a search bar, and a user profile for 'Sarah'. Below the navigation bar, the dashboard is divided into several sections:

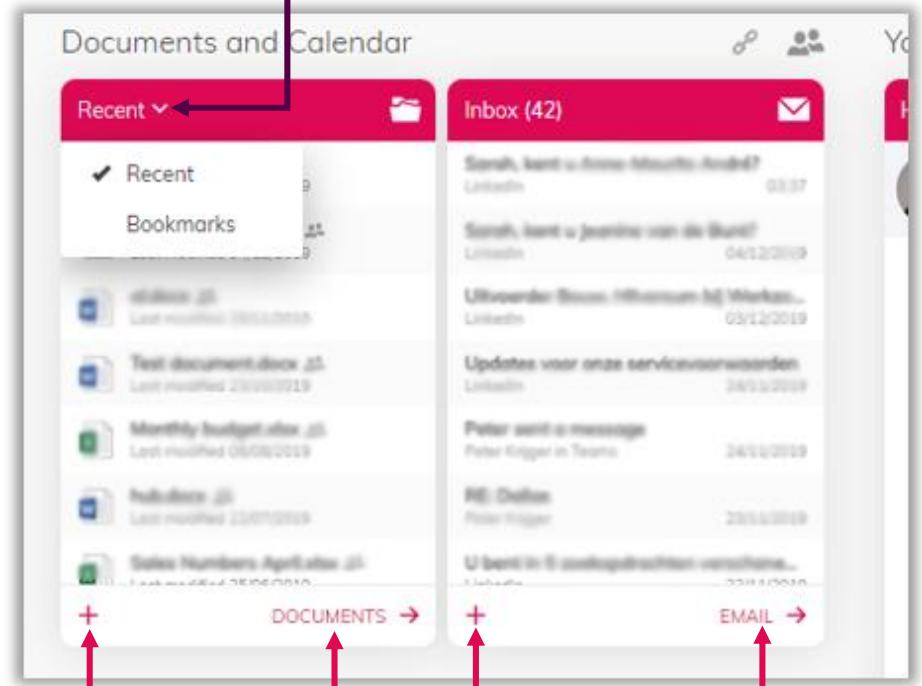
- Yammer:** A social collaboration space with a post from 'Liesbeth Jansen' about a new year's party.
- Office Management:** A central hub for productivity tools including Documents, SharePoint, OneNote, an Inbox (42), and a calendar.
- News:** A section for news articles from sources like BBC News and CNN.
- SSO & Hosted Desktop:** A grid of application tiles for Remote Desktop, Moneydance, Evemote, TOPdesk, Intra net, AFAS, Exact Online, and Uren Overzicht.
- Healthcare applications:** A section for healthcare-related apps like U4, raet, Patient data, ONS Nedap, ECD, MediCore, VCD Healthcare, and Zorgvraag.

Red arrows point from various text boxes to specific elements in the dashboard, such as the home button, search bar, Yammer post, calendar, and application tiles.

Navigate to your **other tabs** by clicking on this arrow



Navigate to your **information**



Create a new **item**

Navigate to your **application**

View statistics with the Power BI tile

Embed web content with an iFrame code

Never miss company news again with the Announcements live tile

Workspace 365

Personal Information

Edit workspace

Search

Sarah

Live informatie

How to configure SharePoint in

Later bekijken • Delen

Statistics

Average Revenue

Opportunity Size ● Small ● Medium ● Large

Opportunity Size	Yes	No
Small	~\$1.5M	~\$1.5M
Medium	~\$4.5M	~\$4.5M
Large	~\$8.5M	~\$6.5M

Announcements

Announcements

NEW: Announcement Centre
15/11/2019
Hi communication team, We are now able to send announcements as notifications or pop-ups within the workspace! I've given you...

New Head of Surgery
15/11/2019
We are very happy to introduce John Doe as our new Head of Creative. He has been with our company quite recently, but because...

Company workshops
15/11/2019
Of course we all want to improve ourselves as well as the company, so we organised a company-wide workshop day in which we can a...

Berencamperweg 6d
Grote kaart weergeven

Golden Tulip Ampt van Nijkerk

De Loods

Kantoormeubelen

John van de Bunt Motoren BV

Expert Hoofdkantoor

Koningin Em

West

Central

East

POWER BI

Workspace365

Documents App

Click the folder-titles to **navigate** between folders and subfolders

Folders & Files

+ New Upload Sync

<< 🔍 ↻

★ Bookmarks

📁 Cloud documents

My documents

Documents

Shared with me

Recycle bin

Shared Company Files

Accounting

Documents

Marketing

Recycle bin

📁 Fileserver

Y:/

Z:/

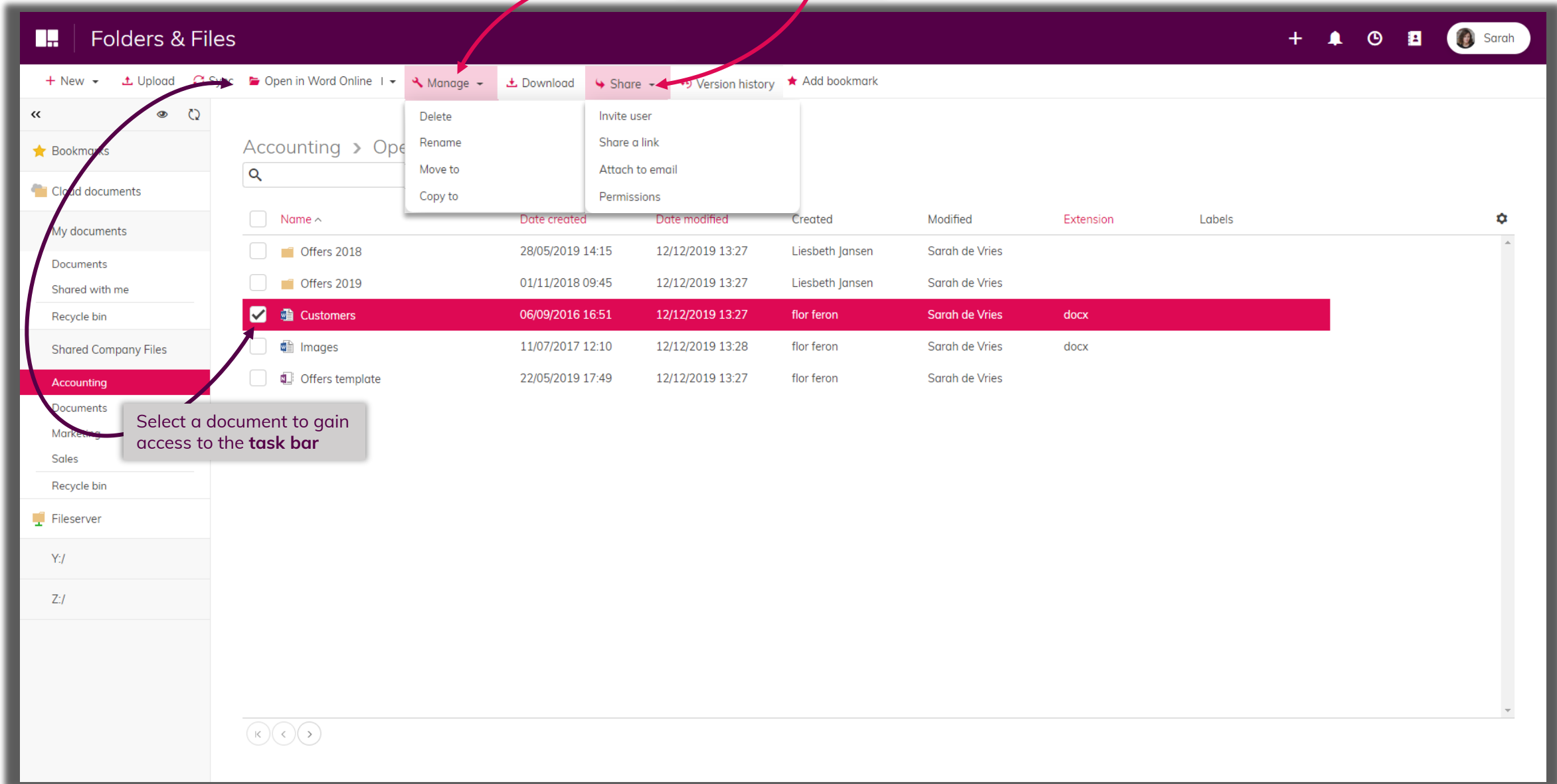
Accounting > Open offers

🔍 current & subfolders

<input type="checkbox"/> Name ^	Date created	Date modified	Created	Modified	Extension	Labels	⚙️
<input type="checkbox"/> 📁 Offers 2018	28/05/2019 14:15	28/05/2019 14:15	Liesbeth Jansen	Liesbeth Jansen			
<input type="checkbox"/> 📁 Offers 2019	01/11/2018 09:45	01/11/2018 09:45	Liesbeth Jansen	Liesbeth Jansen			
<input type="checkbox"/> 📄 Customers	06/09/2016 16:51	22/07/2019 12:09	flor feron	Liesbeth Jansen	docx		
<input type="checkbox"/> 📄 Offers template	22/05/2019 17:49	22/05/2019 17:49	flor feron	flor feron			
<input type="checkbox"/> 📄 Images	11/07/2017 12:10	25/10/2017 17:59	flor feron	Sarah de Vries	docx		

You are here

Manage or share a document

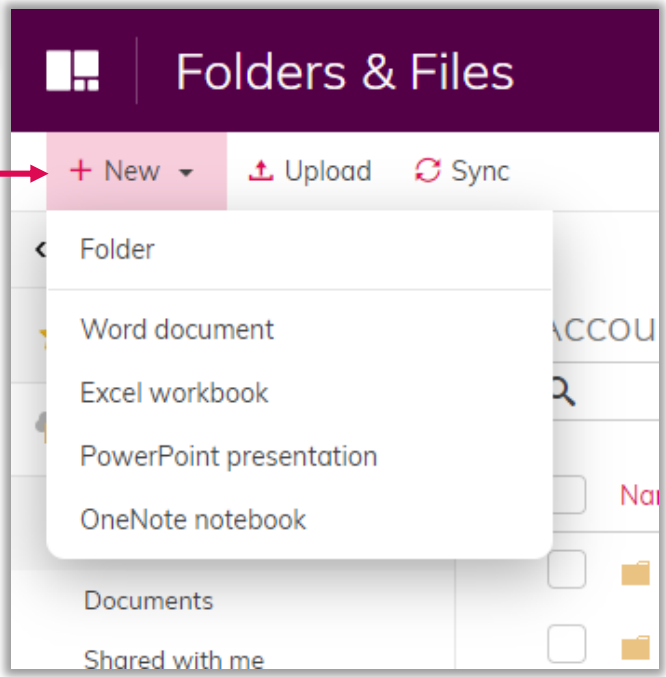


Select a document to gain access to the **task bar**

- Delete
- Rename
- Move to
- Copy to
- Invite user
- Share a link
- Attach to email
- Permissions

<input type="checkbox"/>	Name ^	Date created	Date modified	Created	Modified	Extension	Labels
<input type="checkbox"/>	Offers 2018	28/05/2019 14:15	12/12/2019 13:27	Liesbeth Jansen	Sarah de Vries		
<input type="checkbox"/>	Offers 2019	01/11/2018 09:45	12/12/2019 13:27	Liesbeth Jansen	Sarah de Vries		
<input checked="" type="checkbox"/>	Customers	06/09/2016 16:51	12/12/2019 13:27	flor feron	Sarah de Vries	docx	
<input type="checkbox"/>	Images	11/07/2017 12:10	12/12/2019 13:28	flor feron	Sarah de Vries	docx	
<input type="checkbox"/>	Offers template	22/05/2019 17:49	12/12/2019 13:27	flor feron	Sarah de Vries		

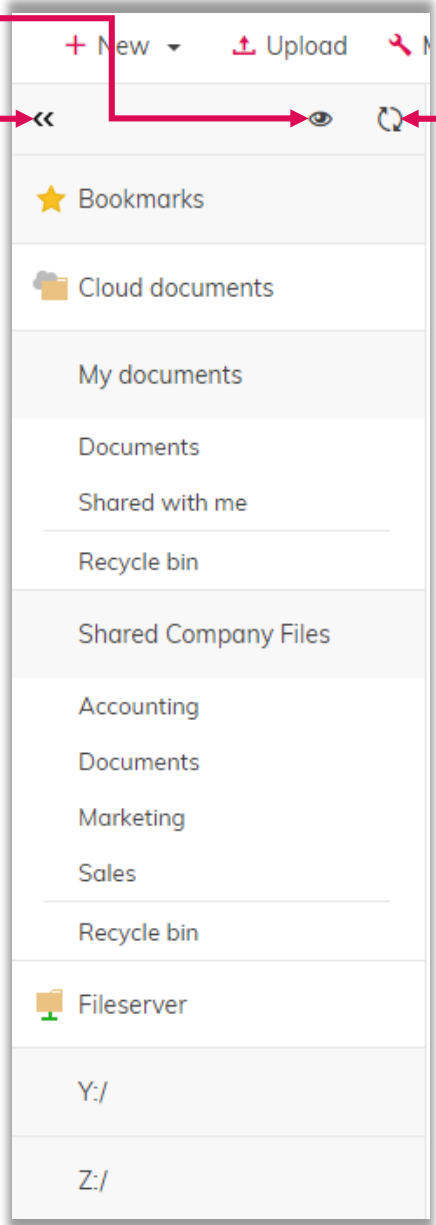
Click 'New' to create a new folder or document



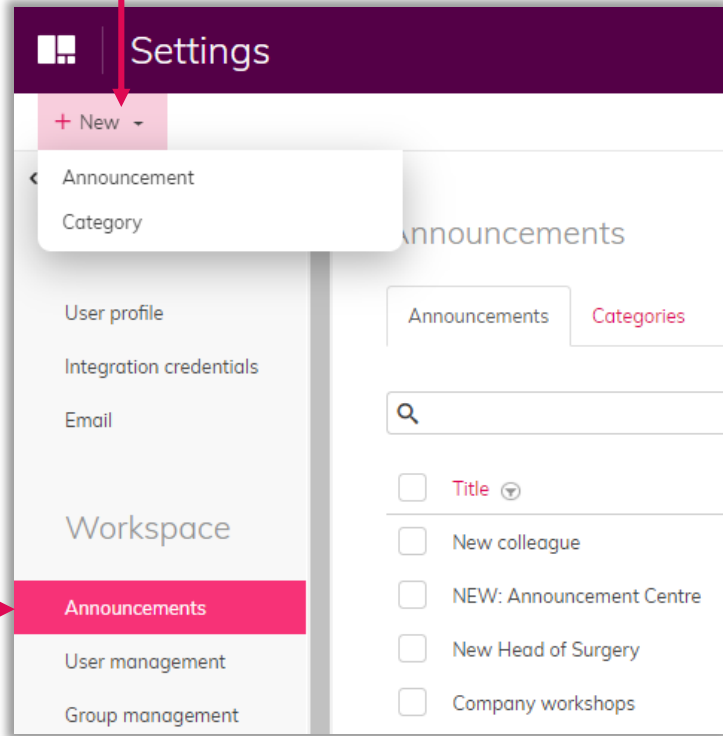
Click here to manage the **visibility** of your libraries

Minimize the folder pane

Click here to **refresh** the page



Click 'New' to create an announcement or category

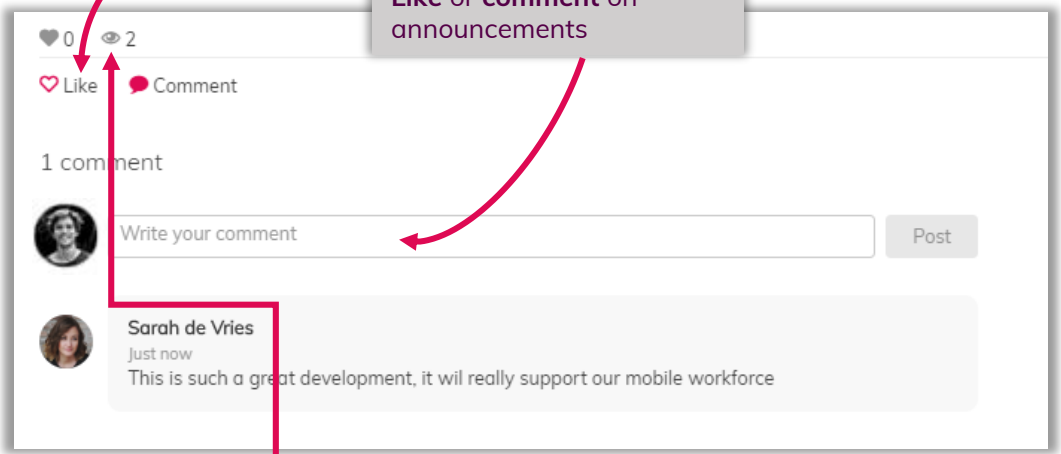
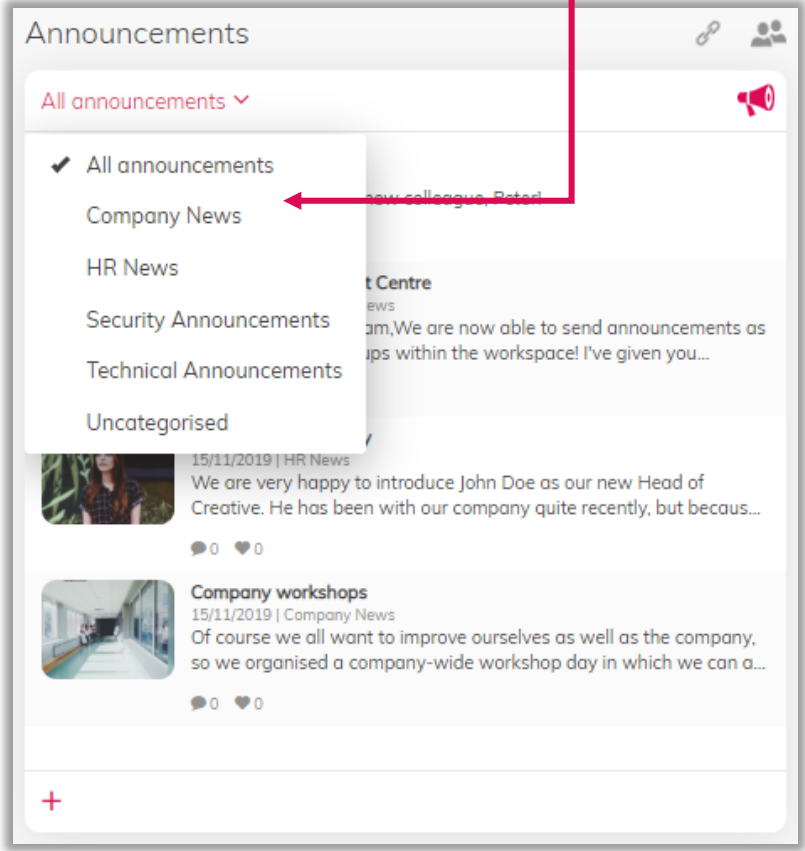


You are here

Determine the recipients of the announcement under this tab

The screenshot shows the 'New announcement' form with the 'Recipients' tab selected. The form includes a 'Title' field, a 'Description' field with a rich text editor, a 'Media' section with radio buttons for 'None', 'Image', and 'Video', a 'Category' dropdown menu, and checkboxes for 'Show pop-up directly to user' and 'Allow comments'. A red arrow points from the 'Recipients' tab to a callout box.

View announcements based on their **categories**



Like or **comment** on announcements

See the **amount of views** of an announcement



Disable or edit applications

Easily filter applications based on their settings

App store

+ New app Refresh apps All apps Search apps

- Shortcut
- Azure app
- Clientless RDP
- Citrix XenApp
- Web content
- Local app (beta)

Address book Communication Simplify Easily access, edit and create your contacts from the sidebar. Enable Disable Edit	AFAS Custom Simplify Stay updated and instantly view all announcements. Disable Edit		
Box Custom Simplify Delete Edit	Calendar Productivity Simplify Immediately get insight into your future appointments with the live tile and never miss an appointment. This app is linked to your Outlook calendar. Disable Edit	ConnectWise Office Simplify Boost your support services by showing the status of support tickets in the ConnectWise live tile. Disable Edit	Contact Business apps Boost Disable Edit
Documents Productivity	Dropbox Custom	Dynamics CRM Custom	ECD Custom

Close

Click 'New app' to create an application

Enable applications and determine the settings and who has access

Use the search bar to quickly find applications

Owner permissions
Maintenance
Conditional access

Create or manage your spaces

The image shows a dark purple header bar of a software interface. On the left, there are three rounded buttons: 'Personal', 'Intranet', and 'Reporting'. To the right of 'Reporting' is a three-dot menu icon. A red line connects this icon to a grey callout box above it containing the text 'Create or manage your spaces'. Below the three-dot icon, a white dropdown menu is open, containing two items: '+ Create shared space' and a gear icon followed by 'Manage shared spaces'. To the right of the header bar, there are several icons: a grid, a plus sign, a bell, a clock, and a person icon. The person icon is labeled 'Liesbeth'. Below these icons is a search bar with a magnifying glass icon and the text 'Search'.

Personal

Intranet

Reporting



Liesbeth

+ Create shared space

⚙ Manage shared spaces

🔍 Search