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Fresh Intranet - Feature catalog

October 2026

We are Fresh

Fresh, a product launched by the Advania Group in 2015, is an enterprise-class intranet solution designed not just around features but based on real intranet usage scenarios.

Built on the power of Microsoft 365, SharePoint, Teams and Viva, Fresh runs on your Microsoft environment, complying with your business requirements.

Fresh's focus on user experience, accessibility and Microsoft 365 ensures a seamless, inclusive and efficient experience for your employees in the hybrid work landscape.



What's new in Fresh Intranet V2026-R4

New functionalities

- Notifications: Central controls for intranet alerts, with optional email and Teams notifications
- Content to review: Review overdue and upcoming items, update dates and reassign ownership
- Followed content: Follow tags, get suggestions and alerts about new relevant content
- Kudos: New categories, richer messages, likes and comments, plus a dedicated sharing page
- Polls: Single- or multi-select questions with scheduling, targeting and results controls
- Badges: Branded, multilingual recognition with an optional nightly sync to user profiles

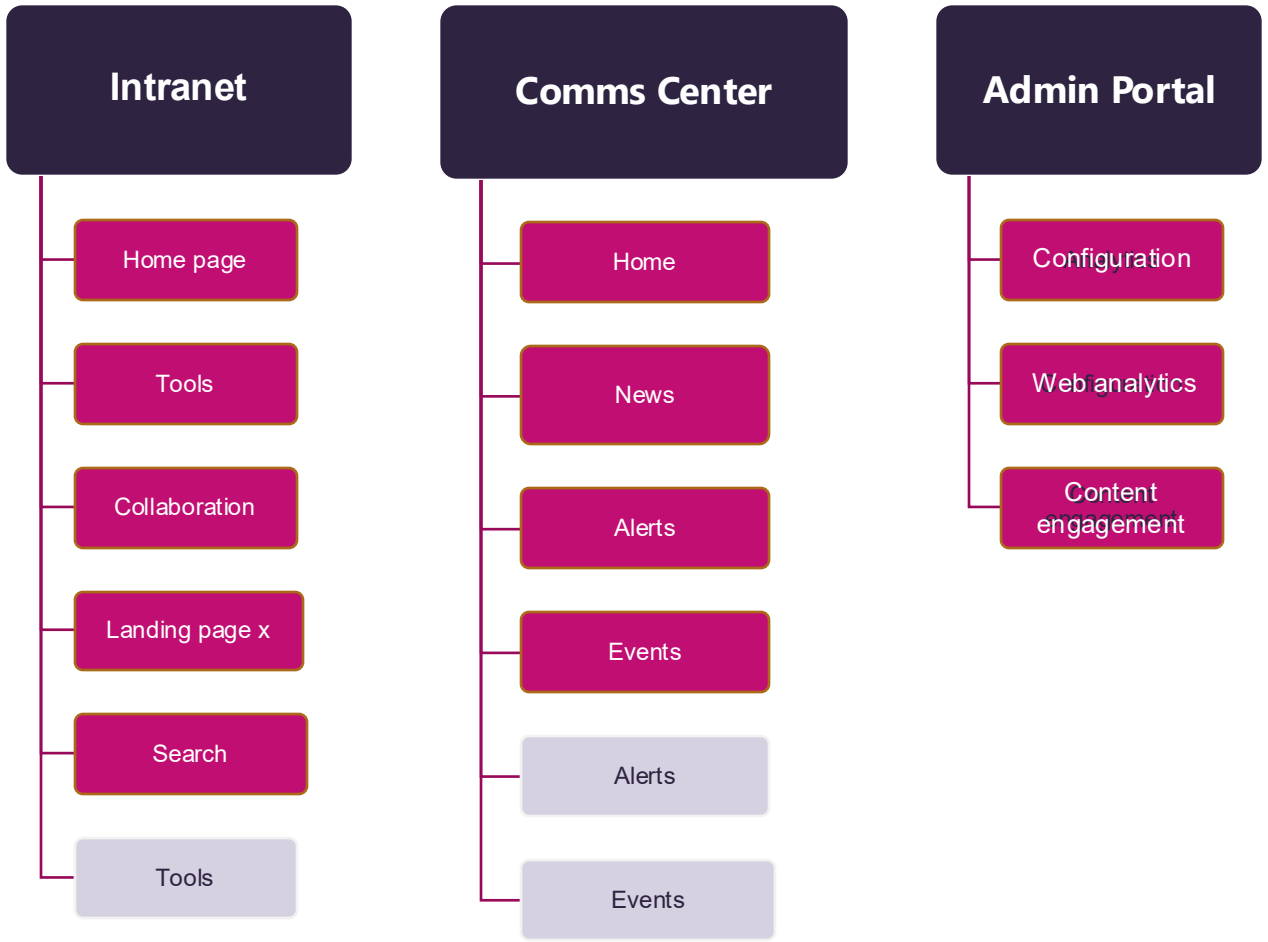
Improvements

- People web parts: Eight layouts, contact actions and custom context in Curated People
- Celebrations: Branded visuals, carousel options and annual recurrence for list items
- Content ownership: Multiple owners, broader visibility and a current-site default in the wizard
- FreshMind: Titles replace reference URLs. Page actions hide Views for external users
- Search: Share Kudos from results, with fixes for synonym logging and suggestion dropdowns
- Analytics: Clearer current-instance chart descriptions and more resilient FreshMind sync

Core intranet

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Example of intranet structure



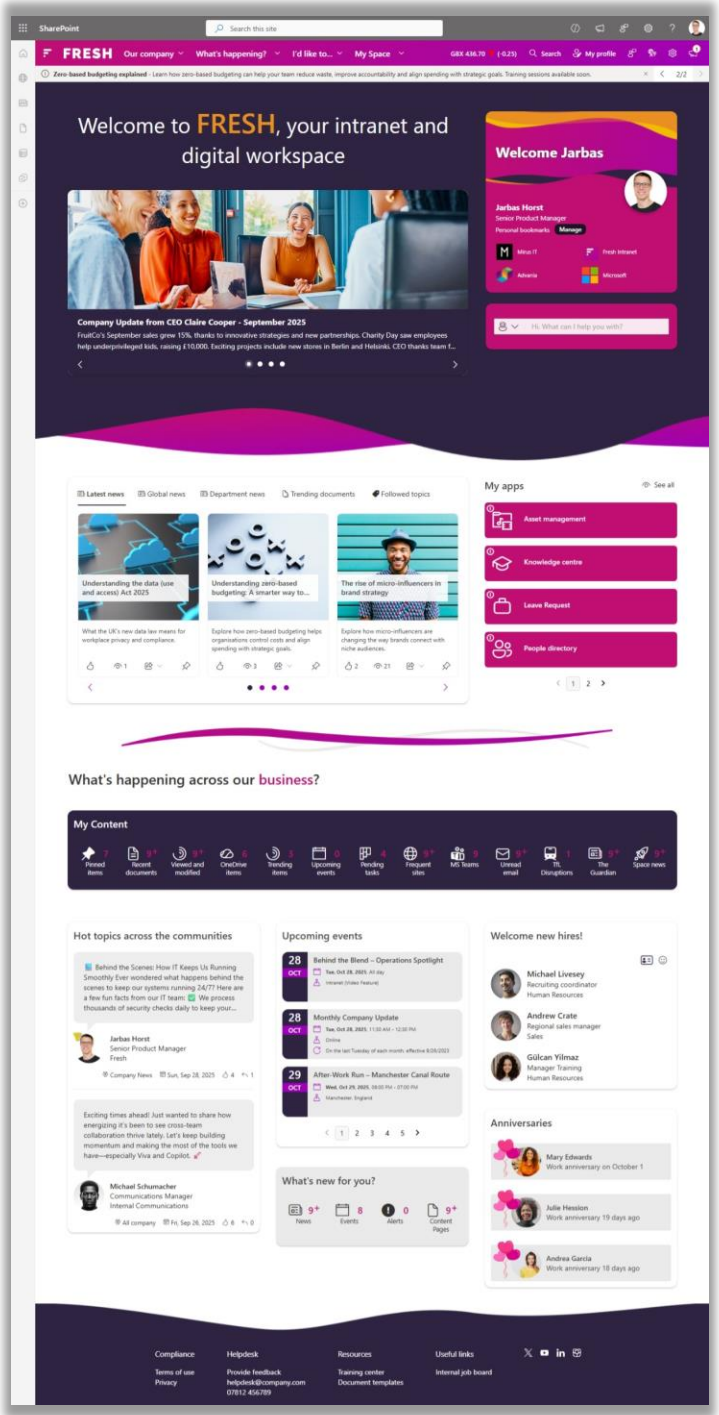


Intranet

Intranet* is the main building block that is deployed as part of a Fresh Intranet installation.

Contains the following components:

- Intranet homepage
- Tools list
- Directories/Landing pages
- Optional
  - Badges
  - Kudos
  - Feedback



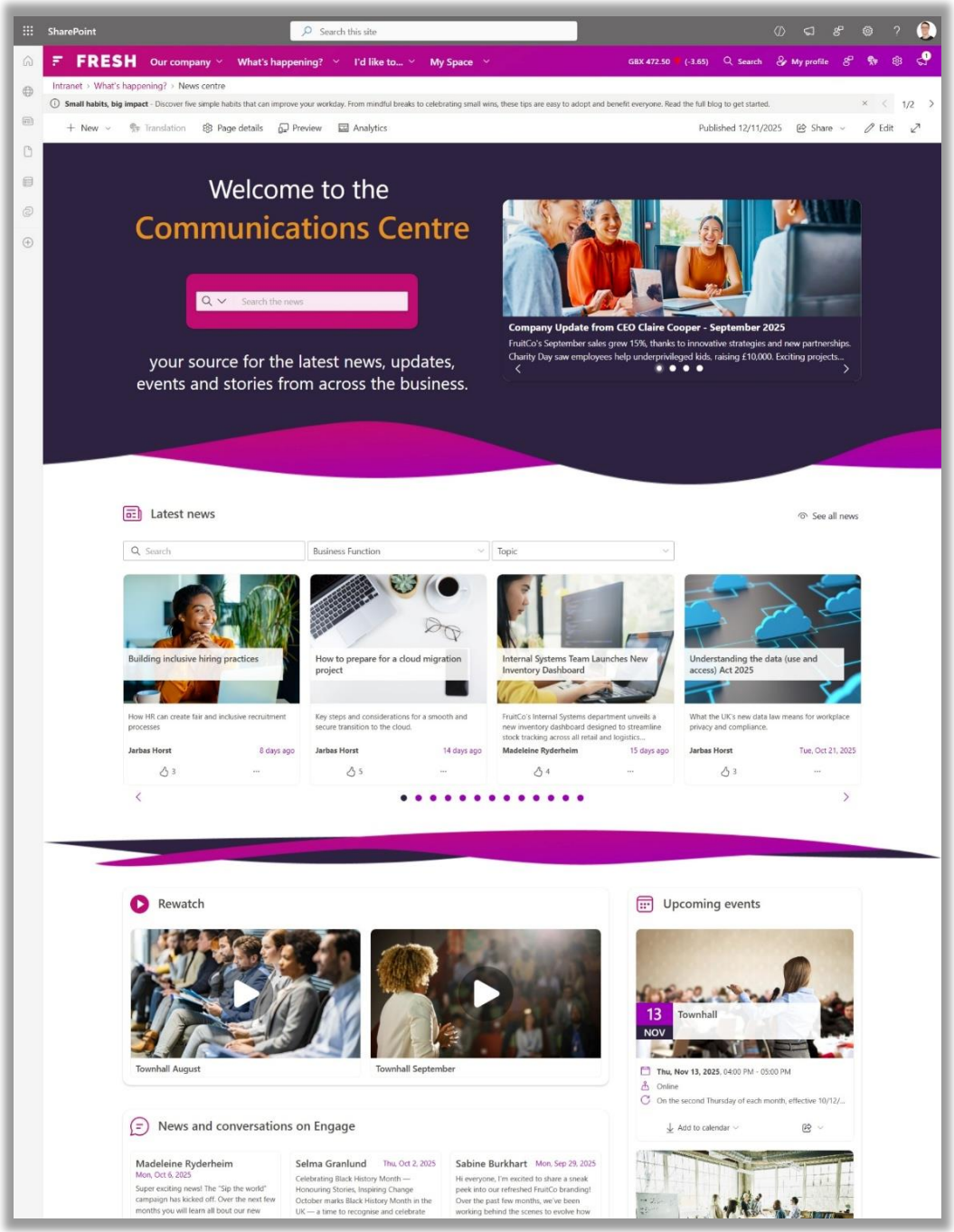
* Required site in a Fresh Intranet installation.

Comms center

Comms center* is a central place where the communication content can be created and managed.

Contains the three main components:

- Alerts
- Events
- News



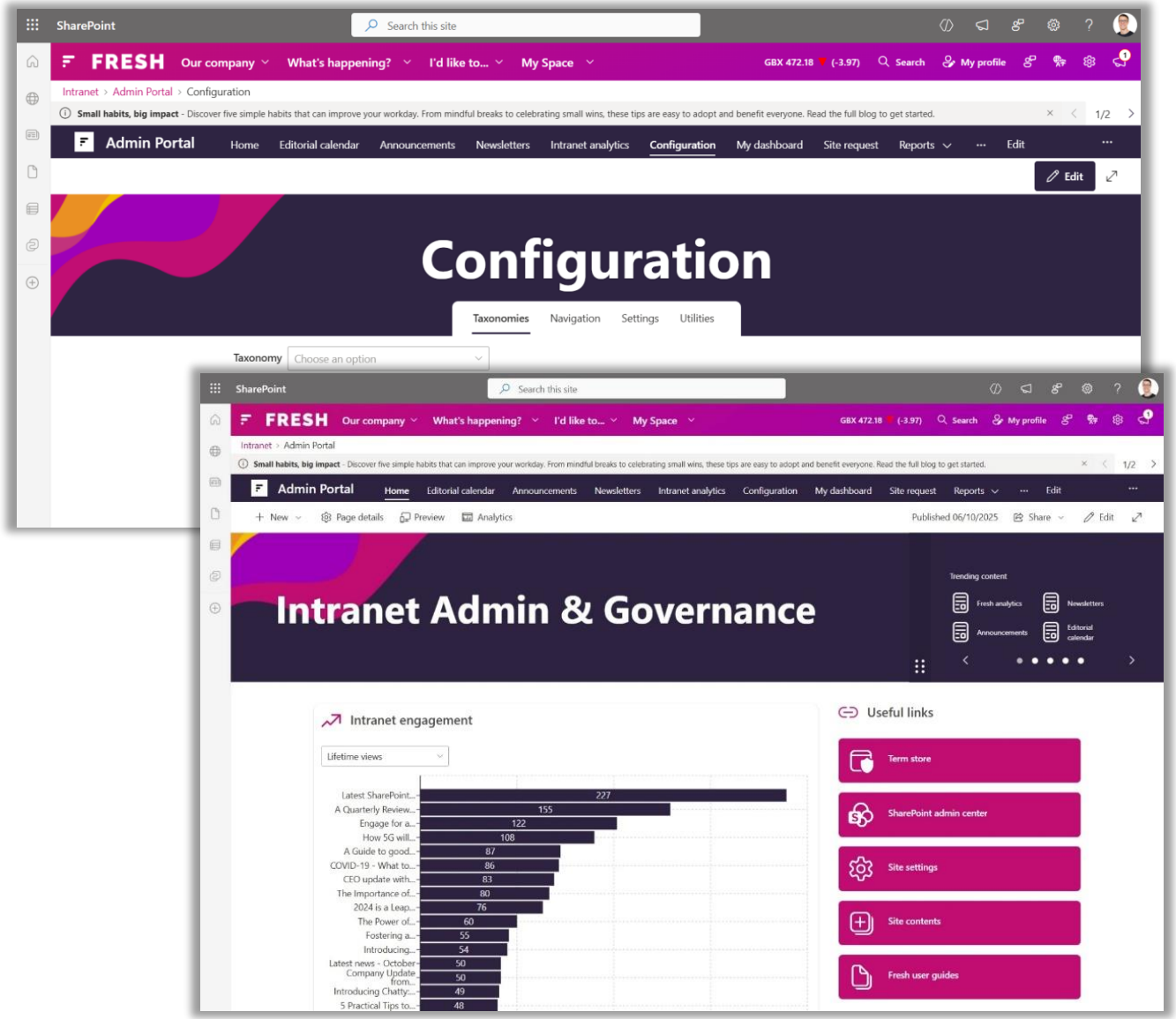
* Required site in a Fresh Intranet installation.

Admin Portal

Use the Admin Portal* to manage the major Fresh configuration options and to understand how your content resonates with your intranet audience.

Contains the following components:

- Configuration page: Taxonomies, Navigation, Settings, and Utilities.
- Web analytics page: All page views, Peak time views, Tools, Engagement, Search, and Newsletter. (Optional and requires Azure)



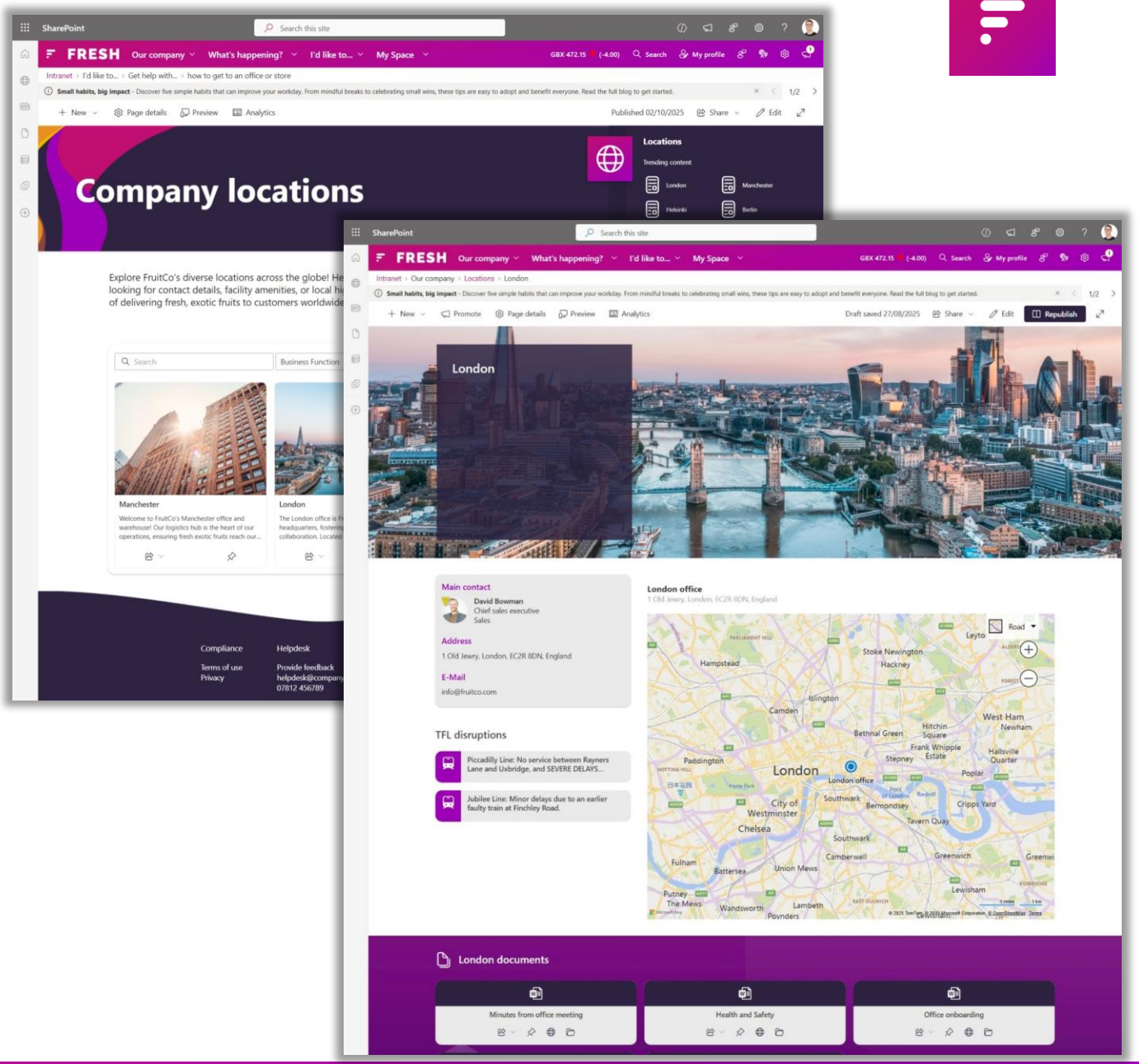
* Required site in a Fresh Intranet installation.

Locations

Use Locations* to share information about office locations, like nearby parking, how to book a meeting room and how to contact the office manager.

Rename "Locations" and modify its structure (PnP template) based on your needs.

Available as a template that users can request via provisioning.

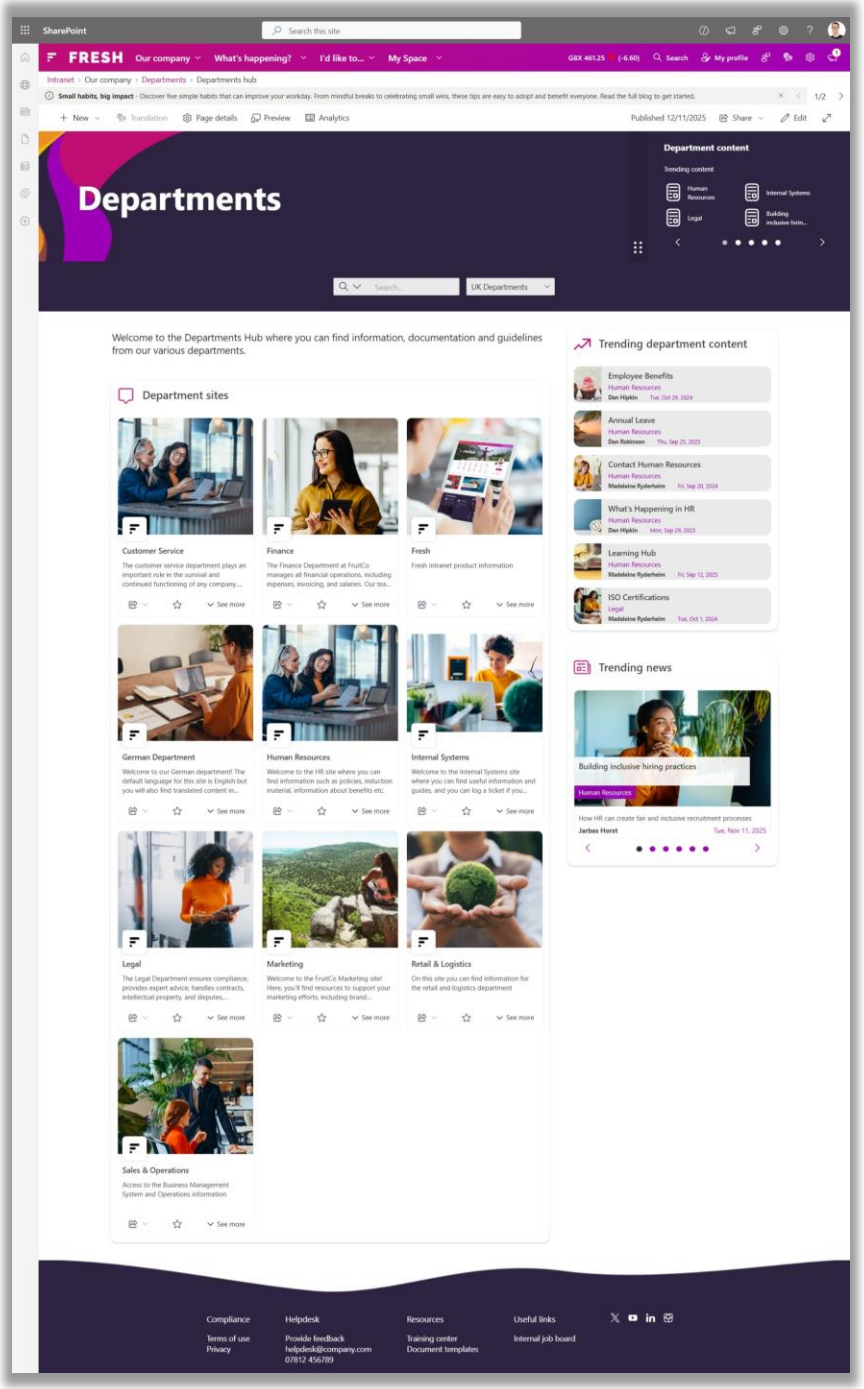


* Optional built-in intranet scenario that can be deployed during a Fresh Intranet installation.

Department hub

Department hub* is a SharePoint hub site that serves as a central place for users to navigate to different department sites.

Rename "Department hub" and modify its structure (PnP template) based on your needs.



* Optional built-in intranet scenario that can be deployed during a Fresh Intranet installation.

Department site

Use a Department site* to share information, documents, and links to enable users to find all the information they need in one place.

Rename "Department site" and modify its structure (PnP template) based on your needs.

Available as a template that users can request via provisioning.



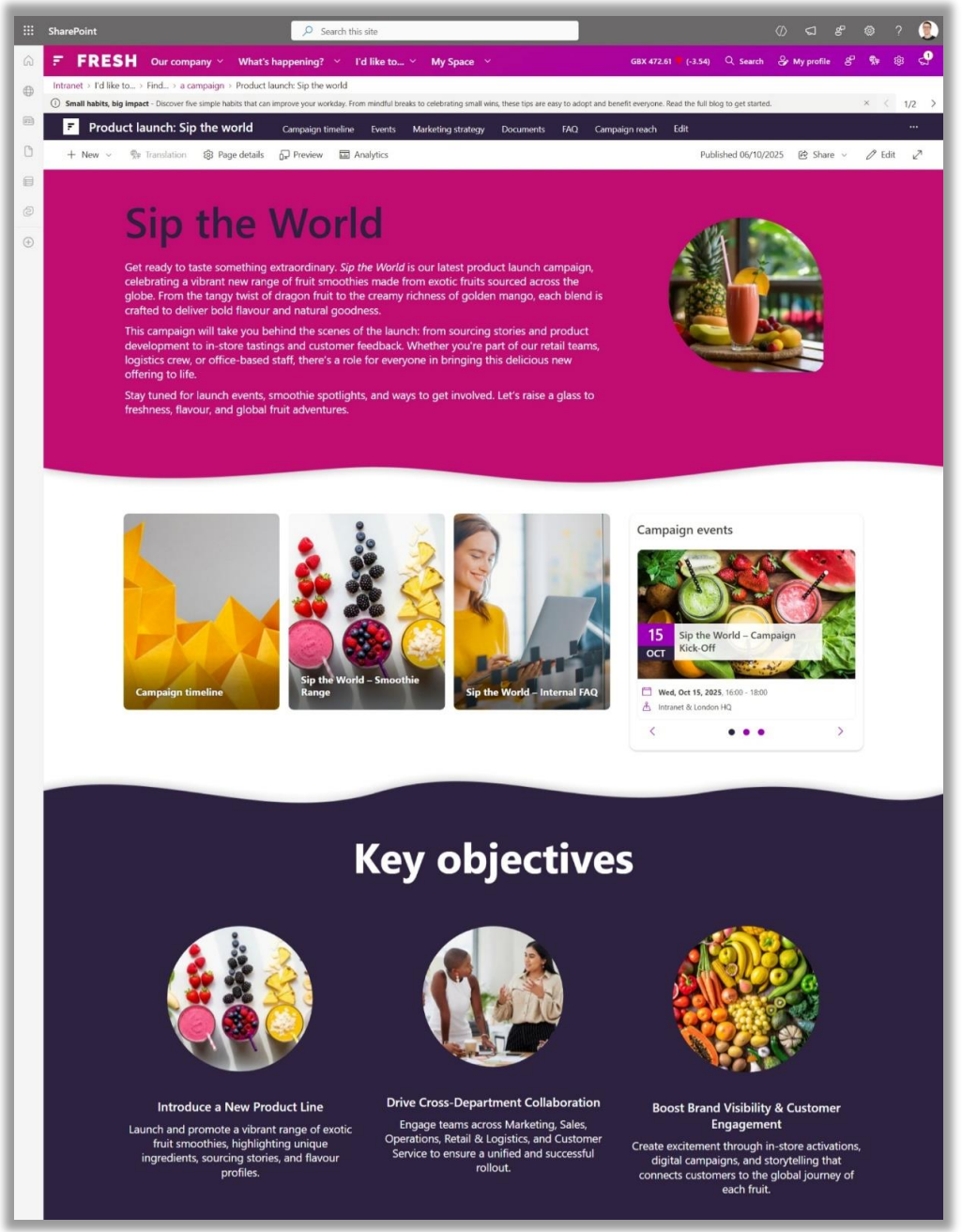
* Optional built-in intranet scenario that can be deployed during a Fresh Intranet installation.

Content site

Use a Content site* to store information about the business units or organizational information such as policies, templates, values

Rename "Content site" and modify its structure (PnP template) based on your needs.

Available as a template that users can request via provisioning.



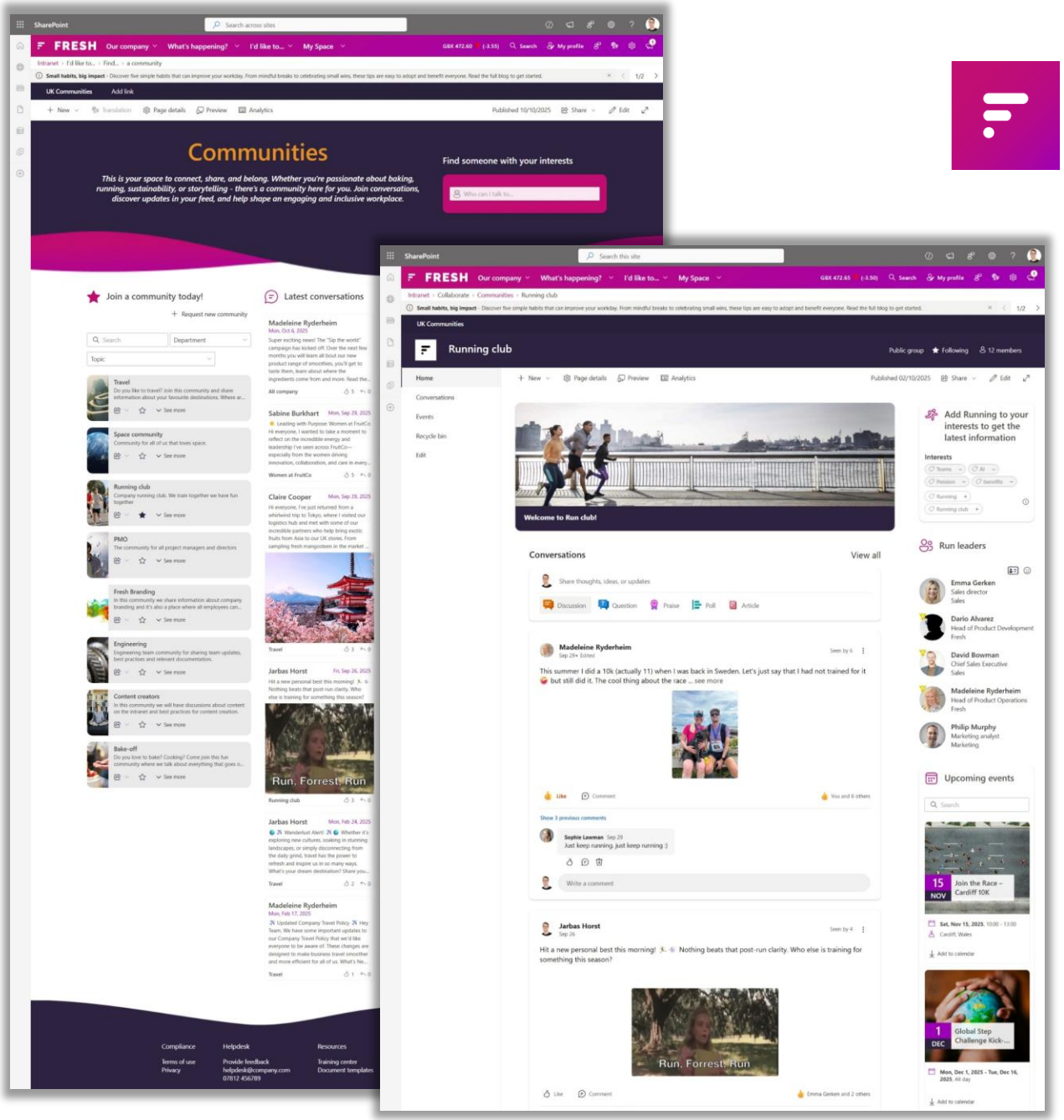
* Optional built-in intranet scenario that can be deployed during a Fresh Intranet installation.

Communities

Use Communities* to enhance the employee community with topics-based collaboration and discussions on Viva Engage.

Rename "Communities" and modify its struct ure (PnP template) based on your needs.

Sites/Viva Engage communities can be requested and provisioned in line with the agreed template.



* Optional built-in intranet scenario that can be deployed during a Fresh Intranet installation.

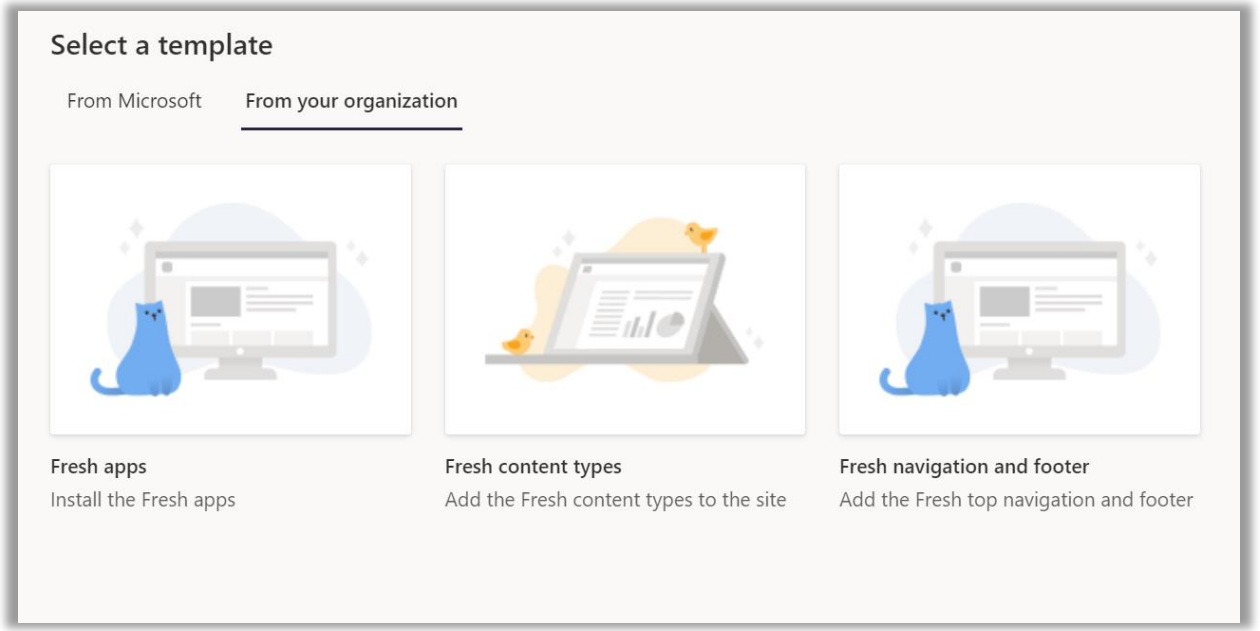
Additional areas

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Freshify with site templates

- 3 site templates as option to add additional sites to the intranet
  - Fresh solution apps
  - Fresh content types
  - Fresh navigation and footer

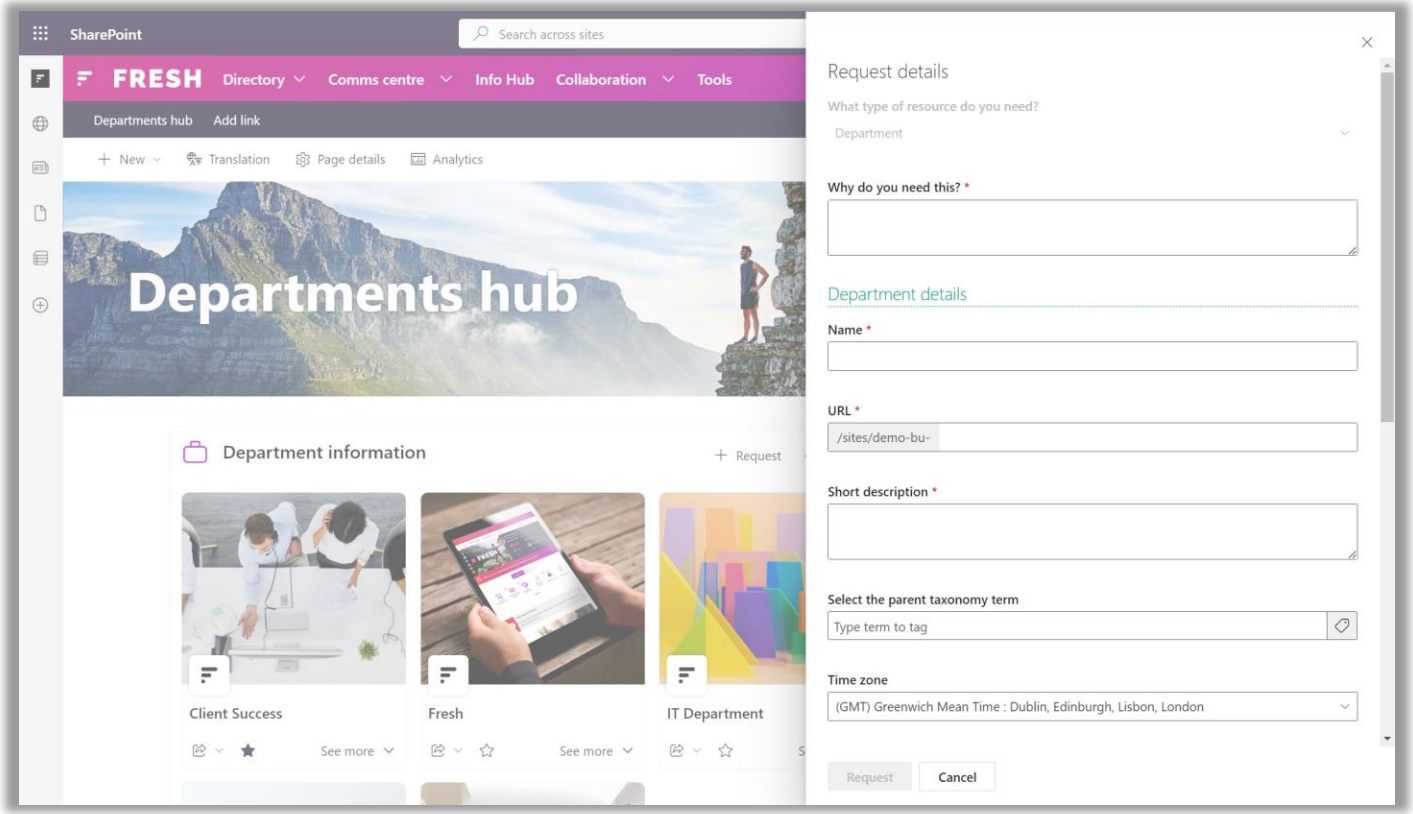
- Consideration
  - Templates are available on the whole tenant and is available to all site owners



Provisioning

The provisioning module enables clients to create new sites and pages following the initial intranet implementation.

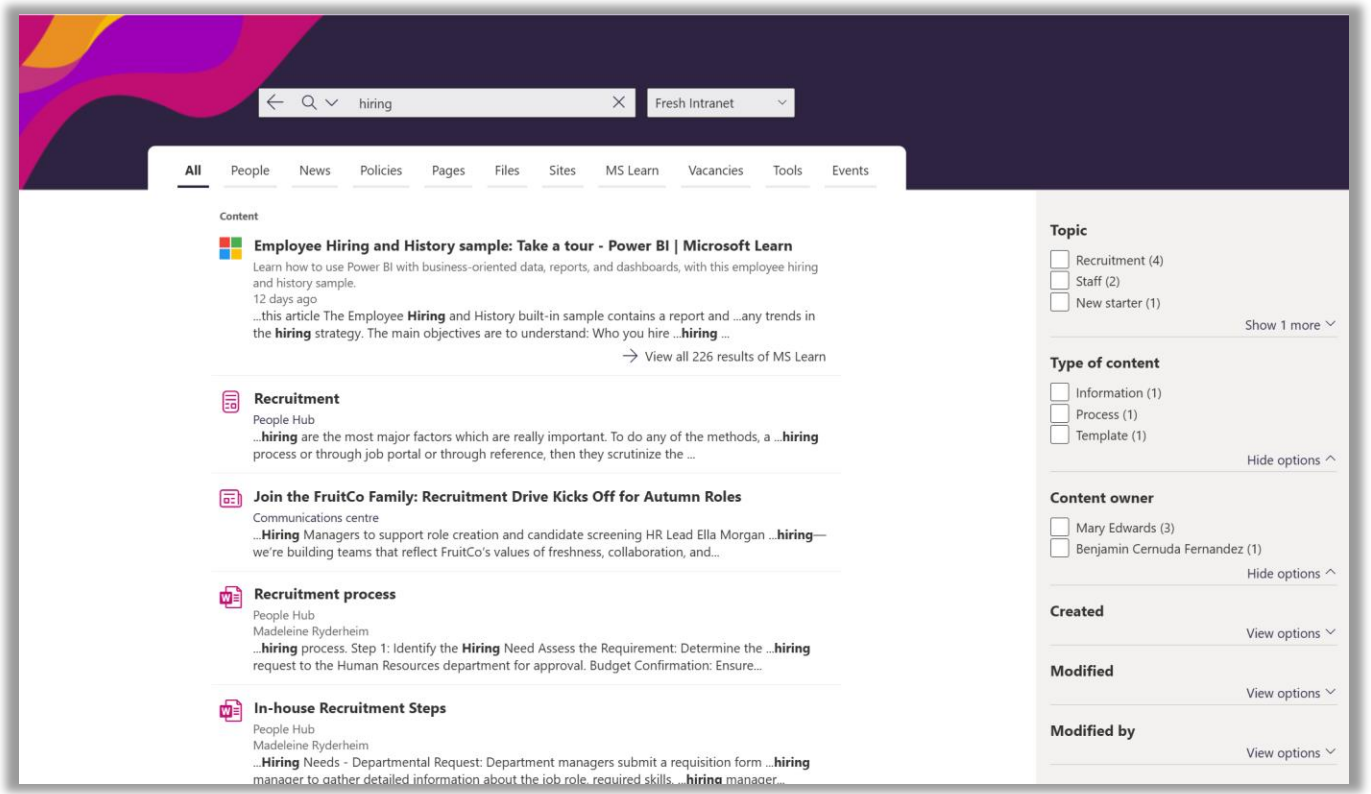
Configuration is available for approvers, default owners, members, and so on.



Search

Create a dedicated and extensive search experience, such as a Search Center/Hub, for your intranet users.

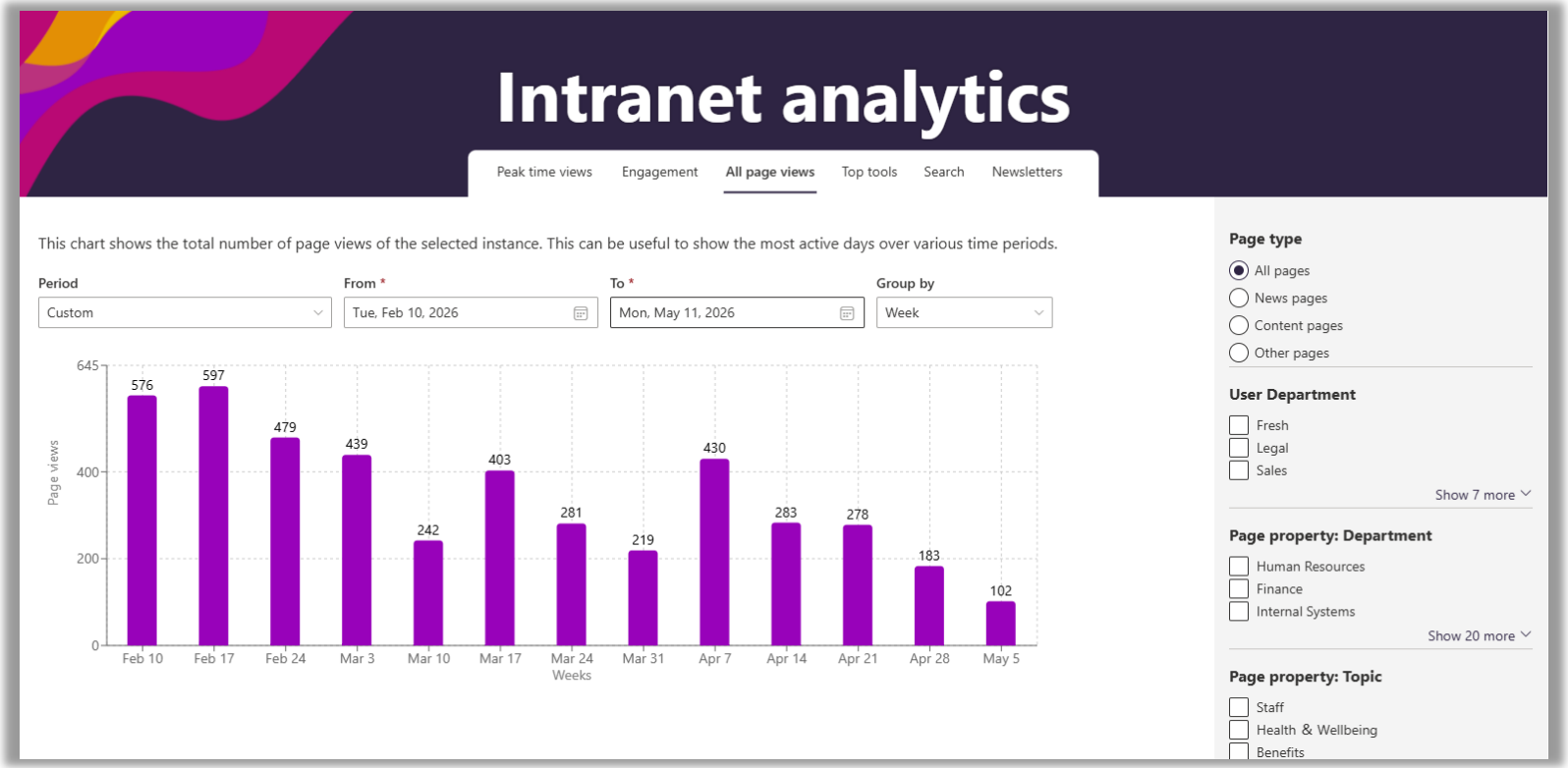
- Components: Search box, Seach scope, Search verticals, Search results, Search refiners, Search adaptive card (ACE)
- Available via the Fresh global navigation in SharePoint and through our Fresh Search card in Viva Connections
- Enterprise search support via Microsoft Copilot connectors



Web analytics

Fresh provides functionality which captures analytics data that can be further analysed using one of the following services:

- Azure Application Insights
- Fresh analytics
- Google analytics
- Google tag manager
- Microsoft Clarity

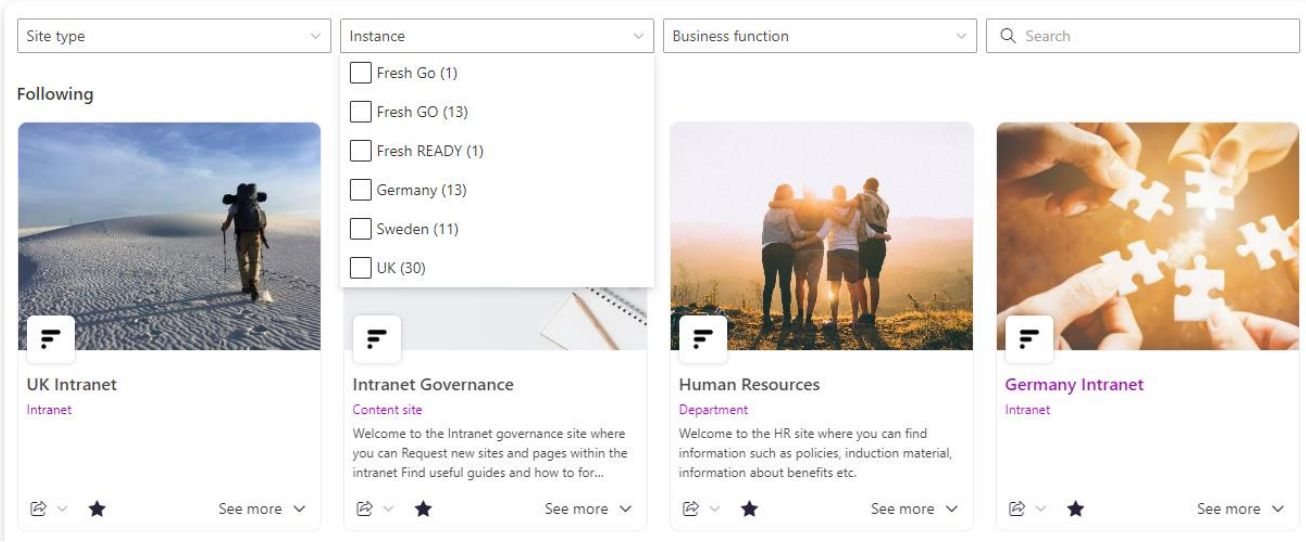


Instances

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What is an instance and what's it used for?

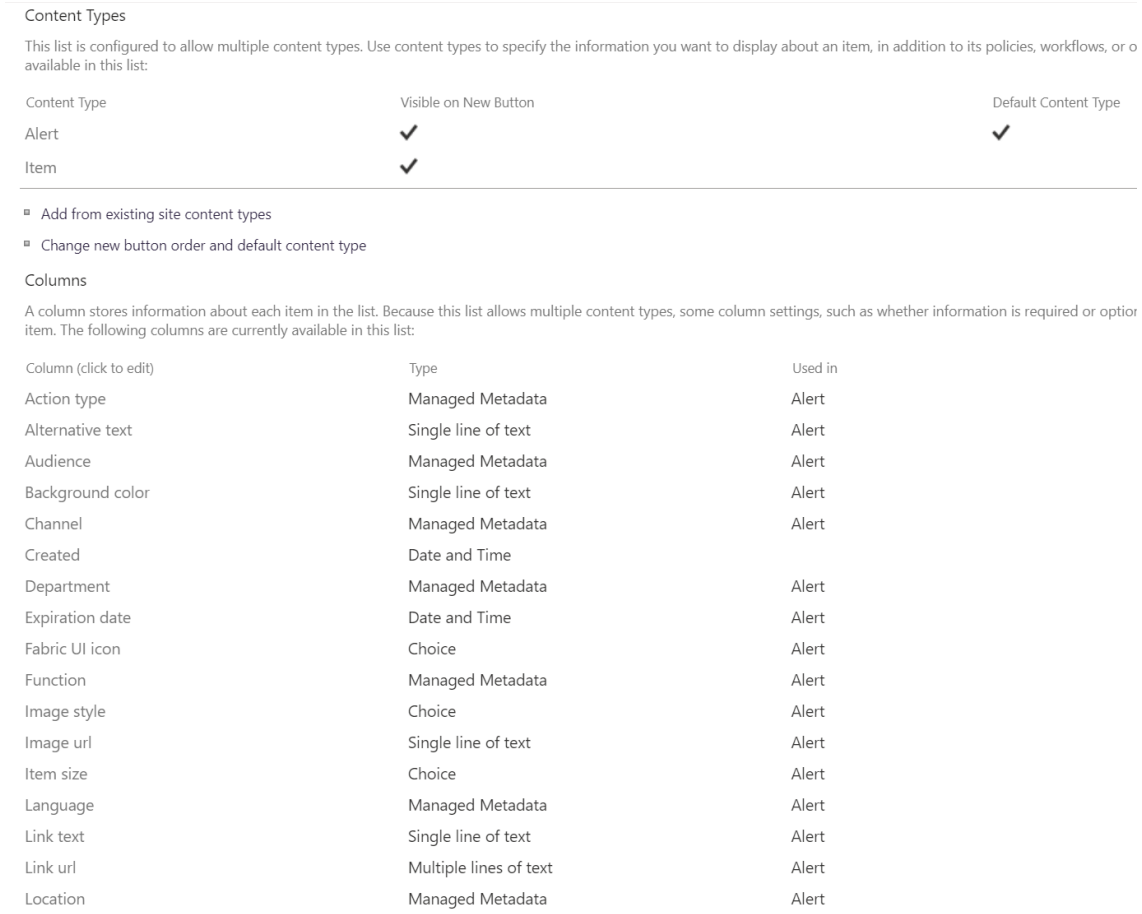
- A set of sites connected via a URL prefix or hub site, plus an "Instance" label in property bag
  - The instance label is for example used in Site cards, so filters and labels can be done based on instance
- Instance configuration
  - Global nav & Footer
  - Theme
  - Taxonomies
  - Provisioning entities
  - Search
- Multi-instance
  - Most common is for clients to have one instance, but it is possible to have as many instances as you want.
  - Instances can have individual configuration of items outlined on the left.



Taxonomies and tagging

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Content types



Content Types

This list is configured to allow multiple content types. Use content types to specify the information you want to display about an item, in addition to its policies, workflows, or o available in this list:

Content Type	Visible on New Button	Default Content Type
Alert	✓	✓
Item	✓	

- Add from existing site content types
- Change new button order and default content type

Columns

A column stores information about each item in the list. Because this list allows multiple content types, some column settings, such as whether information is required or optior item. The following columns are currently available in this list:

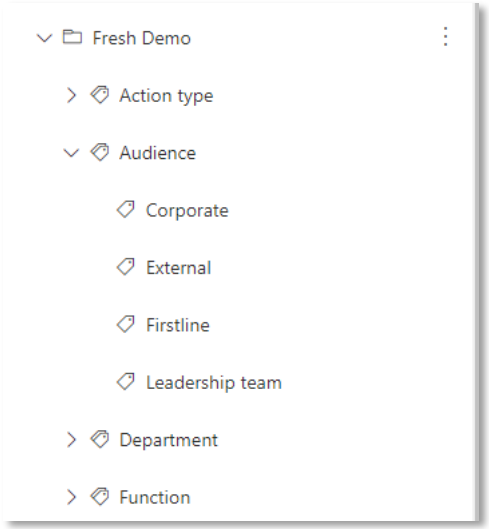
Column (click to edit)	Type	Used in
Action type	Managed Metadata	Alert
Alternative text	Single line of text	Alert
Audience	Managed Metadata	Alert
Background color	Single line of text	Alert
Channel	Managed Metadata	Alert
Created	Date and Time	
Department	Managed Metadata	Alert
Expiration date	Date and Time	Alert
Fabric UI icon	Choice	Alert
Function	Managed Metadata	Alert
Image style	Choice	Alert
Image url	Single line of text	Alert
Item size	Choice	Alert
Language	Managed Metadata	Alert
Link text	Single line of text	Alert
Link url	Multiple lines of text	Alert
Location	Managed Metadata	Alert

- Fresh columns added to SharePoint page libraries
- Fresh document
- Fresh alert
- Fresh event
- Fresh tool
- Provisioning entity content types

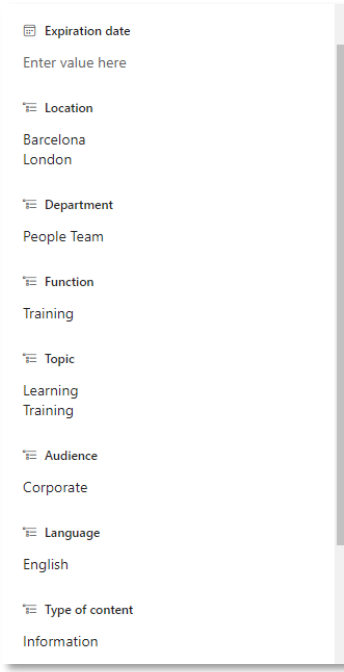
Taxonomies

- Term sets with tags
- Any number of taxonomies
- Dependency on site column internal naming convention
- Used in Fresh content types for tagging content
- Used in Fresh web parts for display, refiners and queries

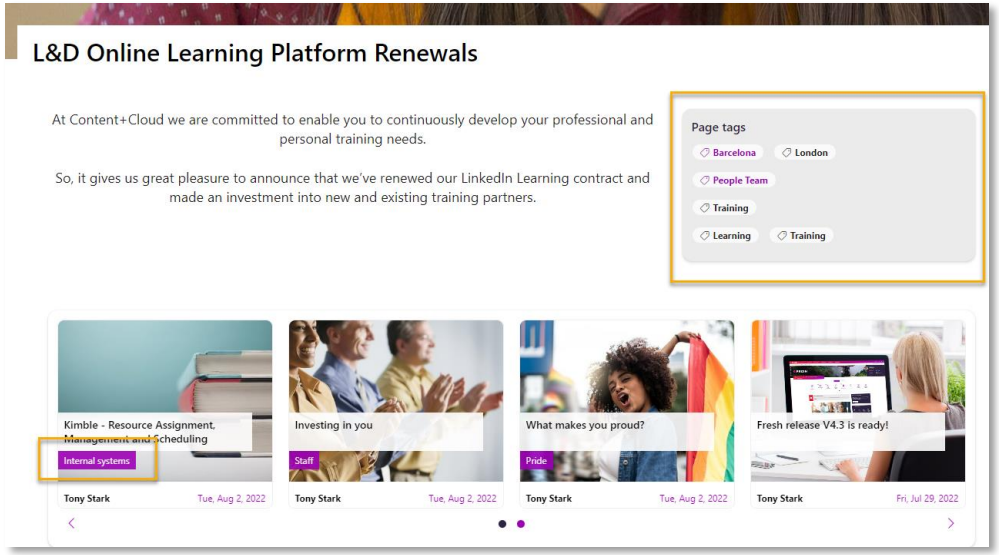
Term store



Item columns/
Content type

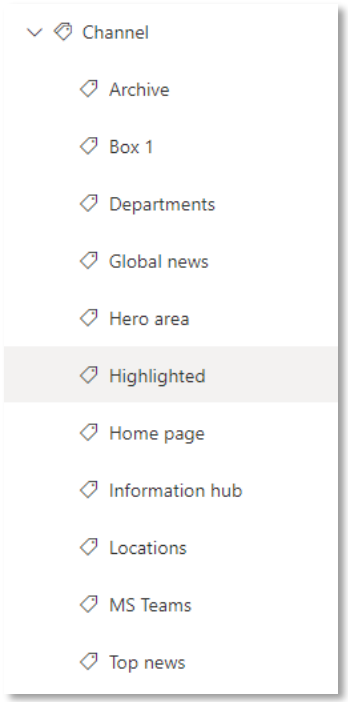


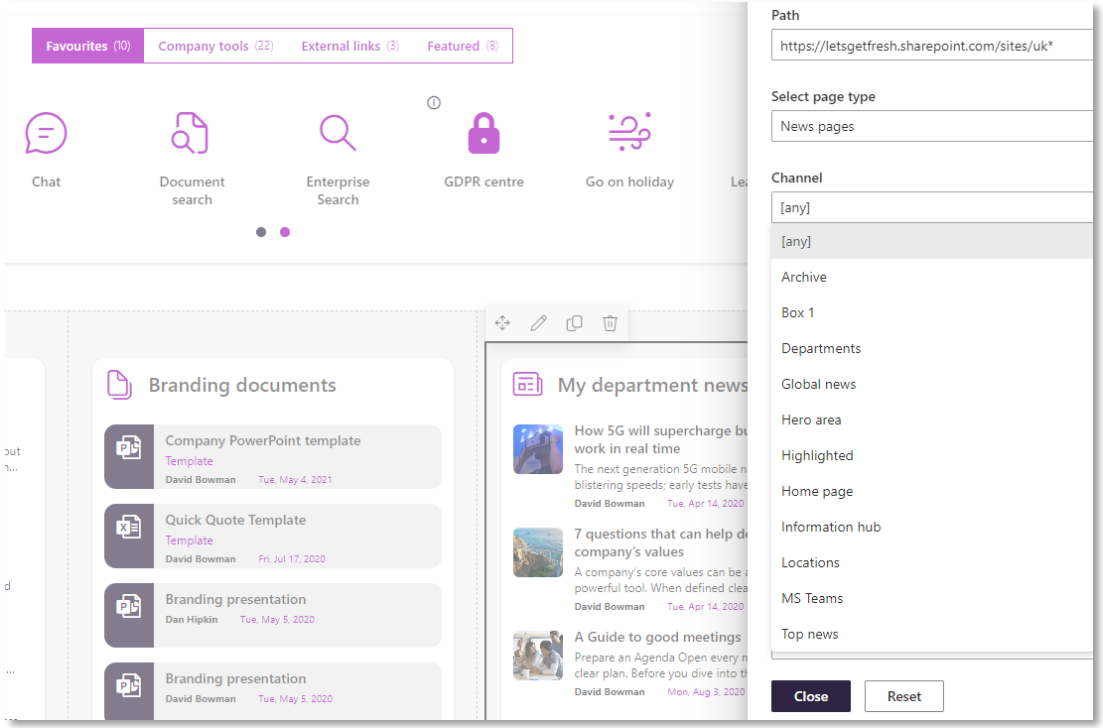
Fresh web parts



Additional tags - Channel

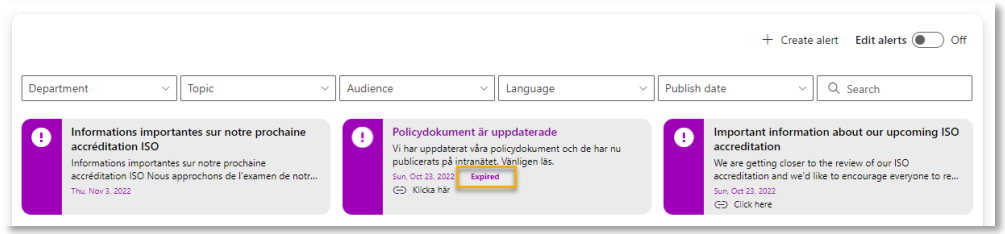
- Tag used for easy filtering to decide which content should be displayed where, for example “Home page”, “Featured news”.
- Managed in term store
- Global settings

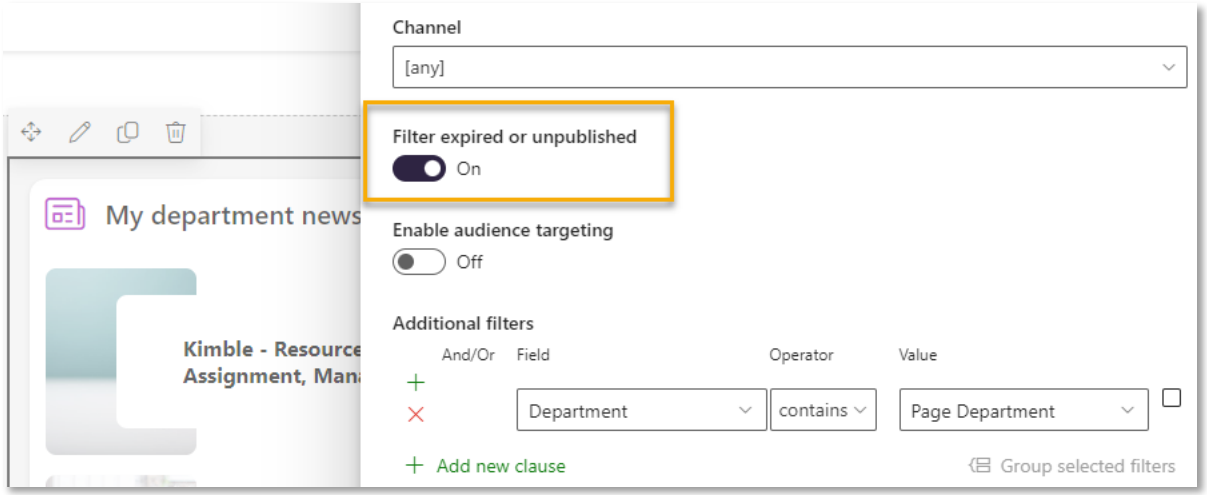


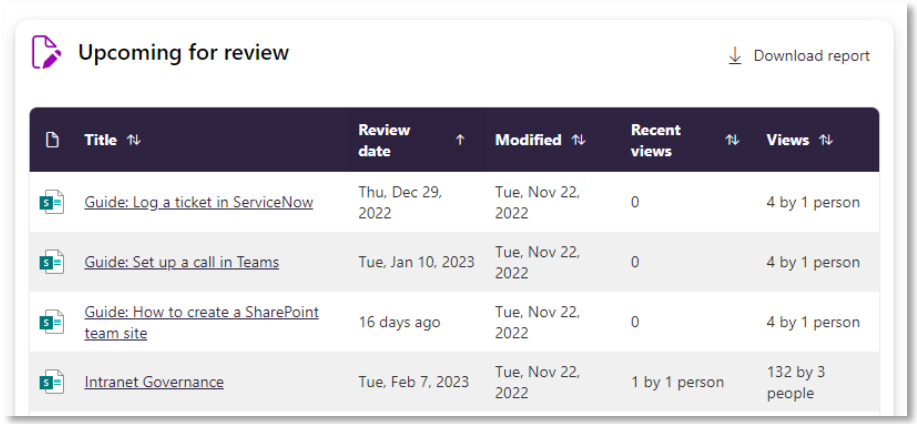


Additional tags - Dates

- **Publish date** – Fresh specific publish dates which can help determine if a page should be displayed in web parts or not
  - Used for: Pages, Alerts
  - For full scheduling clients can use Fresh publish date together with SharePoint scheduling and approval flow.
- **Expiration date** – Fresh specific date field which determines if an item should be displayed in a Fresh web part.
  - Used for: Pages, Alerts
- **Review date** – Fresh specific date field used that is used in Governance web parts
  - Used for: Pages, Documents

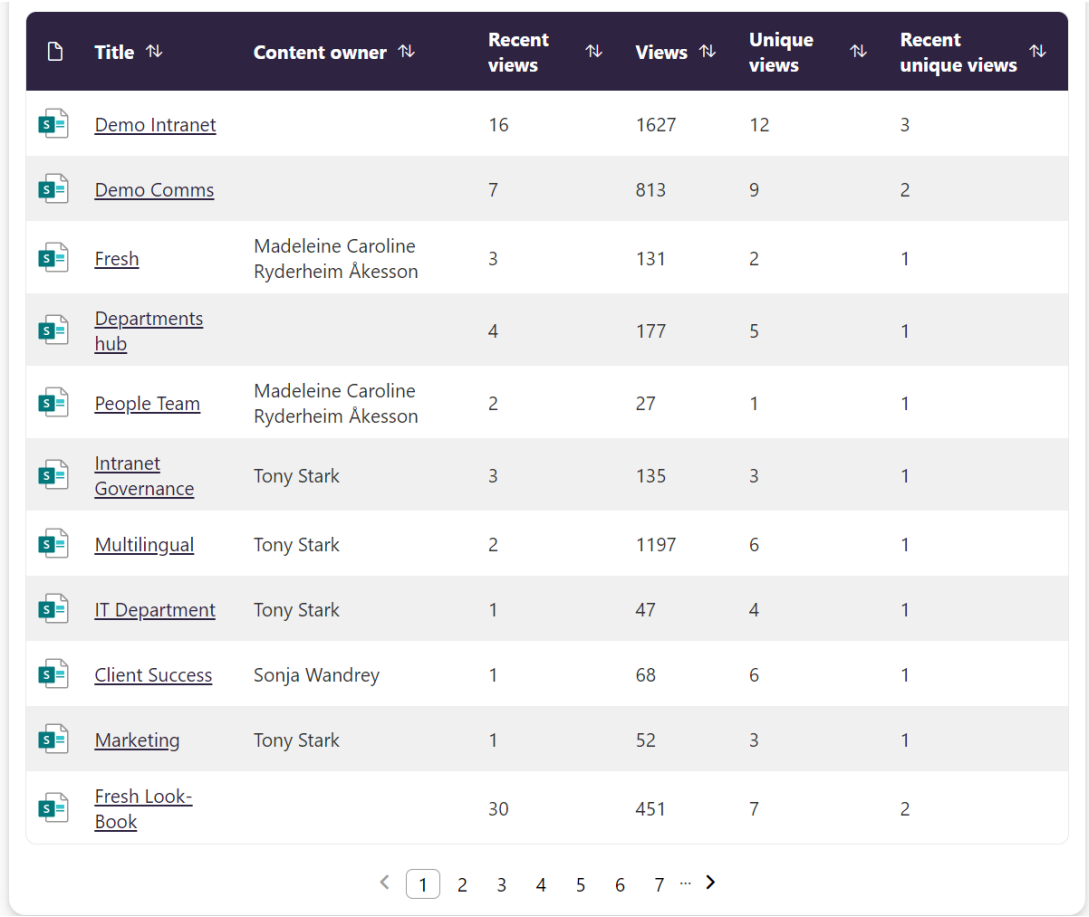






Content owner

- Added to page and document content types
- Available in cards web parts, but especially used in Governance web parts



Title	Content owner	Recent views	Views	Unique views	Recent unique views
Demo Intranet		16	1627	12	3
Demo Comms		7	813	9	2
Fresh	Madeleine Caroline Ryderheim Åkesson	3	131	2	1
Departments hub		4	177	5	1
People Team	Madeleine Caroline Ryderheim Åkesson	2	27	1	1
Intranet Governance	Tony Stark	3	135	3	1
Multilingual	Tony Stark	2	1197	6	1
IT Department	Tony Stark	1	47	4	1
Client Success	Sonja Wandrey	1	68	6	1
Marketing	Tony Stark	1	52	3	1
Fresh Look-Book		30	451	7	2

1 2 3 4 5 6 7 ···

Accessibility

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An intranet built with accessibility in mind

Fresh is designed and developed to support inclusive digital experiences for all users.

Accessibility is embedded into our product development process and continuously validated against recognized standards.



- Built with alignment to **WCAG 2.2** across levels **A** and **AA**, with ongoing progress toward **AAA** where feasible
- Accessibility testing is part of every release, combining automated checks, manual testing, and screen reader validation
- Strong keyboard support, focus visibility, color contrast, and responsive behavior across Fresh components
- Clear documentation of known limitations, platform dependencies, and planned improvements for full transparency

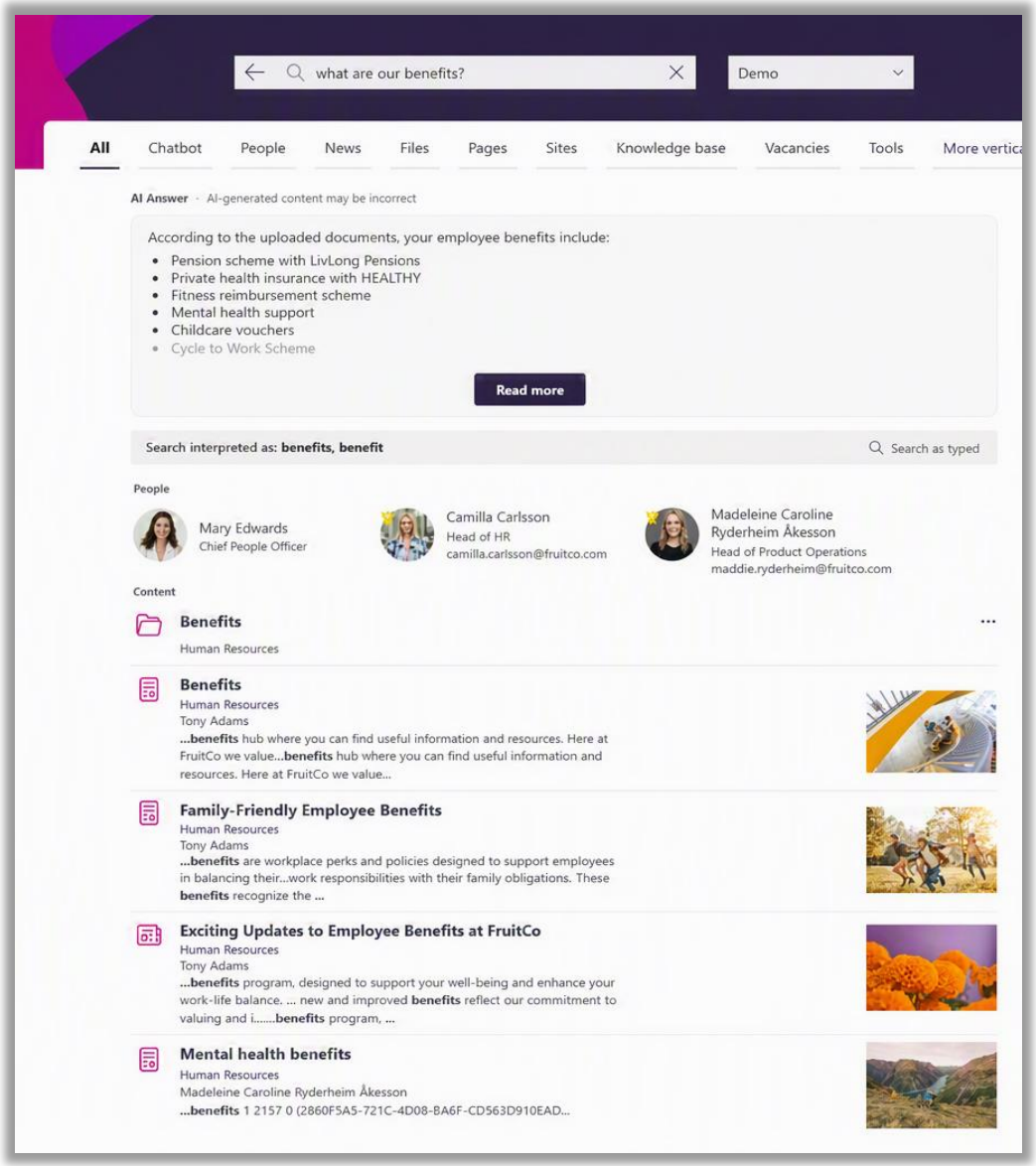
Artificial intelligence - FreshMind

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FreshMind

Introducing FreshMind, making generative AI work for you in your SharePoint intranet:

- AI-driven people search, content (pages and documents) chat and more
- Co-exists with Copilot for Microsoft 365
- Designed for rapid adoption
- Transparent by design
- Powered by Microsoft Azure OpenAI
- Runs securely in your M365 environment



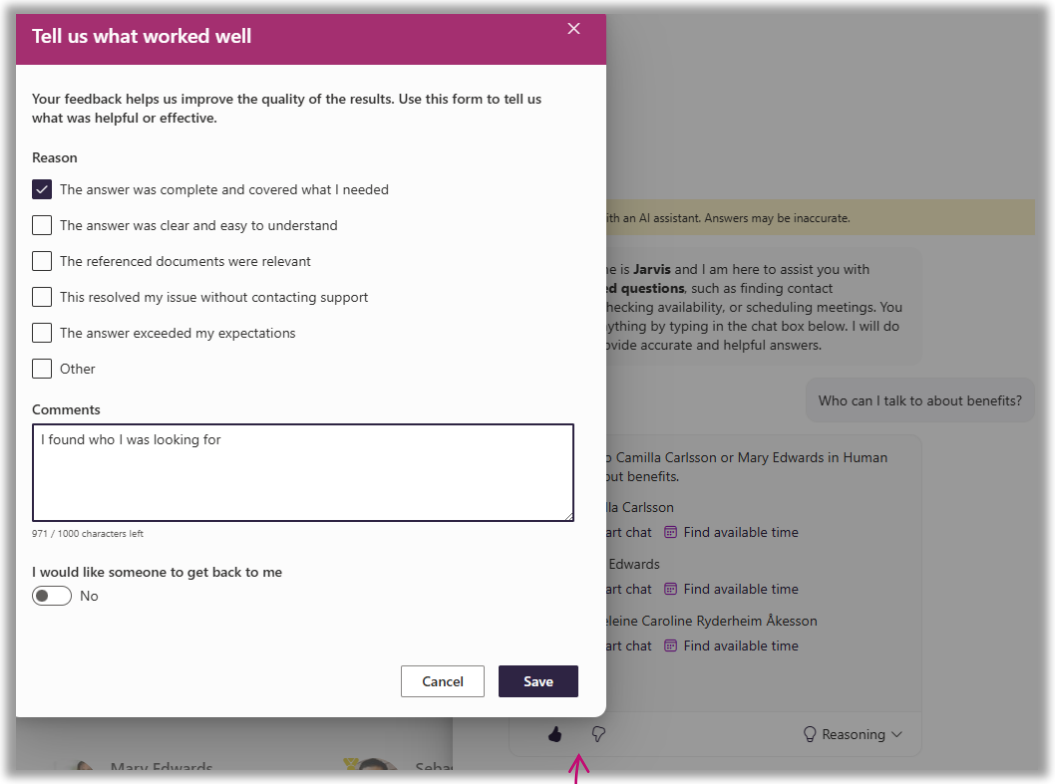
FreshMind – AI infusion into your intranet use cases

FreshMind

Content editor	**Content creation assistance** Title, description & keyword suggestion; translation & banner/thumbnail generation			
Content management	**AI-powered bulk update** Metadata and descriptions			
Finding information	**AI-driven content chat** People, documents, and pages	**QnA bot in Viva Connections**	**Content chat based on scoped content**	**AI-driven chat from a search box**
	Chat that respects user permissions Security trimming & audience targeting	**AI answers in search** Google-like summary + results	**AI query interpretation** Intent & synonyms	**Copilot connector content** External data sources
Trust & transparency	**AI reasoning** See how answers are built + sources	**AI feedback** Rate answers, report a problem		
Insights & governance	**AI usage analytics** Adoption dashboard	**Ranking & relevance controls** Admin-guided	**People-query configuration** Natural-language tuning	**AI activation controls** Turn on centrally or per feature

[FreshMind] – AI Feedback

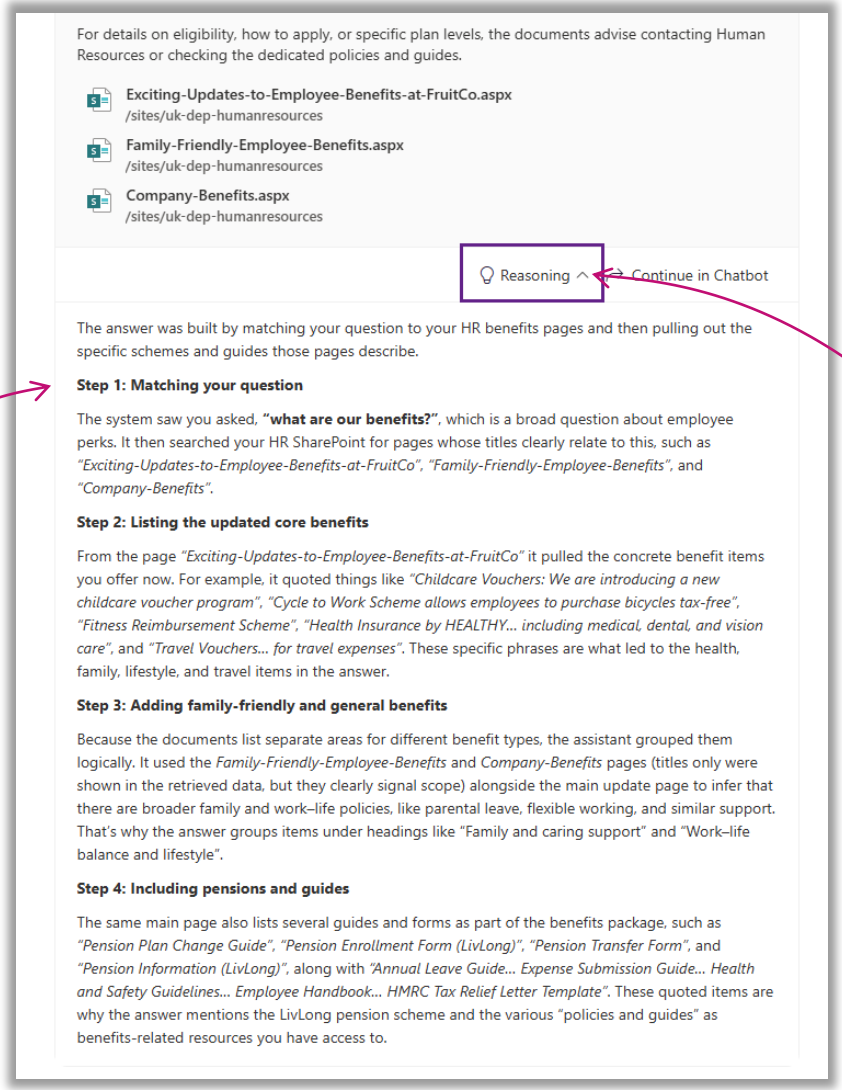
Admin control, built in. Feedback (thumbs up/down and form) can be switched on or off in FreshMind settings.



Simple thumbs up / thumbs down. Employees rate any AI answer in one click, with the option to report a problem when something's off.

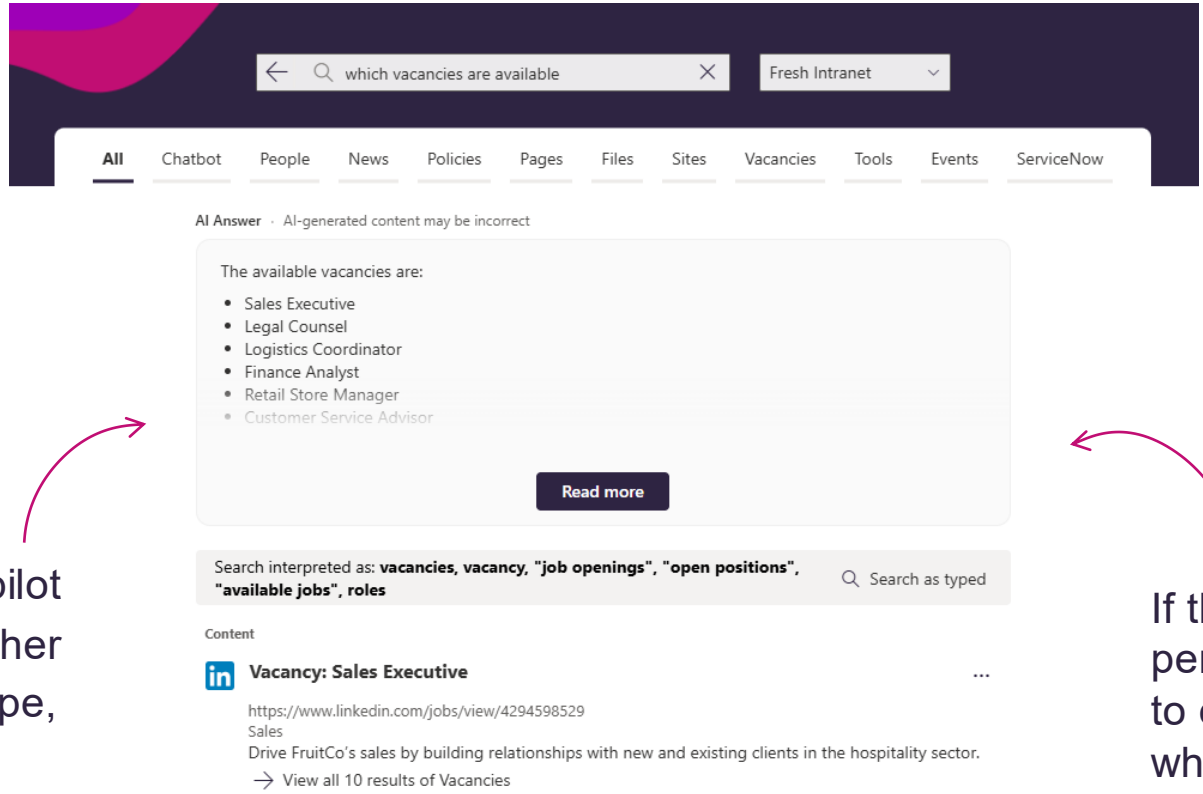
[FreshMind] – AI Reasoning

Seeing the logic behind an answer is what earns adoption. The usual “can I actually trust this?” hesitation drops away.



Next to any AI answer, open Reasoning to see exactly which content it drew on and the steps it took to reach the answer.

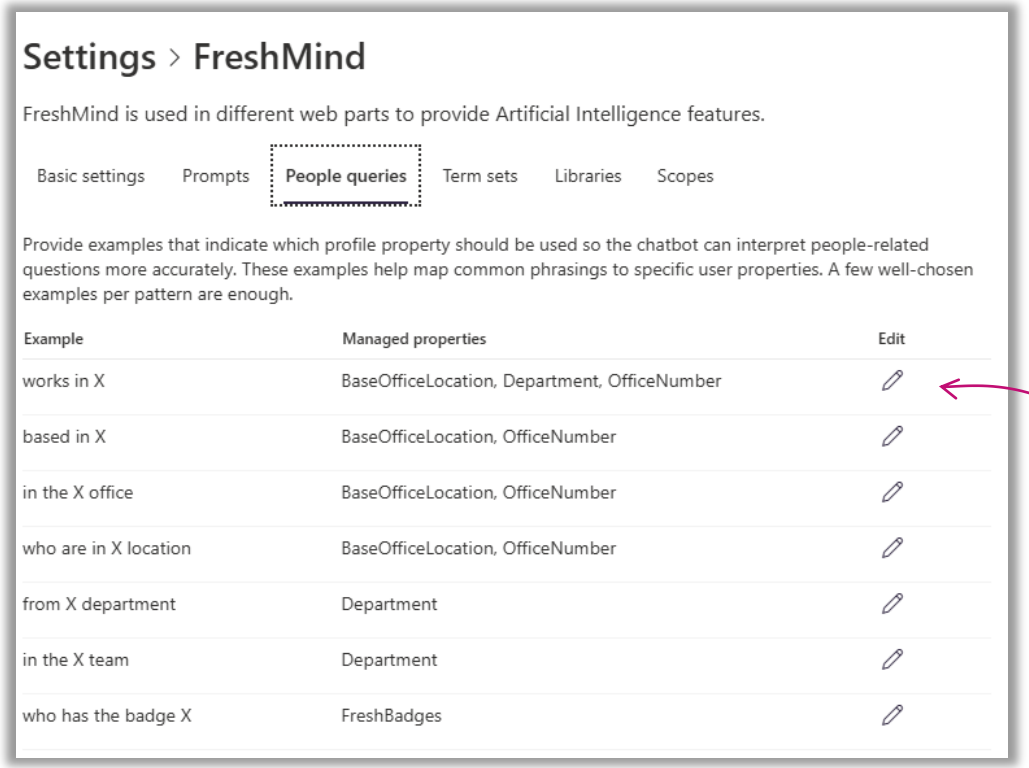
[FreshMind] – Copilot Connector content



Go beyond SharePoint. Copilot Connector support brings other connected systems into scope, not just intranet content.

If the Copilot Connector respects permissions, results stay trimmed to each person's own access, wherever the content comes from.

[FreshMind] – People-query configuration



Clearer, more predictable answers. Matching phrases to the right profile properties means people questions return the results employees actually expect.

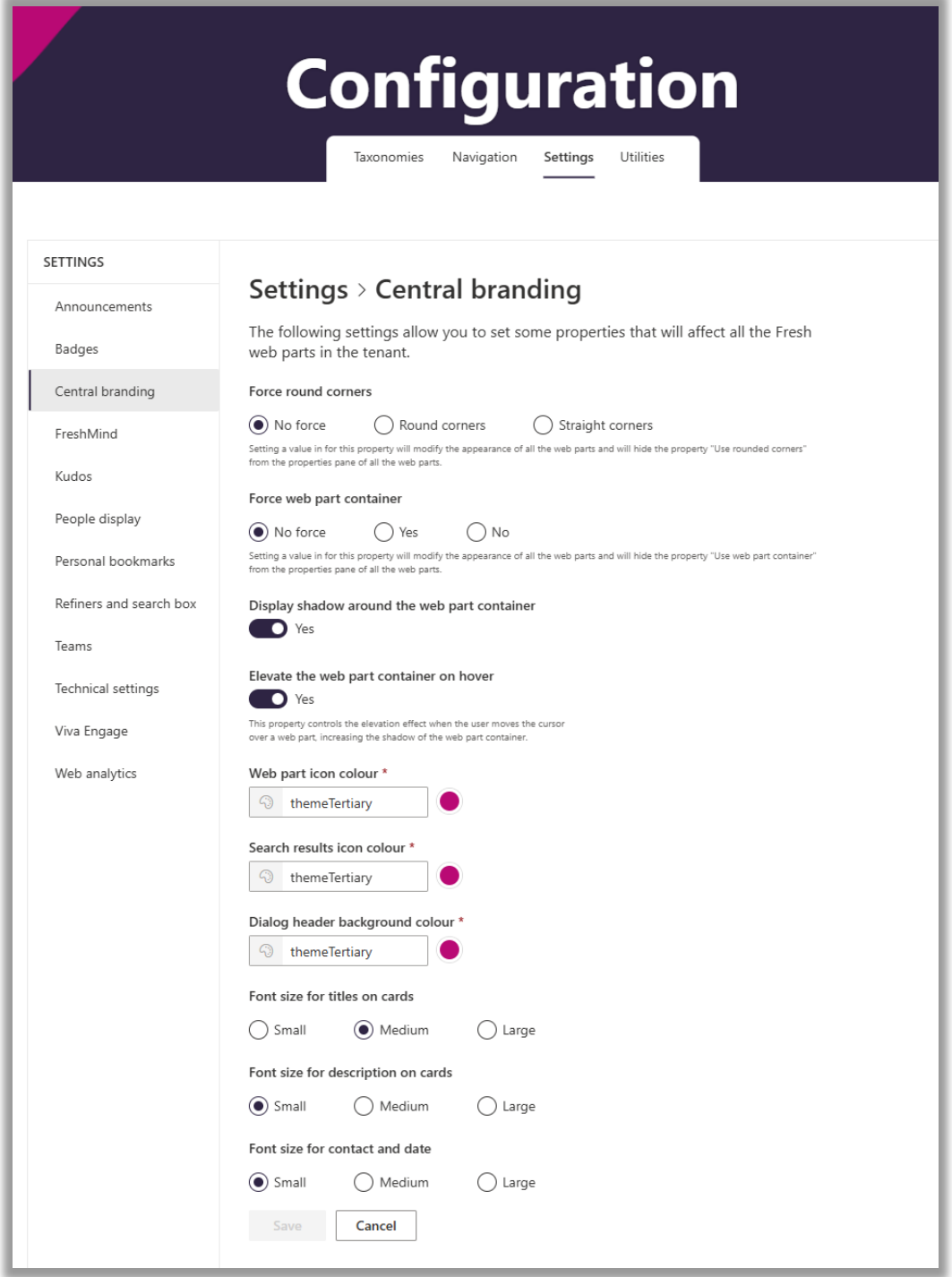
Add your own example phrases. Teach FreshMind how employees naturally ask about colleagues (e.g. "who's in the X team").

Branding and styling

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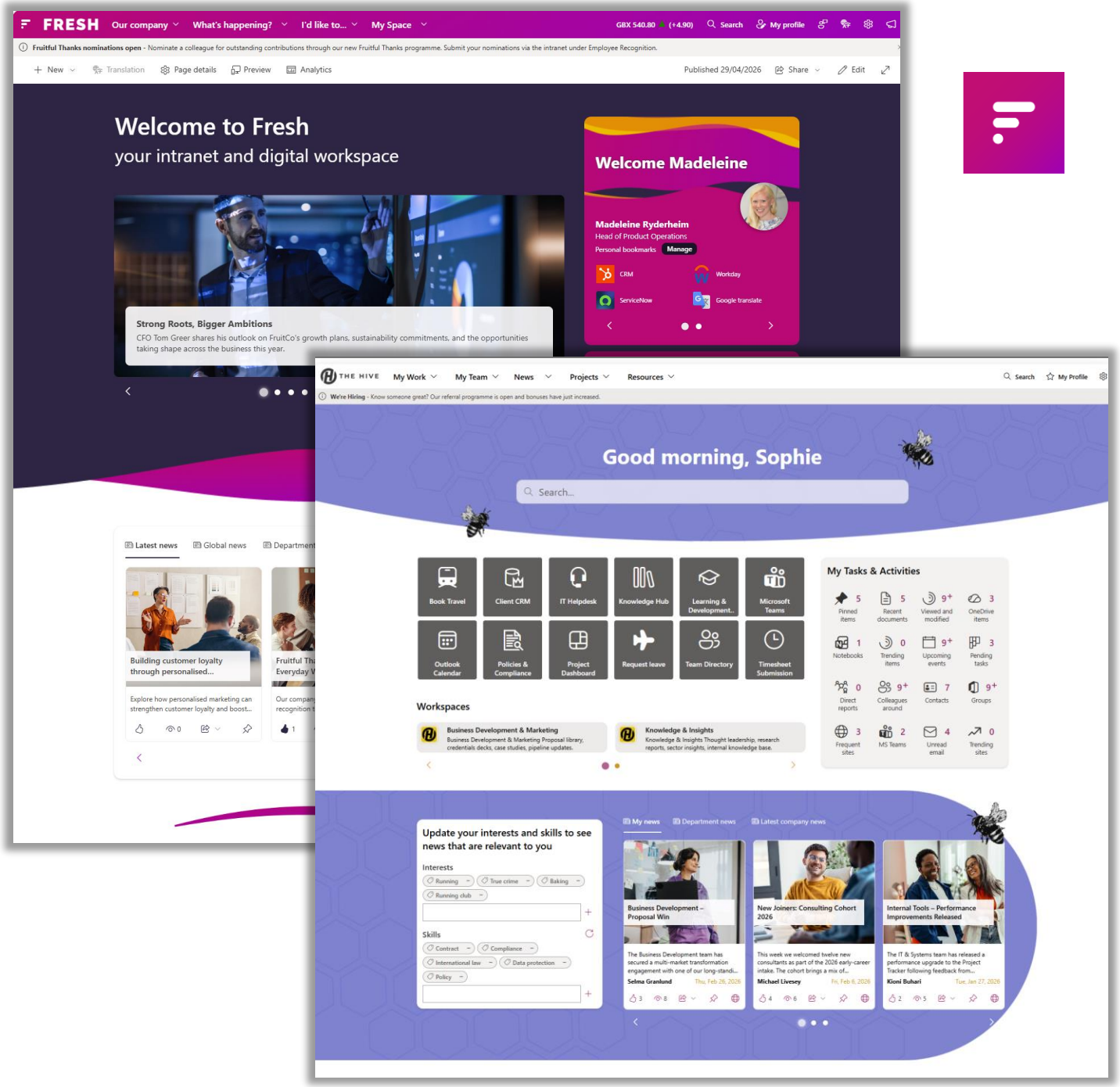
Central branding settings

- Apply centralized branding settings to your intranet
- Supports the following settings:
  - Rounded corners on/off
  - Web part container on/off
  - Web part container elevation on hover on/off
  - Web part container shadow on/off
  - Web part icon color
  - Search icon color (for Topics explorer, and on tenants that have the Fresh Search solution deployed)
  - Dialog header background colour for consistency across the intranet.
  - Font size on cards web parts

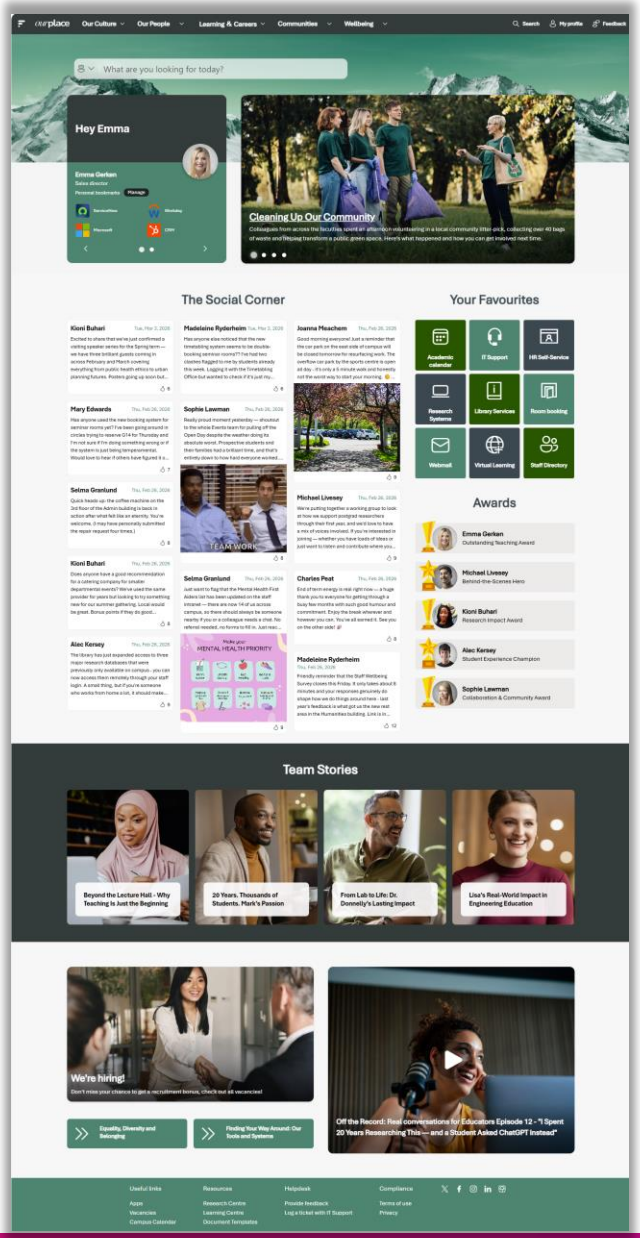


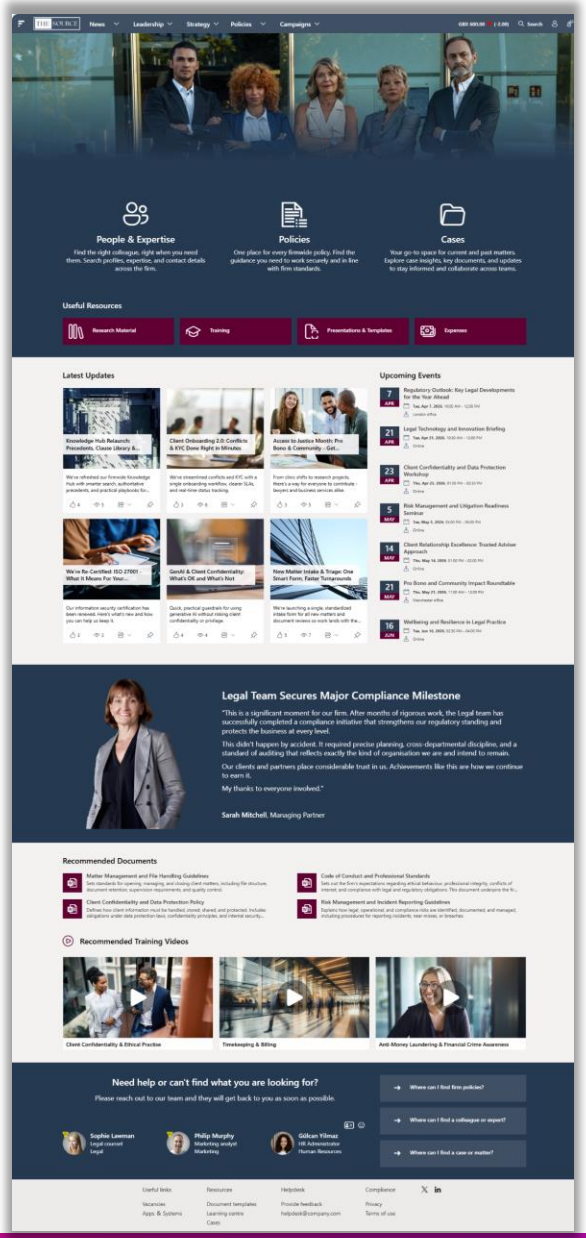
Theme

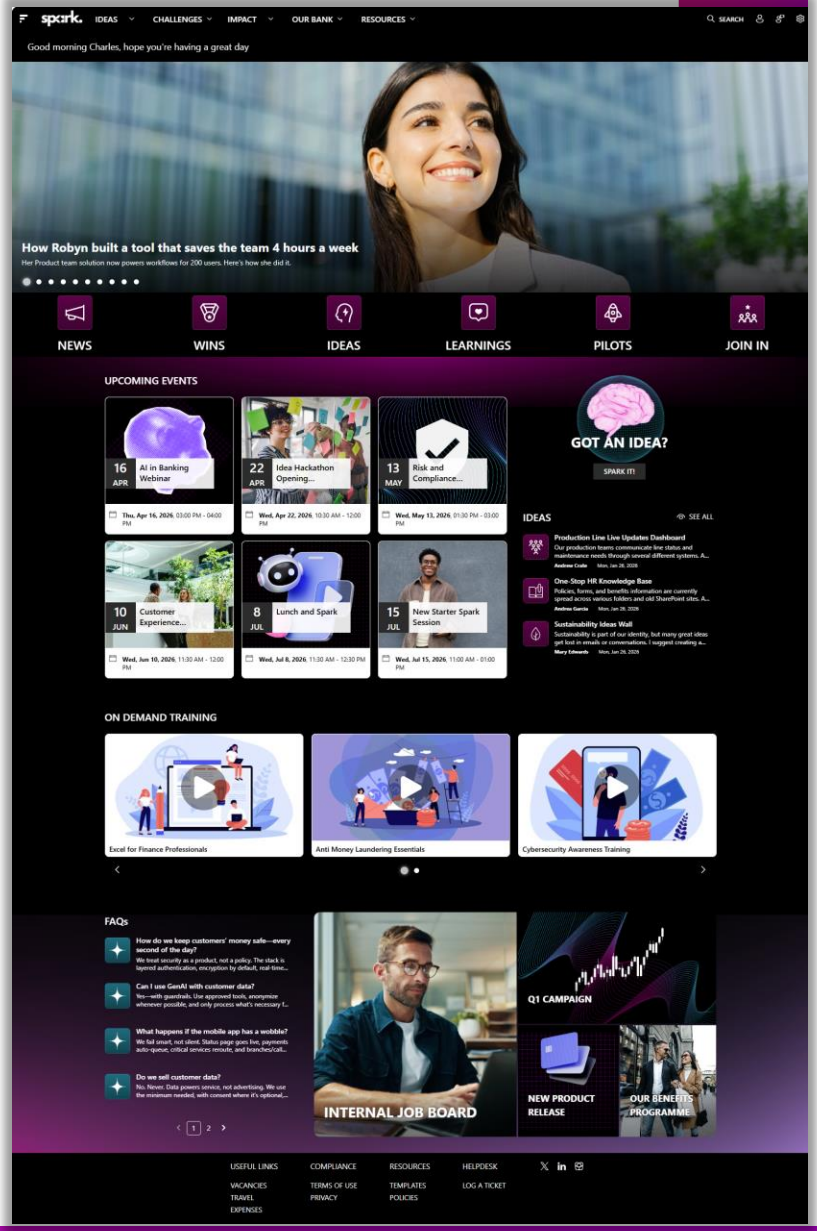
- Fresh uses the SharePoint theme to set the colors on the intranet
- During deployment preparation, the Theme is created in the **Fluent UI Theme Designer** and then ThemeSecondary, ThemeTertinary can be updated before deployment
- ThemeSecondary and ThemePrimary amongst other theme slots are used across Fresh features



Home page design inspiration

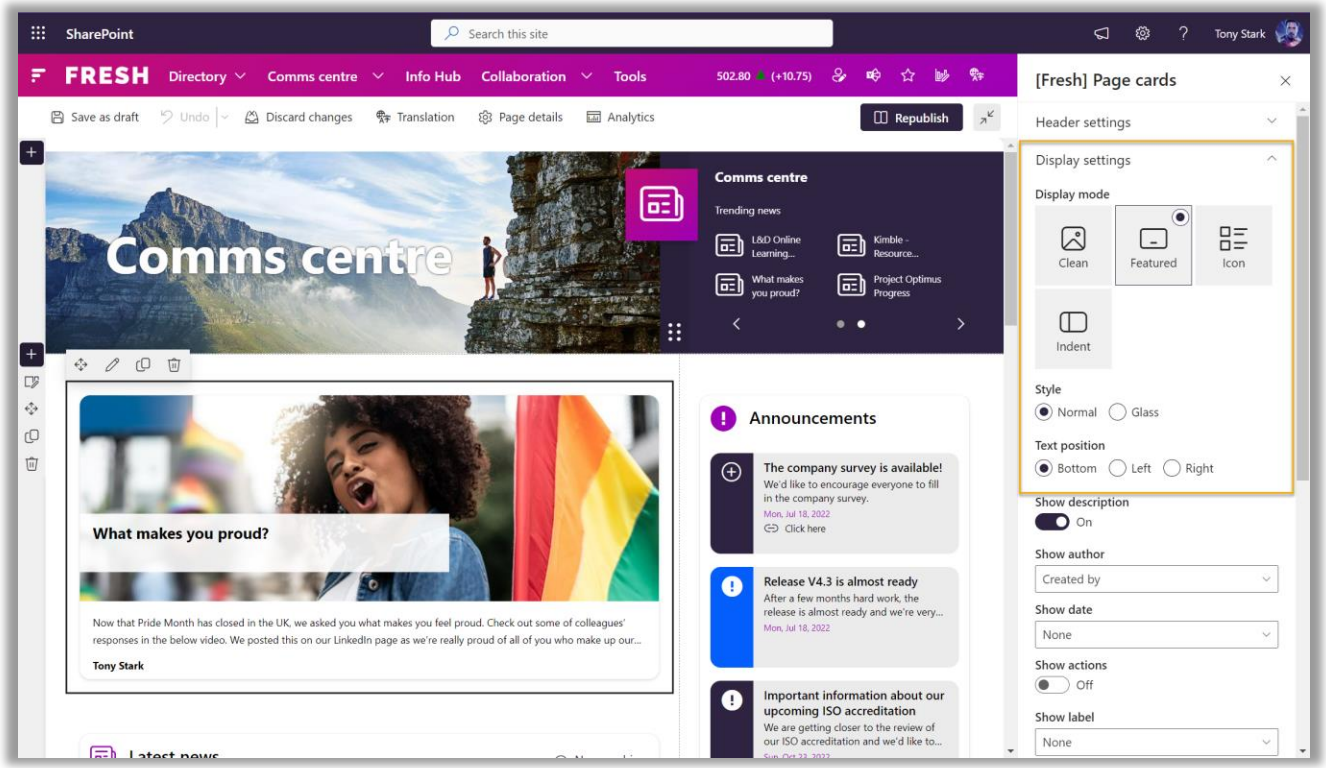






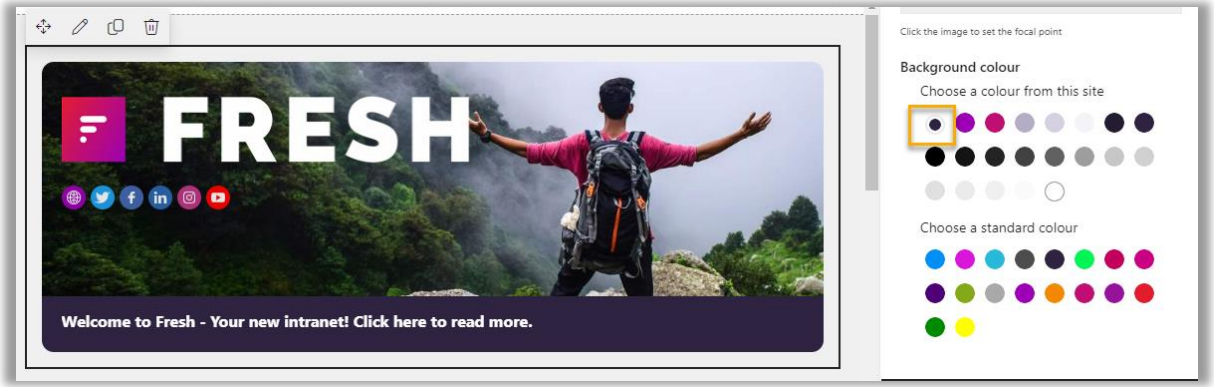
Display settings

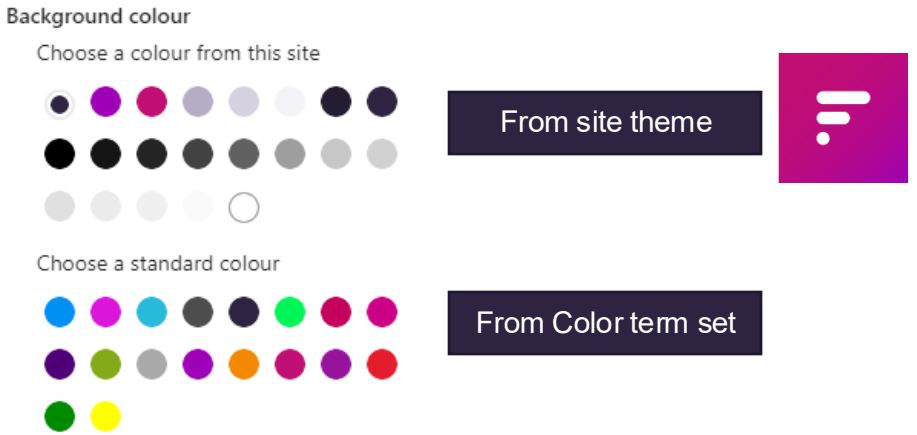
- Display settings are available to provide options for what to show and how to display it.
  - Display modes
  - Styles
  - Fields to display
  - Round corners
  - Colors
  - Default image
  - …

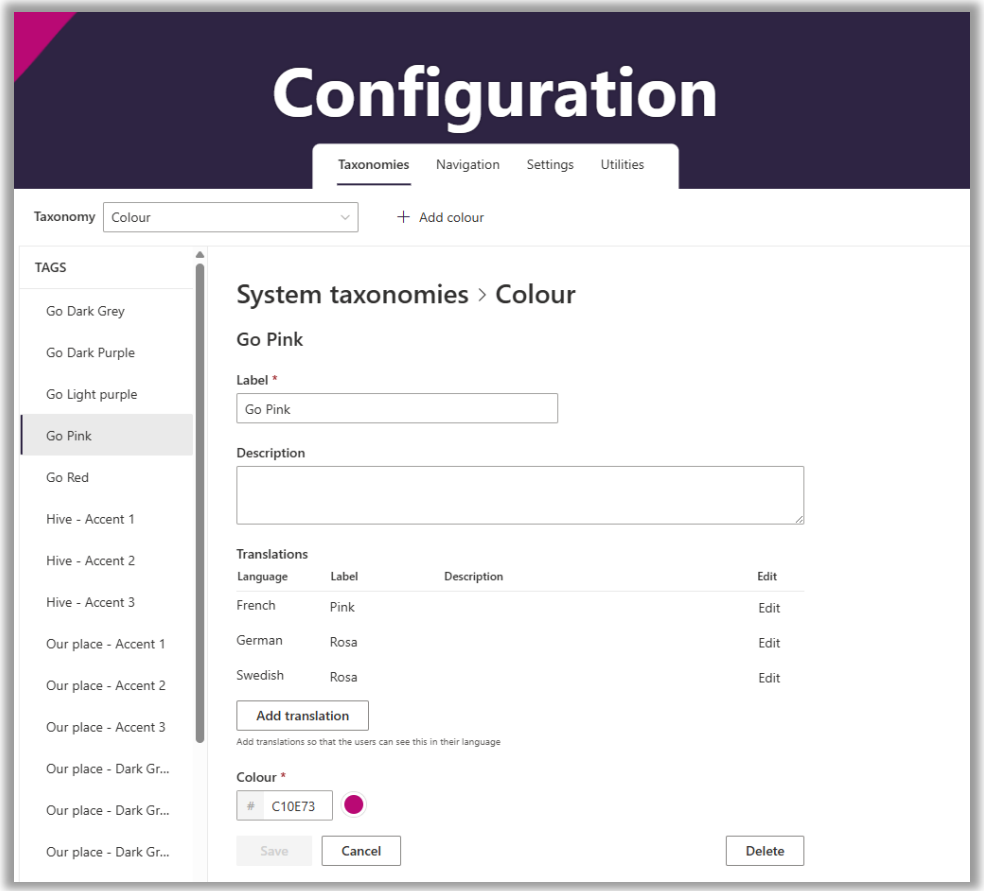


Color picker

- Fresh color picker allows clients to select the color to use in several features.
  - Color from site – Theme colors
  - Standard color – Custom client pallet configured in the Admin portal

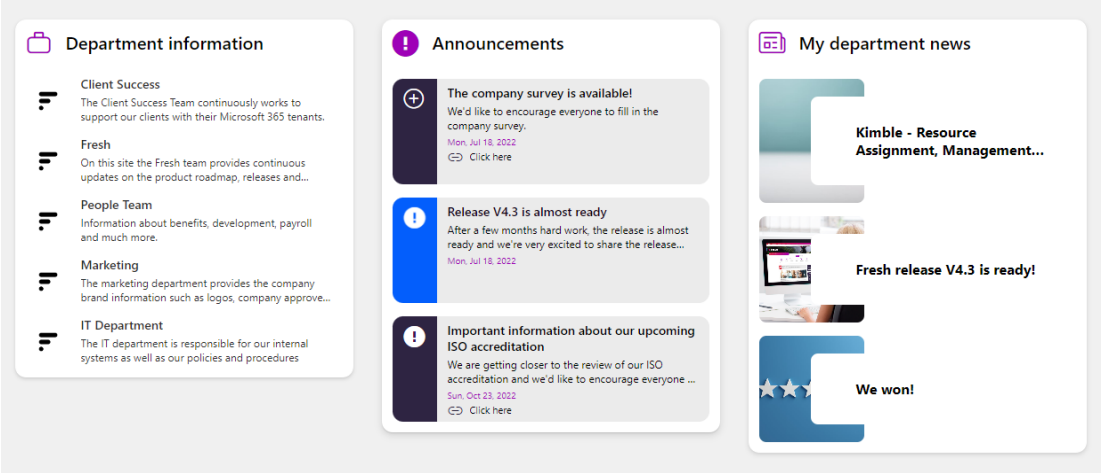


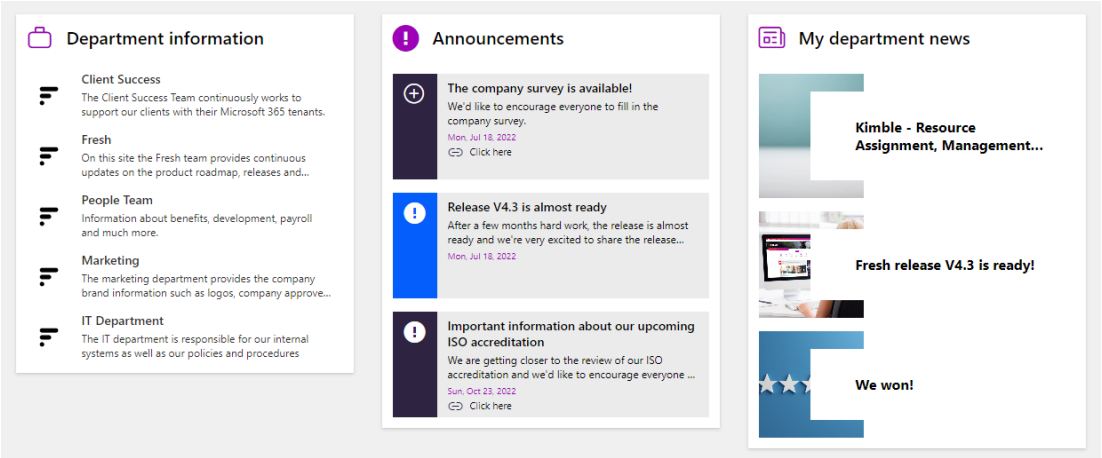




Round or straight corners

- Most Fresh features provide display settings where clients can decide to use round or straight corners for their web parts
- Default is "Round"
- Can be set on web part level or global level for the tenant

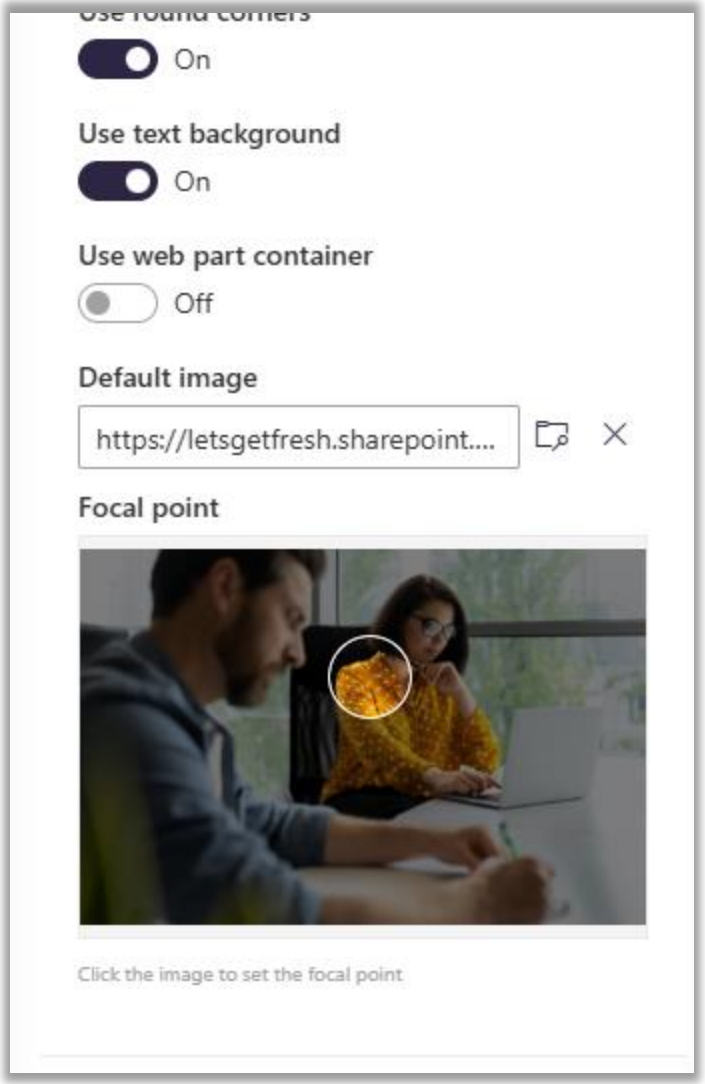




Default image & Focal point

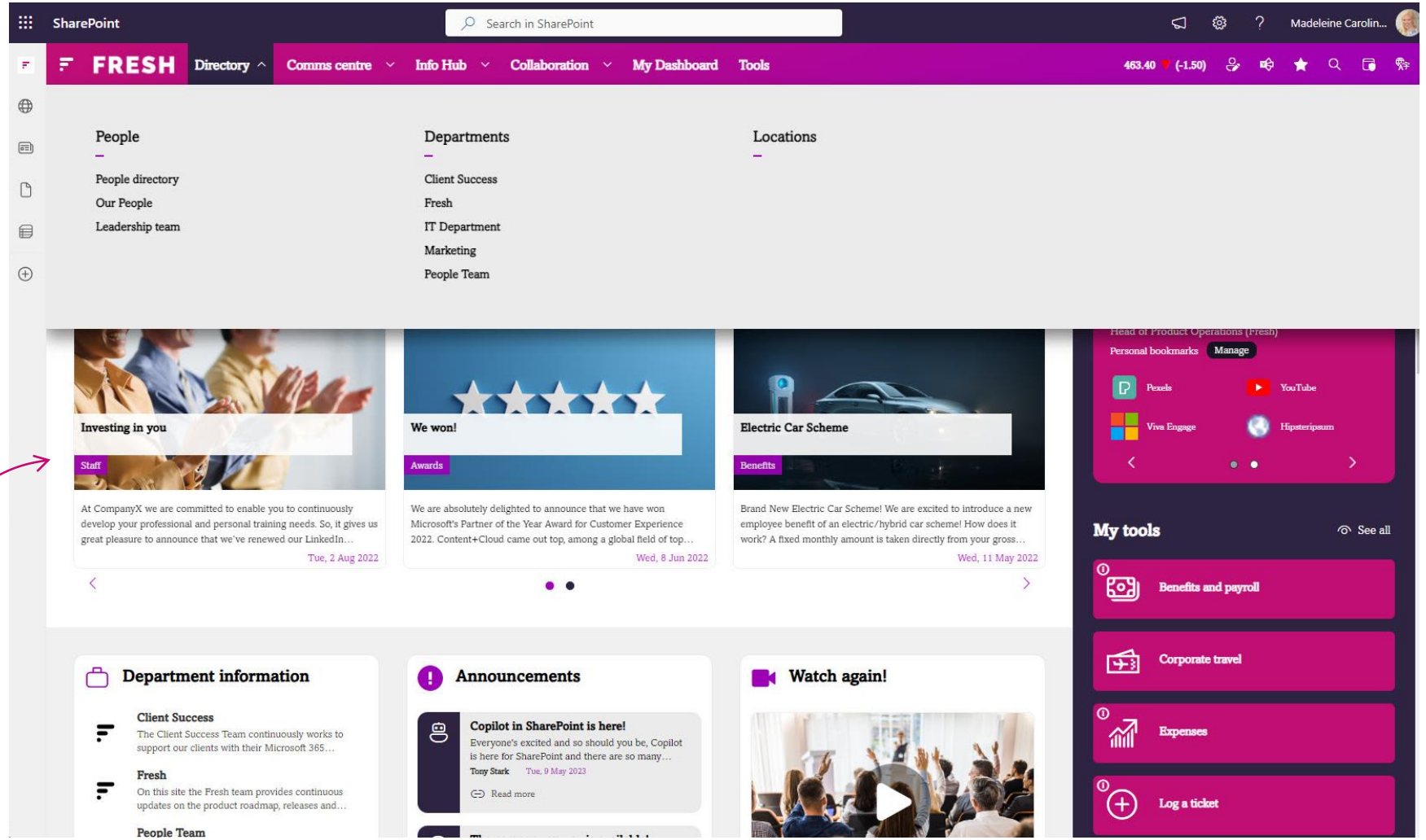
- For web parts where for example pages are displayed it is possible to add Default image, which is used when pages displayed in the web part does not return a thumbnail image.

- In most cases, where images are added, the admin can choose the focal point for the image that is to be displayed.



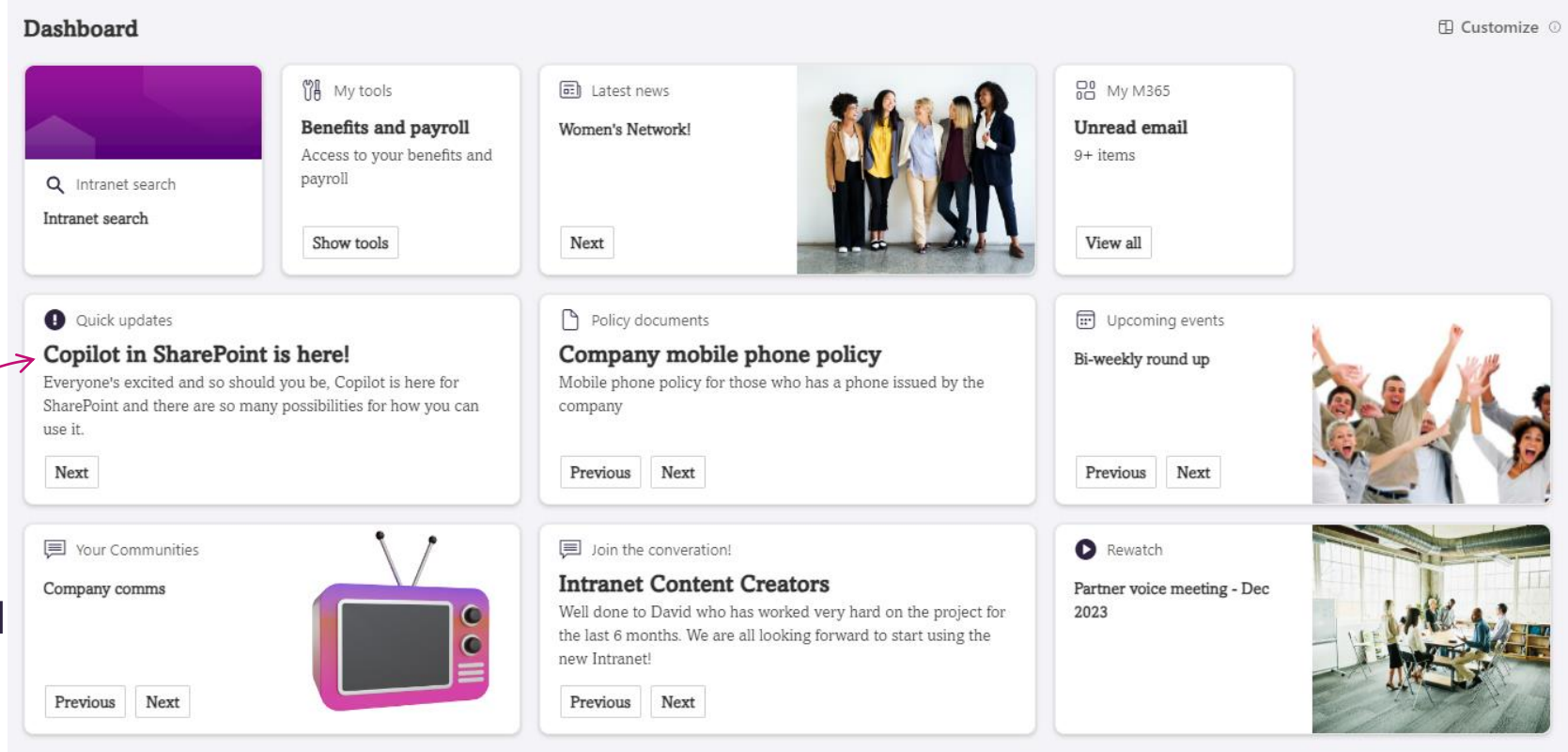
Support for custom fonts in SharePoint

Microsoft has introduced custom fonts via the Brand Center. Fresh automatically reflects a selected custom font on its web parts and components.



Support for custom fonts in Viva Connections

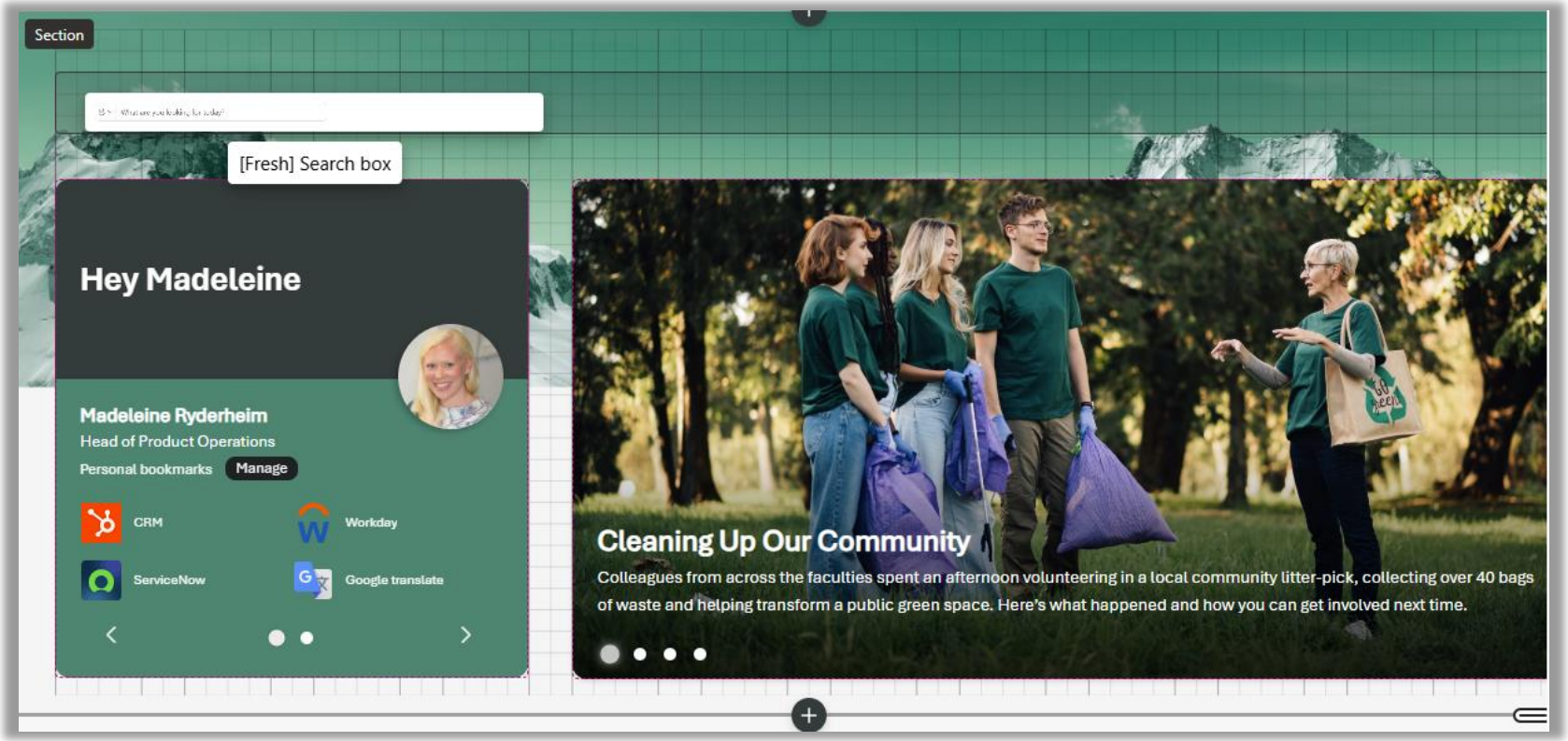
Microsoft support custom fonts via the Brand Center. Fresh automatically reflects a selected custom font on its Viva Connections cards and components.



Support for flexible layout sections

Use Fresh web parts in flexible layout sections on SharePoint pages.

Resize, overlap, and move web parts to create visually appealing content.



Integrations

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Building integrations in Fresh

	Connect (quick links integration)	Extend (embedded data integration)	Extend (enterprise search)	Customize (advanced custom solutions)
Scenario	As an employee, I want to have quick access to the ADP system, so I can see my individual paycheck information.	As a project manager, I want to list the last three chat discussions within my project in Microsoft Teams in the intranet, so I can keep project stakeholders updated.	As an employee, I want to search for documents stored in Salesforce or ServiceNow directly from Fresh, so I don't need to leave the intranet.	As a support manager, I want to display a list of unassigned Zendesk tickets in our support department site in SharePoint, so my team can improve the response time.
Fresh	Configure one of the Tool web parts of Fresh Intranet to surface links to 3rd-party systems in the intranet	Extend the Generic Cards web part or My Tiles web part of Fresh Intranet to display information from 3rd-party systems in the intranet.	Configure the Microsoft Search with Copilot connectors to index third-party content and make it discoverable in Fresh enterprise search or FreshMind.	Leverage the public APIs of 3rd-party systems to create custom solutions, such as web parts and Power Apps, for different use cases.
Implementation	As an HR specialist with editing access to the intranet landing page, I edit the Fresh Quick Tools web part to contain a link to the ADP system.	As an IT employee, I configure the Generic Cards web part with a Microsoft Teams API to display chat messages from a specific team.	As an IT admin, I configure Copilot connectors for systems like Salesforce, ServiceNow, or Confluence so that their content appears in Fresh search results.	As an intranet owner, I partner up with our IT department or a consultancy company to build a custom solution (e.g. Power App) to display the unassigned tickets.
Complexity	Low	Medium	Medium	High

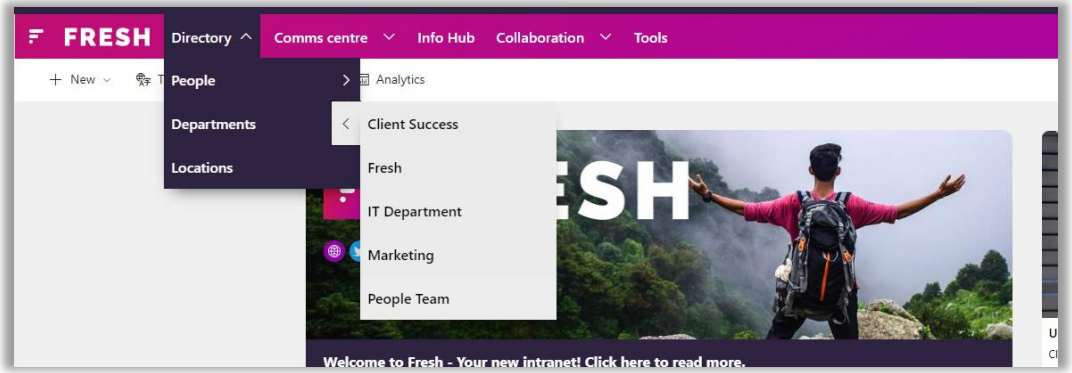
Navigation

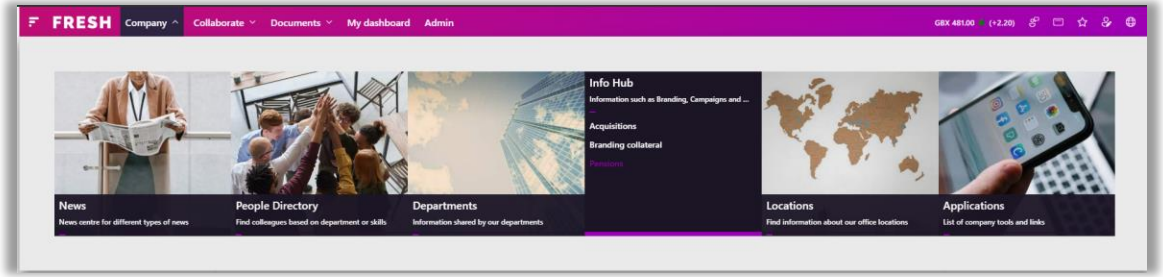
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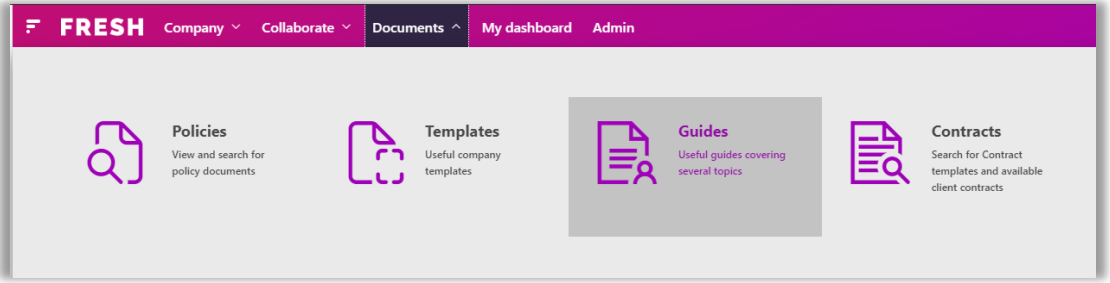
Global navigation

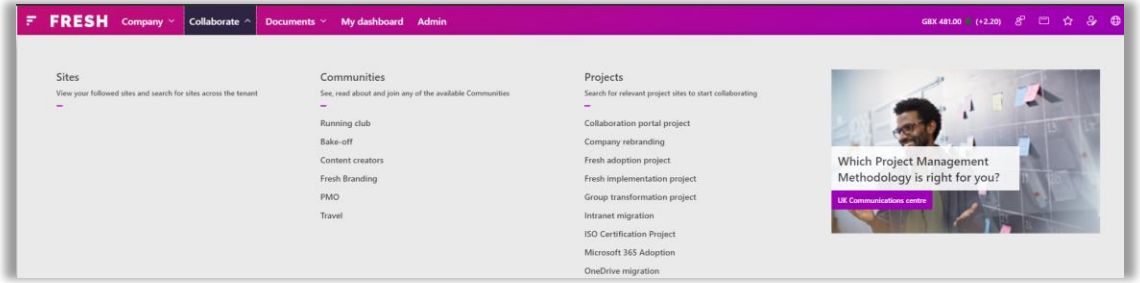
- 3 main display options
  - Horizontal
  - Cascading
  - Mega menu





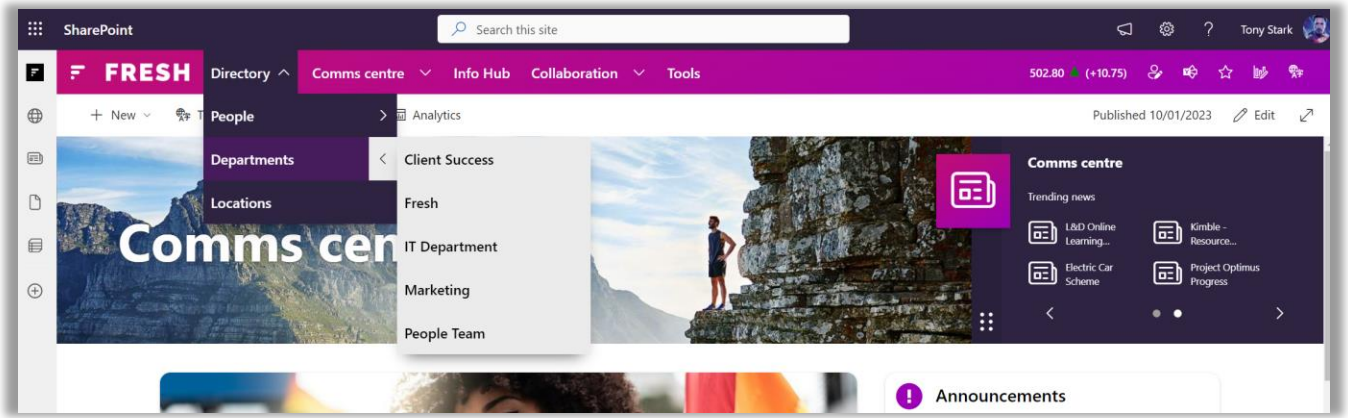


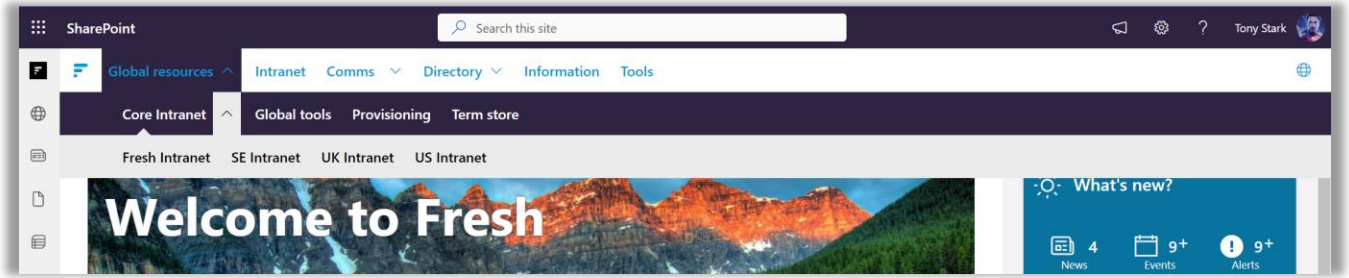




Example configuration options

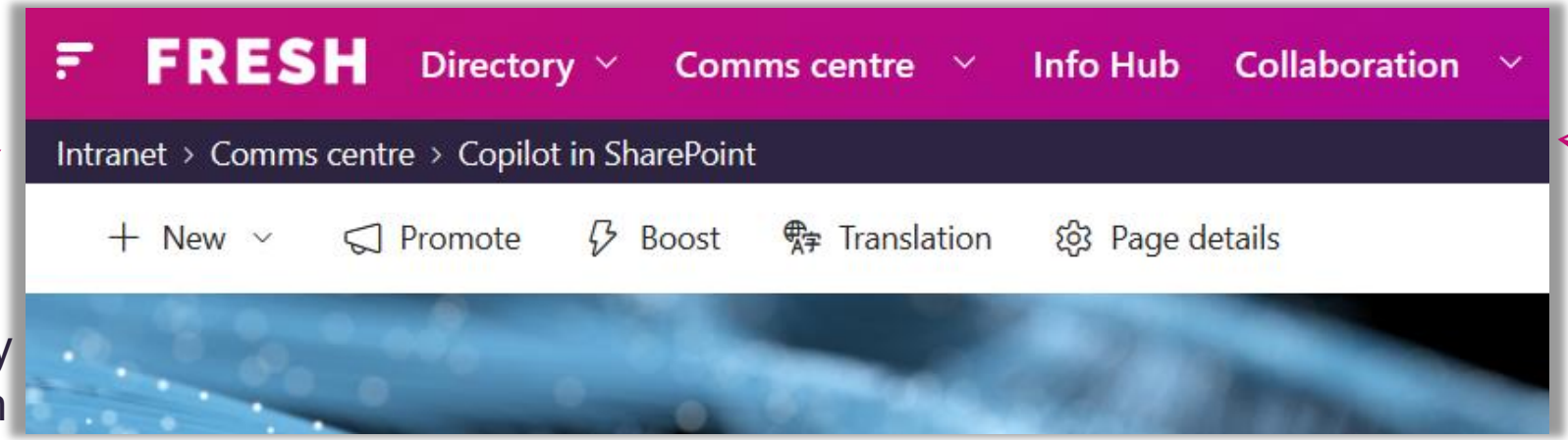
- Navigation colors
  - 1st level with/without gradient
  - 3 levels background/text color
  - 3 levels background/text hover color
  - Icon color
  - Opacity for level 2 and 3 in cascading
- Audience targeting
- On-hover text for navigation items





Global navigation - Breadcrumbs

Displays automatically up to six navigation levels on all pages on the intranet.

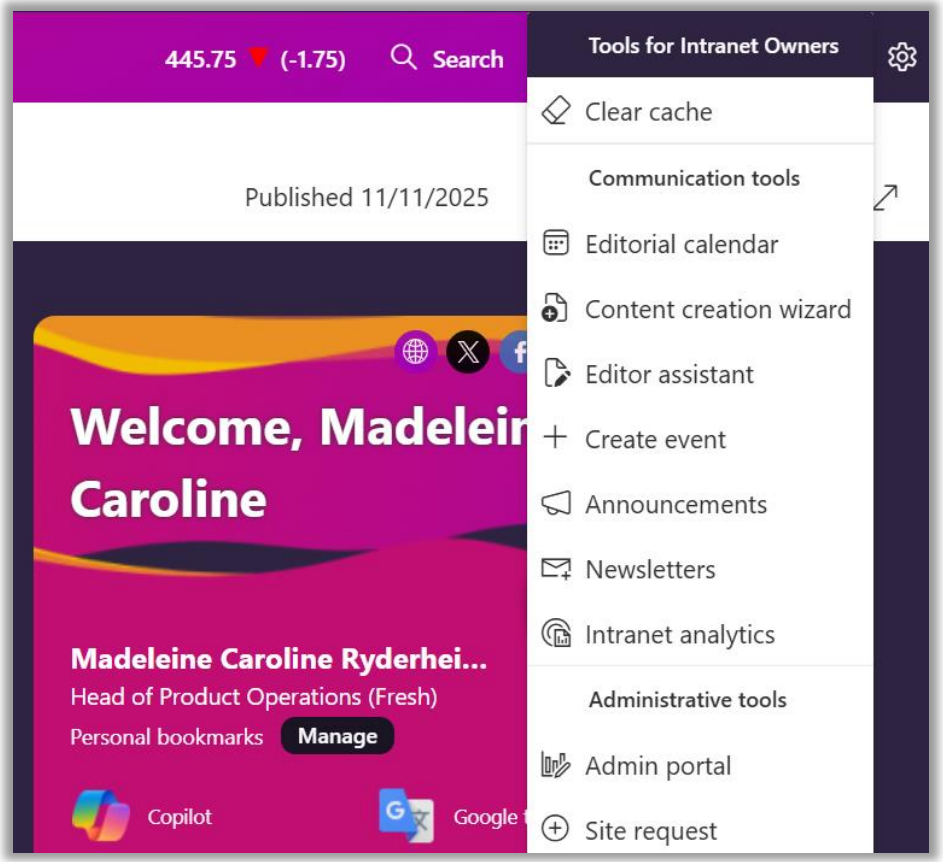


Enable the breadcrumbs to enhance intranet navigation by providing a clear, efficient path for users to understand and navigate the site's hierarchy.

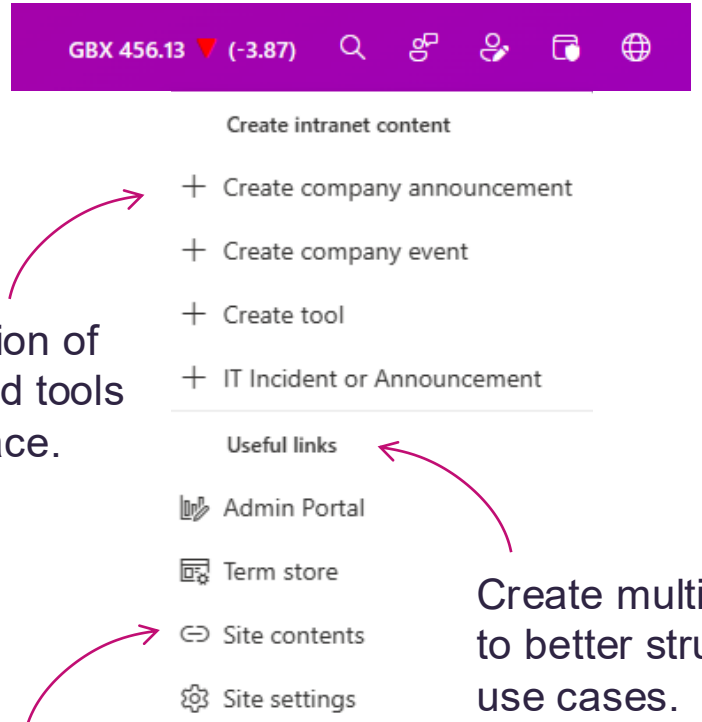
Global navigation apps

- Share price powered by Investis
- Profile panel
- Custom link
- Follow site
- Feedback
- Translation functionality (See Multilingual)
- Admin panel
- Search
- Content editor assistant
- Notifications
- Content creation wizard





[Navigation] – Admin panel



Kick-off the creation of alerts, events, and tools from a central place.

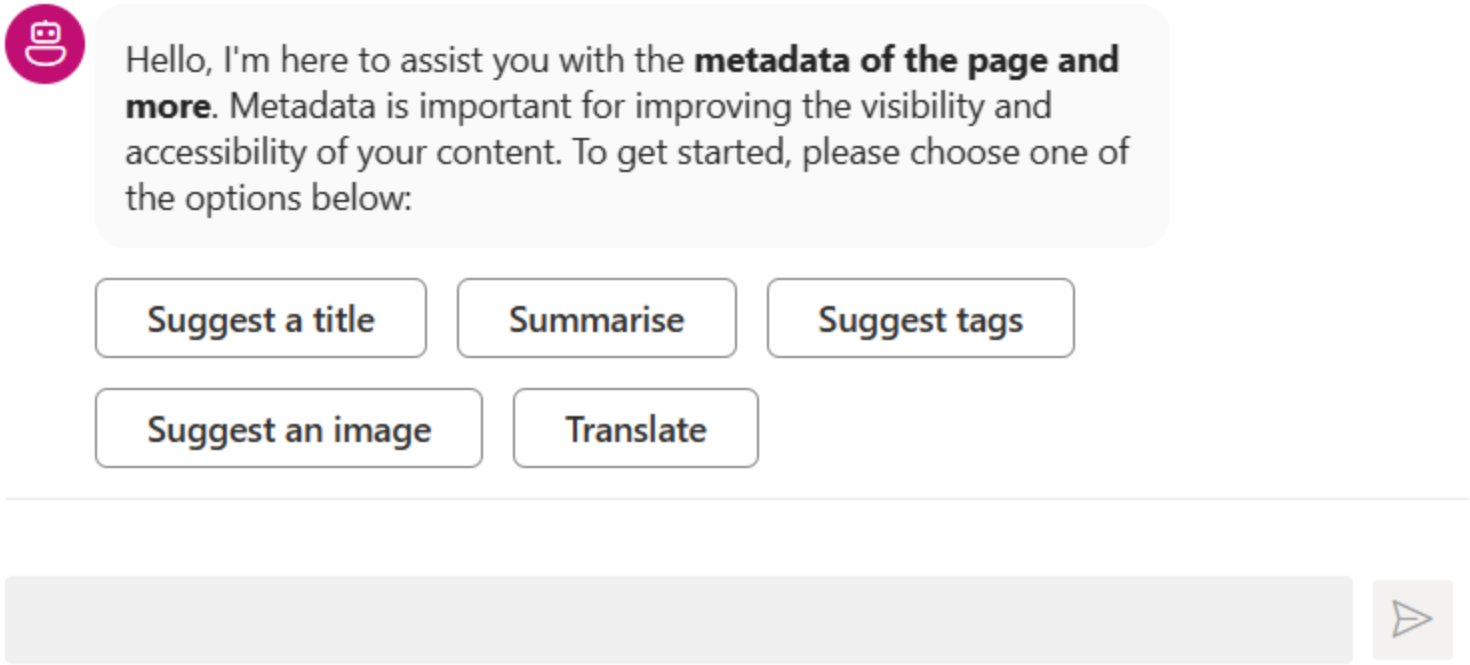
Create multiple sections to better structure your use cases.

Create and target links to specific users in your organization.

[Navigation] – Content editor assistant



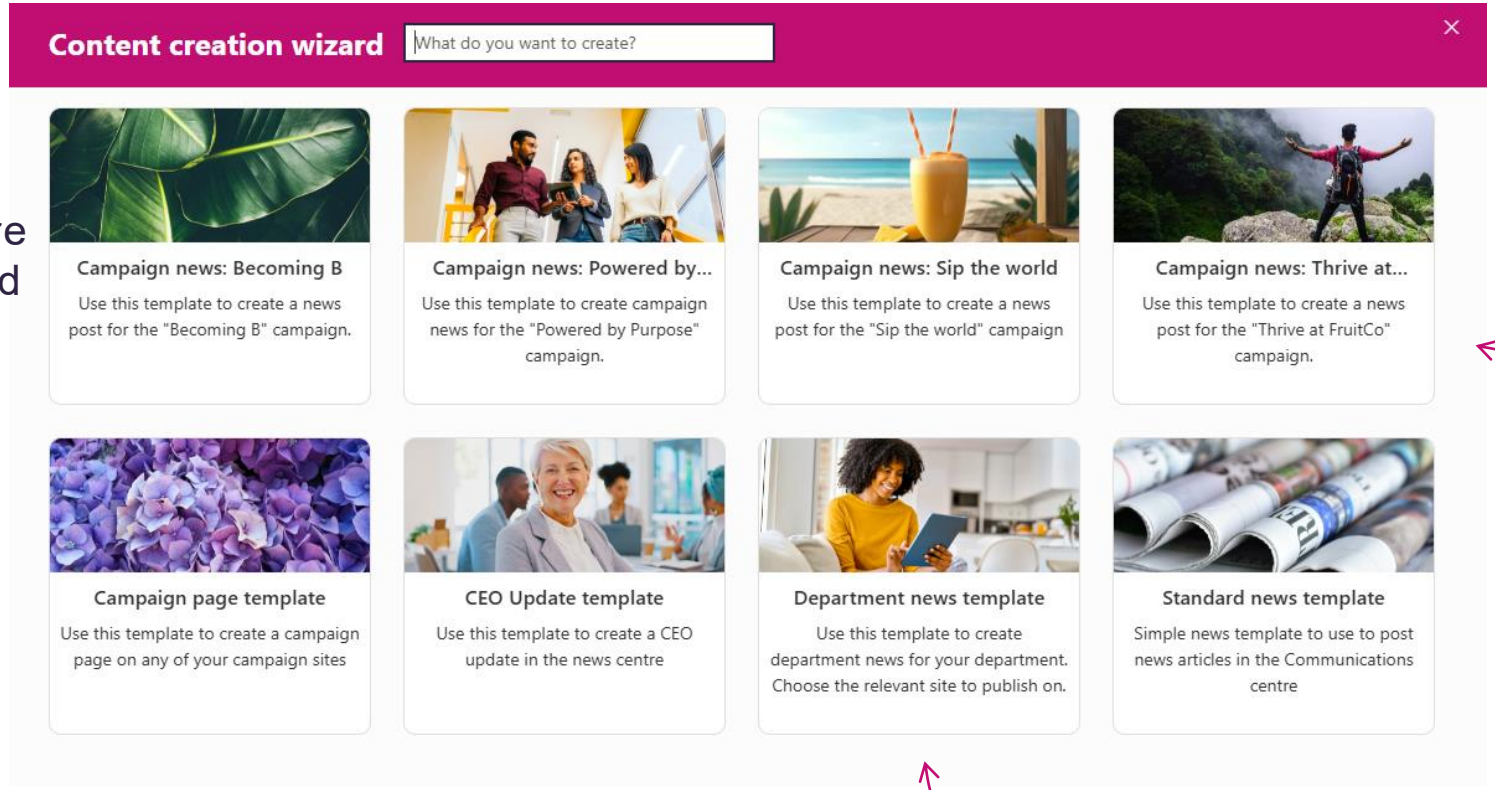
Start the AI-powered content editing assistant app for support with your content creation experience.



Choose from title generation, to page summary creation, and metadata suggestion. Use the app to create thumbnail and banner images as well as for content translation.

[Navigation] – Content creation wizard

Start from anywhere on your intranet and launch the wizard with a click.



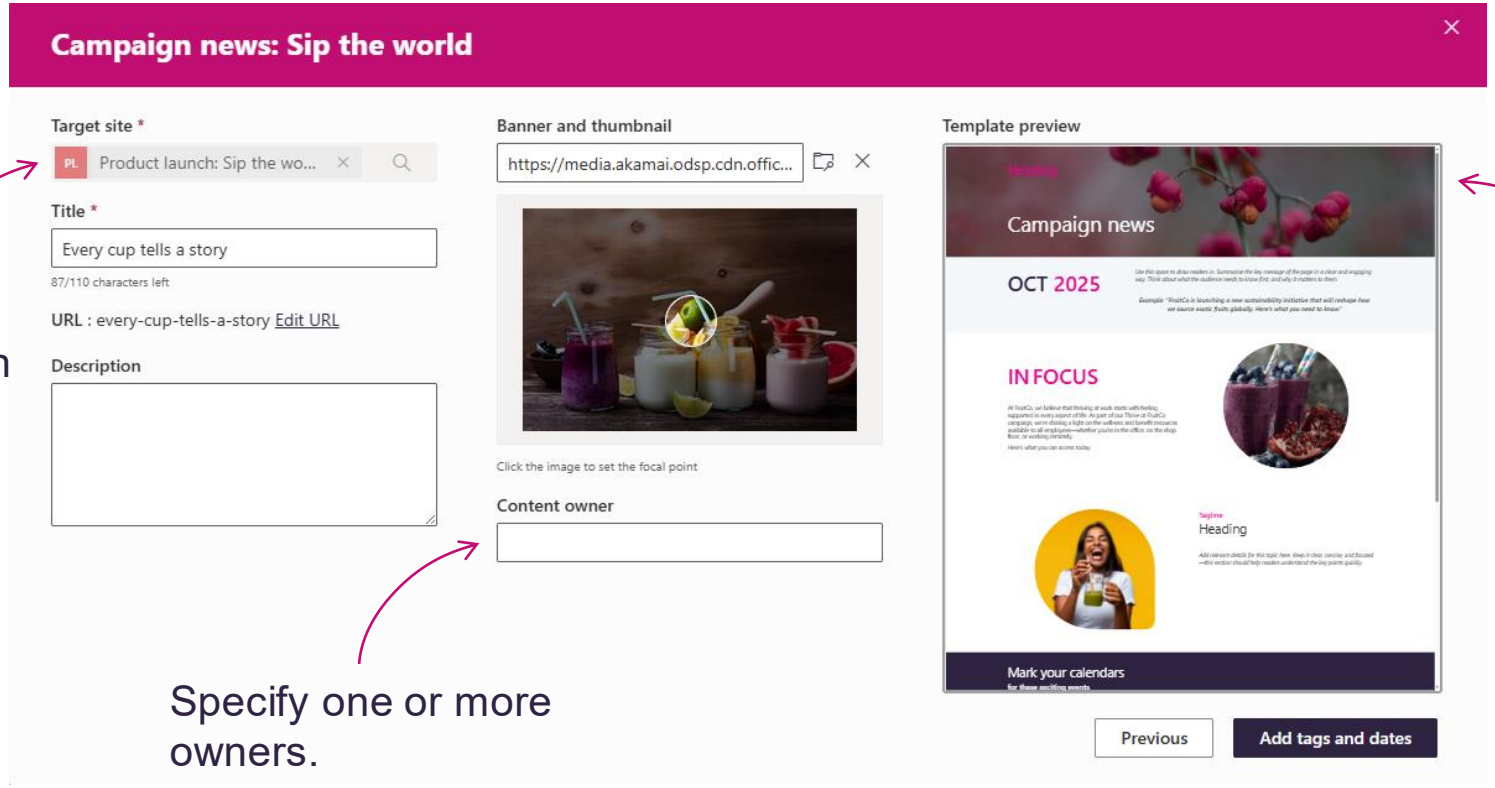
Choose from preconfigured templates.

Audience targeting restricts access to each template.

Updated in V2026-R4

[Navigation] – Content creation wizard

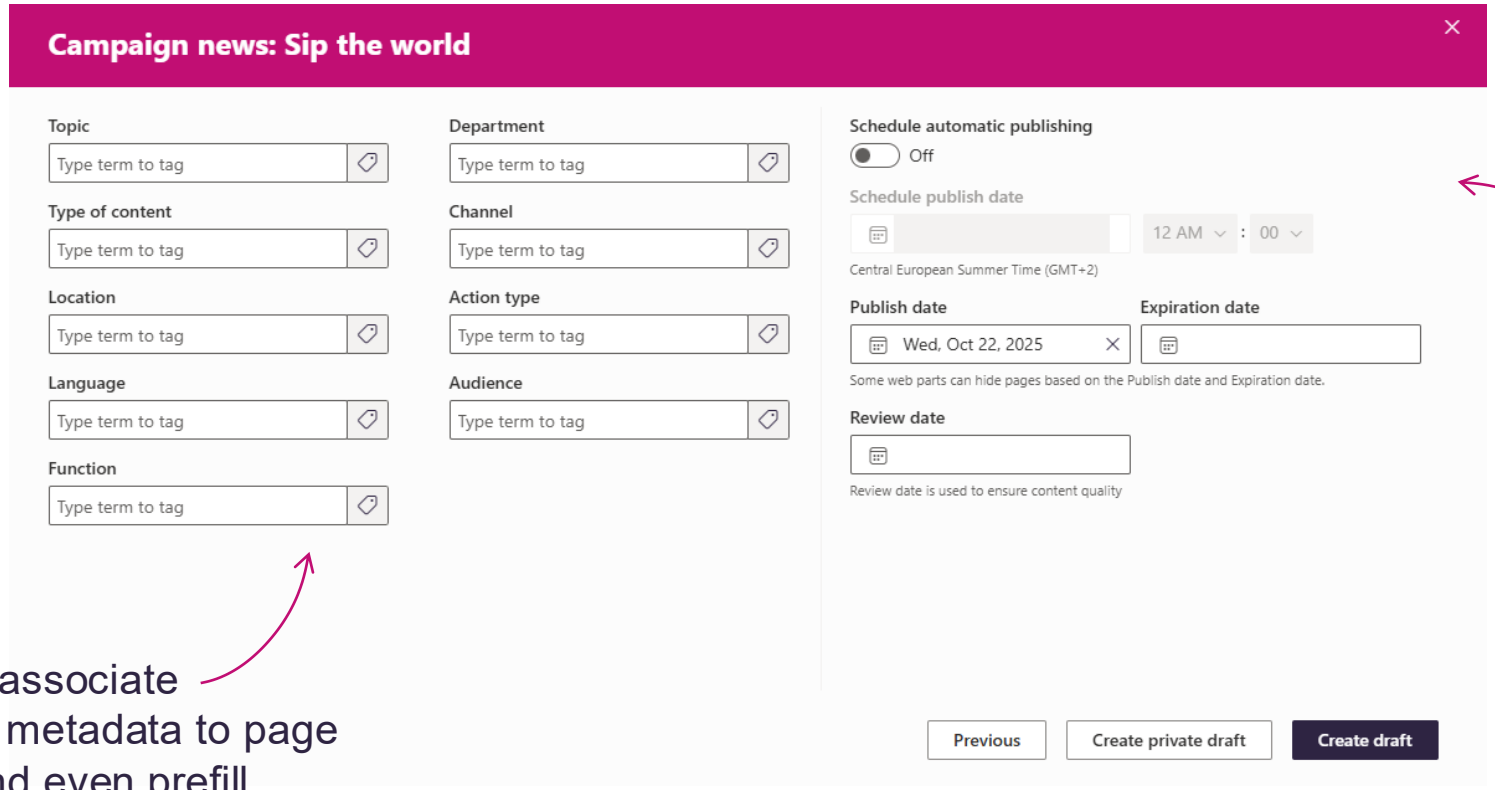
Preset site destinations ensure your content lands in the right place, every time.



Specify one or more owners.

Preview the template and configure the content images before you even create a draft.

[Navigation] – Content creation wizard

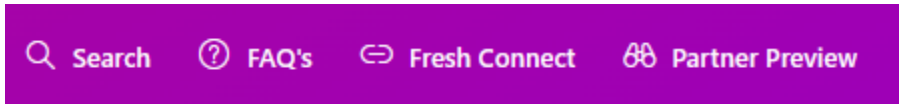


Admins can associate (mandatory) metadata to page templates and even prefill values.

Add key details like tags and page properties before you even hit the editor, so your content is structured and ready to go.

[Navigation] – Custom link

Define the icon and text of your custom links.

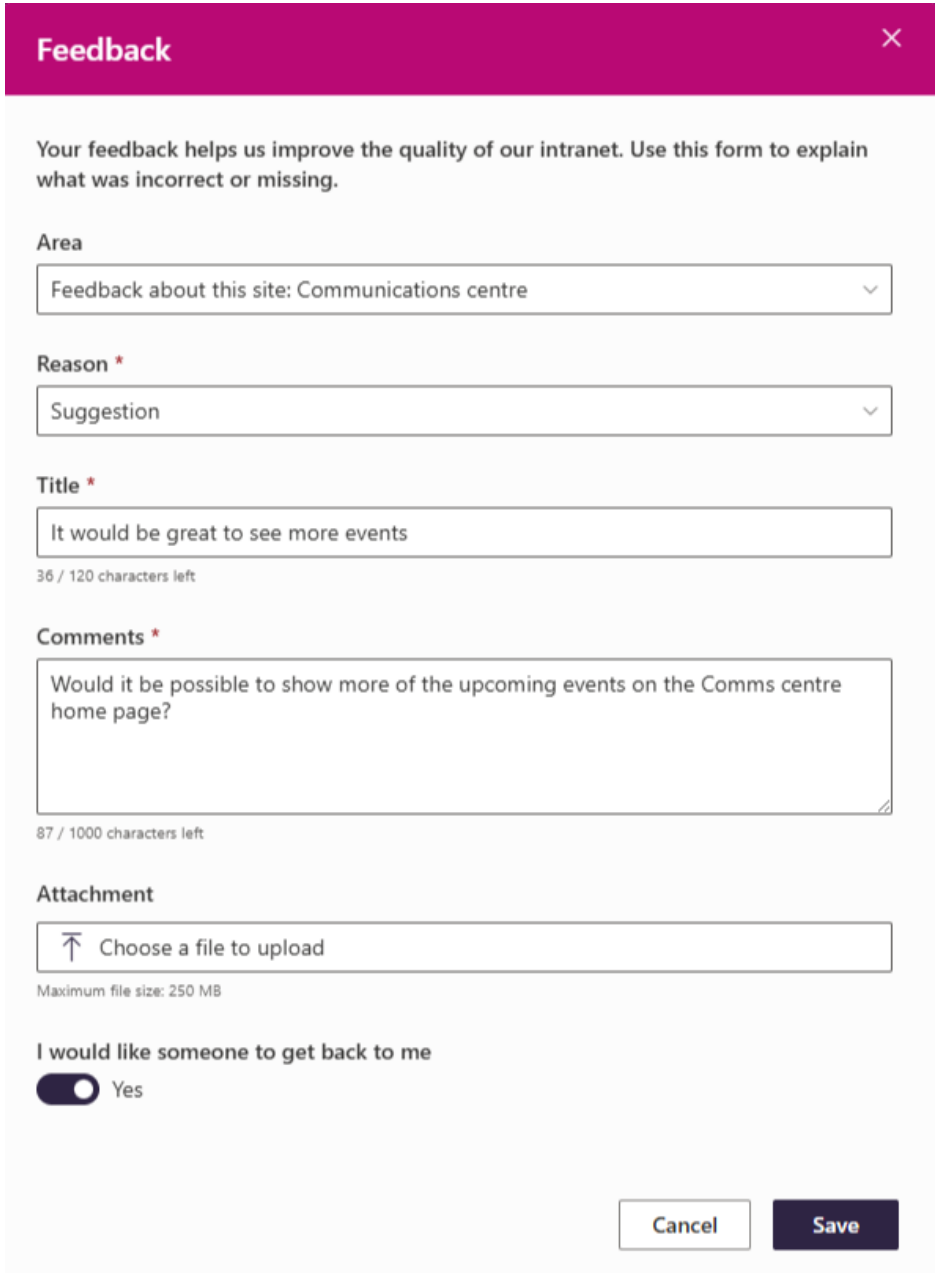


Add links to internal and external content such as your own feedback form, the company web site, or the intranet's FAQ.

[Navigation] – Feedback



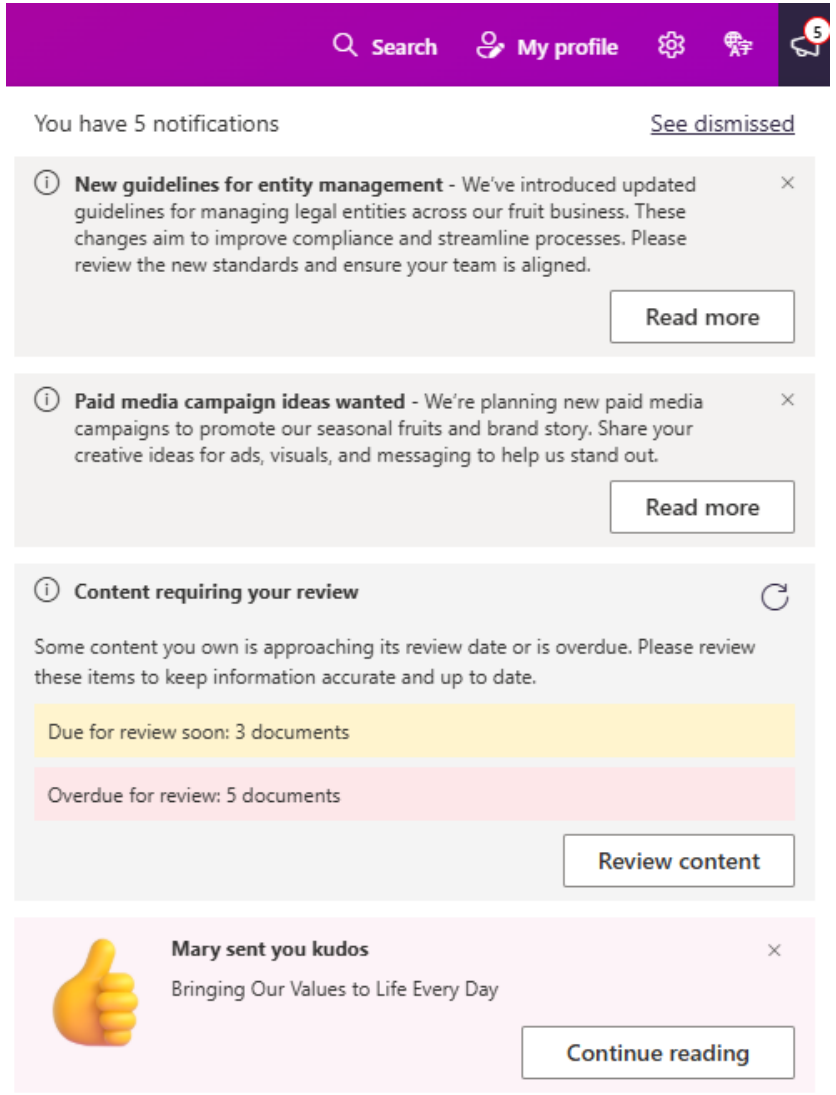
Gather user feedback about the entire intranet portal, a site, or specific page.



Updated in V2026-R4

[Navigation] – Notifications

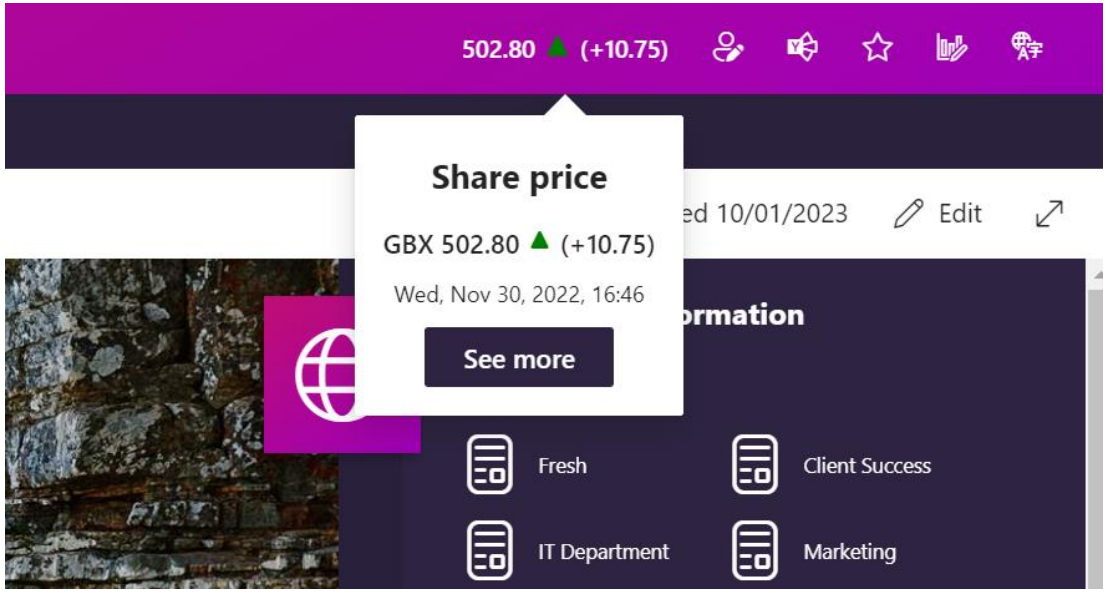
View notifications from up to seven different sources: Content to review, followed content, content created since last visit, badge awarded, work anniversary, birthday and kudos received.



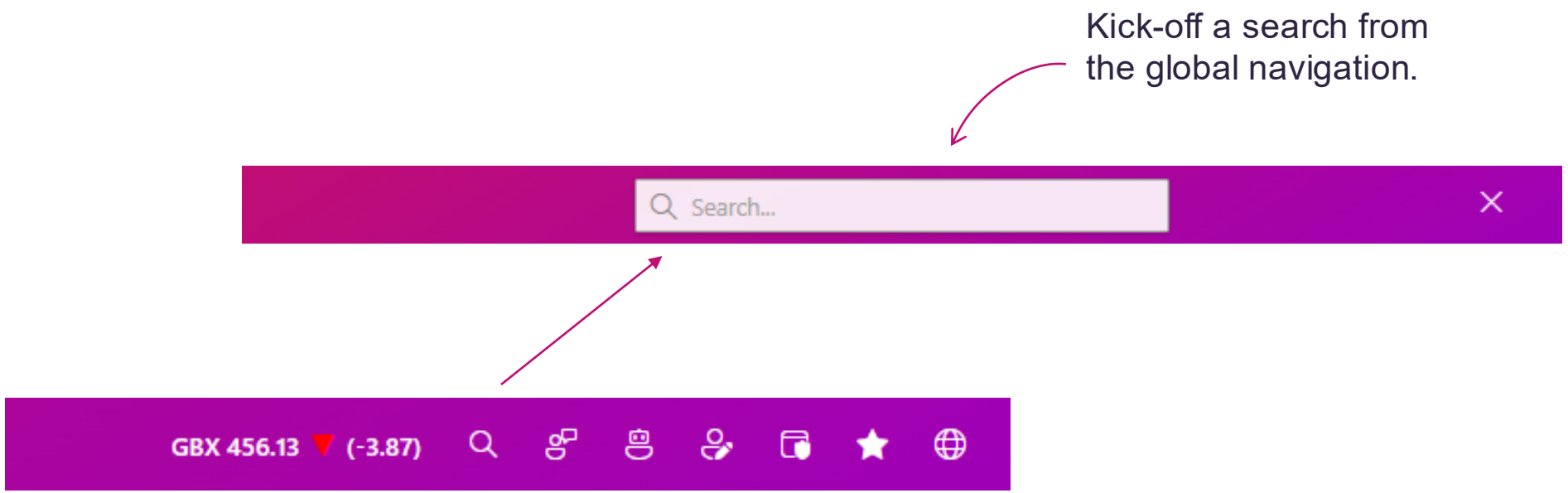
Access targeted notifications centrally through the global navigation on your intranet.

[Navigation] – Share Price powered by Investis

Keep your intranet users up-to-date and display share price information on the intranet.

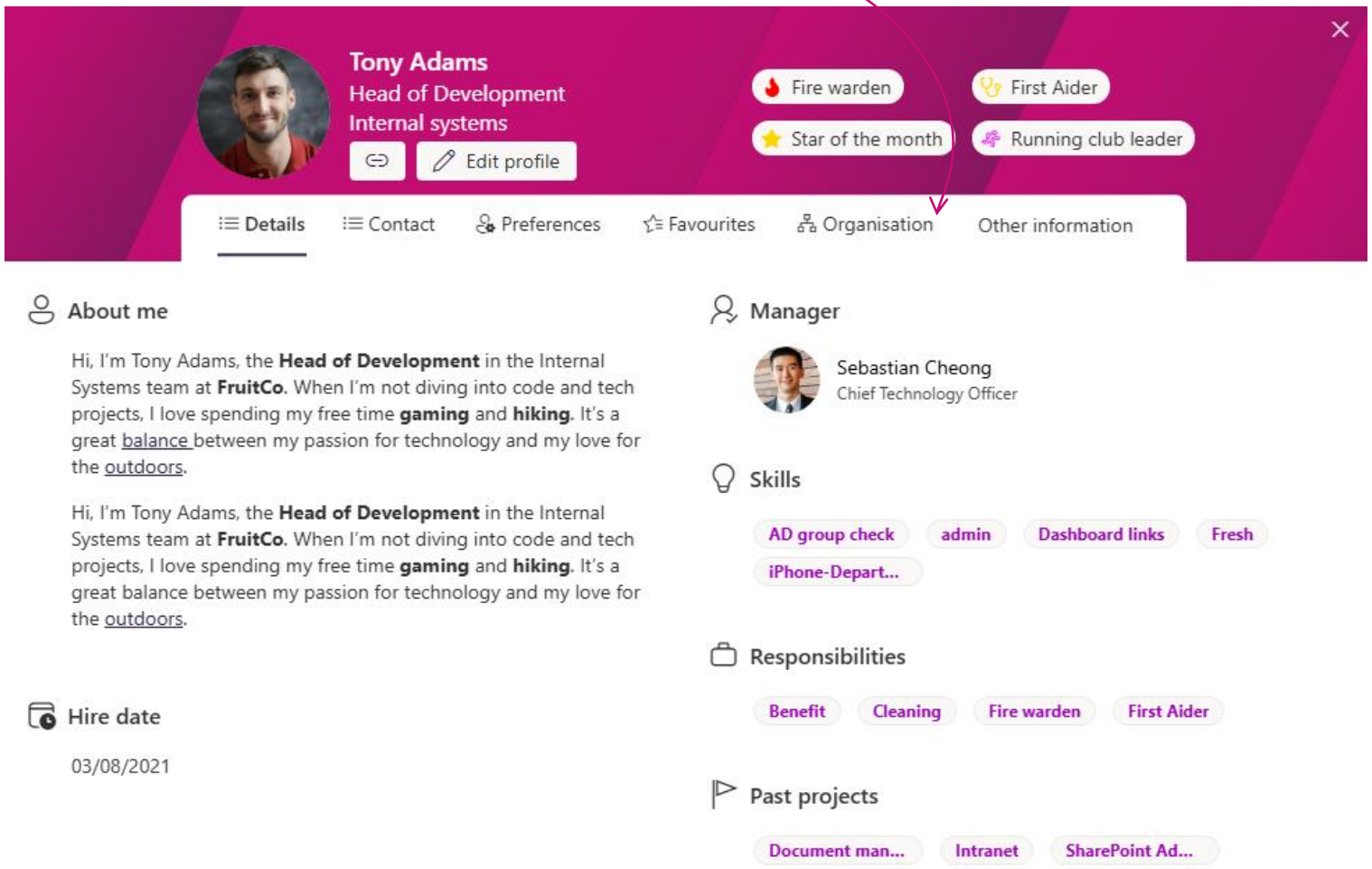


[Navigation] – Search



[Navigation] – User profile

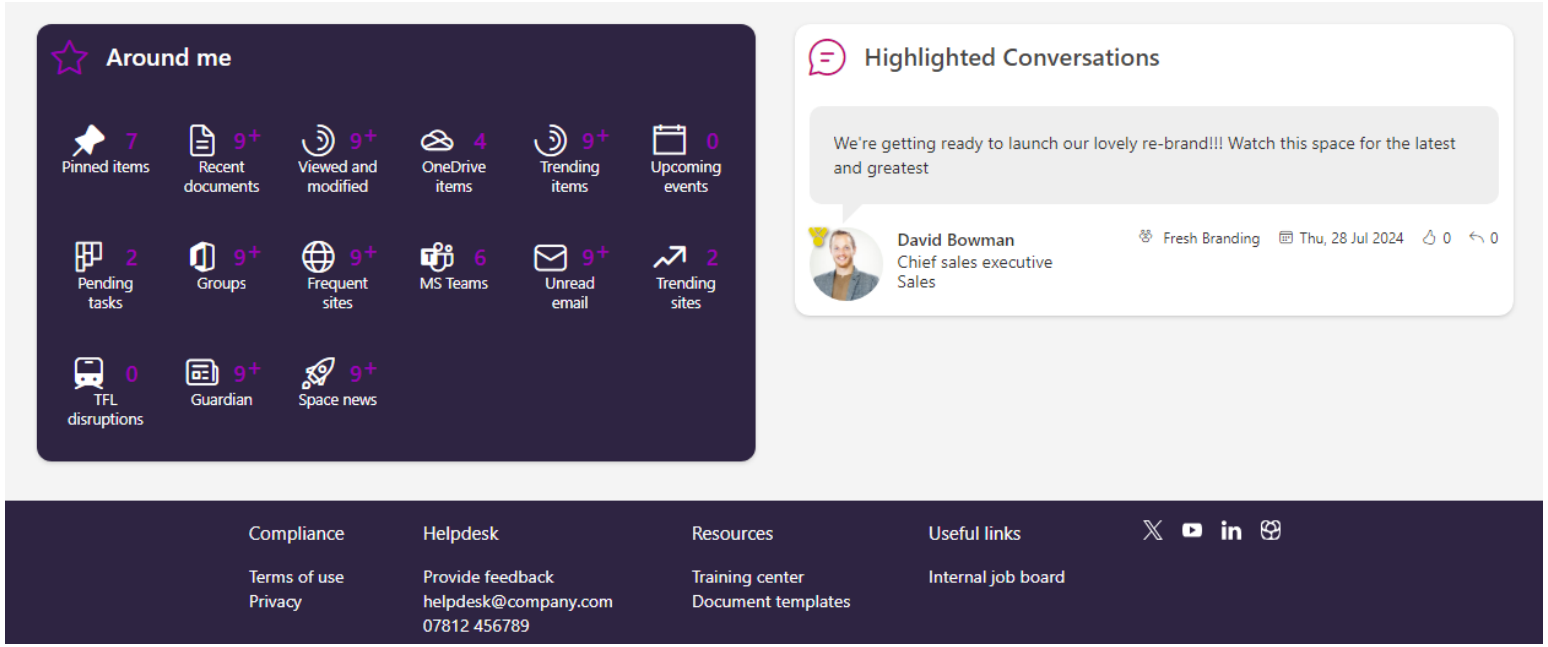
Access to the org cart from the user profile.





View and edit your user profile properties such as skills and interests. Plus, access your favorite apps, see your badges, and more.

Footer



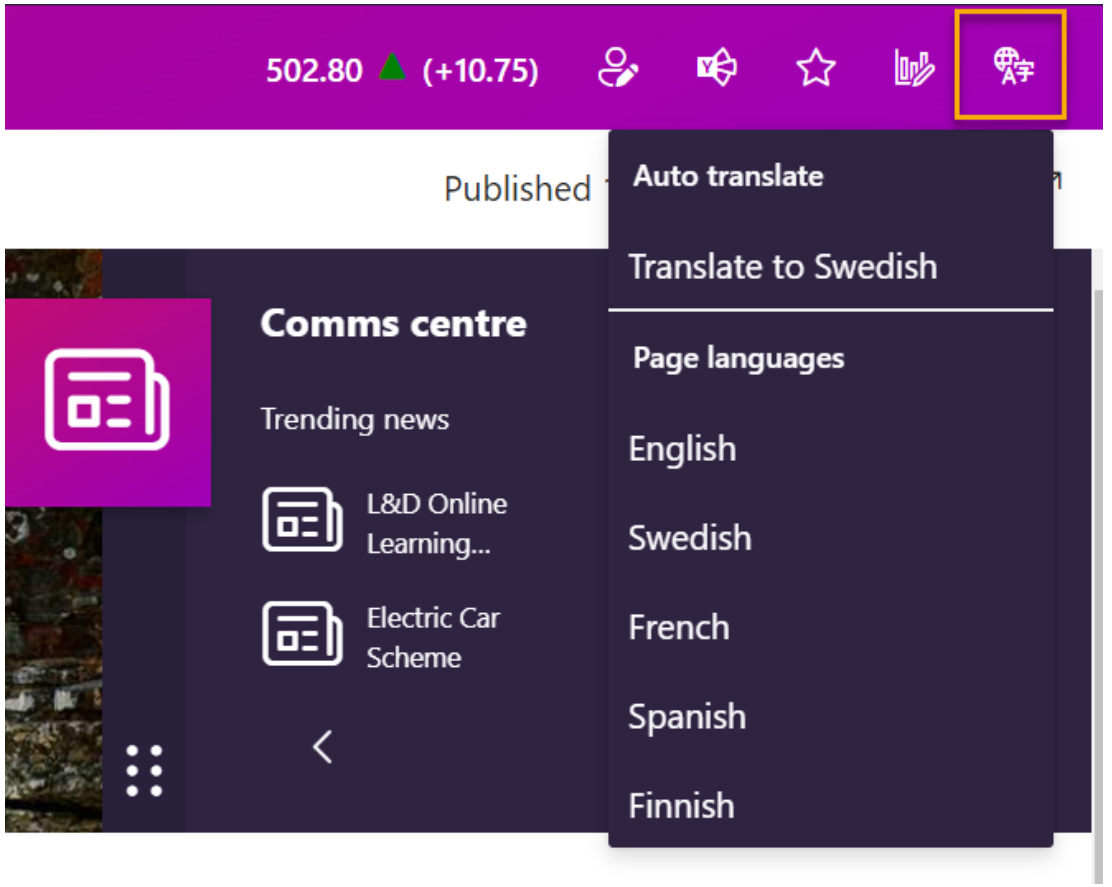
- 1 Footer per instance
- 2 level navigation
- Social media icons – optional
- Provides color configuration options in Admin portal

Multilingual

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Auto translate

- Translates textual content on the page to the current user's translation language
- Azure Cognitive Services
- Custom user profile property – Translation language
- Users can choose translation language or it can be set for them



Translated product labels

Enable users to see the intranet in their preferred display language

Product labels set in code supports the following languages:

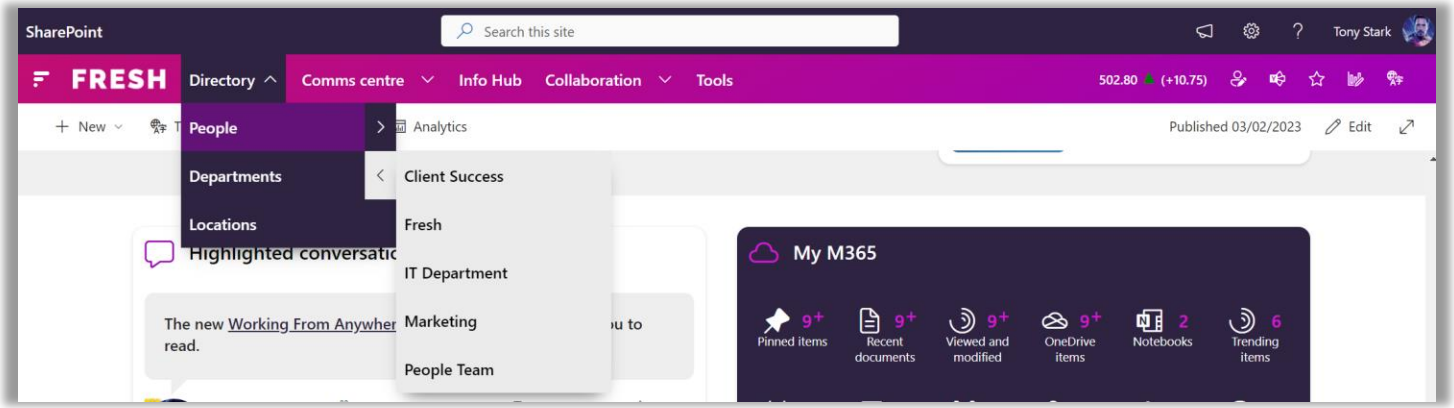
- Czech
- Dutch
- English UK
- English US (default)
- Finnish
- French
- French (Canadian)
- German
- Polish
- Spanish
- Swedish
- Turkish

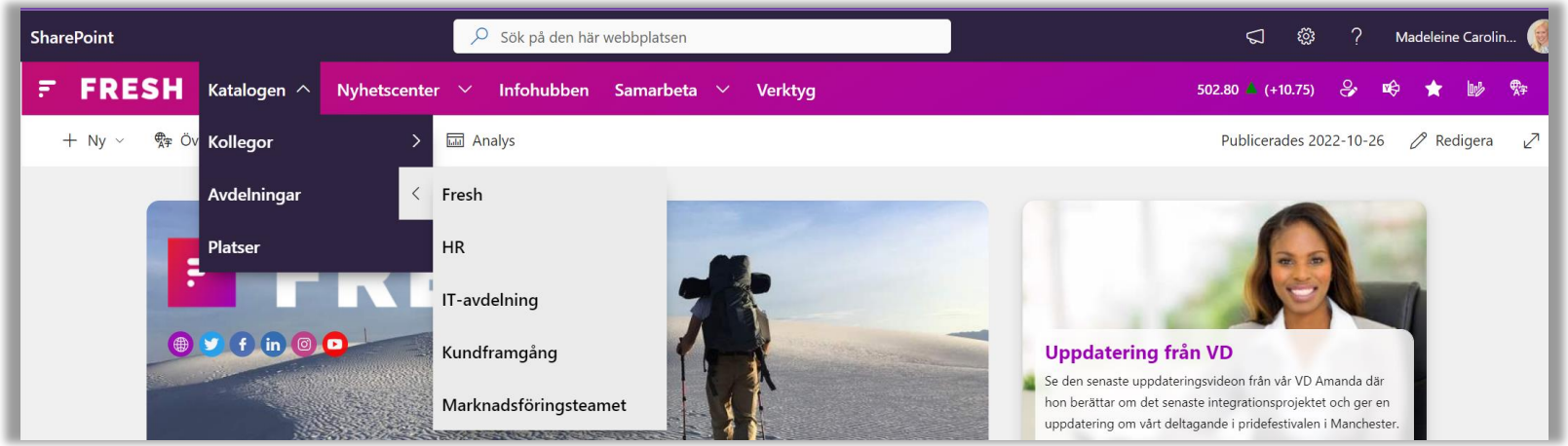




Translated navigation

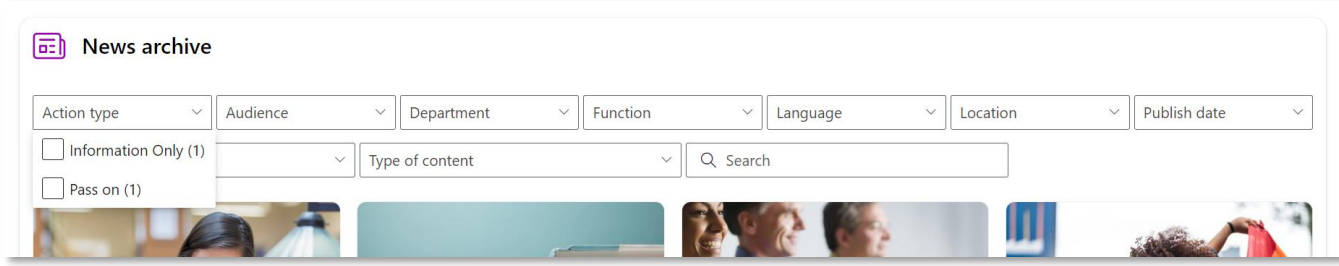
- Navigation links can be translated in the Admin portal and are displayed in the end user's preferred display language

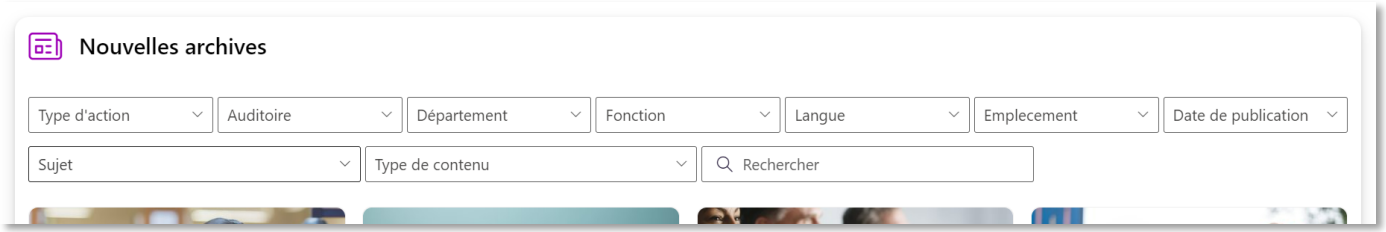


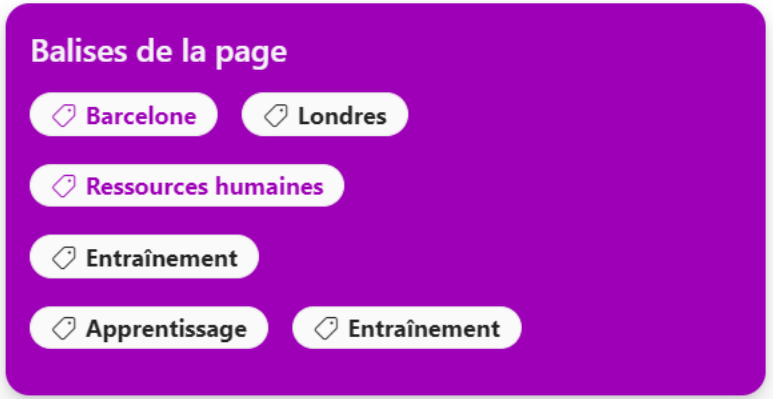


Translation of tags and taxonomy headings

- Functionality which allows Clients to translate “Site column names” and tags to other languages, which are then displayed in the end user’s display language in Fresh features such as Refiners, Page details and more.

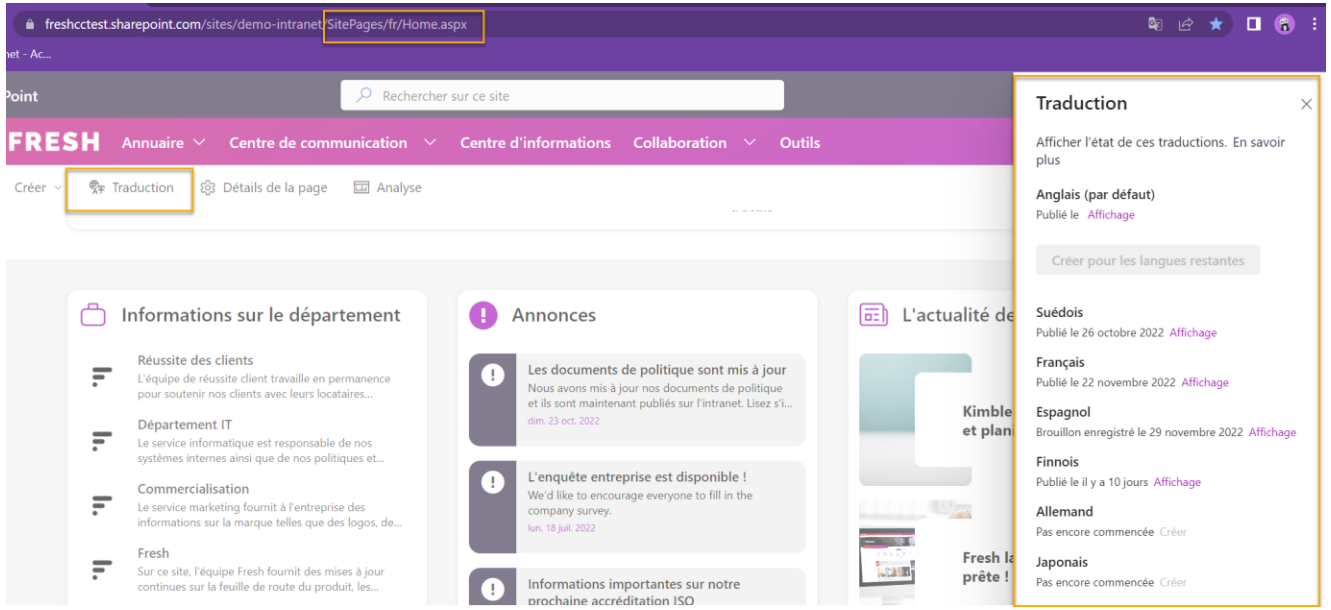


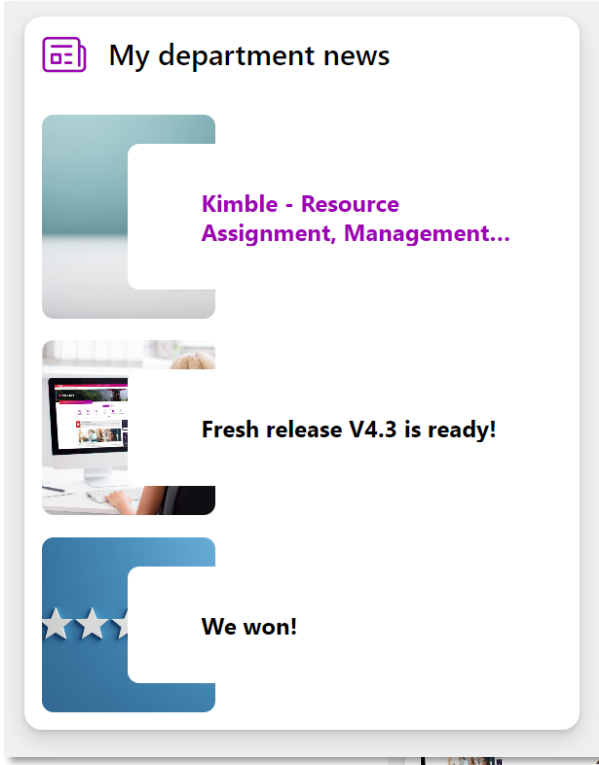


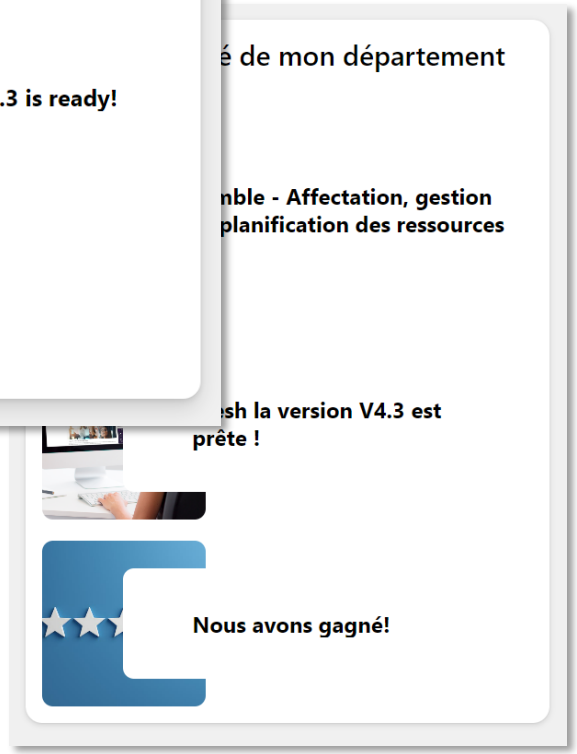


SharePoint page translation

- Using SharePoint page translation, Fresh features displays the translated pages (if available) based on the current page's language, for example, on a French page, it will show pages translated to French.





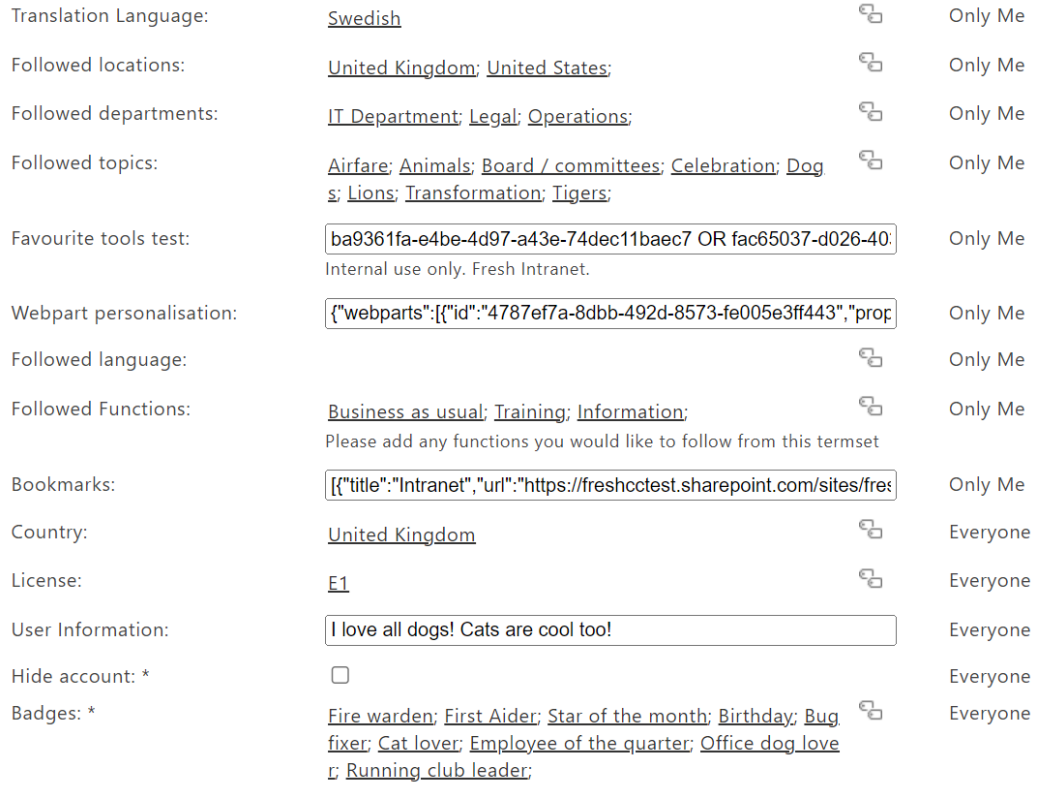


Personalization

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Custom user profile properties

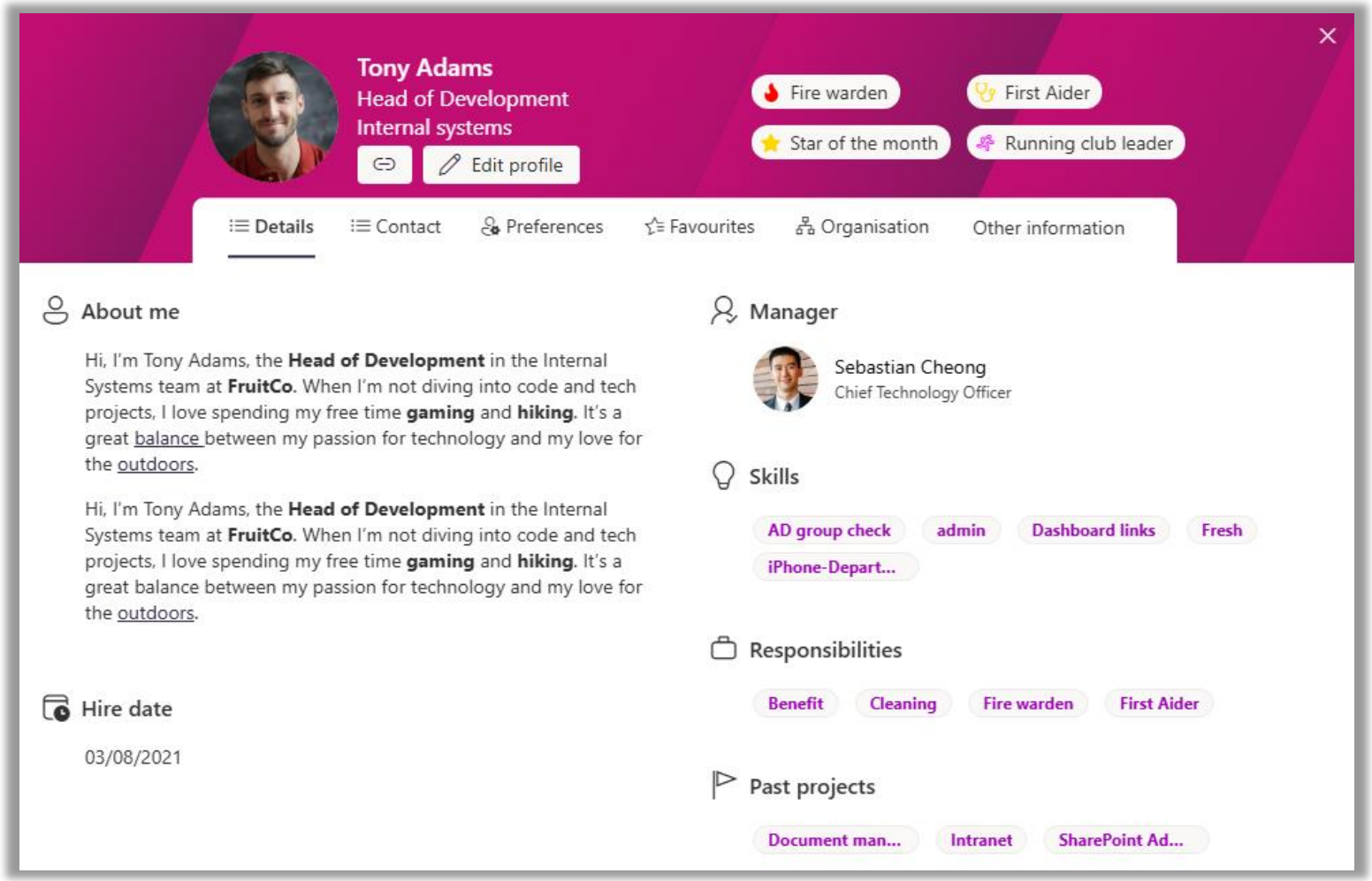
- Custom properties are deployed to allow enhanced personalization in Fresh features.
- Additional properties can be created and used based on Client specific requirements



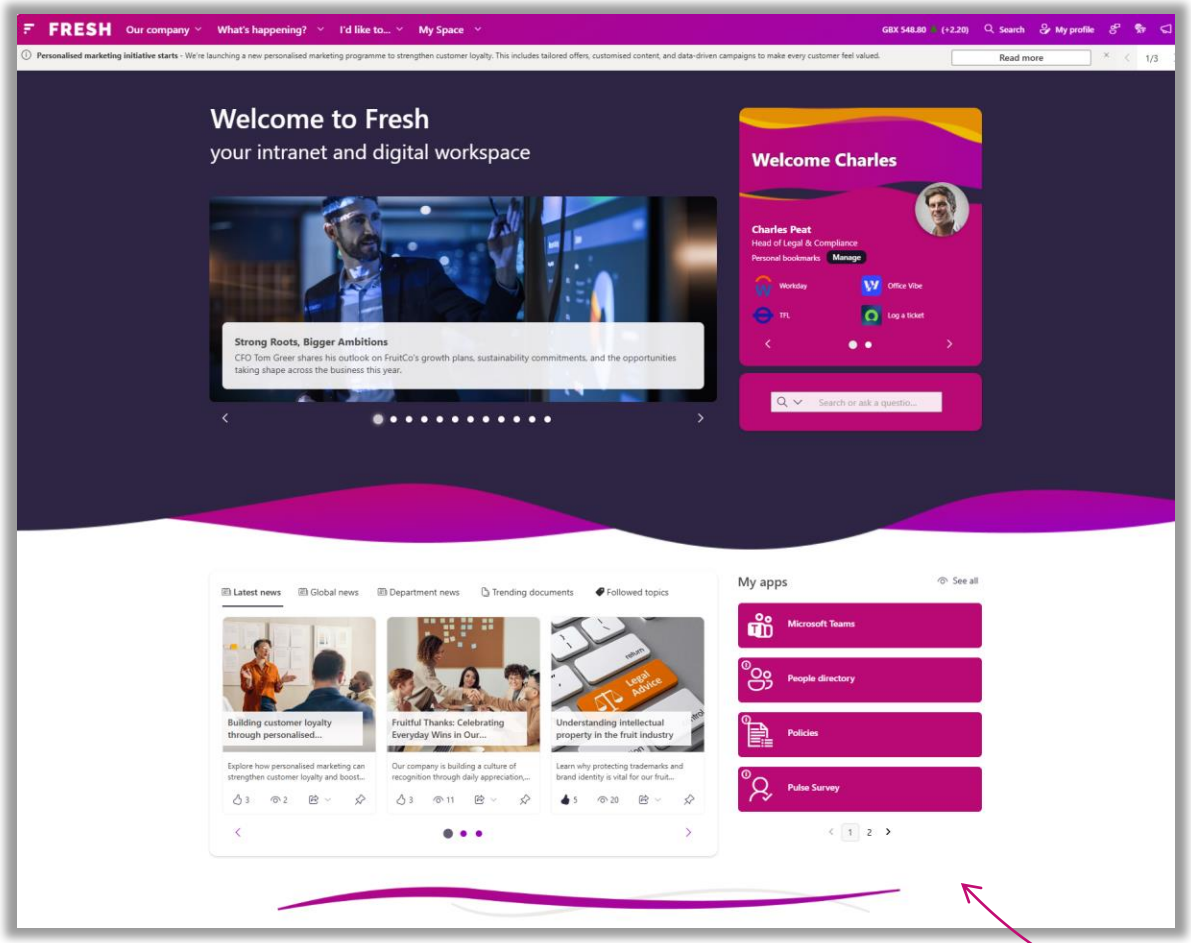
Profile panel

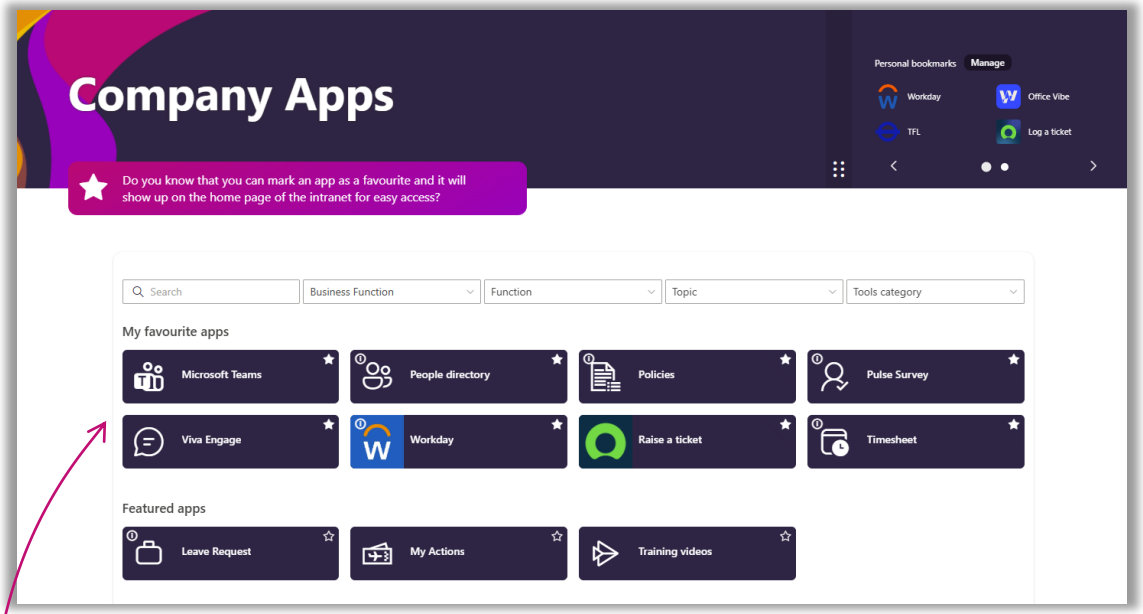
Connected to the user's profile, it can be configured to display useful information to the user, as well as allow users to edit information such as skills and interests.

If enabled, users can see information about their colleagues in the same panel from features such as People search and Page details.



Favorite tools

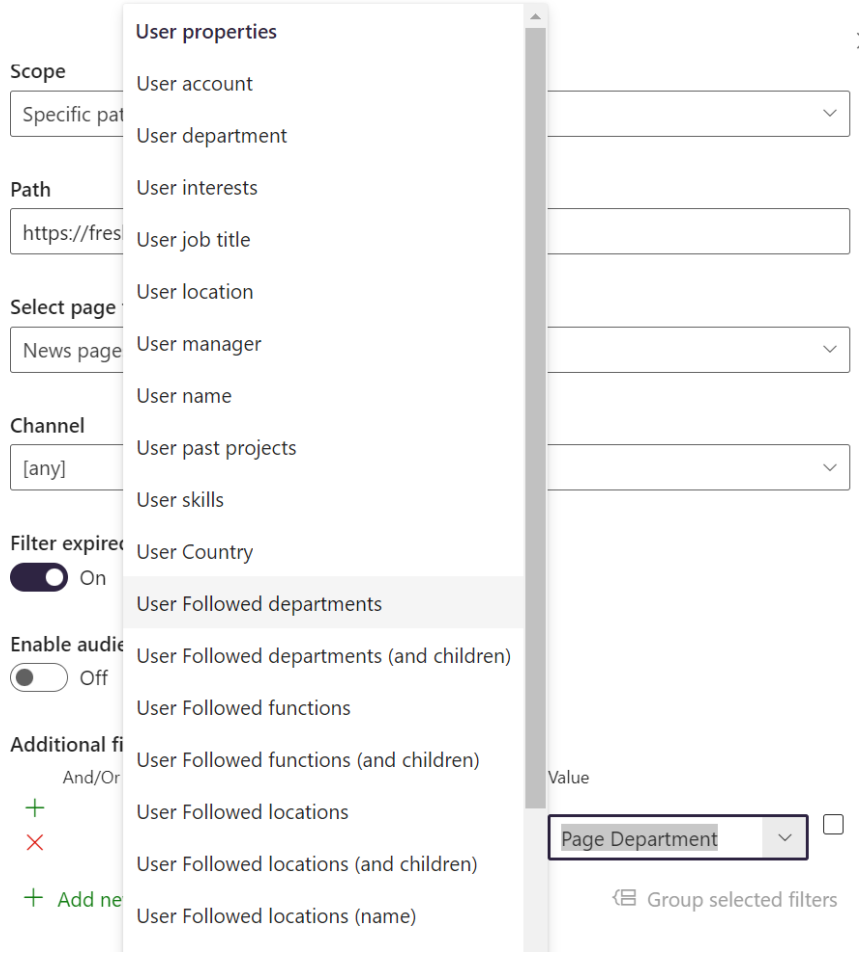




Using Tools admin, end users can choose their favorite tools, which can be displayed in other tools web parts such as Tabbed tools and Tool cards.

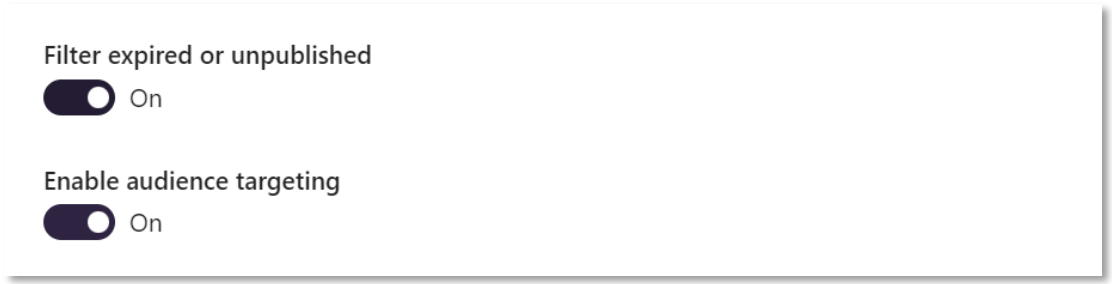
Profile property targeting

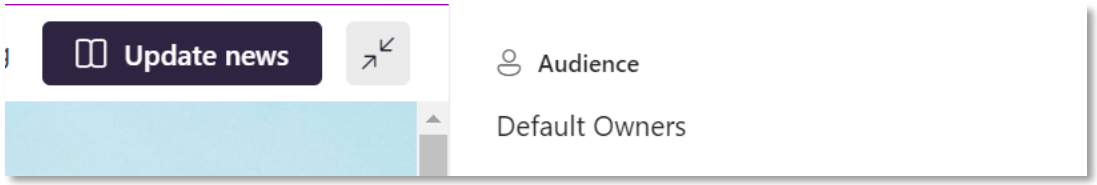
The Query builder in search-based card web parts can be configured to display content based on end user profile information, for example where the user's department or location matches the tag set on an item.



Audience targeting

- Using group targeting to ensure the correct audience is seeing the content.
- Use it on:
  - Pages
  - Documents
  - Alerts
  - Events
  - Tools

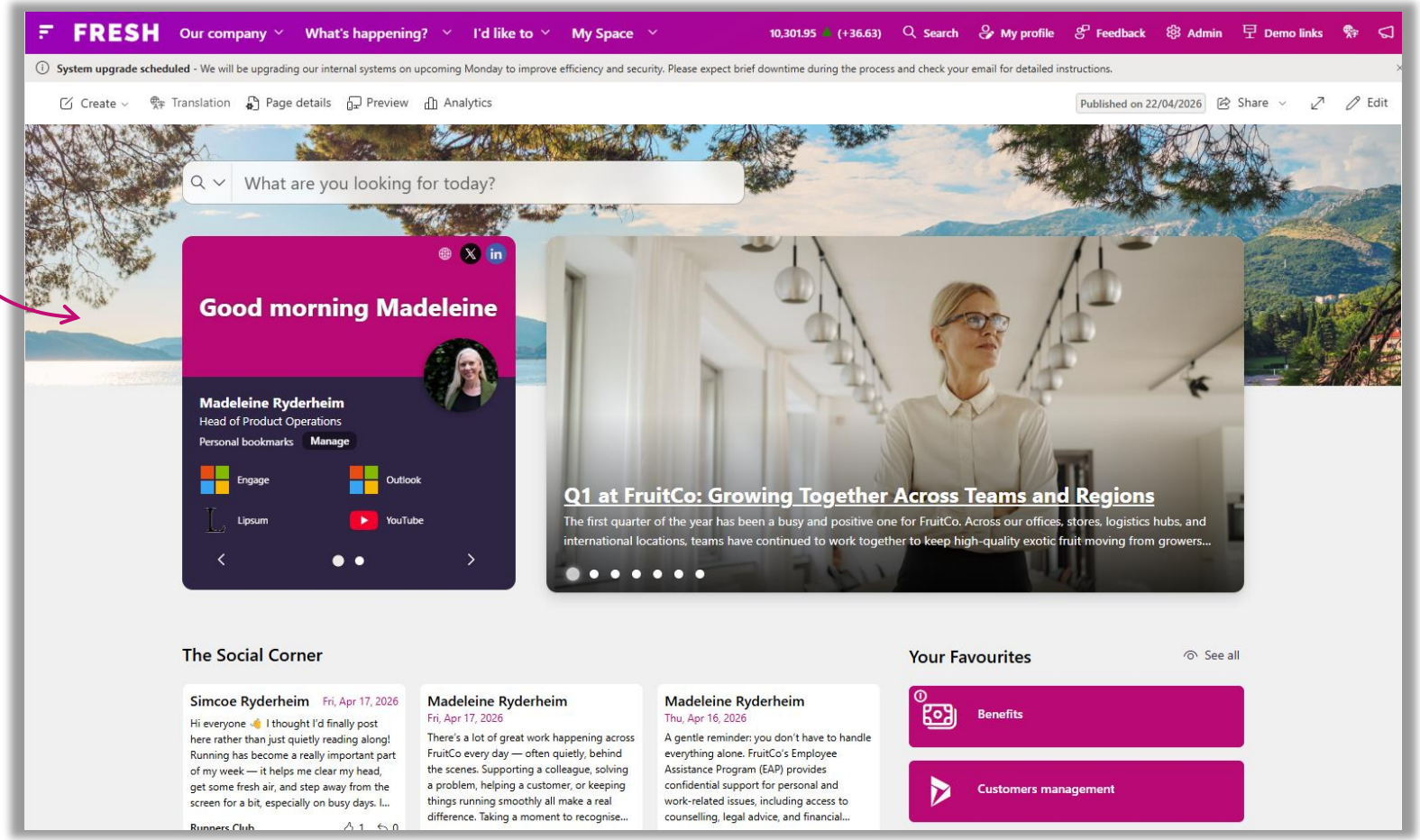




Personalized greetings

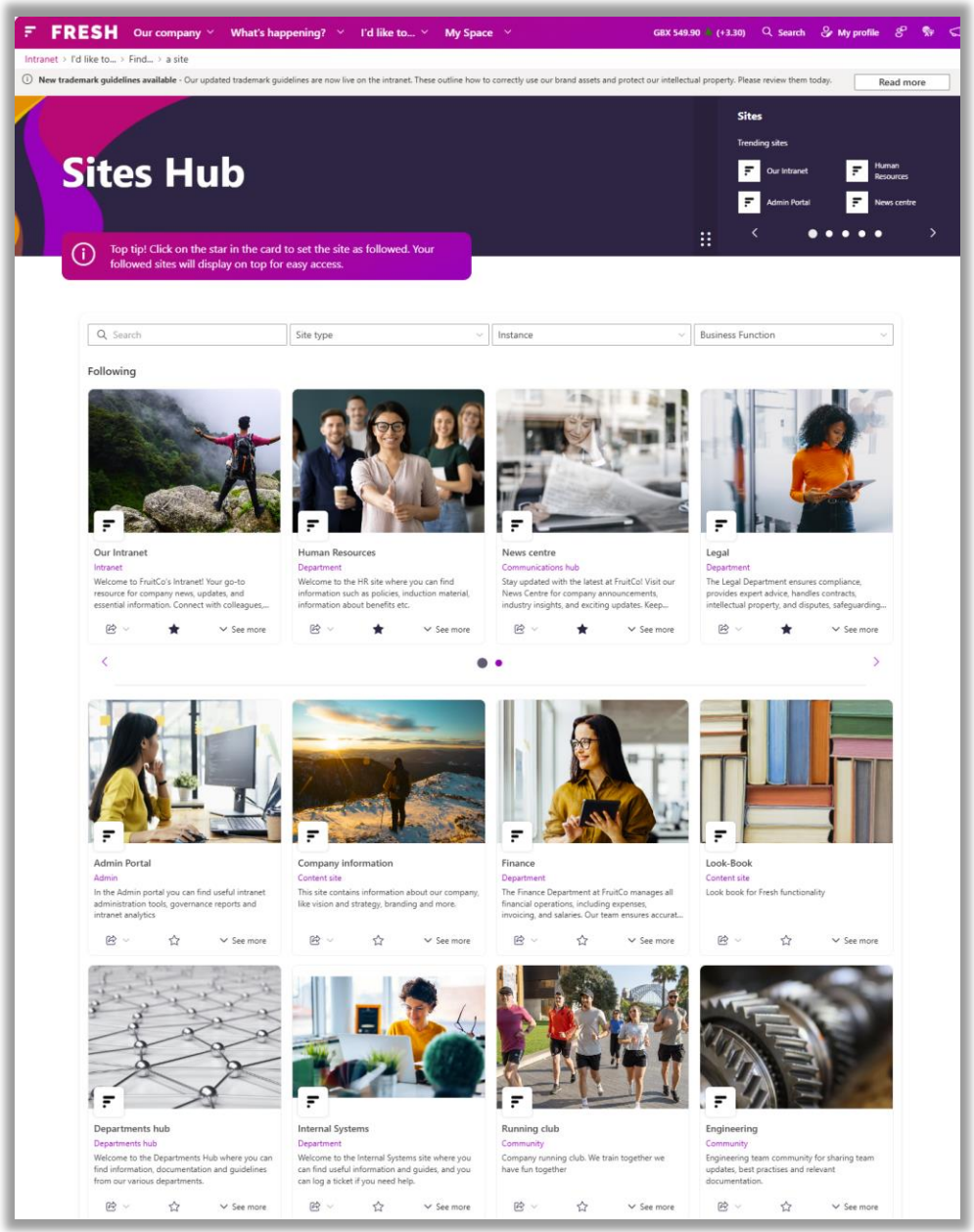
You can greet people by name, surface user context dynamically, and make every employee feel like the intranet was built for them, not just broadcast at them.

"Welcome, Michael" or "Good afternoon, Adele" - friendly, human, immediate



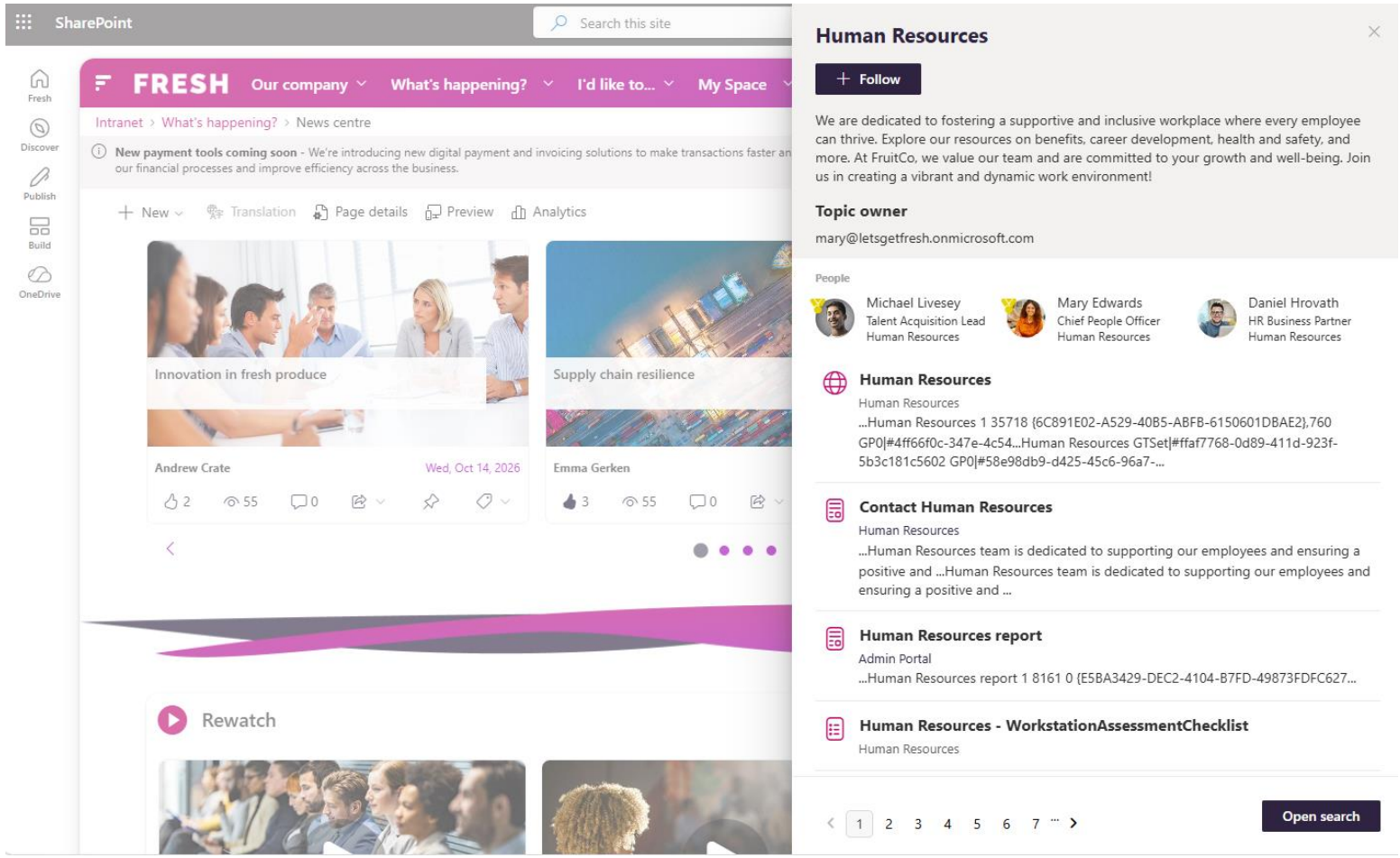
Followed sites

- Users can follow sites using out-of-the-box SharePoint functionality or in Fresh features such as global navigation or web parts such as Site cards.
- Followed sites can be highlighted in Sites web parts and the web part can also be configured to only display followed sites.



Followed content

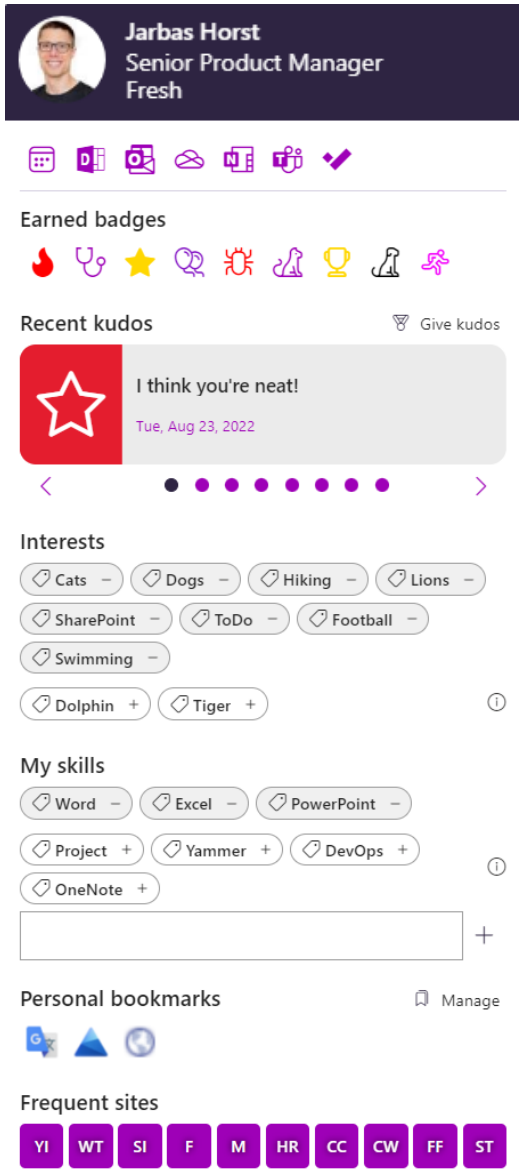
- Follow or unfollow tags in Topics Explorer and manage followed interests in the Profile panel.
- Open the Tags action on Page and Document cards to explore related topics.
- Get tag suggestions after liking content, with an option to turn suggestions off.
- Receive notifications when newly published content matches followed tags, with a summary and direct link to the content.

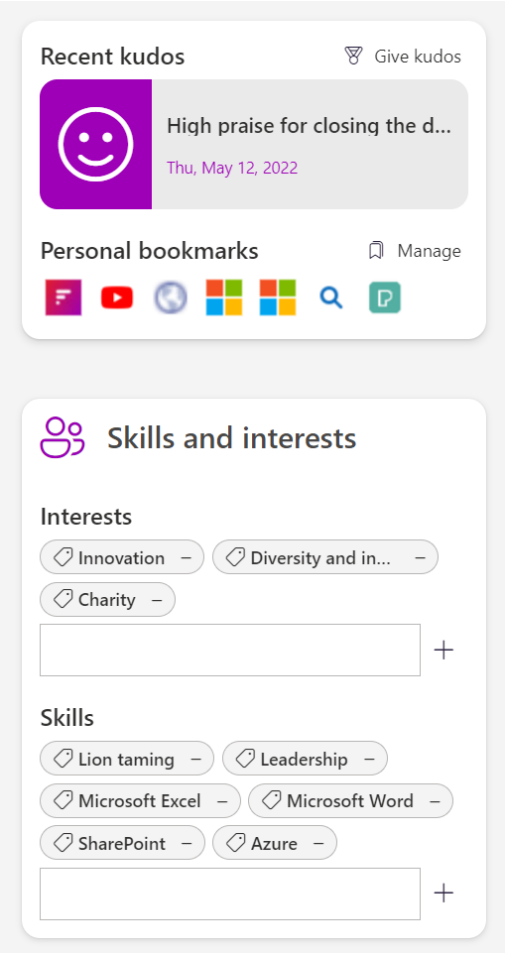


My profile

- Web part focused on the current user, displaying content such as
  - Badges
  - Kudos
  - Interests
  - Skills
  - Personal bookmarks
  - Frequent sites

- Configured to display only relevant sections



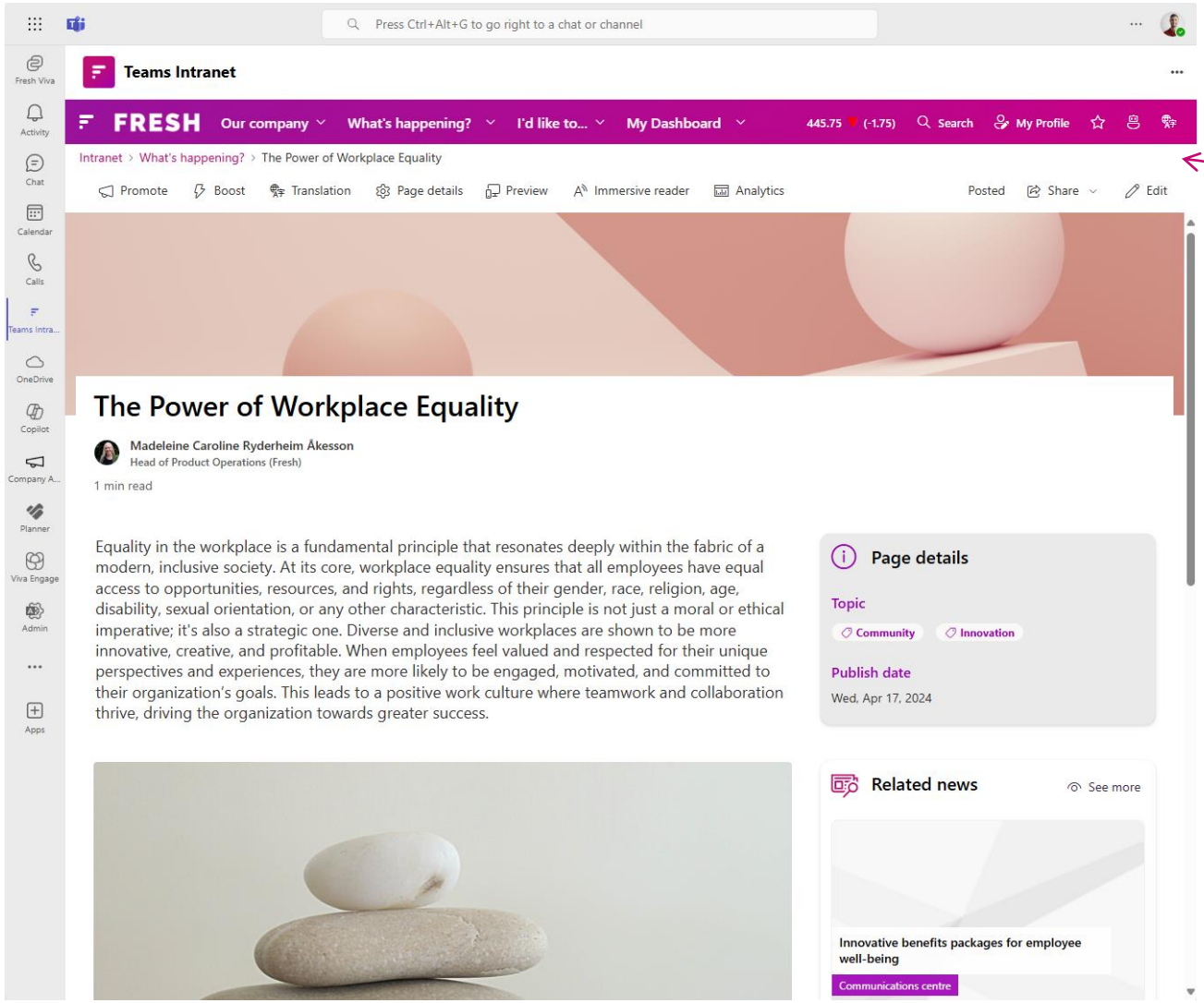


Teams

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Fresh Teams intranet app

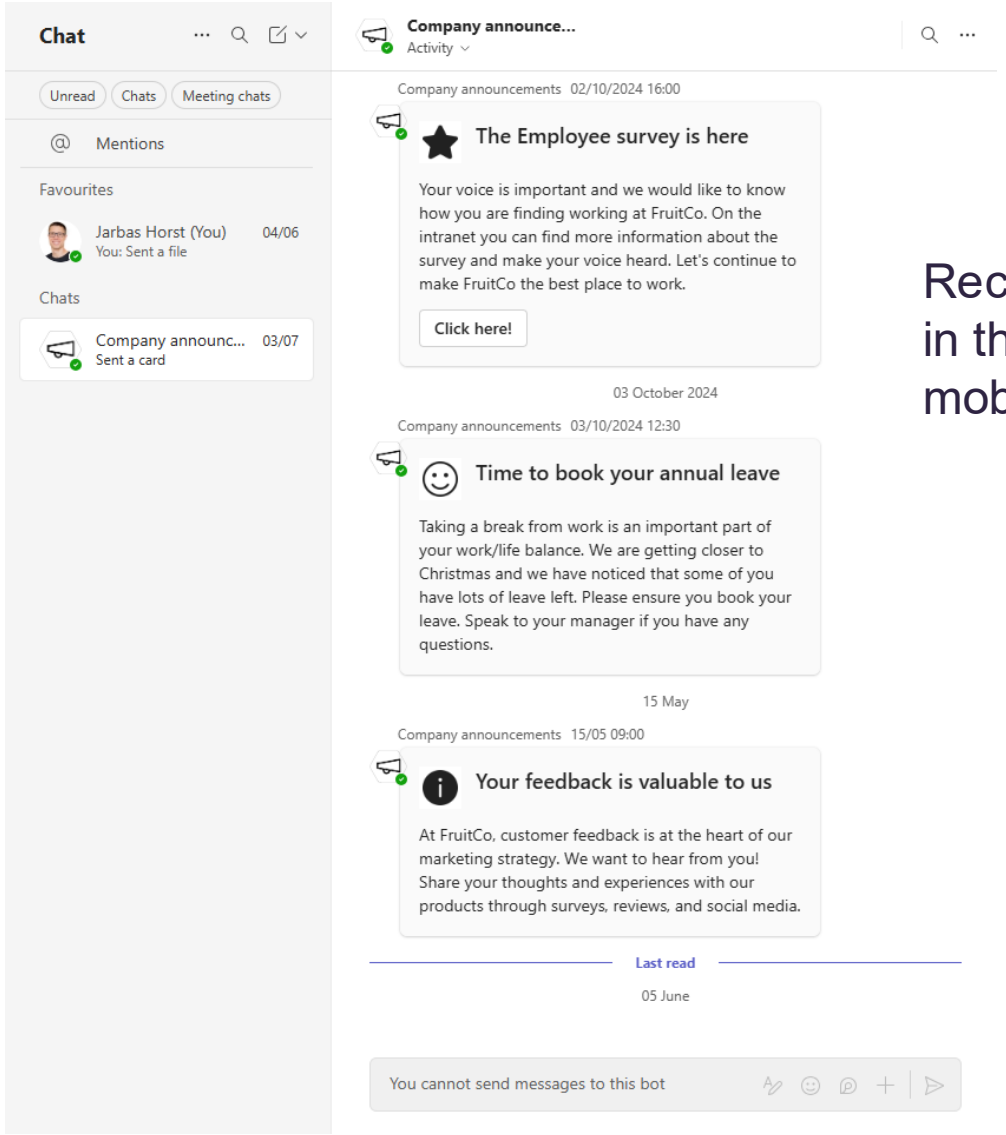
Access the intranet from Microsoft Teams without using Viva Connections.



Provide individual landing experiences (e.g., home page, department page, and a news post) for employees.

Announcements in Teams

Receive messages in the Teams web or desktop client. For more information, see [Announcements] – Announcements in Teams.



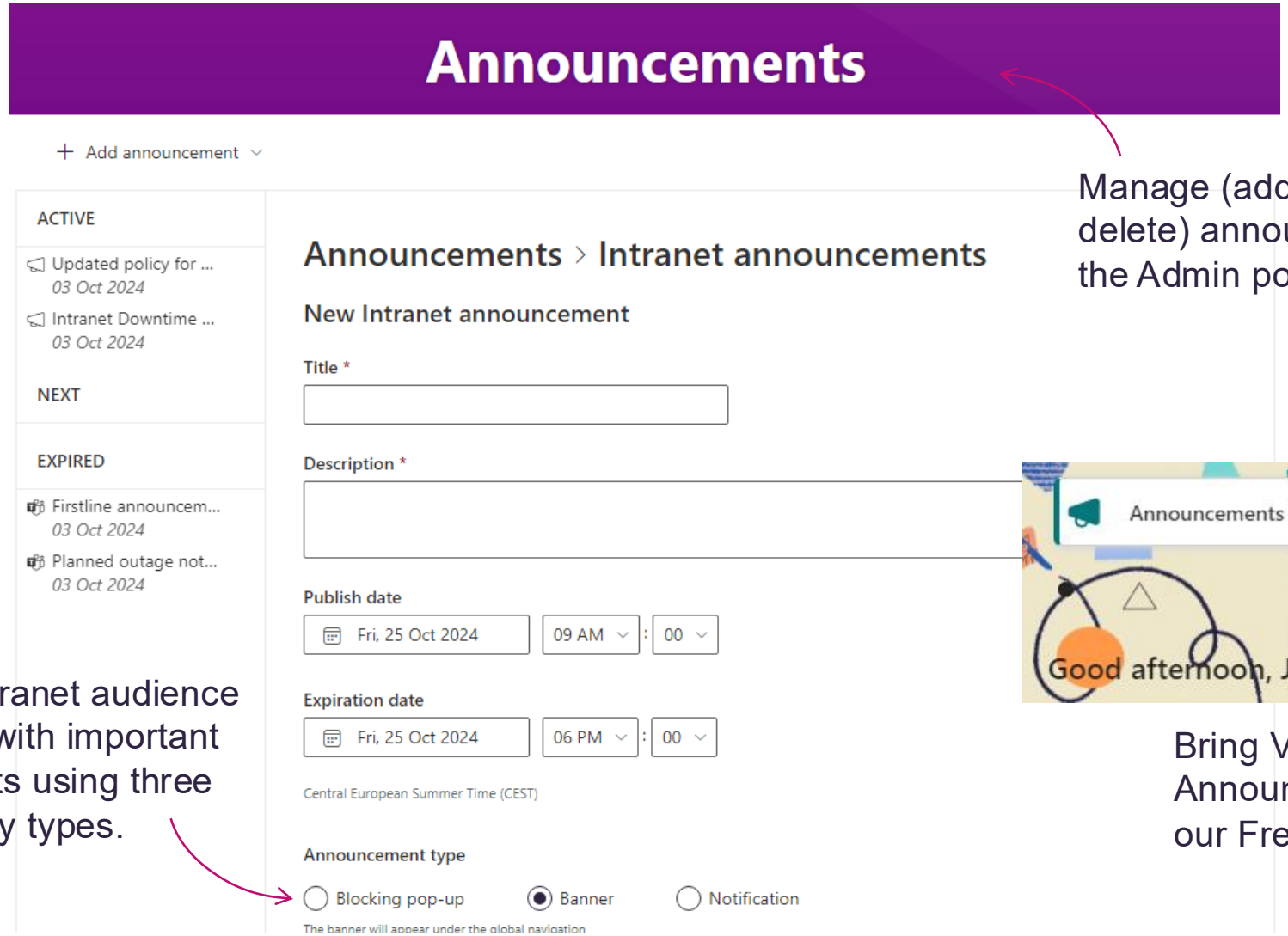
Receive messages in the Teams mobile app.



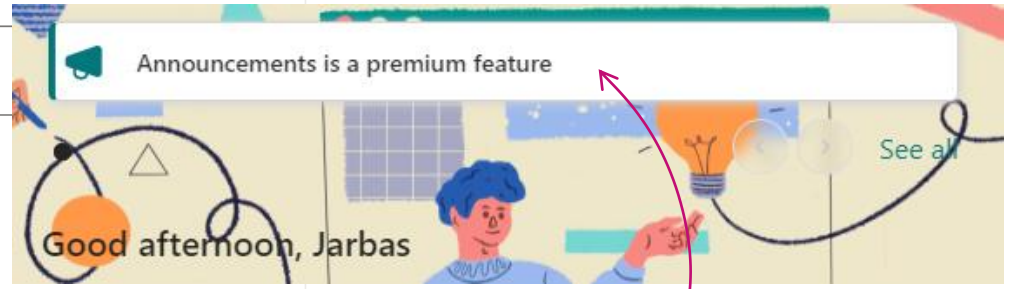
Communication features

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[Announcements] – Announcements in SharePoint



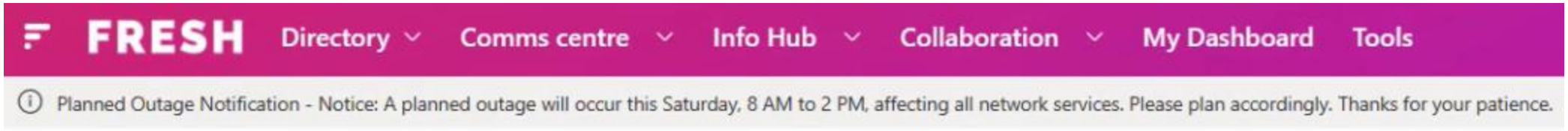
Manage (add, edit, and delete) announcements from the Admin portal.



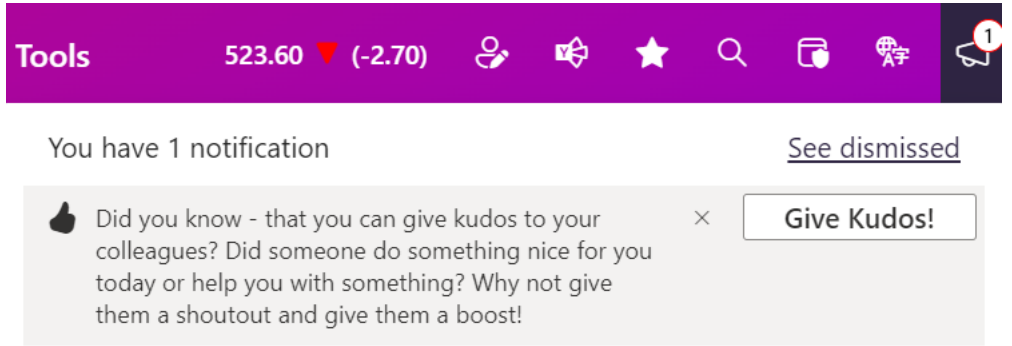
Bring Viva Connections Announcements into SharePoint via our Fresh intranet announcements.

Reach your intranet audience in SharePoint with important announcements using three different display types.

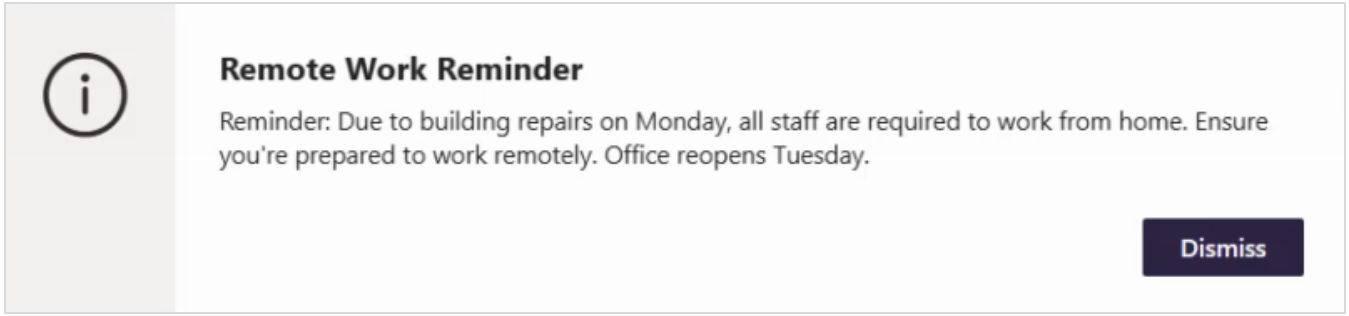
[Announcements] – Announcements types in SharePoint



Banner



Notification

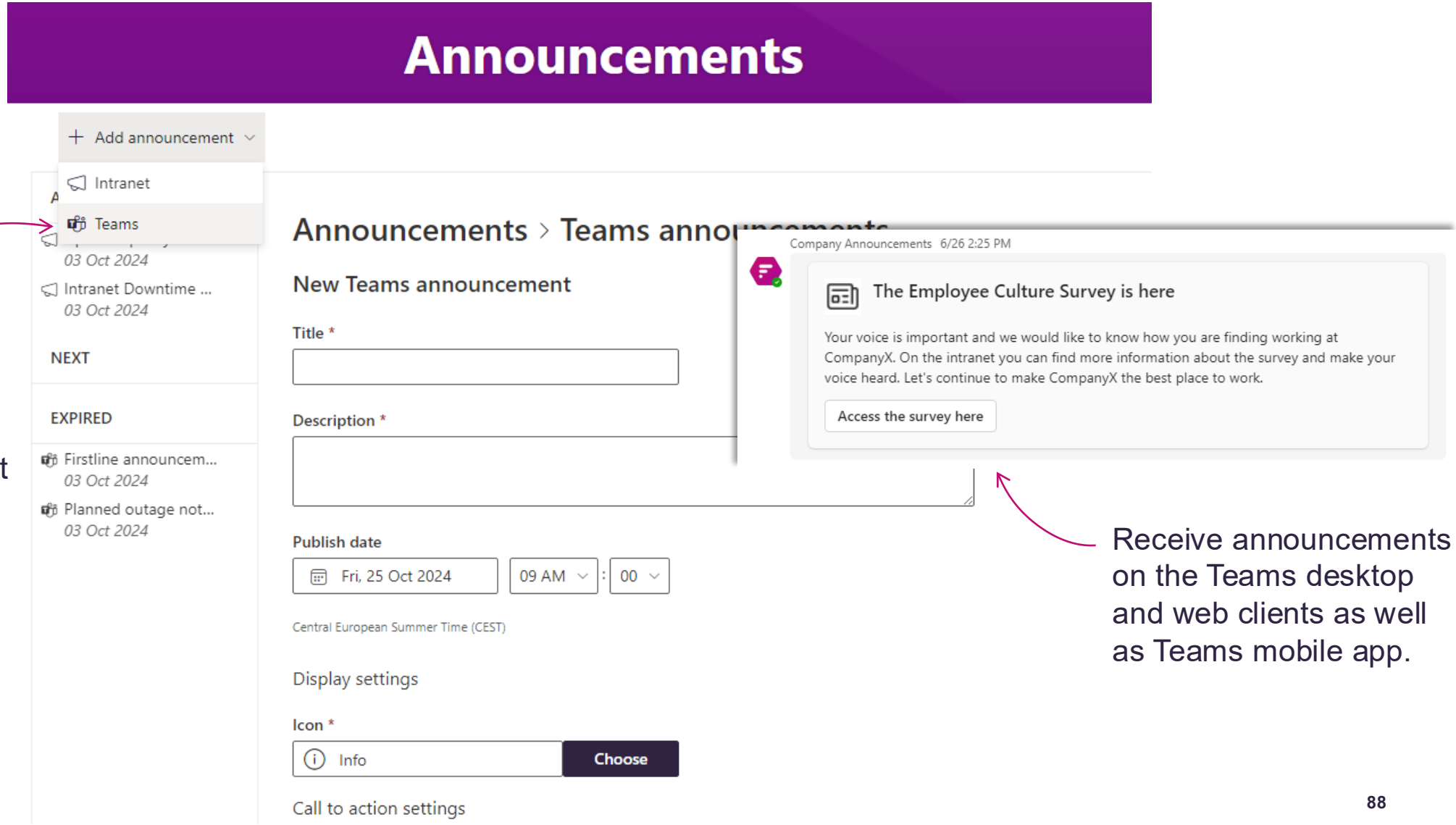


Blocking pop-up

[Announcements] – Announcements in Teams

Send announcements as Push notifications in Microsoft Teams.

Target the announcement to the relevant audience by adding the relevant group.

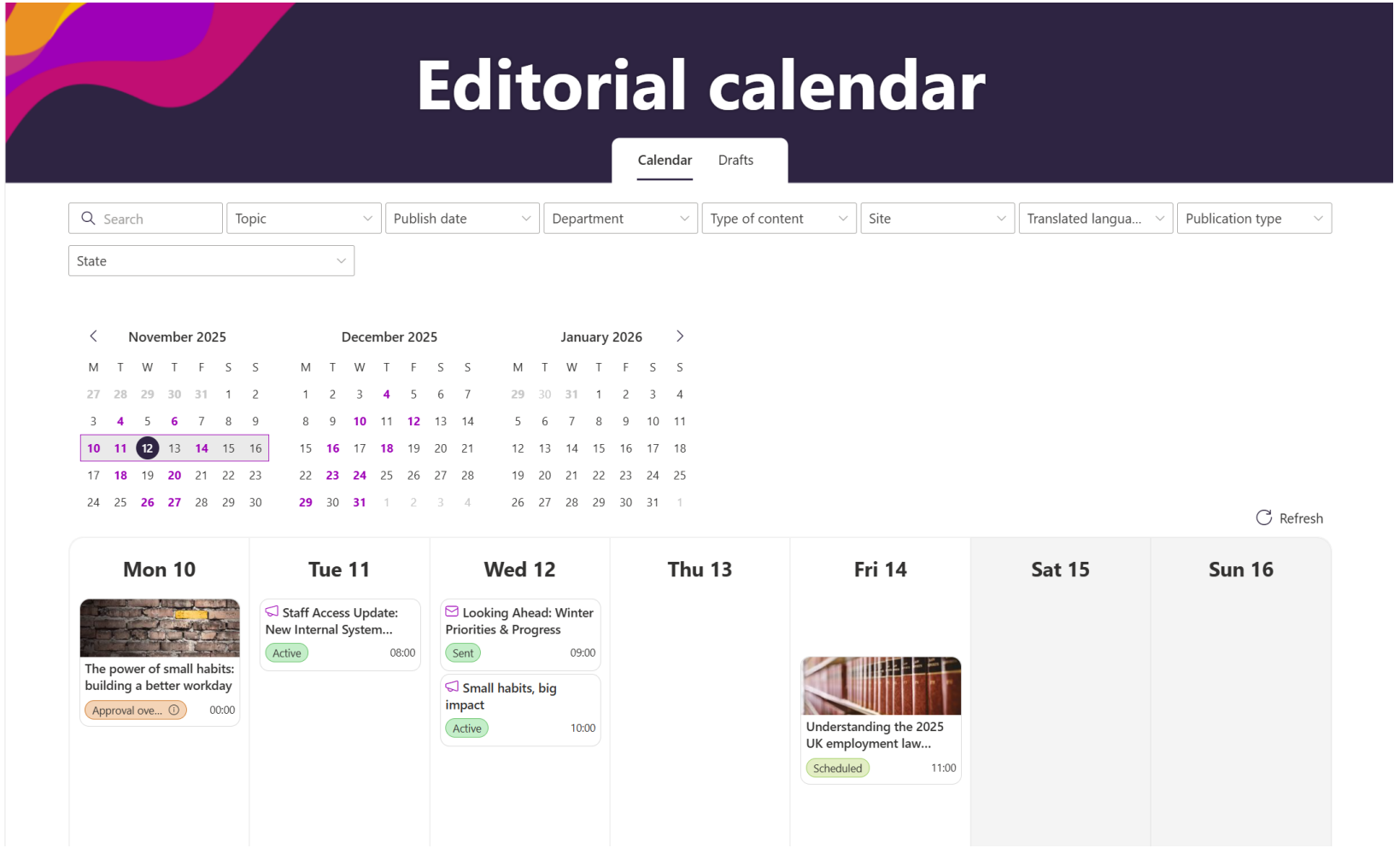


Receive announcements on the Teams desktop and web clients as well as Teams mobile app.

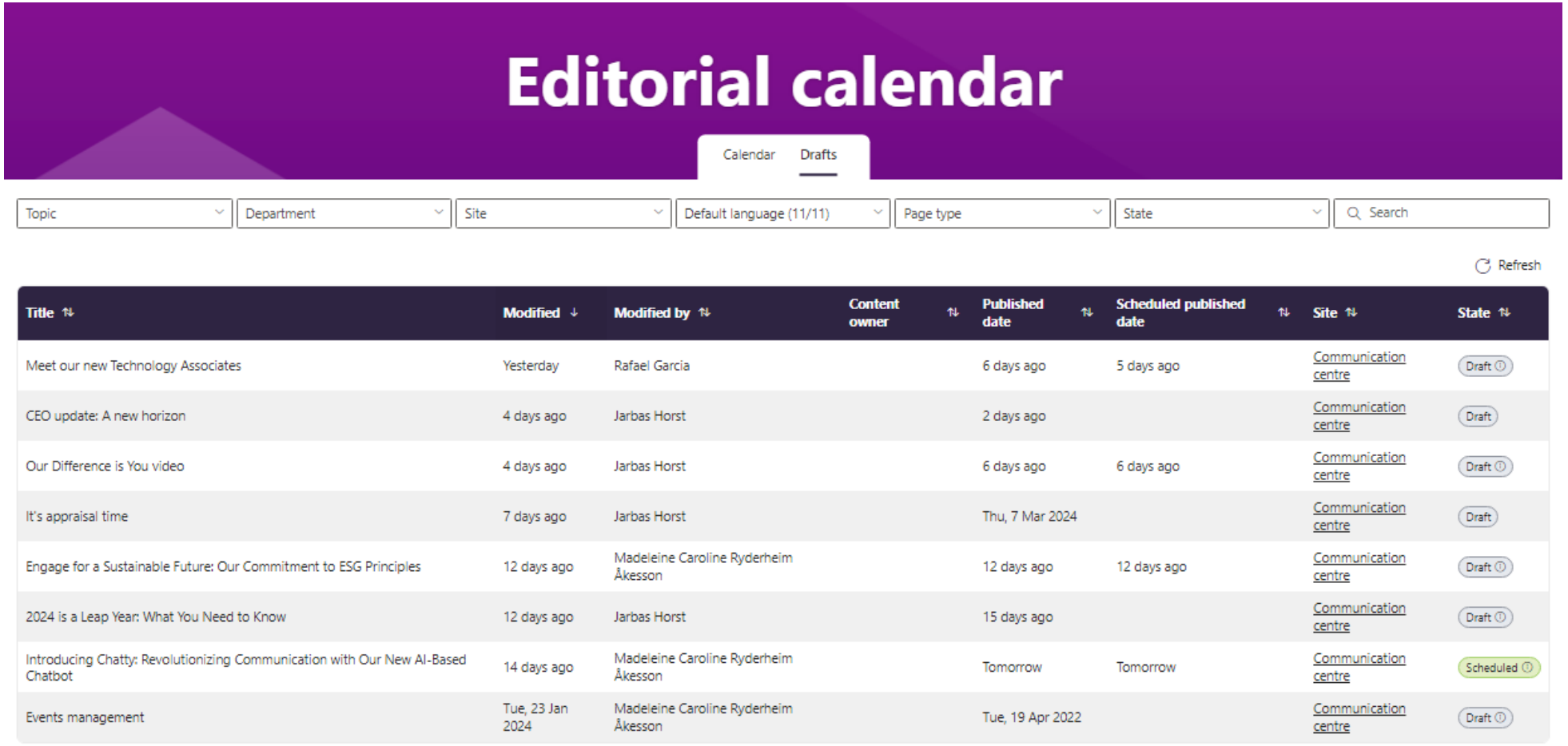
[Editorial calendar] – Calendar

Get an overview of the content for publishing in your SharePoint intranet (including news posts, content pages, announcements, and newsletters) and Viva Amplify.

Use a calendar view for better planning and visualization.



[Editorial calendar] – Drafts

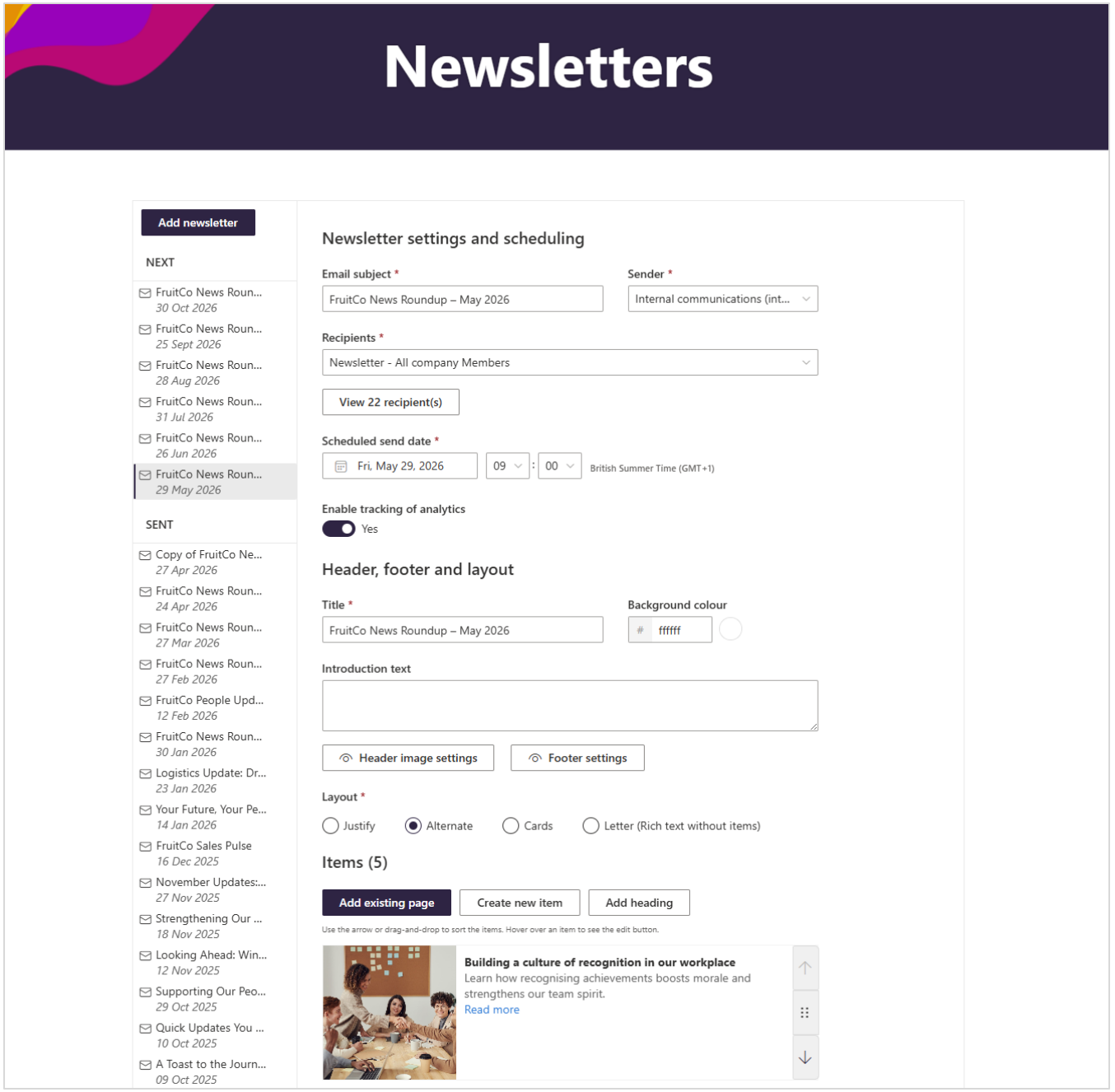


See content in draft mode, including pending approval and scheduled, on a list view.

[Newsletter]

Reach your employees via email using newsletters in Fresh.

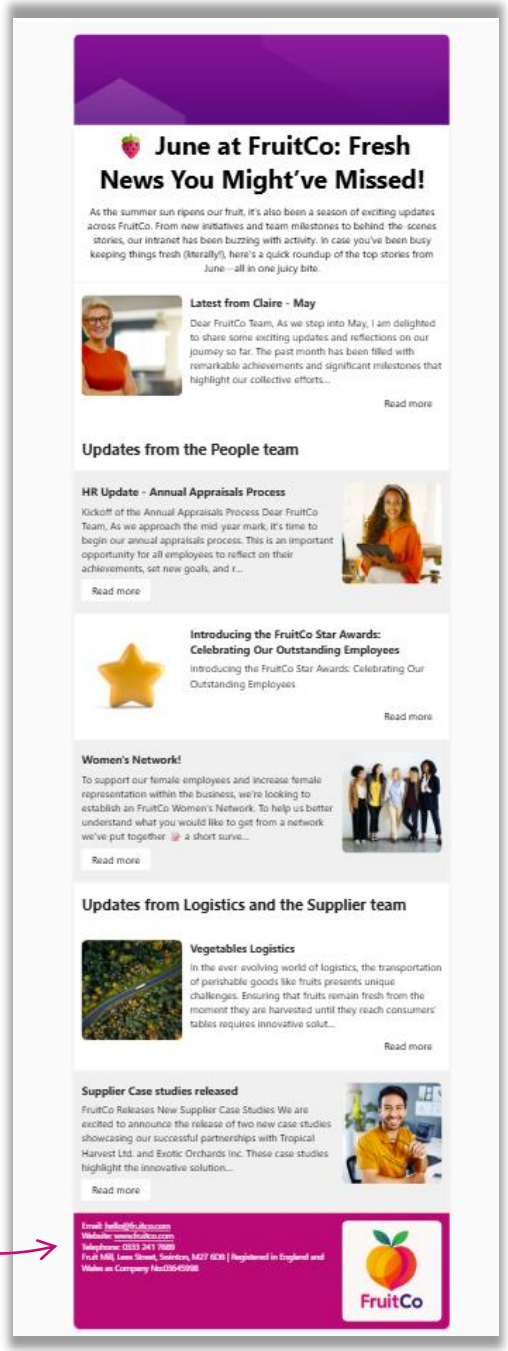
Choose the newsletter layout from a set of predefined templates, with support for audience targeting, analytics, scheduling, custom senders, newsletter clone, and more.

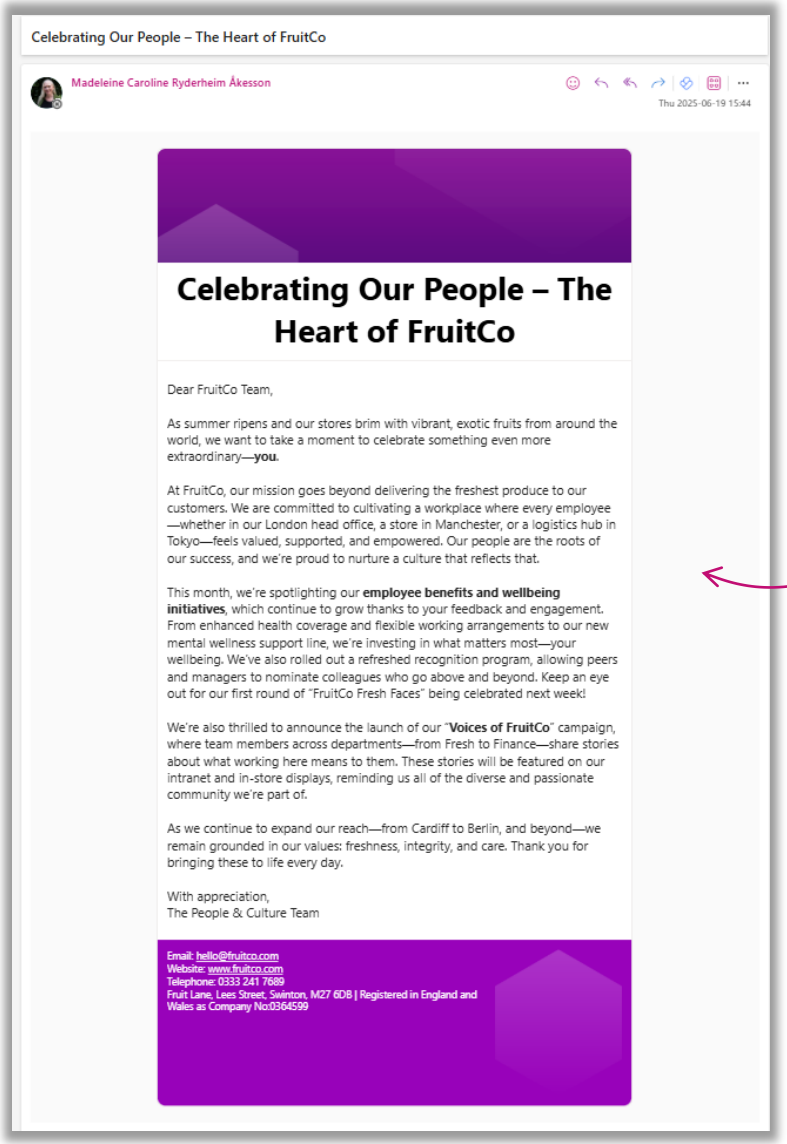


[Newsletter]

Use an item display template and link to pages on the intranet.

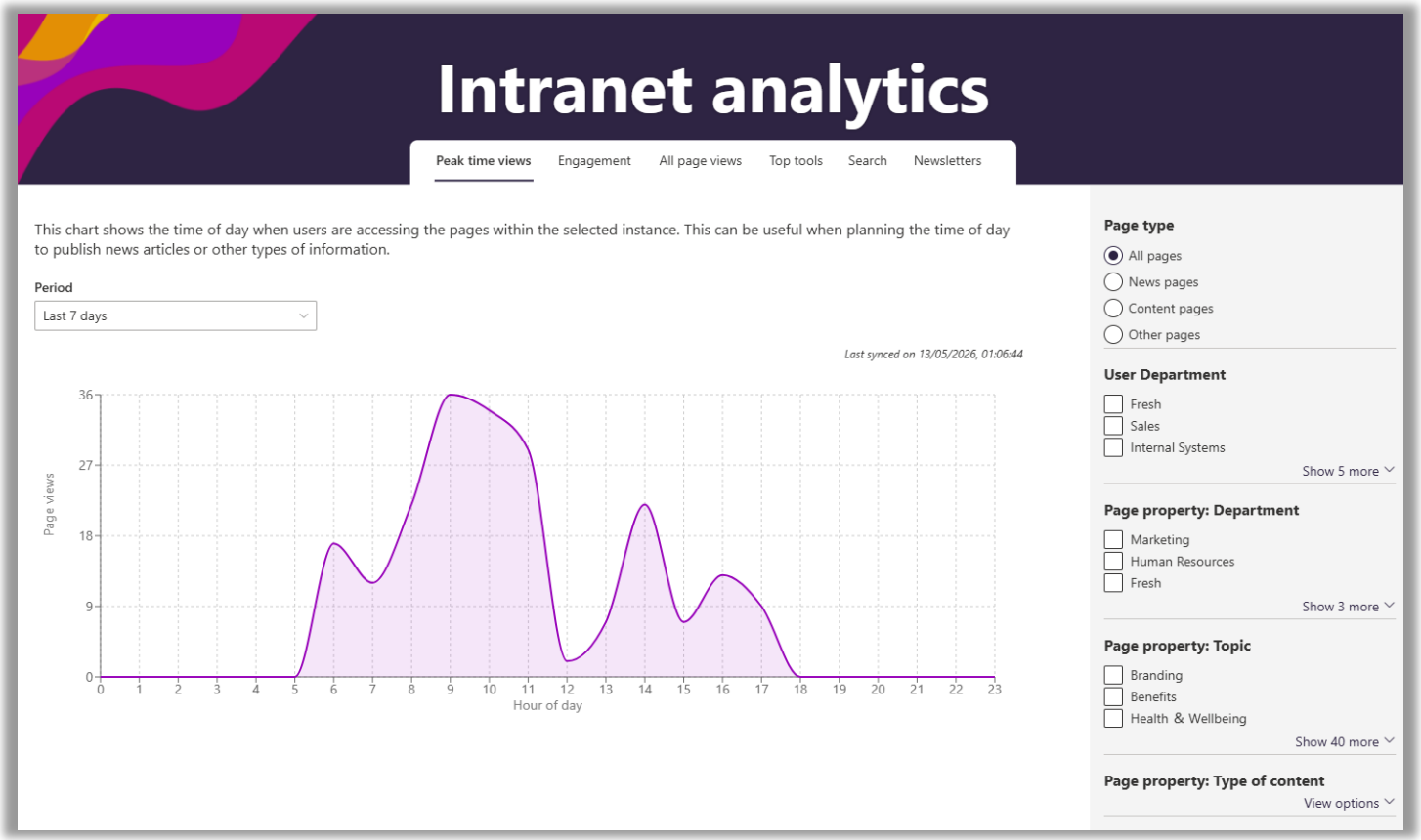
Use images or color to create nice newsletter header and footer.





Create a letter style newsletter with an update from the CEO.

[Analytics] – Peak time views

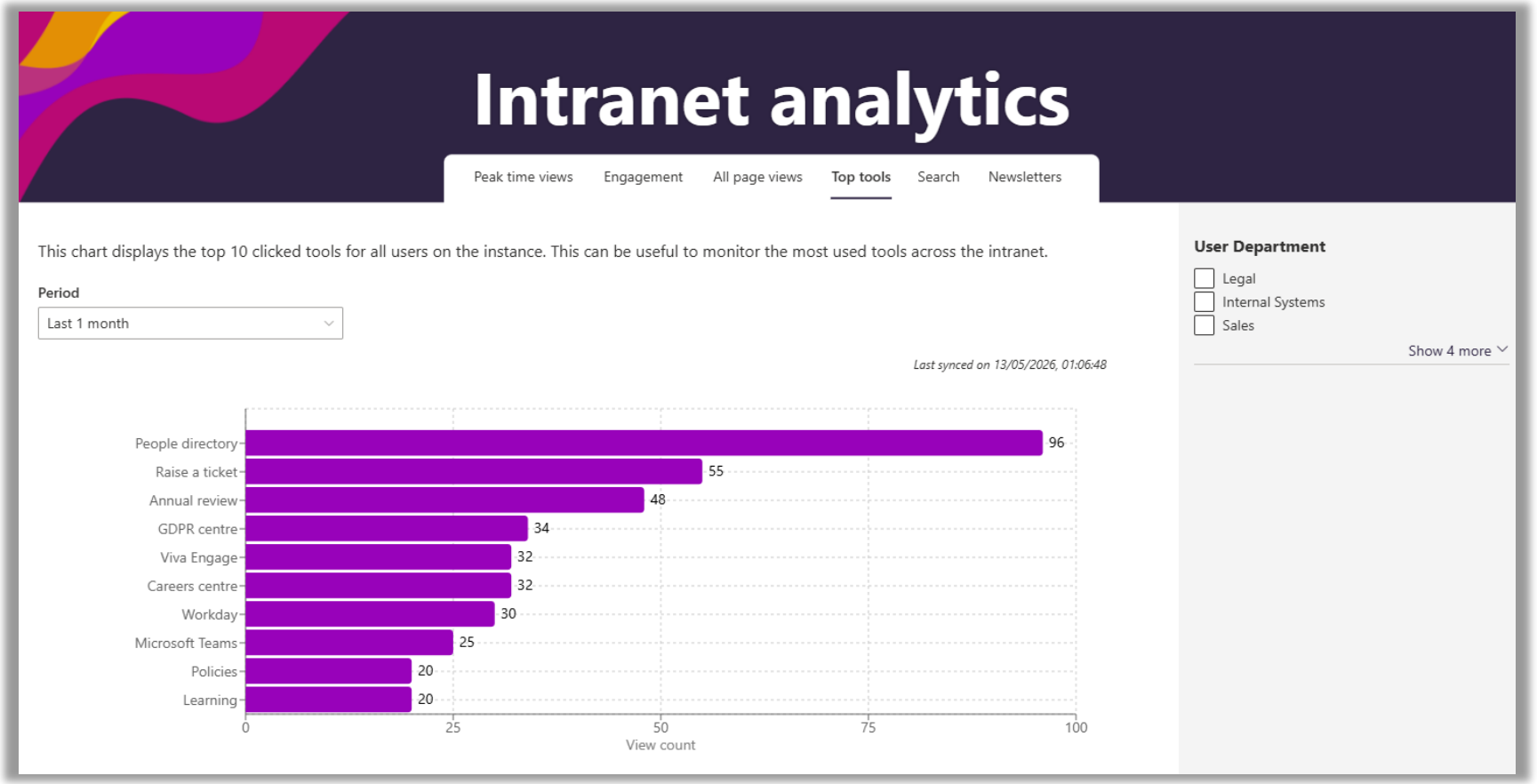


Understand the time of day when users are accessing the intranet.

Refine your analysis by time frame (incl. all time), page type (e.g., news posts or content pages), and user/page properties.

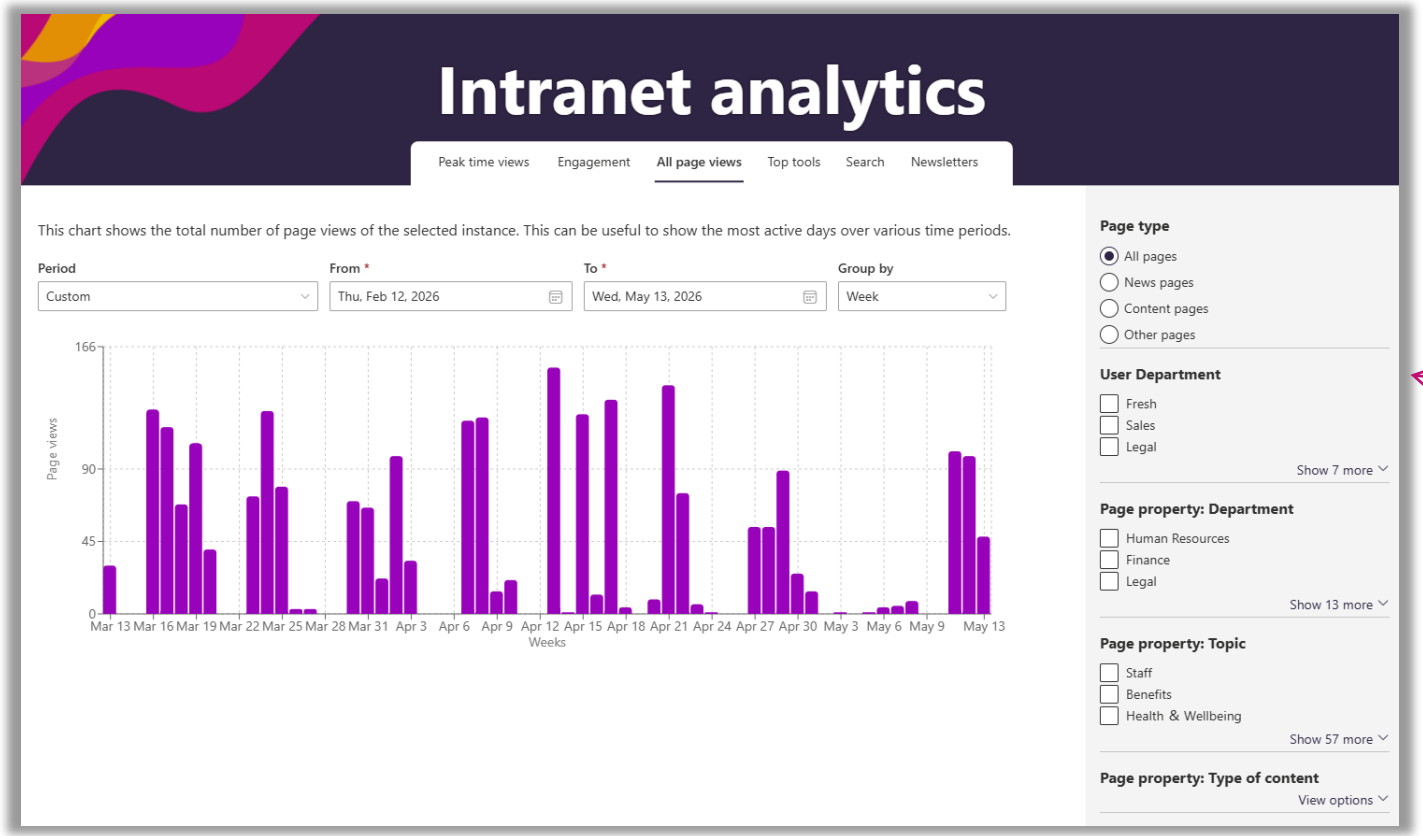
[Analytics] – Top Tools

Refine your analysis by time frame (incl. all time) and user properties.



Understand the top 10 tools that are used in the intranet.

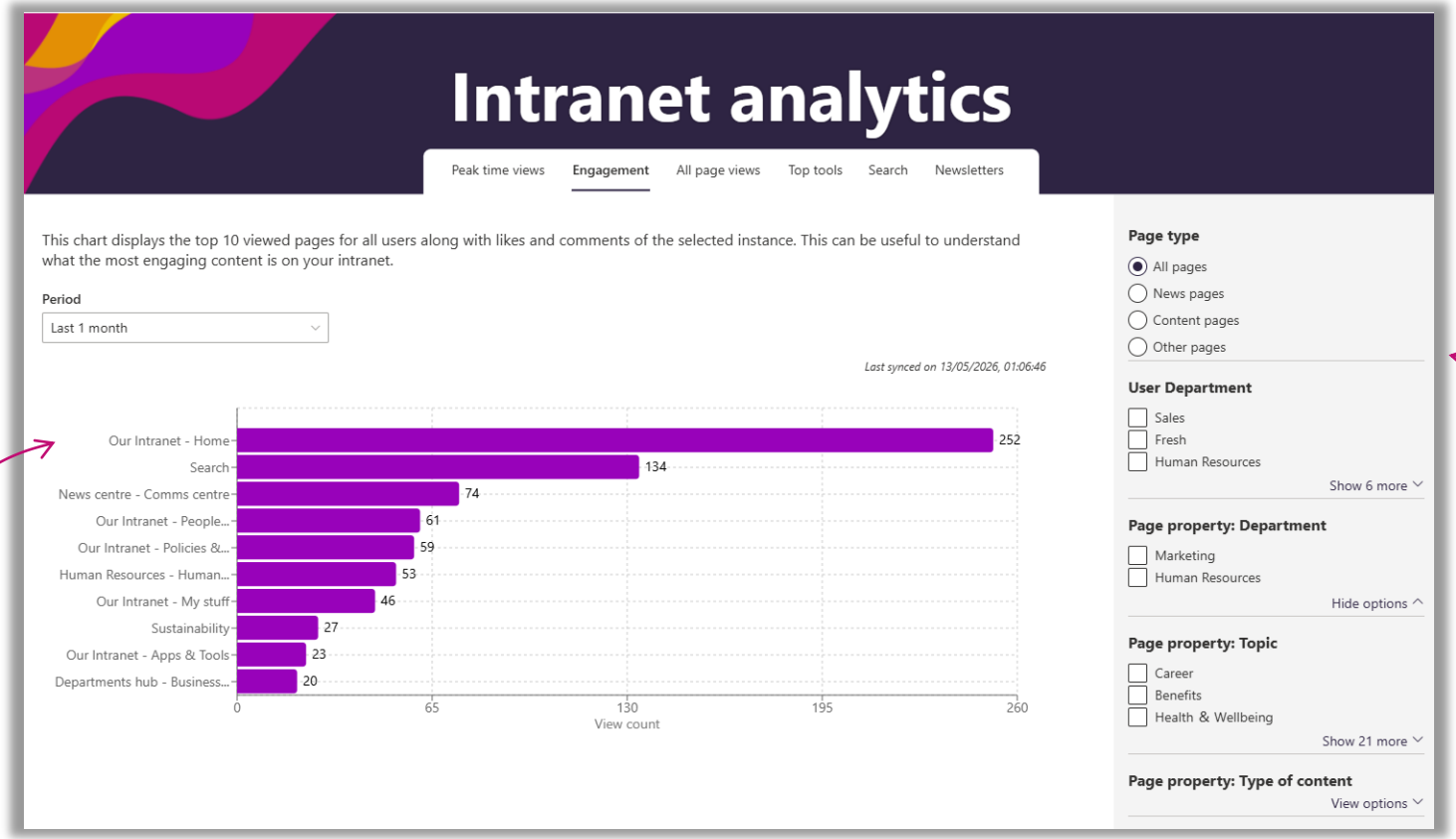
[Analytics] – All page views



Understand the total page views in your intranet.

Refine your analysis by time frame (incl. all time), page type (e.g., news posts or content pages), and user/page properties.

[Analytics] – Engagement



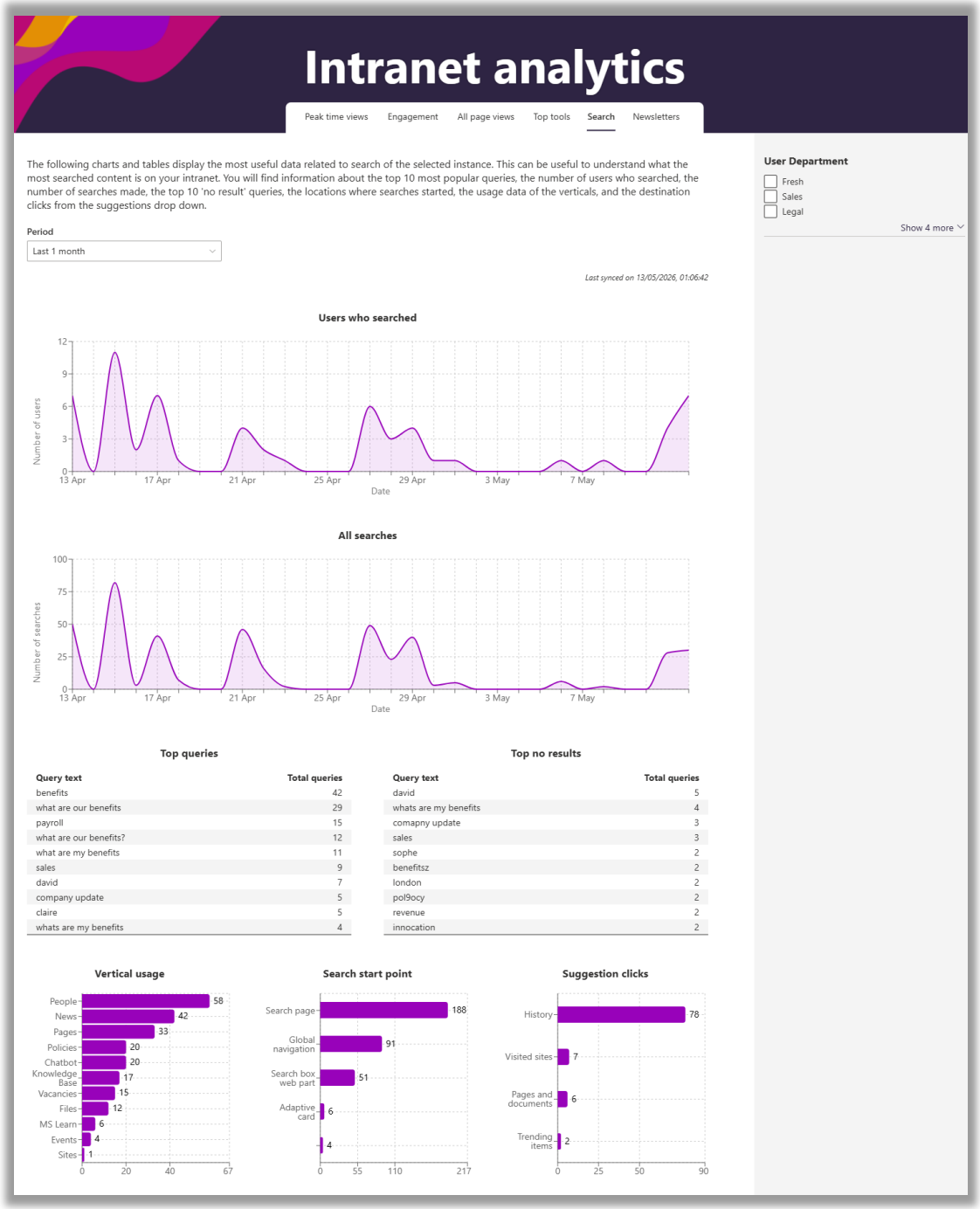
Understand the 10 best performing (based on most viewed) news posts and content pages in your intranet.

Refine your analysis by time frame (incl. all time), page type (e.g., news posts or content pages), and user/page properties.

[Analytics] – Search

Use **seven** charts to identify gaps and enhance the relevance and findability of your intranet content:

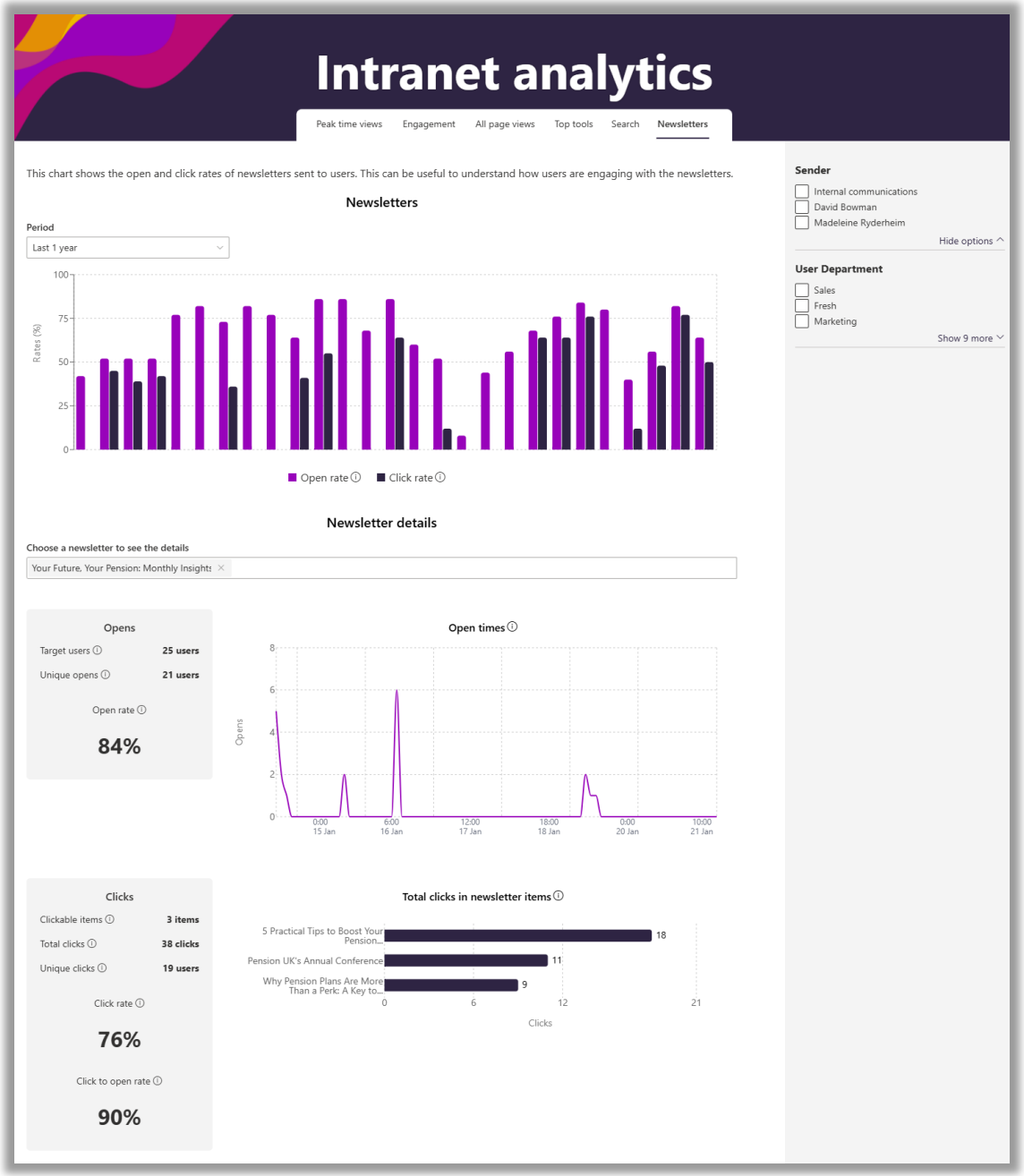
- Number of users who searched
- Total number of searches
- Top 10 search queries
- Top 10 no results (searches with no results)
- Vertical usage (which content types are clicked on)
- Search start point (where searches originate, e.g., web part, adaptive card, global navigation)
- Suggestion clicks (options clicked in suggestions dropdown)



[Analytics] – Newsletter

Use **11** metrics to understand how users engage with newsletters:

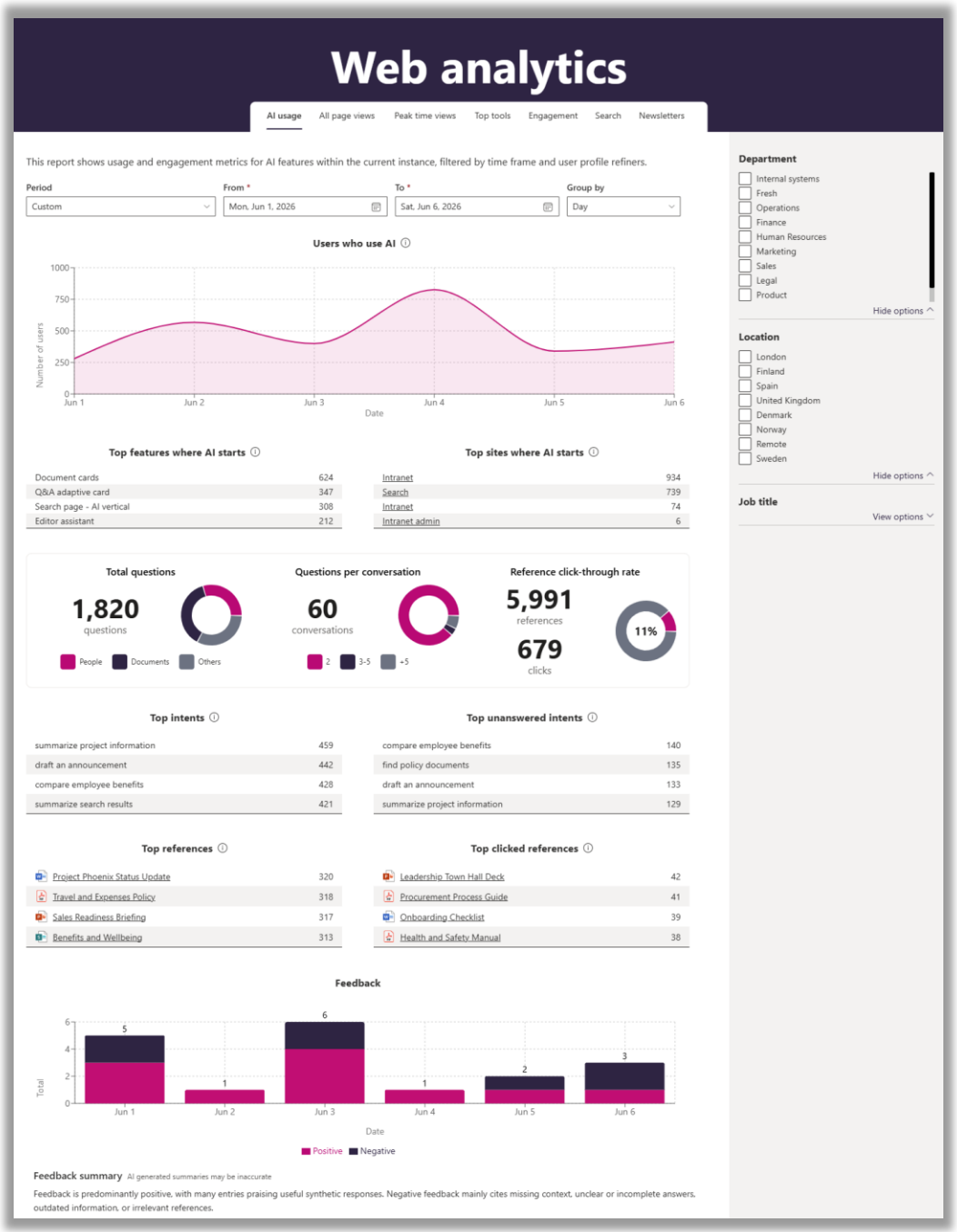
- Open rate vs. click rate chart
- Target users
- Unique opens
- Open rate
- Open times chart
- Clickable items
- Total clicks
- Unique clicks
- Click rate
- Click to open rate
- Total clicks in newsletter items chart



[Analytics] – AI usage

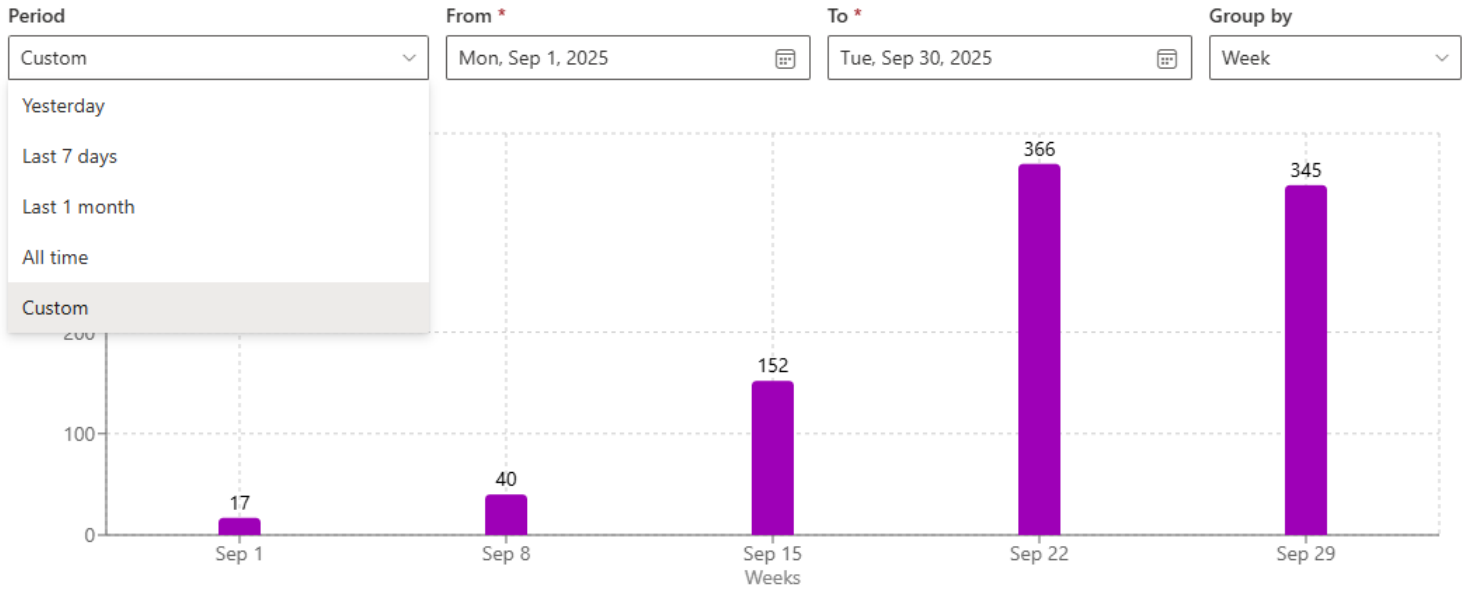
Use **11** metrics to understand how users adopt [FreshMind] across your organization:

- Users who use AI
- Top features where AI starts
- Top sites where AI starts
- Total queries
- Questions per conversation
- Reference click-through rate
- Top intents
- Top unanswered intents
- Top references
- Top clicked references
- Feedback



[Analytics] – Period filter

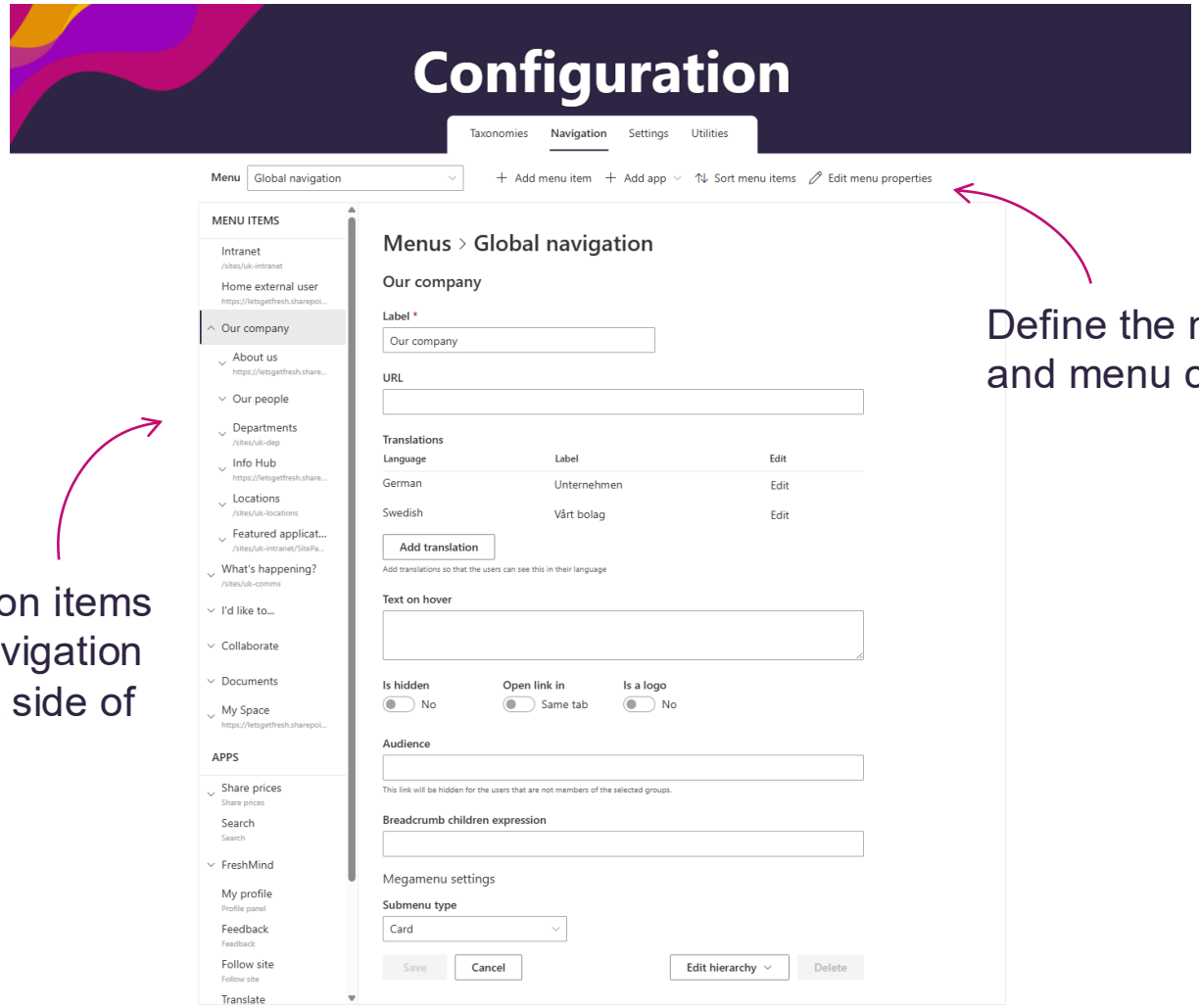
Use the period filter to set the time range for the data displayed in the chart. When selecting a custom date range, you can also choose how the data is grouped.



Admin features

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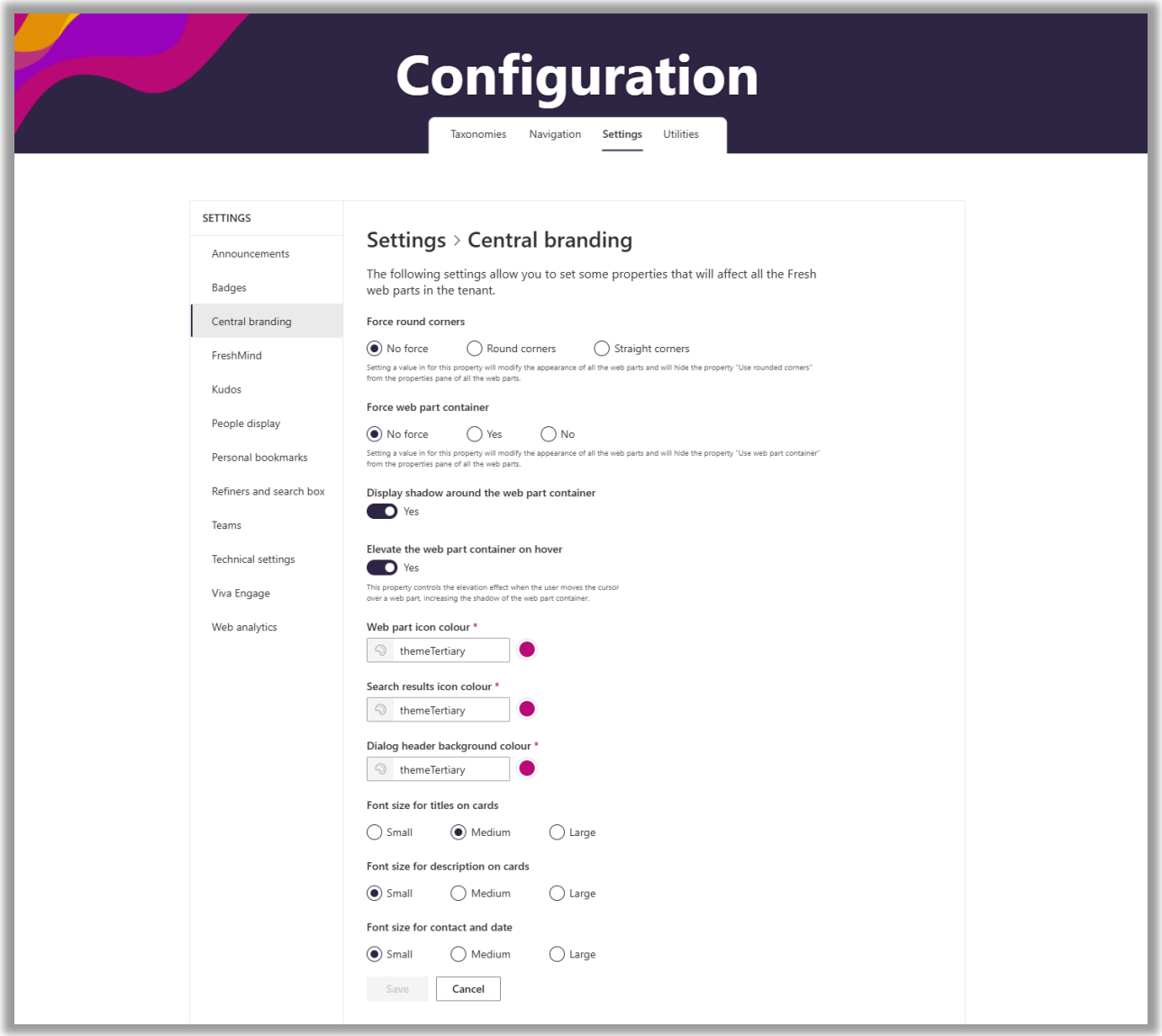
[Configuration] – Navigation



Define the menu type and menu colors.

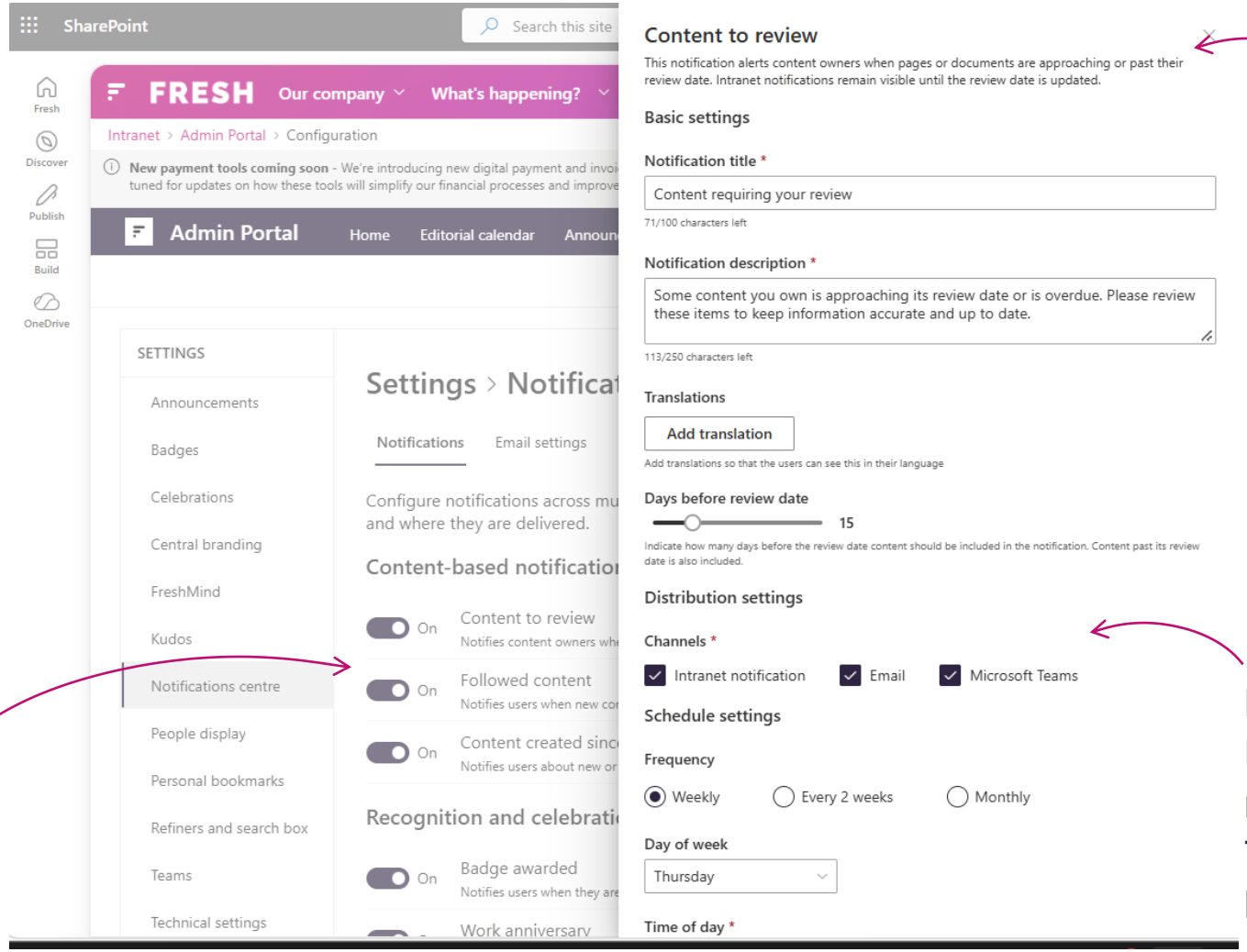
Manage navigation items as well as the navigation apps on the right side of the navigation.

[Configuration] – Settings



Manage central settings that are used across the intranet instances on the tenant. For example, enabling or disabling various Fresh features and select your central branding settings.

[Configuration] – Settings – Notifications center



Sven notification types: Content to review, followed content, content created since last visit (intranet only), badge awarded, work anniversary, birthday and kudos received.

Central adminstration: Enable notification types and configure titles, descriptions and translations.

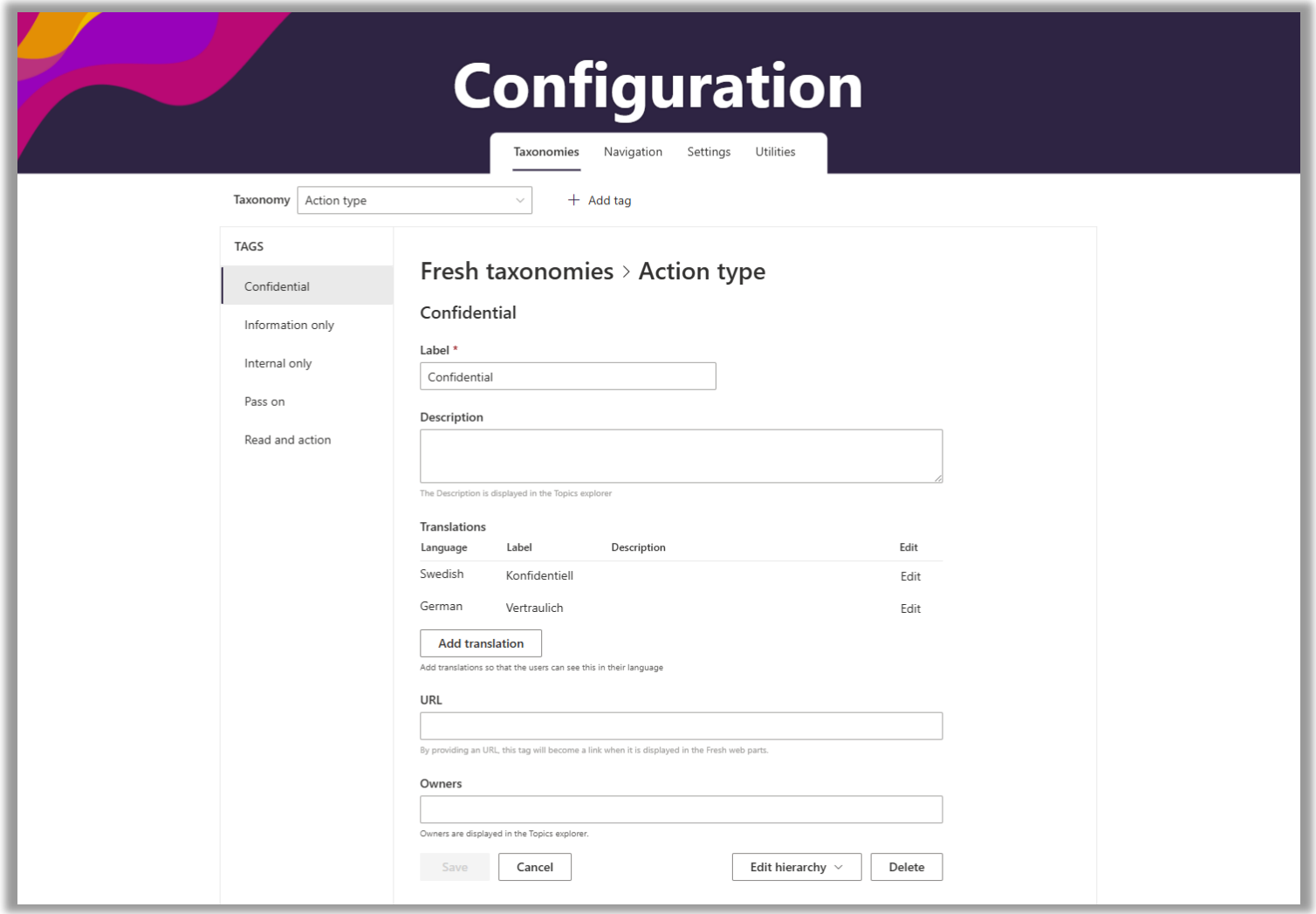
Choose channels and scheduling where supported.

Delivery channels: Intranet: Notifications app in global navigation, Email, and Microsoft Teams. Channel availability varies by notification type.

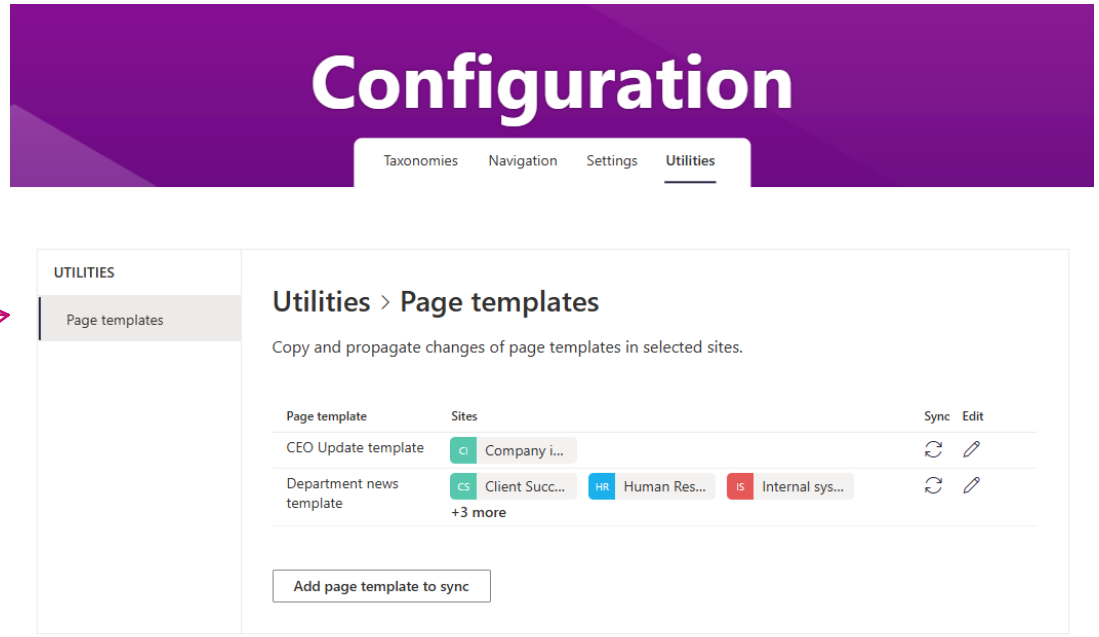
[Configuration] – Taxonomies

Manage (add, edit, and delete) taxonomies within a SharePoint page.

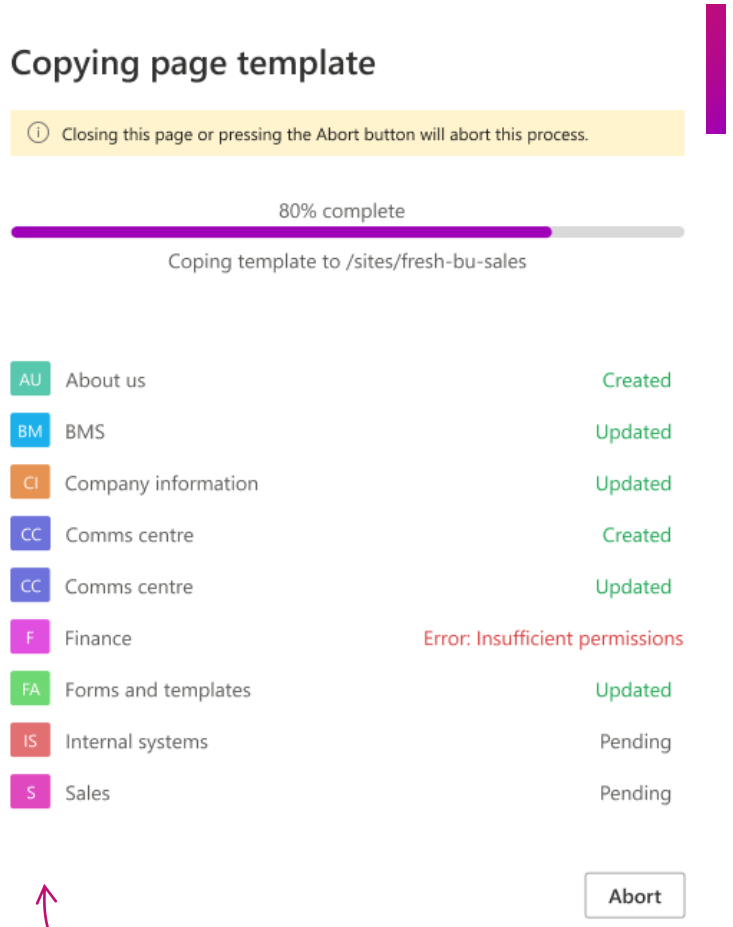
Add description, tag owners, translations,and related link to make topics explorer a richer experience



[Configuration] – Utilities



Manage the propagation of page templates to selected sites from a central place.

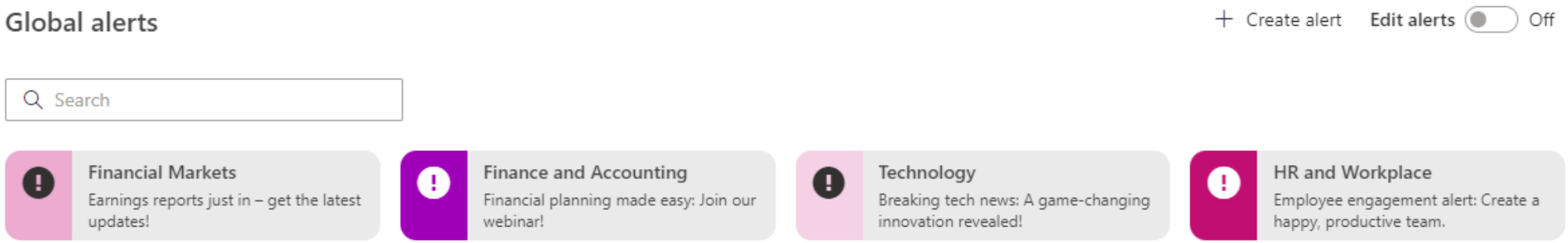


See the page template propagation process live as a template is uploaded to the selected sites.

Web parts

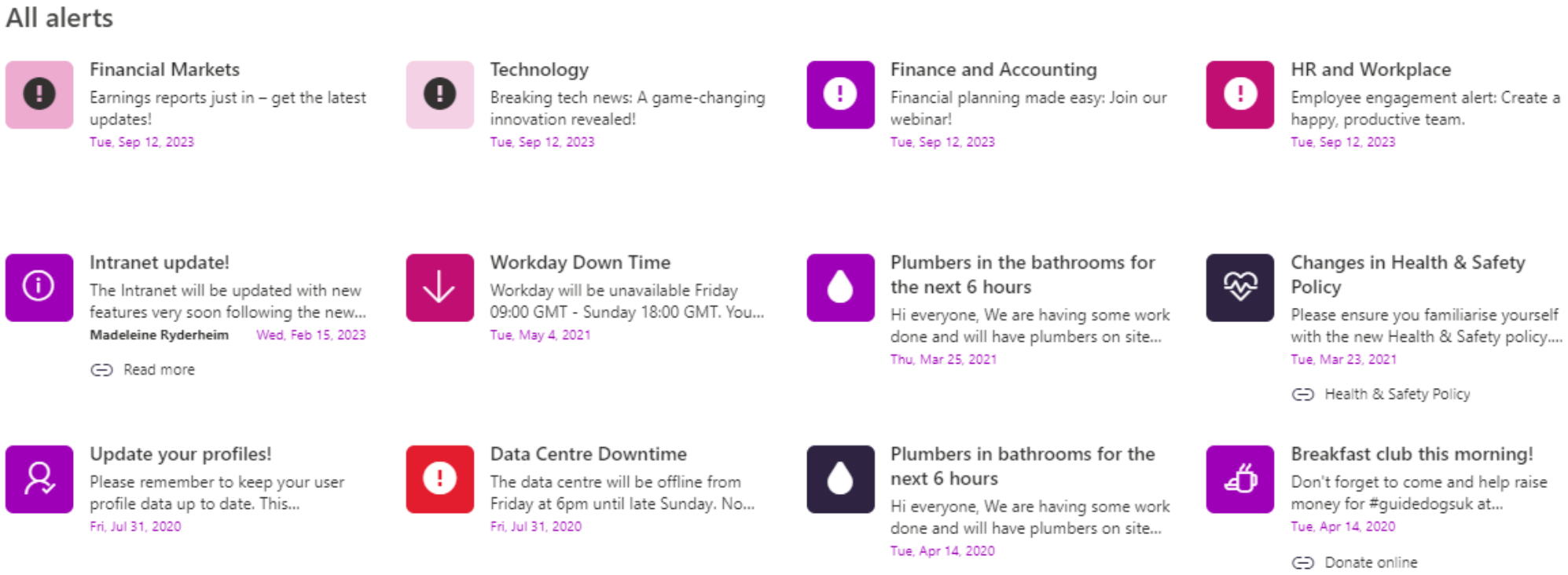
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[Alerts] – Alerts admin



Create and manage alerts (short messages that are important for the entire business or different audiences) from one single place.

[Alerts] – Alert cards

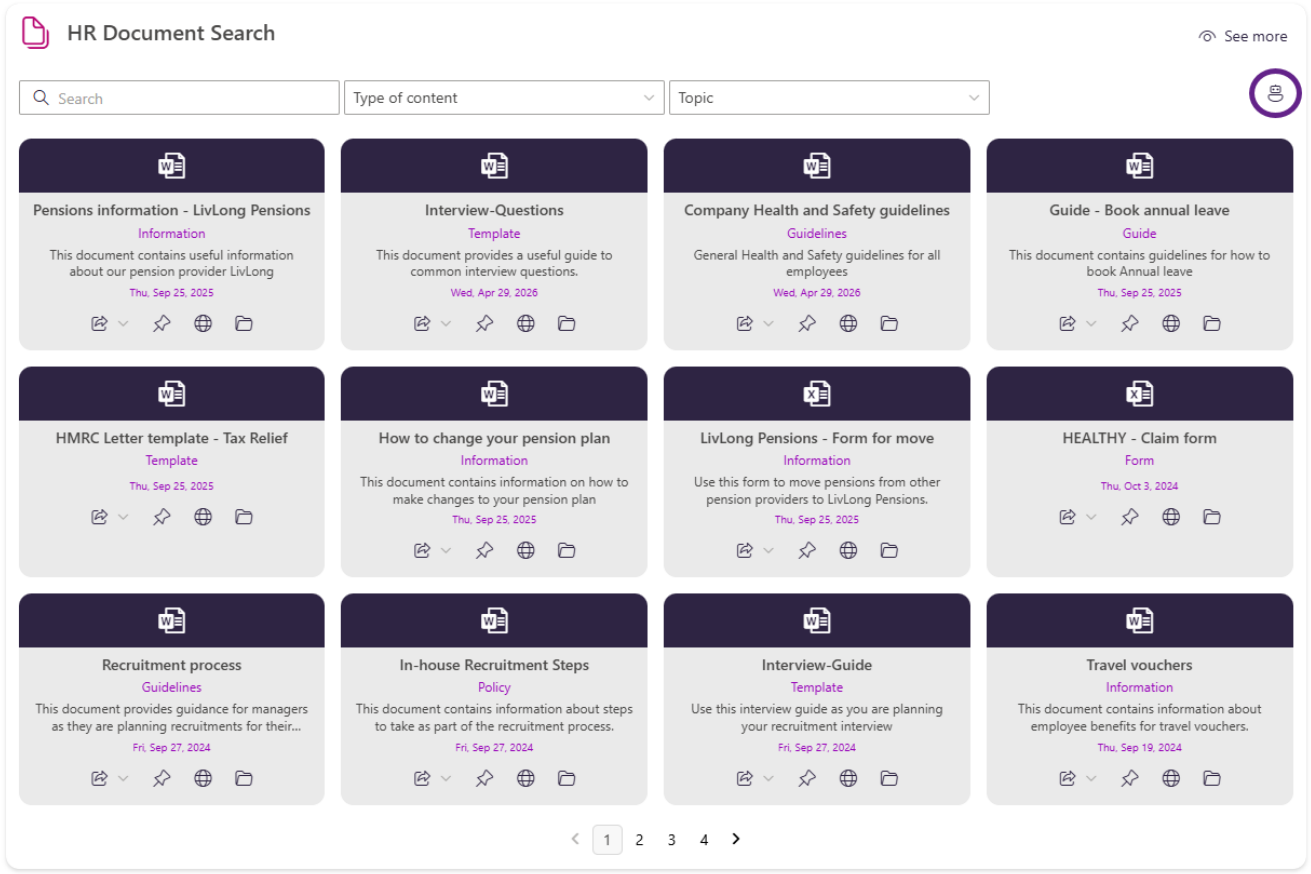


Show one static alert or point the web part towards a list to show multiple alerts.

[Cards] – Document cards

Hello, I can help you find information from a **preselected set of documents** on the intranet. When you enter a question, I will search through the documents I have access to, summarise the relevant information, and provide an answer along with reference links to the source documents.

What is our annual leave allowance?

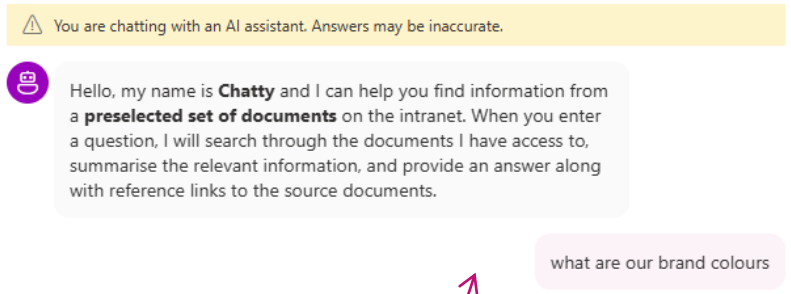


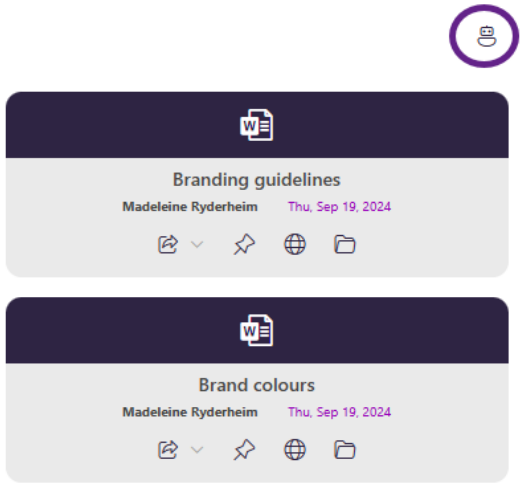
[FreshMind] AI-driven content chat, including documents and pages.

Create a documents directory in your organization.

Display a subset of documents or provide the option to search for all documents within a specific scope.

[Cards] – Curated document cards





The Importance of Our Brand

At FruitCo, our brand is more than just a logo or a tagline—it's the essence of who we are and what we stand for. Our brand represents our commitment to quality, sustainability, and innovation, and it is a reflection of our values and vision.

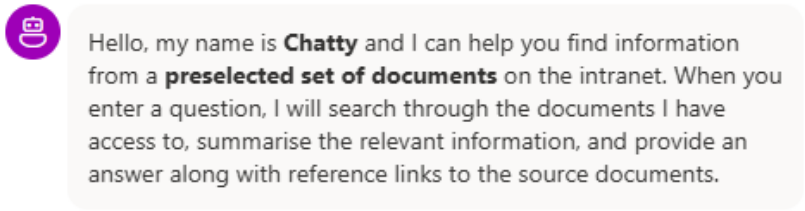
Why is our branding important?

1. **Identity and Recognition:** Our brand helps us stand out in the marketplace, making us easily recognizable to our customers and partners. It conveys our unique identity and the promise of excellence that comes with every FruitCo product.
2. **Trust and Loyalty:** A strong brand builds trust and fosters loyalty. When customers see our brand, they know they can expect the highest quality fruits and exceptional service. This trust translates into long-term relationships and repeat business.
3. **Consistency and Cohesion:** Consistent branding across all touchpoints ensures that our message is clear and cohesive. It reinforces our values and mission, creating a unified experience for our customers, employees, and stakeholders.
4. **Emotional Connection:** Our brand creates an emotional connection with our audience. It

[FreshMind] AI-driven content chat, including documents and pages. Can be scoped to only return answers based on a subset of intranet content.

Display a manual selection of documents for a specific business scenario.

[Cards] – Page cards

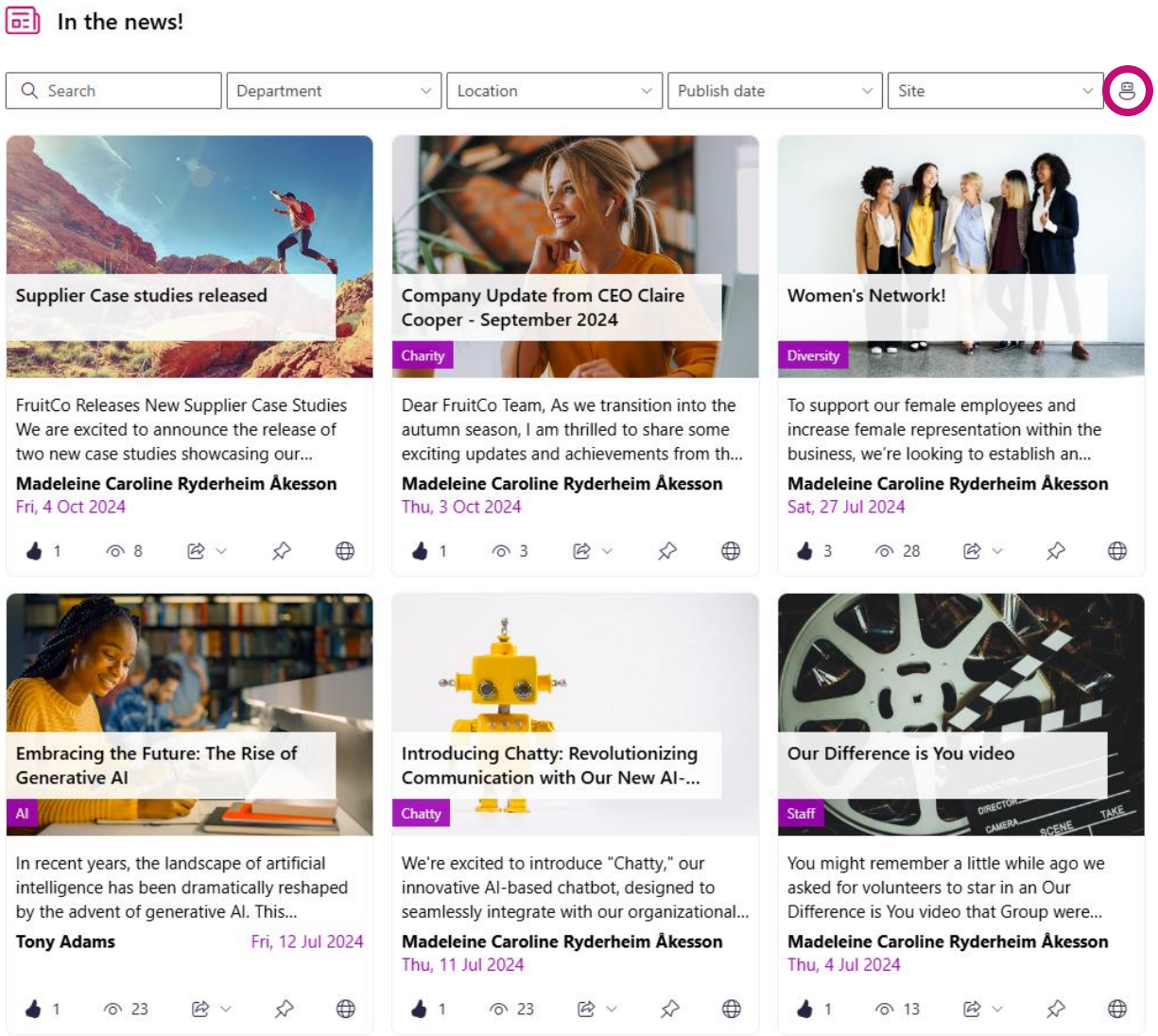


[FreshMind] AI-driven content chat, including documents and pages.

Display pages (site pages and news posts) in different ways.

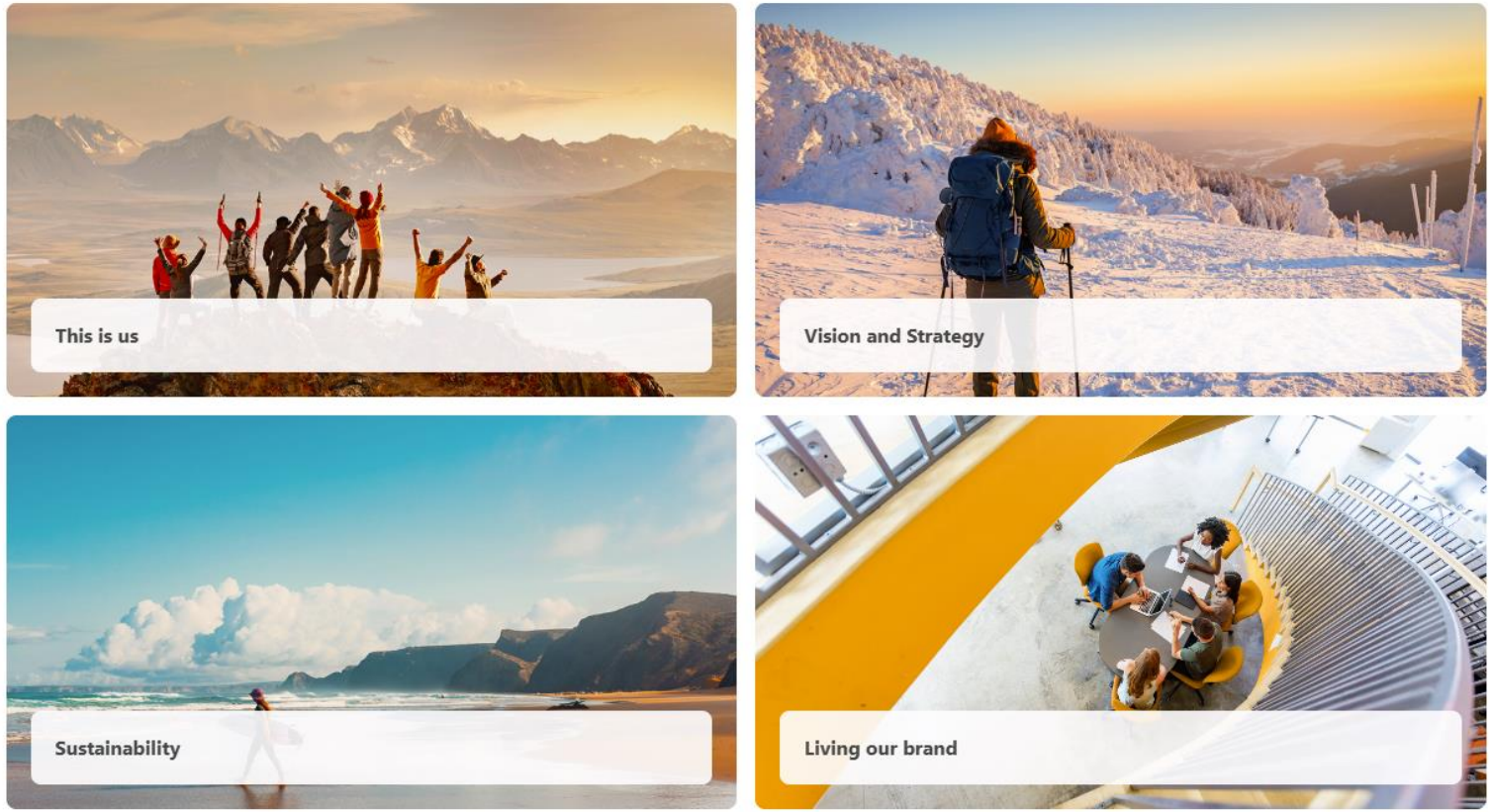
Create a page's directory in your organization.

Show targeted content based on metadata or audience targeting.



[Cards] – Curated page cards

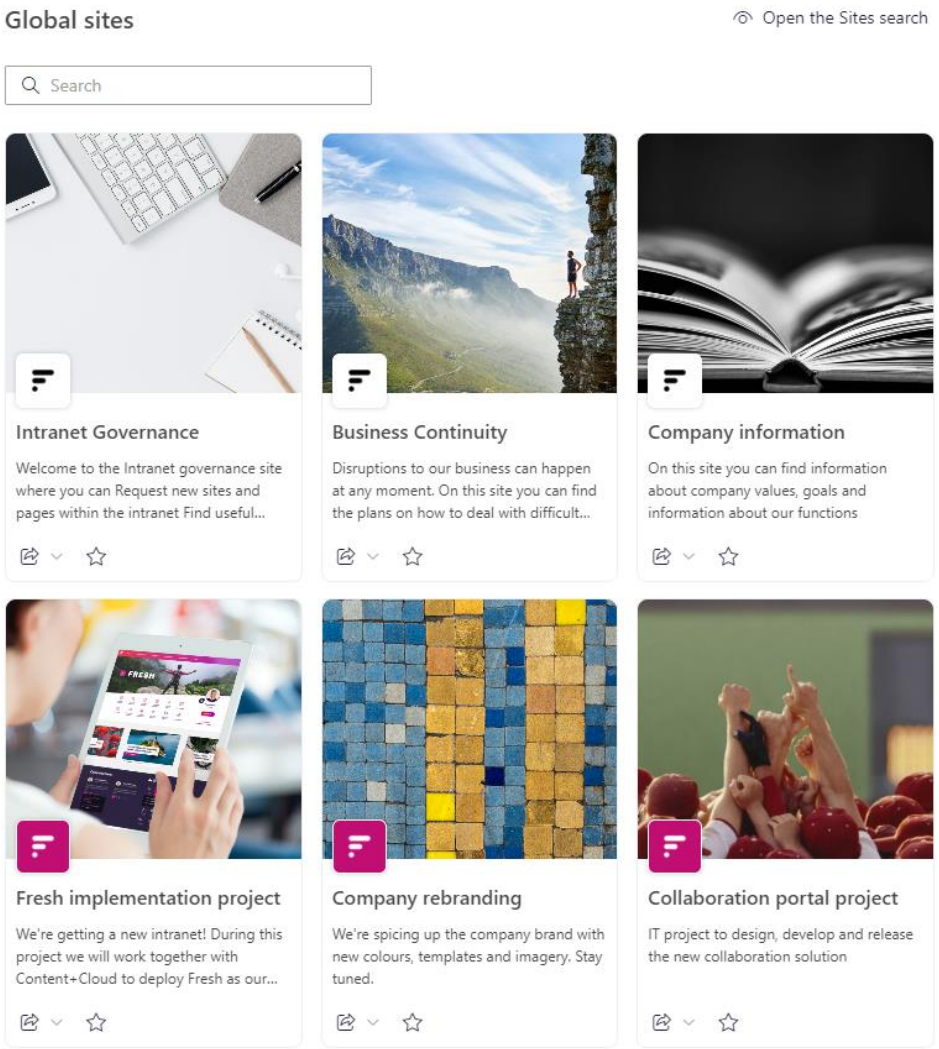
Several display options available for this feature and Page cards



Display a manual selection of pages (or news posts) for a specific business scenario.

[Cards] – Site cards

Show a subset of sites or provide the option to search for all sites within a specific scope.

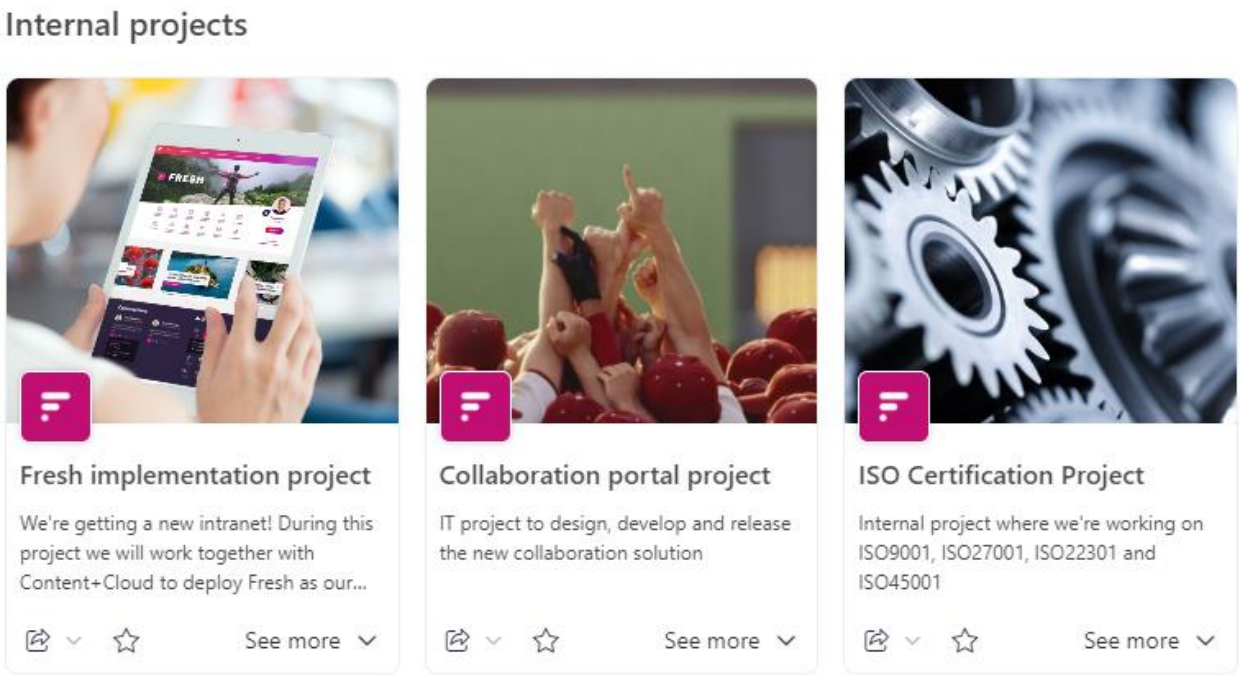


Create a sites directory in your organization.

Show targeted content based on metadata or audience targeting.

[Cards] – Curated site cards

Display a manual section of sites for a specific business scenario.

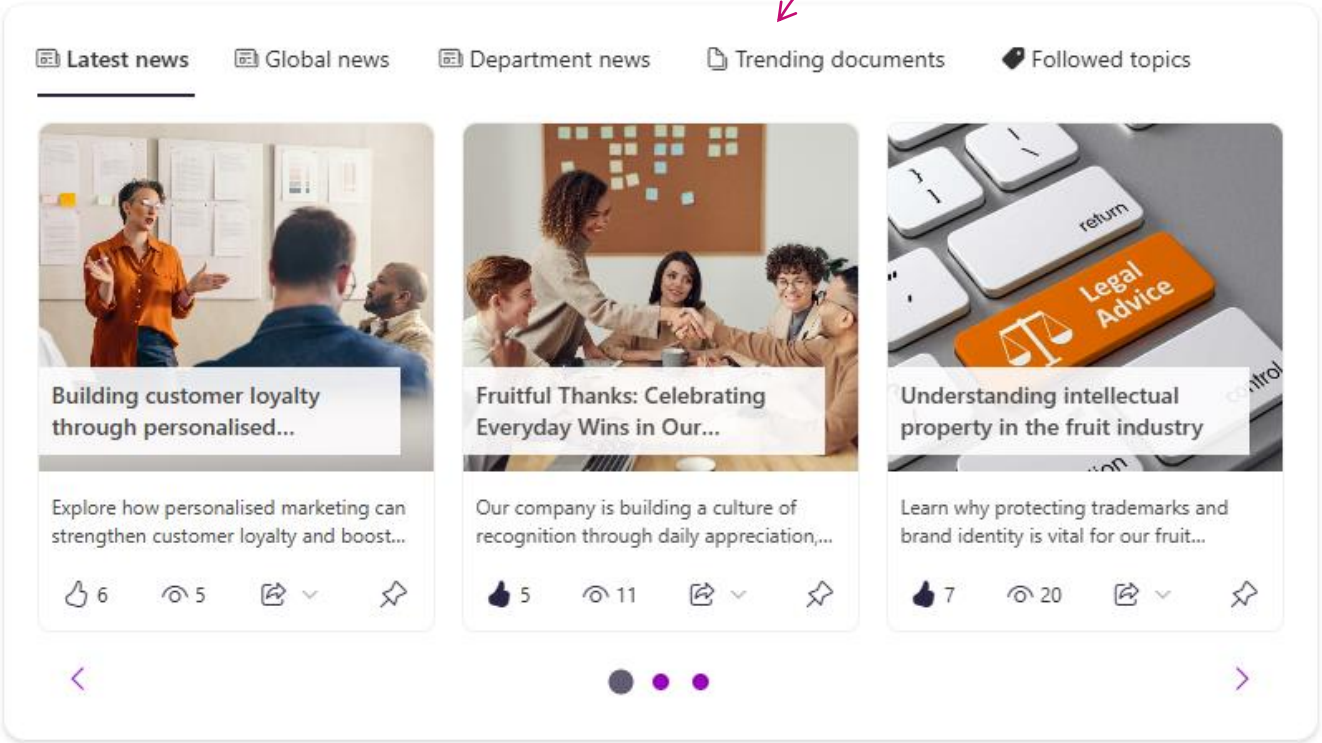


[Cards] – Tabbed cards

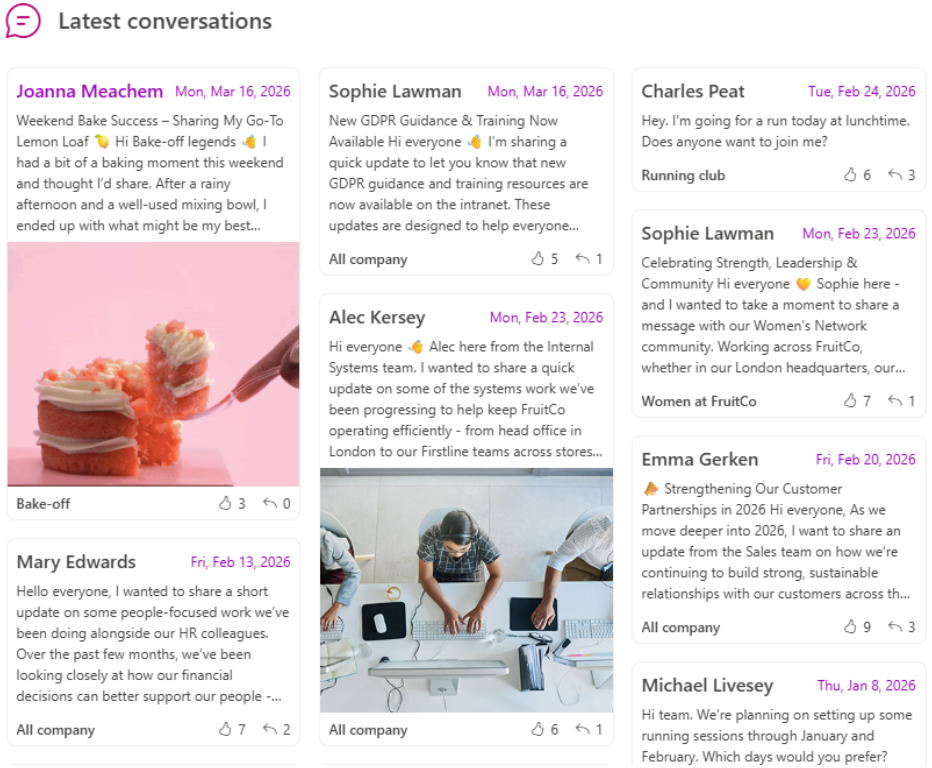
Customize the tab content with custom queries and audience targeting.

Display pages, documents, and events in a tabbed-view format.

Improve content navigation, page structure and performance through built-in lazy loading upon tab selection.

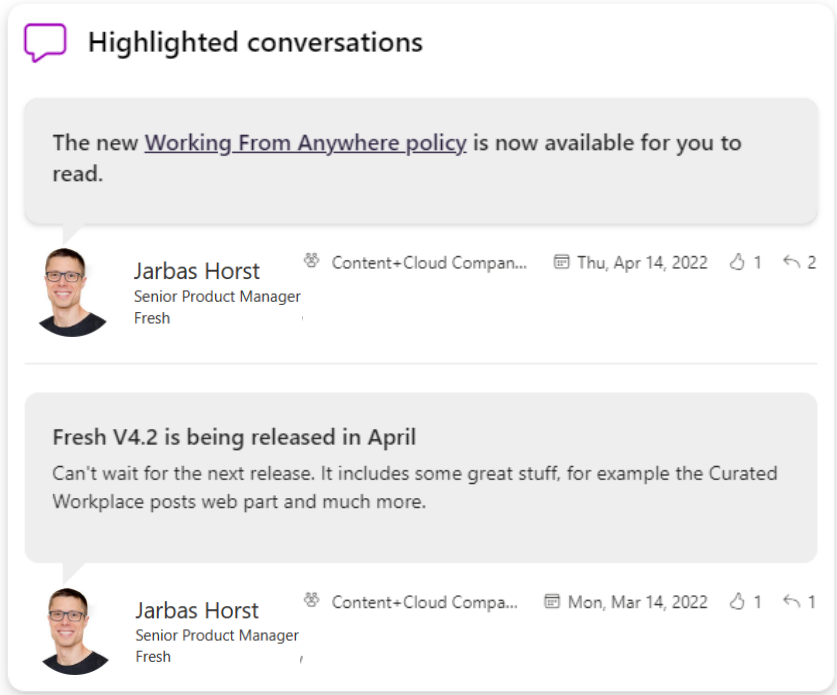


[Community] – Viva Engage conversations



Share relevant discussions from your communities with your intranet audience.

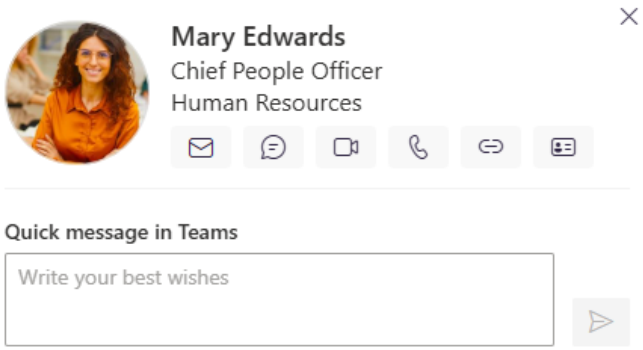
Choose from three different display options to surface conversations in your preferred way.



Form curated conversations to user feed and more, select a source that suits your scenario.

[Community] – Celebrations





Use the quick message option to send tailored messages to coworkers from the intranet to Teams.

Celebrate employees' birthdays, work anniversaries, and more in your intranet.

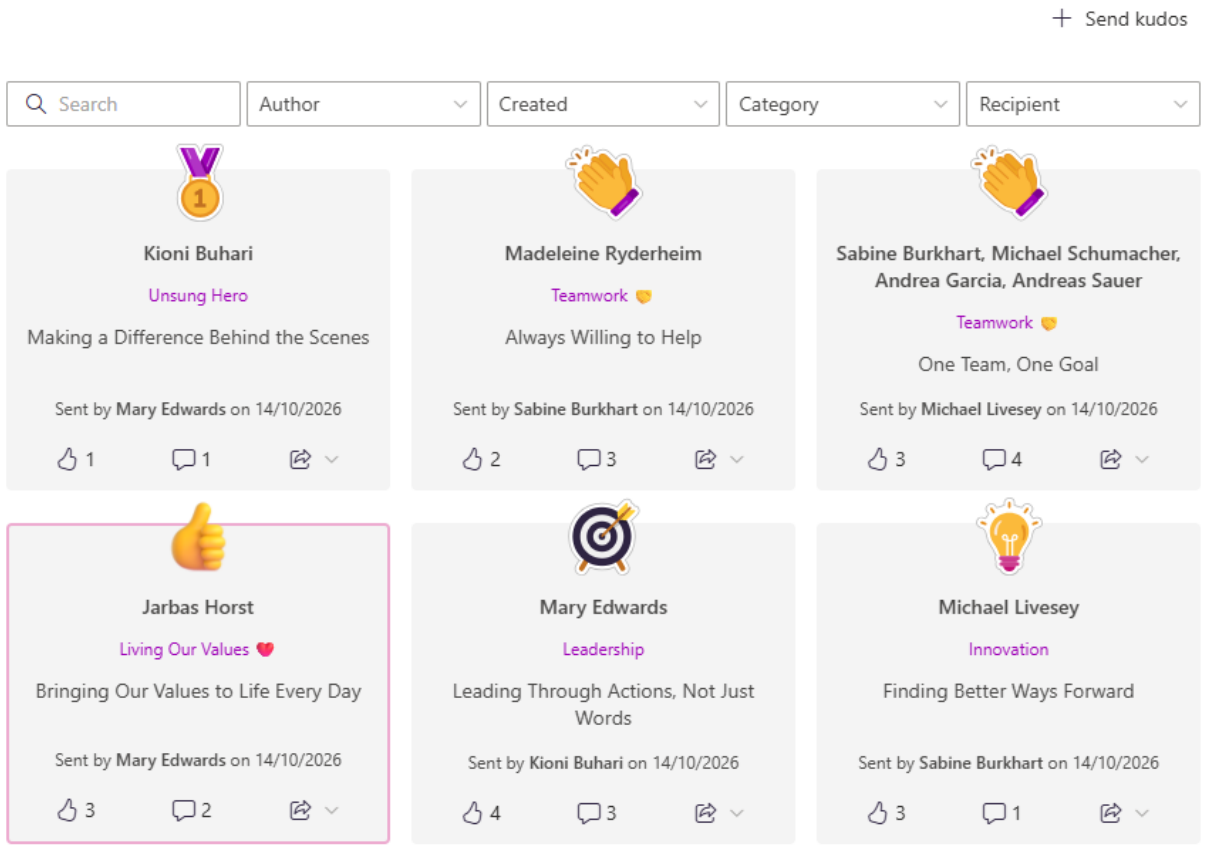


Updated in V2026-R4

[Community] – Kudos admin

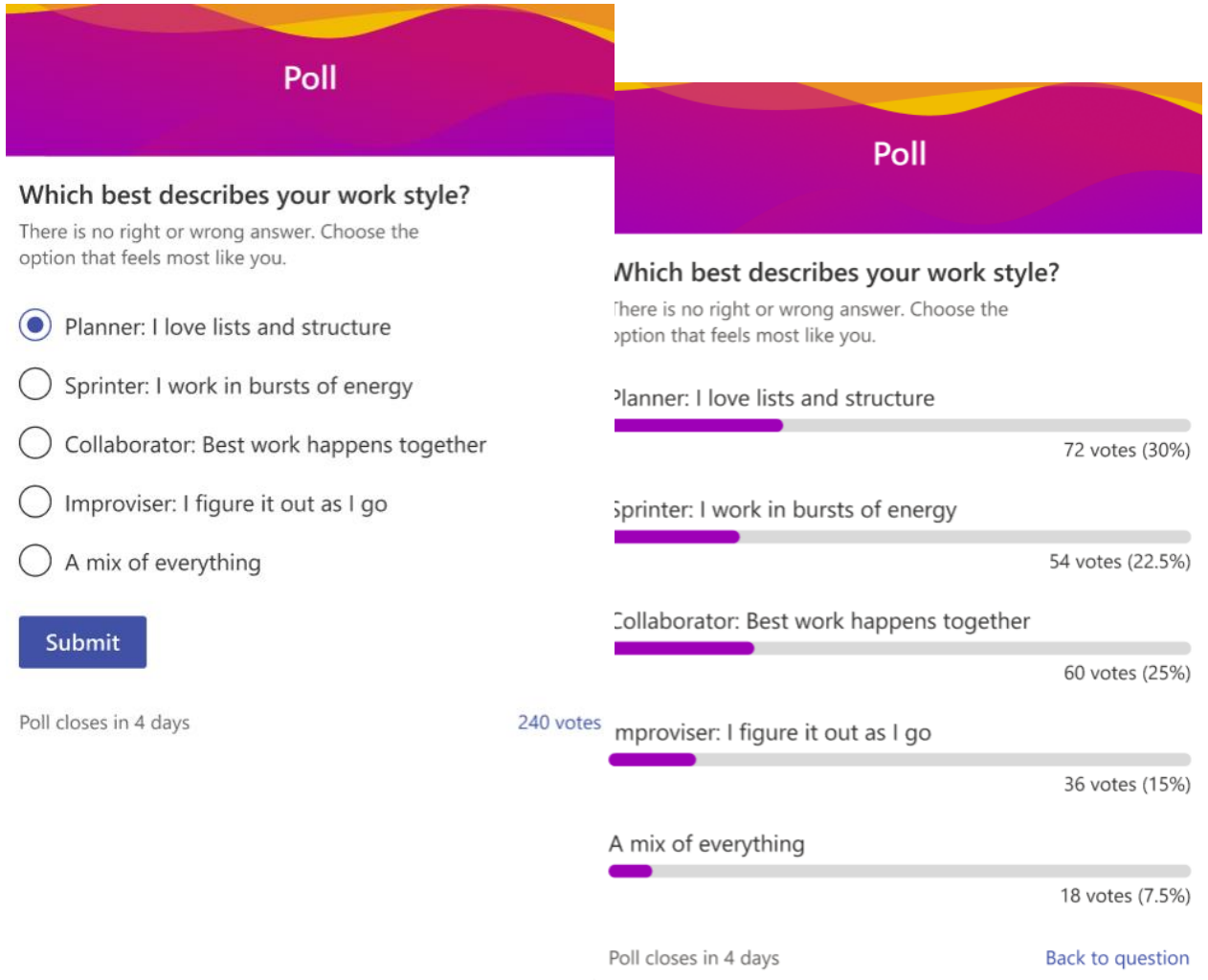
Give and receive praises; everything stored in SharePoint.

One central area within Microsoft 365 to manage praises, driving more traffic to your intranet.



Use richer messages, likes and comments, plus a dedicated sharing for more employee engagement.

[Community] – Polls

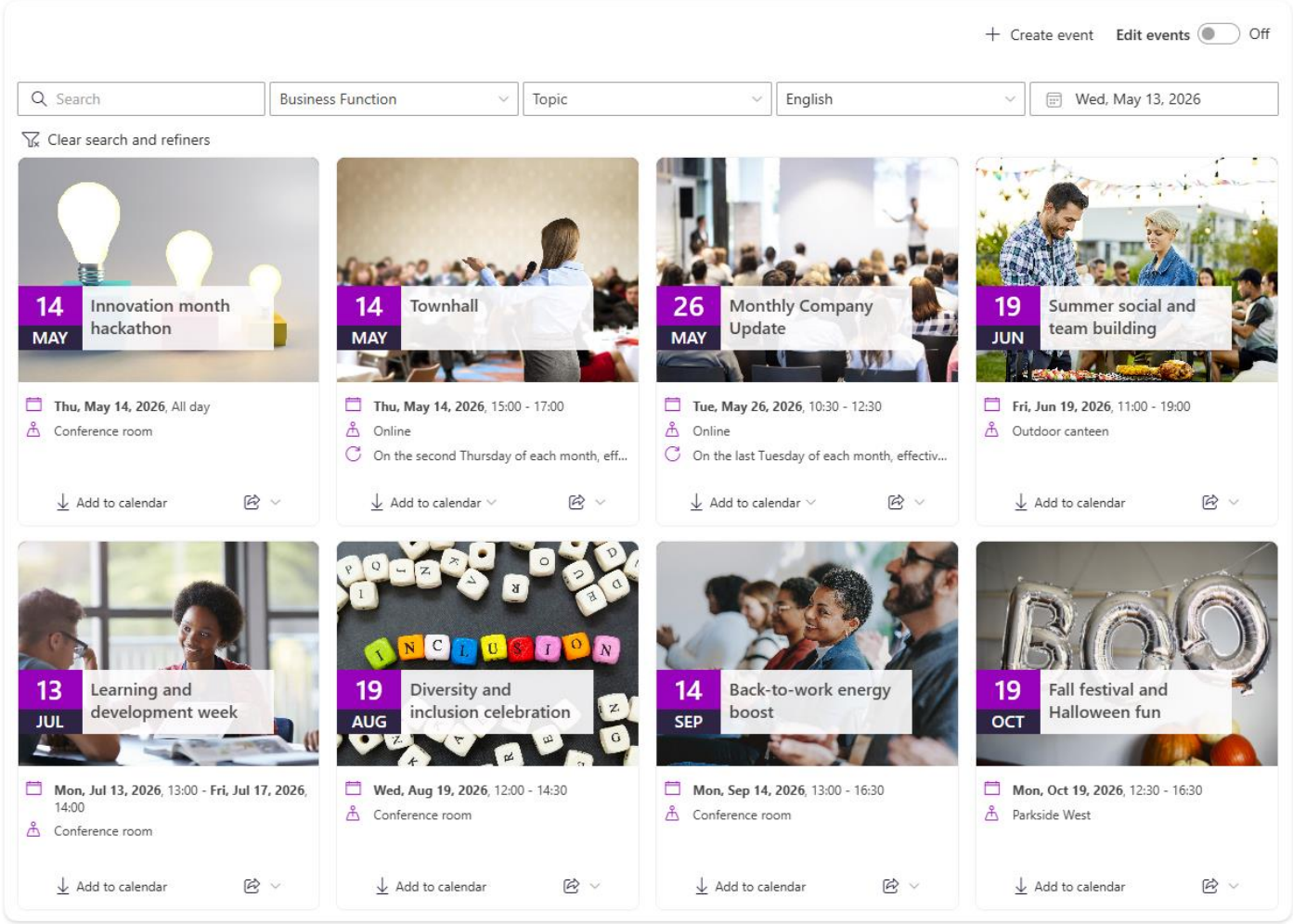


Add a poll to any intranet page with single- or multi-select answers and optionally let employees change their vote.

Schedule polls in advance. Target participation to the whole organization or selected groups of users.

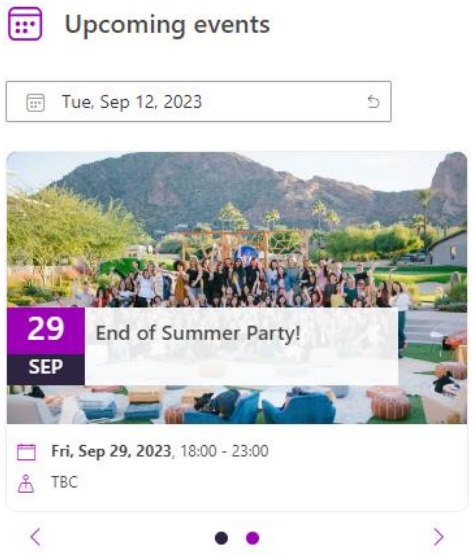
[Events] – Events admin

Create events, such as training events, staff meetings, or town halls, from a simple interface.

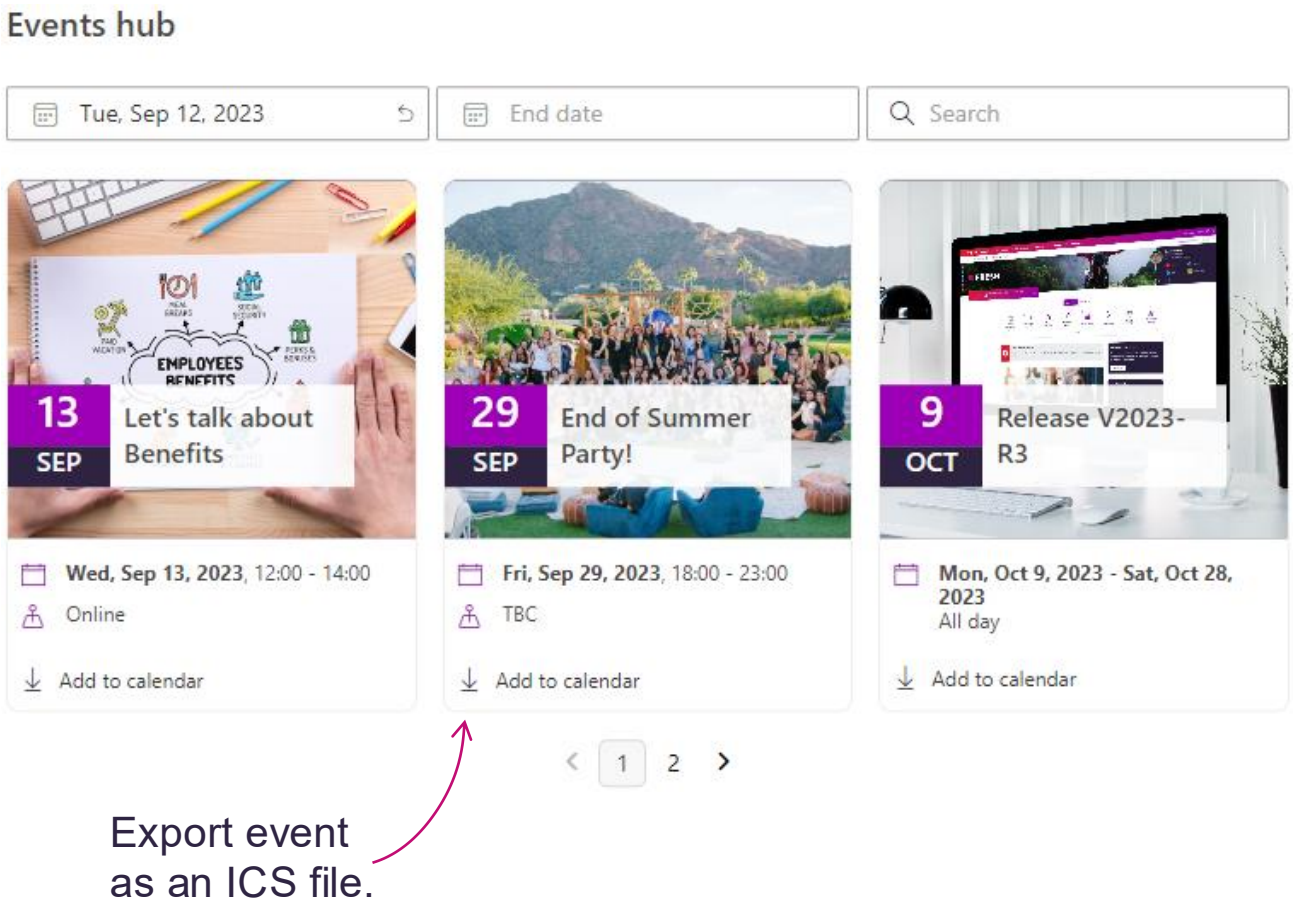


Create and manage events (SharePoint calendar events) from one single place.

[Events] – Event cards



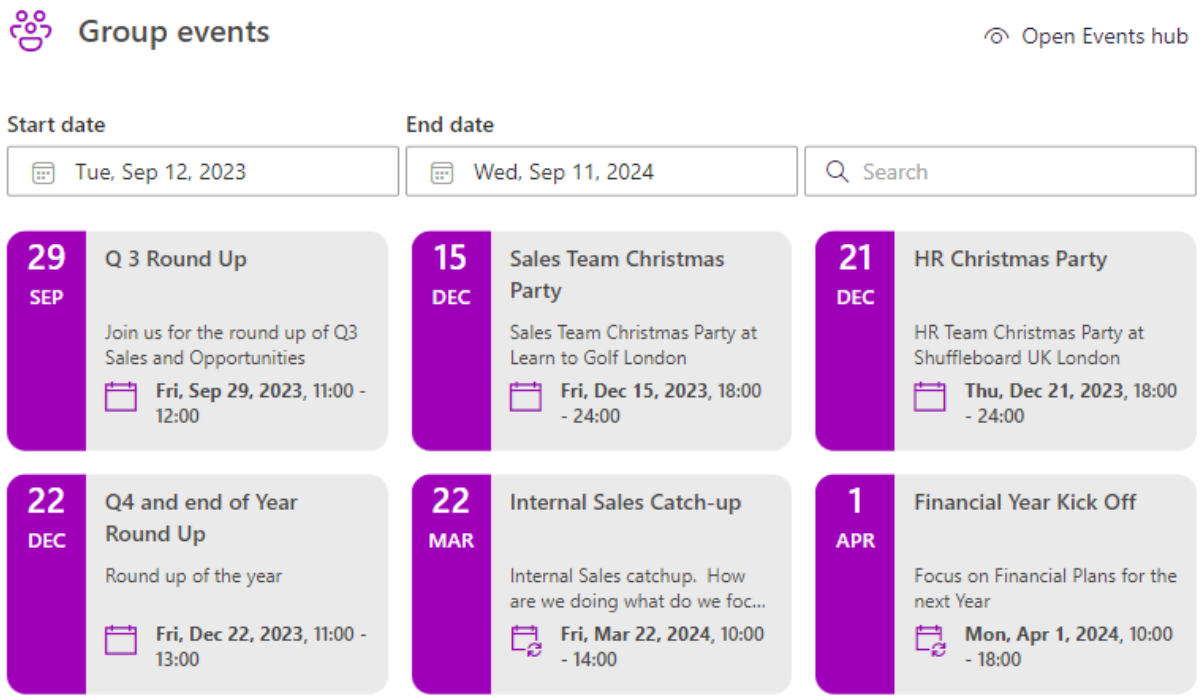
Create an Events hub or show specific events (e.g., upcoming corporate events) to your audience.



Export event as an ICS file.

[Events] – Group events

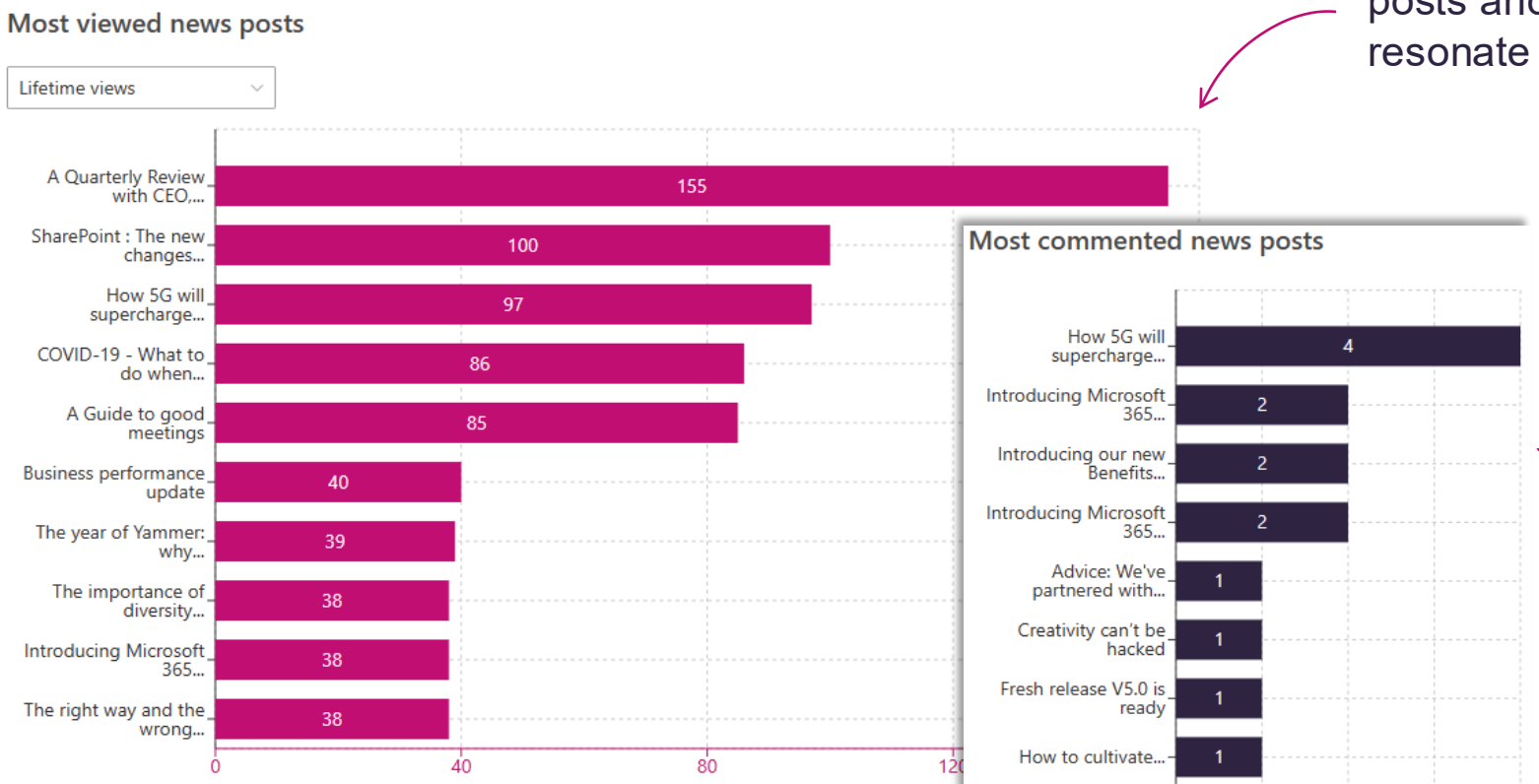
Show events created in group calendars (Outlook or Teams groups) on the intranet.



[Governance] – Content engagement

Understand how your news posts and content pages resonate with your audience.

Analyze recent or lifetime views data.

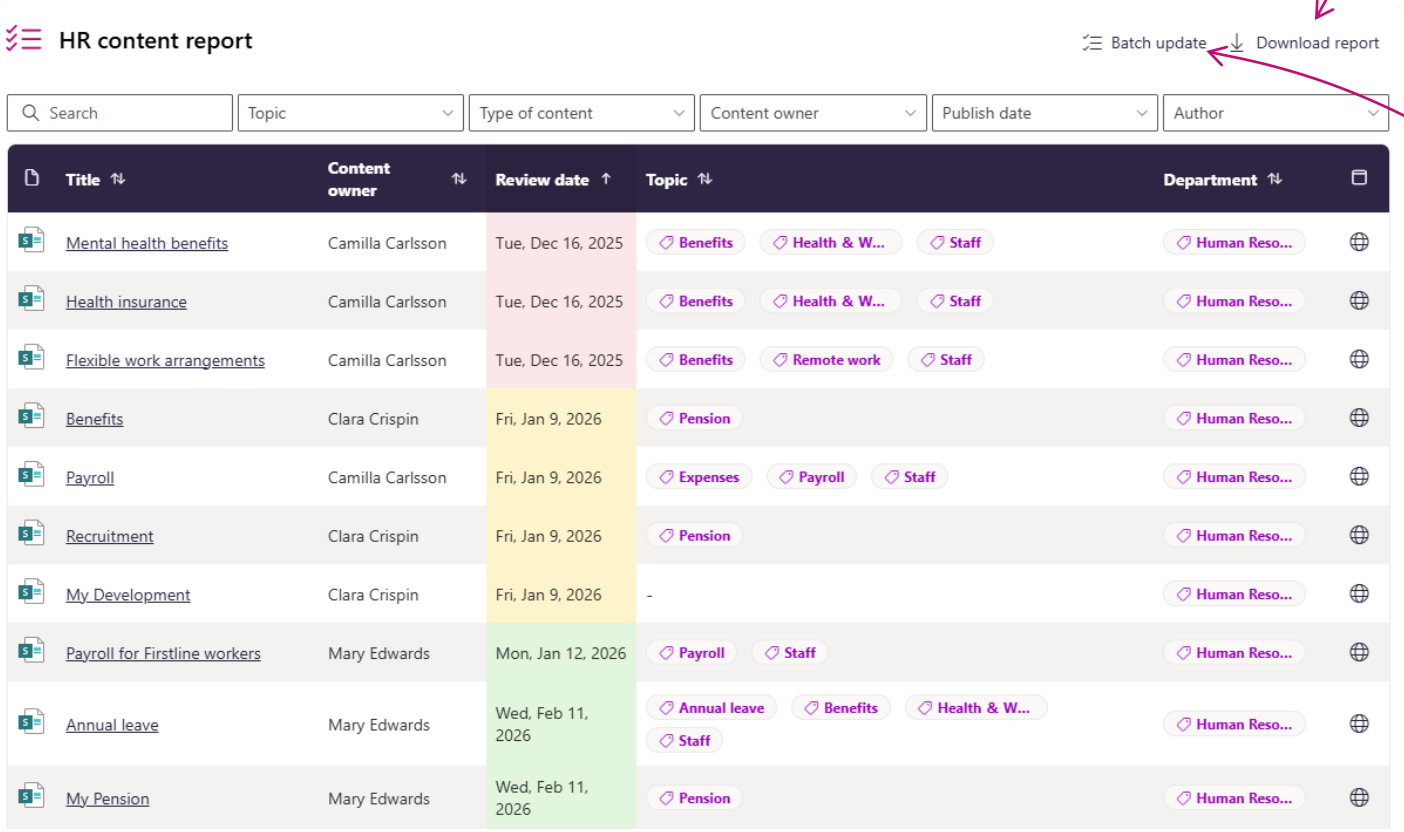


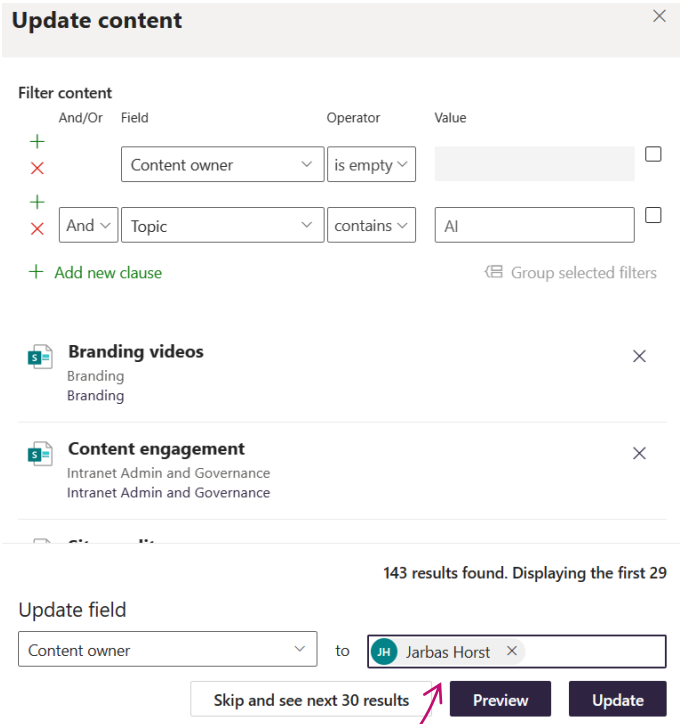
Learn and compare how each piece of content relate to each other in terms of views, likes, and comments.

[Governance] – Content report

Download report as a CSV file.

Manual bulk update metadata on up to 30 documents and pages at once.

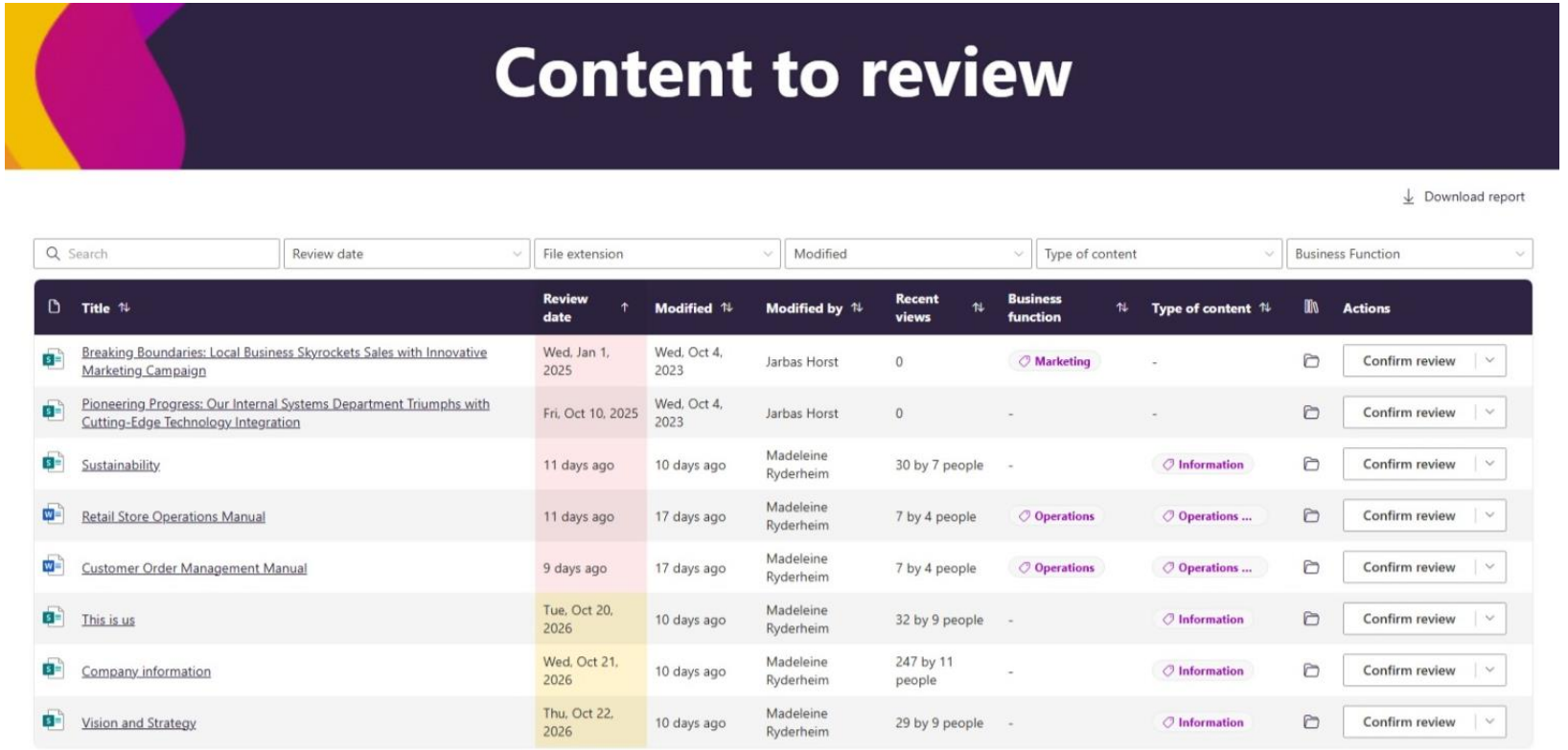




Create content reports for documents and pages with insights on views, likes, review dates, and more.

[FreshMind] Get AI suggestions on up to 5 documents and pages at a time.

[Governance] – Content to review



Review content where you are the owner and take actions in one place.

[Governance] – Sites audit

Intranet sites audit

Download report

Site type | Content owner | Review date | Business function | Search

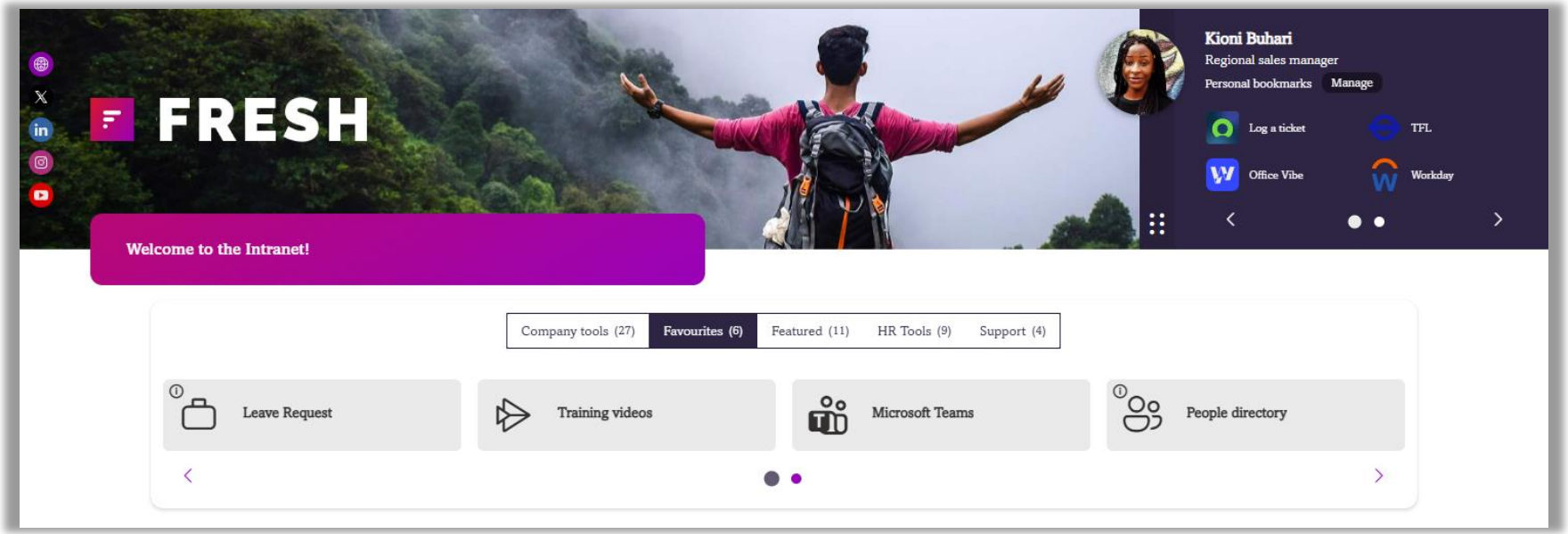
Title	Type	Created	Business function	Content owner	Review date	Recent views	Views
UK Intranet	Intranet	Tue, Apr 14, 2020				241 by 8 people	8767 by 17 people
UK Communications centre	Communications hub	Tue, Apr 14, 2020	Marketing	Andreas Sauer	Wed, Dec 14, 2022	35 by 4 people	3918 by 14 people
Intranet Governance	Content site	Thu, May 12, 2022	Marketing	Andreas Sauer		27 by 4 people	615 by 8 people
Human Resources	Department	Fri, Jul 31, 2020	Human Resourc...	Mary Edwards	Wed, Nov 23, 2022	16 by 3 people	1310 by 10 people
Operations	Department	Fri, Jul 31, 2020	Operations			18 by 2 people	311 by 7 people
UK Departments hub	Departments hub	Tue, Apr 14, 2020				6 by 3 people	517 by 12 people
Internal Systems	Department	Fri, Jul 31, 2020	Internal Systems	Alec Kersey	Wed, Sep 21, 2022	3 by 2 people	485 by 12 people
UK Communities	Communities hub	Fri, Apr 24, 2020				3 by 3 people	362 by 9 people
Marketing	Department	Mon, Apr 27, 2020	Marketing	Paul Moloney	Wed, Aug 24, 2022	6 by 1 person	138 by 6 people
UK Locations hub	Locations hub	Tue, Apr 14, 2020		Dan Hipkin	Wed, Sep 7, 2022	2 by 2 people	196 by 9 people
UK Projects hub	Projects hub	Fri, Apr 24, 2020				1 by 1 person	115 by 7 people
Customer Service	Department	Fri, Jul 31, 2020	Customer Service			2 by 2 people	131 by 11 people
Fresh Branding	Community	Tue, Sep 8, 2020	Marketing			2 by 2 people	205 by 5 people
Finance	Department	Fri, Jul 31, 2020	Finance	Joanna Meachem		1 by 1 person	78 by 10 people
Legal	Department	Fri, Jul 31, 2020	Legal	Sophie Lawman	Thu, Aug 25, 2022	2 by 1 person	33 by 6 people

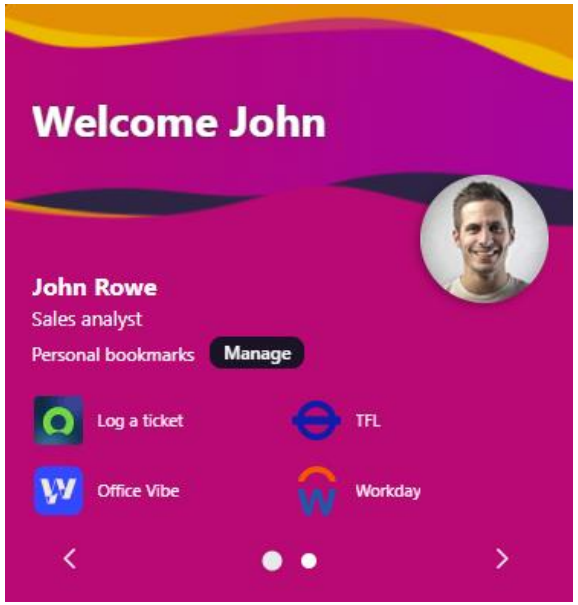
1 2

Download report as a CSV file.

Display number of views, last modified, and so on for sites.

[Header] – Home page header web part



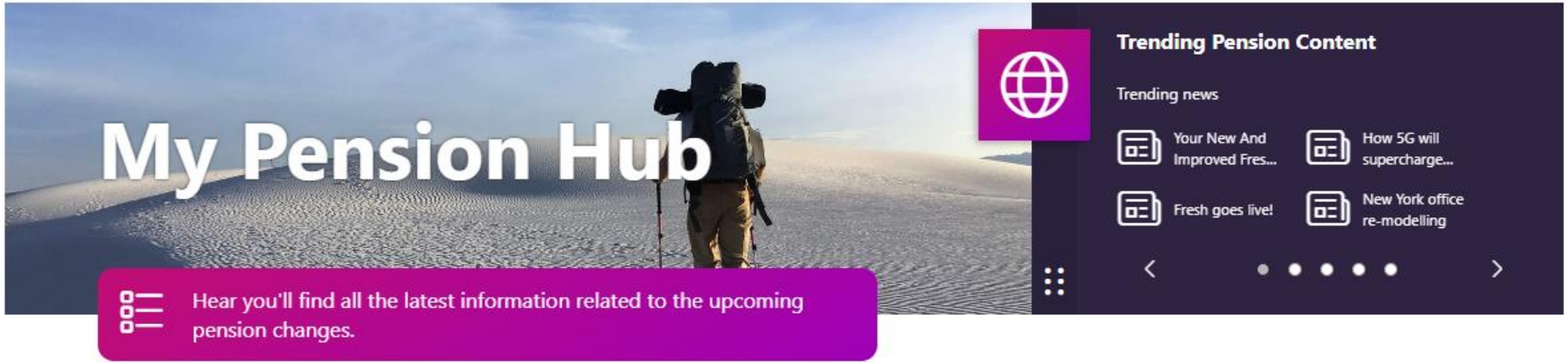


Supports several configurable elements such as background image and logo, social media links, quick alert, and so on.

Ideal for the main intranet home page.

Can also be used in a smaller column to provide a personalized feature for employees.

[Header] – Landing page web part



Use for landing pages/site home pages across the intranet, for example the Comms center.

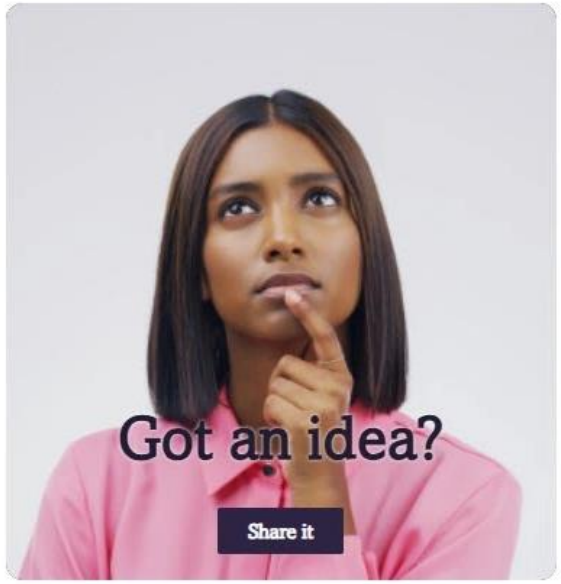
[Header] – Banner

Use as a header on the home page with a personal greeting

Good afternoon Madeleine, hope you're having a great day!

Updates shaped by your feedback

Very flexible and allows the editor to adjust the width, focal point, and so on.



Add a button and drive actions from the Banner web part.

Use as a header for section paragraphs with or without a colored background.

[Header] – Hero carousel

Use as a header element or in columns.



Show as a carousel or display a static image

[Header] – Hero grid

Add links to external information but also include links to pages, videos, and documents on your tenant.

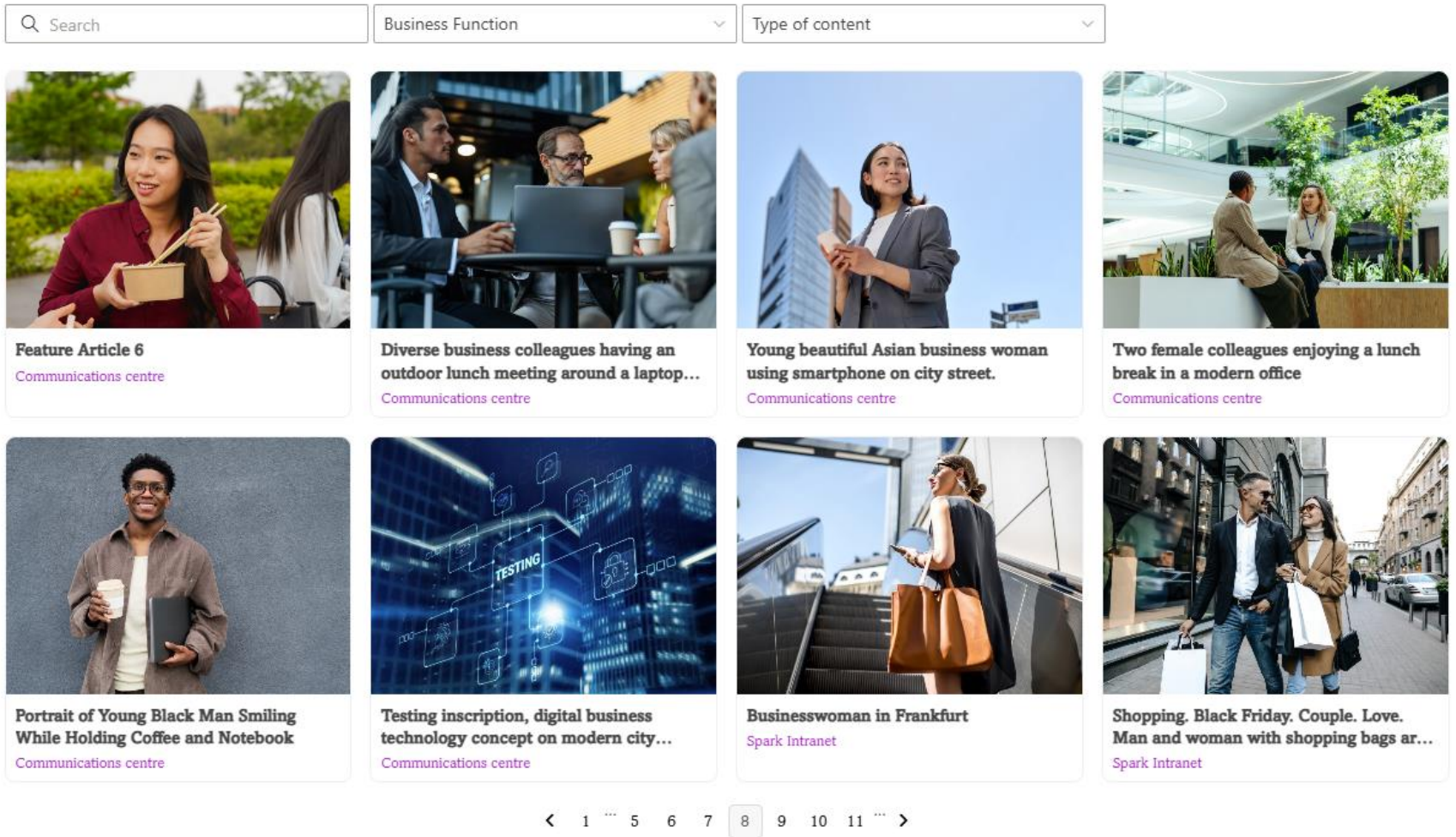


Play videos within the grid area.

Use as header element or as a web part on any page.

[Media] – Image cards

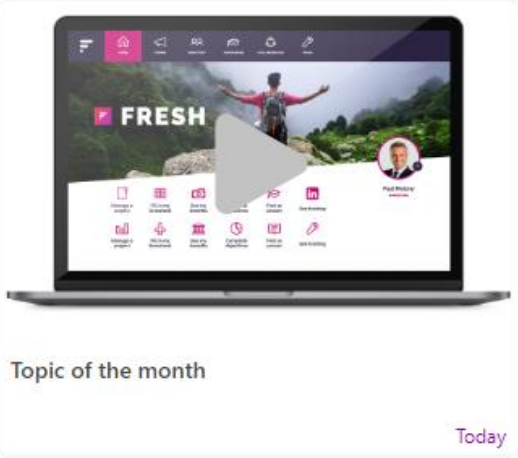
Create an image gallery/directory in your organization, e.g., images for content creators.



[Media] – (Curated) Video cards



Define a thumbnail image, sharing options, and much more.



Display a manual selection of videos that are relevant to a specific topic, like “Legal” or “Topic of the month”.

[Media] – Video player

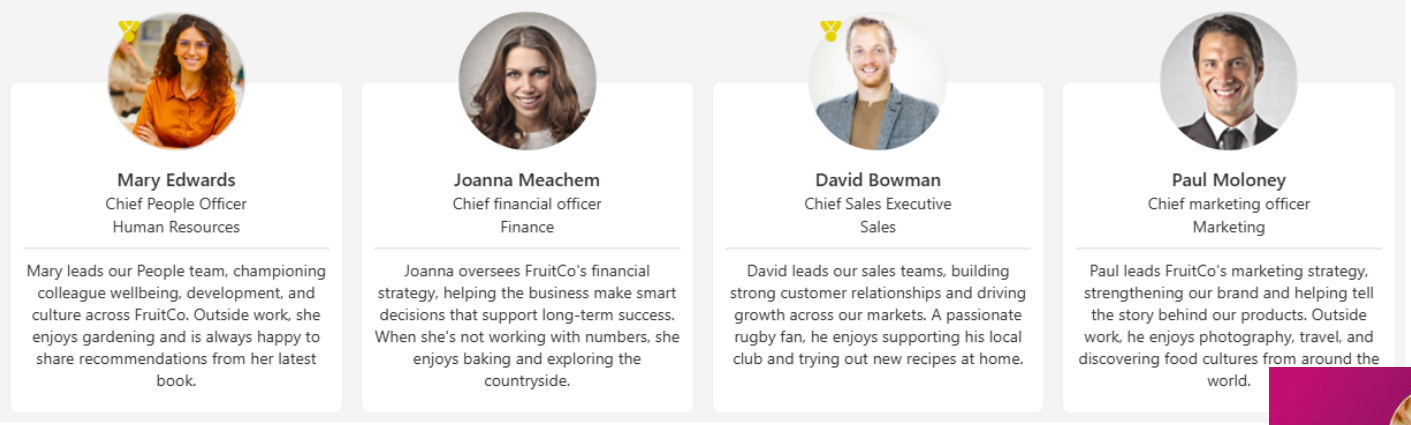
Watch video content within a SharePoint page.



Embed videos in a page from sources such as SharePoint, Stream, and YouTube, with support for closed captions.

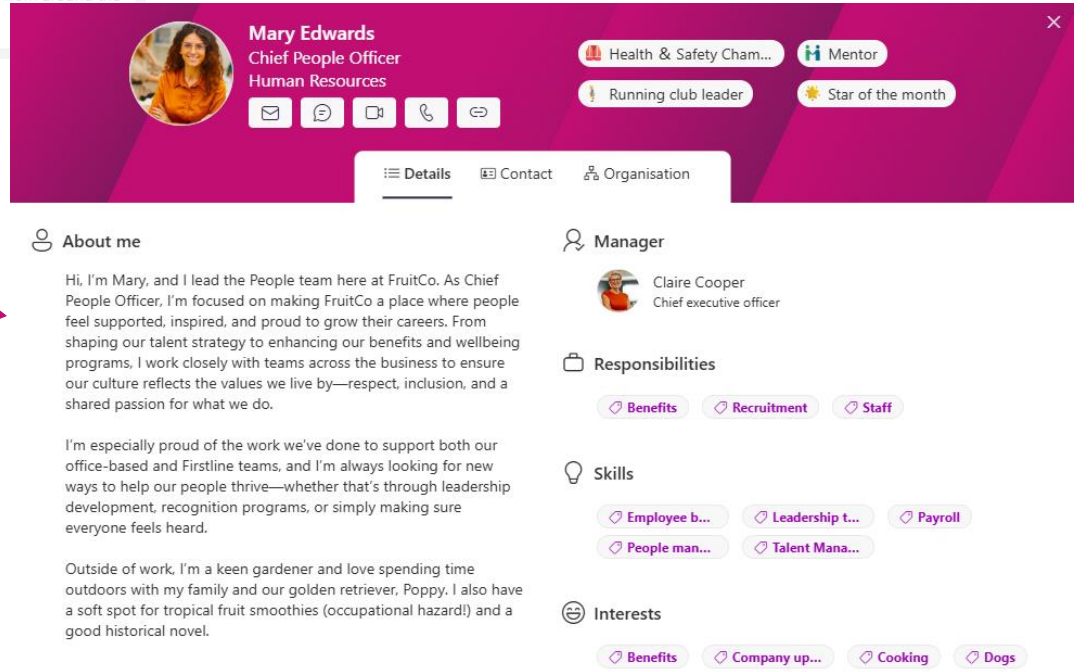
Updated in V2026-R4

[People] – Curated people



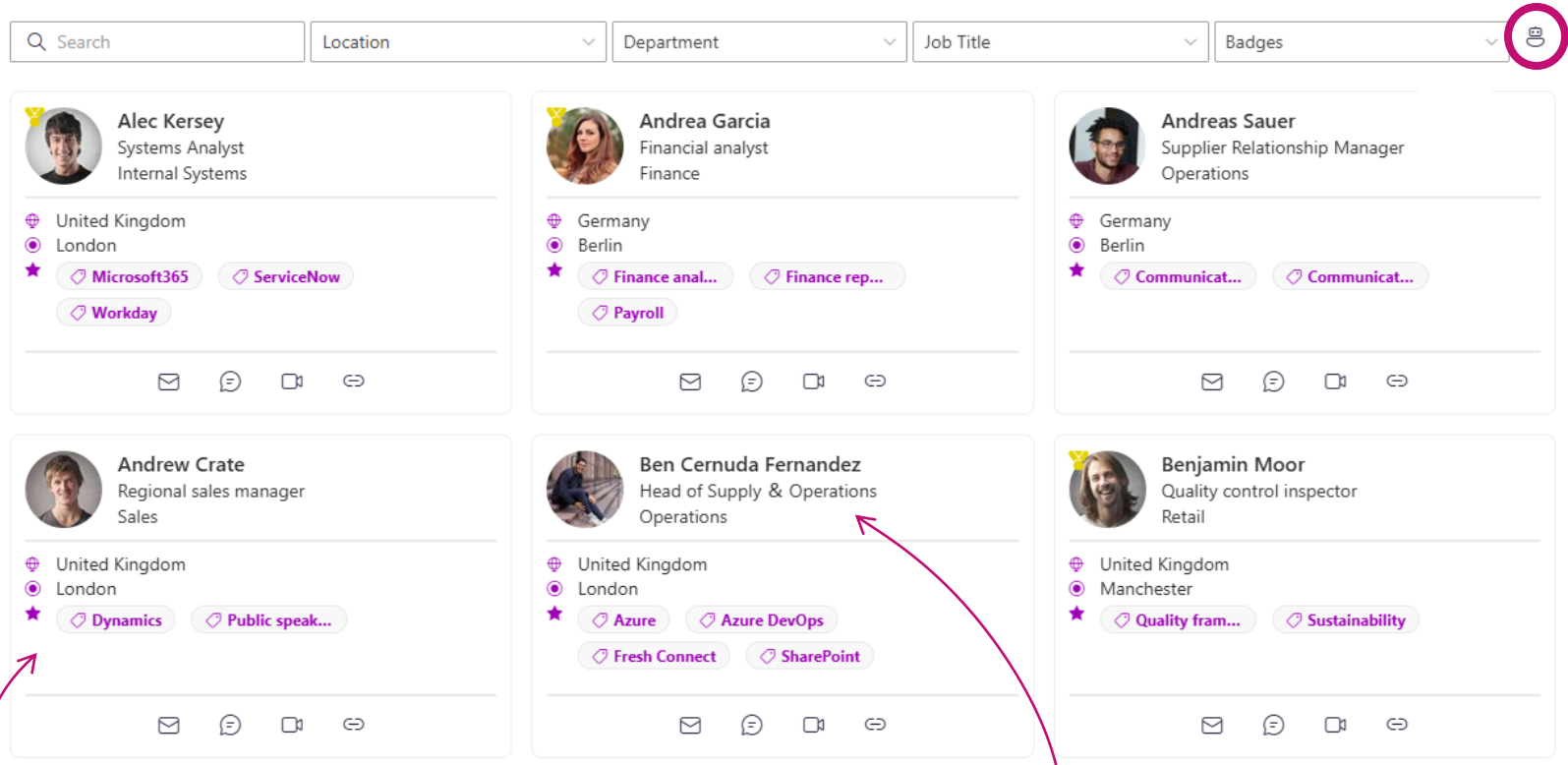
Display a manual selection of users who are relevant to a specific topic, like “Health & Safety” or “Onboarding”.

Click on a person to open their profile.

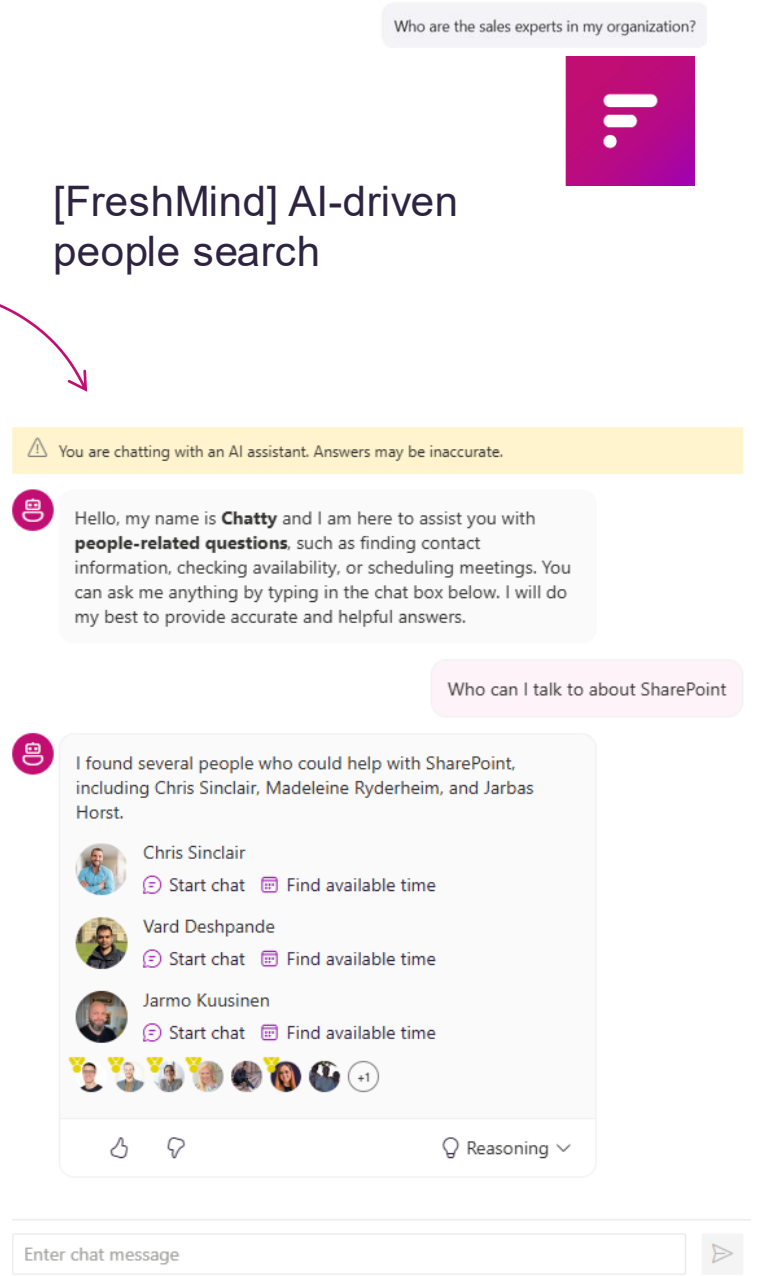


Updated in V2026-R4

[People] – People search



[FreshMind] AI-driven people search

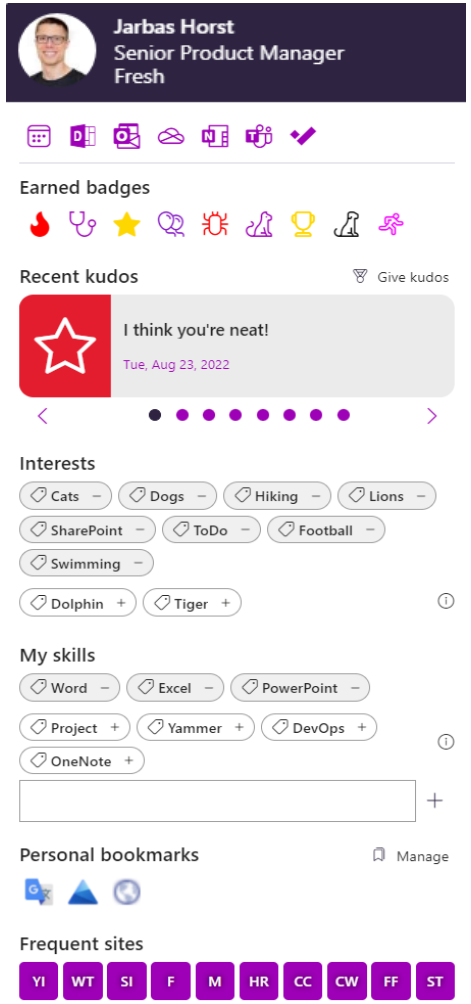


Create a people directory in your organization, with eight layouts to configure how people are displayed.

Set to open user details in the Fresh Profile panel.

[Personalized] – My profile

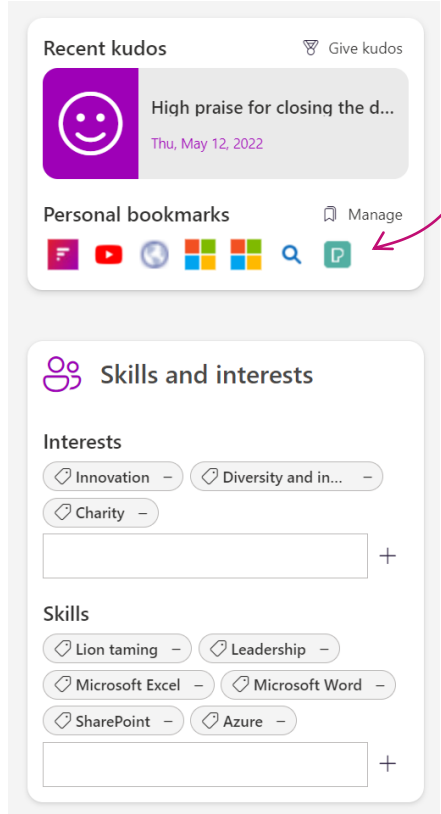
Create a personalized experience for your end users.



Show user-related information such as skills, interests, kudos, badges, personal bookmarks and recent sites as well as Microsoft apps and links to custom apps.

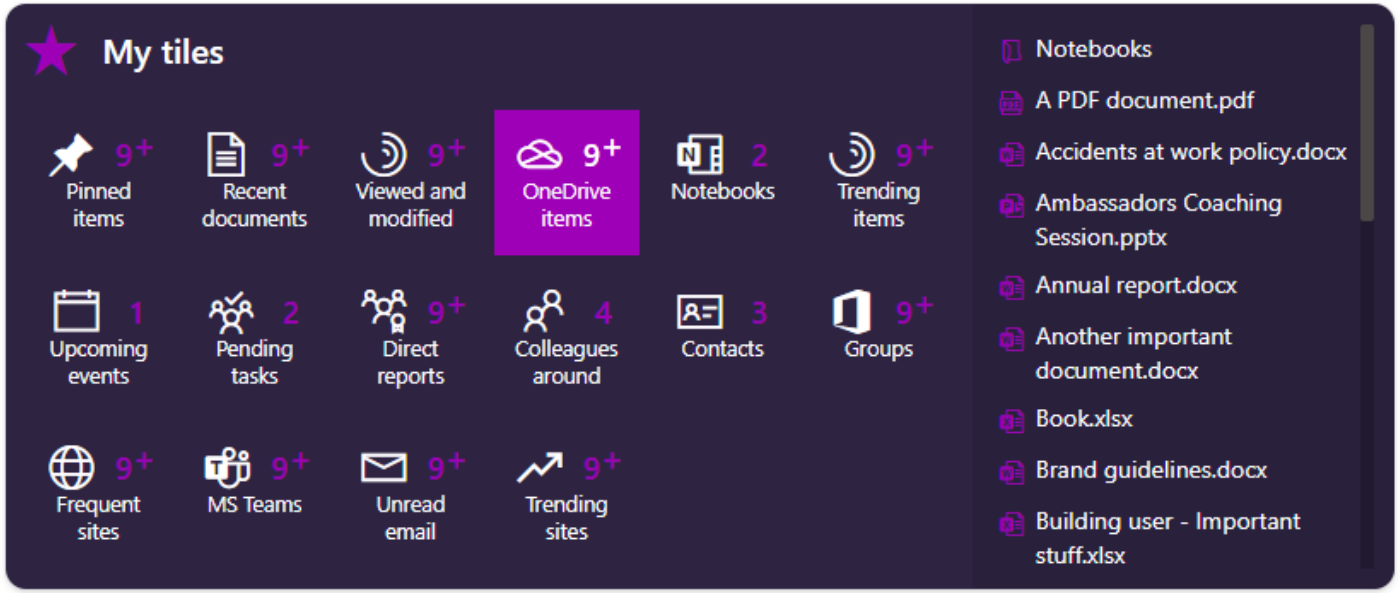
Configure to display only relevant sections.

Use favicon or pictogram.



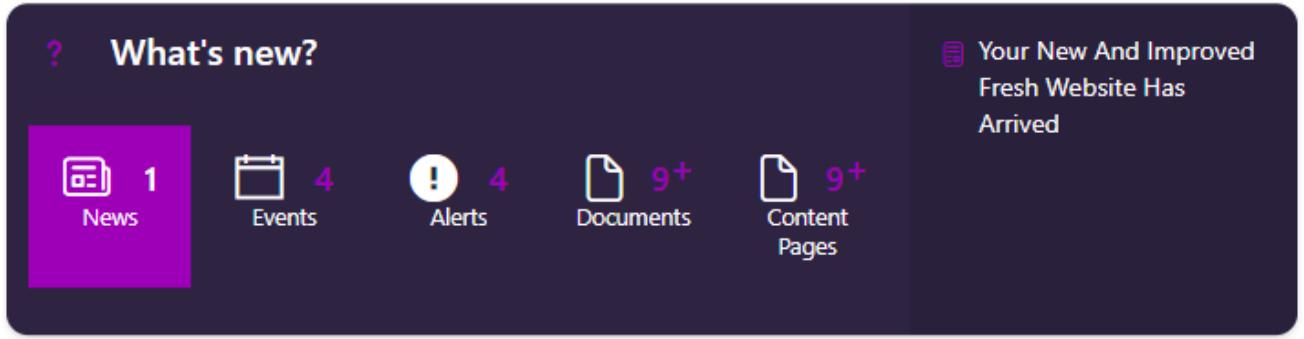
[Personalized] – My tiles

Add a “window” into your Microsoft 365 activities to the intranet.



Show information relevant to the signed-in user based on their Microsoft 365 data.

[Personalized] – What's new

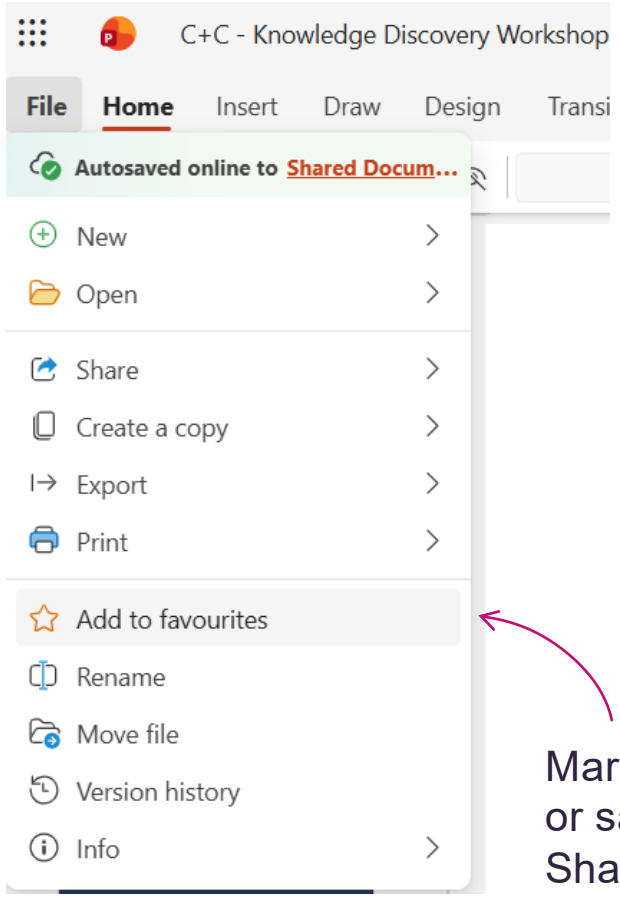


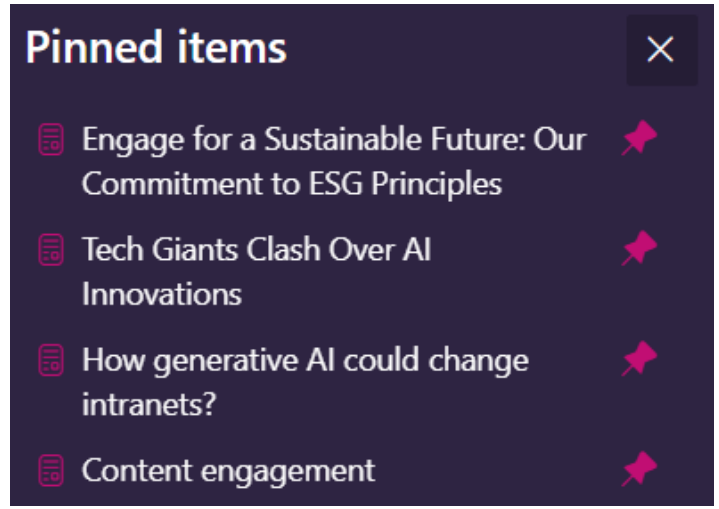
Show recently created or modified content for news, events, alerts, documents, and content pages.

Quickly catch up on any news or other updates that have happened while you were away.

[Personalized] – Pin aka. Save for later







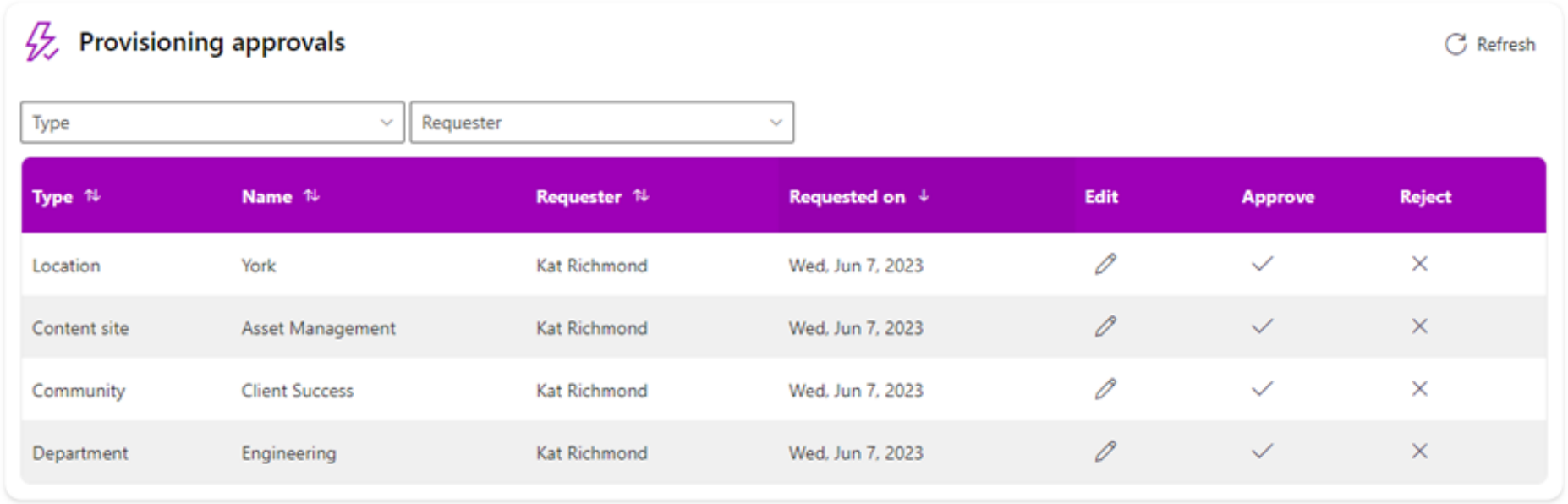
Access and managed all your favorite documents, news, or pages in Fresh's My tiles web part.

Mark documents in Word or save news in SharePoint to read later, and access all your saved content in Fresh.

Save news posts or documents to your list for easy access later.

[Provisioning] – Provisioning approvals

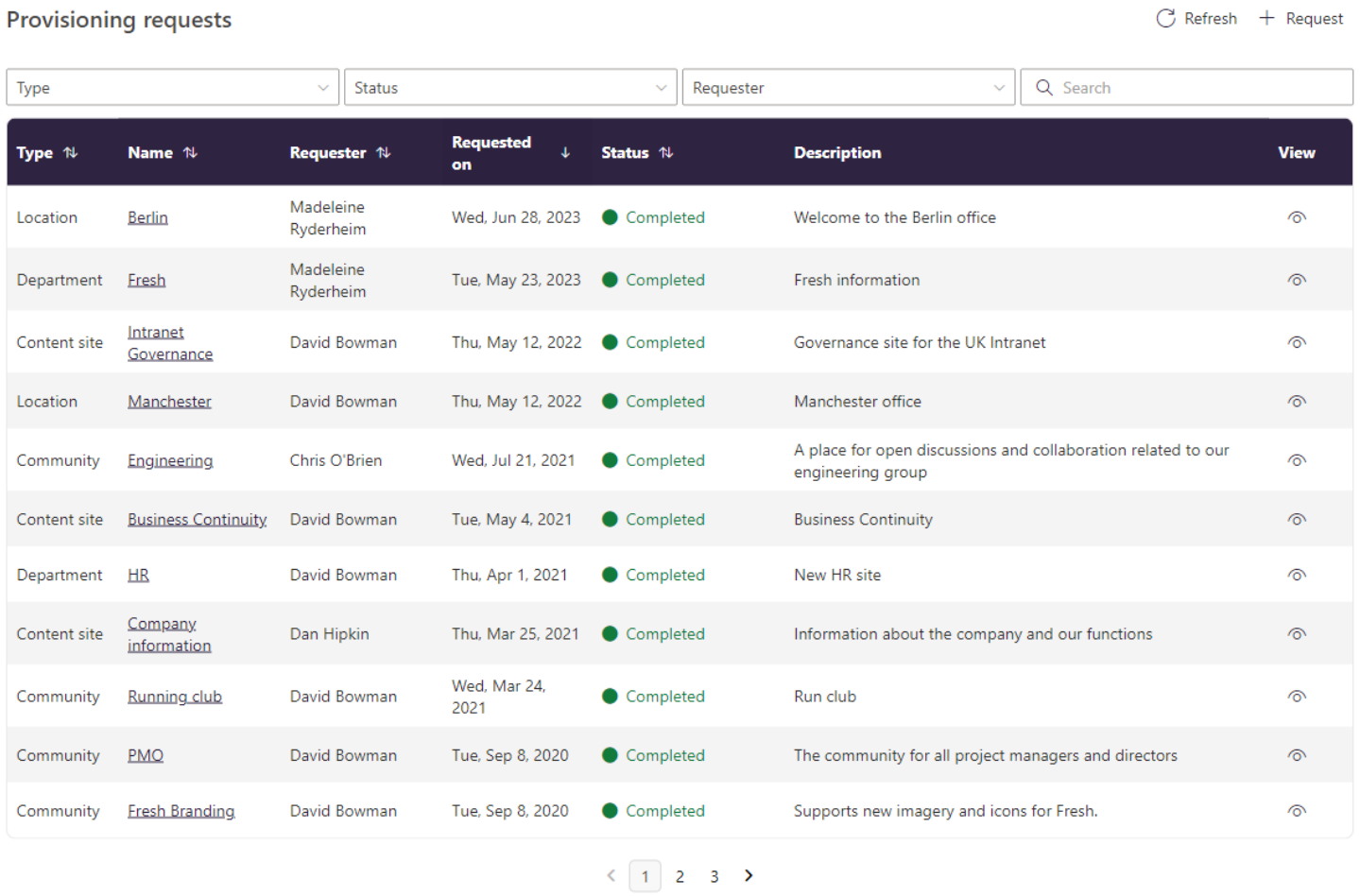
Create a secure and centralized way of approving entities requested via the Provisioning requests or Content type gallery web parts.



[Provisioning] – Provisioning requests

Request and track the templated creation of sites or pages.

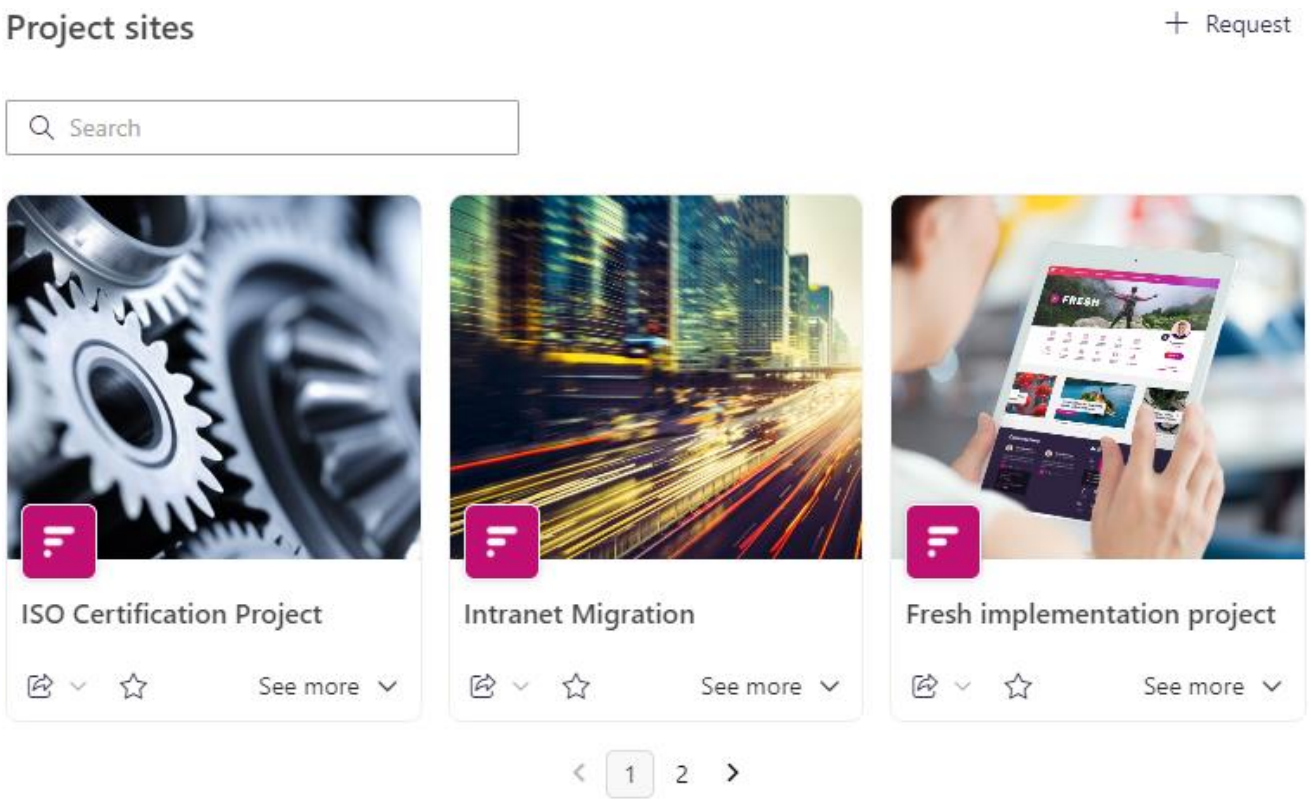
Limit the site or page creation to specific users in your organization.



Type	Name	Requester	Requested on	Status	Description	View
Location	Berlin	Madeleine Ryderheim	Wed, Jun 28, 2023	Completed	Welcome to the Berlin office	
Department	Fresh	Madeleine Ryderheim	Tue, May 23, 2023	Completed	Fresh information	
Content site	Intranet Governance	David Bowman	Thu, May 12, 2022	Completed	Governance site for the UK Intranet	
Location	Manchester	David Bowman	Thu, May 12, 2022	Completed	Manchester office	
Community	Engineering	Chris O'Brien	Wed, Jul 21, 2021	Completed	A place for open discussions and collaboration related to our engineering group	
Content site	Business Continuity	David Bowman	Tue, May 4, 2021	Completed	Business Continuity	
Department	HR	David Bowman	Thu, Apr 1, 2021	Completed	New HR site	
Content site	Company information	Dan Hipkin	Thu, Mar 25, 2021	Completed	Information about the company and our functions	
Community	Running club	David Bowman	Wed, Mar 24, 2021	Completed	Run club	
Community	PMO	David Bowman	Tue, Sep 8, 2020	Completed	The community for all project managers and directors	
Community	Fresh Branding	David Bowman	Tue, Sep 8, 2020	Completed	Supports new imagery and icons for Fresh.	

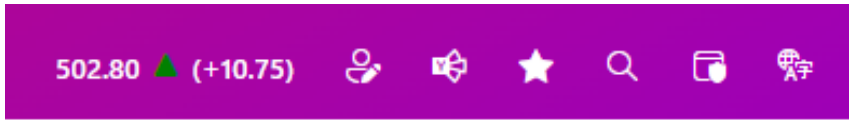
[Provisioning] – Content type gallery

Show provisioned sites and pages based on a specific content type (location, project, and so on).



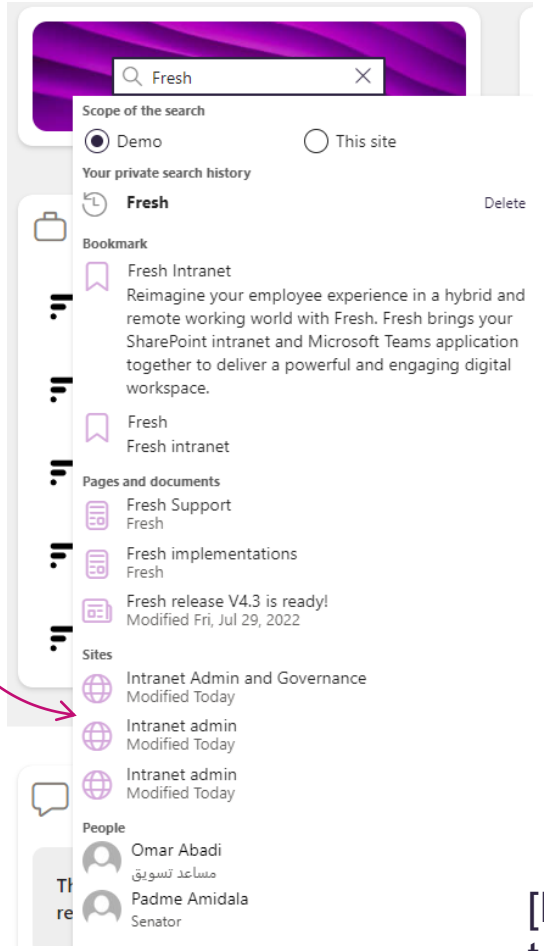
Request page and site creation from one single place.

[Search] – Search box

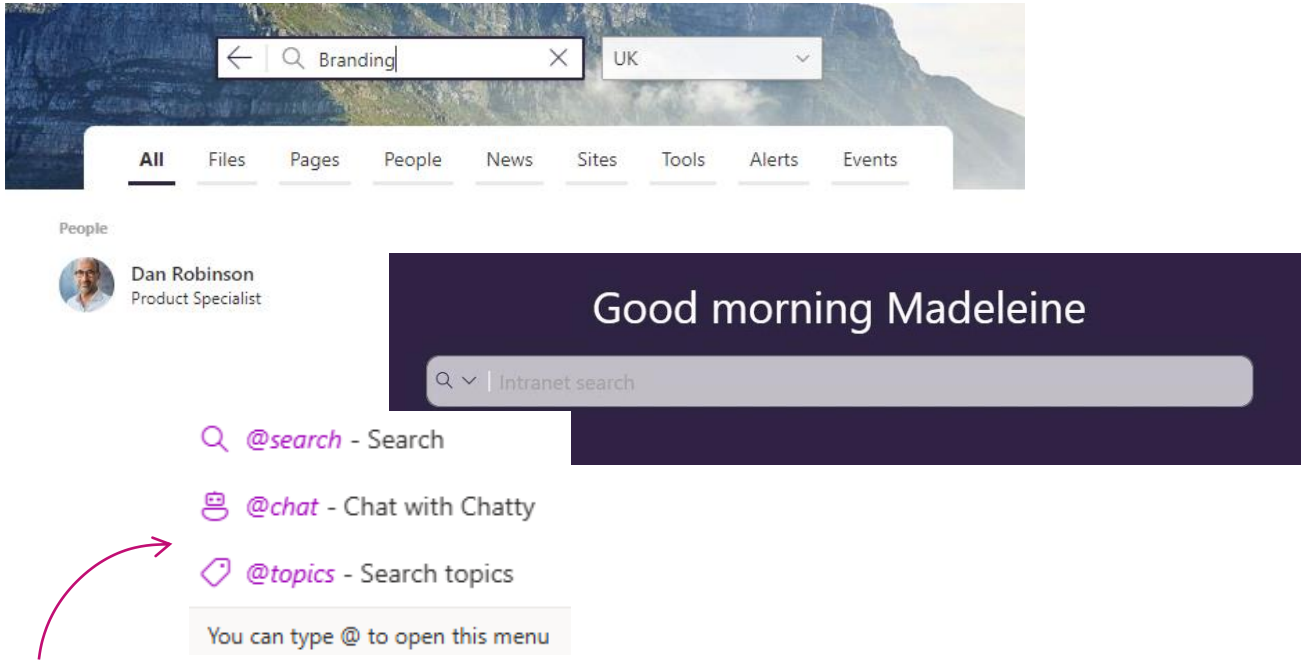


Make the search box available from different places.

Kick off a search from any page in your intranet.



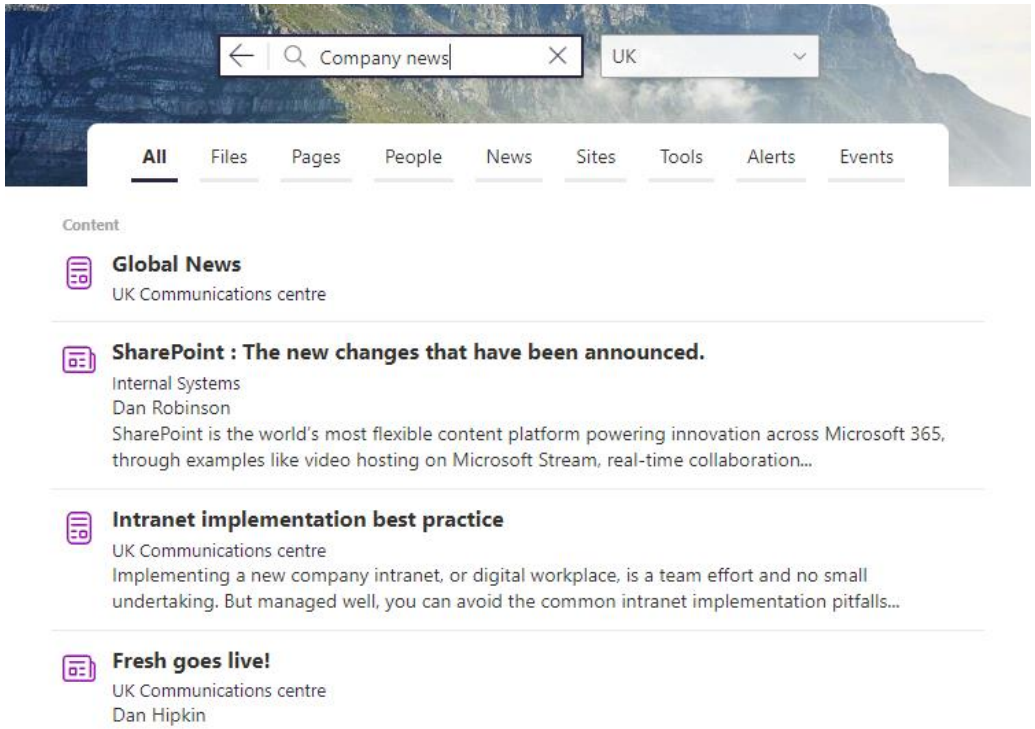
Benefit from a search panel that changes as you type.



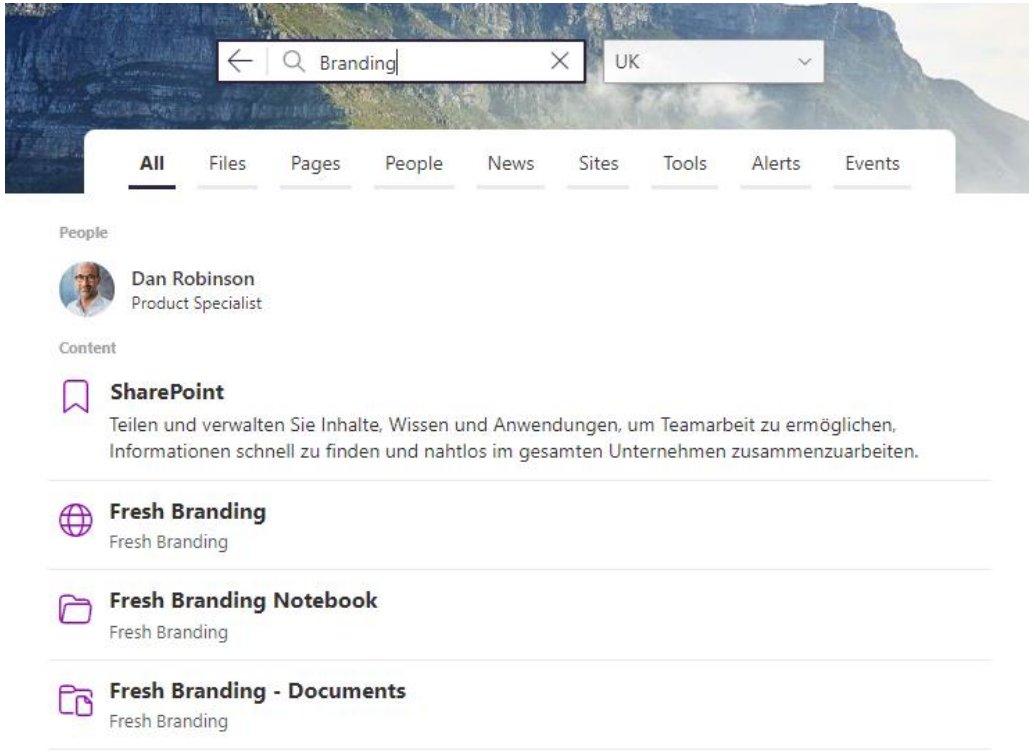
[FreshMind] AI-driven content chat, topics search, or access to the conventional search as needed. Enable or disable it. Your choice!

[Search] – Search scope

Limit the scope of your search to specific areas of your intranet.

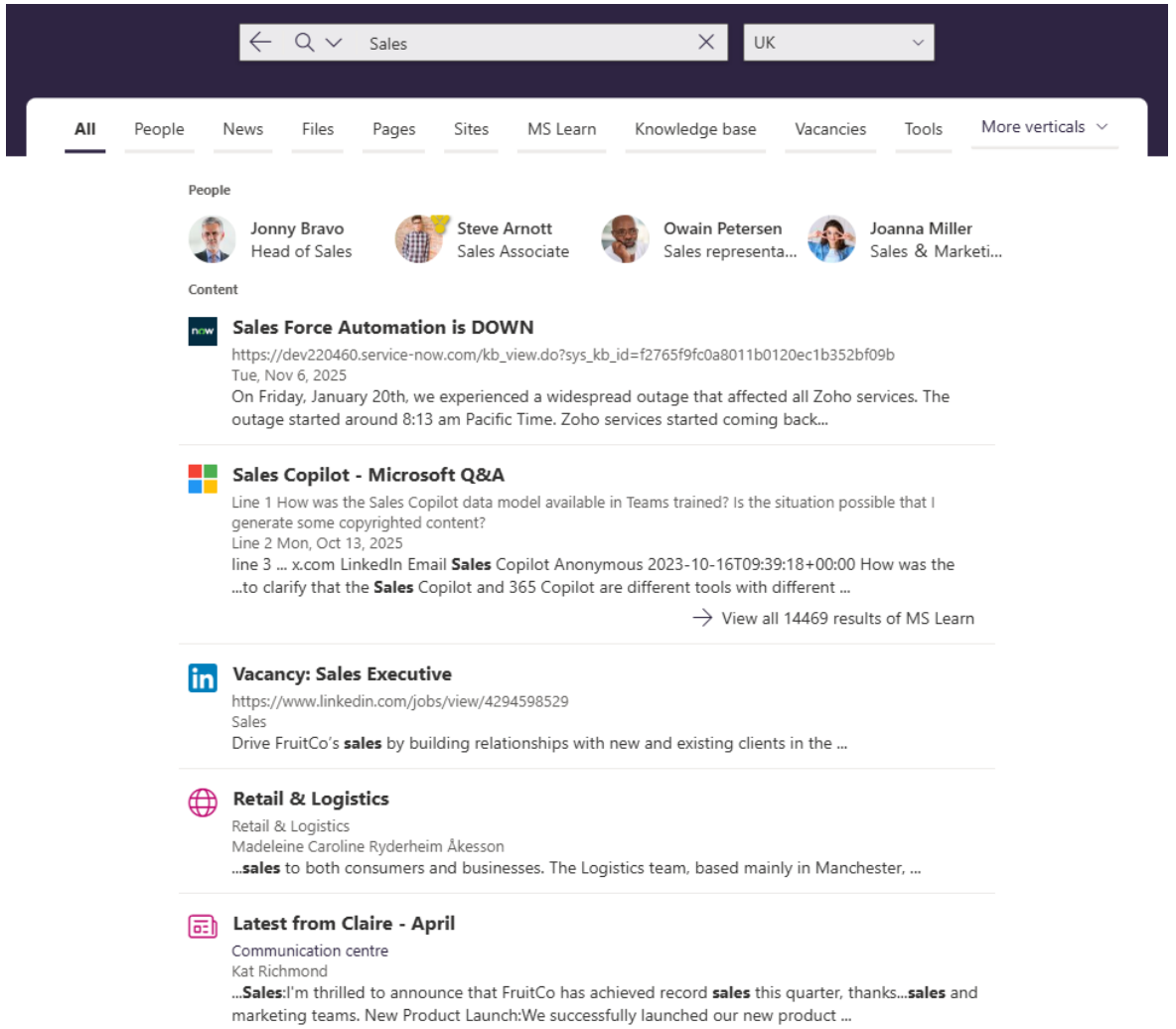


[Search] – Search verticals



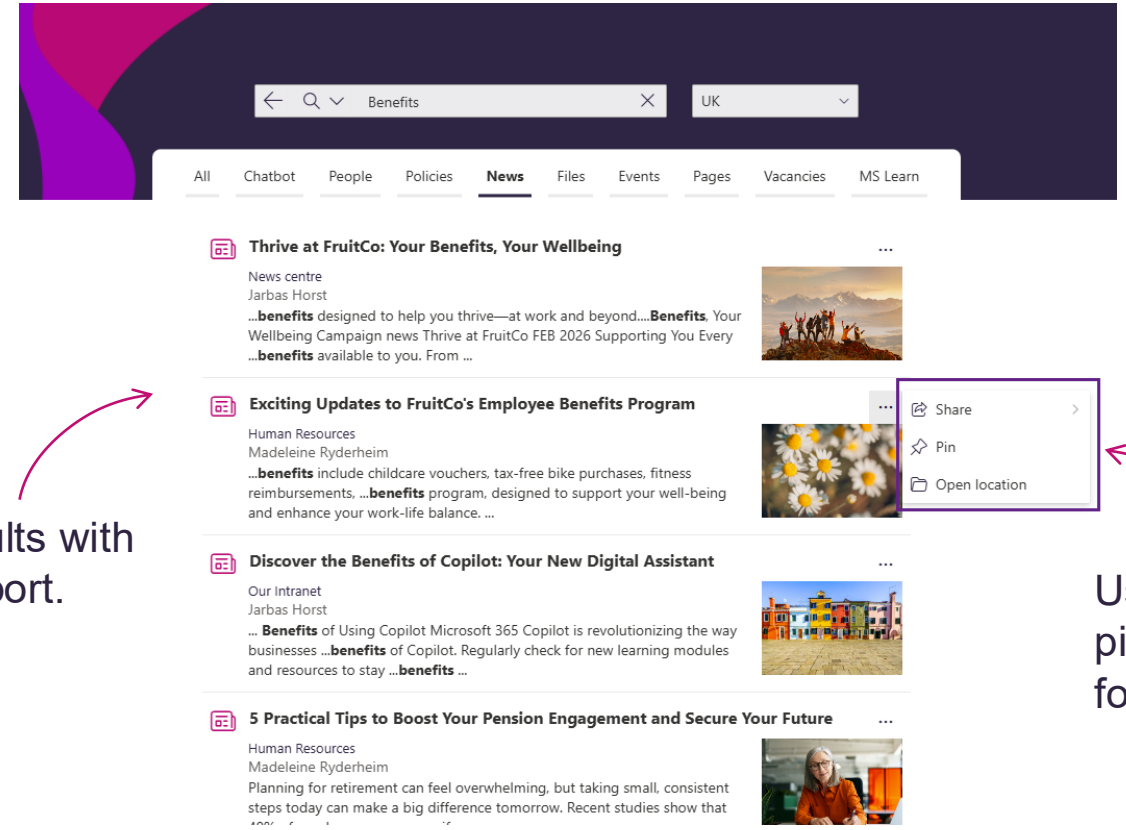
Use search verticals to show results of a specific type such as People, News, and Files.

[Search] – Search verticals with external data



Enable 3rd-party integrations via Microsoft Copilot connectors in the Search page (Enterprise search) and show results under a dedicated vertical or combined under the “All” vertical.

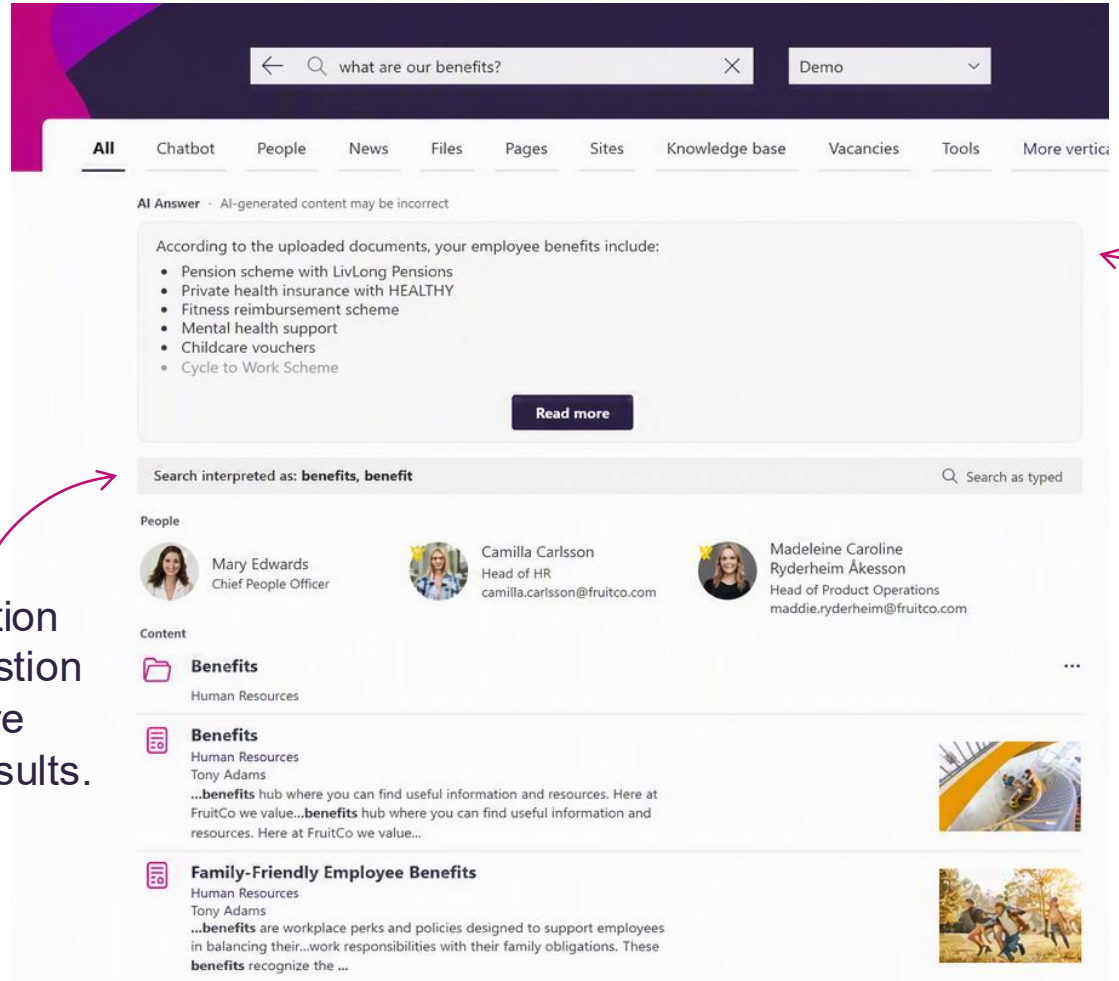
[Search] – Search results



List search results with pagination support.

Use search actions to share, pin, or open a file directly form a search result item.

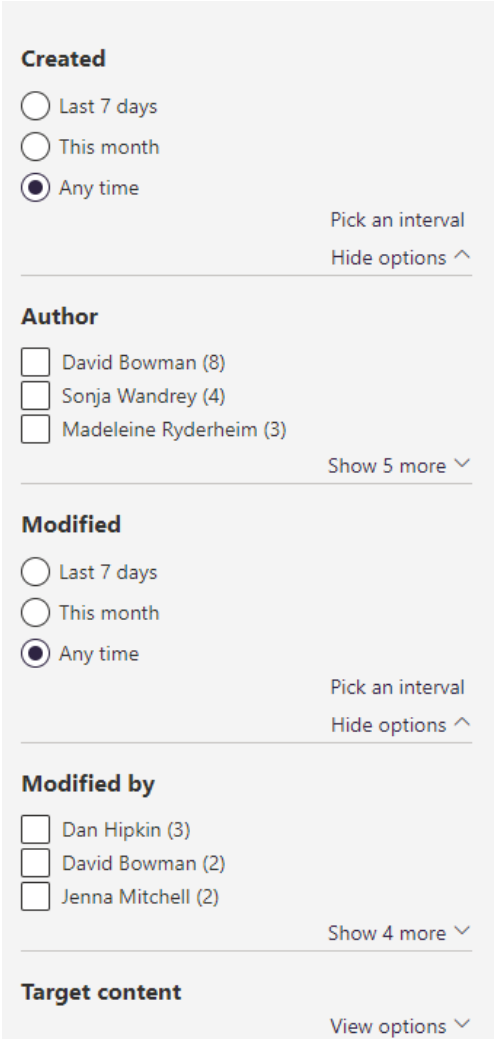
[Search] – Search results with AI mode



AI query interpretation understands a question intent to return more accurate search results.

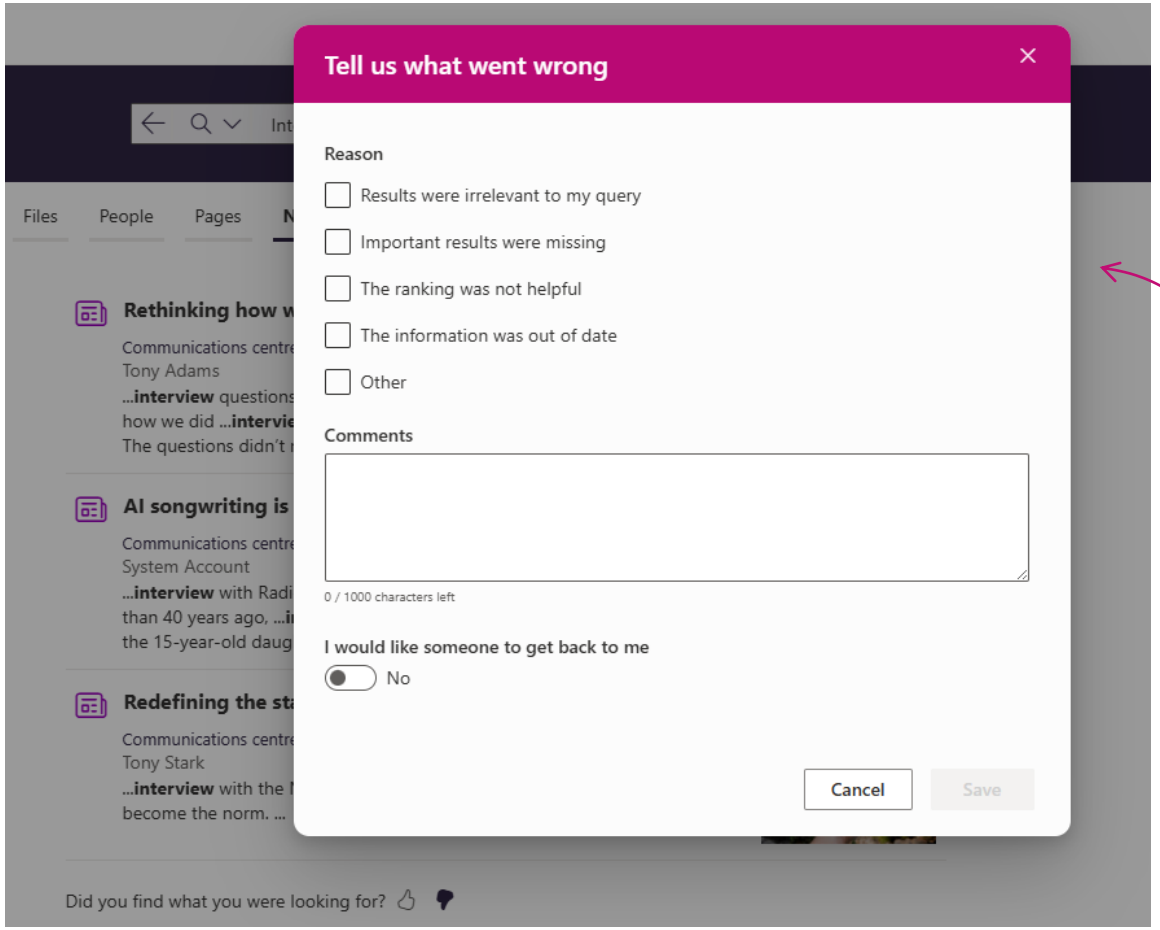
Google-like results in your intranet search.

[Search] – Search refiners



Use search refiners to narrow search results to find what you are looking for more easily.

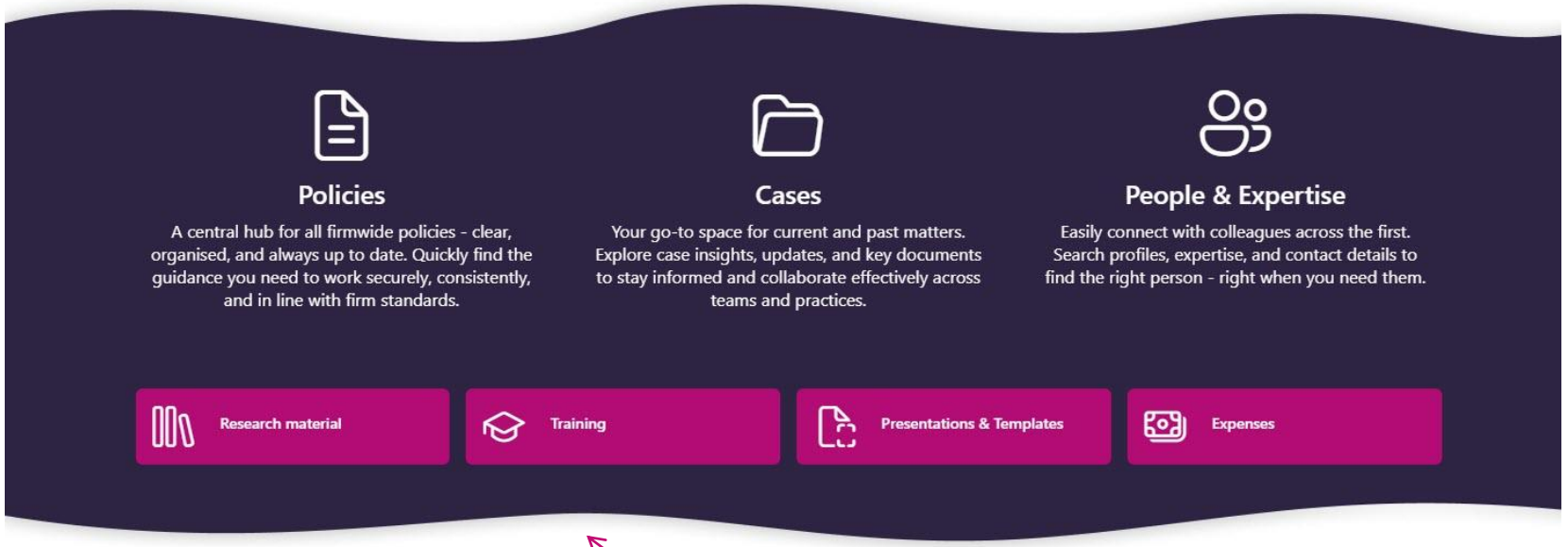
[Search] – Search feedback



Configure and enable Search feedback the via Search settings.

Provide direct feedback on intranet search results.

[Tools] – Quick tools



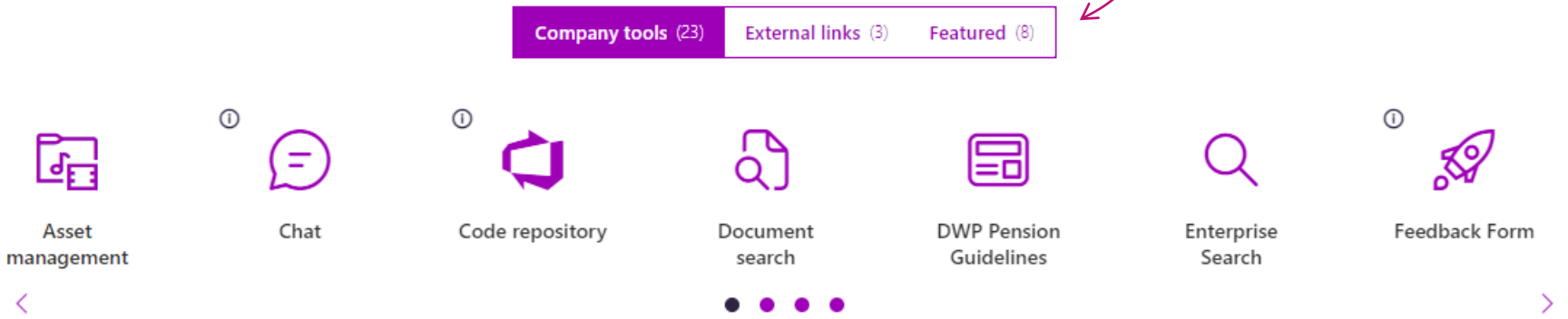
Create and display links relevant to a specific topic, or area on the intranet

Choose from several display modes and styles

Choose images or icons to describe your links.

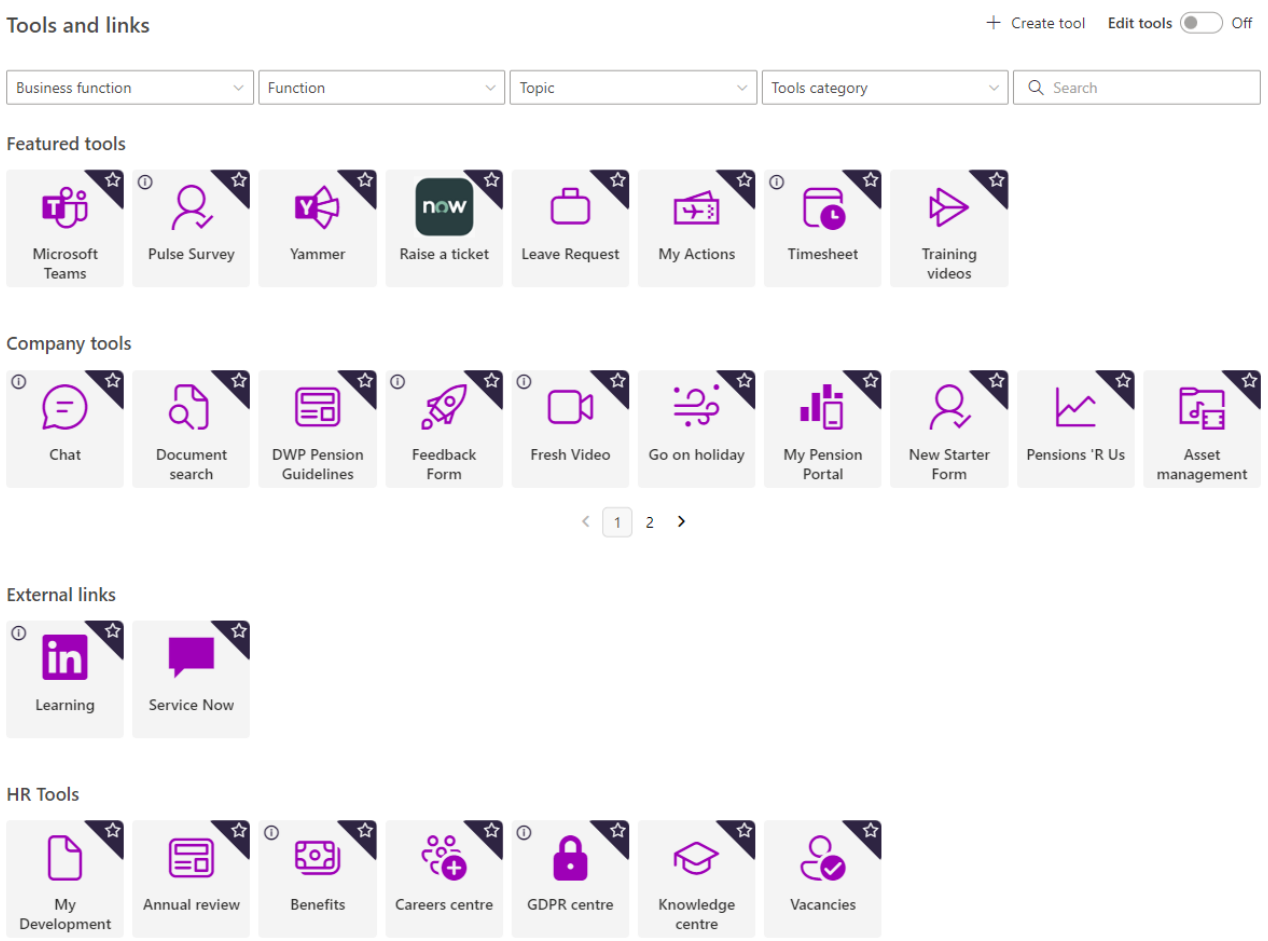
[Tools] – Tabbed tools

Display different categories of tools via tabs.



Shows tools in a carousel and save space.

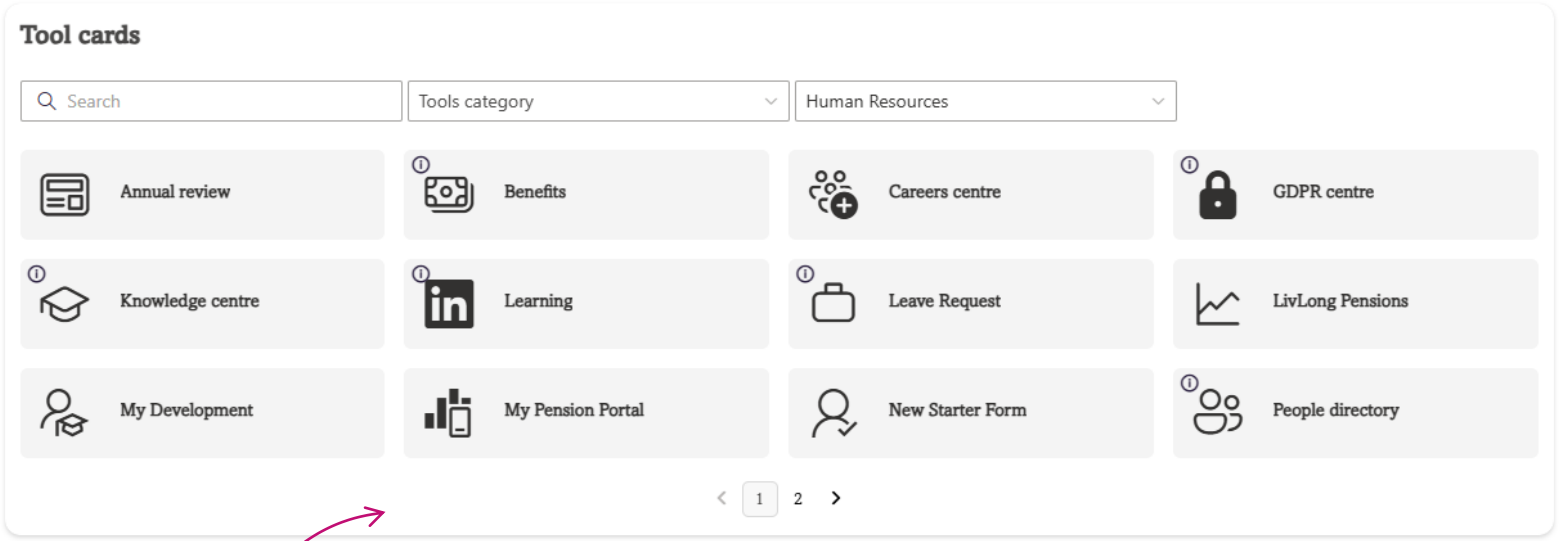
[Tools] – Tools admin



Create and manage tools from a nice-looking interface.

Create a tools/applications directory in your organization.

[Tools] – Tool cards

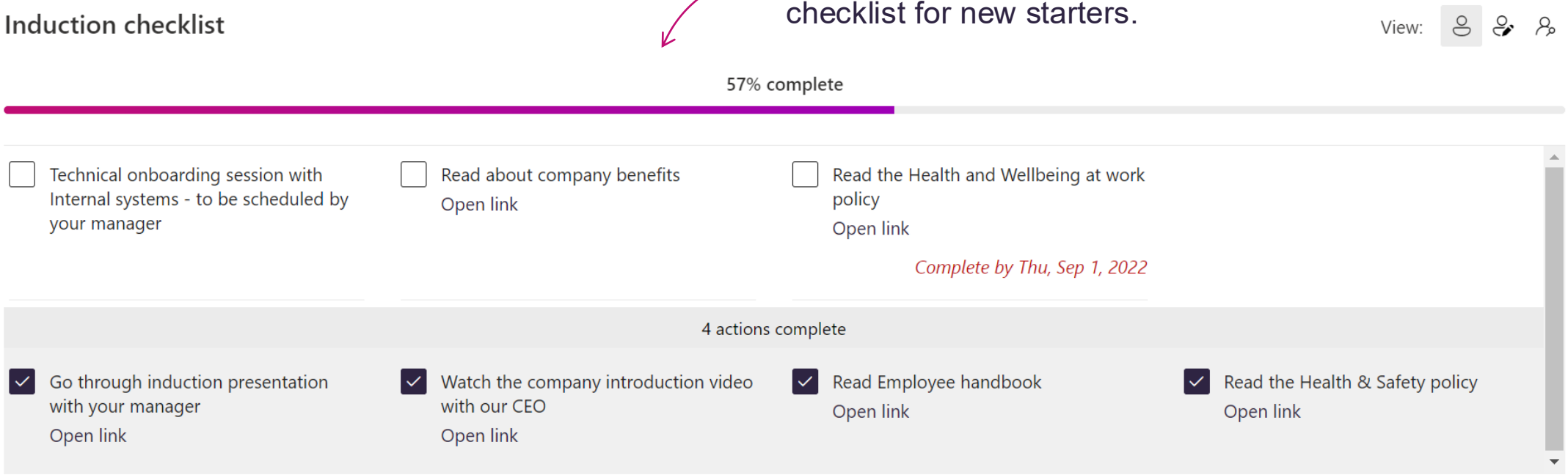


Dynamically display tools based on queries.

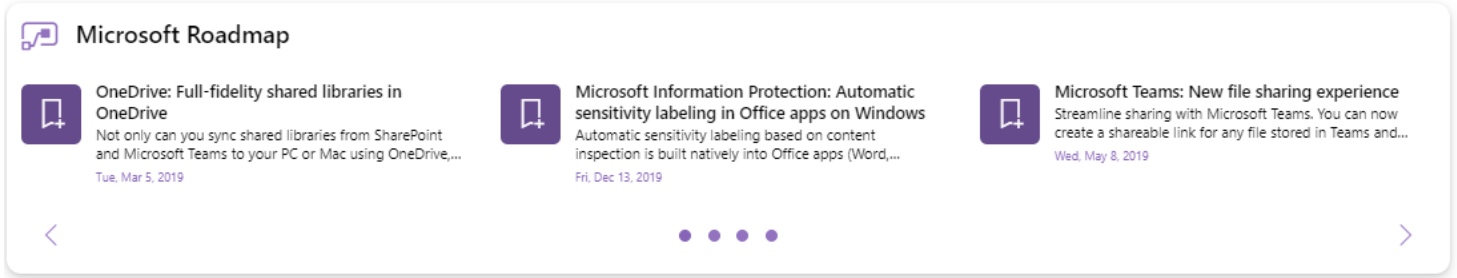
Display tools related to a specific subject or business unit.

[Other] – Action checklist

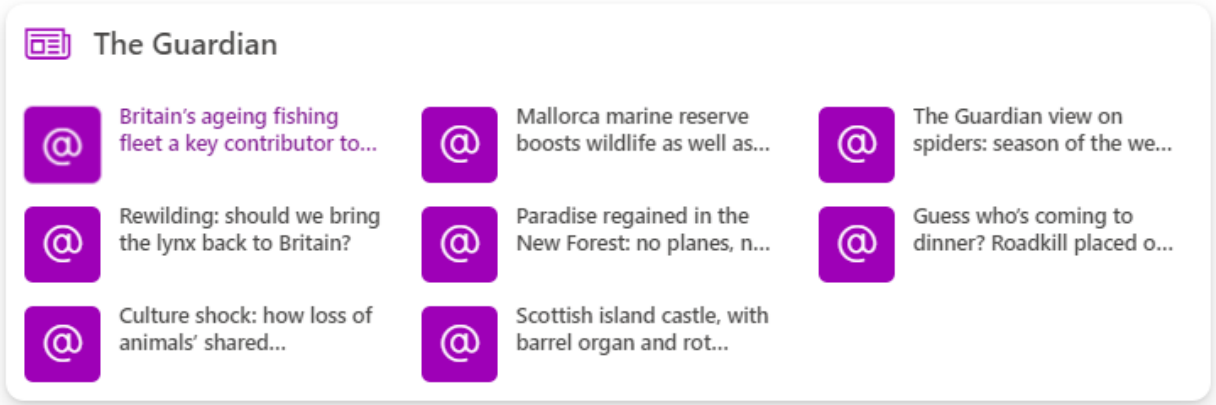
Create, assign, and monitor tasks for specific corporate use cases, for example, a checklist for new starters.



[Other] – Generic cards



Show information from within SharePoint using Search, Microsoft Graph, or external sources using REST API connections.

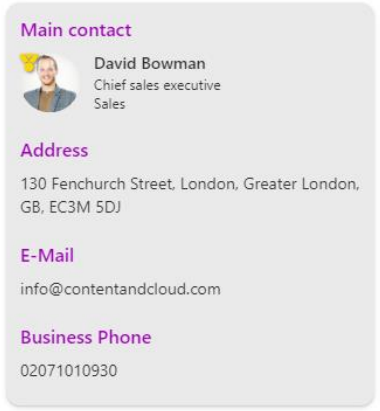


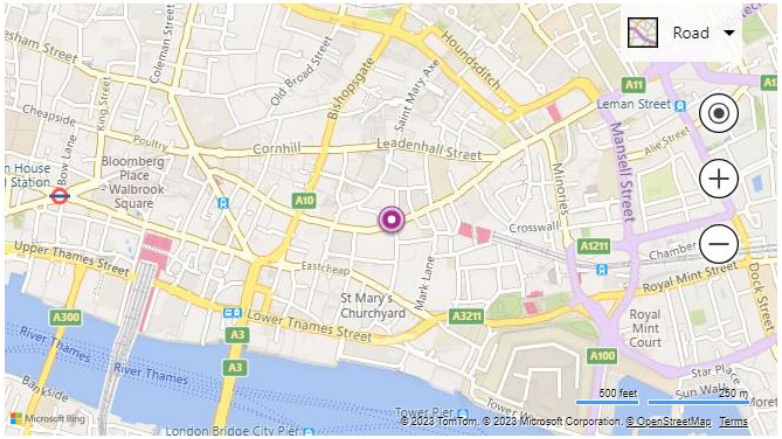
Bring external content into your intranet.

[Other] – Maps



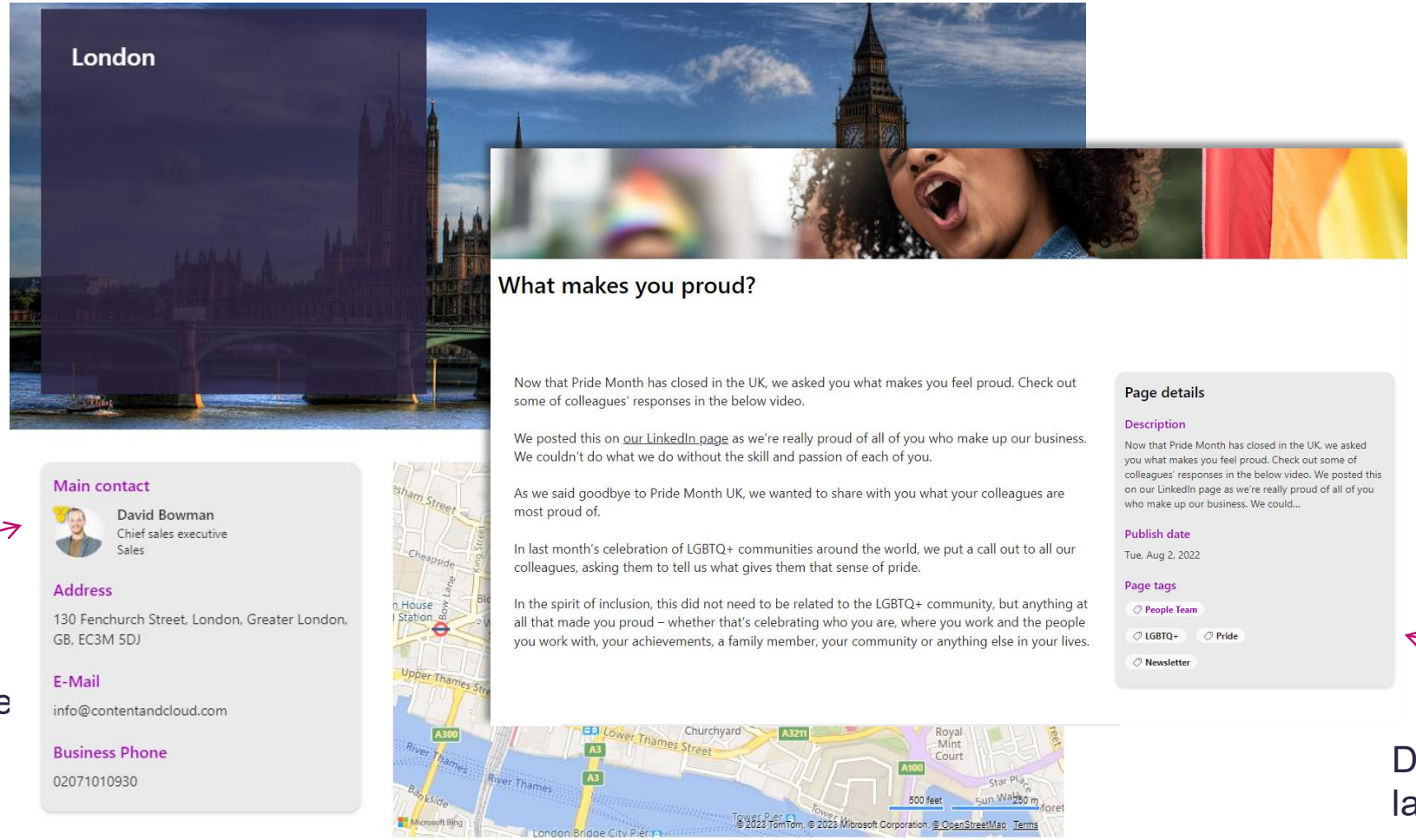
Create location pages with an integrated map.





Interactive map for better navigation.

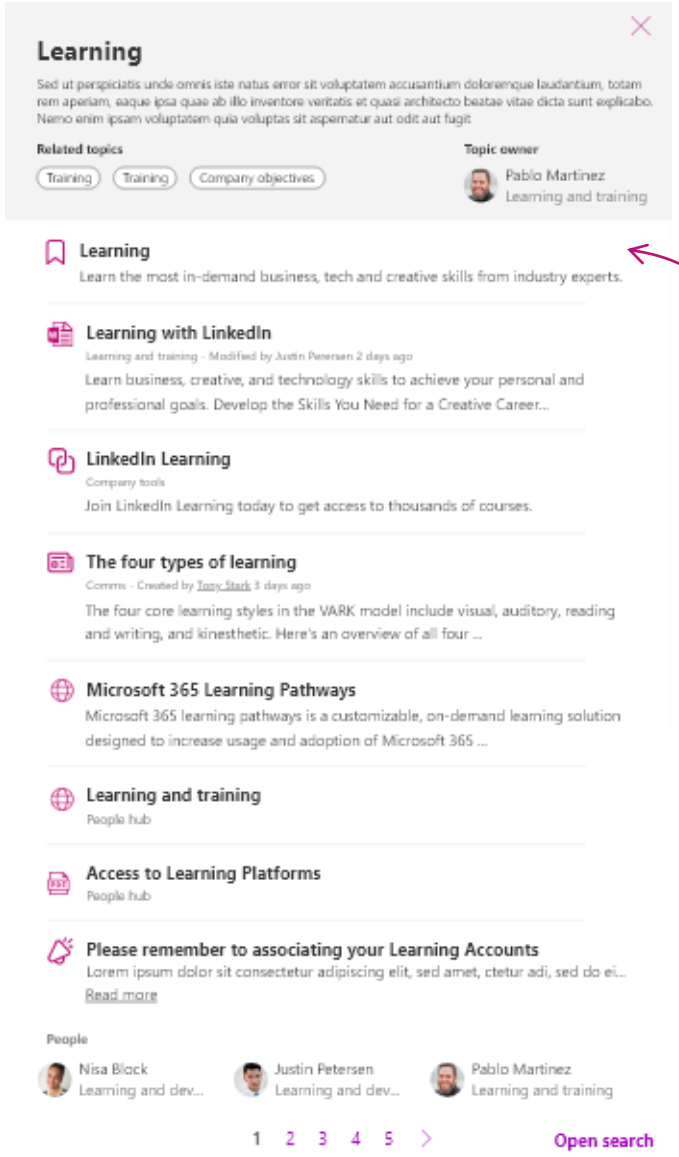
[Other] – Page details



Show topic-related information on a page

Display tags, summary, last modified date, and so on.

[Other] – Topic explorer panel



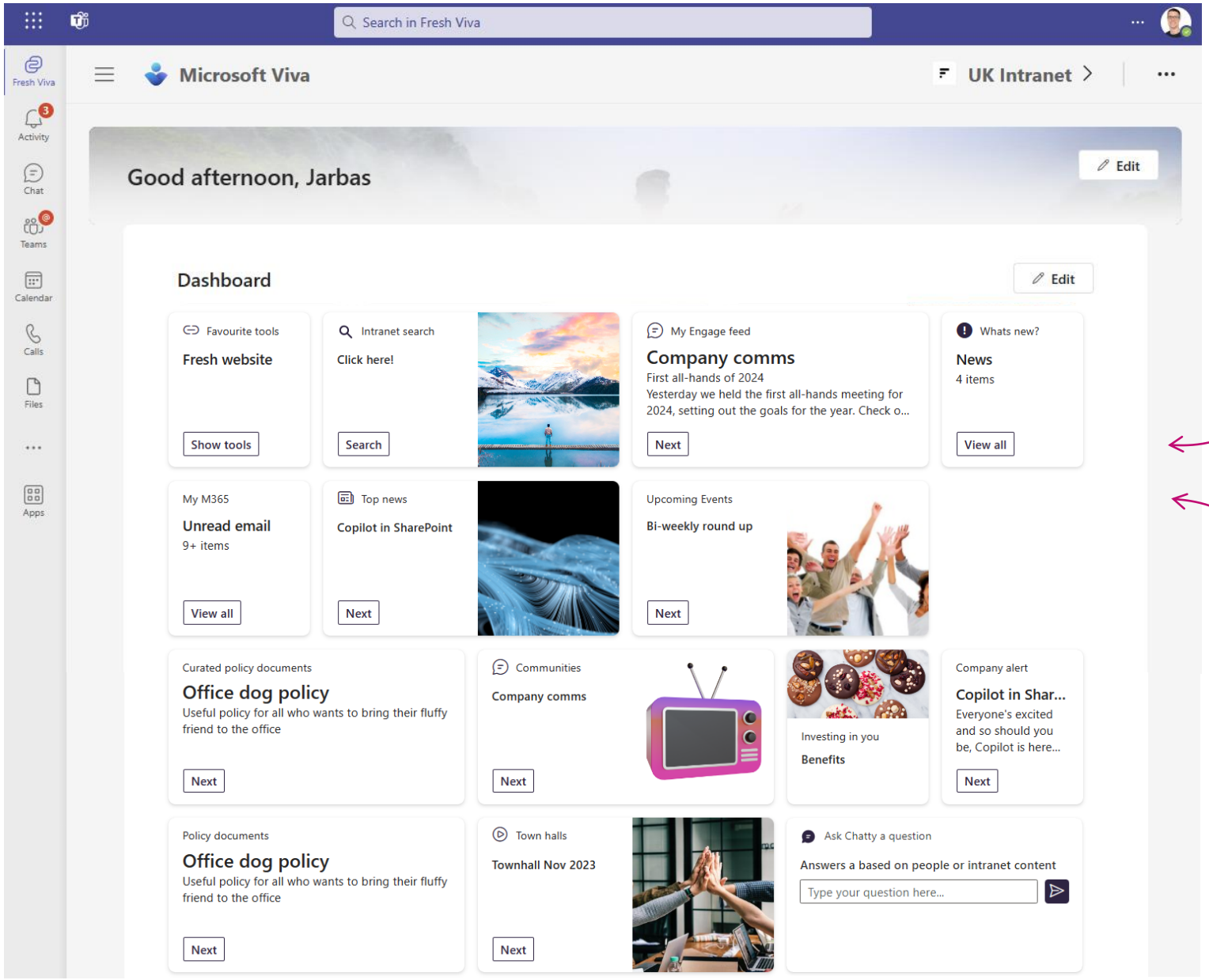
Shows information and related content about a specific topic.

Integrates with any web part that uses the Tags component such as Page details web part.

Viva Connections Cards (ACEs – Adaptive Card Extensions)

FRESH
an advania brand

Fresh ACEs for Viva Connections

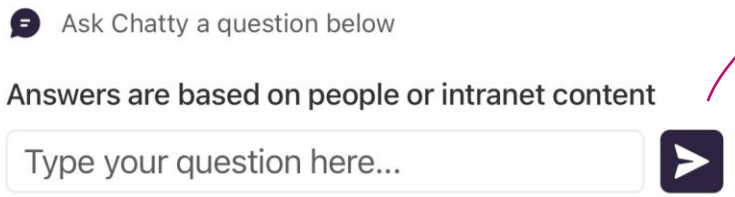


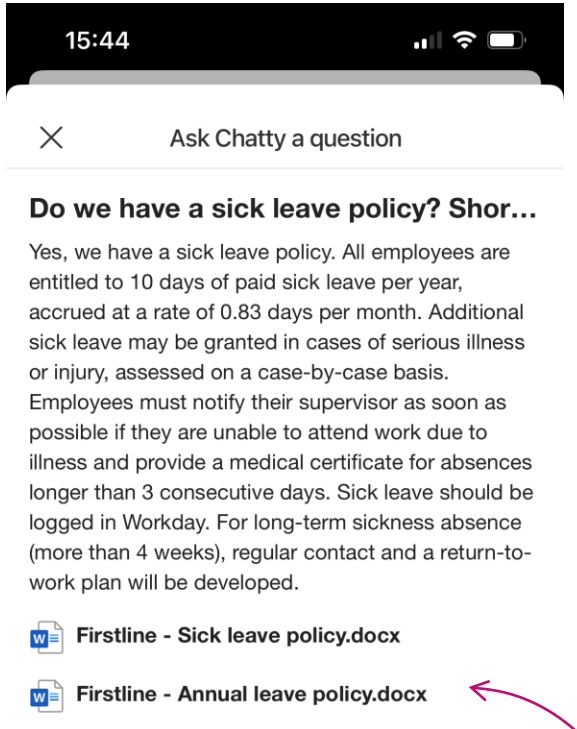
Fresh ACEs are available on the mobile and desktop versions of Viva Connections.

Choose from 14 different Fresh ACEs to complete your Viva Connections dashboard.

[AI] – Q&A bot

Answer can be based on people and intranet content, such as pages and documents.

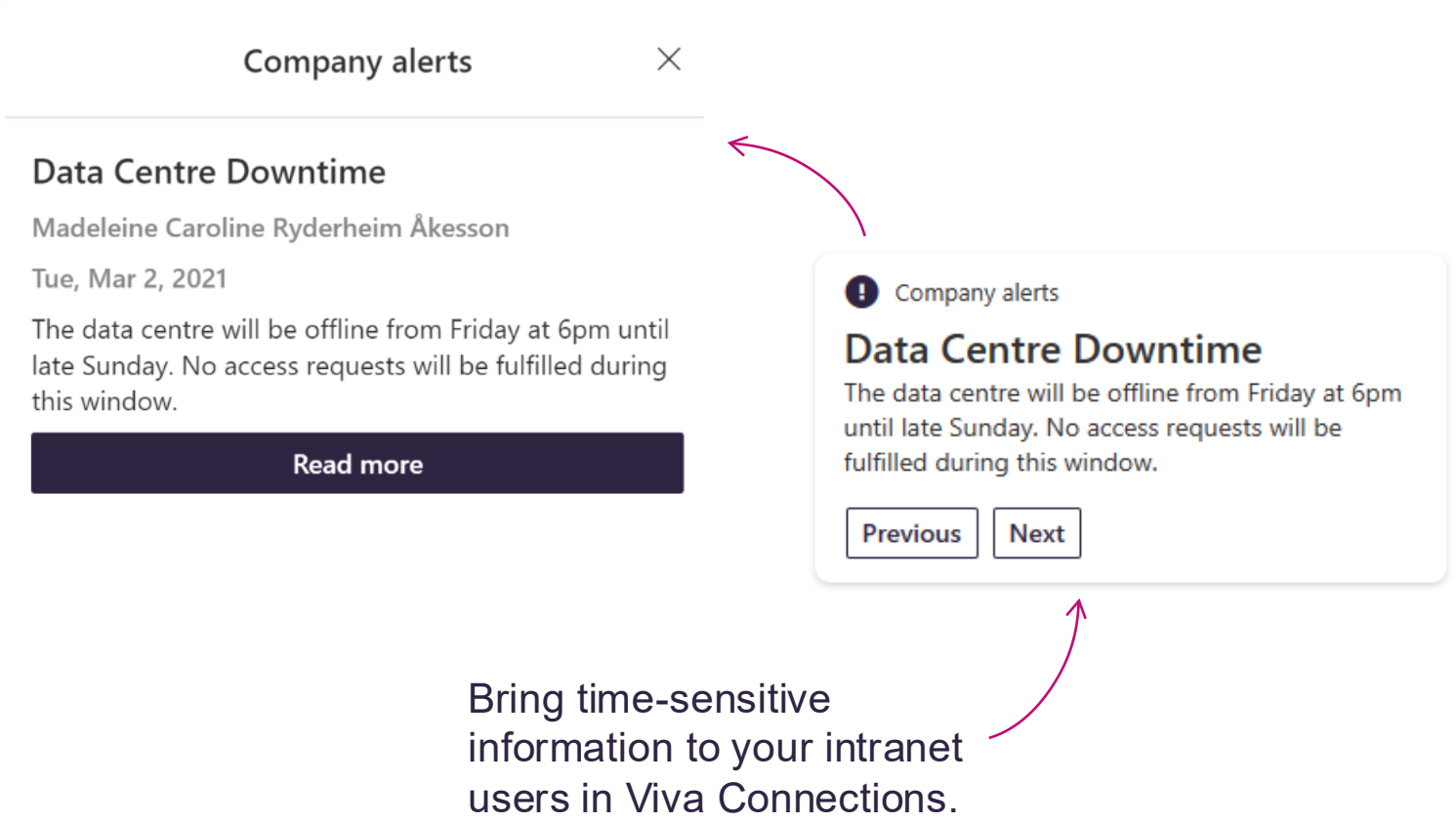




Create scope-based Q&A chatbot experiences that can be targeted to different audiences.

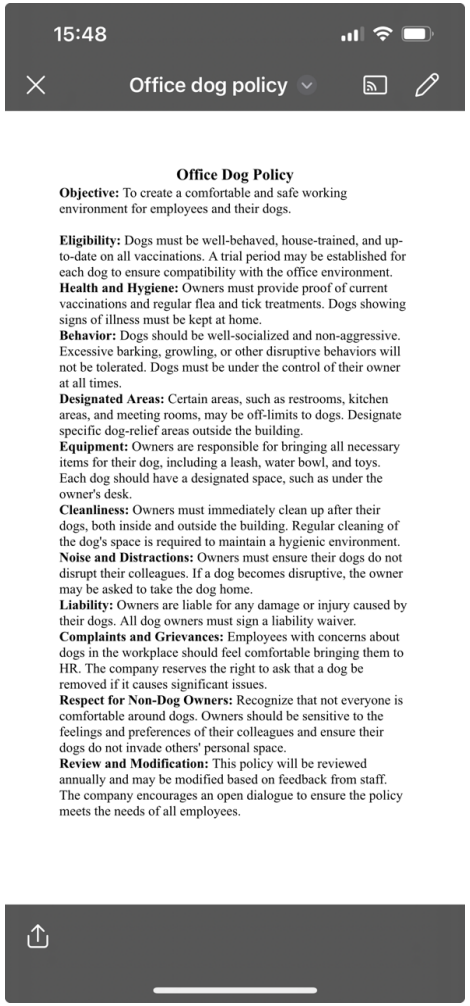
Reference links to source content used in the bot answers.

[Alerts] – Alerts ACE

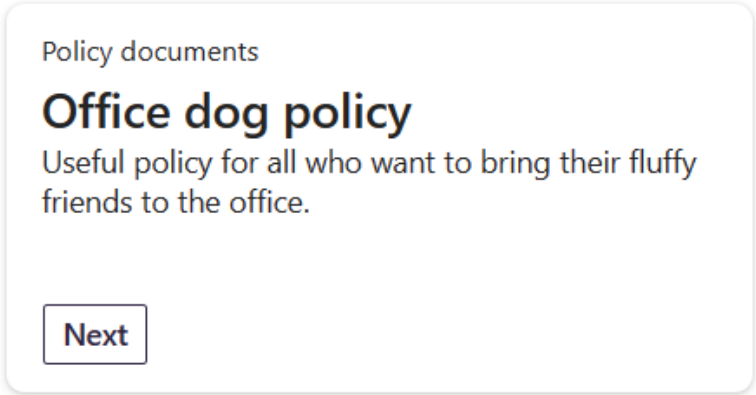


Bring time-sensitive information to your intranet users in Viva Connections.

[Cards] – Curated documents ACE

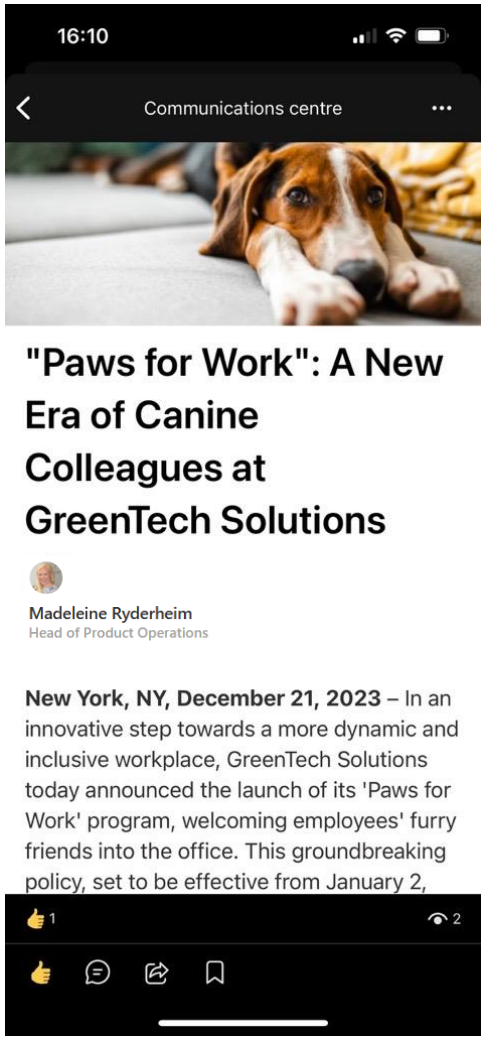


Open documents natively in the Viva Connections experience.

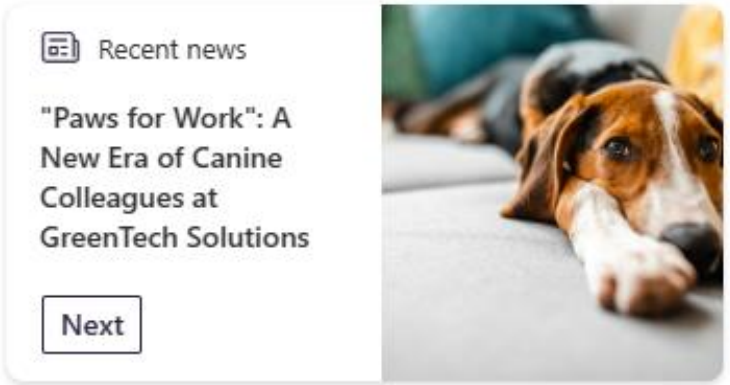


Display a manual selection of documents for a specific business scenario, such as policies, in Viva Connections.

[Cards] – Curated pages ACE



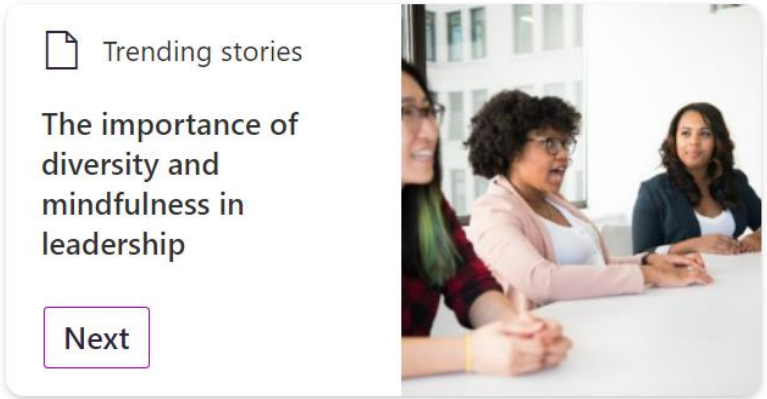
Open documents natively in the Viva Connections experience.



Display a manual selection of content pages (or news posts) for a specific business scenario in Viva Connections.

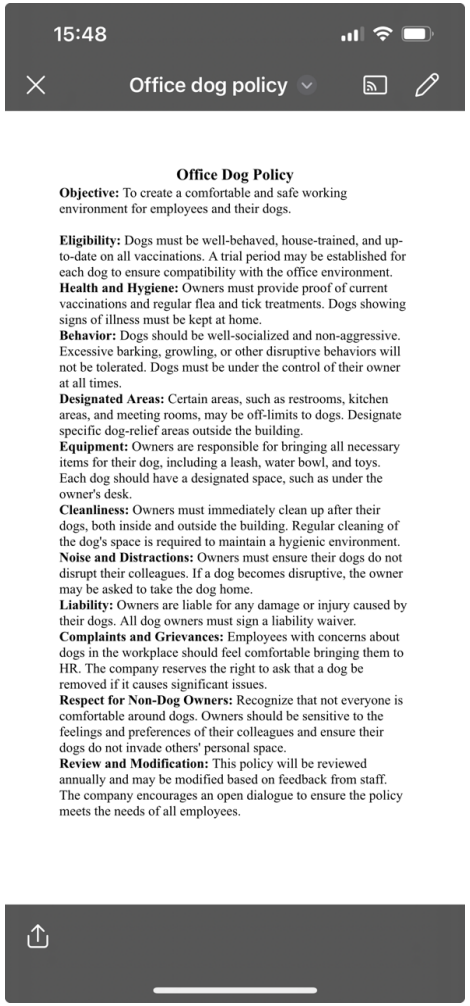
[Cards] – Page cards ACE



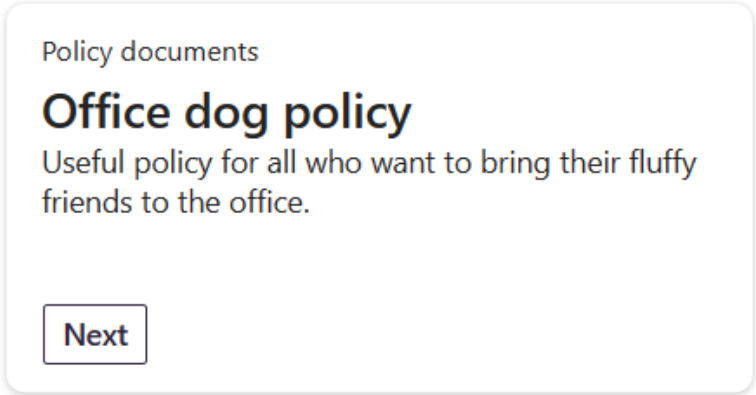


View and access your intranet pages or company news within the comfort of Viva Connections.

[Cards] – Document cards ACE



Open documents natively in the Viva Connections experience.



Build custom queries to display documents based on file extension, document metadata, and more.

Display documents in Viva Connections with support for audience targeting based on user profile properties.

[Community] – Viva Engage communities ACE



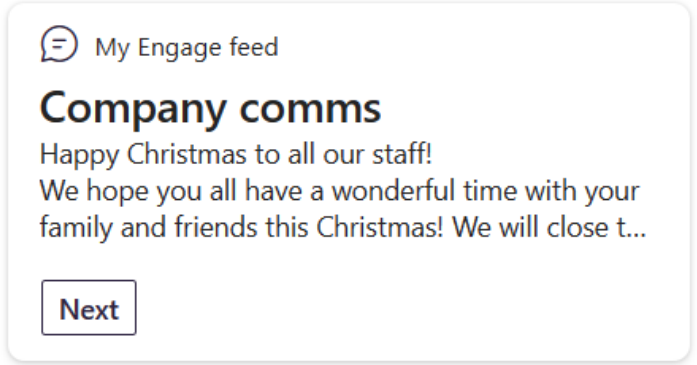
See recent conversations within the card.



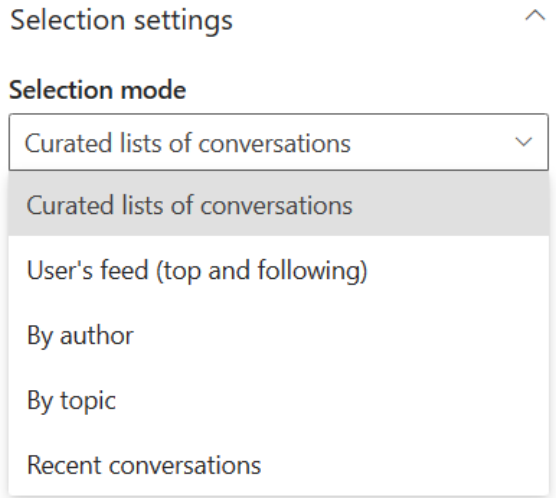
Display one or more Viva Engage communities in Viva Connections to increase their visibility.

[Community] – Viva Engage conversations ACE



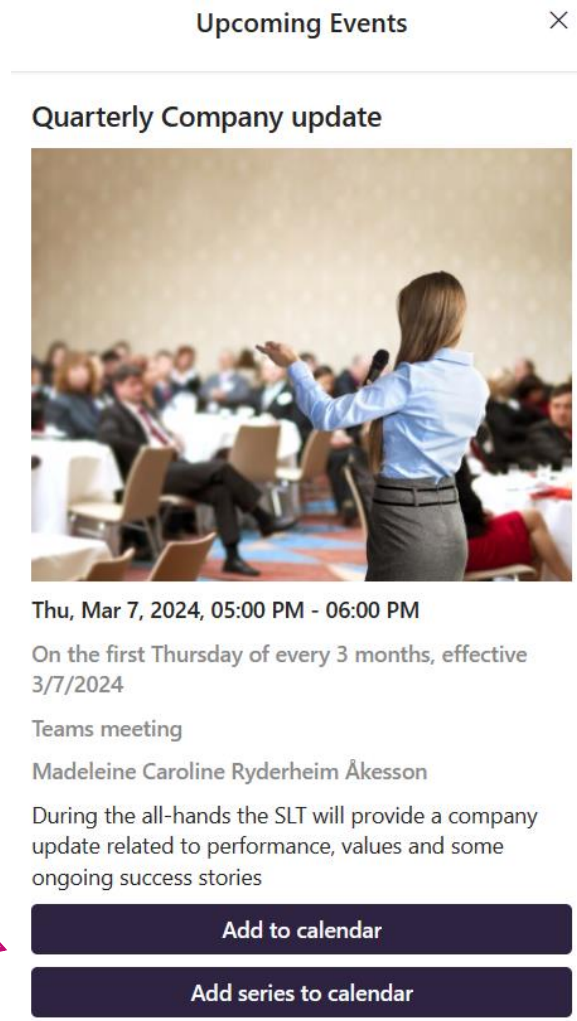


Choose from five selection modes to display conversations based on your business scenario.



View and access conversations from one or more Viva Engage communities in Viva Connections.

[Events] – Event card ACE

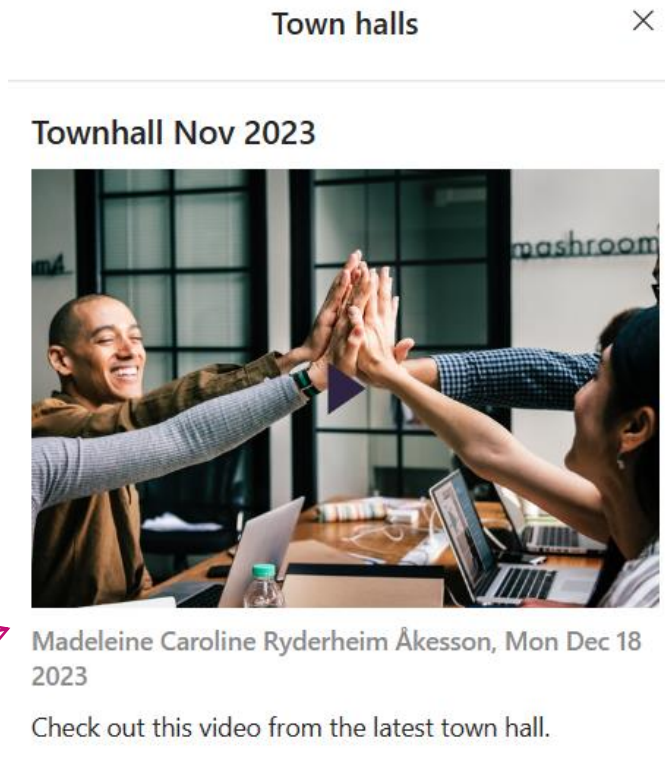


Add events to your Outlook calendar from the comfort of Viva Connections.



Display one-time and recurring events in Viva Connections to increase their visibility.

[Media] – Video card ACE

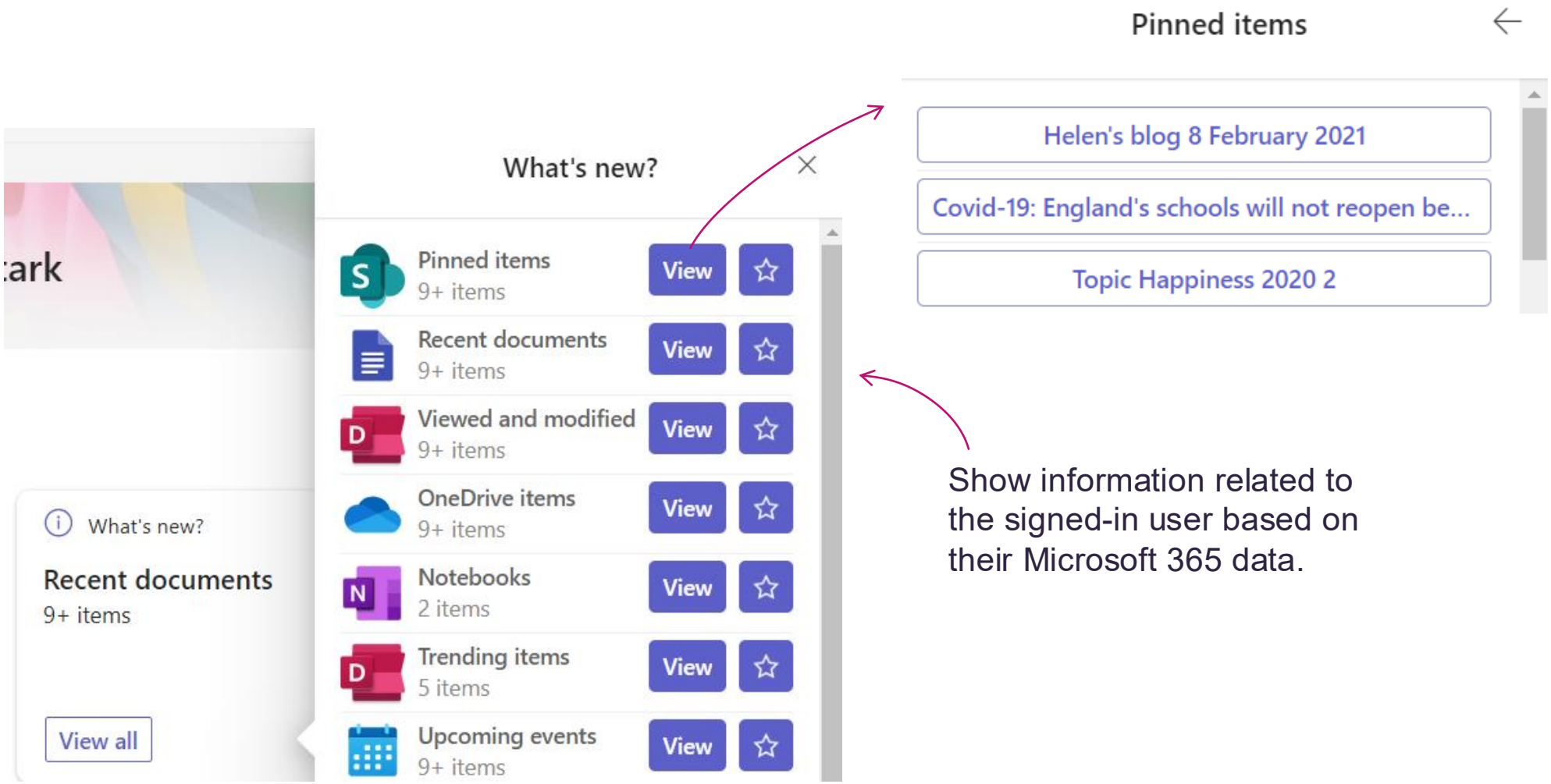




Watch videos in Viva Connections without context switching.

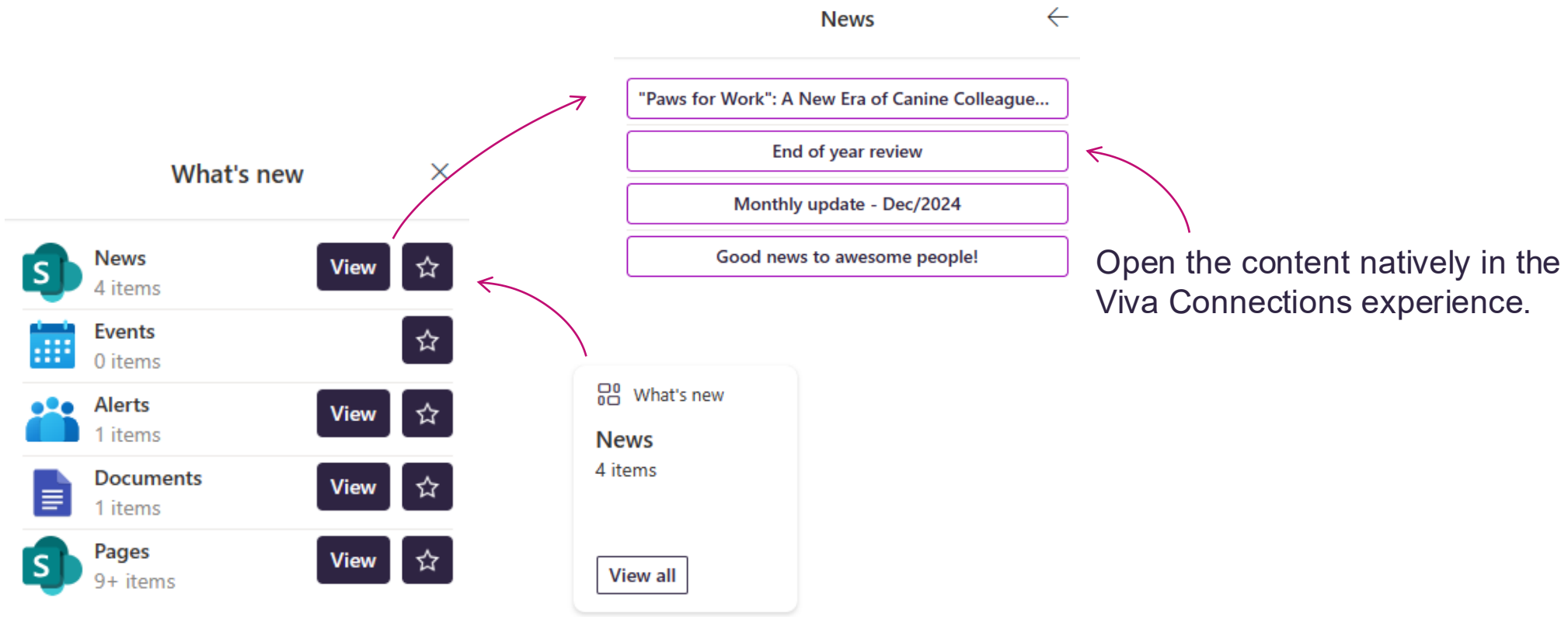
Display a selection of one or more videos from your intranet in Viva Connections.

[Personalization] – My data ACE



Show information related to the signed-in user based on their Microsoft 365 data.

[Personalization] – What's new ACE

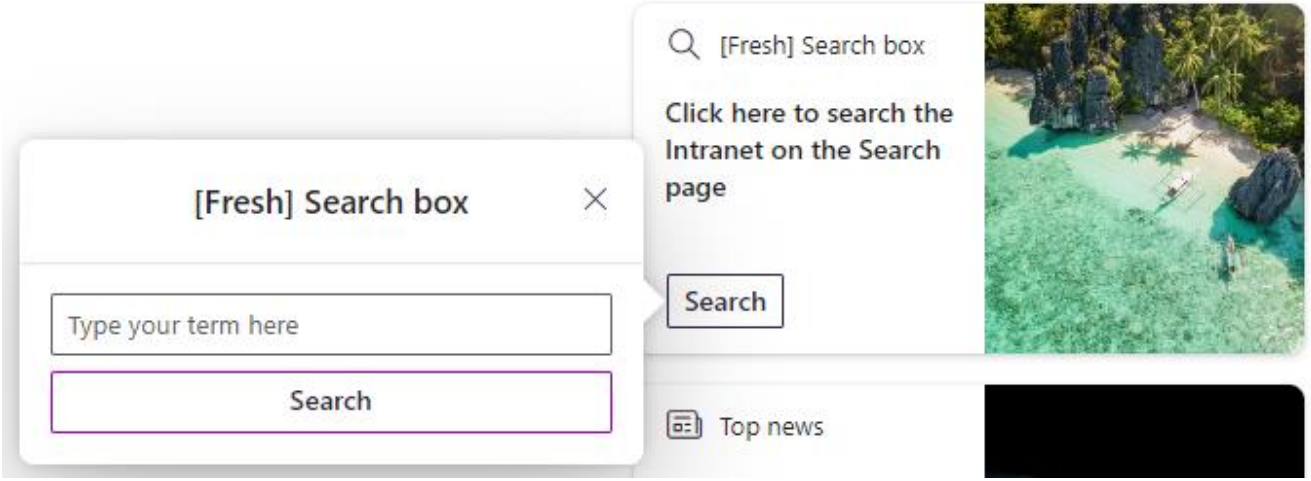


Open the content natively in the Viva Connections experience.

Show recently created or modified content for news, events, alerts, documents and content pages.

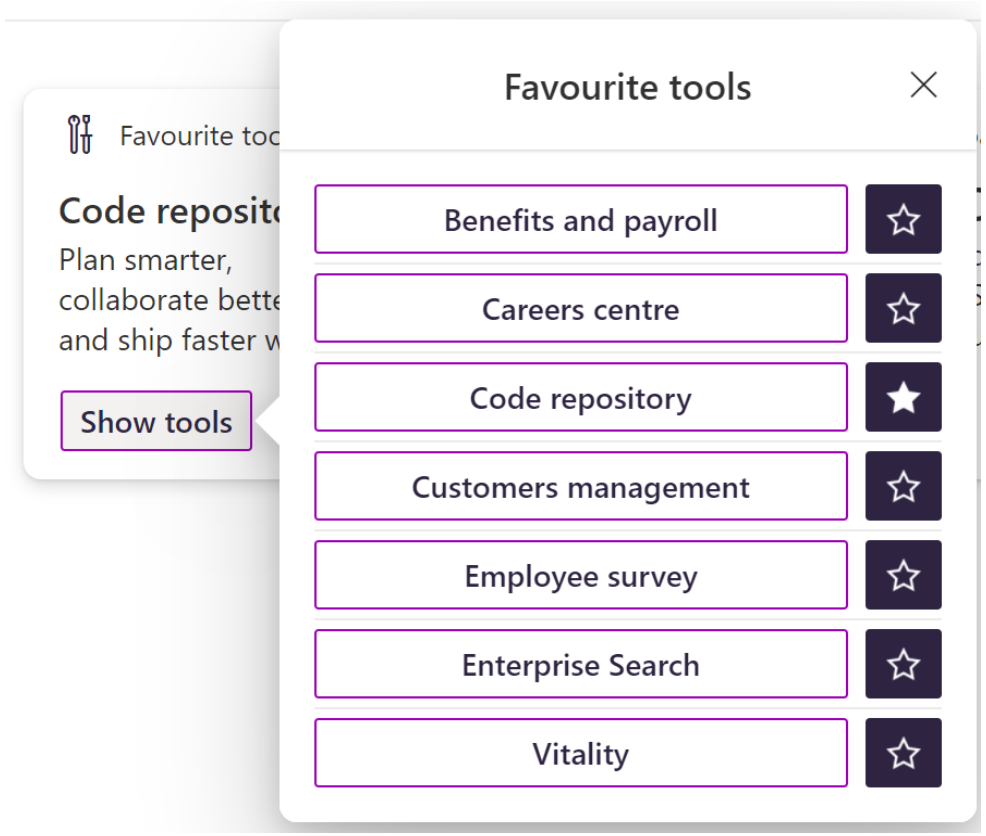
Quickly catch up on any news or other updates that have happened while you were away.

[Search] – Search box ACE



Consistent search experience across SharePoint and Viva Connections.

[Tools] – Tools ACE



Show company tools and links in Viva Connections.