Optimizing Navigation in SharePoint | Connect and Organize Your Communication Sites

Presented by: Nina Adams, Produced by Stephanie Kingslien Mytech Partners

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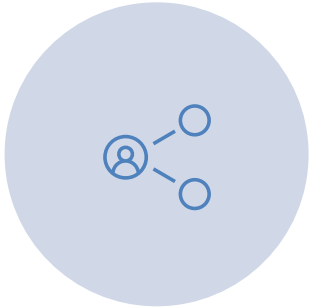
Quick Takes

- *Why SharePoint navigation is important*
- *Planning your hub site navigation*
- *Setting up your navigation*

Optimizing navigation in SharePoint



PURPOSE OF THIS SESSION –

CREATING A UNIFIED NAVIGATION EXPERIENCE

NAVIGATION CONSIDERATIONS

DEMONSTRATION:
SET UP YOUR HUB SITE IN THE SHAREPOINT ADMIN CENTER

Q&A

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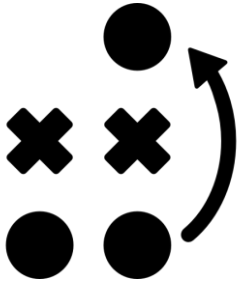
One Minute about Mytech

Business & Technology Consultants that serve small to medium-sized businesses



Help you implement a proven IT strategy in alignment with your business goals

Remove IT Challenges

So you can focus on serving your customers better and be more adaptable to other business challenges.

Our clients achieve 4x more value and productivity from their IT investments.

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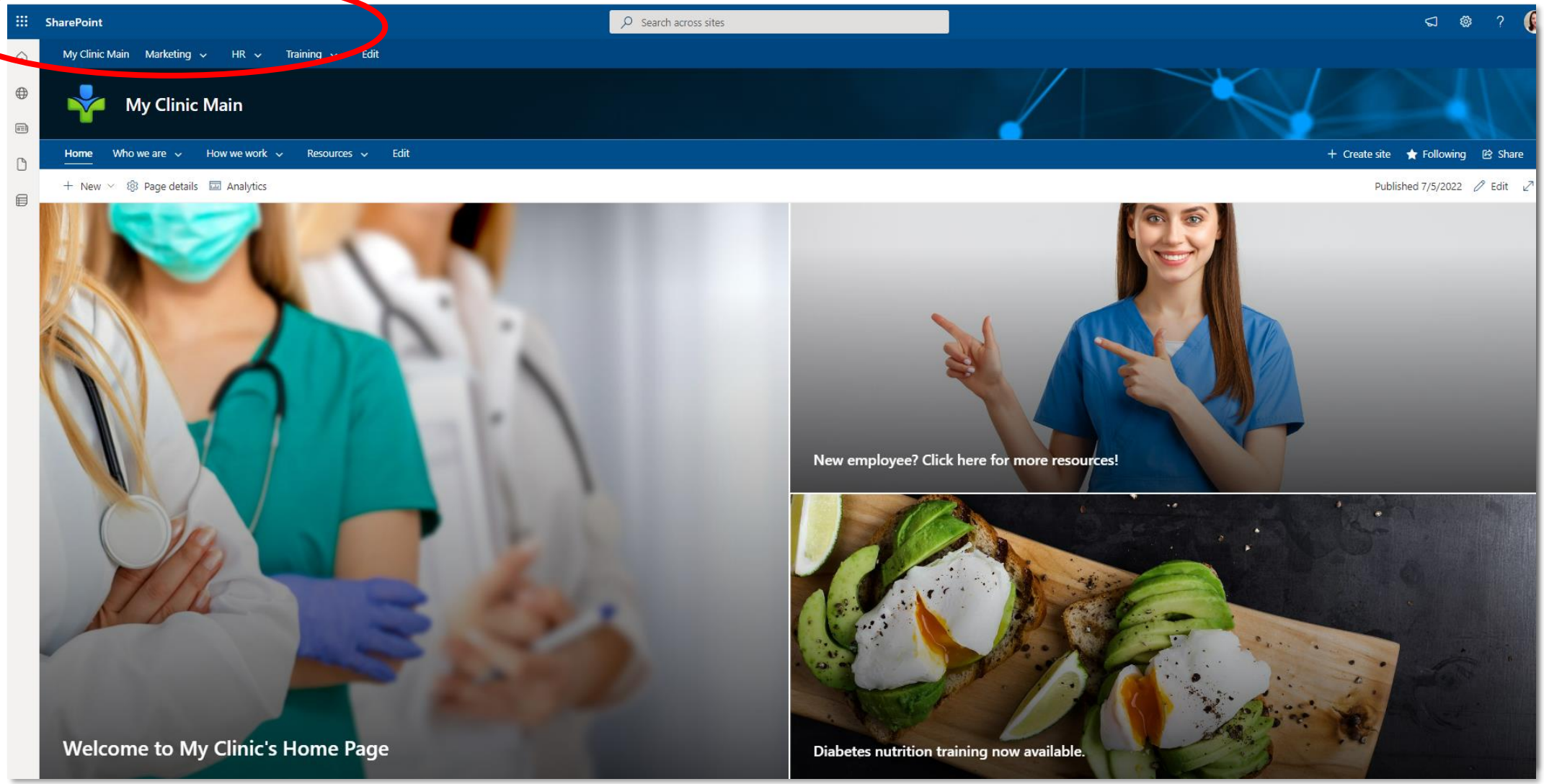
Why SharePoint navigation is important



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SharePoint navigation - Key considerations

Organizing

- Grouping logical and similar topics
- E.g., new employee onboarding

Labeling

- Writing clear labels your users will understand

Usability

- Users' ability to navigate end to end

Findability

- Can users quickly find what they need

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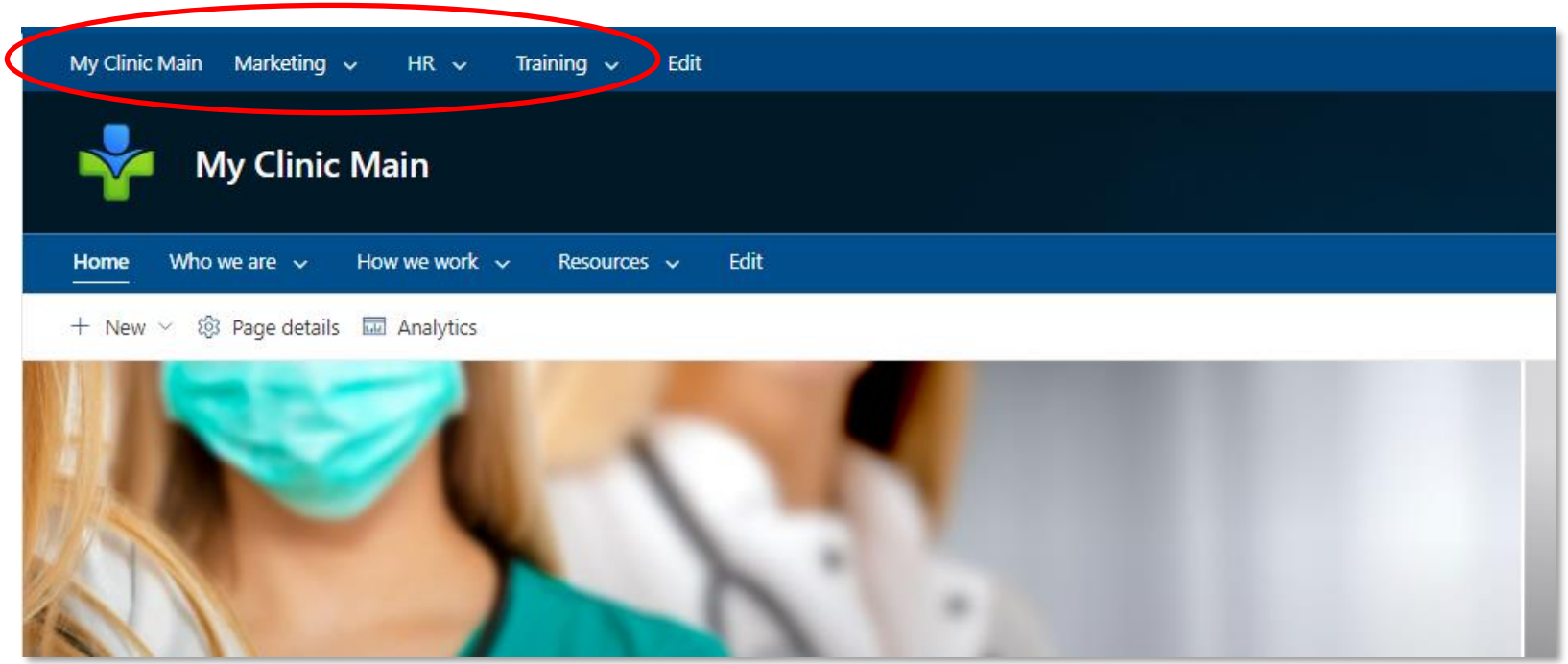
What is a SharePoint hub site?



- Hub site connects multiple SharePoint sites under one navigation umbrella
- Applies common navigation, branding & site structure
- Aggregates content/news from associated sites
- Search across associated sites

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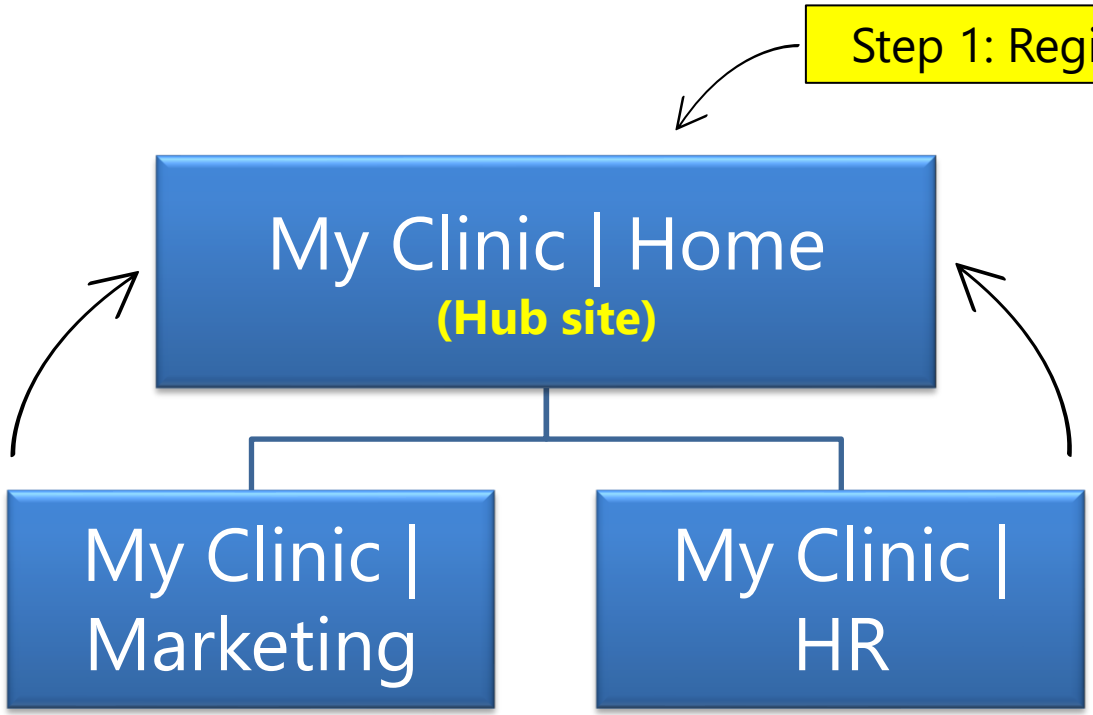
Planning your navigation



NOTE: Need SharePoint admin or Global admin rights

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Solicit feedback

- Recommend creating a focus group – do they find navigation intuitive?
- Test your navigation with different users / different groups
- Make changes as necessary

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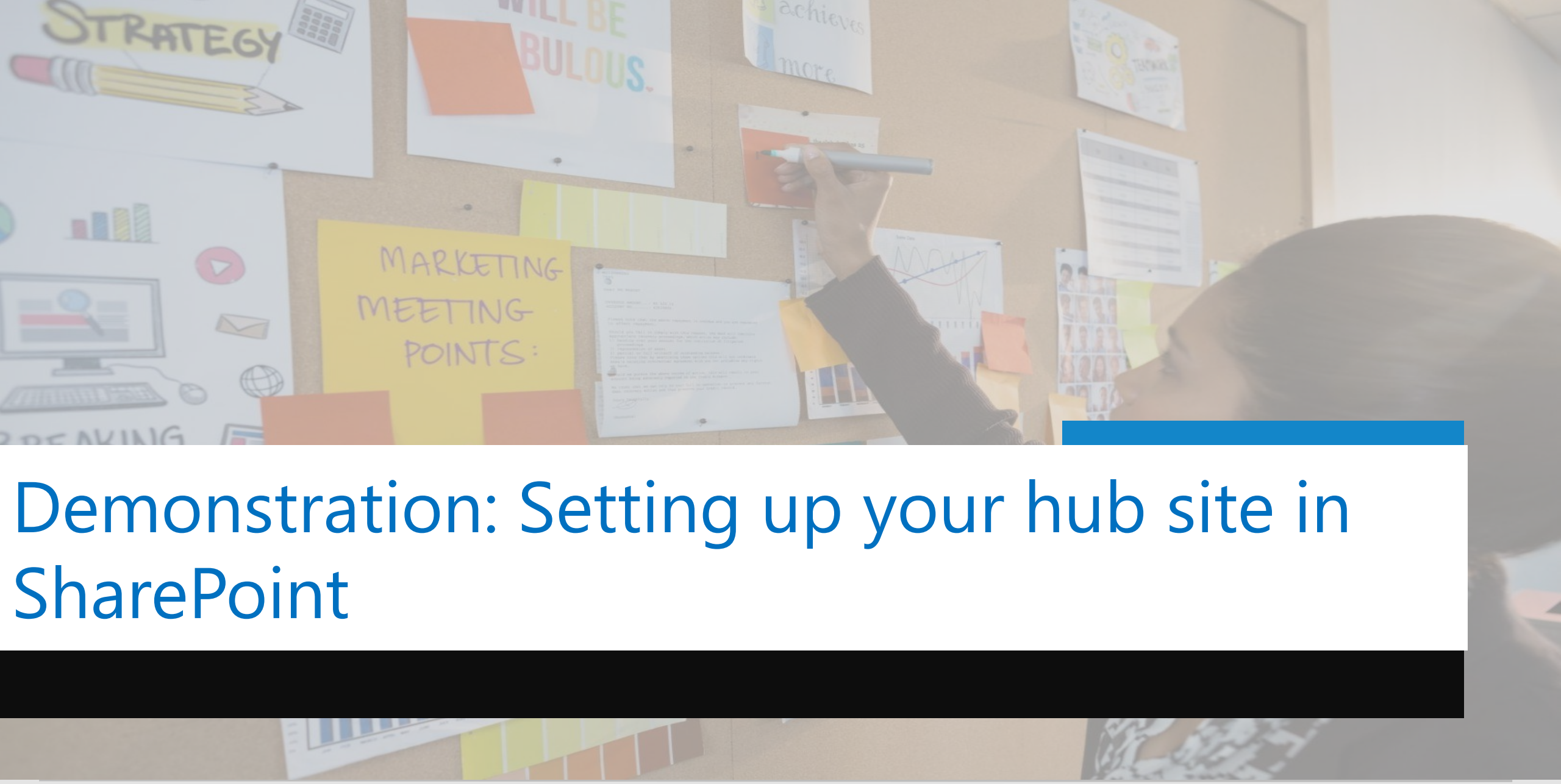

Demonstration: Setting up your hub site in SharePoint

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Summary

Take the time to plan

Create a focus group for feedback

Test, test, test! Change where necessary

Join us for Future Events

Please Subscribe to our YouTube Channel or Follow us on LinkedIn

Share these Events with those who can benefit

Join us for Future Events:

Mytech.com/events

Every Other Month Power User Group Sessions

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Thank you for Attending!
Open for Questions…

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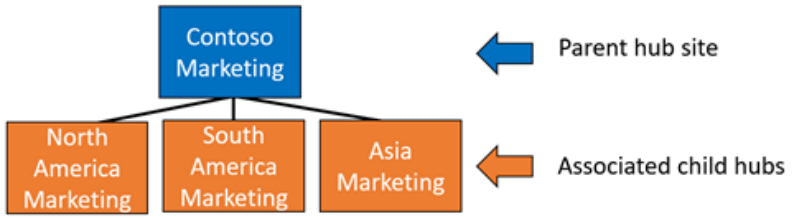
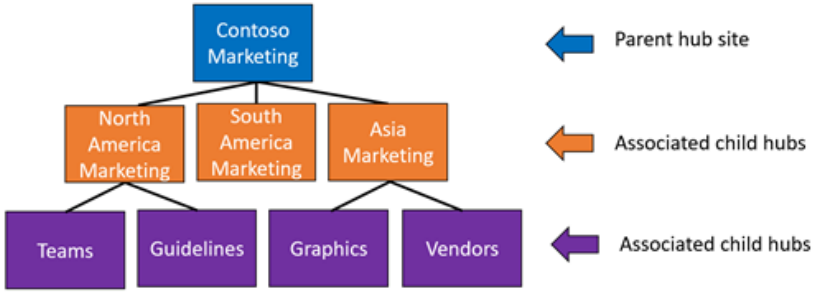
Associated hubs & child hubs

Basic hub association diagram:



The following diagram illustrates how hub sites can be associated to other hubs and what site content will appear in search for users searching on any of these sites.



- **Parent hub (level 1):** Think of associated hubs on level one as "Parent" hubs that determine the search scope for peer associated hubs.
- **Associated child hub (level 2):** These hub sites are already associated to the parent hub and content within these sites will appear when users search at any of these hubs.
- **Associated child hub (level 3):** This level (and all proceeding levels) of peer associated hubs behaves the same way as the first level. Content on sites beyond level 3 will not appear in search results.