

SharePoint Intranet Festival 2026



SWOOP Analytics



Microsoft



We are SWOOP Analytics.

Established in 2014, SWOOP Analytics is a software company with a global footprint. Our platform delivers actionable insights for measuring and strengthening internal communication and collaboration.

With a worldwide customer base, annual subscription licensing is available for all cloud-based solutions. The team operates from locations across the US, Europe, and Australia.



Analytics for:



APAC SESSION

**Small team, Smarter
intranet: Improving
quality, findability and
governance**



Sian Taylor

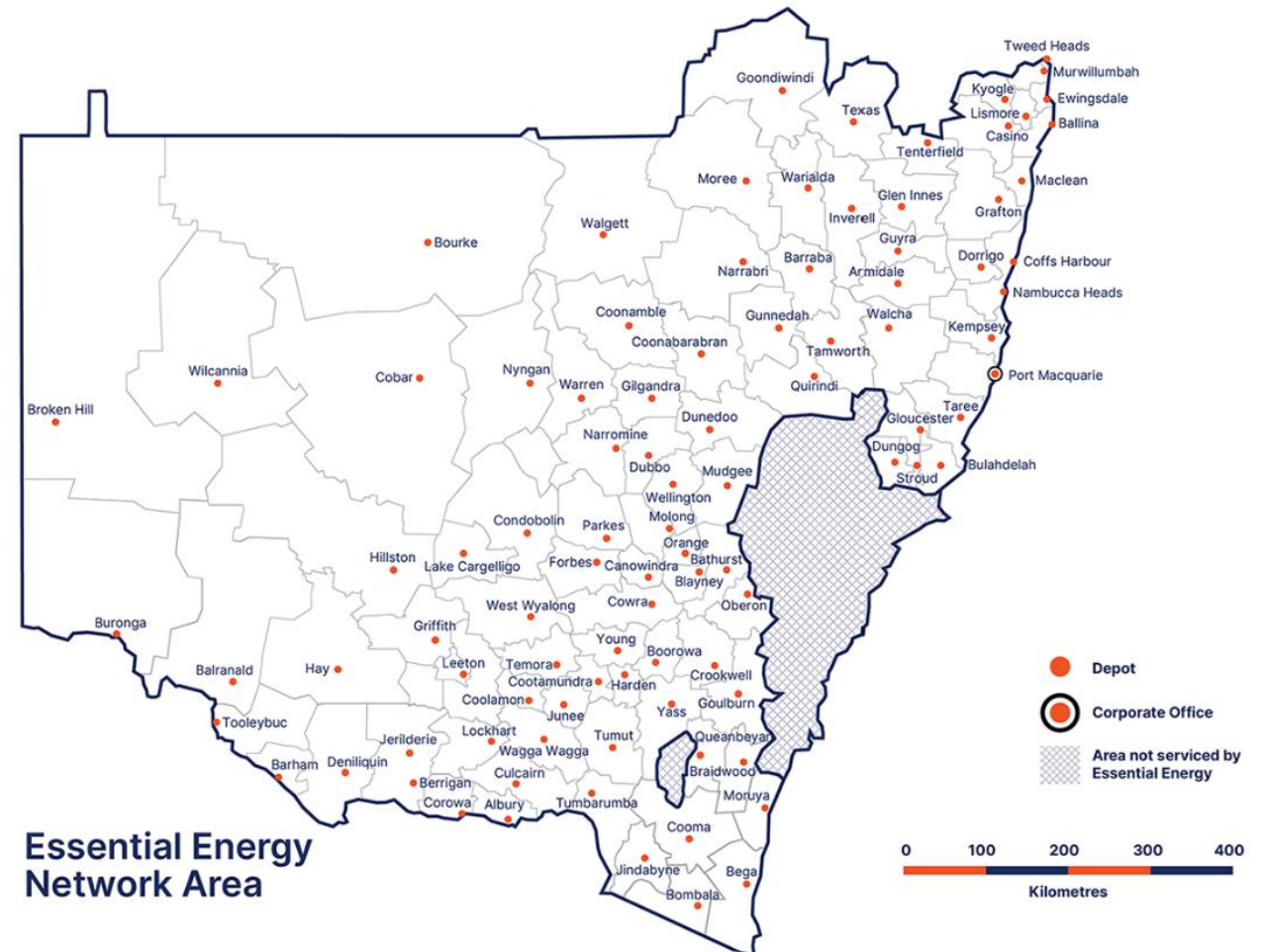
Presenter

Essentialnet – Essential Energy's intranet

Learnings and next steps

About Essential Energy

- One of Australia's largest electricity distribution networks, servicing regional, rural and remote NSW
- ~4,000 employees working across a highly dispersed geographic footprint
- Predominantly field-based workforce, alongside office-based roles, using a mix of laptops, tablets and mobiles
- Employees span a wide age range - from apprentices to highly experienced specialists
- Small Internal Comms team (3 people), with 1 dedicated intranet resource



What success looks like (and how we measure it)

Search: fewer “can’t find it” terms, better pathways to source-of-truth pages, less clutter in results

Publishing quality: steadier engagement and fewer low-value or duplicated items published

Content health: clear page owners and review cycles, reduced duplication/outdated content

Intranet health: improving from a low baseline as we clean up, standardise and govern



What we use in SWOOP to track this

Top content: what people read/watch vs ignore

Search insights: what people are trying to find and where search fails

Content health signals: ownership, freshness, duplication, low-value pages

Engagement and behaviour: time on intranet/content, device use, audience patterns (“personas”)



What we've done



Search: Essentialnet-only search



The problem: Intranet searches returned results from the **entire** SharePoint ecosystem, surfacing old files, irrelevant documents, random images, legacy PowerPoints

The solution: Intranet simplification and restructure, and a rescoped search experience

How we did it:

- Changed intranet architecture from 9 hubs to a single hub-and-spoke model
- Rescoped search to focus only on that hub and its subsites

Results:

- Consistent user feedback that it is easier to find content
- Reduced need for manual fixes like forced search results
- Currently working to define metrics around improvement to track over time



Structure: Essentialnet navigation update



The problem: Intranet navigation followed a point-in-time organisational structure, required assumed knowledge to navigate. We had 9 top-line nav items

The solution: A refreshed, refined and curated user-centric navigation that goes to 3 levels and breaks up organisational structure/focus



How we did it:

- Qualitative and quantitative research on broad cross-section of staff
- Use SWOOP "top pages" and "search terms report" for starting point and evolution, plus extensive treejack testing
- Clustered content with a user-experience lens, ignoring organisational structure

Results:

- Increase in feedback on usefulness
- Fewer difficult discussions with stakeholders as topics have clear locations



News: AI Writing agent for Essentialnet news

Problem: Publishers struggled to write clear, concise news and explain “why it matters,” resulting in long, unclear content and heavy support from our team

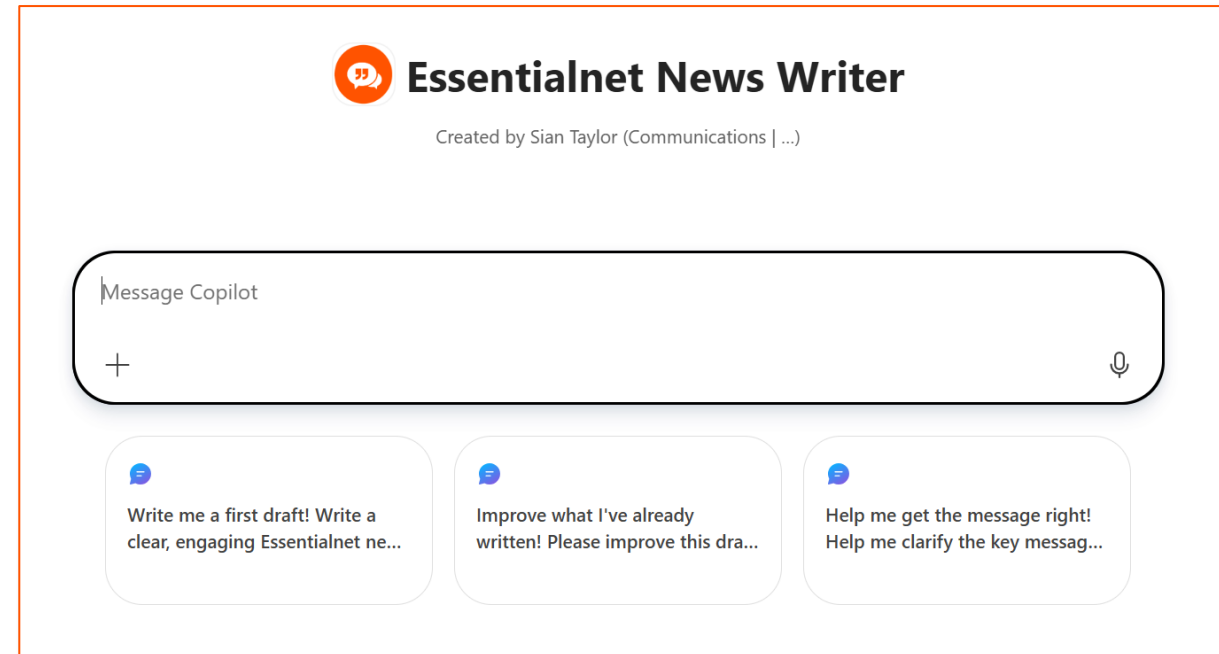
The solution: A dedicated news writing AI agent rolled out to publishers

How we did it:

- Trained a Copilot agent with Writing Style Guide, corporate narrative, tone
- Additionally “grounded it” in news best practice: ideal word length, summaries, headline criteria and news template fields
- Rolled out to communicators across business via meetings and Viva Engage

Result:

- Speeds up drafting
- Produces clear, consistent news with strong focus on "why" news matters
- Reduces rework and approvals
- Less reliance on Comms support



News: Essentialnet news template

The problem: Inconsistent news experience for staff, missing information in stories, unclear contact information

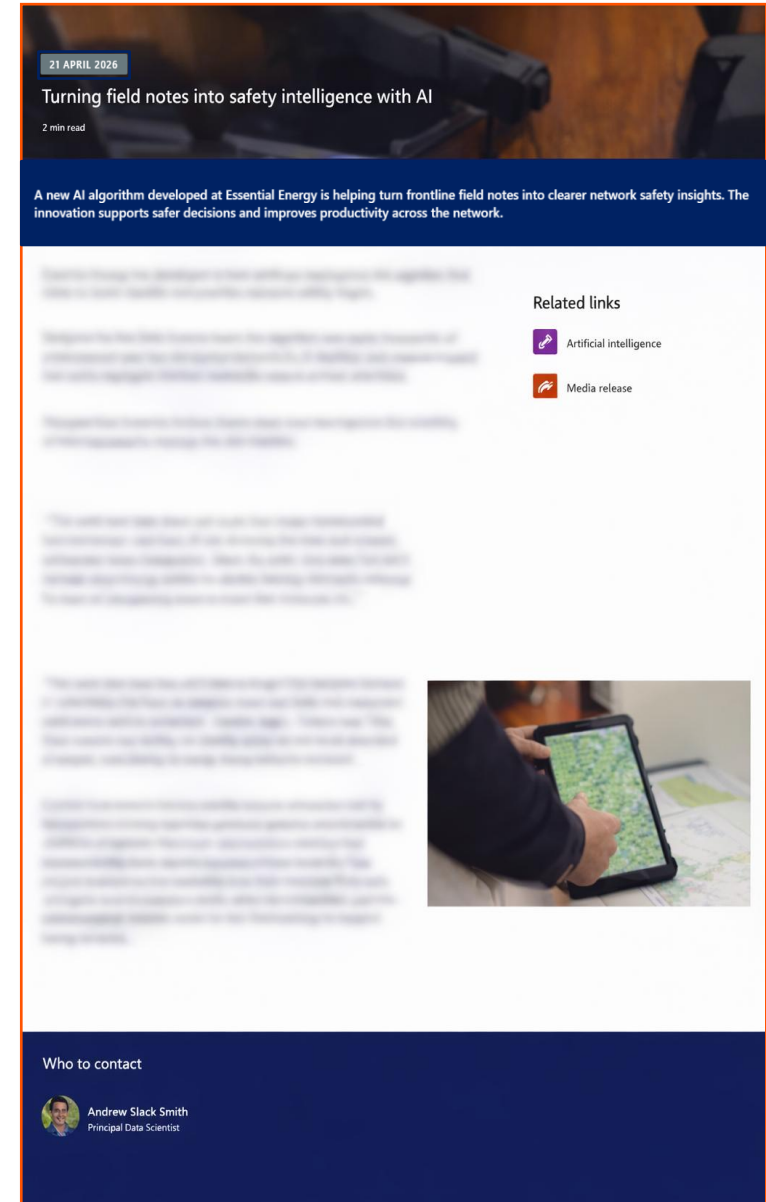
The solution: Clear, consistent and highly useable news templates rolled out to all publishers. Templates appear by default when adding news, and prompt for all the right information

How we did it:

- Analysed SWOOP benchmarking report for an average news reading duration (shockingly short!) and Personas (Glancers!)
- Built in a compulsory “summary” at the top of each news item – made news instantly scannable
- Created visible distinction between news and other content types

Results:

- Quicker for publishers to create news
- Reduced burden on our small team
- Staff can instantly see “time to read”, and scan the summary



Governance: Approval flow for news and pages

The problem: 63 publishing sites, inexperienced and high-turnover editors, and weak governance led to excessive, low-quality content. Our small team had limited visibility and control over content quality

The solution: An approvals workflow process for news and pages

How we did it:

- Used Power Automate to develop an approvals flow
- Created a rotating “approvals” roster in our small team
- Delivered tailored updates in each monthly Publishers meeting based around common rejections for that month

Results:

- Gained visibility and control over content creation and quality
- Added governance while still allowing teams to publish
- Built publisher capability through feedback, training material and coaching

Submit page for approval ✕

Artificial Intelligence page for approval

Co-owners: Admin Account, Michelle Gough +1

When a new page is submitted for approval everyone on the approvers list will receive an email. Any one on the approvers list can approve the page. When approved, the page will be published for all readers and the approval status of the page will be Approved.
See less ^

Message *

Add a note

This flow uses Standard approvals, SharePoint, and Notifications.
[Review connections and actions](#)



Governance: Archive flow for news older than 18 months

The problem: Lack of content expiration meant legacy news was choking navigation and search, making it harder to find current, relevant content. SWOOP reports showed old news was still being surfaced and accessed

The solution: An automated archive flow that shifts news older than 18 months into a folder off Essentialnet, keeping it accessible for publishers

How we did it:

- Tracked SWOOP stats to build case to justify flow implementation
- Implemented an archive flow using Power Automate

Results:

- Legacy content is no longer discoverable
- Reduced clutter in search results
- Extremely minimal requests to access archived content
- Prevents outdated news being mistaken for current information
- Improves our SWOOP Intranet Health Score



Attention curation: AI Editorial Guide agent

Problem: Too much news content competing for limited attention; no consistent way to decide what deserves prominence

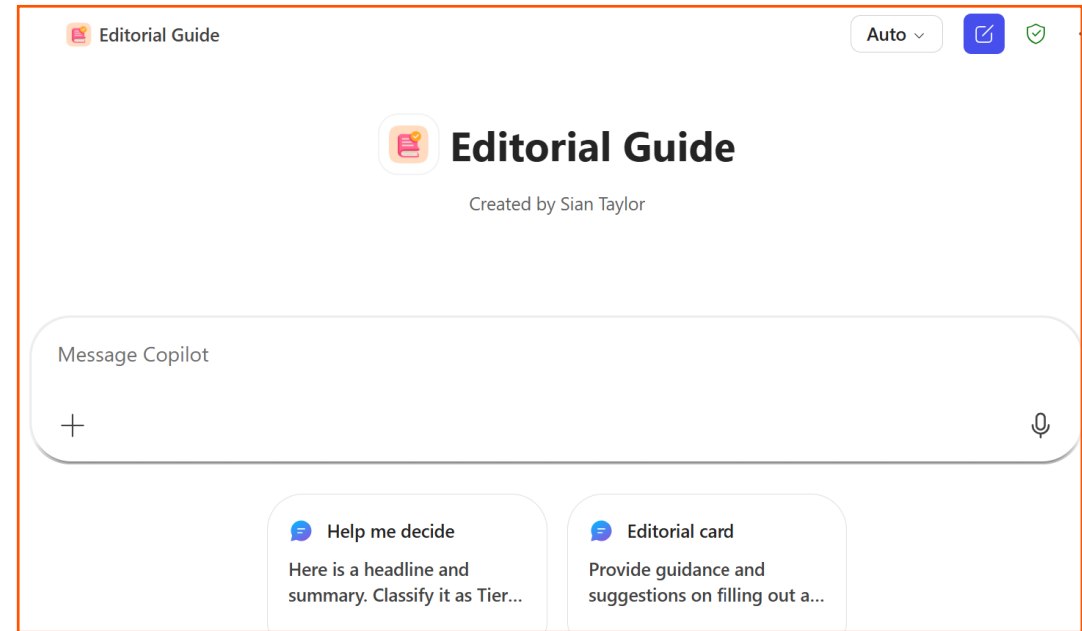
The solution: An agent trained in business priorities to ensure the right messages get attention in a crowded comms landscape

How we did it:

- Spent full-day in deep dive conversation with AI on challenges, goals, company strategy, key projects and business values
- Added that knowledge to an agent within Copilot

Results:

- Helps Internal Comms prioritise messages across all channels
- Reduces noise by filtering out lower-impact content
- Speeds up editorial decisions and reduces debate
- Creates a clearer experience for employees about what matters most



Learnings: what didn't work well immediately

With only three of us, every new process had to cut rework, not add admin.

- **Approval flow:** Elevated content quality across intranet, but slowed things down at first while people adjusted to the new step
- **Essentialnet news template:** Greatly improved news experience, but some publishers reused old news instead of creating fresh from template
- **New navigation:** Removed reliance on assumed knowledge, but short-term confusion when familiar pathways changed
- **Globalised search:** Worked well but highlighted another issue: too much old and low-value content
- **AI writing guide:** Dramatically speeds up news process, but occasionally misses nuance - needs human judgement



EMEA SESSION

How to successfully manage an intranet



Cai Kjaer
CEO
& Founder



Dr Laurie Lock Lee
Chief Scientist
& Founder



Sharon Dawson
Director External
Relations &
Communications

Presenters

Key findings from SWOOP Analytics'
2026 SharePoint Intranet Benchmarking Report



How to successfully manage an intranet

Key insights from SWOOP Analytics'
2026 SharePoint Intranet Benchmarking Report



We analysed data for:

- 253K intranet pages
- Real-life behaviours of 410K intranet visitors
- Across 41 organisations





Intranet access is now almost universal

- **95%** of employees now access the intranet (up from 93% in 2025).
- Some patterns are emerging:
 - Almost everyone read Content pages.
 - 2/3 read News pages.

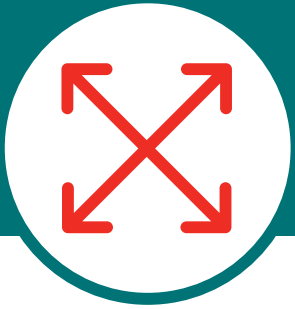
Metric	2026	2025	2024
Audience			
Employees accessing the intranet	95%	93%	86%
Employees accessing News pages	65.13%	62%	60%
Employees accessing Content pages	93.47%	91%	87%

INSIGHT

The intranet as a digital comms platform is undisputed

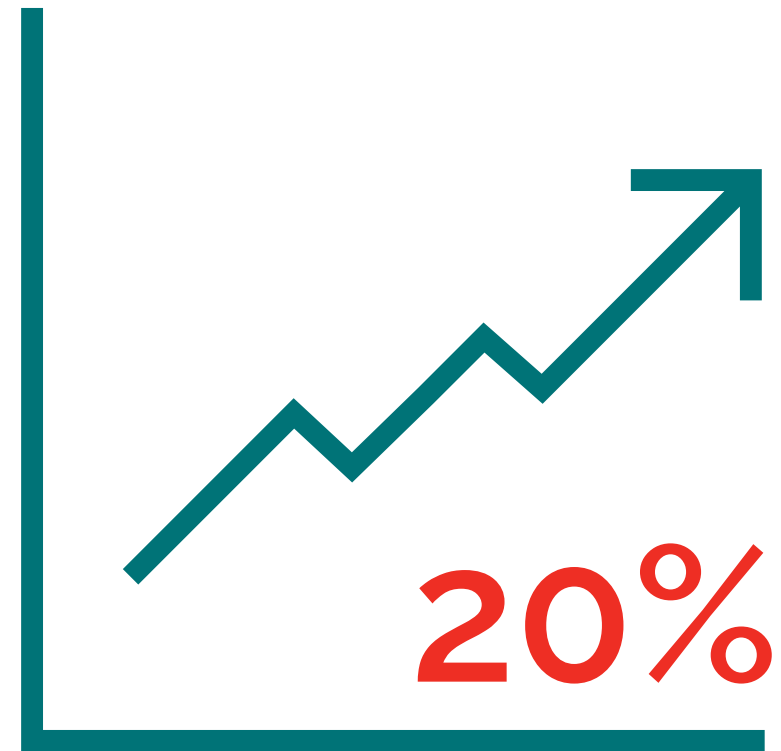
ACTIONS

- Maintain pole-position: Invest in governance, user research and information architecture, archiving and analytics
- If under-utilised, make it a primary channel, eg. all-company emails can be teasers with links to the intranet.



Content growth

- Intranets continue to grow rapidly, and only small minority saw their intranets reduce in size.
- Intranets growing by 20% per year = 2x in 4 years!



INSIGHT

Intranets are sprawling

ACTIONS

- Check how many pages you have compared to last year.
- Put in place rules for archiving/deleting content.
Start with news.
- Help editors manage their content (training and tools)

"We didn't decide to have 2000 editors," Robert explained.

"We inherited that model from the past. Everyone could publish, but with very lightweight training."

"The result was exponential growth."

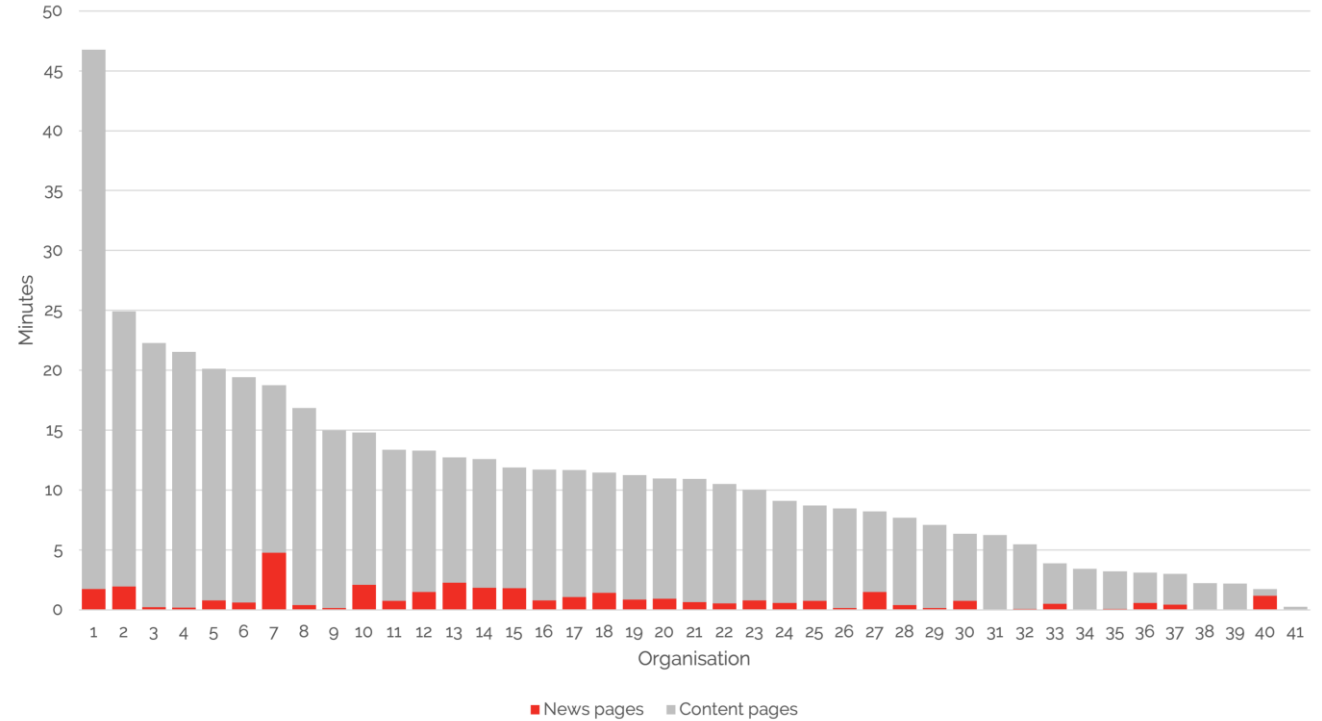
Robert Thieme, Intranet Product Owner,
Boehringer-Ingelheim



Employees' time and attention are limited

- **11.3 minutes** - time on intranet per person each day
 - 10.4 minutes a day on Content pages
 - 0.9 minutes a day on News pages

Average minutes per workday on the intranet



Poll

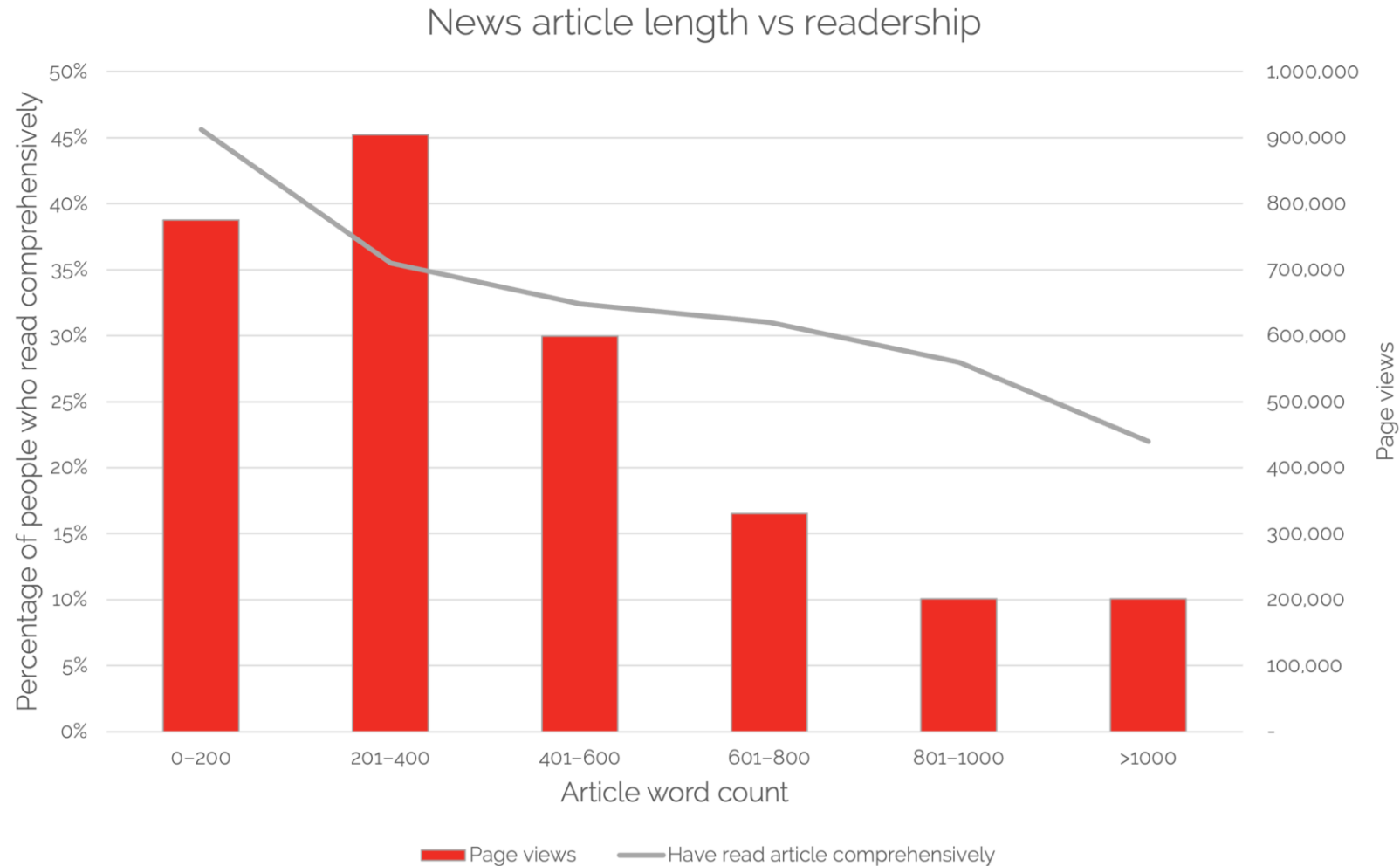


Do your employees suffer from information overload?

- Constantly - employees are overwhelmed
- Frequently - it's an ongoing challenge
- Sometimes - spikes at certain times
- Rarely - we manage it well
- Never - not a concern for us



How long should a News article be?



INSIGHT

200-400 words strikes the best balance for intranet News articles

ACTIONS

- Keep news concise. Most news content should be short, focused, and easy to consume.
- Be selective about long articles. If content needs to be longer form, it might be better to split into separate parts.
- Design for attention, not completeness. Readers decide quickly whether something is worth their time. Long news articles work against that behaviour.



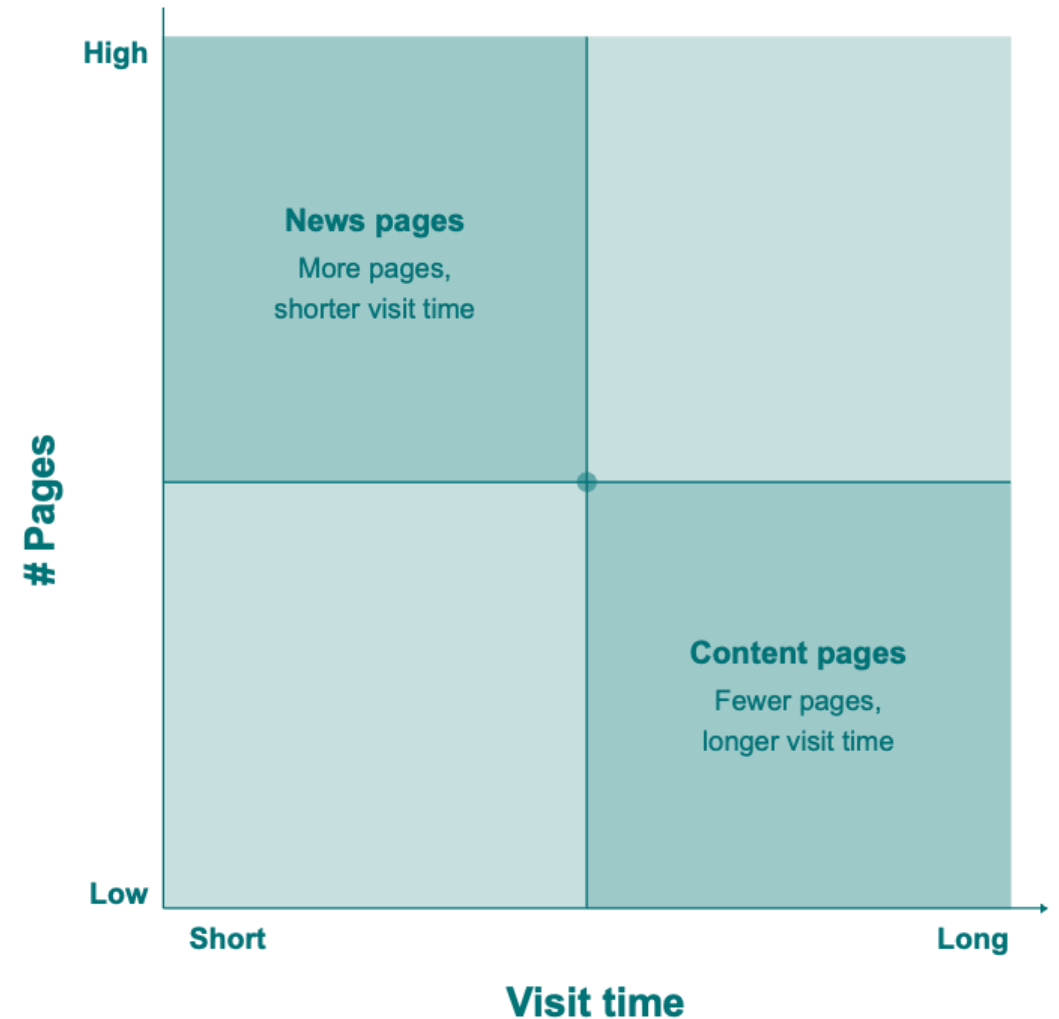
Content pages are the heart of the intranet

Content pages:

- Drive the majority of time spent on the intranet
- Are heavily read, even when they are older and deeply embedded in daily work

News pages:

- Show skimming behaviour
- Decline rapidly in engagement as they age
- Perform best when concise



INSIGHT

People love content, tolerate news

ACTIONS

- **Focus on improving Content pages.** This delivers far greater value than increasing the volume of News publishing.
- **Invest in ongoing governance** around readability, structure and hygiene.
- **Bring news to content pages** - “If the mountain won't come to Mohammed, Mohammed must go to the mountain”



People come to the intranet three times a day and look at two pages each

- People visit the intranet **three times each working day**, on average, and view a little more than **two pages each visit**.
- Employees access a broad range of content, with an average of **39.6 unique pages per user** over the three-month period analysed.
- Implication - Employees are not “checking in” on the intranet repeatedly. Instead, they are making more purposeful visits aligned to specific needs.

TAKEAWAY

Intranet success should therefore be measured by how effectively each visit supports task completion, rather than visit frequency alone.

INSIGHT

Employees visit the intranet 3+ times a day, viewing ~2 pages per visit

ACTIONS

- Optimise key landing pages with high-utility links (leave policies, pay, system access).
- Feature “most viewed” or “frequently accessed” content prominently on the home page.
- Test navigation paths using real user journeys to remove friction.



Intranet health factors that matter most

- Engagement is driven far more by **content quality and structure** than by publishing volume.
- Pages with poor structure, long sentences, and accessibility failures show dramatically lower engagement.

What matters most:

Content pages:

- Readability
- Spelling mistakes
- Broken links
- Ageing content (older “evergreen” pages are often among the most used)

News pages:

- Paragraph-to-heading ratio
- Heading length
- Accessibility issues

TAKEAWAY

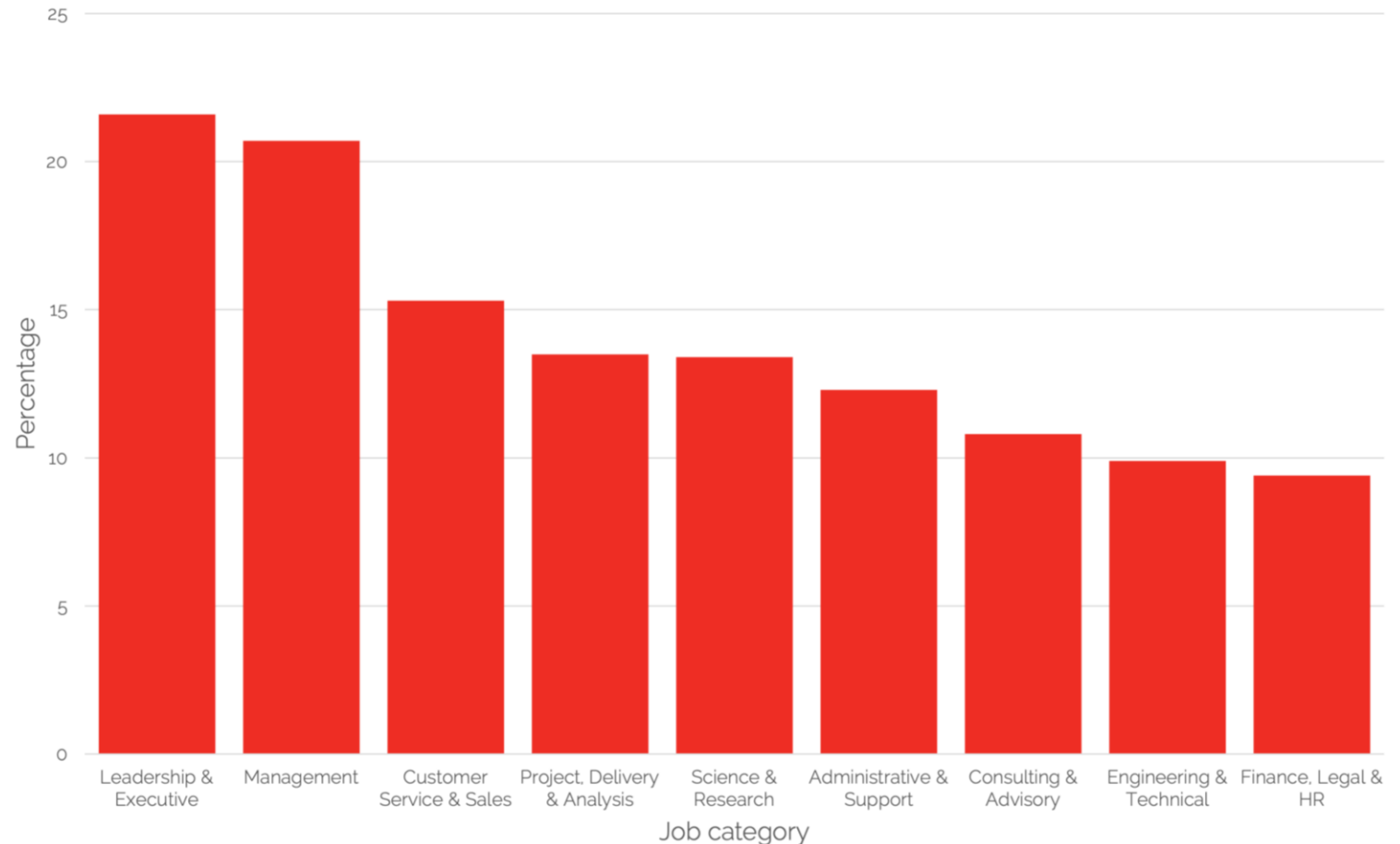
Content hygiene and clean structure are the strongest predictors of engagement.



Who is the key audience for the intranet?

- Leadership & Executive closely followed by Management are the top users of the intranet (relative to their proportion)

Job categories in the top 20% of most frequent intranet users

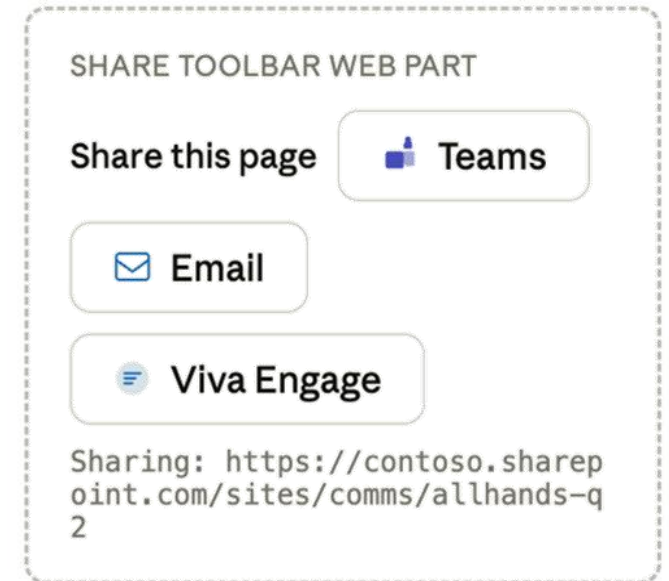


INSIGHT

Leaders are information disseminators

ACTIONS

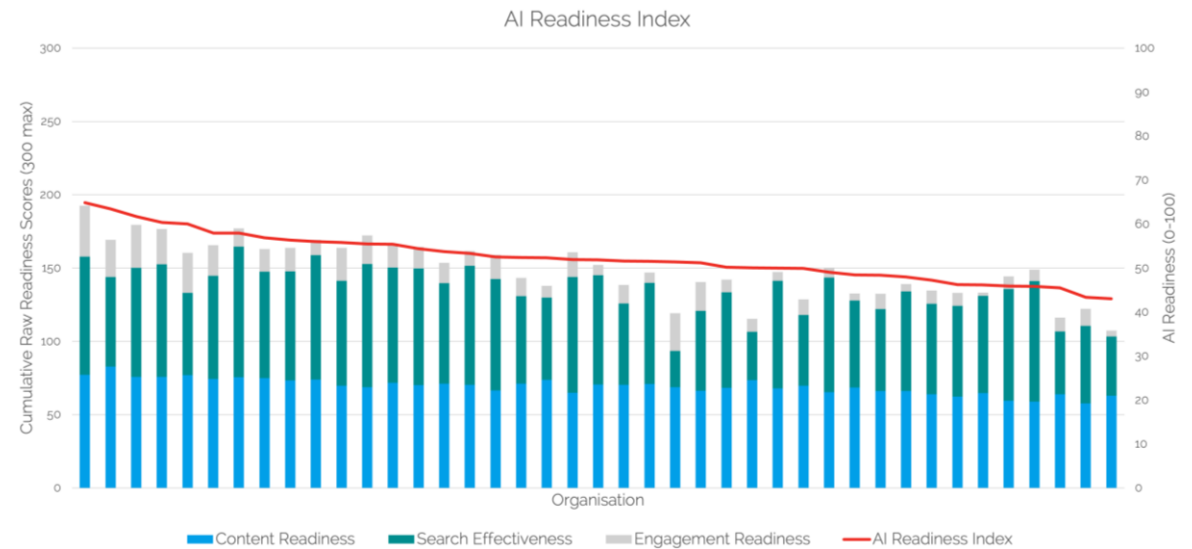
- Help leaders determine how the information is relevant to their people – **make it 'dissemination-ready'**
- Highlight **decision-support information** relevant for leaders
- Tech tip: Create a **'Share with your team'** webpart





AI readiness: Poor content is holding intranets back

- Content readiness slightly declined
- Engagement readiness dropped slightly, driven by growth in unvisited pages
- Search effectiveness improved dramatically (but is weighted the lowest)



AI Readiness area	2026	2025
Content readiness (60%)	69.42	71.65
Engagement readiness (30%)	13.68	15.75
Search effectiveness (10%)	66.3	34.16
Overall AI Readiness	52.38	51.13

INSIGHT

AI's biggest risk is not hallucination, it's low content quality.

ACTIONS

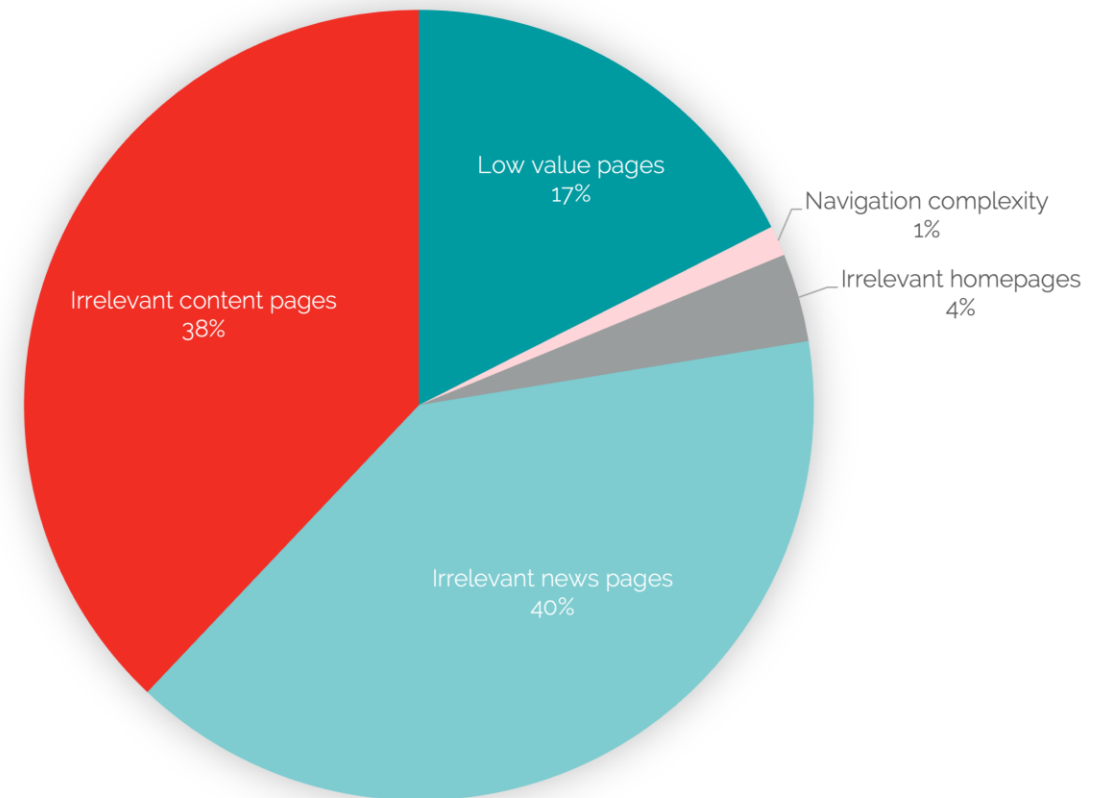
- **Option 1:** Clean up! Archive old news. Large volumes of rarely accessed or out of date pages are limiting AI's ability to deliver meaningful value.
- **Option 2:** Extract the bits you need and great tightly controlled repository built for AI grounding of intranet content.



Clutter is increasing and News is often unread

- The Clutter Index increased slightly to 0.33.
- Unread News content and homepage-only visits continue to rise.
- **INSIGHT:** Overpublishing is overwhelming employees. Less News, better targeted, performs better.

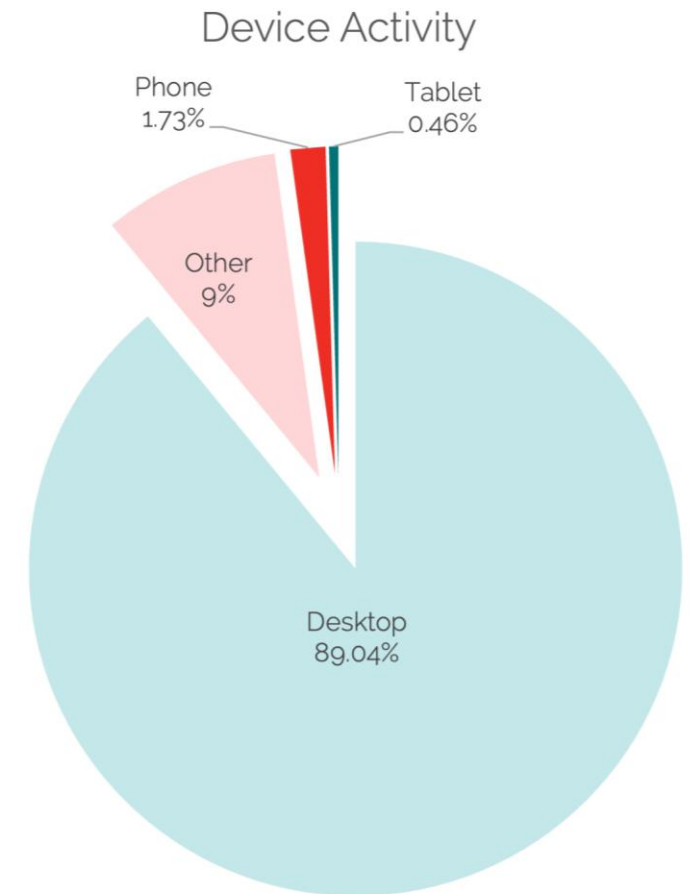
Sources of Clutter





Mobile usage has collapsed

- Phone access has fallen sharply, from **8.3%** to **1.7%** of the total population benchmarked.
- Anecdotal exception: Energy infrastructure providers has +50% of employees accessing the intranet via mobile devices. All field-workers are issued a managed mobile device. Company apps are pre-loaded, and the intranet is an integral access point for core documentation.





Intranet Goals (top 20% have achieved it)

Area	Goal
How many employees should be accessing the intranet?	100% of employees accessing content pages, and +83% of employees accessing intranet news.
How often should people be accessing the intranet?	An average of four intranet visits per employee per workday.
How much time should be people be spending on the intranet each day?	An average of 17 minutes per employee per workday, across multiple sessions.
Should people be moving beyond the intranet home page ?	The majority of intranet sessions should progress beyond the home page.
How long should an intranet News article be?	200-400 words per news article.
How many pages per editor should we have?	Up to five News pages per News editor. Up to three Content pages per Content editor.
What overall Health Score should I aim for?	Aim for a Health Score of 52 or higher for News pages and 60 or higher for Content pages.
- What Quality score should I aim for?	Aim for a Quality score of 71 or higher for News pages and 76 or higher for Content pages.
- What Experience score should I aim for	Aim for an Experience score of 77 or higher for News pages and Content pages.
- What Engagement score should I aim for?	Aim for an Engagement score of 14 or higher for News pages and 30 or higher for Content pages.



Download our **2026** SharePoint intranet Benchmarking report

- It's free to receive the report and is available to download now.
- If you're involved in managing, or writing for, an intranet but have little idea about what "good" looks like – we've got you covered!
- Our benchmarking data will give you real-life insights into when people are reading the intranet, what they're reading on the intranet, how they're accessing the intranet and how you can best shape your content to get maximum engagement.

<https://www.swoopanalytics.com/sharepoint-bm-26>

APAC SESSION

Telling the story – a view on building support for an intranet



Alister Air

Presenter



The Bureau
of Meteorology

Telling the story – a view on building support for an intranet

Alistair Air

Manager, Digital Workplace Applications

Scope of the organisations

***Deakin University - ~11,000 staff, ~4,500 FTEs,
multiple locations in Victoria***

***Bureau of Meteorology - ~2,000 staff, locations all
throughout Australia and beyond***



Definitions

The digital workplace is the collection of all the digital tools provided by an organisation to allow its employees to do their jobs.

By far the most important role of most intranets is to deliver trusted content, maintained in a way that ensures it remains accurate and useful over time.

Digital Workplace
Group



Definitions

An intranet is the instruction manual for your organisation. It provides the trustworthy, reliable, and current information you need to get your work done.

An intranet is a library of information that you can to draw on to get things done, and to find out what's going on around you.



Telling the story

There's no one way to tell this story

Strategy

Aligning to a strategy matters a lot less than you might hope

Defining the problem

The problems you're describing largely aren't experienced by the people you're convincing

Demonstrating efficiency

Improving the experience, and reducing effort to find and use information rarely represents real savings

Repetition

You're going to tell the story more than once

Repetition

You're going to tell this story
more than once

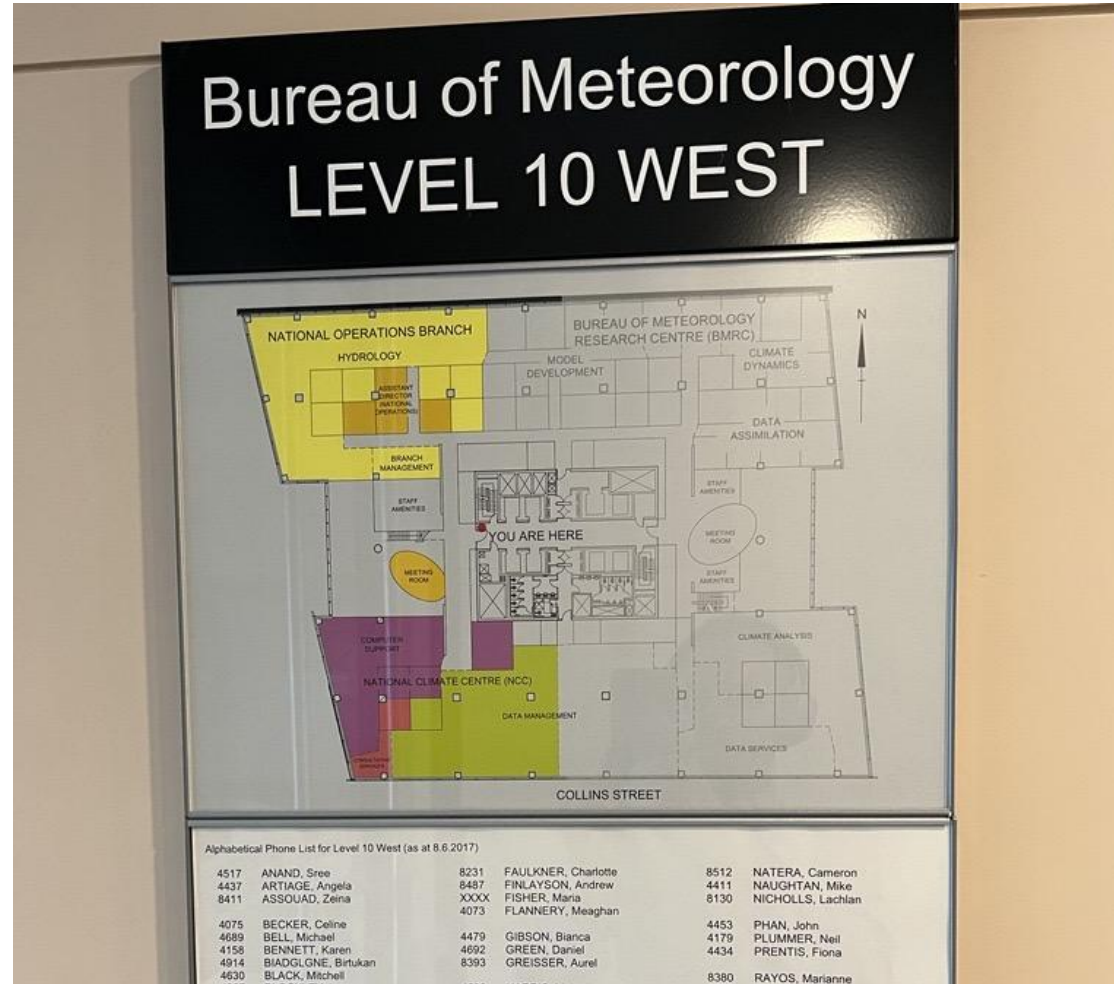
Repetition

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Repetition

Ok I've made my point

Our current information environment



A familiar story

The screenshot shows the Breeze News website interface. At the top is a blue navigation bar with the Breeze logo and menu items: About Us, Working at the Bureau, Health, Safety & Environment, Finance, Resources, Transformation, and a dropdown menu. On the right of the navigation bar are links for 'Other', 'Following', and 'Share'. Below the navigation bar is a secondary bar with '+ New', 'Page details', and 'Analytics' on the left, and 'Published 5/30/2023', 'Edit', and a share icon on the right. The main content area is titled 'Breeze News' and features a large graphic of two human profiles facing each other, one with a tangled green line representing thoughts and the other with a puzzle-piece head. Below this graphic is the article 'Psychosocial safety at the Bureau' with a sub-headline 'Informing yourself for consultation about psychosocial hazards' and a date of '6 June 2023'. To the right of this article are three other news items: 'A global effort to beat plastic pollution' (dated 6 June 2023), 'Pacific family get together in Geneva!' (dated 5 June 2023), and 'Pollen and Voll'n: Bureau scientists ace the AMOS Pearman Lecture and Volleyball...' (dated 5 June 2023). On the far right is a 'Quick links' sidebar with buttons for 'Bureau Careers (Internal)', 'Cherwell', 'Desk-booking app', 'EAP - Employee Assistance Program', 'EBS Portal', 'Media Hub', and 'Report a cyber security incident'.

Breeze About Us Working at the Bureau Health, Safety & Environment Finance Resources Transformation ... Edit Other Following Share

+ New Page details Analytics Published 5/30/2023 Edit

Breeze News

Psychosocial safety at the Bureau

6 June 2023 | Informing yourself for consultation about psychosocial hazards

A global effort to beat plastic pollution

6 June 2023 | Join us on 7 June for a World Environment Day virtual event with guest speaker Kate Lynch, from the Department of Climate...

Pacific family get together in Geneva!

5 June 2023 | Celebrating a Bureau legend in our own Pacific way

Pollen and Voll'n: Bureau scientists ace the AMOS Pearman Lecture and Volleyball...

5 June 2023 | Our team score a double hit with more insights on thunderstorm asthma and a fancy new trophy for their efforts

Quick links

- Bureau Careers (Internal)
- Cherwell
- Desk-booking app
- EAP - Employee Assistance Program
- EBS Portal
- Media Hub
- Report a cyber security incident



I select 'Recruitment', and...

The screenshot shows the Breeze website interface. At the top, there is a blue navigation bar with the Breeze logo and several menu items: About Us, Working at the Bureau, Health, Safety & Environment, Finance, Resources, Transformation, and a share button. A dropdown menu is open under 'Working at the Bureau', listing 'My Bureau', 'Recruitment', 'Diversity', 'Learning and Development', and 'Tools and Enablers'. The 'Recruitment' option is highlighted. Below the navigation bar, the main content area features a 'Breeze News' section with a large graphic of two human profiles, one with a tangled brain and the other with a puzzle brain. To the right, there are three news articles with images and titles: 'A global effort to beat plastic pollution', 'Pacific family get together in Geneva!', and 'Pollen and Voll'n: Bureau scientists ace the AMOS Pearman Lecture and Volleyball...'. On the far right, a 'Quick links' sidebar contains buttons for 'Bureau Careers (Internal)', 'Cherwell', 'Desk-booking app', 'EAP - Employee Assistance Program', 'EBS Portal', 'Media Hub', and 'Report a cyber security incident'.

Breeze About Us Working at the Bureau Health, Safety & Environment Finance Resources Transformation ... Edit Other Following Share

+ New Page details Analyti

My Bureau >
Recruitment >
Diversity >
Learning and Development >
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...what happened to my menus?

The screenshot shows a SharePoint page with the following elements:

- Page Header:** "OD Organisational Development" with navigation menus for "My Bureau", "Recruitment", "Learning and Development", "Diversity", and "Edit".
- Secondary Header:** "Enterprise Services", "Not following", and "Share".
- Action Bar:** "+ New", "Send to", "Promote", "Page details", "Immersive Reader", and "Analytics".
- Metadata:** "Published 3/30/2023", "Edit", and "Share" icons.
- Main Content Area:** A dark blue banner with the text "ORGANISATIONAL DEVELOPMENT" and "Recruitment at the Bureau".
- Content Cards:** Three cards with questions and corresponding buttons:
 - Question: "Do you need to advertise externally?"
Button: "> Advertising Externally - Ongoing - Non-ongoing"
 - Question: "Do you need a direct non-ongoing engagement?"
Button: "> Direct Engagement"
 - Question: "Do you need to fill a contractor role?"
Button: "> Contract Labour Hire"



Searching for information

Staff spend too much time and effort looking for information

Search time

We found that on average, staff spent 15% of their time searching for information

Search costs

This translated to ~\$25M in wages

Potential savings

Well-structured information should drop this by millions

A real-world example – scenario testing

You paid for some work supplies using your personal credit card. Where would you find information about claiming a reimbursement?

before an intranet

33% of people found an answer, taking an average time of 1:56

after an intranet

100% of people found an answer, taking an average time of 0:46

improvement

Successful search increased by 67%, with time taken dropping by 60%

Doesn't ChatGPT make all this redundant?

- Large Language Models (LLMs) need to work with good quality information.
- They can be wrong.
- We need multiple pathways to find and use information.



Why we did our homework

To get budget

Yes in one case, no in the other.

To highlight the problem

People knew both environments weren't great, but had nothing to point to that clearly demonstrated specific problems.

To allocate time

Showing support managers exactly how much time people spend.

What do we need from you?

Managers

If you are responsible for a team that creates information to help people get things done, we need your support.

Content owners

If you create information to help people get things done, we need your support.

Everyone else

If you rely on information to help you get things done, we need your support.

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Repetition

Ok I've made my point

Core principles when creating a new intranet

Task-based structure

Organise information based on tasks people are trying to do, rather than the structure of the organisation. Information on the intranet will support actions, or tasks, that people need to do.

It's one thing

An intranet needs to look like it's a single thing – coherent, consistent. This means a single style, single set of templates, always applied consistently.

It's trustworthy

People need to trust the information we share is correct, and actionable. This means we flag old information, we show when the information was updated, information has an owner, and that person's allowed to say that the information is correct.

The skills we needed

Librarians

An intranet is a library – a structured, organised way to present the information people need to perform a task.

Communicators

An intranet is a tool for communication. But communicators need to realise that what's important for them is not always important for others.

Technologists

Least important part. But all communication is digital communication. Don't let the tech people think they own the product.

In summary

Different stories

Different stories are needed for different audiences, but you may need to tell those stories at the same time in a presentation.

Use support managers

Your support managers are your greatest allies, because they directly feel the pain of suboptimal information environments.

Do your homework

Use the data – SPO data is short-term and unreliable – tools like SWOOP give you a much better long-term set of data to rely on.

Be controversial

(if you feel your organisation is ok with this)

APAC SESSION

Connect, Empower and Share(Point)



Rhi Bell

Presenter

Connect, Empower and Share(Point)

Box Hill Institute

May 2026 | Rhi Bell

Acknowledgement of Country



Box Hill Institute acknowledges that all our learning sites are situated on the ancestral lands of the Wurundjeri people of the Kulin Nation. We pay our respects to the traditional custodians and extend that respect to their elders past and present.

Who am I

I'm Rhi

Internal
Communications
Lead @ Box Hill
Institute

Love to play
board games
and D&D

Life-long
professional
wrestling fan



About BHI

- Box Hill Institute delivers professional education across the secondary, vocational education and training (VET) and higher education (HE) sectors.
- BHI connects people to life-changing learning.
- 200+ courses, 77.7% of our graduates are employed within six months of course completion
- We have around 1,600 employees
- 60% of these employees are educators (teachers/lecturers/academics)



Covered in this session

- The last 12 months
- The structure of our Intranet – why?
- What + Who are our Power Users
- Creating space for our people
- How are we approaching AI



The Last 12 Months



Reduce Duplication

Reinforced that our Intranet is the single source of truth and worked with teams to reduce the number of pages, and duplicated documents that were housed in multiple places.



Archiving

Also worked with teams, on archiving content that had no longer relevant, and keeping things that were 12 months old and less.

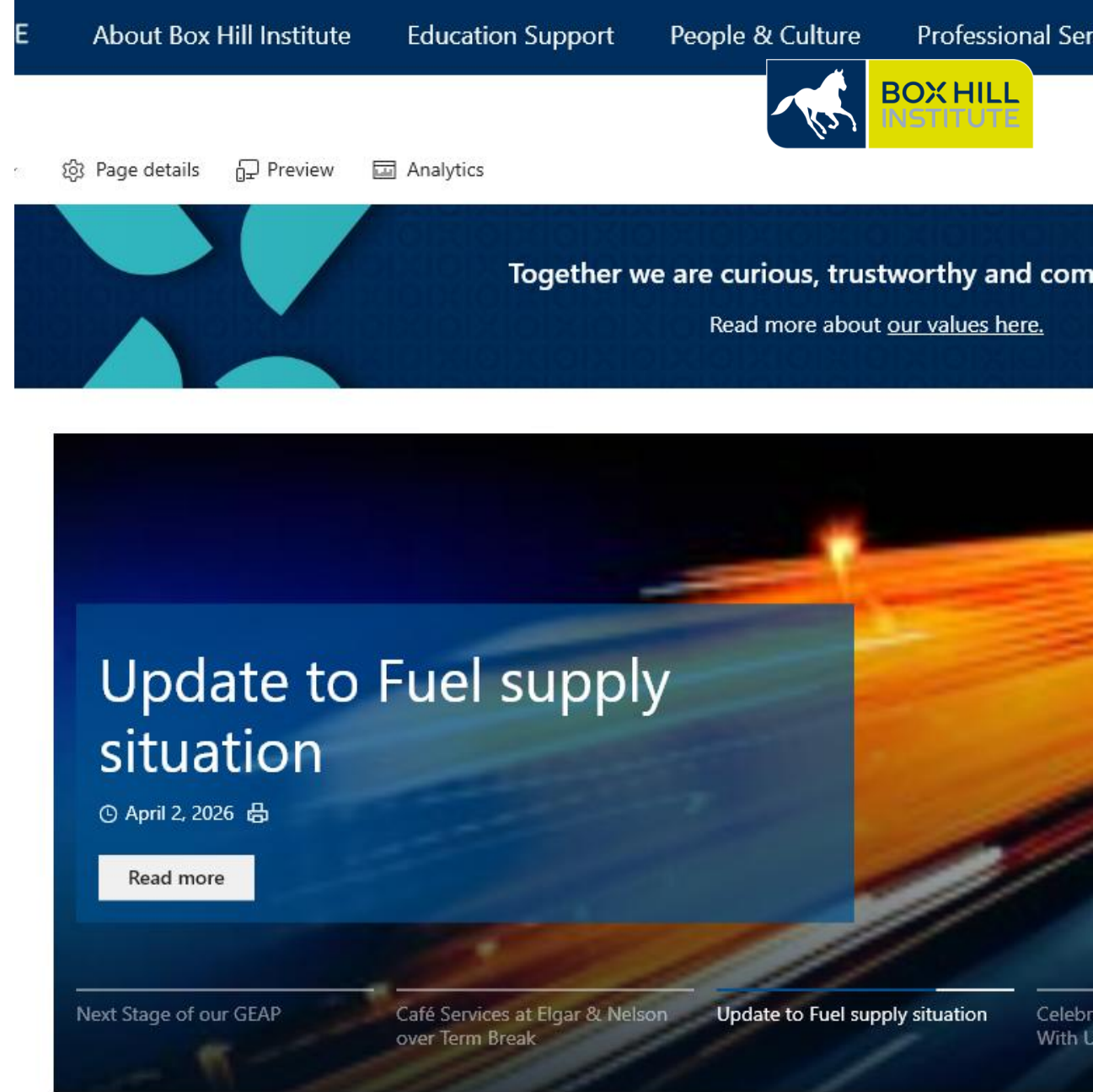


Less News, More Content

Leveraged the content pages more in our communications and created less news pages.

Sharing our SharePoint

- Our employees are separated into two main audiences – Professional Services & Educators.
- Our workforce is complex – we are trying to reduce the reliance on email and leveraging our Intranet and Viva Engage
- Through all of our comms planning, our Intranet is a corner stone, with any plan always starting with the page on the Intranet and that being the single source of truth.



Together we are curious, trustworthy and compassionate.

Read more about [our values here](#).



Upcoming Events at BHI

See all

+ Add event

- APR 30
MAY 2** VCE & CAREERS EXPO
Thu, 30 Apr, All day
- MAY 6** Respect Week - Online Employee Session
Wed, 6 May, 11:00 am
- MAY 7** Webinar: Unwired, Breaking Free from Unwanted Habits (Inclusion & Connection)
Thu, 7 May, 1:00 pm
- MAY 14-26** Flu Vaccinations
Thu, 14 May, 3:30 pm
- JUN 8** King's Birthday (Public Holiday)
Mon, 8 June, All day

Visit the Career Pathways Hub

April 21, 2026

Read more





Recognising Respect Week in May Complete AI Ethical Use Training by 29 May **Visit the Career Pathways Hub** EPDP Now Due 30 April 2026 Flu Vaccinations

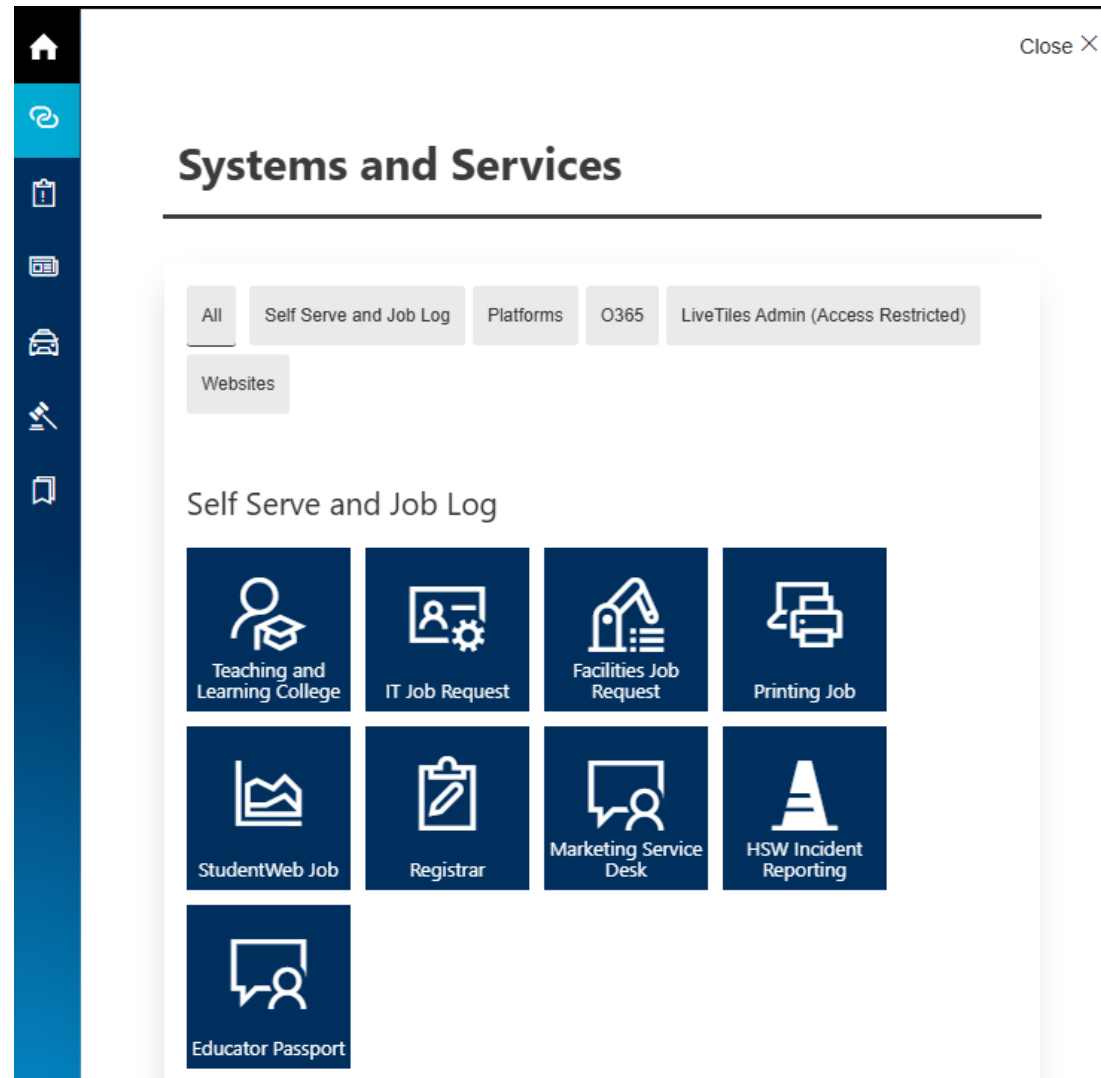
OurSpace Noticeboard

Our Menu Layout



Quick Links & Resources

- Campus Specific News Alerts 
- Organisation News Updates 
- Emergency Information 
- Policy and Procedures 



The screenshot shows a web interface titled "Systems and Services" with a "Close X" button in the top right corner. A vertical navigation bar on the left contains icons for home, refresh, calendar, emergency, search, and documents. The main content area features a filter bar with tabs: "All", "Self Serve and Job Log", "Platforms", "O365", and "LiveTiles Admin (Access Restricted)". Below this is a "Websites" section. The "Self Serve and Job Log" section contains a grid of service tiles:

- Teaching and Learning College
- IT Job Request
- Facilities Job Request
- Printing Job
- StudentWeb Job
- Registrar
- Marketing Service Desk
- HSW Incident Reporting
- Educator Passport

Who & What are Power Users



Subject Matter Experts

They are individuals embedded in teams that are the experts in the content.



Keeps the content current

Working with myself, the Power Users work on keeping the information current from the contact details of their areas to any resources.



Ongoing check-in & refreshers

I run refresher training twice a year and provide a handbook to all Power Users.

You need to complete the training to receive the necessary permissions .

Education Delivery Comms Hub



+ New ▾ Promote Page details Preview Immersive reader Analytics



As educators, administrators, and support staff, each of you plays a crucial role in the education of our students. This hub serves as a central platform where we come together to share knowledge, exchange ideas, and support one another in our shared vision of skilling people shaping a better world.

Here, you'll find a wealth of resources, from important announcements and updates to valuable educational materials and professional development opportunities. This page doesn't replace any other platform currently available; it offers direct connection as the EDL team with updates and information relevant to support you in your role.

"One child, one teacher, one book and one pen can change the world." – Malala Yousafzai

Monthly Updates

It has been great to see faculties holding their 2026 planning sessions throughout January, with a strong emphasis on employer, employee, and student satisfaction, and on how we can continue working together to keep this at the forefront.

Child Safety at BHI

Child Safety Hub

Pages have an author, so employees can contact the subject matter expert if required

At BHI we are committed to providing an environment where all children and young people feel safe, can thrive, and have a sense belonging.

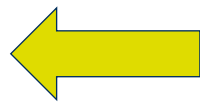
Whether we have students on campus or online, attending our childcare centre, or visiting one of our campuses, the safety and wellbeing of all children and young people is of utmost importance to us. We respect the dignity, self-esteem and safety of young people and recognise the responsibility we have to ensure that all our learning environments are safe, supportive and enriching.

We want to safeguard the wellbeing of our students and uphold the highest standards of protection. We have zero tolerance of any abuse or harm of children and young people and we want to actively protect them from any risk of harm or abuse.

We recognise that child safety is everyone's responsibility and we are committed to being a Child Safe Organisation, ensuring we comply with the Victorian Child Safe Standards and Reportable Conduct Scheme.

As part of our commitment to child safety, we have developed and embedded a number of key documents that guide us in how we foster and manage child safety at BHI.

- Check our [Commitment to Child Safety](#)
- Have a read of our [Child Safety and Wellbeing Policy](#)
- Or alternatively have a look at our [Child Safe Policy on a Page](#)
- Read our [Child Safe Code of Conduct](#)
- Worried about the safety of a child or young person, but not sure what to do? Have a look at the [BHI Student Incident - Reporting & Management Flowchart](#)



Quick links to internal documents

Find out more about your responsibilities and how we do child safety at BHI

Victorian Child Safe Standards

Reportable Conduct

Child Safety Concerns & Mandatory Reporting

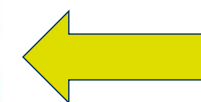
Child Safety Internal Resources, Policies & Procedures

Students, Placements and Reportable Conduct

Child Safety for Leaders

Child Safety Champions

External Resources



Resources, policies and external resources

AI at BHI

What is AI

AI (Artificial Intelligence) is a broad field that encompasses various technologies aimed at enabling machines to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, and understanding language. Generative AI (GenAI) is a specialised branch that focuses on creating new content such as text & images, as well as analysing data, performing calculations & generating visualisations in response to user "prompts" and data inputs - BHI has selected Microsoft Copilot Chat as its first sanctioned GenAI tool available for all employees to use.

Microsoft Copilot Chat

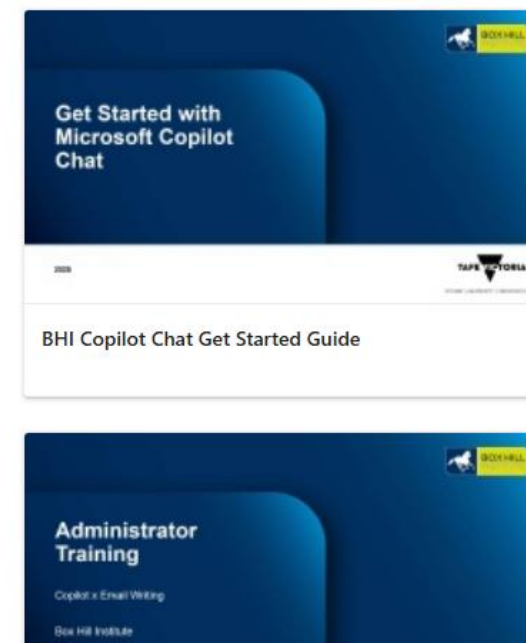
Our AI tool at BHI is Copilot Chat which is built specifically for work and is part of our Microsoft 365 license. Copilot Chat uses the latest AI models and data from the web to answer your questions, conduct research, create images, generate content and ideas based on the prompts you give it. You can also upload single or multiple BHI files to be analysed, summarised, compared, consolidated or improved depending on what outcome you are wanting.

Enterprise Data Protected

As long as you are signed into your BHI network account you will have access to BHI's version of Copilot Chat and any information and content you upload is [enterprise data protected](#). Importantly, this means that no BHI information or data is shared in the global domain but is protected by Microsoft's stringent security measures. For example anything you type or ask CoPilot Chat is visible only to you and is not shared outside of that 1:1 relationship. Also you can be assured that your prompts and content are not used to train AI modules.

So it's really important you use BHI's Copilot Chat as your preferred GenAI tool for any work related needs as any of the other publicly available

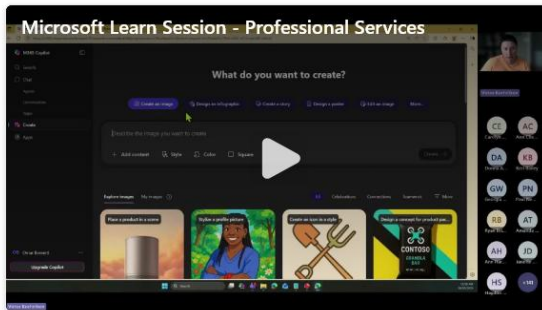
BHI Resources



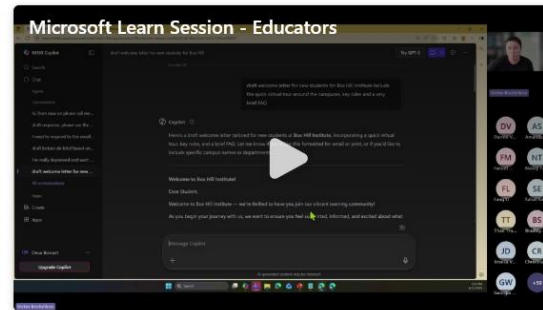
How are we approaching AI?

Microsoft Learn Sessions

Microsoft Learn Session - Professional Services (Tues 28 Oct)



Microsoft Learn Session - Education Delivery (Thurs 6 Nov)



Further Resources:

- [Slide Deck](#)
- [Questions from the Sessions](#)

 **Rhi Bell**
Mar 25

Seen by 110  

★ Wednesday's Prompt Power-Up! ★

We're back! Each week we'll provide a useful prompt suggestion, you can use to generate some great results! Don't forget to add the documents or link the article to your prompt request.

Give us a 🍌 if this was a helpful prompt suggestion!



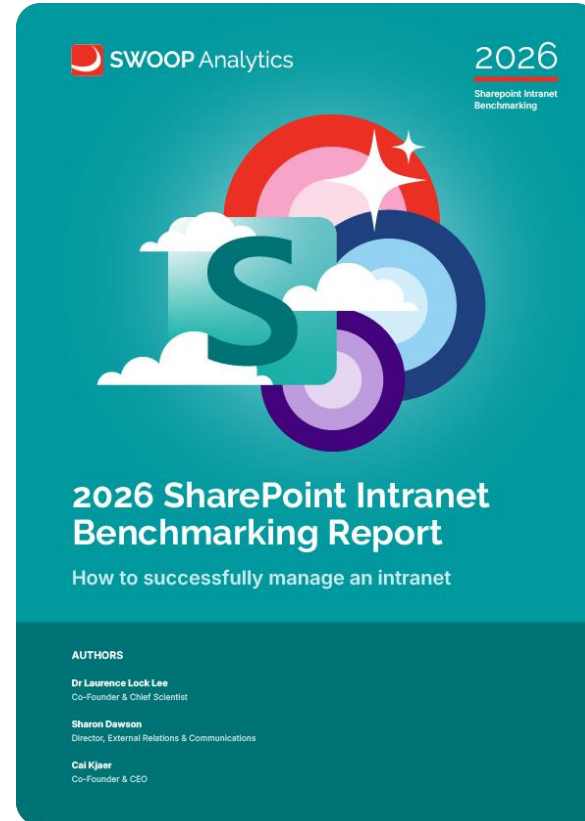
Copilot

Key Takeaways

1. Clean up your intranet
2. Bravely archive anything that no longer attracts clicks
3. Connect with your audience and give them the content they want
4. Empower your Power Users to take own their content
5. Intranet pages are the source of truth

Resources

Download the
2026 SharePoint
Intranet Benchmarking
Report and explore the
interactive site:



Give us your feedback
on today's event



Book a discovery call
with Sally

Thank you for attending
SharePoint Intranet Festival 2026!



SWOOP Analytics



Microsoft