Yammer

Microsoft

Quick Start Guide

Connect and engage across your organization and tap into the knowledge of others.. Sign in to your Office 365 subscription and select **Yammer** from the App launcher.

Tabs
Home, messages, notifications

Personalize your profile
Edit your profile and notification settings

Discover conversations
Select **Discovery** (selected relevant conversations), **All**, or **Following**.

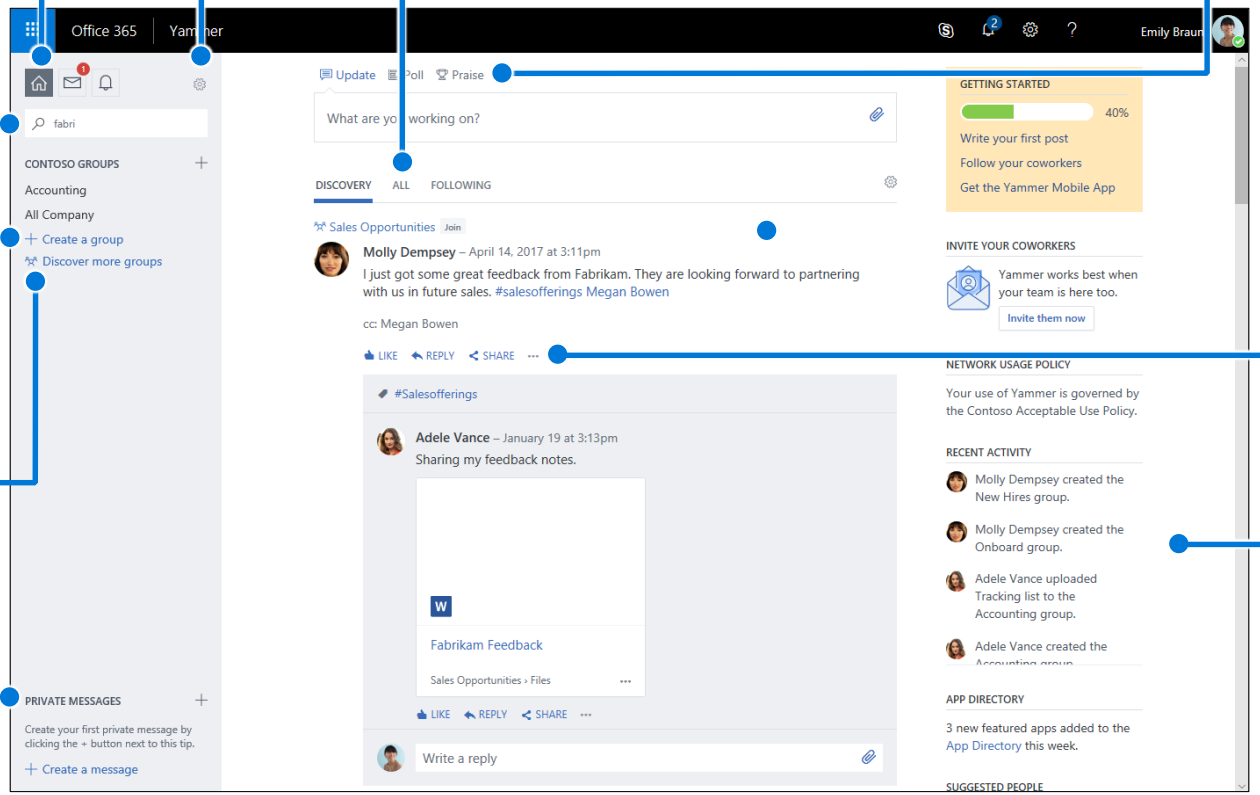
Start a new conversation
Post an **Update**, **Poll**, or **Praise**. Use **Hashtags** (#) for relevant topics.

Search for answers
Find files, conversations, and people.

Create a new group
You can make a group open to members from outside your organization..

Find an existing group
Keep up with a topic or project,. Some groups require approval to join.

Have a private conversation
Send a private message directly to someone's inbox.



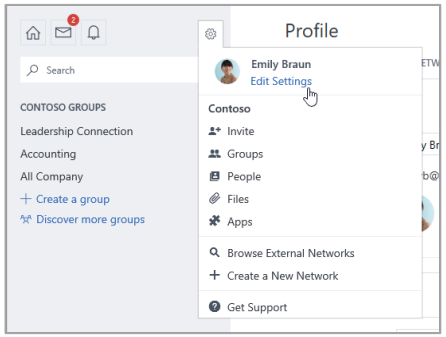
Join a conversation
You can **Like**, **Reply**, or **Share** a post. Use **@mention** to include a specific person.

Recent activity
See what's been happening in your network.

Yammer

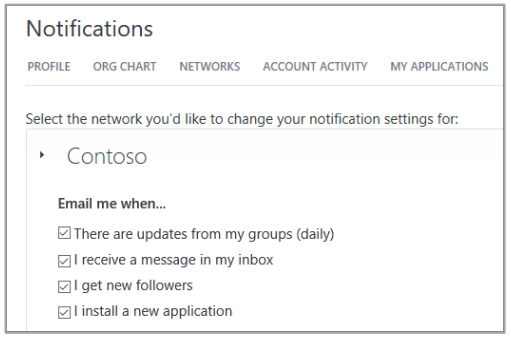
Edit your Yammer profile

Select ⚙ > **Edit Settings** > **Profile** to update your profile picture and information. The more complete your profile, the easier it is for others on the network to find you.



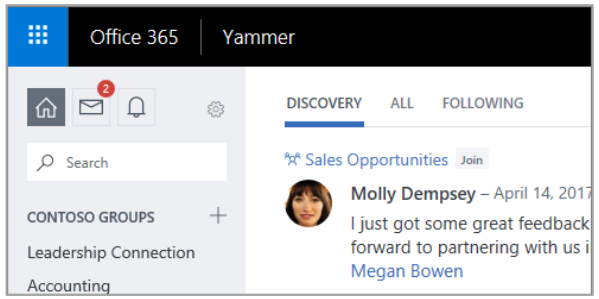
Set notifications

Select ⚙ > **Edit Settings** > **Notifications** to receive a daily or weekly email summarizing when specific activities happened in your network.



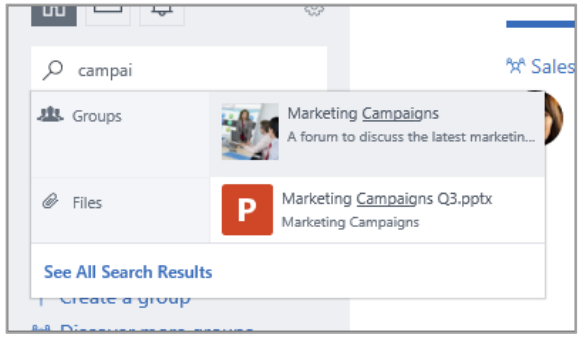
Discover conversations

After selecting the Yammer home tab on the left rail, select a feed tab (**Discovery**, **All**, or **Following**) to the see the newest info available. **Discovery** suggests relevant conversations based your Yammer subscriptions and interactions.



Search for answers

Type keywords into the search bar to find files, conversations, groups, and people. Select **See All Search Results** to see more detail and to filter the results.



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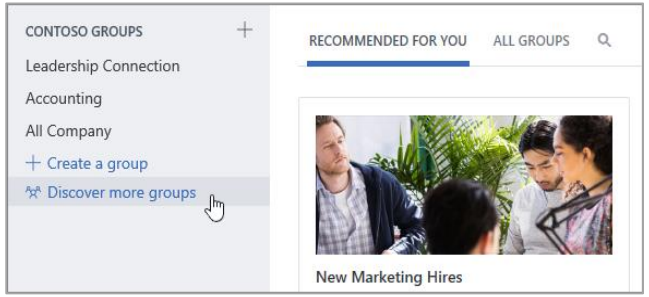
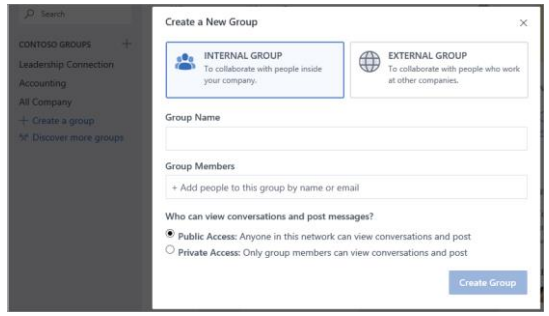
Join a group

Select **Discover more groups**, then browse or select **Search** to find groups. Select **+ Join** to join the group. If the group is private, the group administrator will need to approve your join request.



Create a group

Select **+** in in the left navigation pane. Your group can allow members from outside your organization, and can be made private so new members will need to be granted access.

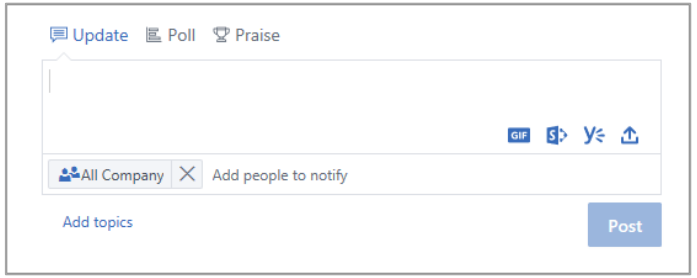


Like and reply to a post

Select **Like** to quickly agree with or acknowledge a post. Select **Reply** to compose a response. Use **#mentions** or **Notify more people** to bring others into the conversation.

Post an update

Select **Update** and enter a message into the **What are you working on box** to start a new conversation or ask a question. You can use **Hashtags** ("#") for relevant topics, attach files, and **@mention** specific people.



Yammer

New Yammer user checklist

Use this checklist to mark off these recommended actions for getting started on Yammer.

- ☐ **Read and understand your company's Yammer Usage Policy**

- ☐ **Upload your profile picture**
  Use a real photo of yourself! Keep your O365 profile picture up-to-date, so people can put a face to a name. Keep it professional, but let your personality show.

- ☐ **Complete at least 3 profile fields**
  We recommend Department, Location, and Expertise. If your department, location and photo haven't been pre-populated, please make sure to update! Your profile helps your colleagues seek you out by searching keywords associated with your role and expertise.

- ☐ **Follow at least 3 coworkers you work with directly**
  Connecting with your colleagues through Following helps personalize what groups and discussions you see.

- ☐ **Join at least 3 groups based on your work or interests**
  Use **Search** to find relevant groups, and select **Join** to see conversations and become a member of that group.

- ☐ **Join the [New to Yammer/Yammer 101/Yammer Help] group**
  Ask questions and learn more about using Yammer to get work done.

- ☐ **'Like' a message post that appeals to you**
  It's a simple but powerful way of connecting with a colleague and the ideas they are sharing. Don't be shy!

- ☐ **Reply to a coworker's message with a comment, question or suggestion**
  Look for a conversation that you'd like to contribute to. Reply to add your response and keep the discussion going.

- ☐ **Say hello and post a message about what you do here at the company**
  Find a Group to introduce yourself. Try typing a colleague's name to bring them into the conversation.

- ☐ **Set your preferred email notifications**
  Under your Profile you can adjust what type of email notifications Yammer will send you.

- ☐ **Download Yammer mobile apps**
  If you use a smartphone or tablet, you can use Yammer on the go! Visit your app store and search for Yammer to install.

Next steps with Yammer

Find help
Explore the help and training for Yammer and other Office apps.
Visit **https://go.microsoft.com/fwlink/?linkid=871135** for more information.

Get free Office training, tutorials, and videos

Ready to dig in the capabilities that Yammer has to offer?
Visit **https://go.microsoft.com/fwlink/?linkid=871133** to explore our free training.

Send us your feedback
Love Yammer? Got an idea for improvement to share with us? Select **? > Feedback** and then follow the prompts to send your suggestions directly to the Yammer product team. Thank you!