

Microsoft Yammer Training: The Basics

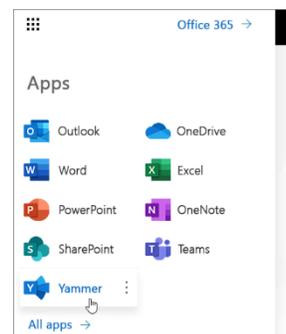


What is Yammer?

Yammer is a social networking tool to openly connect and engage across your organization; think of it as the Facebook of Microsoft. It integrates with the apps and services you already use through Office 365. Yammer helps you connect and engage across your organization, so you can discuss ideas, share updates, and network with others around the globe.

Accessing & Signing In:

Sign in at Yammer.com, select Log in, and enter your company email and password. Or, from anywhere in office.com, select the app launcher (waffle) in the upper-left corner, and select Yammer (you may need to choose "All apps" first).



Join & Create Groups:

Groups are a great way to bring your organization together, stay informed about a topic, or collaborate with communities of people.

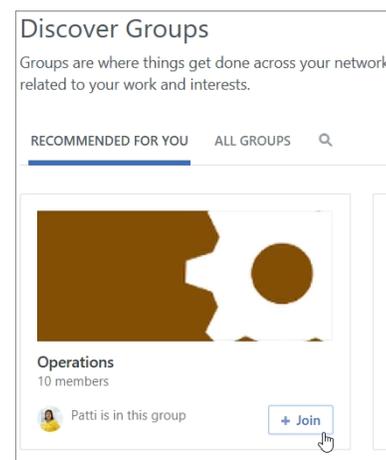
Join a group

The groups you already belong to are listed in the left pane.

To find more groups:

1. Select **Discover more groups**.
2. Browse or use **Search** to find groups.
3. Read the descriptions, scroll through the group feed, or look at members to find relevant groups.
4. Select **Join** when you find a group you'd like to join.

If it's public, you'll be added right away. If it's private, you'll be added if the group administrator approves your request.

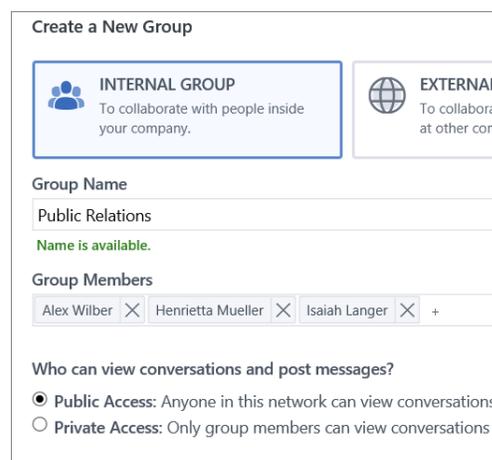


Create a group

You can also create a new group and customize it for your members.

1. Select **Create a group**.
2. Select **Internal Group** or **External Group**.
3. Type a **Group Name** and add **Group Members**.
4. Set access to **Public Access** or **Private Access**.
5. Select **Create Group**.

Your group is now active and appears in your network's group list.

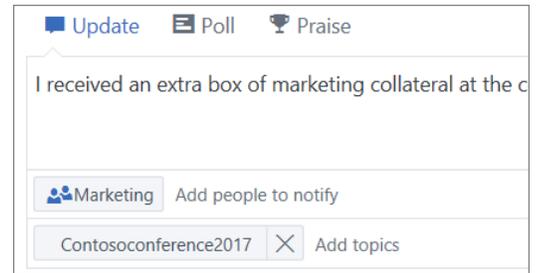


Creating Different Types of Posts:

Start a conversation in Yammer to share information and updates across your organization.

Post an update

1. Select **Update** and type a message.
2. @mention people who'll find the post helpful or interesting. Or, use a hashtag on topics relevant to the message so others discover it.
3. Upload videos, photos, and documents to your post for context and collaboration. Or, add a GIF to help emphasize your message.

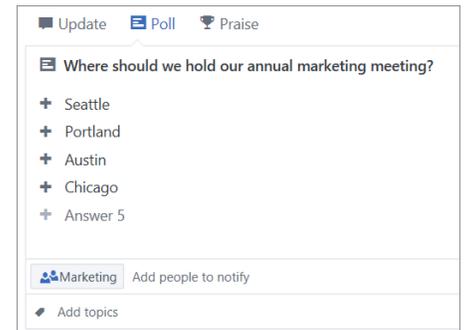


Attach files to your update

1. Select where you'd like to add a file from: your computer, SharePoint, or Yammer.
2. Go to your file, select it, and then select **Open**.
3. Select **Post** to share the update.

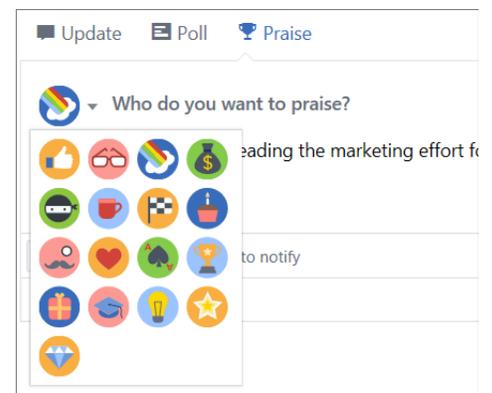
Create a Poll

1. At the top of the group page, select **Poll**.
2. Type your question and options for answers.
3. Select **Post**.
4. Your collaborators can vote on your poll by selecting an answer option and selecting **Vote**. Don't worry, Yammer won't show who voted for what option. You can always change your vote if needed.
5. Once posted, select **Go to results**.



Praise a collaborator

1. At the top of the group page, select **Praise** to display the Praise dialog box.
2. **Enter the name of the person you want to praise** in the top box. You can enter more than one.
3. Use the left and right arrows to select a fun praise image.
4. Enter your message in the lower box, where it asks, **Share what they've done**.
5. It's a good idea to add the person's supervisor to the **Add people to notify** box so they have visibility into a job well done.
6. **Attach** a file or **Add Topics**, if you'd like. When you're done, select **Post**.



Create, Edit & Share Files:

If you need to create a new file in Word, PowerPoint, or Excel, you can add one right in Yammer.

Create a file

From your Yammer home page:

1. Select **Create a File**.

2. Select the drop-down arrow and select the file type you want.
3. Type in a file name and select **Create**.

The new file opens in another tab and appears in a **Files** list that all group members can access.

Edit a file

From the **Files** list in your Yammer group:

1. Select the file you'd like to modify.
2. Select **Edit File**.

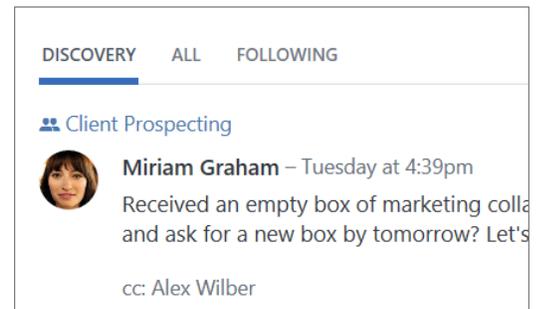
Share files

1. In an Office app like Word, Excel, or PowerPoint:
2. From a file you'd like to share, select **Share**.
3. Select the permission settings you want.
4. Type in the name of the Yammer group you want to share with — the name should automatically populate from your organization's directory.
5. Type a message to give context or information for your file.
6. Select **Send**.

Discover & Search:

Discover conversations

1. Select **Yammer** from the home tab on the left rail.
2. The **Discovery** tab suggests conversations relevant to you based on what you subscribe to and interact with on your Yammer network.
3. The **All** tab shows all conversations you can access on your organization's network.
4. The **Following** tab These are the conversations you actively subscribe to, including conversations that your followers have participated in or liked and conversations that have been tagged with a topic you follow.



To view your groups' conversations, use the left navigation and go directly to the group to see new conversations in your groups. When you're all caught up, click the group-to-group transition link at the bottom of your feed to go to your next groups' new conversations.

Search for answers

1. In the left side rail, in the **Search bar**, type in related keywords to find what you need. As you type, a list of categorized results is displayed with suggested people, groups, files, topics, and links.
2. If you don't see what you're looking for, search **See All Search Results**. Browse the complete search results, which are categorized by tabs.
3. If you need to narrow your search, use **Advanced search** on the **Search Results** page.

