



Congratulations on joining Yammer!

Let's get your account set up so you can start to use Yammer to communicate, collaborate, and share information.

COMPLETE YOUR PROFILE

Your Yammer Profile helps your partners, clients, or community learn more about you, your background and your work experience, while letting them put a face to a name. Here's how to set it up:

1. In the top right corner of your screen, click on the profile shadow image
2. Select **Edit Account**
3. Upload a headshot
4. On left side bar, click on **Profile**
5. Add your job title, department, location, expertise, contact information and any other details, including links to your profiles on Twitter, Facebook and LinkedIn
6. Click **Save**

MANAGE YOUR NOTIFICATIONS

By default, Yammer will send you a daily email activity summary. You can change this notification to weekly or never. Here's how to manage your email settings:

1. In top right corner of your screen, click on profile shadow image
2. Select **Edit Account** then select **Notifications** from the menu on the left
3. Specify when you would like to receive email notifications by checking or unchecking the boxes next to the list of **Email me when** options
4. Click "**Select the Group notifications you would like to receive by email or text**" to expand section. Select desired notification settings
5. Click **Save**

MAKE YAMMER YOUR OWN

Customizing your Yammer experience begins following co-workers and Topics of interest to you. Yammer will always deliver relevant conversations to your My Feed, and you can access Files, Notes, and Topics directly.

Share Files

1. Click on **top navigation**
2. Browse Files or click Upload File to upload a file to the appropriate group
3. Click **Preview** to view an inline preview of the file



Follow Members

1. Click on **People** in the top navigation
2. Browse the list and click **Follow** next to who you'd like to follow
3. Don't see a coworker? Invite them to the network

Create Notes

1. Click on **Files** in the left navigation
2. Select the Notes tab
3. Browse the list, select the Note you want to **Follow**
4. Click the Note to view its contents and select **Edit Note** to add your thoughts within the Note



GO Forth and Use Yammer!



It's time to take advantage of Yammer's many features and apps, which are designed to help you find answers faster share your knowledge and be more productive. Yammer: join the conversation.



WAYS TO USE YAMMER



Browse conversations: access your Home Page to see what's going on



Create a Note: co-author content to publish for other to edit and provide comments



View other PROFILES: get to know the members' background and expertise



PRAISE a co-worker: recognize a job well done, and efforts that go above and beyond



LIKE a comment: show that you appreciate or agree with what someone shared



TYPE a colleague's name or add them to the cc bar: draw their attention to the conversation



REPLY to a message post: provide answers, insights or suggestions



Send a PRIVATE MESSAGE: discuss a sensitive issue and keep matters discreet



Post an UPDATE: use the Publisher to start a conversation or find what you need



Conduct a SEARCH: view related conversations and files, find people who know the context



Take a POLL: gather opinions and feedback from others to help inform your decision



Collaborate on a file: follow, share, and discuss files to any message for others to preview and comment



Promote an EVENT: use an Event to build awareness about an upcoming activity



Share a CONVERSATION across groups: share existing conversations in a group with others, in a private message or in another group

These are just some ways Yammer helps you communicate and collaborate with external parties to get more done.



DON'T FORGET!

You can also access Yammer from any mobile device using its apps for the iPad, iPhone, Android, Blackberry and Windows Phone. Visit <https://www.yammer.com/about/applications> for more details.

QUESTIONS?

Contact your Network Admin or visit support.microsoft.com/gp/yammer

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