

## 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.

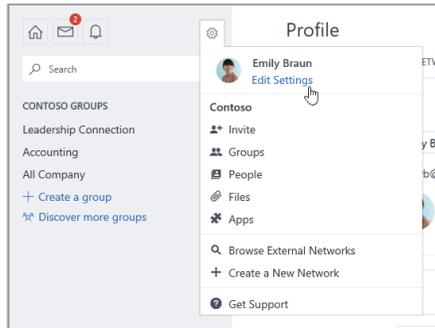
The screenshot shows the Yammer interface with several callout boxes pointing to specific features:

- 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

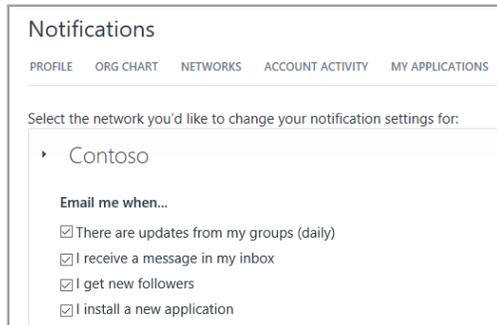
## Edit your Yammer profile

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.



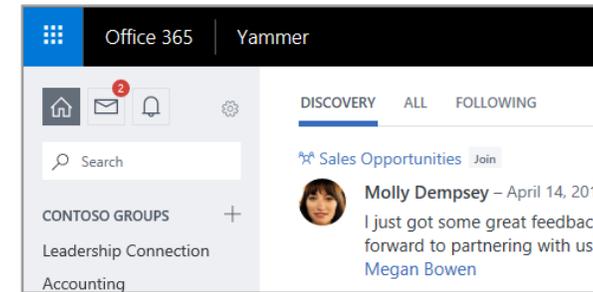
## Set notifications

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



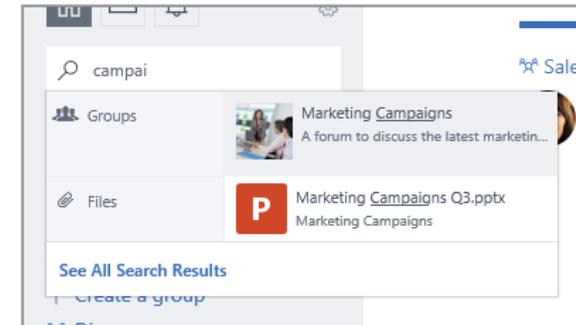
## Discover conversations

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



## Search for answers

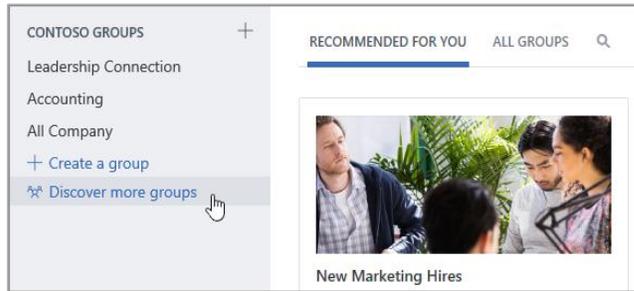
Type keywords into the search bar to find files, conversations, groups, and people. Select **See All Search Results** to see more detail and to filter the results.



# Yammer

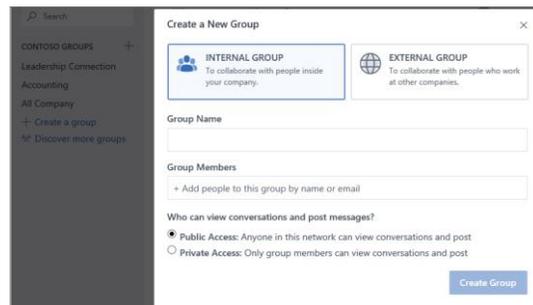
## Join a group

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 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.



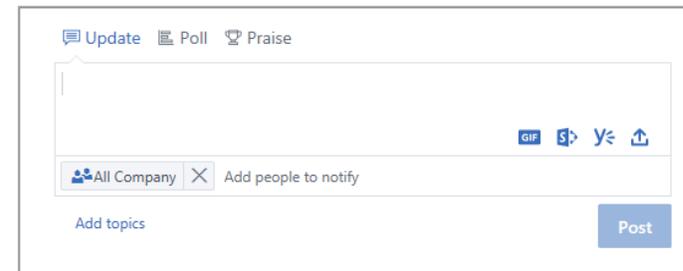
## Like and reply to a post

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!