Yammer Quick Start Guide

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Ready to try Yammer?

Yammer is our company's private social network, an online tool for communication and collaboration. It is here to help you get your work done and to support teamwork and information sharing across our company.

Why Yammer?

Have you ever…

1. Had a question but didn't know whom to ask?

2. Thought of a great idea to build on our success?

3. Wanted to know more about where we're headed?

Yammer lets you

Find answers faster.
Tap into our network to see who has experience with a similar question or knows where to get answers.

Brainstorm with anyone in the company.
You might find inspiration from an intern, the CEO or your counterpart overseas

Stay informed about your trajectory.
Track our progress and understand how your job helps us reach our goal.

What's more, using our Yammer network helps us build a body of knowledge that's instantly accessible by any employee at any time, from any device with an Internet connection.

YOU CAN USE YAMMER TO

- Meet fellow coworkers who share your interests

- Share important news with those who need to know

- Gather opinions and ideas from across our company

- Gain visibility into what's happening

- Discover valuable information to inform your work

- Find the expert help you need to complete a task

- Discuss major decisions and manage change

- Provide peer-to-peer recognition

- Share best practices and solutions

- Communicate in real time, while you're on the go

JOIN THE NETWORK TODAY!

Visit www.yammer.com. Enter your work email address and you'll receive a confirmation email to activate your account.

AS SOON AS YOU JOIN…

Set up your account so you can start using Yammer to communicate, collaborate and share information. Here's how.

COMPLETE YOUR PROFILE

Your Yammer Profile helps your co-workers learn more about you and your work experience, while helping 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 icon of the three dots.

2. Select **Edit Profile**.

3. Upload a photo of yourself.

4. Add your job title, department, location, expertise, contact information and any other details, including links to your profiles on Twitter, Facebook and LinkedIn.

5. Click **Save**.

MANAGE YOUR EMAIL NOTIFICATIONS

By default, Yammer sends you a daily email summarizing the conversations on our network. You can decide to change how often you get these summaries. Here's how to manage your email settings:

1. In the top right corner of your screen, click on the icon of the three dots.

2. Select **Edit Profile**. Then, click **Notifications** from the menu on the left.

3. Check the boxes to select when to receive email notifications and which notifications to receive.

4. Click **Save**.

MAKE YAMMER YOUR OWN

To customize your Yammer experience, join Groups and follow co-workers and Topics of interest. Review your main feed to find posts that are relevant to you.

Join Groups

1. Click on **Groups** in the left navigation bar.

2. Click **+Join** to join a group.

3. If membership approval is required, request admission.

You can also join and access groups from your main feed.

Follow Co-workers

        1. Under the icon with three dots in the top navigation bar, click **People.**

        2. Click **+Follow** to follow a co-worker.

        3. Don't see a colleague? Invite him or her to the network. You can also join and access groups from your main feed.

        You can also follow users by clicking Follow under their thumbnail headshot.

Follow Topics

        1. Under the icon with three dots in the top navigation bar, click **Apps**.

        2. Scroll towards the bottom to **My Apps** and then click **Topics**.

        3. Select any Topic of interest, then click **Follow**.

        You can also follow Topics from conversations, including posts in your main feed.