Yammer Quick Start Guide
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?
   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.

2. Thought of a great idea to build on our success?
   Brainstorm with anyone in the company.
   You might find inspiration from an intern, the CEO or your counterpart overseas.

3. Wanted to know more about where we’re headed?
   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
- Find the expert help you need to complete a task
- Share important news with those who need to know
- Discuss major decisions and manage change
- Gather opinions and ideas from across our company
- Provide peer-to-peer recognition
- Gain visibility into what’s happening
- Share best practices and solutions
- Discover valuable information to inform your work
- 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.