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.

**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 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.
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.
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!