



Yammer Top Tips

Notification Settings

One of the first things to do when you join Yammer is to set your notification settings. Go to the cog in the right-hand corner of the tool left panel and click 'Edit Settings'.

A screenshot of the Microsoft UK Partner Community Yammer interface. At the top, there's a blue header bar with the Yammer logo and the text 'MICROSOFT UK PARTNER COMMUNITY'. Below the header, there's a navigation bar with icons for Home, Mail (with a red '4' badge), and Notifications. To the right of the navigation bar is a user profile for 'Katharine Bale' with options to 'Edit Settings' and 'Poll'. Further down, there's a search bar and a section for 'MICROSOFT UK PARTNER COMMUNITY...'.

From there you can select the tab 'Notifications' and then manually select what information is fed down to you via email.

Desktop Notifier

A quick and easy download of the Yammer [Desktop Notifier App](#) provides alerts if your account has been pinged with a message or an update. It also removes the need to have email updates hitting your inbox.

Homepage

Adding Yammer as your homepage makes it easier to stay updated daily.

A screenshot of a web browser showing the 'Home page' settings. There's a text input field with a house icon placeholder that says 'To create home page tabs, type each address on its own line.' Below the input field, two URLs are listed: 'http://www.bing.com/' and 'https://www.yammer.com/microsoft.com/'. At the bottom, there are three buttons: 'Use current', 'Use default', and 'Use new tab'.

Sharing

Posting a comment is not the only update you can share on Yammer - you can also add an attachment, start a **poll** to get a quick survey-type response from your audience, **praise** someone for their help or hard work and post an **announcement** which will alert all group members by email.

A screenshot of the Yammer sharing interface. At the top, there are four buttons: 'Update', 'Poll', 'Praise', and 'Announcement'. Below these buttons is a text input field with the placeholder 'Share something with this group...'. To the right of the input field is a blue paperclip icon.

Hashtags & Topics



While your Yammer updates are directed at specific groups, using **hashtags (#)** in the topics section of the post helps to keep the information shared grouped together and broadens the scope and **visibility** of your message.

A screenshot of the Yammer interface showing the post creation screen. It includes tabs for 'Update', 'Poll', 'Praise', and 'Announcement'. Below the tabs is a text input field with a cursor. To the right of the input field is a blue 'Post' button. Above the input field are sections for 'Enterprise Managed Partner', 'Add people to notify', and 'Add topics'. A small blue pin icon is also visible.

You can search for topics of interest to you in the top left-hand search bar, and add related topics to your posts.

Read the conversation

If you are going to post a question, check to see if the answer is already on Yammer, more often than not it already is! A **quick scan** of the group conversation or using the **search field** at the top can save time waiting on the answer you need.

Like away!

A great way to acknowledge someone's response to your post or simply express your agreement. Liking a message automatically **re-posts** it to your followers by displaying the message in their feed. This also helps to spread popular content through your network.

Neil Slater, Peter Baker, Alex Winch and Adam Jackson like this.

[Like](#) [Reply](#) [Share](#)



Now you're all set. Happy Yammering!