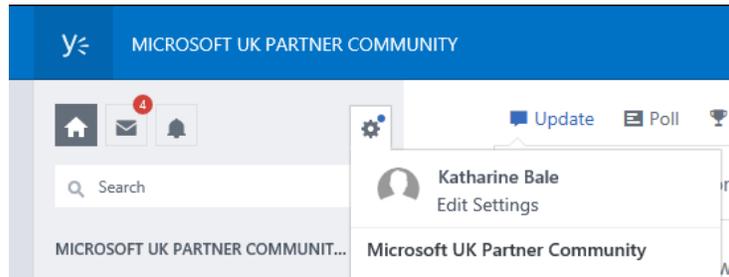




Yammer Top Tips

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'.



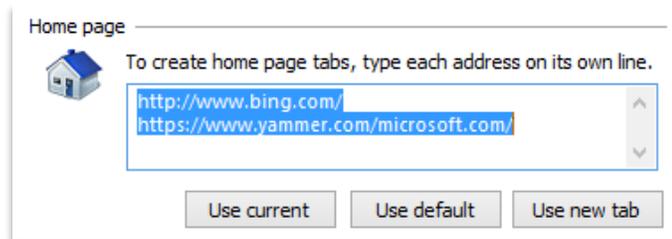
From there you can select the tab 'Notifications' and then manually select what information is fed down to you via email.

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.

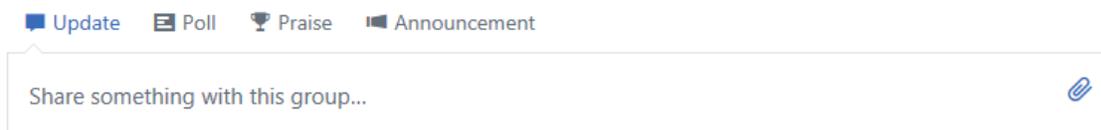
Homepage

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



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.



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 post creation interface. At the top, there are four tabs: 'Update' (selected), 'Poll', 'Praise', and 'Announcement'. Below the tabs is a large text input field with a cursor at the start and a paperclip icon on the right. Underneath the text field is a section with a lock icon and the text 'Enterprise Managed Partner' followed by 'Add people to notify'. Below that is another section with a pencil icon and the text 'Add topics'. At the bottom right of the form is a blue button with a lock icon and the text 'Post'.

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.



Now you're all set. Happy Yammering!