

Quick Start Guide

Connect and engage across your organization and tap into the knowledge of others. Sign into your Microsoft 365 subscription and select **Yammer** from the App launcher.

The screenshot shows the Yammer interface for 'Contoso Electronics'. The top navigation bar includes a search bar and icons for notifications, settings, and help. Below the navigation bar are tabs for 'Discussion', 'Question', 'Praise', and 'Poll'. The main content area displays a post from 'The Landing' (Nov 23) with a photo of various devices and a text post titled 'The importance of branding at Contoso'. The left sidebar contains navigation options: Home Feed, Inbox, Communities, Favorites (Leadership), My communities (All Company, Operations), and Create a Community. Callout boxes provide instructions for various actions: 'Search for answers' (find communities, conversations, and people), 'Personalize your profile' (edit profile and notification settings), 'Start a conversation' (post an Update, Poll, or Praise to the relevant community. Use Hashtags (#) for topics), 'Join a conversation' (You can Like, or React, Reply, or Share a post. Use @mention to include a specific person.), and 'Create a community' (You can make a community open to members from outside your organization..).

Search for answers
Find communities, conversations, and people.

Personalize your profile
Edit your profile and notification settings

Start a conversation
Post an **Update**, **Poll**, or **Praise** to the relevant community. Use **Hashtags** (#) for topics.

Join a conversation
You can **Like**, or **React**, **Reply**, or **Share** a post. Use **@mention** to include a specific person.

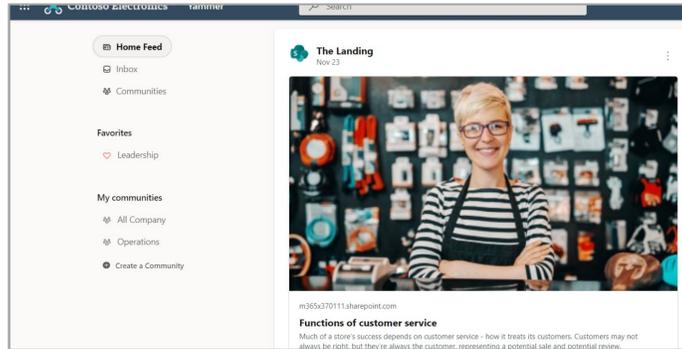
Create a community
You can make a community open to members from outside your organization..

Communities
Your favorite communities to access easily or find a community to join.

Yammer

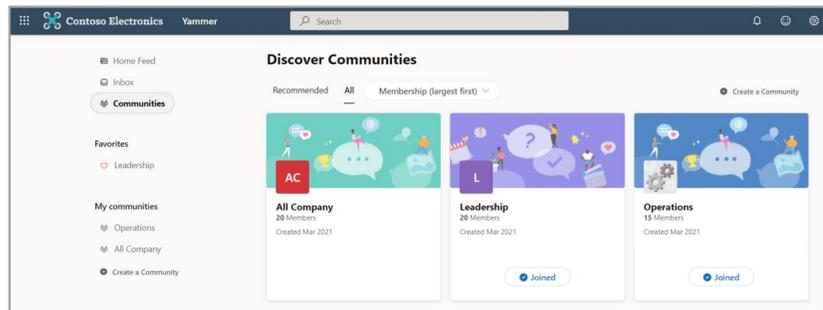
Discover conversations

The **Home Feed** shows you the most relevant conversations related to communities you're connected to, people you're close to, and what's trending across your company.



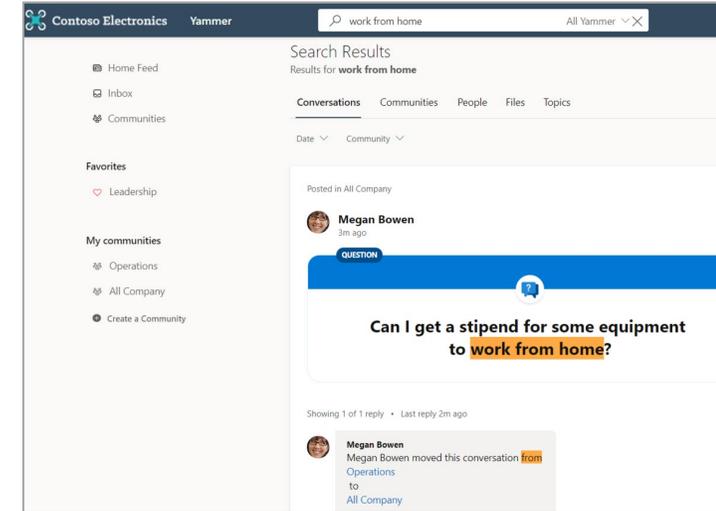
Join a community

Select **Communities** along the left-hand side, then browse or select **Search** to find communities. Select **Join** to join the community. If the community is private, the community administrator will need to approve your join request.



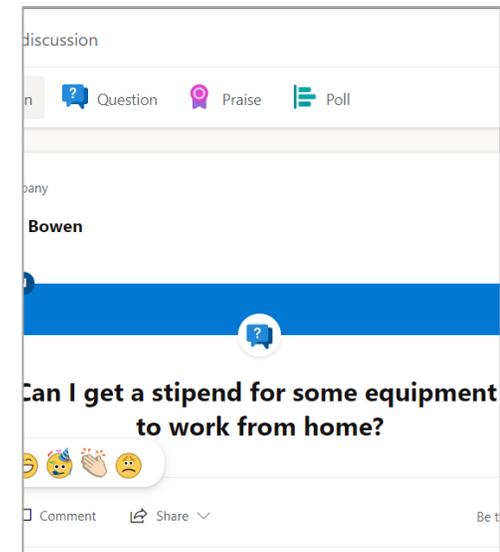
Search for answers

Type keywords into the search bar to find conversations, communities, and people and files. You can search within communities to narrow down results.



Like or react and reply to conversations

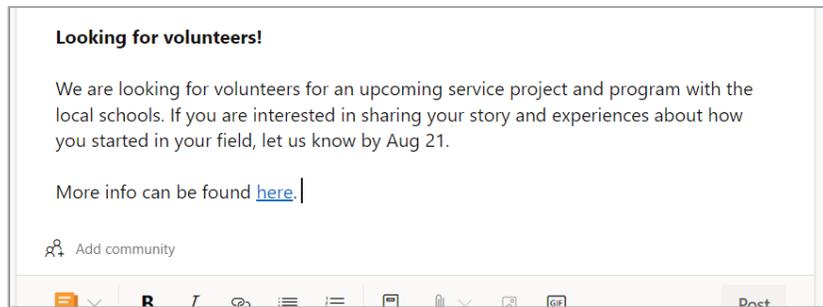
Like or **react** to acknowledge a post. Or **Write a comment** of your own. Use **@mentions** or **Add people** to bring others into the conversations.



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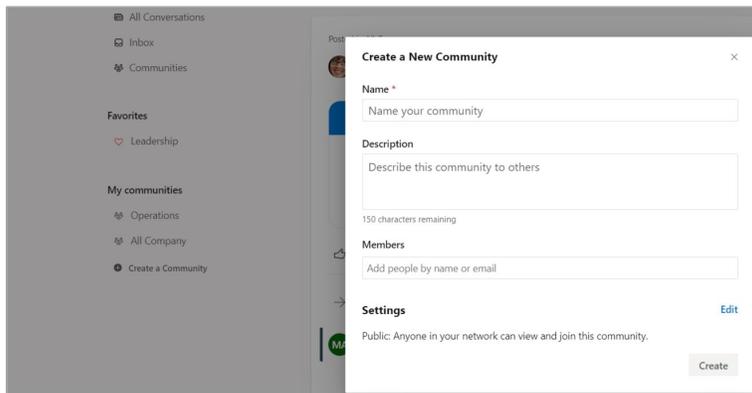
Post an update

Share an idea or post what's on your mind. Use rich text formatting, attach a video or animated GIF or file to your message. Select **Post** to publish your message to the community.



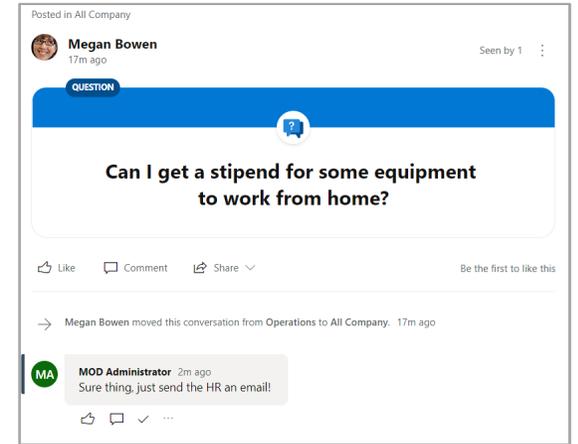
Create a Community

Select **Create a Community** along the left-hand side to create space for conversation, add members, and decide access for your community. Add a description to set expectations, upload a custom photo, and pin important posts within the community.



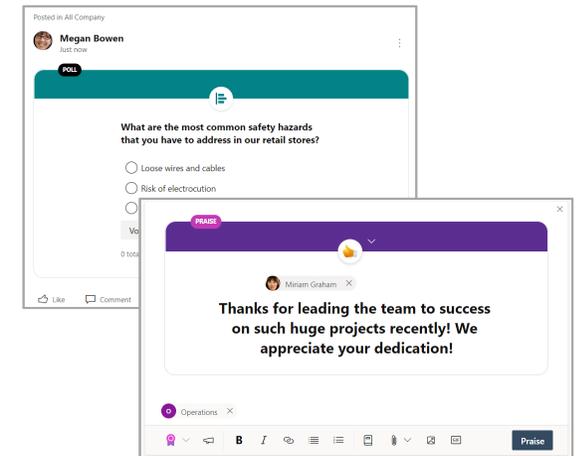
Ask a question

Ask a question of the community. After you've received replies, mark **Best Answer**. Filter the community to search for unanswered questions to add your insight or search previously asked questions.



Post a poll or praise

Take a pulse of the community by sharing a poll or post a praise of someone to celebrate accomplishments.



Yammer

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 M365 profile picture up-to-date, so people can put a face to a name. Keep it professional but let your personality show.
- Add the Yammer app for Microsoft Teams**
Connect with your communities directly from Microsoft Teams by adding the community app.
- Join at least 3 communities based on your work or interests**
Use **Search** to find relevant communities and select **Join** to see conversations and become a member of that community.
- Join the [New to Yammer/Yammer 101/Yammer Help] community**
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 Community to introduce yourself. Try typing a colleague's name to bring them into the conversation.
- Respond to conversations in Outlook**
Interact directly from Outlook with conversations you are part of and keep the conversations going.
- 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=2183236>.

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!