

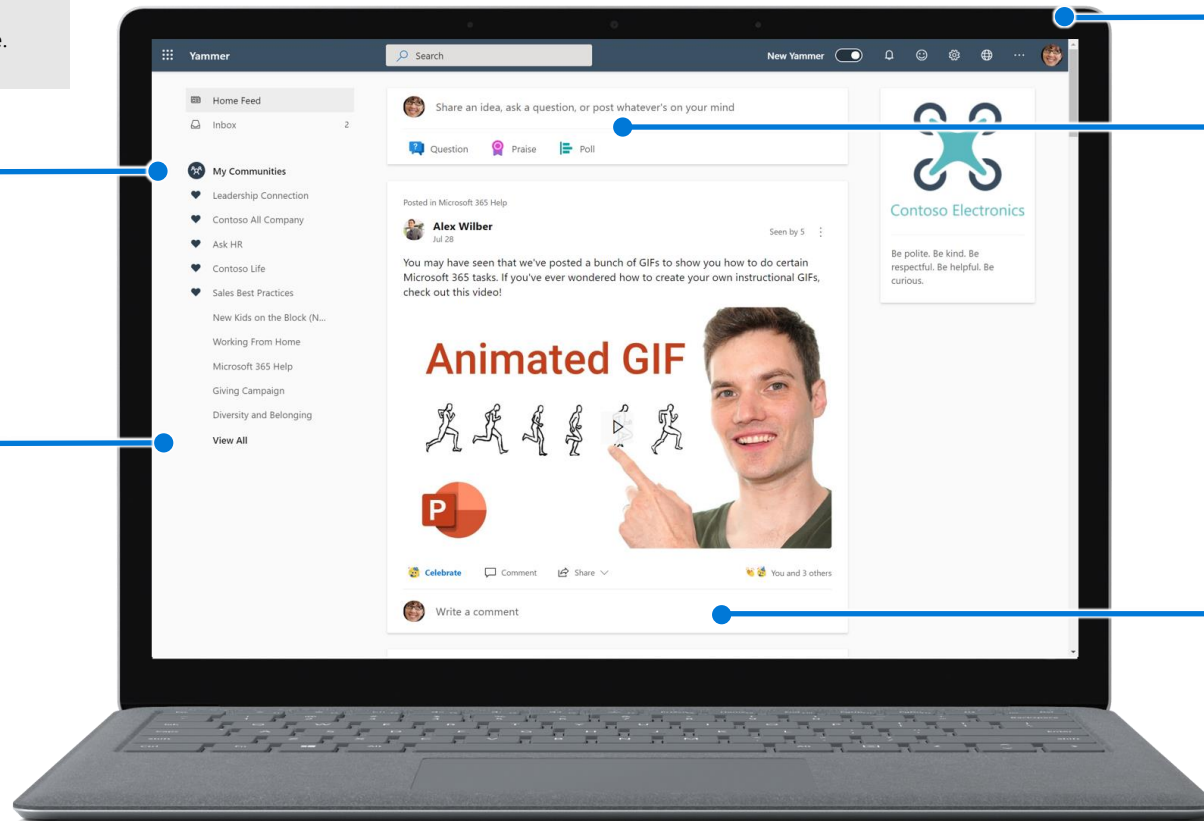
## Quick Start Guide

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

**Search for answers**  
Find communities, conversations, and people.

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

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



**Personalize your profile**  
Edit your profile and notification settings

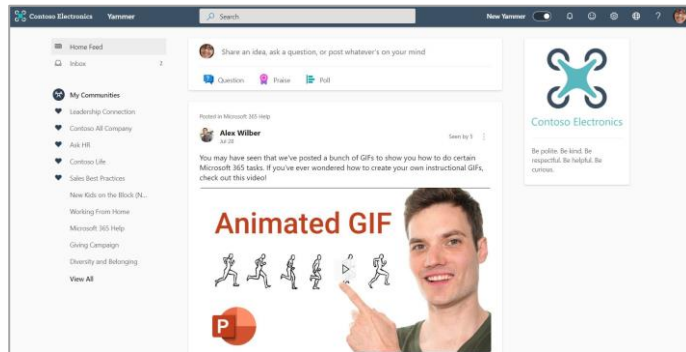
**Start a new conversation**  
Post an **Update**, **Poll**, or **Praise** to the relevant community. Use **Hashtags** (#) for topics.

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

# Yammer

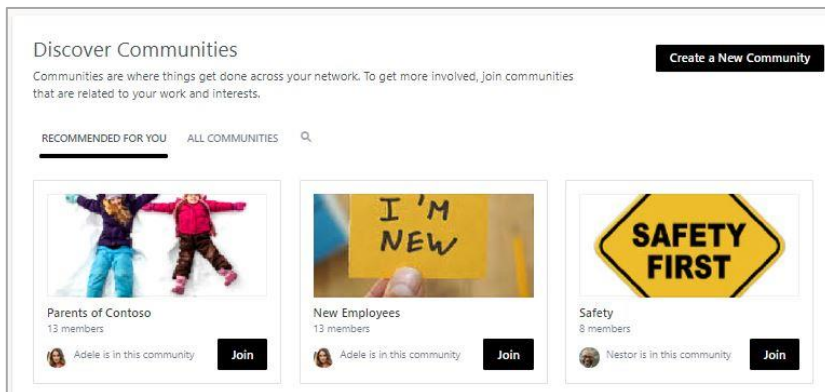
## Discover conversations

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.



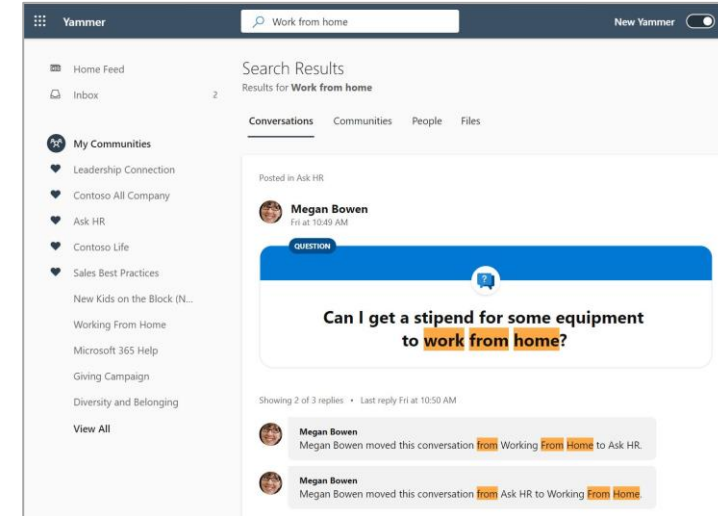
## Join a community

Select **Discover more 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.



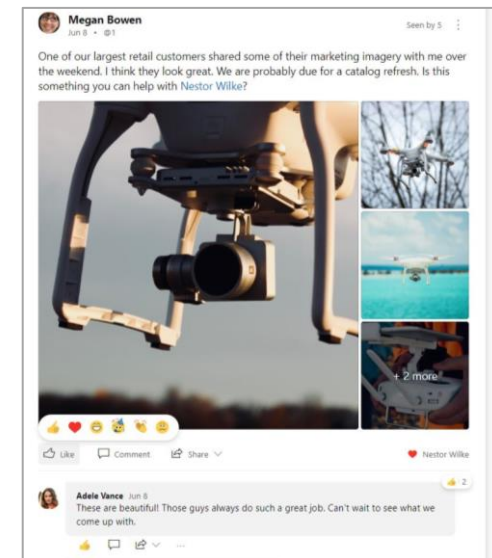
## Search for answers

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

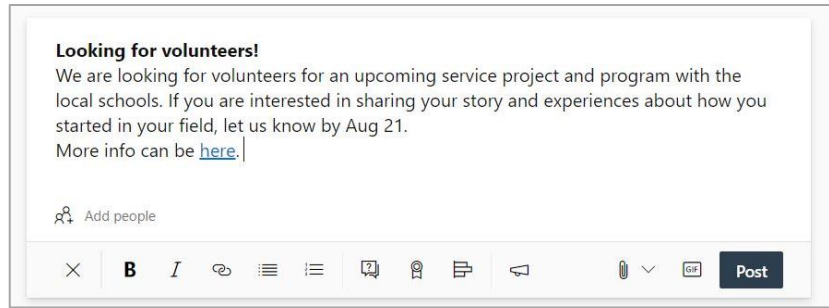
**Like** or **react** to acknowledge a post. Select **Reply** to compose a response. Use **@mentions** or **Notify more people** to bring others into the conversations.



# Yammer

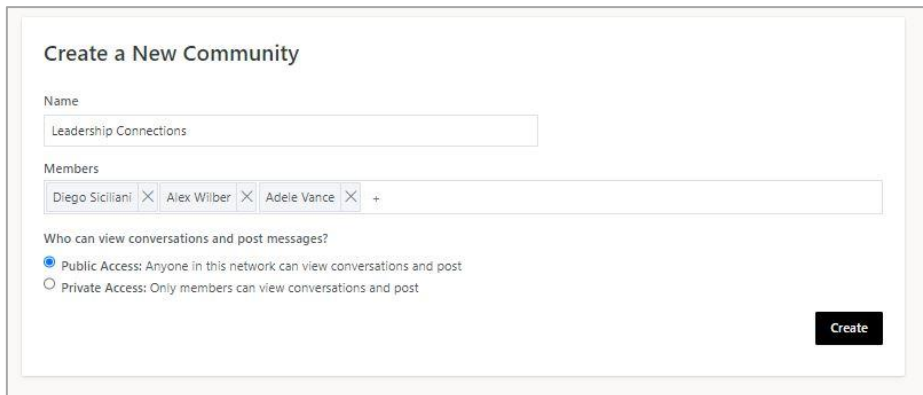
## Post an update

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. Click **Post** to publish your message to the community.



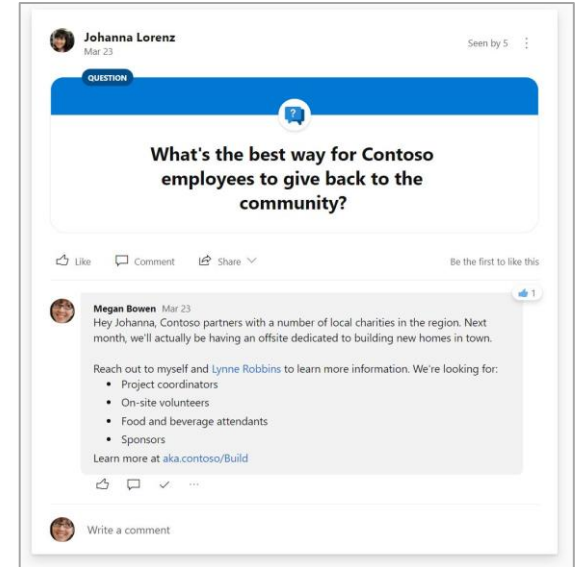
## Create a Community

Click **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 cover photo, and pin important posts within the new community.



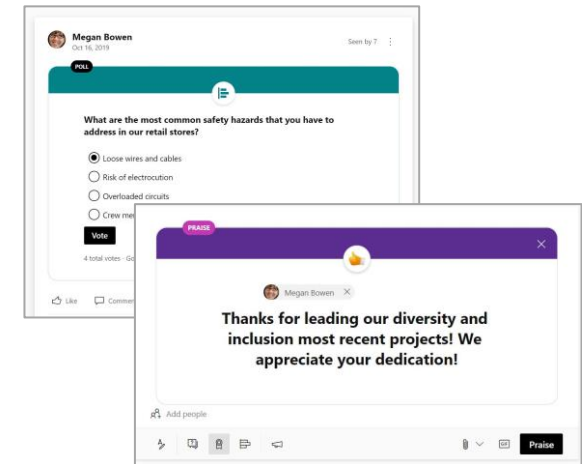
## Ask a question

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

## 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.

#### **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://support.microsoft.com/en-us/yammer?wt.mc\\_id=otc\\_yammer&ui=en-us&rs=en-us&ad=us](https://support.microsoft.com/en-us/yammer?wt.mc_id=otc_yammer&ui=en-us&rs=en-us&ad=us).

#### **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!