Getting Started

What is Yammer?

It's connections. Connections between people, teams, offices and ideas. You help build the network every time you post about your work, ask a question, provide an answer, or share a discovery. Over time, our network will grow to become our company's resource for knowledge, collaboration and inspiration. It all starts with a single post: what are you working on?

Complete your profile.

Your user profile helps colleagues learn more about you, your work background and expertise. Upload a headshot to help your colleagues put a face to your name.

Here's how:

Go to Account in the top right corner of the screen and select My Profile. Click Edit Profile. Select Profile from the menu on the left. At a minimum, complete the following fields: Job Title, Department, Location, Work Phone and Mobile Phone (if applicable). Complete the other profile fields—focus on your bio and expertise so your colleagues get to know you. You can add your contact information and professional experience, and include links to your profiles on Twitter, LinkedIn and Facebook if you like. Click Save at the bottom of the page.

Post an update.

Our company Yammer network is only as valuable as the information shared within it. Your posts or “yams” should stimulate discussion, invite great ideas and encourage collaboration.

Here's how:

Type your message into the Publisher, the text field that says, “What are you working on?” Click Update to share your post with members of a Group you belong to. You can also share a Question, Poll, Event, Idea or Praise to receive answers and responses from your colleagues.

Join Groups, follow colleagues, add Topics.

Join a Group to collaborate with other employees. Follow your colleagues so you can see their messages in your My Feed. You can also add topics to conversations and follow Topics that have been created.

Here's how:

Join a Group: click Groups Directory from the menu on the left. Click +Join to the right of the group name. Click –Leave if the group no longer interests you.

Follow a colleague: click Follow under their profile photo, or navigate to the profile of the person you would like to follow. Click +Follow at the top right of the profile page.

Add a Topic: click More under the first message in a conversation, then click add a Topic. Type the Topic; type ahead will let you select a duplicate or related topic previously created. Hit return or click Add and the Topic will be added. You can also follow other Topics by visiting the Topics directory or click on other Topics applied to conversations. Once selected, just click +Follow.

Set notifications.

Decide when you would like Yammer to send you email notifications.

Here's how:

Go to Account in the top right corner of the screen and select My Profile. Click Edit Profile. Select Notifications from the menu on the left. By default, you will receive a weekly email activity summary from Yammer. You can update the notification to daily, weekly or never. Specify when you would like to receive email notifications by checking (or unchecking) the boxes next to the listed Email me when options. Click Save.