



Yammer Quick Start Guide



COMPLETE YOUR PROFILE

1. In the top right corner of your screen, click on "... " and "Edit Profile".
2. Upload a **picture!** 😊
3. Add your job title, department, **Country**, expertise, contact information.
4. Click **Save**.



MANAGE YOUR NOTIFICATIONS

By default, Yammer will send you a weekly email activity summary. You can change this notification to weekly or never.

Here's how to manage your email settings:

1. In the top right corner of your screen, click on "... " and "Edit Profile".
 2. Select **Notifications** from the menu on the left.
 3. Specify when you would like to receive email notifications by checking or unchecking the boxes next to the list of **Email me when** options.
- Please uncheck everything except: "**I receive a message in my Inbox**" and "**Someone invites me to a group**".
4. **Check the group(s) you belong to** receive notifications!
 5. Click **Save**.



JOIN GROUPS:

In "**All Network**" the messages are sent to all members of the full Network.

In addition to your Working Groups, we invite you to join the following groups:

- Yammer Help UBC :** You have a problem finding the features? Go to the Yammer help group, see the user guides, post your question and try to find the answer in the existing discussions.
- "Coffee Corner" UBC:** You want to have an informal discussion with other members of the Network? This group is done for you!



POST MESSAGES

Private chat with your colleague(s): open a private chat in the right lower corner or in your Inbox on the Top left.

Public chat with the members of a group: Click on the appropriate Group (left side bar), post you message on the feed. Better! Reply to an existing conversation with the same topic.

Note: The conversation will be **recorded in your Inbox** and only visible by the participants of the discussion.

Don't Forget to **"tag"** your message with a **"Topic"**! 😊

ON YOUR MOBILE DEVICE!

You can also access Yammer from any mobile device using its apps for Ipad, Android, Blackberry and Windows Phone.
 Visit <https://www.yammer.com/europeanweekofsport/apps?from=nav> for more details