



# Getting the MOST Out of Microsoft Yammer

w/ Rhett Reswik  
Software/Systems Trainer  
reswik@dcccd.edu



## The Five W's

### Who can use Yammer?

Internally, any **employee** on the **DCCCD** network (with a dcccd.edu email address);  
externally, anyone with an **organizational email account** (.edu, .gov, company address;  
NOT webmail (i.e. gmail, yahoo email addresses are not allowed)).

### What is Yammer?

Yammer is a **social media** (i.e. **collaborative/crowdsourcing**) tool for the office workspace.

### When should I use Yammer?

You can check-in **daily**, or **set notifications** as needed.

### Where can I access Yammer?

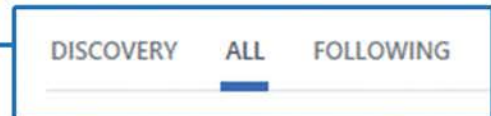
Yammer is part of your **Office 365** product/app selection, accessible through **yammer.com** or **myPortal**. You can use an app or a web browser with an internet connection (it is a **cloud-based** product).

### Why should I use Yammer?

Yammer is great for **networking**, meeting in **digital office spaces** (called Groups), or grabbing **feedback** from those with a variety of expertise across the DCCCD.

## Yammer's TOP 10 "Things you should know/do"

1. Use a **profile picture** of... **YOU!** Help your colleagues put a name with a face.
2. Being a **cloud/browser-based** product, Yammer is highly fluid and evolving. You **can't revert** to an older version.
3. There are three primary feeds (on your home page):
  - **DISCOVERY** - uses an algorithm to adapt to you
  - **ALL** - shows **all posts** from **all PUBLIC Groups**
  - **FOLLOWING** - only shows posts from Groups you're following



4. Click **Discover more groups** to search for and/or create Internal/External Public/Private groups



5. Click the "+" (plus) sign next to **DCCCD GROUPS** to immediately **Create a New Group**.

6. Create/edit/collaborate **NOTES** within a particular Group.
7. **Upload** documents **and edit** (in Yammer), if the originating file is in the **current version** of its **MSFT Office** equivalent (i.e. upload Excel/Word/PPT 2016 files to collaboratively edit in Yammer).



8. Need some business advice? Use the post **Poll** option.
9. Visit the **App Directory**, to see if any apps can boost your Yammer experience.
10. Yes, Yammer has **shortcuts**. Take a look at the next page...

## Getting the Most Out of Microsoft Yammer (continued)...

### Keyboard Shortcuts

To use any of the following, make sure your cursor is not in a text field, then type:

#### Site wide

- ? Show Keyboard Shortcuts
- / Search
- k Navigate Up
- j Navigate Down

#### Feed

- . Refresh Feed
- c Compose a message
- r Reply to current message
- + Like current message
- t Add topic

#### Site navigation

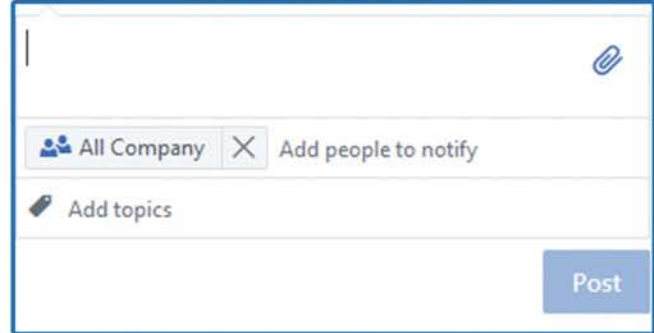
(hold "g," and tap corresponding letter)

- gh Go to Home
- gi Go to Inbox
- gc Go to All Company
- gn Open Notifications

#### Inbox Message

- u Mark as unread

### When Posting...



- To **mention someone in a post**, either:
  - type the "@" symbol and his/her name, or,
  - type in regular sentence casing ...then click on his/her name as it appears.
- **Tag Groups/People** in the **Add people to notify** field
- **Add topics** to make your post easily searchable (like "hashtags," "#" sign unneeded).

### Notification Pane



- **Left side** of browser window
- **Inbox/Envelope** icon will alert you if...
  - ...you've been **mentioned in a Post**.
  - ...**someone replied** to you.
  - ...you have any **private messages**.
- **Bell** icon will alert you if...
  - ...you've been **mentioned in a Note**.
  - ...you have any new **Followers**.
  - ...you have any new **Likes/Invitations**.
- **Gear/Cog** icon has a convenient flyout menu to edit your profile **Settings**, and to access:

- 🔍 Browse External Networks
- + Create a New Network
- 🔗 Get Support

- DCCCD
- + Invite
- 👥 Groups
- 👤 People
- 📎 Files
- ⚙️ Apps

### Group Document Editing

ALL CONVERSATIONS FILES NOTES 🔍

- On a particular **Group home page**, look for the **FILES** menu bar selection to upload files for **Group edits**.
- After selecting a file (preferably compatible with latest version of MSFT Office), look for the **Edit File** link to the right side of the page:
- You can choose the **Current Version**, or past versions, in the **VERSION HISTORY** section.

#### FILE ACTIONS

- 📄 Download (59.2 KB)
- ✏️ Edit File

#### VERSION HISTORY

- 👤 Current Version

**Important!**

- Yammer was/is designed primarily to be a tool of **public** use within an organization and with its partners.
  - With this in mind, please be mindful of the **transparency** in which you operate (collaboration with an open-door policy).

Enjoy!