



Microsoft

Yammer 2013

Reference Sheet



Yammer Benefits

Yammer helps you:

- Ask questions and find answers faster
- Save time by sharing great projects and preventing duplicate work
- Meet colleagues with similar interests and relevant expertise
- Share news and announcements with the people who need to know
- Discuss major decisions and prepare for change
- Gather opinions and ideas from across the company
- Coordinate work for projects and teams
- Gain visibility and insight on what's happening, and where
- Introduce new hires and get them up to speed quickly
- Discover valuable information that can help you get more done
- Stay connected on-the-go with Yammer mobile apps

Features

Set Notifications – Select Edit Account > Select Notifications to view and update your settings

Start Conversations – Use @mentioning and + Add people to notify to loop-in the right people

Join Conversations – Like: If you like it, to acknowledge it or to say thank you. Reply: To a specific person with a Conversation thread. Share: A Conversation with another group or in a Private Message.

Add and Follow Topics – Search for a Topic. Then Follow or Share it.

Add Files and Notes to New Conversations and to Replies – Use the Paperclip to attach a File or Note to your post. Hover Over a file or Note to +Preview it, +Follow it, Share it, or Go to it. Create a Note and Link to a Person, Web Address, another File or Note.

Collaborate with Files and Notes – Download the document, Email it, Upload a New Version, Delete or View Full screen. Add and Reply to in-line comments, Draw and Highlight. Add Related Files and Notes from other Groups.

Discover with the Activity Ticker – Hover over any activity story to learn more and get involved. Manage activity from other business application, including SharePoint, and Salesforce.

Pin Content to Network & Groups – Company Resources displays Files and Notes that an Admin has added. Network Admins can pin Files and Notes to Company Resources. Group Admins can pin Files and Notes to the Quick Access area within a Group.

What is Yammer?

Yammer is the private and secure enterprise social network through which employees can connect, collaborate and coordinate. Yammer is a communication tool designed for organizations.

- Yammer networks are private - only people with the same email addresses can access your yammer network.
- It is a social network for a company.
- You can post messages to colleagues.
- You can respond to messages from colleagues
- Yammer can be used to assist all users to share tasks, ask questions and look for information.

Keyboard Shortcuts

Feed

“.”	Refresh Feed
C	Compose a message
R	Reply to message
“-” & “+”	Like message
T	Add topic

Sitewide

“/”	Search
Shift + “ ? ”	Show Keyboard Shortcuts
K	Navigate Up
J	Navigate Down

Site navigation

GF	Go to My Feed
GM	Go to Messages
GC	Go to Company

