Yammer Quick Start Guide

What is Yammer?

Yammer is a web based service for asynchronous discussions with other members of the AU community. Anyone can create groups to discuss topics of interest to some, or all, of the AU community. Members of the groups can post, and reply to posts, within these groups.

How to access Yammer:

Step 1: Open the Yammer website.
https://www.yammer.com/athabascau.ca/

Step 2: You may be prompted to Sign Up, if not proceed to step 3.

If you have never used Yammer, or are unsure:
- Enter your Office 365 (@athabascau.ca) email address and click 'Sign Up'.
- Follow the directions to complete the signup process. If you have signed up before, you should receive a message indicating you are already a member.

If you have used AU's Yammer site before:
- Click "Log In"

Step 3: You may be prompted to sign in, if not you should be in Yammer.
- Sign in using your Office 365 credentials.

How to open a group you have already joined:

The groups you have joined will be listed on the left hand side of the page. You can open the group by clicking on the name. If you have joined many groups, you may need to click "View all your groups" at the bottom of the list.

How to join a group:

- Find the group, either by using the search box near the top left corner, or the "Discover more groups" button in the left sidebar.
- Click on the group to open it.
- Click the "+ Join Group" button near the top right corner.
- If the group is not moderated, you will join the group immediately. If the group is moderated, your request to join may need approval.
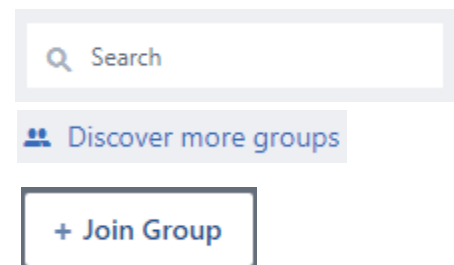
How to control email notifications from a group:

- Open the group.
- Find the "Access Options" section on the right hand side.
- Check or uncheck the box beside "Subscribe to this group by email".

ACCESS OPTIONS

☐ Subscribe to this group by email

How to post to a group:

- Open the group. Some groups may require you to join before you can post.
- Click in the "Share something with this group…" text box.

💬 Update   🗒 Poll   🏆 Praise   Get Ideas

Share something with this group…

- Enter your post. You can also attach an image or file to your reply using the icons that appear once you click in the text box.
- When your message is ready, click "Post".

GIF S⊳ Y⋲ ⬆

Post

How to post to a group by email:

- Open the group. Some groups may require you to join before you can post.
- Click "Post to this group by email".
- Copy the group email address displayed in the popup box.
- Email your post to the group email address.

ACCESS OPTIONS

☑ Subscribe to this group by email

✉ Post to this group by email

How to comment on a post:

- Find the post to which you want to reply.
- Click in the "Write a reply" text box.

Write a reply

- Enter your reply. You can also attach an image or file to your reply using the icons that appear once you click in the text box.
- When your reply is ready, click "Post".

GIF S⊳ Y⋲ ⬆

Post

How to leave a group:

- Open the group.
- Move your mouse pointer over the "Joined" button near the top right corner.
- The "Joined" button will change to a "Leave" button. Click the Leave button.
- If you are prompted to confirm, click "OK".

✓ Joined

⟼ Leave