



University Information
Technology Services

Yammer

Getting Started

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Introduction

Yammer is a private collaboration tool that helps you connect to colleagues in your organization, share information across teams, and organize around projects. Only your coworkers can join, so your communications on Yammer are secure and visible only to people within your organization.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Sign In and Out of Yammer
- Navigate and Manage your Inbox
- Access, Create, and Manage Groups
- Configure Notifications
- Follow People and Conversations
- Upload Files

Accessing Yammer

1. From *the Office 365* home page, click the **Yammer** icon to launch the app.

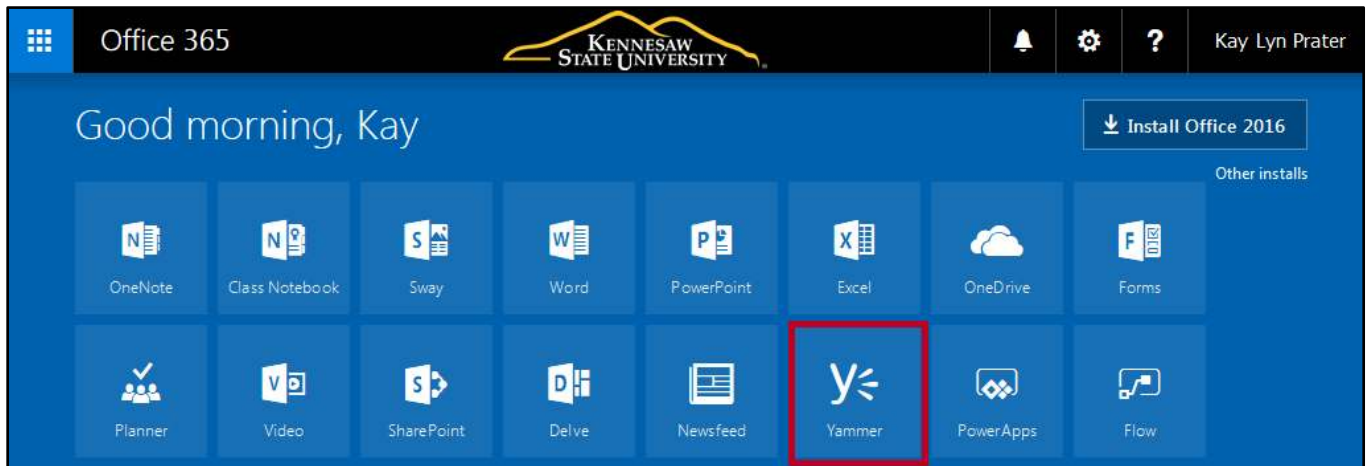


Figure 1 - Click Yammer

2. You can also launch Yammer from within another app on Office 365 (e.g. SharePoint, OneDrive, etc.). Click the **App Launcher** (See Figure 2).
3. Click **Yammer** (See Figure 2).

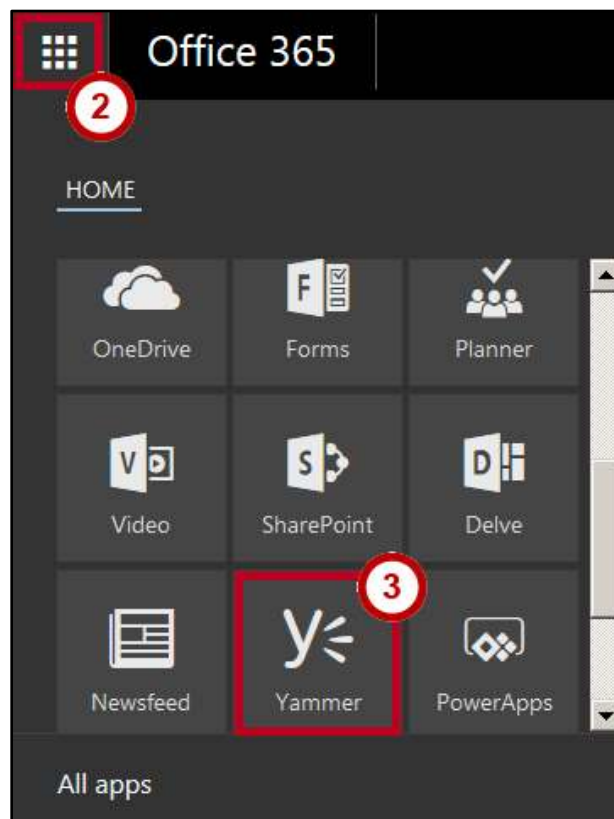


Figure 2 - Open Yammer

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