Yammer: Quick Start Guide

Yammer is an enterprise social networking service used for communication within James Cook University (JCU). Yammer at JCU is particularly useful for joining discussions, sharing success stories, getting quick answers to questions, and having productive, spontaneous conversations with experts and creatives across campuses.
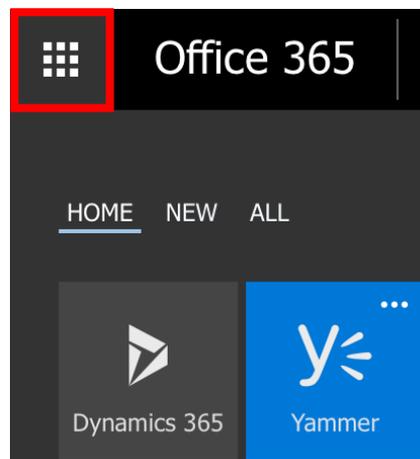
Accessing Yammer

1. **Open** a web browser and go to https://staff.jcu.edu.au/
2. **Log in** with a **JCU staff email address and password**.

JAMES COOK UNIVERSITY AUSTRALIA

Sign in

emailaddress@jcu.edu.au

Next

3. **Click** on the **Application launcher** and select **Yammer**, this opens the Yammer home page.

Office 365

HOME   NEW   ALL

Dynamics 365   Yammer

Yammer Home Page

The yammer home page has three columns, with multiple elements.

Home
Return to home page

Message Inbox
Access private and group chat messages.

Notifications
View notifications

Suggested groups
Groups to join

Getting Started
Yammer tutorial

Private Messages
Lists people you have chatted with and a new message button

Newsfeed
Displays updates from people and groups you follow.

Post Editor
Where you go to create new posts.

Recent Activity
Lists recent activity from people you follow.

Interacting with Posts

Interact with posts in the news feed using the buttons below each post.

👍 LIKE   ↩ REPLY   ⤳ SHARE

LIKE   Clicking **like** shows appreciation for a post and also used to indicate the post has been read.

REPLY   Use **reply** to join the discussion and comment on an existing post.

SHARE   Sharing, reposts the post content on your own profile, enabling people that follow you to view the post. Think before sharing content from private groups, as this may be inappropriate.

Creating a New Post

1. To publish a new post, **Click** on the name of the **Yammer group** to post in, Yammer groups are displayed in the left hand menu.
2. **Select** the type of post: **Update, Poll** or **Praise**.   Updates are new posts, Polls ask questions and Praise is a way to celebrate the achievements of your co-workers.

💬 Update   🗐 Poll   🏆 Praise

3. **Click** in the **text box** to begin writing.
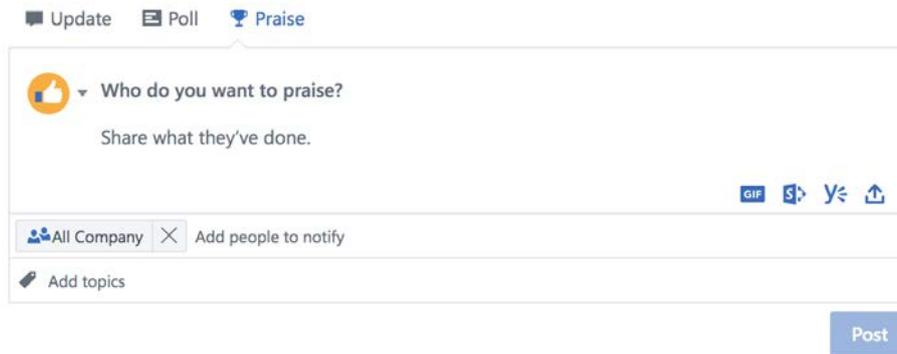
4. **Tag** & notify people or groups about your post by adding their names in the notification box, or add an @ sign in front of someone's name in the post body to tag & notify them.
5. **Topics** can be added to posts via the topic box, topics make searching for information in Yammer easier.
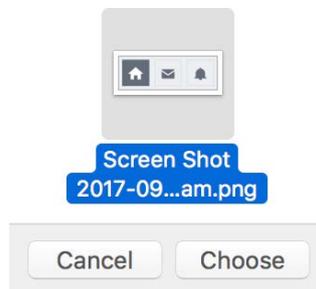

Attaching a File

Files or media can be added directly to posts, either while creating a new post or replying to an existing post.

1. **Click upload** from the new post or reply **text box**.

⬆

2. **Locate** the **file** or **photo** to upload.
3. **Select** the file and click **Choose/Open.** A progress bar will appear and the file will begin uploading.

Publishing a Post

1. To publish a post, **click Post** from the new post or reply text box.

Post

Edit or Delete a Post

After publishing, posts can be edited or deleted by the author.

 EDIT

Edit post   **Click Edit** displayed below the post

Delete post   **Click** the **triple dot** menu below post and **select Delete** from the drop-down options
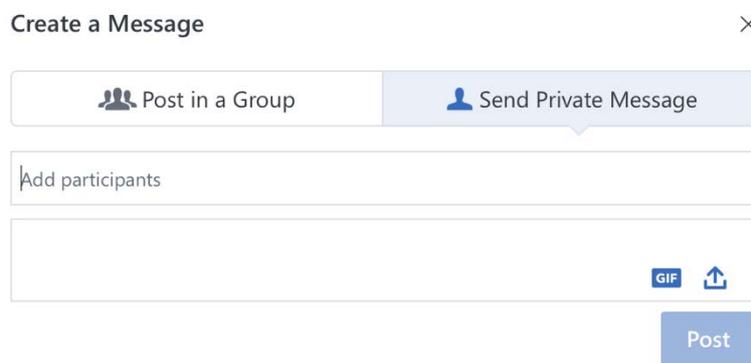
 Delete

Private Messaging (PM)

1. To send a PM in Yammer, **click + Create message** from the left hand menu, this opens the new message box.

2. To **add** recipients begin typing a name in the **add participants** text box and select name from the pop-up list. Add one name or many, for a group chat.

3. When finished typing the message, **click Post** to send.

Attaching a File to a Message

Files or media can be added directly to messages either while creating a new message or replying to an existing message.

1. **Click upload** from the message editor or reply **text box**.

4. **Locate** the **file** or **photo** to upload.
5. **Select** the file and click **Choose/Open.** A progress bar will appear and the file will begin uploading.
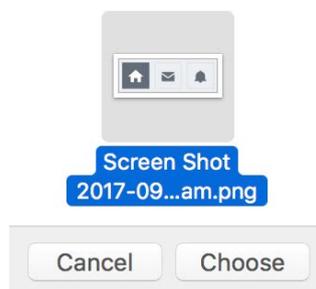
Want More?

Lynda.com has information and tutorials on using Yammer or please contact the ICT Help Desk.