



Microsoft Yammer FAQs

Table of Contents

Microsoft Yammer FAQs	3
Basic Information	3
What is Yammer?	3
How do I access Yammer?	3
What messages can I see?	3
How do I change my Yammer profile and settings?	3
How do I follow/unfollow other people on Yammer?	3
How do I send a message?	4
How do create polls, praise, announcements, and questions in Yammer?	4
How do I pin, close, and report conversations in Yammer?	4
What do I manage my Yammer Inbox?	4
Can I unsubscribe myself from Yammer?	4
Communities	5
What are Communities?	5
How do I join and create a community in Yammer?	5
How do I manage a community in Yammer?	5
How do I delete a community in Yammer?	5
What are community owner best practices?	5

Microsoft Yammer FAQs


Basic Information

What is Yammer?

Yammer is a social network that helps you openly connect and engage across your organization, share knowledge in communities, discuss ideas, and collaborate with others around the globe. Not only does Yammer connect you with the people and the information you need to achieve more. It also gives you the tools to work better together, no matter where your collaborators are located.

Learn more about Yammer at [Welcome to new Yammer](#) and review [this quick start guide](#).

How do I access Yammer?

Sign in to your Office 365 account at <http://email.miami.edu> and then click **Yammer** from the Navigation Pane at the top of the window, the icon should look like this .

What messages can I see?

On your Yammer homepage you'll see all public posts from people you follow. If you use the All Company setting you will see all public posts for the University network.

How do I change my Yammer profile and settings?

Please visit [Change my Yammer profile and settings](#).

How do I follow/unfollow other people on Yammer?

When you follow someone on Yammer it means you want to see messages from them in your feed. In the search bar at the top of the Yammer window, type the name of the user you wish to follow/unfollow. Click the appropriate person that appears in the dropdown menu. Click the user you wish to follow/unfollow and their contact and Yammer activity will appear. Click **+ Follow** to the right of their name to follow or hover over **Following** and **— Unfollow** to stop following.

How do I send a message?

Click on **Inbox**, the envelope icon on the toolbar above your photo, and then select **New Private Message**. Complete the other fields and click **Post** to send.

How do create polls, praise, announcements, and questions in Yammer?

Please visit [Create polls, praise, announcements, and questions in Yammer](#).

How do I pin, close, and report conversations in Yammer?

Please visit [Pin, close, and report conversations in Yammer](#).

What do I manage my Yammer Inbox?

Please visit [Manage your Yammer Inbox](#).

Can I unsubscribe myself from Yammer?

Please visit [Can I unsubscribe myself from Yammer?](#).

Communities

What are Communities?

Communities in Yammer serve the needs of knowledge-sharing, employee experience, company-wide communications, and leadership engagement by providing a central place for your conversations, files, events, and updates. When you create a community, you automatically become an owner of the community. To learn how to manage your community, see [Manage a community in Yammer](#).

How do I join and create a community in Yammer?

Please visit [Join and create a community in Yammer](#).

How do I manage a community in Yammer?

Please visit [Manage a community in Yammer](#).

How do I delete a community in Yammer?

Please visit [Delete a community in Yammer](#).

What are community owner best practices?

Please visit [Community owner guide and best practices](#).