



Office 365 Yammer FAQs


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Office 365 Yammer FAQs

Basic Information

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 .

How do I edit my profile details?

Click on the **Gear** icon next to your name in the bottom left of screen and click **Edit Settings**. Once you're done making edits click **Save** at the bottom of the page.

How do I upload a photo in my profile?

Click on the **Gear** icon next to your name in the bottom left of screen and click **Edit Settings**. In the Profile Tab, underneath the Basics heading click **Choose File** next to Photo. Locate the photo on your computer and click **OK**. Click **Save** at the bottom of the page to save the change.

What is a Daily Digest Email?

The digest email is a summary of new messages posted by members in your network. You can choose to receive this email Daily, Weekly, or Never by changing the option selected in your account's notification settings.

To get to your account's notification settings, log into your Yammer account Click on the **Gear** icon next to your name in the bottom left of screen and click **Edit Settings**. In the Notifications Tab you will find **Activity Digest**, "Send me a digest of message activity" section header which has a drop down for digest sending options, "Daily, Weekly, or Never." When you're done, click **Save** at the bottom to put all the changes that you've made into effect.

How do I follow other people?

When you follow someone on Yammer it means you want to see messages from them in your feed. Under the icon with three dots in the top navigation bar, click **People**. Click **+Follow** to follow a coworker. You can also follow users by clicking **Follow** under their thumbnail headshot.

How do I follow/un-follow someone on Yammer?

Under the icon with three dots in the top navigation bar, click **People**. Locate the user you wish to unfollow, hover over **Following** to the right of their name and click follow or **-Unfollow**.

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 send a message?

Click on **Inbox**, the envelope icon on the toolbar above your photo, and then on **Create Message**. A dialogue box will appear. Select Send Private Message or Post In A Group as needed, complete the other fields and click **Post** to send.

How do I send a public message?

On your Yammer homepage click the field underneath the Update field at the top of the window, type an @ symbol, and type name of the person you wish to send a message to. Names will start appear as you type. Select the appropriate person and complete your message. Click on **Post** to send. The message will appear on the recipient's profile page, their news feed and your news feed. The message also appears on the newsfeed of anyone following yourself or the recipient. Public messages should only be used for messages that are not of a confidential nature and those you are happy for other people to read.

How do I stop receiving emails from Yammer?

To get to your account's notification settings, log into your Yammer account Click on the **Gear** icon next to your name in the bottom left of screen and click **Edit Settings**. In the Notifications Tab you will find a section titled **Email me when....** You can then change the email settings to suit you. When you're done, click **Save** at the bottom to put all the changes that you've made into effect.

Groups

What are Groups?

Groups are a great way to get work done with a team or to stay informed about a topic. The All Company Group is the default group everyone posts into, you're automatically part of this group. You can join any public group but will need to be invited to a private group. Click the Groups link to find groups you want to join or to create a new group.

How do I join a Group?

On your Yammer homepage click on the three dots in top left and choose **Groups** in the drop-down menu and you will see a list of the groups in your network. You have the option of viewing Suggested Groups, My Groups, and All Groups. Depending on whether you are a member of the group already, you will see a **Join** button or a **Joined** when you hover over a group. When you hover over the "Joined" button, it will change to "Leave", giving you the option to leave the group right from this screen.

How do I create a group in Yammer?

Please visit [Create a group in Yammer](#).

How do I manage a group in Yammer?

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

How do I delete a group in Yammer?

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

What are group owner best practices?

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