



Microsoft Yammer

Format: Half Day
Max Capacity 6

Microsoft Yammer is a tool created to help you connect and engage across the whole company. The tool is typically used to convey a message or information to a wider audience. For example, a company would use Yammer to announce company-wide information including those on the move with the Yammer mobile app.

Course Content

Yammer Introduction

- Navigating the Yammer Interface
- Editing the Yammer Profile
- Download the Windows Desktop Notifier
- Set notification options
- Download Yammer Mobile Apps

Working with the Home Feed

- Follow people and topics
- Post a message
- Like, reply and share stuff
- Chat with colleagues
- Set Online Now options
- Following up
- Searching with Yammer

Working with Groups

- View and join a group
- Groups participation
- Poll members of a group
- Add external participants in group conversations
- Working with Notes and Files

Attaching and uploading files

- Previewing files
- Editing and collaborating
- Creating and publishing
- Links and managing notes and files
- Post messages and work in groups
- Find and share content
- Discover and organise information