

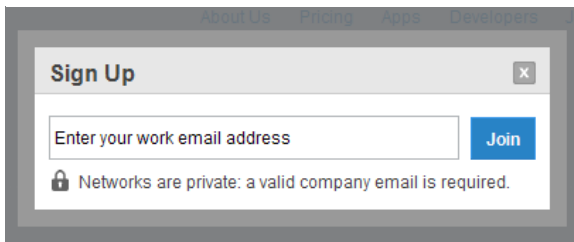


# Getting Started

## What is Yammer?

- Yammer is a communication tool for organizations
- You post messages and respond to your colleagues' messages
- You see messages from the people, groups, and tags that you follow
- Yammer networks are private. A valid company email address is required to join. Members of the Abacus ALS network need an @abacus-als.com email address to join.
- Once you have logged in, feel free to customize your profile, add a picture and set your time zone to reflect your location.

### Step 1 – Sign Up visit [www.yammer.com](http://www.yammer.com)



Sign Up

Enter your work email address

Networks are private: a valid company email is required.

### Step 2 – Receive confirmation email



Hi Charlotte Fry,

Thanks for being one of the first people to join the abacus-als.com network on Yammer!

- [Follow people](#) whose messages you want to see.
- [Start or participate in a conversation](#)
- [Invite](#) more people to join.

Welcome to Yammer!  
- The Yammer Team

### Step 3 – Log in



[Learn More](#)

[Contact Sales](#)

## Log In

Email Address:

Password:

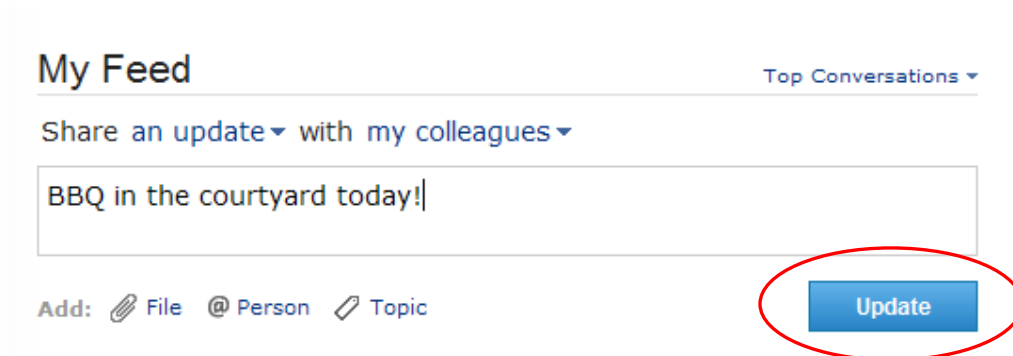
[Forgot password?](#)

Keep me logged in on this computer



## Yammer Messages (Yams)




- To post a Yam, type your message then click "Update"



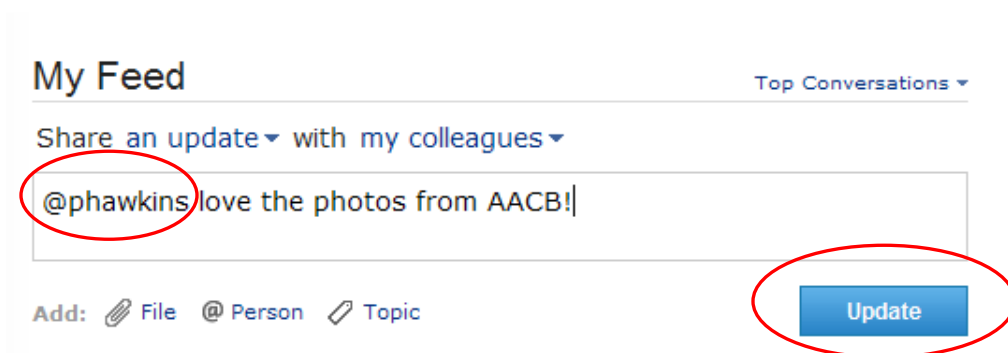
My Feed Top Conversations ▾

Share an update ▾ with my colleagues ▾

BBQ in the courtyard today!

Add:  File  @ Person  Topic Update




- Your followers will see your yams
- There are two ways to send a Yam to a specific person and be sure that they will see it:
  - @address the person (Yam is visible to anyone within your network): Anywhere in your message, type the "@" symbol followed by the person's name or username and Yammer will make suggestions as you type.



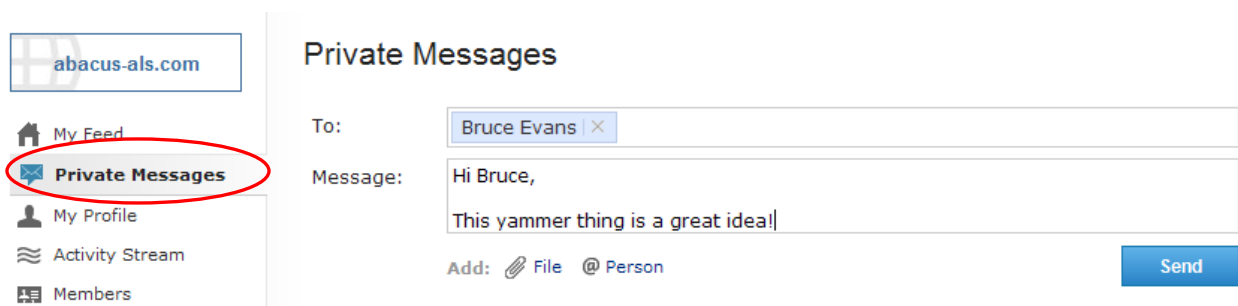
My Feed Top Conversations ▾

Share an update ▾ with my colleagues ▾

@phawkins love the photos from AACB!

Add:  File  @ Person  Topic Update

- Direct Message the person (Private, not visible by others): At the beginning of your message, type to:username



abacus-als.com

My Feed

**Private Messages**

My Profile



Activity Stream

Members

### Private Messages

To:

Message:

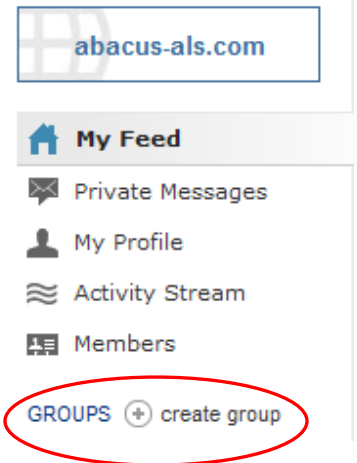
Add:  File  @ Person Send



## Groups

Groups are a great way to reach a more targeted audience within your Yammer network

- **To create a group**, go to “Groups” > “Create new group”
- **To join or leave a group**, go to “Groups”, where you will see a list of the groups in your network. Use the “Join” and “Leave” buttons to join and leave groups
- **To post a Yam to a group**, click “My Followers” above your message to choose a group to post to

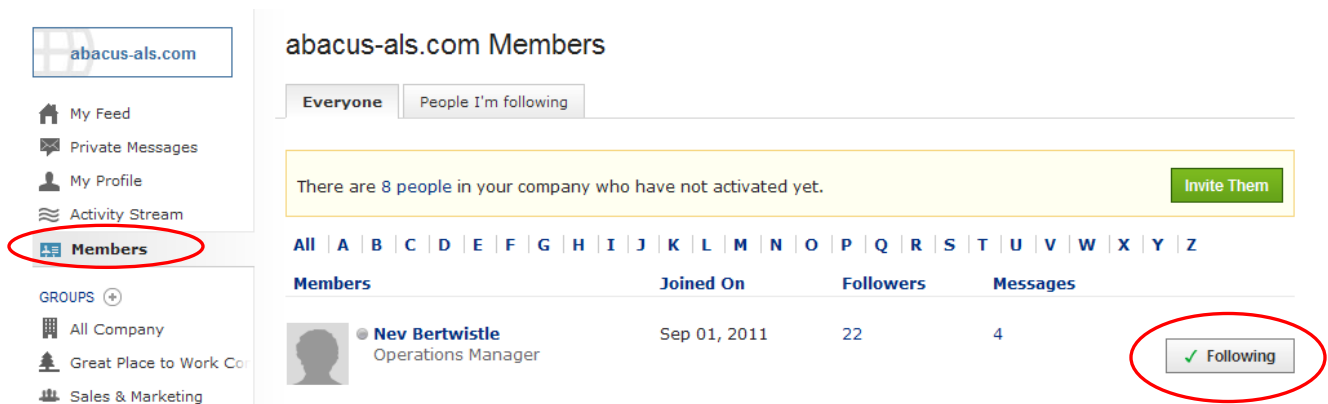


abacus-als.com

- My Feed
- Private Messages
- My Profile
- Activity Stream
- Members
- GROUPS** + create group

## Following

- **You can follow people and tags.** When you follow people you will see their messages. Similarly, you will see all messages with tags you follow.
- **To follow a person**, go to the “Members” directory and click the follow button next to their name and picture. **Please ensure you are following everyone.**




abacus-als.com Members

Everyone | People I'm following

There are 8 people in your company who have not activated yet. [Invite Them](#)

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

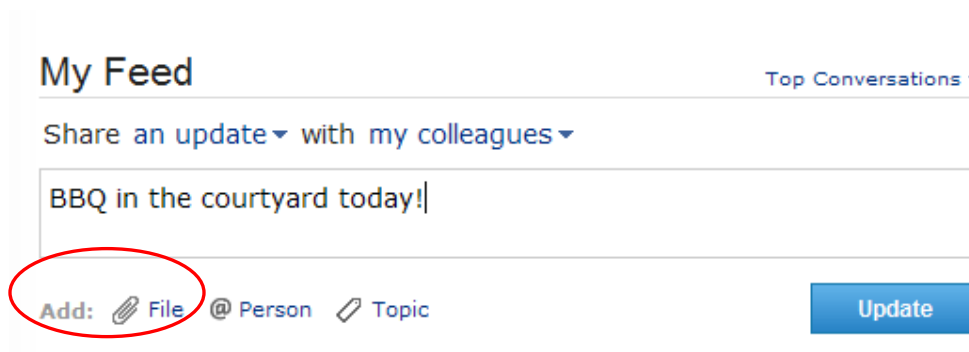
Members	Joined On	Followers	Messages
 <b>Nev Bertwistle</b> Operations Manager	Sep 01, 2011	22	4

[Following](#)

- **To follow a tag**, click on the tag when it appears in your feed, then click the follow button
- You don't need to follow groups. Instead, join groups and you will see their messages

## Attachments



- **To attach a file to your message**, click "Attach File" underneath your message, and choose the file you would like to attach



My Feed Top Conversations ▾

Share an update ▾ with my colleagues ▾

BBQ in the courtyard today!

Add:  File @ Person  Topic Update

- All file attachments are accessible in “Content” > “Files”
- All image attachments are accessible in “Content” > “Images”
- Any file or image you’ve previously attached can be downloaded by any member of your network

## Feeds

A feed is a stream of related messages. You can view the following feeds:

- **My Feed (main feed)** - Yams from people you’re following and groups you’re in
- **Received** - Yams @addressed to you
- **Direct Messages** - Private Yams you've sent and received
- **Sent** - Yams you've sent
- **Liked** - Yams you've liked
- **Bookmarked** - Yams you've bookmarked
- **All** - all non-private Yams within your network
- **Groups** - Yams posted to your groups

## Search

- Using Yammer's search, you can find messages, people, groups and tags



- The search results page also features an advanced search function that allows you to further refine your search

### Search Results

2 results total for AACB

Messages (2)

**Pauline Hawkins:** AACB Conference Dinner - 60's dress up theme



October 19 at 3:39pm · Reply · Unlike · More  
Liked by you.

**Pauline Hawkins:** AACB Conference Photos



October 18 at 5:44pm · Reply · Unlike · More  
Liked by you, Richard Sullivan, Debra Scullion and 1 other.

#### ADVANCED SEARCH

Search:

AACB

Posted by:

Posted in:

All of abacus-als.com

Posted between:

Include RSS feeds

By People I Follow

Search

## Tags

Tags are a useful way to organize and find Yams.

- Tags look like "#example" and are added to Yams. Once you post your Yam, your tag becomes a link to all Yams with that tag
- To follow a tag, click on the tag when it appears in your feed, then click the follow button



## Applications

Yammer is more than just a website; it's a suite of applications that keep you connected whether you're at your desk or on the road. Here are some of the Yammer applications:

- Desktop Application
- iPhone Application
- Blackberry Application
- Android Application
- Windows Mobile App
- Text Message (SMS) Integration
- Email Integration
- Twitter Integration
- IM Integration
- Microsoft Outlook Integration
- Microsoft Sharepoint Integration

Questions? Visit [help.yammer.com](http://help.yammer.com) or talk to Marketing!