How do I Yammer?

What is Yammer?

Yammer is a social networking platform. Content posted on the WINSS 2016 Yammer network will only be seen by other WINSS delegates, allowing you to chat and collaborate in confidence.

Registering for Yammer

Getting Started

Create your profile

Read this section to learn how to customize your profile and add a profile picture.

Join a group

Read this section to learn how to use groups to keep up with events and find like-minded people.

Make your first post

Read this section to learn how to make a post (called an Update) on Yammer.

Hi!

Join the discussion

Read this section to learn how to follow others on Yammer, and get involved in discussions.

Registering for Yammer

Zainul Bax
Project Assistant
zainul.bax@effem.com

An email will be sent to you shortly, inviting you to the exclusive WINSS 2016 Yammer network!

You're invited

Zainul Bax (zainul.bax@effem.com) has invited you to the WINSS 2016 external network on Yammer. Zainul has been using Yammer to share status updates, ideas, news, questions and answers. It's a better way for your community to stay connected!

Accept Invitation

Click on the 'Accept Invitation' button to begin creating a Yammer account and to register to the WINSS 2016 network.

Welcome to WINSS 2016!

Organize all your team communication in one place. Create a single destination for your conversations, files, and documents. Everyone can see what's going on, without all the endless back and forth of emails.

By continuing, you are indicating you have read and agree to the Terms of Use.

First name

The first page involves creating your Yammer account by filling in your name and choosing a password.

Who do you work with?

Yammer is for connecting with your coworkers at WINSS 2016. Follow at least a few colleagues to grow your network. We'll show you relevant content based on your coworkers. The more you add, the more relevant the content will be.

I work with:

The second page allows you to connect with users who are already on the WINSS 2016 network. You can skip this step by leaving the boxes blank and clicking 'Next'.

Welcome To Yammer Test Group 🔒

CONVERSATIONS   FILES   NOTES

💬 Update   📊 Poll   🏆 Praise   📢 Announcement

Share something with this group...

You will then be taken to a temporary group called 'Welcome to Yammer Test Group'. Here you can practice your Yammer skills in private before entering the WINSS 2016 network!
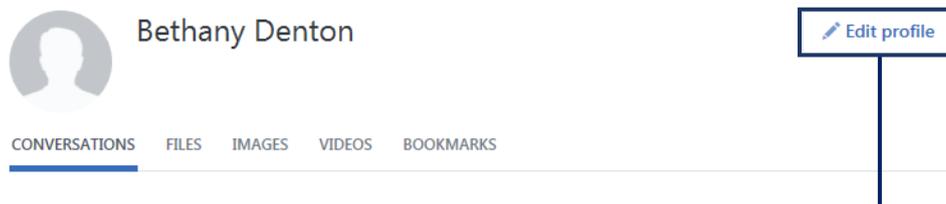
Create your profile

Finding your profile:

To create your profile, go to the bottom left-hand corner of the screen. Here you will see your profile picture, name and the network you are currently viewing. Clicking on your profile picture will take you to your profile page.

Clicking either your profile picture or your name will take you to your profile page.

Clicking the cog will allow you to adjust your Yammer settings.

+ Create a new group
👥 Discover more groups

Bethany Denton
WINSS 2016
⚙

Bethany Denton
WINSS 2016

⚙

Editing your profile:

Personalising your profile allows people to put a face to your name, and lets them learn more about your work. You can edit your profile to add information such as your institution and expertise, as well as a profile picture.

Bethany Denton

✏ Edit profile

CONVERSATIONS   FILES   IMAGES   VIDEOS   BOOKMARKS

When you are viewing your profile page, the 'Edit profile' button in the top right-hand corner of the screen will take you to a page where you can edit your details.

Profile

PROFILE   NETWORKS   ACCOUNT ACTIVITY   MY APPLICATIONS   NOTIFICATIONS   PREFERENCES

Basics
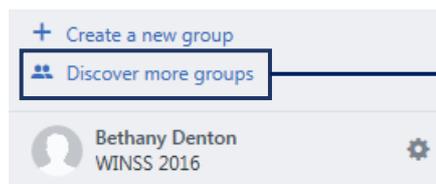
First name   Bethany

Last name   Denton

Email

You will then be able to edit your profile, as well as adjust the settings on your Yammer account.

Join a group

Default groups:
Delegates are automatically members of the 'All Network' Yammer group. Posting to the 'All Network' group will allow everyone else at WINSS to see what you say.
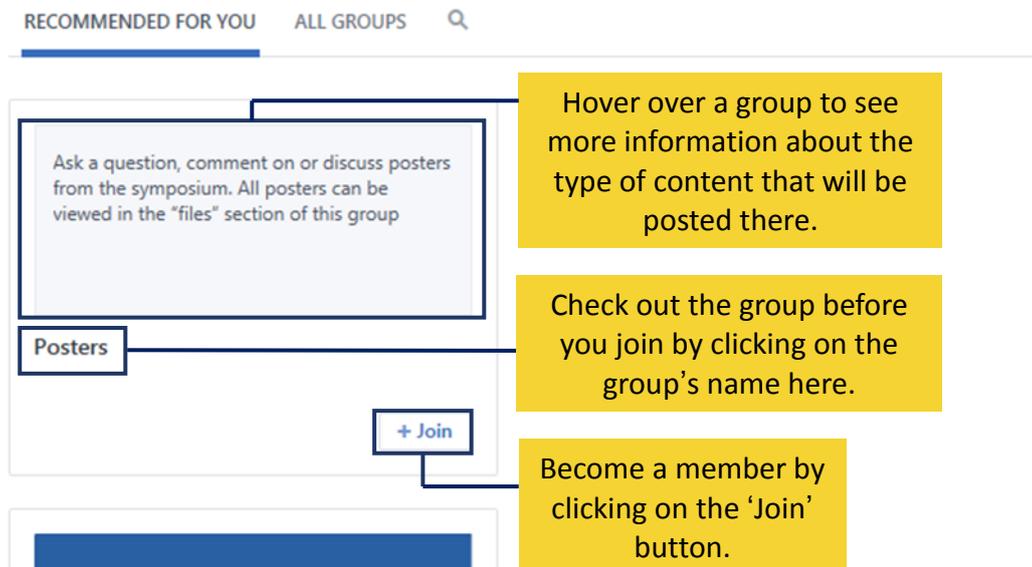
Finding other groups:

Click the 'Discover more groups' button, found in the bottom left-hand corner of the page, to see all of the available WINSS groups.

The Discover Groups page has two tabs; 'Recommended for you' and 'All Groups'. The 'Recommended for you' tab will highlight a subset of groups that Yammer thinks you would be interested in, and the 'All Groups' tab will display all the groups available on the network.

Hover over a group to see more information about the type of content that will be posted there.

Check out the group before you join by clicking on the group's name here.

Become a member by clicking on the 'Join' button.

Joining other groups will allow you to get involved with discussions about specific topics, such as the Posters group (where you can discuss the posters being presented at WINSS) or the Early Career Researchers group (where you can support those starting out in their research careers). Posts made to these groups can only be seen by other group members.

# Make your first post

Where do I make a post?

Posting is done through the box at the top of your homepage that reads 'What are you working on?' or through the box at the top of each group page that read 'Share something with this group'. Posts made on a group's page will only be shared with members of that group.

What are you working on?	**Found on homepage**	📎
Share something with this group...	**Found on group page**	📎

What can I post about?

There's dozens of reasons you might post on Yammer: Have an opinion on a presentation or questions you want to ask about the nutrition field? Want the advice of your peers or to arrange a coffee meet-up? Keen to share your research or just want to introduce yourself to the rest of the WINSS delegates? If you can't decide on what to post about, then consider getting involved in other ways, such as replying to an ongoing discussion.

Options when posting:
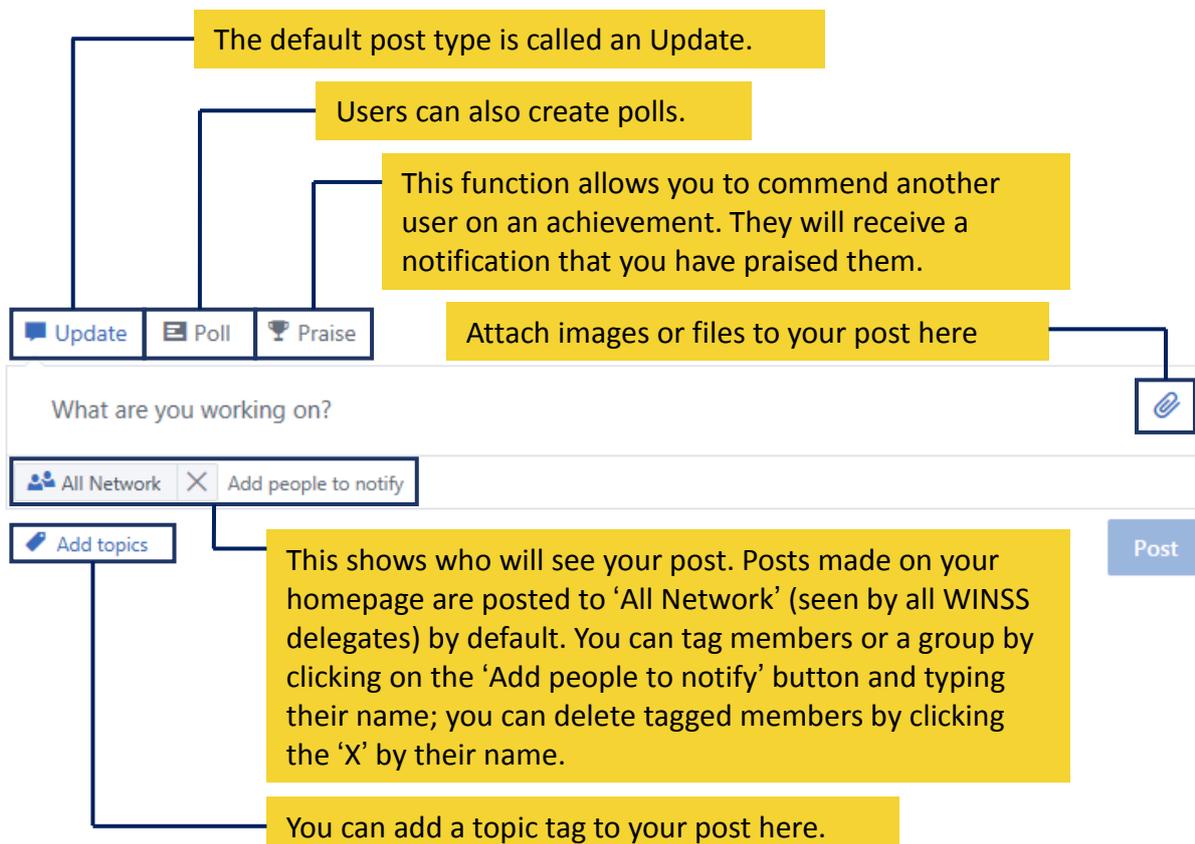
The default post type is called an Update.

Users can also create polls.

This function allows you to commend another user on an achievement. They will receive a notification that you have praised them.

Attach images or files to your post here

💬 Update   🗳 Poll   🏆 Praise

What are you working on?

📎

👥 All Network   ✕   Add people to notify

✏ Add topics

Post

This shows who will see your post. Posts made on your homepage are posted to 'All Network' (seen by all WINSS delegates) by default. You can tag members or a group by clicking on the 'Add people to notify' button and typing their name; you can delete tagged members by clicking the 'X' by their name.

You can add a topic tag to your post here.

Join the discussion

The Follow Function:

The follow feature allows you to keep up-to-date with the topics and people you are interested in. To follow another user, you need to go to their profile page. This can be done by clicking on their profile picture. The Follow button can be found in the top right-hand corner, as seen below. If you follow a user, you will be notified when they make a post.

Use this button to send a private message to another user.

Jo Gale
Science Engagement & Comms Team Manager

⭐ Network Admin

CONVERSATIONS   FILES   IMAGES   VIDEOS

Send Message   + Follow

Use this button to follow another user.

Getting involved in conversations:

The follow feature is available on conversations through a drop-down menu. You can also interact with posts through likes, replies and shares. These provide easy ways for you to connect and network with other delegates.

A 'Like' is just a quick way to show your approval of a post.

You can reply to a post or comment by clicking the reply button beneath it.

Click here to see the drop-down menu.

Bethany Denton – 40 seconds ago
Looking forward to the WINSS workshop today!

👍 LIKE   ↩ REPLY   ≪ SHARE   ...

Get updates on the conversation sent to your Yammer inbox by clicking 'Follow'.

🏴 Follow in Inbox
💬 View Conversation
📑 Add Topics
🔖 Bookmark
📧 Email Me
⊘ Delete
✕ Hide Conversation

Click here to add a 'topic tag'.

Conversations you have bookmarked can be seen through your profile page.

This option will email the conversation to you.

You can only delete the conversation if you were the user to start the conversation.

This button allows you to share a conversation to another group or privately to another Yammer user. You'll be given the option to add your own comments before sharing.

Hiding the conversation will stop it being visible to you, although it can still be viewed by other users.