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# Microsoft Yammer Training

## Overview & Learning Outcomes

The skills and knowledge acquired in the Microsoft Yammer course are sufficient to be able to work with the basic elements of Yammer, including joining and working with groups, creating different types of posts, and working with files and notes.

Upon successful completion of this course you should be able to:

- open and navigate Yammer and manage your profile and notification settings
- create and work with groups
- follow people and topics, and create work with posts
- manage your communication by working with posts, topics, private messages, notifications, and settings
- work with files and notes
- work with the Yammer mobile app

## Prerequisites

There are no pre-requisites for this course.

## Duration:

1 Day

## Courseware:

High quality learning materials are available for purchase by participants.

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# Microsoft Yammer
# Training Course Outline

## Getting Started With Yammer
What is Yammer
Opening Yammer from Office 365
The Yammer home page
Understanding the home feed
The navigation pane
Navigating Yammer
Using the search bar
Your profile
Editing your profile
Understanding the people directory
Understanding the keyboard shortcuts
Accessing help

## Working With Groups
Understanding groups
Understanding the group homepage
Adding a group administrator
Customising a group
Viewing and joining a group
Deleting groups
Understanding external and private groups
The created network admin settings

## Working With Feeds
Posting a message
Liking and replying to posts
Creating a poll
Creating an announcement
Praising a colleague
Editing posts
Understanding conversation options
Deleting posts

## Managing Communication
Sharing a post
Understanding topics
Following a topic
Understanding the private inbox
Sending a private message
Understanding notifications
Yammer settings
Working with notifications

## Working With Files and Notes
Understanding files and notes
Uploading a file to a group
Creating a new office document
Understanding the file information page
Attaching a file to a post
Previewing and editing a file
Pinning a file to a group page
Co-authoring a file
Creating a note
Working with a note
Understanding note links
Managing files and notes

## The Yammer Mobile App
Understanding the groups view
Navigating the Yammer mobile app
Creating a post
Viewing your profile