

# Yammer cheat sheets

## Quick Start Guide

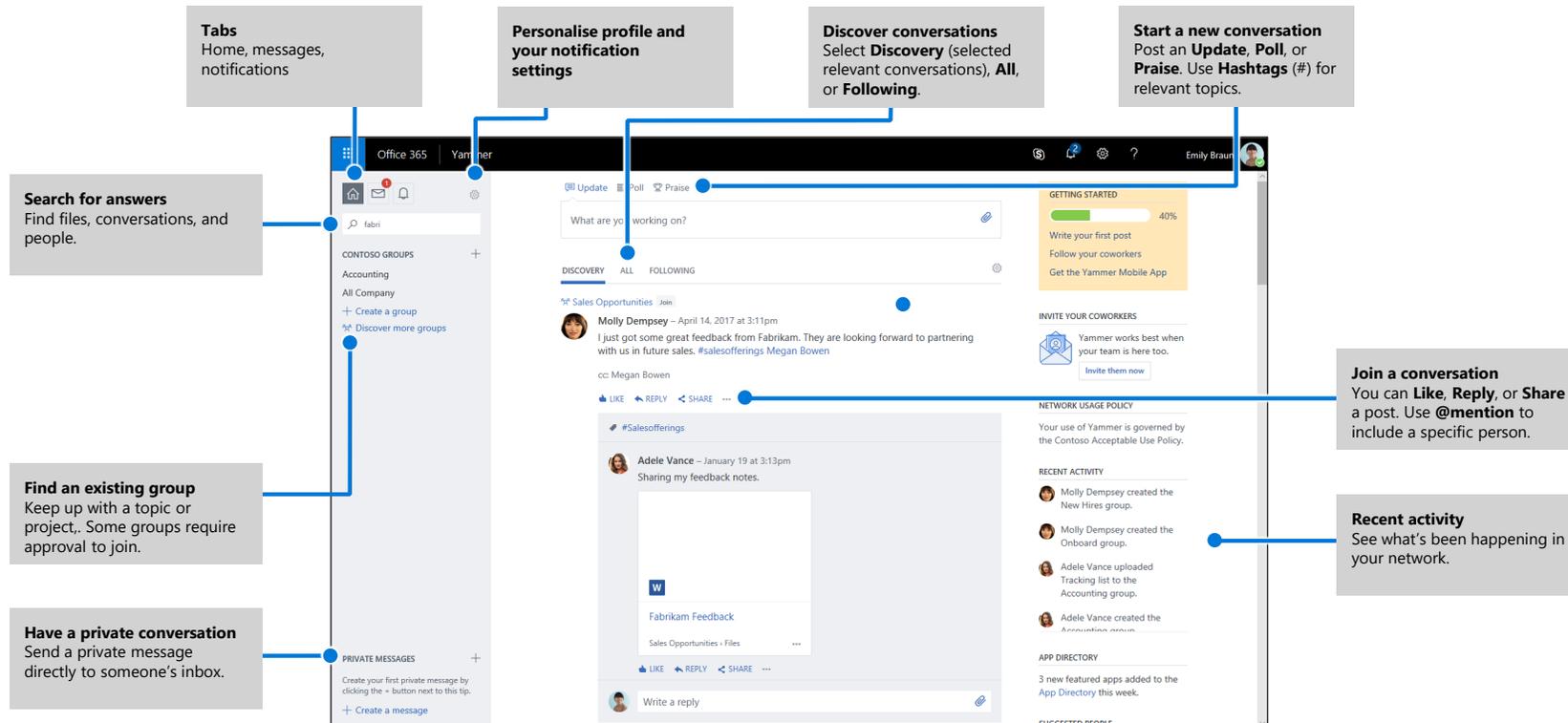
Connect and engage across the Group and tap into the knowledge of others.

1. Sign up by selecting the Yammer menu option via Office 365 or by visiting [www.yammer.com/linxcc.com.au](http://www.yammer.com/linxcc.com.au).
2. Enter your work email login, this is the same login details you (can) use to access LINX Learning, the Kronos mobile app, Preceda, Oracle Self Service etc. It will look like an email address, i.e. something like f.lastname@linxcc.com.au, f.lastname@autocare.com.au, f.lastname@geelongport.com.au.

If you have never used your login before or do not remember your password, please contact

**Australia** - IT Service Desk on 1800 546 948 or servicedesk@linxcc.com.au

**New Zealand** - C3 Helpdesk 075728999 / help@c3.co.nz



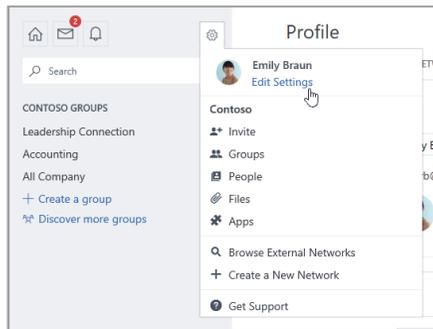
The image shows a screenshot of the Yammer web interface with several callout boxes explaining key features:

- Search for answers:** Find files, conversations, and people.
- Find an existing group:** Keep up with a topic or project. Some groups require approval to join.
- Have a private conversation:** Send a private message directly to someone's inbox.
- Personalise profile and your notification settings:** (Callout points to the user profile area)
- Discover conversations:** Select **Discovery** (selected relevant conversations), **All**, or **Following**.
- Start a new conversation:** Post an **Update**, **Poll**, or **Praise**. Use **Hashtags** (#) for relevant topics.
- Join a conversation:** You can **Like**, **Reply**, or **Share** a post. Use **@mention** to include a specific person.
- Recent activity:** See what's been happening in your network.

The screenshot shows the Yammer interface with a search bar, navigation tabs (Update, Poll, Praise), a list of groups (Accounting, All Company), a post by Molly Dempsey, a post by Adele Vance, and a sidebar with 'GETTING STARTED', 'INVITE YOUR COWORKERS', 'NETWORK USAGE POLICY', 'RECENT ACTIVITY', and 'APP DIRECTORY'.

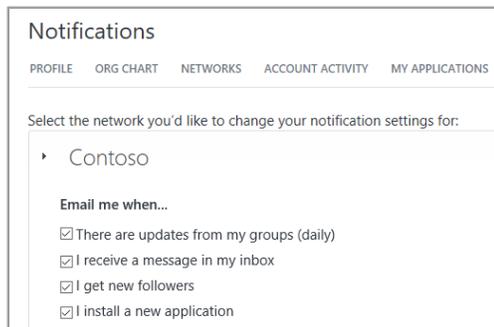
## Edit your Yammer profile

Select  > **Edit Settings** > **Profile** to update your profile picture and other information. The more complete your profile, the easier it is for others on the network to find you.



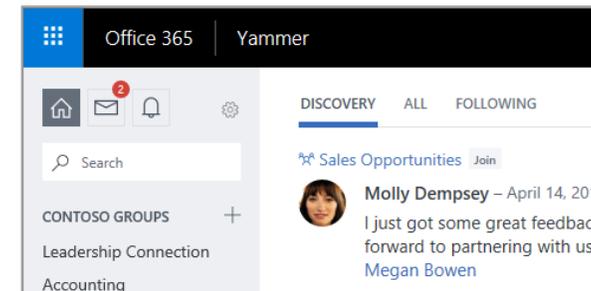
## Set notifications

Select  > **Edit Settings** > **Notifications** to receive a daily or weekly email summarising when specific activities happened in your network.



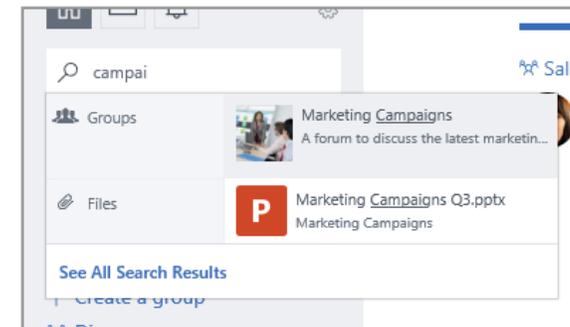
## Discover conversations

After selecting the Yammer home tab on the left rail, select a feed tab (**Discovery**, **All**, or **Following**) to see the newest info available. **Discovery** suggests relevant conversations based on your Yammer subscriptions and interactions.



## Search for answers

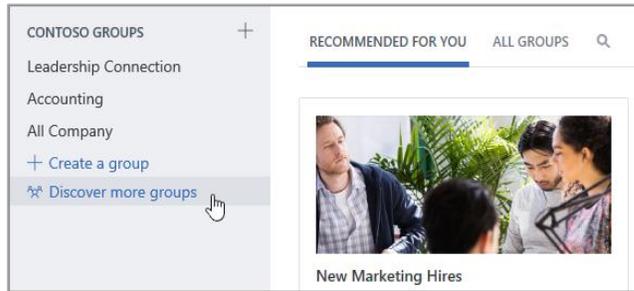
Type keywords into the search bar to find files, conversations, groups, and people. Select **See All Search Results** to see more detail and to filter the results.



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## Join a group

Select **Discover more groups**, then browse or select **Search** to find groups. Select **+ Join** to join the group. If the group is private, the group administrator will need to approve your join request. The main LINX CCG Group is '**All Company**.'



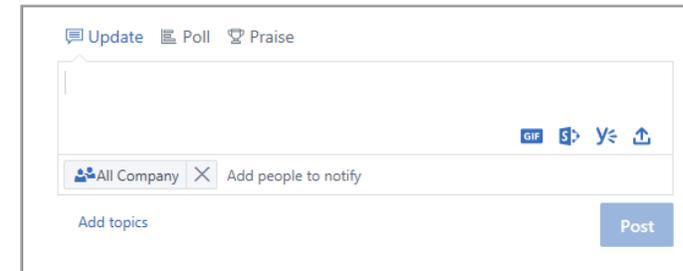
## Like and reply to a post

Select **Like** to quickly agree with or acknowledge a post. Select **Reply** to compose a response. Use **#mentions** or **Notify more people** to bring others into the conversation.



## Post an update

Select **Update** and enter a message into the **What are you working on box** to start a new conversation or ask a question. You can use **Hashtags** ("#") for relevant topics, attach files, and **@mention** specific people.



## New Yammer user checklist

Use this checklist as a guide for getting started on Yammer

- Log in to Yammer and set up your profile'**
- Follow at least 3 coworkers you work with directly (optional)**  
Connecting with your colleagues through Following helps personalise what groups and discussions you see.
- Confirm you have access to the All Company group**  
Use **Search** to find relevant groups, and select **Join** to see conversations and become a member of that group.
- 'Like' a message post that appeals to you (optional)**  
It's a simple but powerful way of connecting with a colleague and the ideas they are sharing. Don't be shy!
- Reply to a coworker's message with a comment, question or suggestion (optional)**  
Look for a conversation that you'd like to contribute to. Reply to add your response and keep the discussion going.
- Say hello and post a message about what you do here at the company**  
Find a Group to introduce yourself. Try typing a colleague's name to bring them into the conversation.
- Set your preferred email notifications**  
Under your Profile you can adjust what type of email notifications Yammer will send you.

- Download Yammer mobile app**  
If you use a smartphone or tablet, you can use Yammer on the go! Visit your app store and search for Yammer to install.

## How you should use Yammer

You can use Yammer to share important news, share LINXLegends winners, recognise your peers, highlight examples of company values, share best practices and solutions, meet and collaborate with coworkers at different sites , and much more!

## For more information

Contact the **Communications team - [communications@linxcc.com.au](mailto:communications@linxcc.com.au)**

For IT assistance please contact:

**Australia** - IT Service Desk on 1800 546 948 or [servicedesk@linxcc.com.au](mailto:servicedesk@linxcc.com.au)

**New Zealand-** C3 Helpdesk 075728999 / [help@c3.co.nz](mailto:help@c3.co.nz)