

Duration: 1 day

Yammer is the enterprise social media tool included with Microsoft 365. It's designed to improve group and social communications in an organisation. This course takes delegates through the features of Yammer and issues plenty of tips and ideas. This course should give people the freedom to understand how to make Yammer an improvement to their daily working day.

Key Topics

- Editing your Yammer Profile
- Setting up your notification preferences
- How to use your home feed in Yammer
- Following People and following topics
- Creating a post in Yammer
- Responding to post. Using: Like, Share and Comments
- Bookmarking or following a conversation
- Joining a Yammer Group
- Creating a Yammer Group
- Praising a colleague
- Using a poll to get the opinion of a group
- Customising a group page
- Managing and editing office files in Yammer
- Using Yammer's search facility