

# YAMMER USER GUIDE

## What is Yammer?

Yammer is a social media service that allows us as a team and as individuals to establish, maintain and build connections within the school. Accessible solely to those of us who work at Goddard Park. In essence Yammer is a platform which can allow us to share ideas, draw attention to events or collaborate on project work...essentially anything that could be of benefit or interest to our colleagues! For those well versed in social media, think of it as an amalgamation of Facebook, Twitter and Instagram. For those not as confident, consider Yammer an opportunity to communicate efficiently and directly with each other in a more engaging and interesting way.

### 2. How do I sign up?

Step one: As an existing member of staff you will have received an email inviting you to join Yammer. New members of staff will also receive this invitation when their email account is created. Go into your email account when you have received a message from Yammer then follow the link it provides to complete registration. When you have completed this step you will officially be a member of Goddard Park's Yammer community!

### 3. Signing in

Once you are up and running you can sign in by simply typing [yammer.com](http://yammer.com) into your browser. Enter your email address and you'll be taken to the Office365 login page. Simply enter your user name and password to log into Yammer. (let us know if you need a reminder of your user name and password)

### 3. Your Yammer Homepage

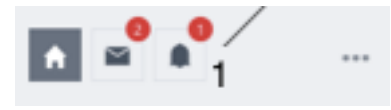
The screenshot displays the Yammer homepage for Goddard Park Community Primary School. The interface is divided into several sections:

- Top Bar:** Includes the Office 365 logo, a welcome message, and navigation icons for mail, settings, and help.
- Search and Update:** A search bar and a text input field for updates with the placeholder "What are you working on?".
- Groups List:** A sidebar on the left lists groups such as "IT and Facilities", "School News", "Staff Meetings", "School Website", and "All Company".
- Main Feed:** Displays a post from Sai Haynes, 4 hours ago, about a new roof, with a photo of construction debris.
- Right Sidebar:** Contains sections for "GETTING STARTED" (80% progress), "RECENT ACTIVITY" (listing recent joins), "APP DIRECTORY" (6 new featured apps), and "SUGGESTED PEOPLE" (listing Lisa Garrett, governor).

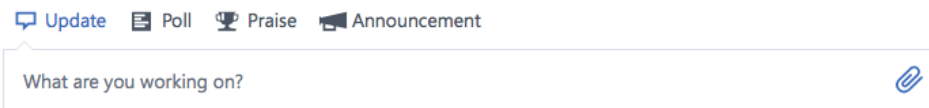
Numbered callouts (1-6) indicate specific UI elements: 1 (notifications), 2 (text input), 3 (post text), 4 (recent activity), 5 (suggested people), and 6 (groups list).

This is the page you are taken to immediately after signing into Yammer, and contains an overview of activity on the Goddard Park Yammer network. It is on this page that you can update your recent activities, see what other people are up to, organise your contacts and much more. Below is an example of a typical homepage

1. This section notifies you of reactions to your own Yammer comings and going. For example, when somebody leaves a comment on a picture you have posted, you'll receive a red mark next to the bell icon. When somebody sends you a private message, you'll receive a similar red mark next to the envelope icon. Clicking on these icons will show you the notification in detail. Clicking on the house icon will take you back to your homepage if you are navigating pages elsewhere on Yammer

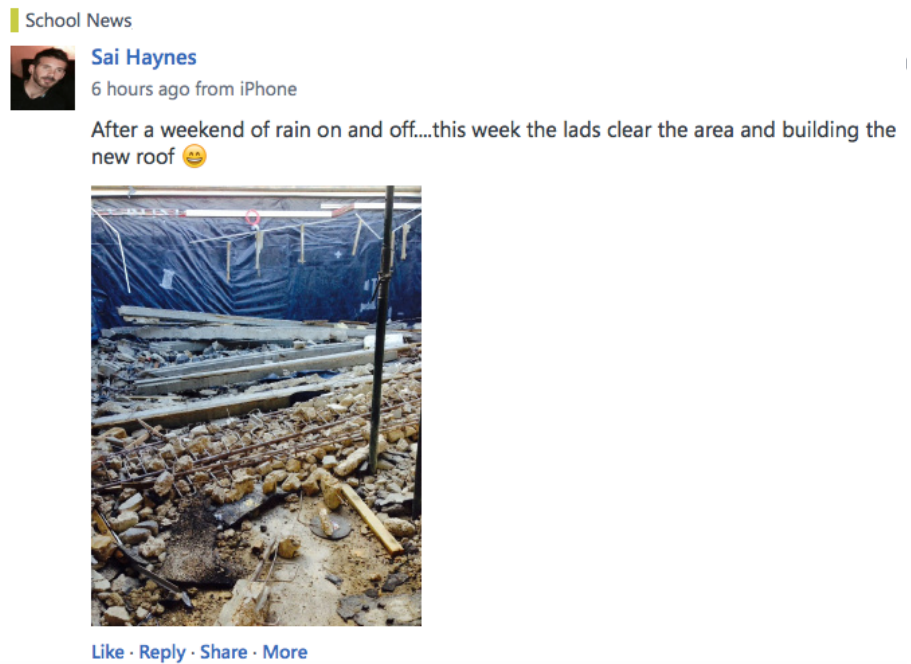


2. Section number two allows you to update your



status and let others know what interesting things you are up to. This update will then be visible to other users of Goddard Park Yammer. By using the paperclip icon you can attach documents from your computer that you think may be useful to other people or to add further detail to your status update.

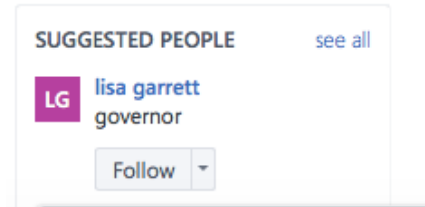
3. To the right is an example of a status update by another Yammer user which has appeared on your homepage. At the bottom of the image are several options. You can like the update (which is a good way of showing the original poster that people are viewing what they are putting onto Yammer), reply, (which will leave a comment on the status update), share, (which posts the update onto your own Yammer for even more people to see). Click on the 'more' tab to view further options.



4. Section four is a list of activity by other members of Yammer, and includes items such as status updates, new members who have joined the network, post shares and post likes etc.

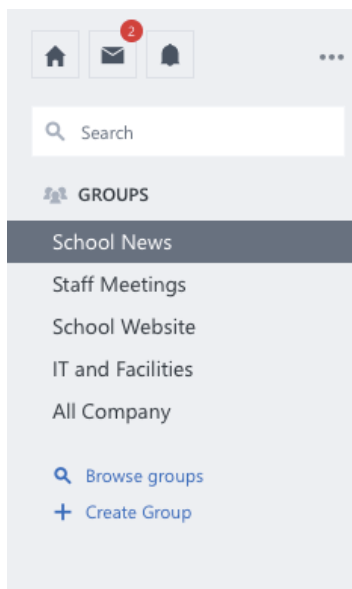


5. This task bar gives an abbreviated list of fellow Yammer users who you might be interested in following, which is considerably less creepy than it first seems and utterly legal. You will automatically see status updates by members of staff who you follow as they will appear on your homepage, as described in section 3 above.



## 6. Groups

Groups are described by Yammer as; 'a flexible, collaborative workspace for teams to get work done wherever, whenever. Discuss project timelines, share the latest files, gather feedback-and more'. Groups within Yammer are essentially a way to bring a number of people who have a similar interest or focus together, streamlining the information and activity that is shared between the individual users. To view a directory of all groups within Goddard Park, click on 'Groups' on the left hand side of your Yammer Homepage. You can join a group that you feel is relevant to your interests or expertise by clicking on the +Join icon next to the group description. If the group is a private one then a notification will be sent to the group admin, who will approve or deny access to that particular group. Anyone can create a group by clicking '+create group' at the bottom of the image:



Once you have clicked on this link you will be asked to give your new group a name and can decide whether to make the group public or private. You can even add an extra layer of privacy by unchecking the box labeled 'list in group directory'. Unchecking this box will make the group invisible to non-members when browsing the group's directory.

Yammer tidbits:

Post a message:

A question, an update on your current project, an interesting article that others will benefit from...it's up to you. Don't be afraid to share content from anywhere. If you see an interesting article on new government legislation, for example – you can bet your colleagues will want to know about it too. Post to a group if the content is specific, or post to the wider network for everyone.

Keep an eye on your colleagues:

Skimming the real time feed on your homepage will help you keep your finger on Goddard Park's pulse. It will help you discover what your teammates are working on, as well as allowing you to subtly discover what's happening across the school.

Reply to status updates:

Take a step beyond a 'like' and share your thoughts on your colleague's post. This helps individual thoughts become conversations, connects individuals and content and answers questions.

Besides, interacting with a new joiner's first post has been linked to engagement and consequent logins, which in turn helps get everybody regularly involved

View profiles: Get to know your coworkers by viewing their profiles and maybe you'll learn something new about them. If everyone fills out a profile, it helps people connect. Fill out yours, check out others to start connecting with people throughout Goddard Park.