

# HOW TO YAMMER!



**Step 1: Access Yammer** via Microsoft Apps in your browser, by entering the web address – <https://yammer.com/goodwill-hgi.org> OR download the FREE app!

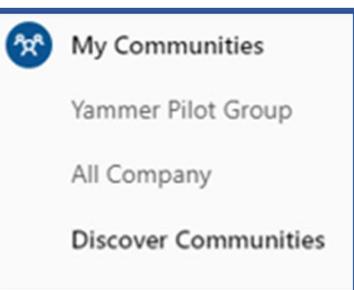
**Step 2: Sign in** using your HGI credentials - your HGI email address and password



**Step 3: Update your profile** using the settings icon



Yammer uses your profile information to help you create connections and build a strong network.



**Step 4: Join a community**

Join communities to stay informed, connect with your peers, and gather ideas. Select the **Discover** link to find communities to join.

**Step 5: Participate in the conversation**



Like, reply to, and share messages to participate in conversations across your organization or @ mention someone to loop them into an interesting conversation. You can easily attach a document and image file, photo, or video to enhance your message.

## Do's

- Share what you are working on, what you are learning.
- Keep your posts short and easy to scan. Be positive by liking, sharing, and commenting on conversations.
- Ask questions.
- Respond to @mention and tag others who may have insight to contribute.
- Search before your post, someone may have already posted it.
- Offer critiques with respect. Be mindful of the tone. Use your judgement and common sense.
- Keep private or confidential things private.

## Do Not's

- Post solicitation.
- Share personal attacks, be careful of inside jokes, sarcasm, and blame. These do not translate well online.
- Use profanity.
- Shame or publicly embarrass individuals – including birthdays or performance issues.
- Comment about religion or politics