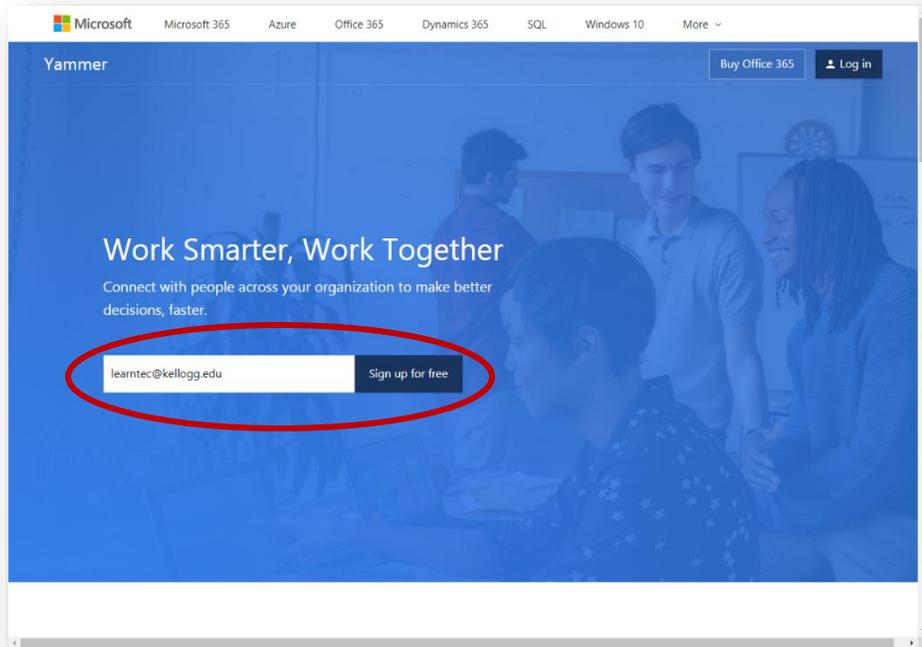
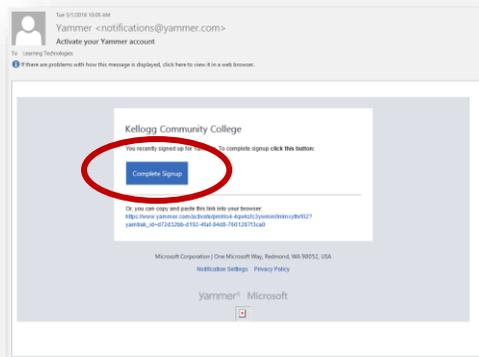


## Creating a Yammer Account

1. In a web browser, go to the Yammer website: [www.yammer.com](http://www.yammer.com).  
**NOTE:** if you are using an invitation email, you will skip to step 4.
2. If you do not currently have a yammer account, enter your KCC email in the center box and click the "Sign up for free" button.  
**NOTE:** Yammer will connect you with the Kellogg Community College yammer group based upon your email address (@kellogg.edu will direct you to KCC's yammer).



3. Yammer will send an email to your KCC email address. Access the email and follow the link back to Yammer as a verification.



4. Fill out the additional information to finish building your Yammer account.

The screenshot shows the 'Create Profile' step of a Yammer account setup. At the top, a blue header reads 'Kellogg Community College' and 'English (US)'. Below the header is a progress bar with four steps: 'Create Profile' (active), 'Follow Colleagues', 'Join Groups', and 'Add Your Photo'. The main heading is 'Welcome to the Kellogg Community College network!'. The user's email is 'learntec@kellogg.edu'. The form includes fields for 'First Name\*', 'Last Name\*', 'Password', 'Department', and 'Job Title'. A 'Next' button is at the bottom of the form. To the right, a message from 'Cindy Lingbeek' invites the user to join the network. Below the message, it states '230 of your coworkers' and shows a grid of profile pictures. At the bottom, there is a copyright notice '© 2015 Yammer' and links for 'Terms of Use' and 'Privacy Policy'.

Kellogg Community College English (US)

Create Profile Follow Colleagues Join Groups Add Your Photo

### Welcome to the Kellogg Community College network!

learntec@kellogg.edu

First Name\*

Last Name\*

Password

Department

Job Title

Next

By clicking Next, you are indicating that you have read and agree to the Terms of Use

© 2015 Yammer Terms of Use Privacy Policy

Cindy Lingbeek invited you to join the Kellogg Community College network on Yammer - a private social network for inside your company

230 of your coworkers - including - are currently using Yammer to share status updates, ideas, news, questions, and answers. Each of your coworkers has a profile, and you can see what they're working on.

You now have a Yammer account!

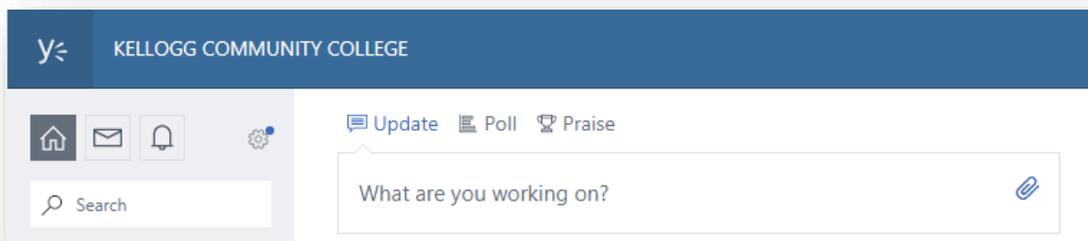
## Using Yammer

KCC's Yammer has a main institution 'feed' as well as a large number of groups. All posted content is visible in the center main feed. There are many interest groups you may join. Please note that not all groups are open for everyone – some departments or groups have private working groups. You may request to join and the moderator of that group will determine the membership.

## Posting to Yammer

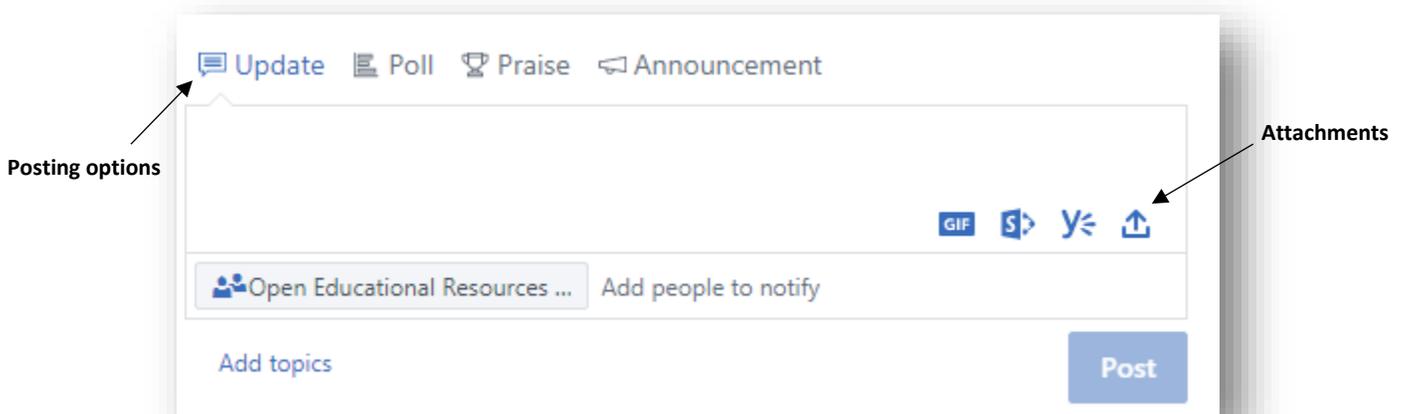
To create a post, type your comments, thoughts, or questions in the center "What are you working on?" dialog box. By default, your post will be displayed in the 'All Company' thread. If you would like to post within a specific group in which you are a member, click on the group title on the left side list. Once inside the group, create your post in the center "What are you working on?" dialog box.

Users may also post by composing a message in their KCC email and sending it to [kellogg.edu@yammer.com](mailto:kellogg.edu@yammer.com). The KCC email must be verified by Yammer (associated with an account).



## Posting Options

The small paper clip icon on the far right of the posting dialog box allows the user to attach a document using a variety of options.



Additionally, you may click the icons above the posting dialog box for additional functionality:

- Poll – allows you to ask a question and seek multiple choice answer options
- Praise – allows the user to identify another user [optional tagging], add a comment, and display an icon from a list of options.
- Announcement – allows formatting options for creating an announcement (rather than a text only message/comment)

## Joining Yammer Groups

You may join groups of interest. Please note that some groups are closed and require permission to view/join. Click on "KELLOGG COMMUNITY..." on the left side menu to display various groups. Yammer recommends groups based upon who you are currently 'following'. If you are not following any other Yammer users, you will see a generic list. You may also click 'ALL GROUPS' to see more options.

The screenshot displays the Yammer interface for Kellogg Community College. On the left is a navigation menu with a search bar and a list of groups. The main area shows a grid of group cards. Annotations with arrows point to specific elements:

- List of group memberships:** Points to the search bar in the left navigation menu.
- Individual group:** Points to the 'Copyright' group card.
- Private group:** Points to the 'Communication Faculty' group card, which has a lock icon.
- User already has group membership:** Points to the 'Open Educational Resources (OER)' group card, which shows 'Tammy is in this group' and a 'Joined' button.
- Join group:** Points to the 'Join' button on the 'Support Staff Professional Development' group card.

Group Name	Members	Membership Status	Group Type
Copyright	16	Joined	Public
Communication Faculty	11	Not joined	Private
Support Staff Professional Development	9	Not joined	Public
Open Educational Resources (OER)	8	Joined	Public
COMM-CAT	7	Not joined	Public
Financial Aid Team	6	Not joined	Public

## 'Liking' a Yammer Post

To show approval or appreciation of a post, you may click the 'LIKE' icon at the end of the post. Your name will be displayed along with "...likes this".

**Copyright**  
NEW CONVERSATIONS ALL CONVERSATIONS FILES SEARCH

**Kathryn Dunham** – March 6 at 9:25 AM  
Great article on how Europe's changes to copyright will affect America. The two things at issue are link tax payments and upload filtering. Link taxes impose a requirement for Internet platforms to pay news publishers for providing links to articles even if they are fair use. Upload filtering requires Internet platforms put into place costly and ineffective automatic filters to prevent infringing content. These measures are largely aimed at U. S. based Internet companies. As of February 2018, these changes are still being discussed.  
<https://techcrunch.com/2017/09/26/how-europes-changes-to-copyright-law-will-affect-america/>  
  
How Europe's changes to copyright law will affect  
techcrunch.com  
UNLIKE REPLY SHARE  
Teresa Durham like this  
Seen by 7  
Write a reply

## Replying to Yammer Posts

To reply or comment on a post, enter your comments or message in the "Write a reply" dialog box at the end of the post. Other may comment on the original post or reply to your comments. Each layer of comments are indented to show the relation in the conversation thread.

You may also click the "Reply" icon and type in the resulting dialog box.

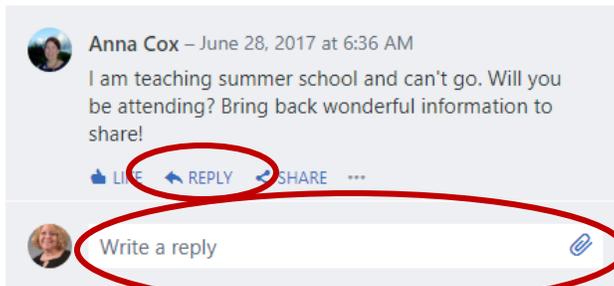


 **Tammy Douglas** – June 23, 2017 at 2:16 PM  
Interested in changing up your teaching game? Check out this awesome summer workshop over at U of M (excellent group of academics!)



👍 LIKE **↩️ REPLY** ➦ SHARE ✎ EDIT ...

Anna Cox likes this



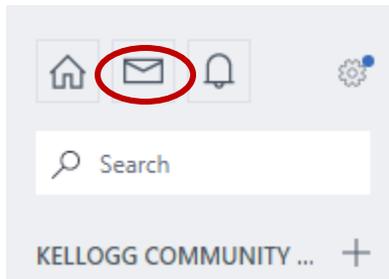
## Following Yammer Users

Users may choose to follow other users. A followed user's posts will then display in the main content feed.

## Yammer Mail

Yammer contains an internal mail system. Mail is private to the user and is not viewed by others.

To view mail, click the envelop icon located on the upper left side menu.



## Yammer Email Notifications (to KCC Email)

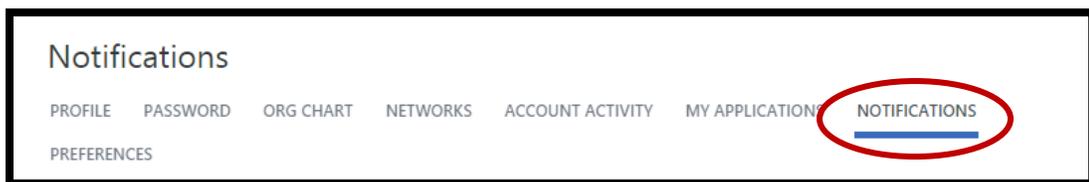
By default, Yammer sends notifications to your KCC email used to create the account.

To change notification delivery:

1. Click on the user name on the upper right of the Yammer window.
2. Click the "Edit Account" button.



3. Select "Notifications".



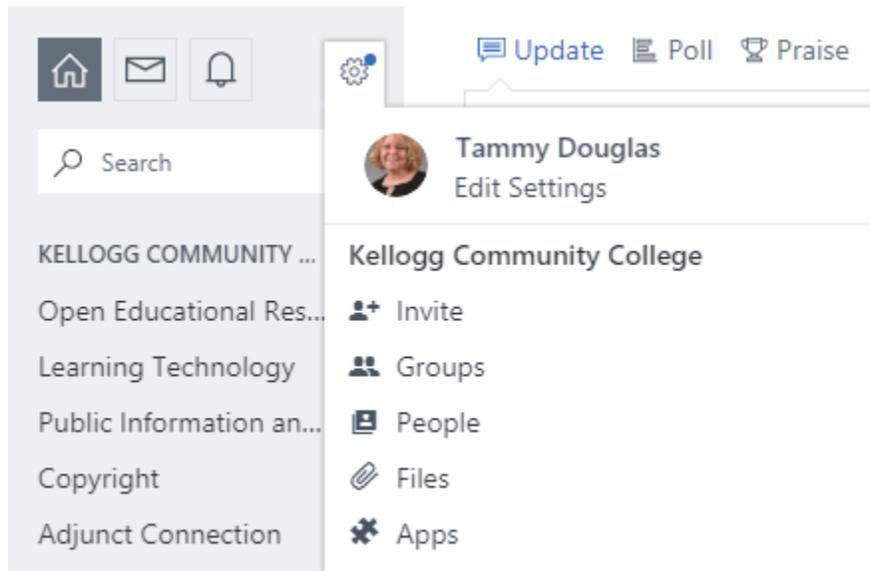
4. Adjust notifications.

## Yammer Notifications

Clicking on the 'Notifications' icon located on the upper left side panel displays recent activity connected with the account (new followers, suggested users to follow, 'Likes' on posts, replies to posts, etc.)

## Yammer Settings

The Gear icon located on the upper left side panel provides a quick link to commonly accessed settings. If you have co-workers who have not yet joined Yammer, you may send them an 'Invite'. This emails a direct link to create an account (rather than having the user navigate to the main website and clicking through account set up).



## Windows Desktop Notifier for Yammer

Users may download apps for Windows desktop, iPhone, or Android.

To find apps:

1. Click on the gear icon located on the upper left side menu.
2. Select 'Apps'
3. Click the "Learn More" or "Try It" buttons on the apps you would like to install.

**NOTE:** Windows Desktop Notifier will install a small icon on the desktop computer 'tray' (lower right of monitor window) that allows for a shortcut to Yammer as well as an indicator when there is content to be viewed.