

# BrainStorm Quick Start Card for Microsoft Yammer

## Getting Started

Get ready to bring social into your workplace with Yammer. Easily and securely connect with coworkers to have conversations across your entire organization, in real-time, and on any device you choose. You and your team can work smarter, unleash creative ideas, and make better decisions. Simply start or join conversations, create and join groups, see who is online, co-edit content, post a poll, send a private message, and more. See the latest breaking updates as you fit Yammer seamlessly into your other business apps.

**Inbox:** Select the Inbox to read, manage, and prioritize all conversations that are relevant to you from one single location. You can save loads of time posting to Yammer by only keeping track of conversations that are important to you and stop following those that are no longer relevant.

**Home Tab:** Click the Home tab to find all of your major resources, from posting what you are working on, to managing and replying to conversations in your Yammer feed, and more.

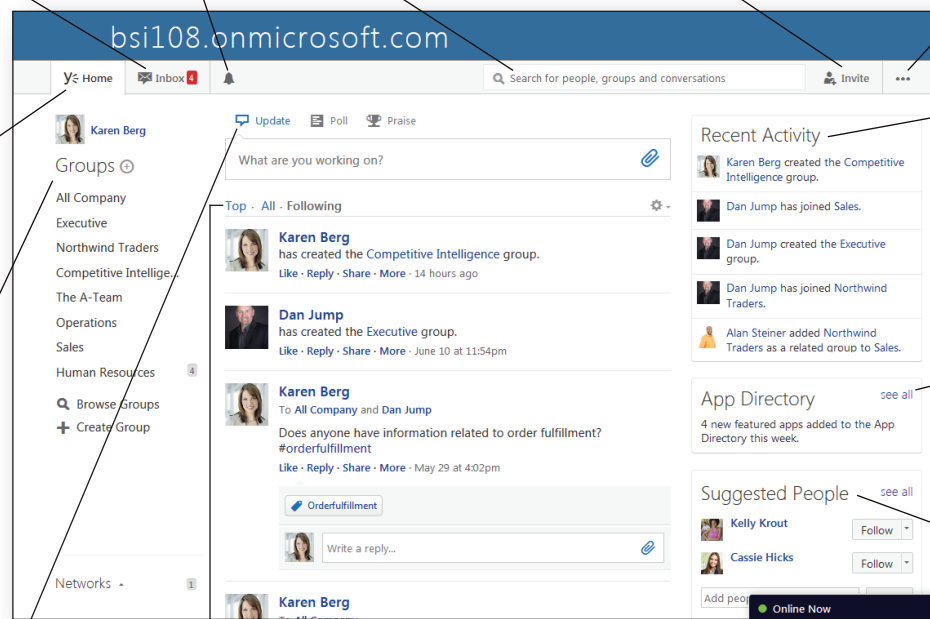
**Groups:** Create or join any workspace you need or want to be a part of. Think projects, social events, product launch ideas, and more. This is your "super power" in Yammer.

**Notifications:** Click here to be notified when someone @ mentions you, replies to you, or follows you.

**Search:** Use the Search tool for finding things like people, topics, and events.

**Invite:** Click to invite colleagues to join your company's Yammer network. The more members, the better the response.

**More:** Click the ... to see a list of more options. You will find Group, Files, People, Apps, Edit Profile, and Help. You can also Log Out too.



**Recent Activity:** View Recent Activity to find out what your coworkers are up to. See what content they are creating, what groups they are joining, and who they are following.

**App Directory:** Select see all to keep track of Apps you are using. Also peruse the list of All Apps and Yammer Apps to help you decide if you want to Try It or Learn More.

**Suggested People:** Select see all to find out who Yammer suggests you should follow and add to your network.

**Update:** Select Update to start and post conversations, select files and add topics.

**My Feed:** See conversations managed across your network. View the most relevant, only those you are following, or all conversations.

**Online Now:** Click to see who is online now so you can start a conversation. You can even search for people you are looking to chat with.

## Using Keyboard Shortcuts

Use these keyboard shortcuts to make Yamming even faster. No need to memorize them. Simply type a question mark ? anywhere on the Yammer screen to see a pop-up of these keyboard shortcuts.

### Site Wide

- / Searches a keyword typed in the search box
- ? Shows a pop-up of the keyboard shortcuts
- k Navigates up the screen
- j Navigates down the screen

### Inbox Message

- u Marks messages selected in the Inbox as Unread
- y Removes messages selected in the Inbox

### My Feed

- . Refreshes a feed
- c Composes a message
- r Replies to the current message
- + Likes a current message
- t Adds a topic

### Site Navigation

- gh Goes to the Home tab
- gi Goes to the Inbox
- gc Goes to the All Company default group
- gn Opens the Notifications tab

### Messages

- u Expands Items



**Yammer TIP:** Learn how to easily and securely connect with coworkers to have conversations across your entire organization.

