

D&G Full STEM Ahead Yammer Group



Please find below some instructions that will assist you in the use of Yammer, specifically to encourage you to use the **D&G Full STEM Ahead** Yammer page to access and share information.

It is a closed group and your membership will need to be approved by a member of the RAiSE Team

These sheets have been adapted from the [Yammer Support Pages online](#) to be more specific to D&G colleagues. Those highlighted in yellow are D&G specific/high relevance.

1. STARTER - Say hello to Yammer

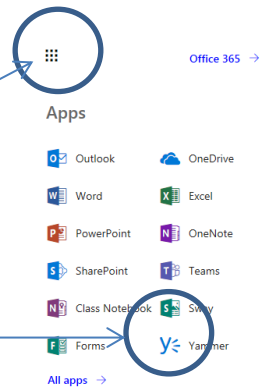
Yammer is a private social network that helps you get connected to the right people, share information across teams, and organize around projects. Only your co-workers (Glow Scotland) can join, so your communications on Yammer are secure and visible only to people within your organization

Sign in to Glow `gw##surnamefirstname@glow.sch.uk`

Open your email tab

In the top left corner click on the "waffle"

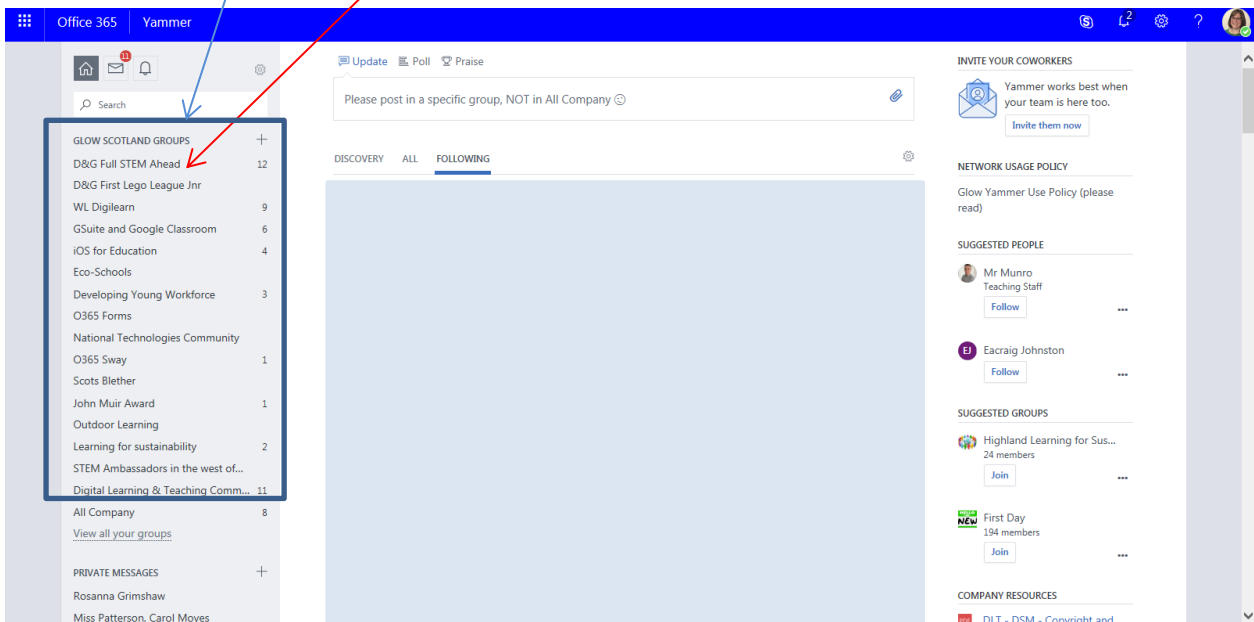
Then double click to launch Yammer



Now, let's get started


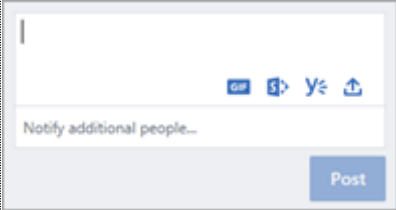
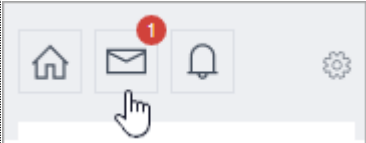
Want a guided tour? Go to the [Yammer Quick Start training](#).

These are the Groups I am a member of; do not feel you have to join all of these! But please search for and join **D&G Full STEM Ahead**



For some quick tips, take a look at the following table. If you're looking for more detail, see Use Yammer every day.

Tip	How it works...	Look for...
Join a group	Groups are a great way to get work done with a team or to stay informed about a topic. The All Company Group is the default group everyone posts into—you're automatically part of this group. You can join any public group, but need to be invited to a private group. Click Groups link to find groups you want to join or Search for a specific group in the search bar . To create a new group click the + to create a new public or private group.	
Follow someone	When you follow someone on Yammer it means you want to see messages from them in your feed. You can search for people by name using the search box, or you can scroll through the All Company feed and follow	

Tip	How it works...	Look for...
	someone that's posting about things that interest you.	
Like someone's message	When you Like a message, the person who posted the message will receive a notification that you liked it. Use likes to indicate agreement with an idea, acknowledgment that you've seen a message, or just to let someone know you like what they're saying.	
Reply to a conversation	Replying to messages is a core part of what makes Yammer useful. When you reply to a message , Yammer starts a thread. That makes it easier to keep track of what everyone is saying. To reply to a message, click Reply under the message and a reply box will appear.	
Check your Inbox	Your Inbox is a single place for you to view, prioritize, and manage all of the conversations that are most relevant to you on Yammer. Your Inbox contains the messages that you are following. That includes private messages, announcements, and conversations you have participated in or have been @mentioned in. You can also choose to follow any conversation you wish by selecting the More icon ... and choosing Follow in Inbox .	

Join the conversation

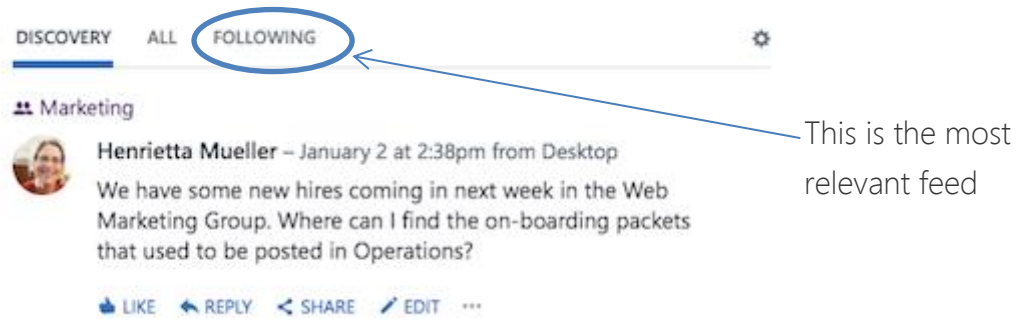
The feed is your information hub. There are three feed views that you can toggle between:

Discovery This is a feed of the conversations most relevant to you, based on what you subscribe to and your interactions with Yammer network content.

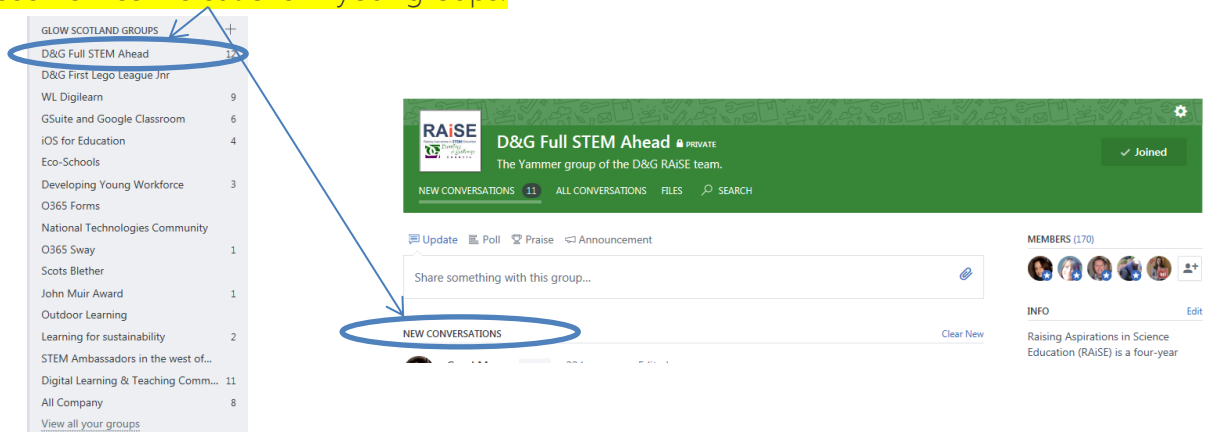
All These are all the conversations to which you have access within your company network.

Following These are the conversations you actively subscribe to, including conversations that your followers have participated in or liked and conversations that have been tagged with a topic you follow. – this is the most relevant feed

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To view your groups' conversations, use the left navigation and go directly to the group to see new conversations in your groups.

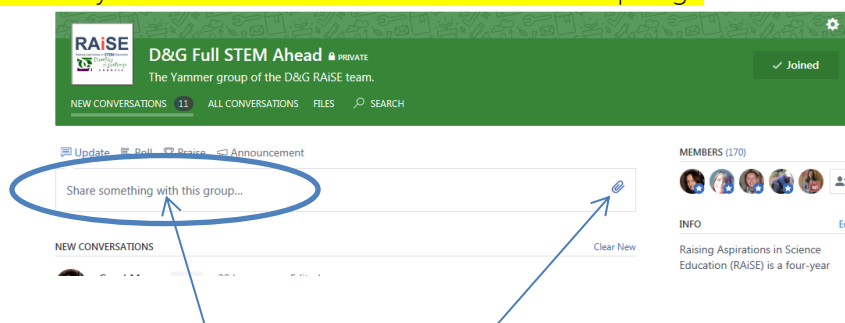


When you're all caught up, click the group-to-group transition link at the bottom of your feed to go to your next groups' new conversations.

Start a conversation

You can start a conversation easily in order to share good practice or information with the group.

1. Make sure you are in the D&G Full STEM Ahead Group Page

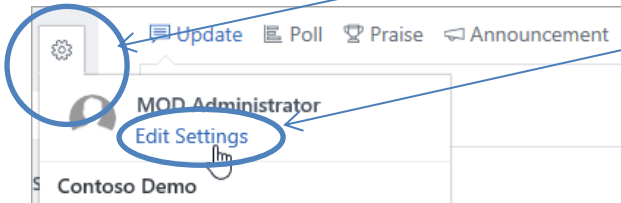


2. In the "Share something with this group" box start typing your message – there will be options to attach files using the paperclip icon – you can attach pictures, pdfs, word documents etc

2. Change my Yammer profile and settings

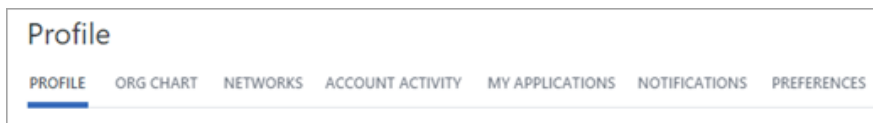
You can view and change your Yammer profile and picture, view your conversations, networks, account activity, and applications, and **change your notification settings** and language preferences.

To get to your settings, click the **Yammer settings icon** , and then click **Edit Settings**.



Change your Yammer profile

1. In your settings, click **Profile**.

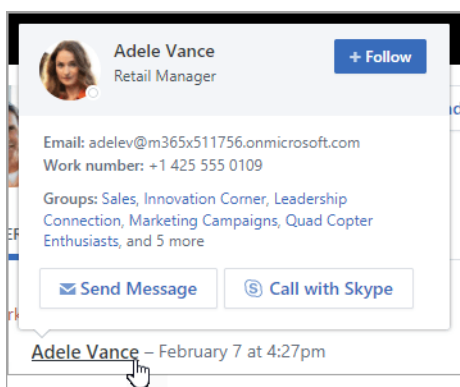


2. Fill in the information you'd like to share with your co-workers, and then click **Save**.

Note: If you sign in to Yammer via Office 365, your Yammer profile is automatically populated with your Office 365 profile information. If your Office 365 profile information changes, it will overwrite any changes you make to your Yammer profile.

How other people view your profile information

- When a person hovers over your name anywhere in Yammer, they see your email. ***They will only see your phone number if you have added it.***



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- Other people can search for you by name/email – this is no different from Glow Email search facilities.

Change which notifications you get in email

This is the really important part – so that you do not constantly get email notifications about "random stuff" that is of no interest to you!!!!

1. In your settings, click **Notifications**.
2. Select the notifications you want (See screen shot below with suggested boxes to tick/select), and then click **Save**.

Notifications

PROFILE NETWORKS ACCOUNT ACTIVITY MY APPLICATIONS NOTIFICATIONS PREFERENCES

Select the network you'd like to change your notification settings for:

► Glow Scotland

Email me when...

- There are updates from my groups (daily) These will minimise inbox volume 😊
- I receive a message in my inbox
- I get new followers
- I install a new application
- I log in from somewhere new
- I post a message via email (This will send a confirmation email.)
- Someone invites me to a group
- Someone likes messages I posted (daily)
- Someone requests to join a private group I administer
- There are highlights from groups I haven't joined (weekly)
- There are new suggestions for people to follow (weekly) By unselecting this you will stop receiving random notifications 😊
- Tips and important updates about Yammer features are available

There is new activity in the following groups:

- All Company
- D&G First Lego League Jnr
- D&G Full STEM Ahead Definitely select D&G Full STEM Ahead 😊
- Developing Young Workforce
- Digital Learning & Teaching Community
- Eco-Schools

FAQs

Q: How does an All Company announcement differ from a group announcement?

A: All Company announcements are immediately sent to all users' Yammer Inboxes and to all users via email regardless of their notification settings.

Group announcements also immediately generate notifications to the Yammer Inboxes of all group members, but only send email notifications to users if:

- The user has selected to email when they receive content in their Yammer Inbox.
- The user has not yet read the announcement post in Yammer web or mobile applications, within the specific delay interval explained in the next FAQ.

Q: When does a thread become an unread push notification?

A: A push notification (subject to delay logic) goes out when there is activity on any Yammer Inbox conversation that makes the thread state change from read to unread AND is not a direct reply, an @mention, or a private message.

Q: How do I control settings for push notifications on my phone?

These settings are available in the Yammer app for some phones. On the phone, select the menu for the Yammer app, and look in the settings.