ddls

Seminar – Yammer 365

Course Length: 90 minute seminar

Overview: This course aims to give users a basic understanding of the new and improved features in Microsoft Yammer. Yammer helps you discover relevant conversations, groups, files, and people across the company.

Skills Gained: On completion of this course students should be able to:

- Open Yammer
- Post and reply to a post to a group
- Understand how to follow in Yammer
- Create and reply to a conversation
- How to use the 'like' feature
- Work with your feeds

Key Topics: Getting to Know Yammer
- What is Yammer?
- Open Yammer
- The Yammer Screen

Groups
- Post a Message to a Group
- Reply to a Post to a Group

Conversations
- Create a Conversation
- Reply to a Conversation

Like
- What is 'Like'?
- How to 'Like' a Message

Working With Your Feeds
- Organise Conversation Feeds

Target Audience: This course is designed for users who are working with the Office 365 collaboration tools.

Prerequisites: This course assumes little or no knowledge of Microsoft Office 365. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.