

Yammer

Learn how to create your own virtual learning community using Yammer, a tool for connecting you with other students.



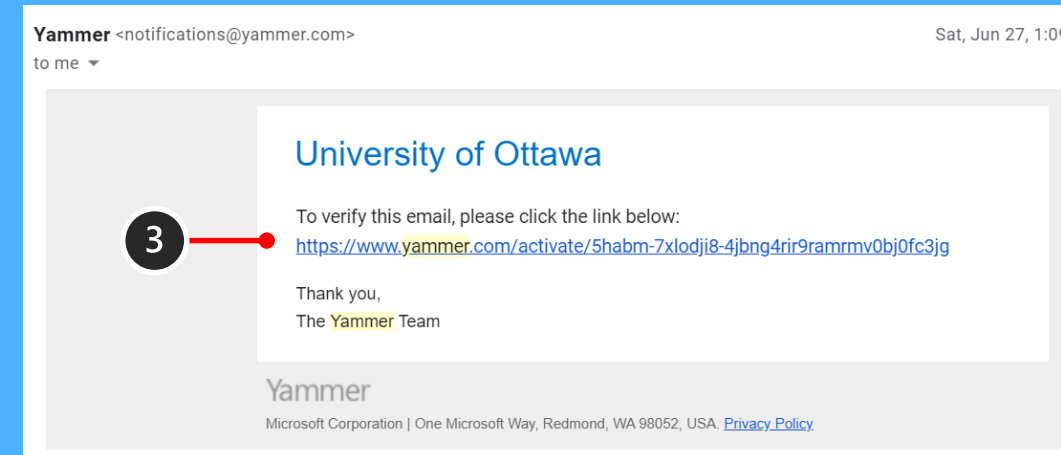
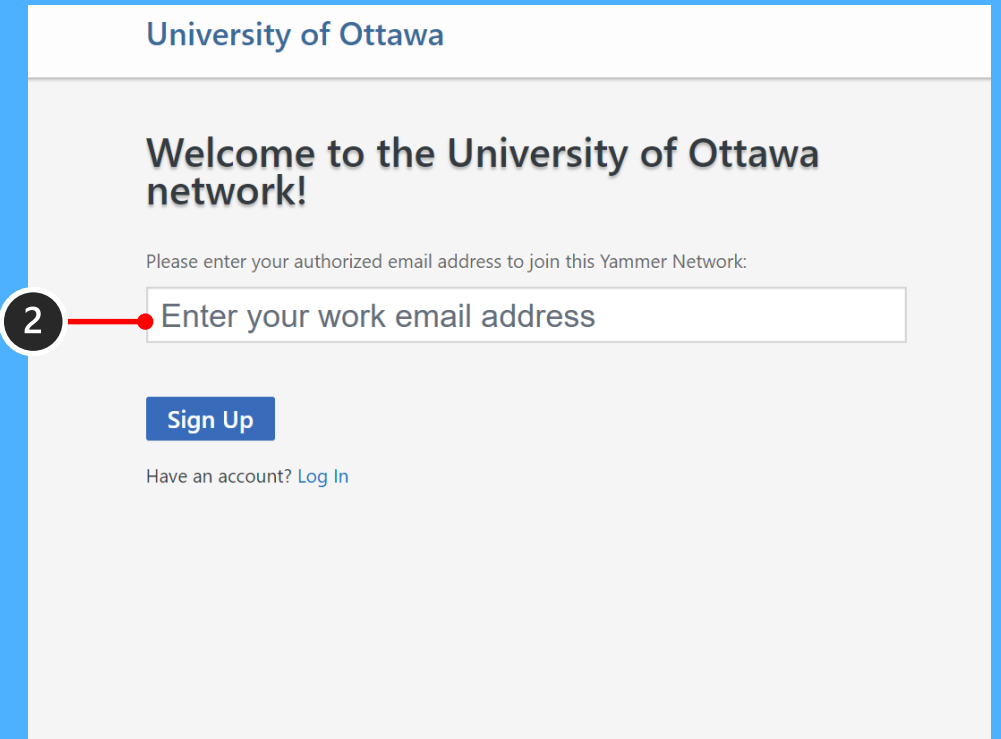
Sign into Yammer

Set up your Yammer account to connect with students across the University.

1. Open the following link in a browser:
<https://www.yammer.com/uottawa.ca/#/home>
2. Click **Log in** and follow the steps to enter your uOttawa email and password (i.e. kbark123@uottawa.ca)
3. You'll soon receive a confirmation email to activate your account. Click the web address in the confirmation email to complete setup.

The next time you sign in, you will go directly to Yammer network.

Content adapted from the [Yammer end user guide](#).



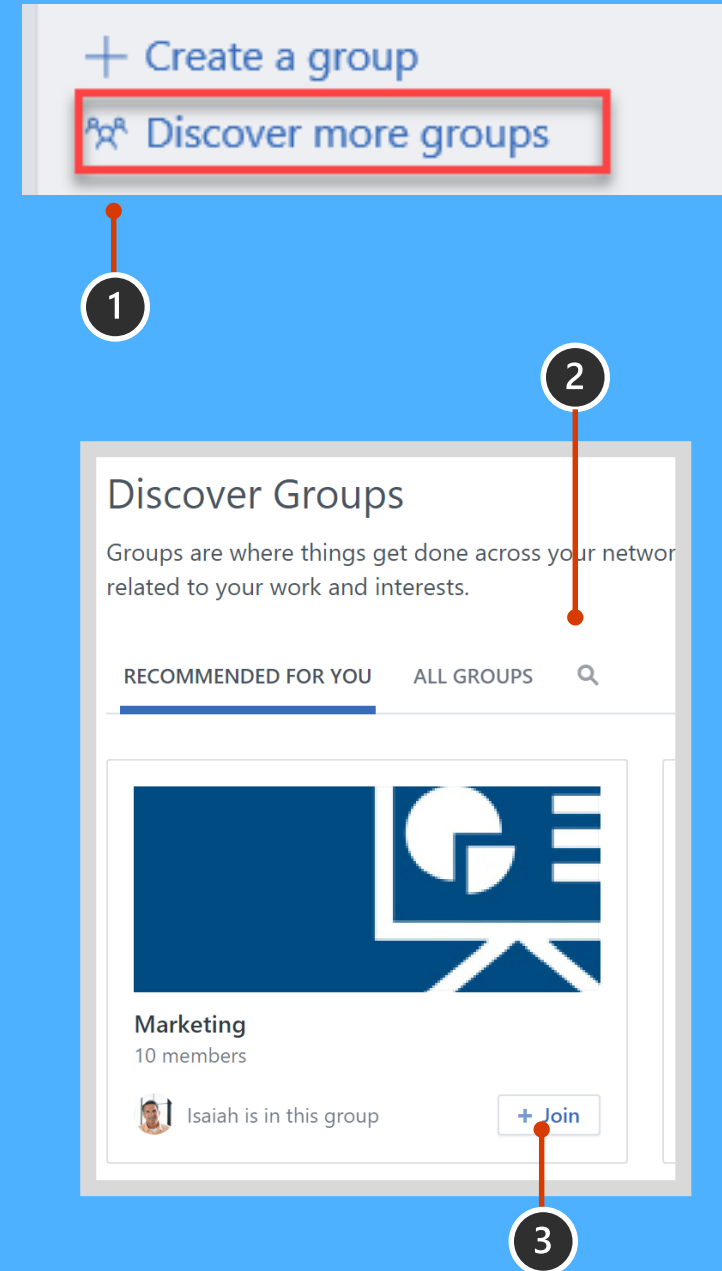
Join an existing group

Groups are a great way to collaborate with people. Some groups are public and easy to join, while others are private and require approval.

1. On the left navigation, click **Discover more groups**.
2. Browse or use Search to find groups. Read through descriptions, scroll through the group feed, or look at members to figure out if the group is relevant to you.
3. Click **+ Join** when you find a group that interests you.
 - If the group is public, you will be instantly added to it; if it is private, the group administrator will need to approve your join request.

All groups you are a member of will appear in the left navigation pane

Content adapted from the [Yammer end user guide](#).



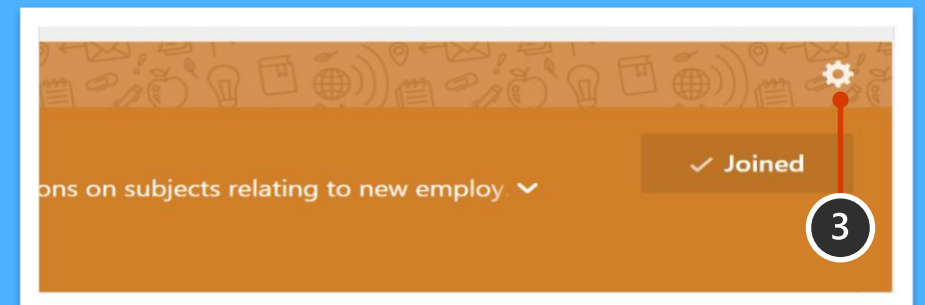
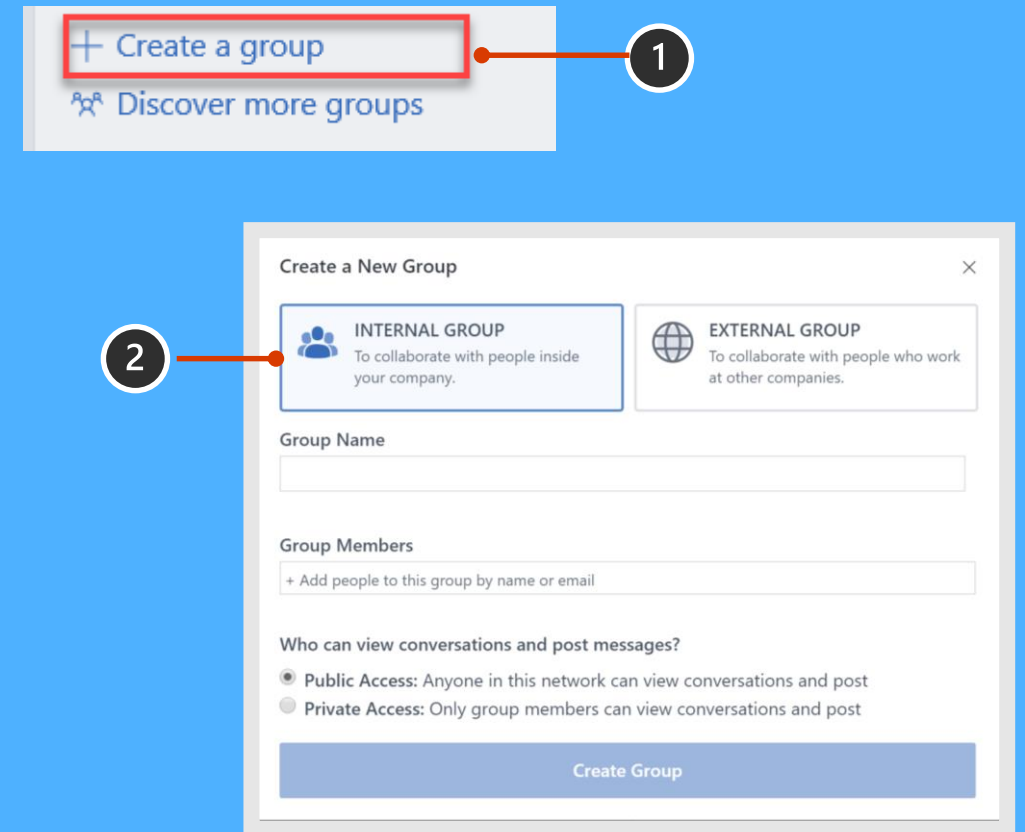
Create a new group

Don't see a group for your interest, or want to create a group for a new project? Start a new group and customize it for your members.

1. In the left navigation, click the + **Create a group**.
2. Select the **Internal** group type, type a *Group Name*, add *Group Members*, and set access to *Public* or *Private*.
 - To add group members make sure to use the full uOttawa email address of the member.
 - Public groups are available to anyone in your network to join; access must be granted to new members in a Private group.
3. Customize your group information by clicking on the gear icon in the group header. Edit group settings like the description, group image, and group header.

Your group is now active and will appear in uOttawa's group list.

Content adapted from the [Yammer end user guide](#).



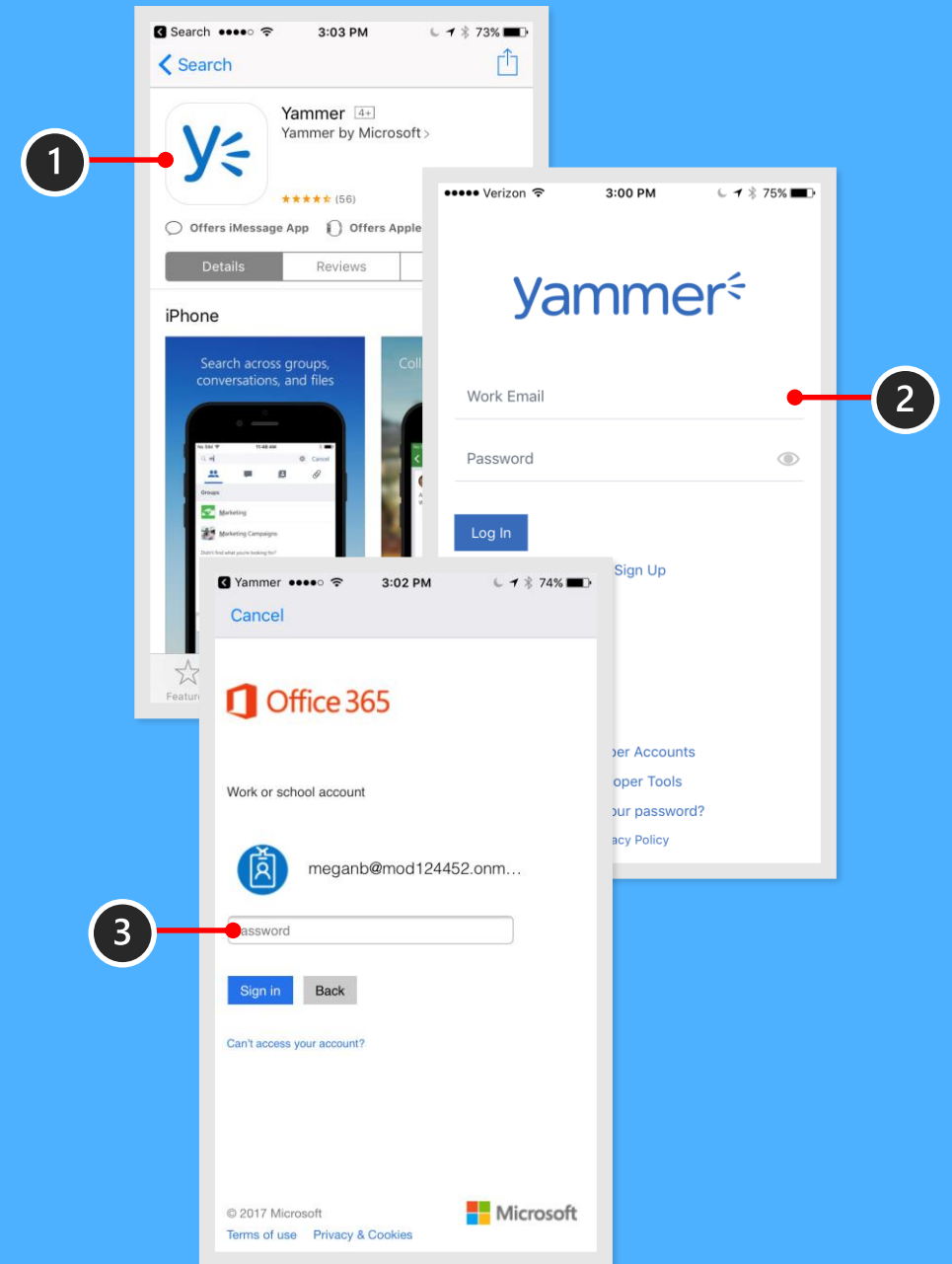
Download the Yammer mobile app

Stay connected when you're on the go with the Yammer app.

1. Go to your phone's app store, search for "Yammer," and download the free app.
2. Sign in for the first time using your uOttawa email and password.
3. For security reasons, you may be required to enter your password again.

After entering your credentials for the first time, you should be able to jump right into your conversations any time you open up the Yammer app.

Content adapted from the [Yammer end user guide](#).





Get started with Yammer

To know more about Yammer read the [Microsoft Quick Start Guide](#) or send your questions using Yammer in the subject line to asupp@uottawa.ca.