



## Quick Guide for New Yammer Users

Welcome to [Global Network of Schools of Public Administration](https://www.yammer.com/globalnetworkofschoolsofpublicadministration) on Yammer, a network dedicated to creating and maintaining a collaborative online community where members from the schools of public administration can exchange ideas, share experiences, and seek support from peers. Please use this document as a quick introduction. In addition, please refer to the Network Usage Policy for all policies and Checklist for new users.

### Join the Network

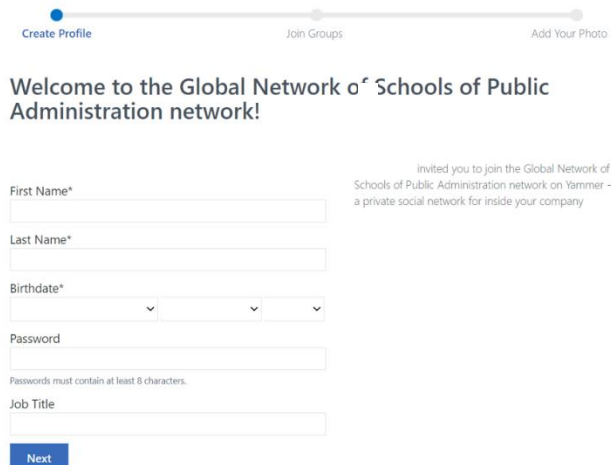
#### By Link:

You could join the network by clicking the link: <https://www.yammer.com/globalnetworkofschoolsofpublicadministration>. A new page will open, as shown below, where you enter your email address (work email address is preferred as this will expedite the process). By pressing the "Sign Up" button, you should then receive an email from Yammer (please search for "Yammer" in case the Email went to spam). Please follow the instruction in the email to finish the registration process.



#### By Invitation:

You could also join the network by receiving the invitation email sent by the administrator. Once you receive the network invitation email (please search for "Yammer" in case the email went to spam), please click on "Accept Invitation". A new page will open as shown below. Please fill out the requested information then submit it.



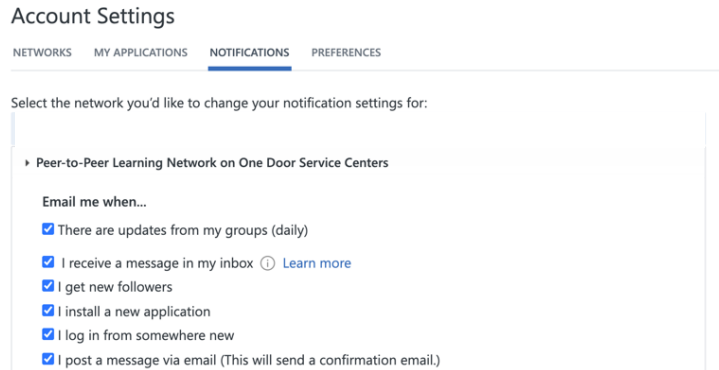


## Edit your personal profile

Select > *Edit Settings* > *Profile* to update your profile picture, contact info, expertise and interests, and work/education background. The more complete your profile, the easier for others on the network to find you and the more beneficial potentially these interactions are. (If you are a staff member of the UN Secretariat entity with an xxx@un.org email domain, then the profile has been automatically populated and cannot be changed. This might also be the case for other entities who use Yammer internally as well.)

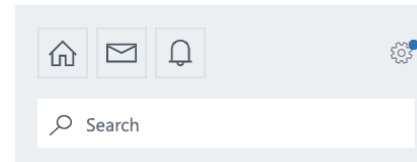
## Set notifications

From the left-side navigation menu, select > *Edit Settings* > *Notifications* to receive daily or weekly emails summarizing when specific activities happened in your network.

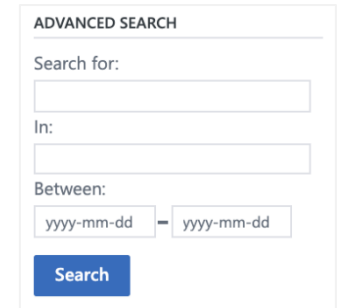


## Search by keywords

Type in keywords in the Search Bar to search for files, conversations, groups, people or notes in your network.



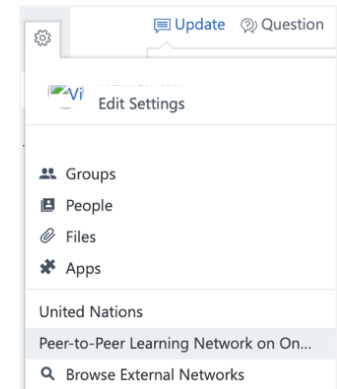
On the search results webpage, use **Advanced Search** to refine results bases on the Yammer Group and date range you want to look in.



## Switching between Yammer networks

If your organization also uses Yammer, then it might be necessary to switch from your organization’s Yammer network to this Global Network.

Select and then choose *Global Network of Schools of Public Administration...*





# Global Network of Schools of Public Administration

## Overview of the Homepage on Yammer

**Home, Messages, Notifications.**

Setting and More Icon. To edit your settings, to look up groups, people, files, and apps, and to switch the yammer networks and to browse external networks.

Make a post in a new thread: update, question, poll and praise.

Type any keywords here to search groups, people, files, topics, links and conversations.

Default group for everyone in this network.

Start a new group. Please consult with network administrator before creating a new group.

Find the existing groups that related to your work and interests.

Read and create private messages.

Post a message in a group or send a private message to someone.

Engage in the conversation: Like, Reply or Share.

Example of a post. You can add links, photos, videos, documents or ask questions, or make a poll or praise to a post. Please select the group or people before posting. For example, choosing "All network" means for everyone in the network can see the post.

Network Usage Policy and checklist for the new users.

Embedded links and files related to this network.

Discovery shows new content across from the network.

All shows all conversations in the network.

Following shows only conversations involving people, files or topic that you are following.