Setting Up Your Yammer Account

1. Go to https://yammer.com/office365

2. Enter your College of Charleston (username@cofc.edu) email address, and moving to the password field will cause the login screen to change to a College of Charleston branded page.

3. Enter your current Cougars password (the same one you use for email and MyCharleston):
4. The first time you log into Yammer, you will need to fill in some profile information. Make sure that your name is correct, accept the usage policy, then click “Next”:

5. Next you will be asked to identify some colleagues to follow on Yammer. Following a person in Yammer means you will be notified when they post something.
6. Join some groups! Groups are one of the ways (along with Topics) that you can focus what see in Yammer. There are many groups already created in Yammer, or you can make your own later. We recommend joining Events, ClassifiedAds, Open Discussion, or Yammer Help. If you are a faculty member, join the Faculty Only group (which is verified members only!) You may not see these on this first screen (Yammer chooses this first list,) but you will be able to join later.

7. Add a picture to your profile! The College is a big place, and many of us only know you by name. Help us get to know you by sharing your photo with us!
8. Follow the steps to install the Yammer Notifier app on your desktop. A window will let you know when someone posts something to Yammer! If you don’t want to install, close the window.

9. Join more groups! You can browse the full list of available Yammer groups by clicking “Browse Groups” in the upper left hand corner of your screen.

The groups you’ve joined will show in a list in the upper left corner.
10. Take a minute to introduce yourself. Maybe you’ve been at the College 40 years, but we’re all new here in Yammer!

Have fun! The more we use this, the better it will be for all of us!

*If you have any questions about Yammer, submit them to the Yammer Help Group in Yammer!*