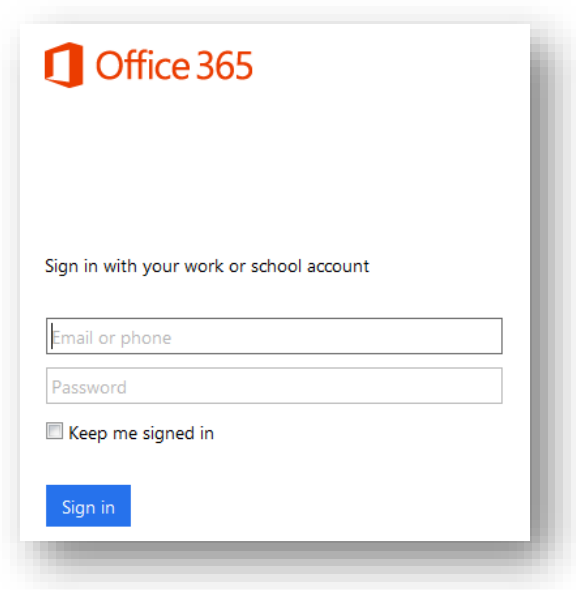
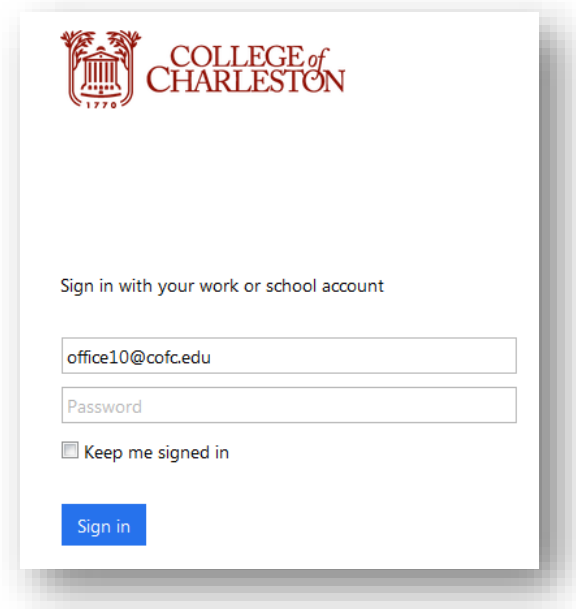


Setting Up Your Yammer Account

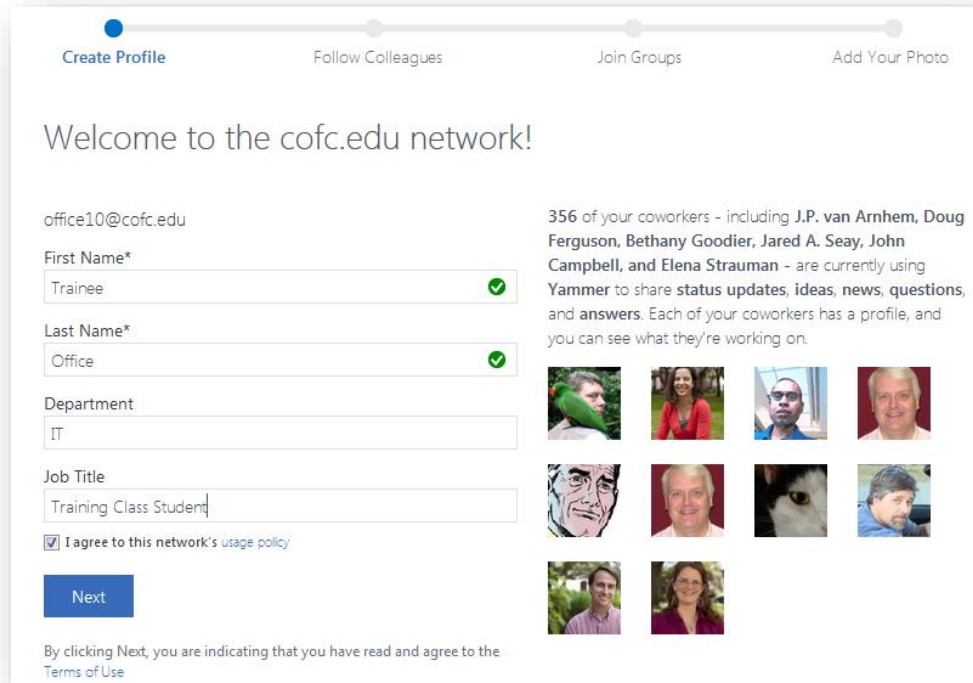
1. Go to <https://yammer.com/office365>
2. Enter your College of Charleston (username@cofc.edu) email address, and moving to the password field will cause the login screen to change to a College of Charleston branded page.



3. Enter your current Cougars password (the same one you use for email and MyCharleston):

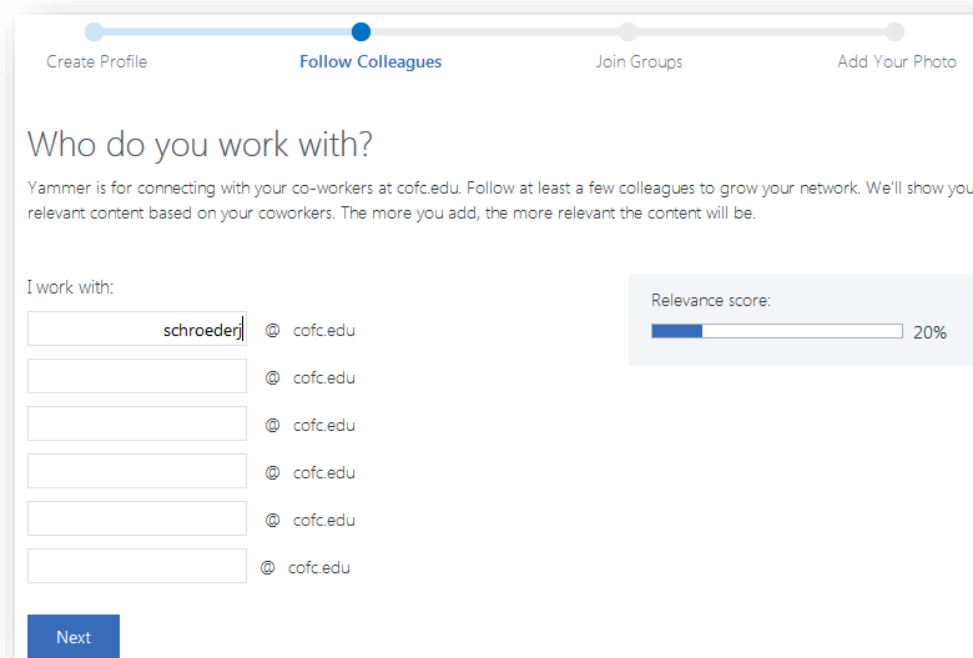


4. The first time you log into Yammer, you will need to fill in some profile information. Make sure that your name is correct, accept the usage policy, then click "Next":



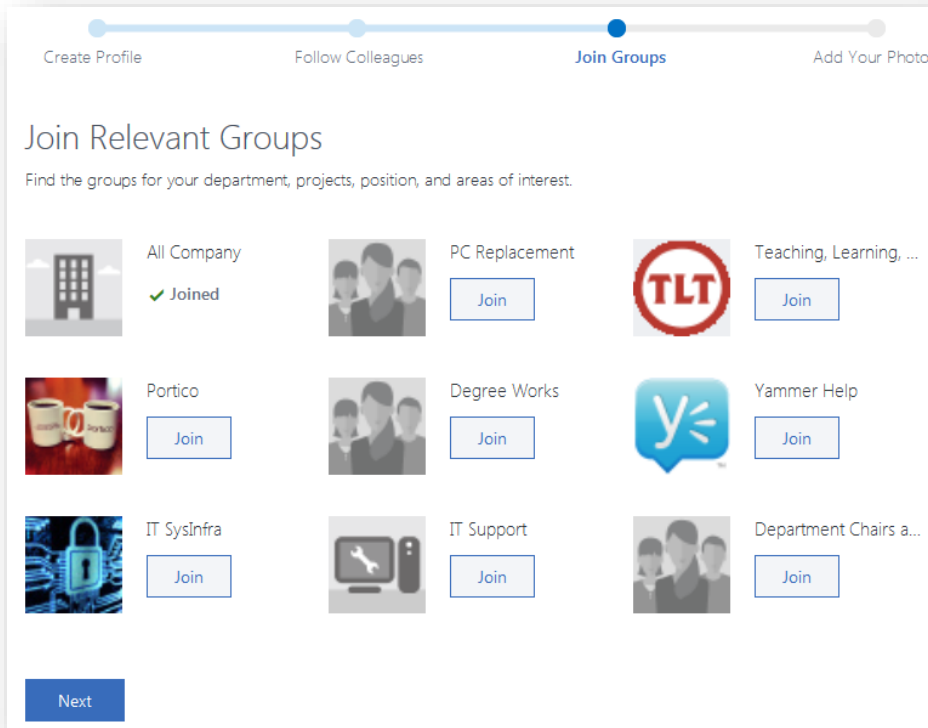
The screenshot shows the 'Create Profile' step in the Yammer onboarding process. At the top, a progress bar has four steps: 'Create Profile' (active), 'Follow Colleagues', 'Join Groups', and 'Add Your Photo'. The main heading is 'Welcome to the cofc.edu network!'. Below this, the email 'office10@cofc.edu' is displayed. The form contains the following fields: 'First Name*' with 'Trainee' entered and a green checkmark; 'Last Name*' with 'Office' entered and a green checkmark; 'Department' with 'IT' entered; and 'Job Title' with 'Training Class Student' entered. A checkbox labeled 'I agree to this network's usage policy' is checked. A blue 'Next' button is at the bottom left. On the right side, there is a text block: '356 of your coworkers - including J.P. van Arnhem, Doug Ferguson, Bethany Goodier, Jared A. Seay, John Campbell, and Elena Strauman - are currently using Yammer to share status updates, ideas, news, questions, and answers. Each of your coworkers has a profile, and you can see what they're working on.' Below this text is a grid of ten small profile pictures of various people.

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.

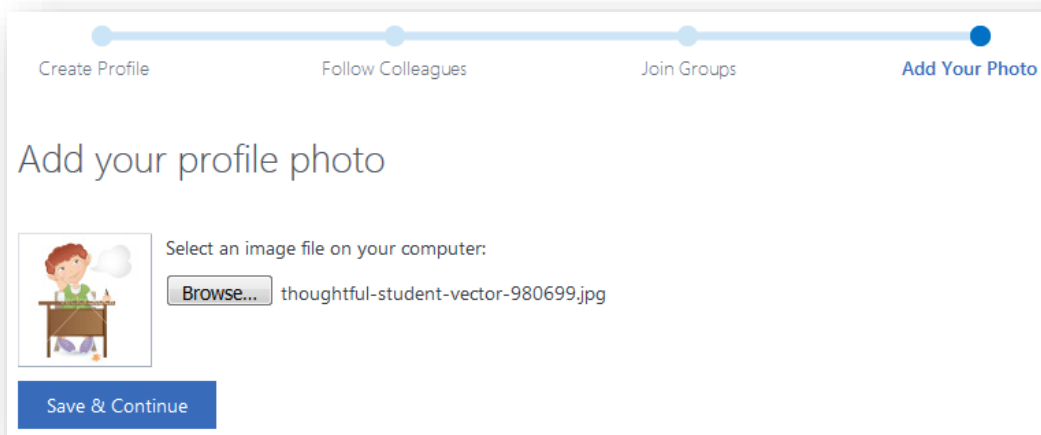


The screenshot shows the 'Follow Colleagues' step in the Yammer onboarding process. The progress bar at the top has four steps: 'Create Profile', 'Follow Colleagues' (active), 'Join Groups', and 'Add Your Photo'. The main heading is 'Who do you work with?'. Below this, there is explanatory text: 'Yammer is for connecting with your co-workers at cofc.edu. Follow at least a few colleagues to grow your network. We'll show you relevant content based on your coworkers. The more you add, the more relevant the content will be.' The form is titled 'I work with:' and contains six input fields, each followed by '@ cofc.edu'. The first field contains 'schroederj'. To the right of the input fields is a 'Relevance score:' section with a horizontal progress bar that is approximately 20% full, with '20%' written to the right of the bar. A blue 'Next' button is at the bottom left.

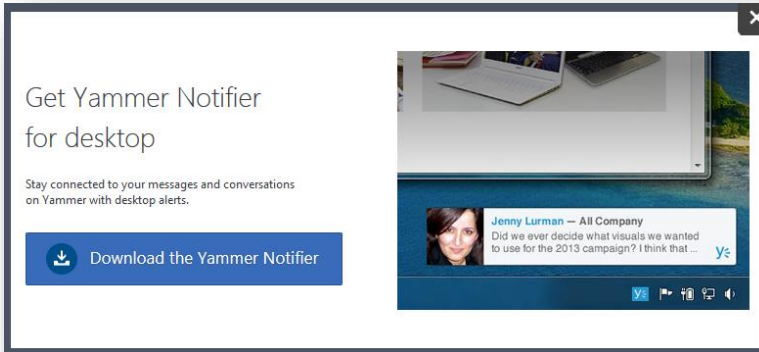
6. Join some groups! Groups are one of the ways (along with Topics) that you can focus what see in Yammer. There are many groups already created in Yammer, or you can make your own later. We recommend joining Events, ClassifiedAds, Open Discussion, or Yammer Help. If you are a faculty member, join the 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.



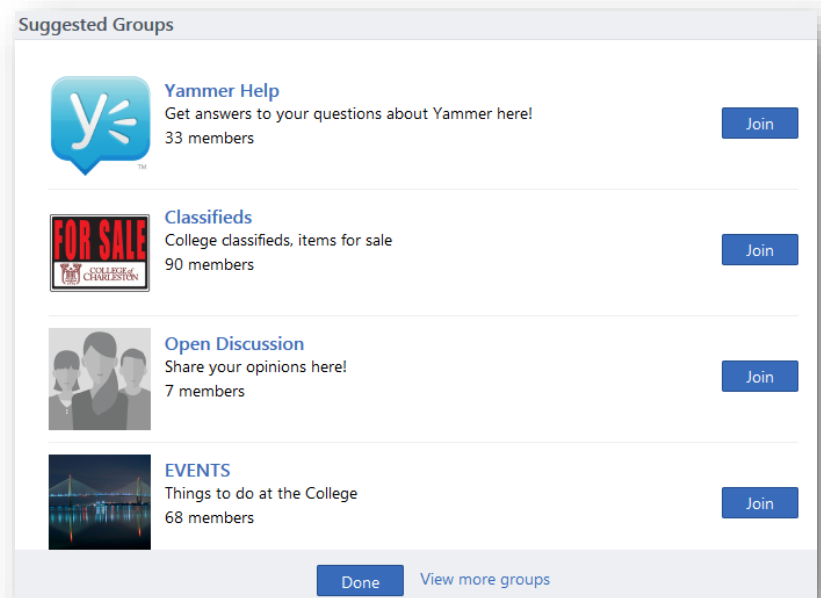
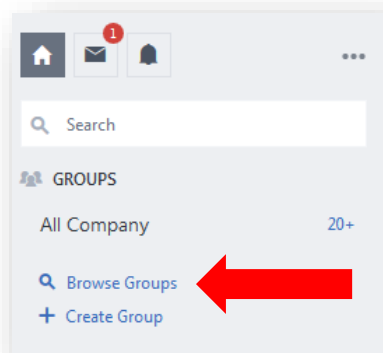
7. Add a picture to your profile! The College is a big place, and many of us only know you by name. Help us get to know you by sharing your photo with us!



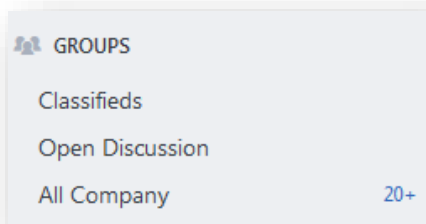
8. Follow the steps to install the Yammer Notifier app on your desktop. A window will let you know when someone posts something to Yammer! If you don't want to install, close the window.



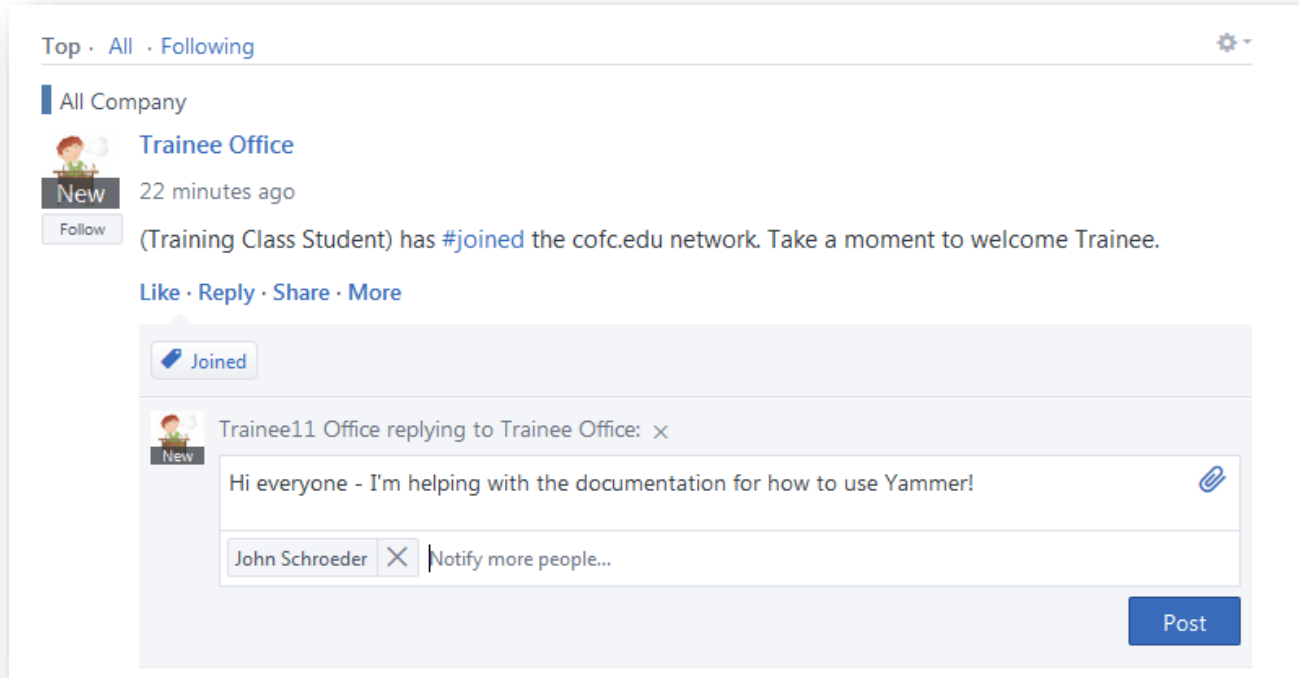
9. Join more groups! You can browse the full list of available Yammer groups by clicking “Browse Groups” in the upper left hand corner of your screen.



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!