

## Office 365 Social Media – Using Yammer And Delve

Publishing messages on **Facebook** allows us to keep track and communicate with others anywhere in the world. **Department Social Media** will allow us to share ideas with the focused groups trying to solve common problems. **Yammer** is one tool that could be used to accomplish this purpose. You may have a **Project Yammer** (social media site) to collect ideas from anyone on the team and anywhere to improve a company process. An **HR Yammer** (social media site) could be used to gather suggestions for improvement and an **Engineering Yammer** (social media site) might be used to gather creative suggestions for engineering strategies. **Office 365 Delve** will allow you to access information across the **Office 365** network based on what you are looking for and who you are working with. It will search information based on established permissions. This course will specifically cover **Yammer** and **Delve**.

**Course length:** 1:45 to 2:00 hours

**Course Method:** Instructor-Led or Remote Online

**Delivery Method:** This is a hands-on course.

**Courseware:** TBD

**Concepts Covered:**

### Yammer

- Email
- Notifications
- Search
- Create New Group
- External Groups
- Discover Groups
- Update
- Polls
- Praise
- Announcement
- Members
- Post Information
- Keyboard Shortcuts
- Bookmark
- Team Meeting Note
- Non-Work Related Conversations
- Hide Conversation
- Emailing To Yammer
- Deleting A Reply Message
- Reply
- CC Field
- Add Groups To Conversation
- Other Yammer Networks
- Non-Yammer User
- Yammer Basic Version
- Yammer Enterprise Version
- Standard Newsfeed Version
- Yammer Mobile Apps

### Delve

- Document Status
- Search
- My work/Me
- My Analysis
- Favorites
- Shared with me
- People
- Create a board
- Change Cover Photo