

# Getting Started with Yammer<sup>®</sup>



**Participate.** Be present and join the conversation by posting, liking, commenting, and sharing. Not sure how to start the conversation? Keep in mind Ambassadors share common interests. If it interests you, it probably interests others.



**Follow.** Posts from the members you follow will be shown in your "Following" feed, giving you a custom feed of the information that matters most to you. Just click on the member's name and click on the +Follow link in the top right corner. You can also follow groups that interest you.



**Prioritize.** Set up a calendar reminder a few times a week that instructs you to check Yammer and participate in conversations. This gives you a break from your regular work and gives you an opportunity to participate outside the walls of your building and outside of the groups you normally work with.



**Regulate.** Set your inbox up for success by regulating your Yammer emails. Click the ellipses (...) in the top right corner, select "edit profile" and then select "notifications."



**Collaborate.** Use Yammer to collaborate. Propose ideas and questions for others. Post documents for others to assist with editing.



**Celebrate.** Use Yammer to celebrate Ambassador achievements or to welcome new Ambassadors. Use the praise tool to congratulate someone on great work.



**#hashtag.** Add hashtags to your posts. Hashtags are helpful for gathering data and identifying trending topics, which makes it easier to find a list of all related posts and comments.



**Reference.** Need to reference a certain conversation? Click the time stamp on a Yammer conversation, and the conversation will appear in a new page. Copy and paste the URL for easy access.



**Enjoy.** Yammer is your PCORI Ambassador social media tool. It connects you to people, conversations and information. Yammer is your virtual meeting place, so be sure to take time to check in and participate.

If you have questions about Yammer usage or rules of conduct, feel free to contact [ambassadors@pcori.org](mailto:ambassadors@pcori.org).

# Guidelines for Using Yammer<sup>®</sup>



**Membership.** The PCORI Ambassador Program team reserves the right to approve and remove Ambassadors from Yammer if there are repeated postings or behaviors that are deemed inappropriate or inflammatory.



**Newsfeed.** The PCORI Ambassador Community group is meant for the posting of PCOR discussion topics, health research articles, and questions that can be discussed. We hope to stimulate discussion and collaboration to fulfill the role of an Ambassador. PCORI reserves the right to delete any post or comment.



**Conduct.** The PCORI Ambassador Community group is a place for professional conversation and exchange of ideas. Please refrain from aggressive, personal attacks if you disagree with an idea or opinion. PCORI reserves the right to remove any Ambassador who is engaging in inappropriate conduct.



**Opportunities.** The PCORI Ambassador Program team encourages the sharing of professional opportunities, including but not limited to, conference scholarships or stipends, merit or peer review panel participation, advisory panel openings, publication announcements, etc. However, please refrain from sharing whether you or others have received scholarships and the perceived fairness of opportunities.



**Product Endorsement.** PCORI and the Ambassador Program team cannot endorse any product on behalf of a company. Please do not ask PCORI or the Ambassador Program to endorse companies that produce, sell, or promote products, devices, pharmaceuticals, etc.

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