

YAMMER AND WHITEBOARD – 2 DAY COURSE

COURSE SCHEDULE

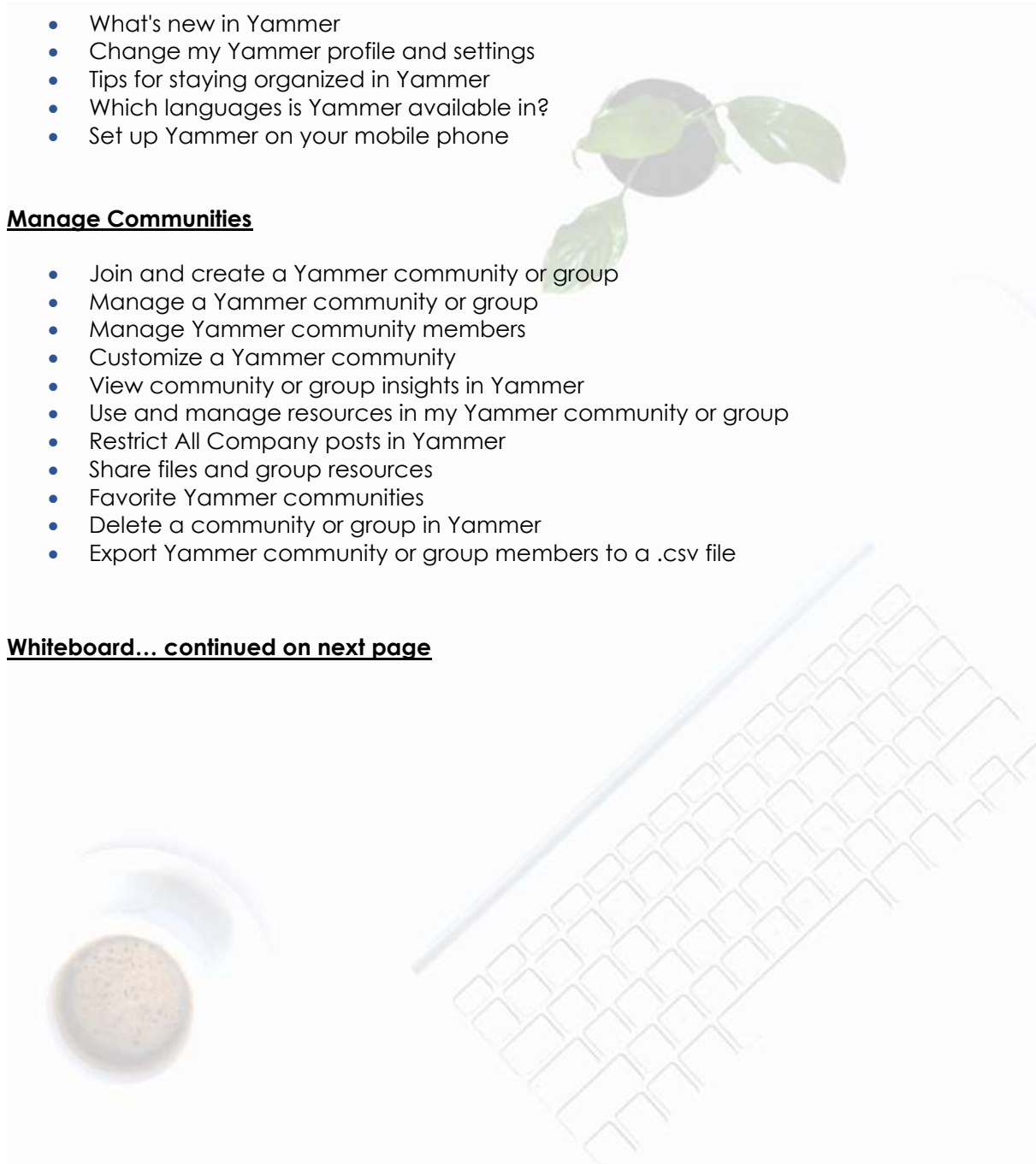
Get Started

- What's new in Yammer
- Change my Yammer profile and settings
- Tips for staying organized in Yammer
- Which languages is Yammer available in?
- Set up Yammer on your mobile phone

Manage Communities

- Join and create a Yammer community or group
- Manage a Yammer community or group
- Manage Yammer community members
- Customize a Yammer community
- View community or group insights in Yammer
- Use and manage resources in my Yammer community or group
- Restrict All Company posts in Yammer
- Share files and group resources
- Favorite Yammer communities
- Delete a community or group in Yammer
- Export Yammer community or group members to a .csv file

Whiteboard... continued on next page



Use Yammer

Conversations

- Edit Yammer conversation posts, replies, and messages
- View Seen Counts in Yammer
- Share and move Yammer conversations and files
- Pin, close, and report conversations in Yammer
- Create polls, praise, announcements, and questions in Yammer
- Create and annotate short videos in Yammer
- Send a message to a specific person in Yammer
- Use questions and answers in a Yammer community or group
- Post to Yammer by sending an email message
- Attach a file or image to a Yammer message
- What's in the Yammer Home and Discovery Feeds?

Files

- Edit documents from Yammer
- Edit a previously uploaded file when your Yammer group now stores files in SharePoint
- Attach a file or image to a Yammer message
- Video posts in Yammer upload and encode separately

Inbox & Notifications

- Manage your Yammer Inbox
- Enable or disable Yammer email and phone notifications
- Can I unsubscribe myself from Yammer?

People & Search

- Tips for staying organized in Yammer

Live events in Yammer

- Organize a live event in Yammer
- Attend a live event in Yammer
- Schedule and produce a live event
- Get help producing a live event
- Broadcast a live event using Teams
- Drive engagement in a Yammer live event
- Discover Yammer live events with the event carousel
- Video posts in Yammer upload and encode separately
- Live events FAQ

Accessibility in Yammer

Intergrations

Troubleshoot

Name of Course	Description	No of Days	Cost per Delegate MS Teams	Cost per Delegate: Your Premises	Cost per Delegate at Sankin
Office Yammer and Whiteboard	Using and managing Yammer communities and conversations, managing notifications and emails, attending and scheduling live events.	1	2000	2150	2250

