



# The Tent

Yammer Beginner Tip Sheet

## Bookmark

Please bookmark this address in your browser:  
**Yammer.com/TheTent**

## Logging in

Log in at the link above. If you have an account: click “Log In”. If you don’t have an account, where it says “enter your work email” enter the personal or work email address you wish to use for Tent updates and messages.

## Profile

Click Your Name > Edit Profile to add the following:

1. Picture (square professional headshot is best)
2. Blurb or bio in “About Me”
3. Job Title: Your Role, Congregation Name, City/State, # Member Units
4. Everything else is optional!

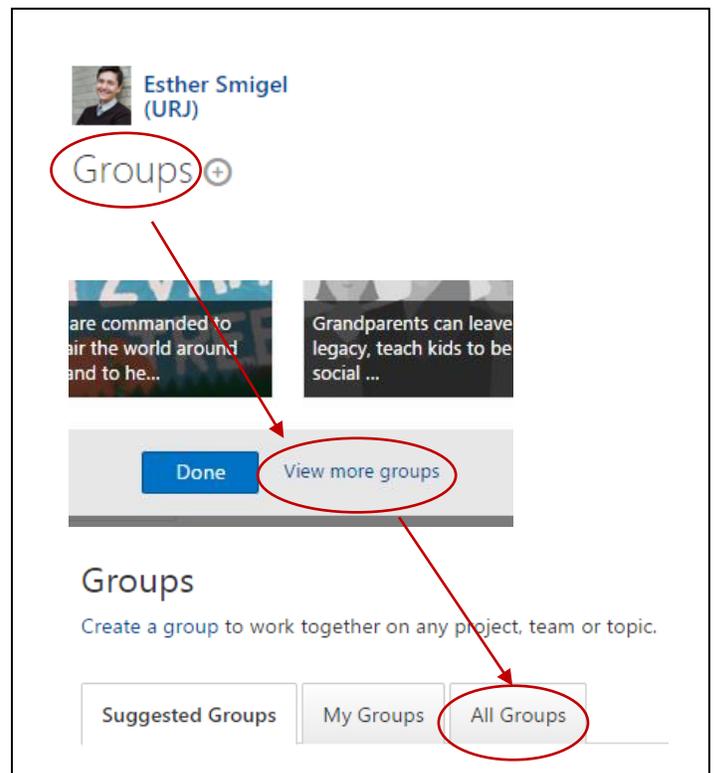
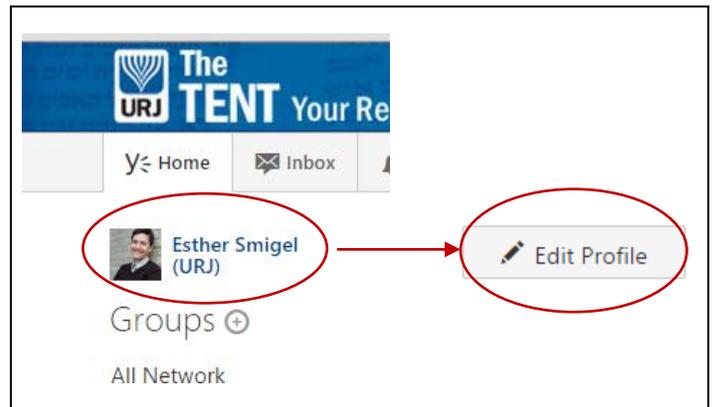
Click Save at the bottom of the page. Then click “Back Home”.

## Join Discussion Groups

Groups you join will be visible on the left side of the page. To see the full list of groups, click: Groups > View More Groups > All Groups.

Public groups you can view just by clicking on them, private groups you must join and be approved to view activity.

Click “Join” for any group and it will appear in your “Following” newsfeed located at yHome.





### Email Notifications

Set your email notification preferences when you join the Tent. These preferences can be changed at any time.

You can choose to receive all network activity in a daily or weekly digest—or subscribe for live updates from a particular group.

There is also an option to choose to receive live emails for specific actions, like when someone sends you a private message on Yammer.

### Activity Digests

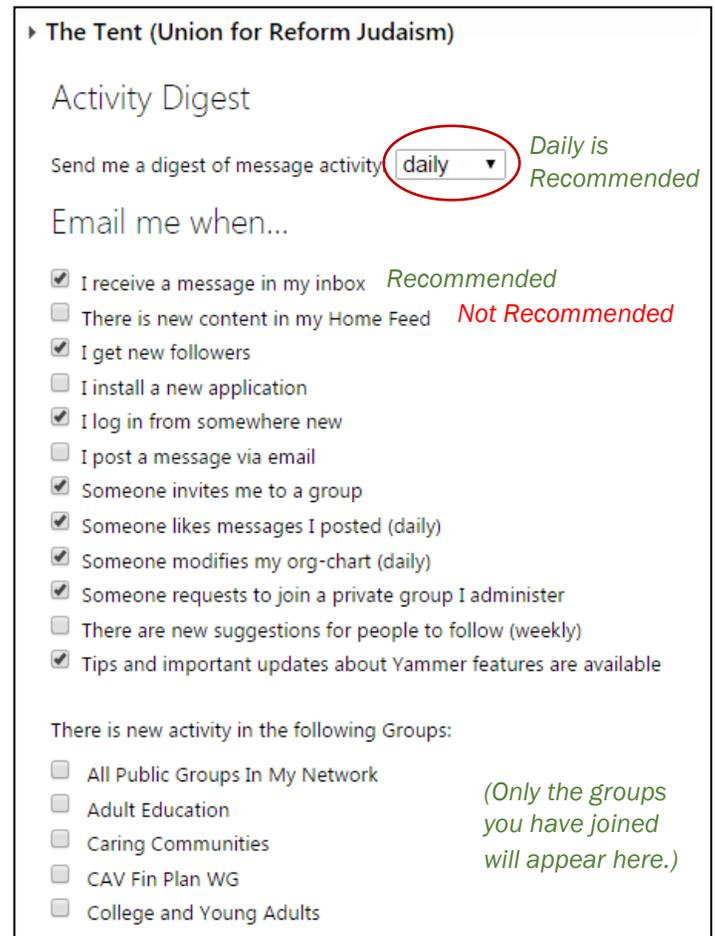
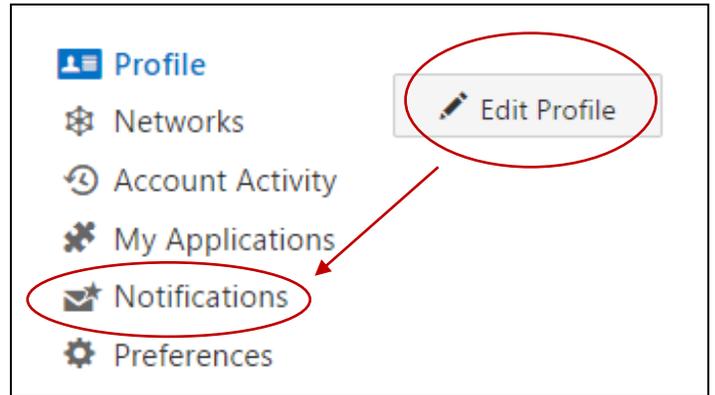
“Never” means you will receive no activity emails except for rare announcement emails. Selecting “Daily” and “Weekly” means that you will receive a digest of Tent activity in groups you have joined according to your selection.

### Immediate Emails

“Email me When” emails only for specific things, like when you receive private messages or when someone ‘likes’ your post.

### Group Subscriptions

You can receive live notifications about every activity within a specific group. Check the box next to the group under “There is new activity in the following Groups.” *Please be aware that this may generate a lot of email.*



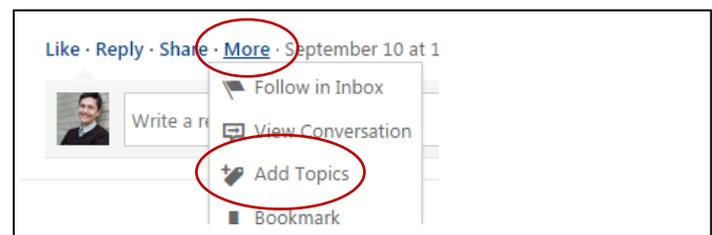
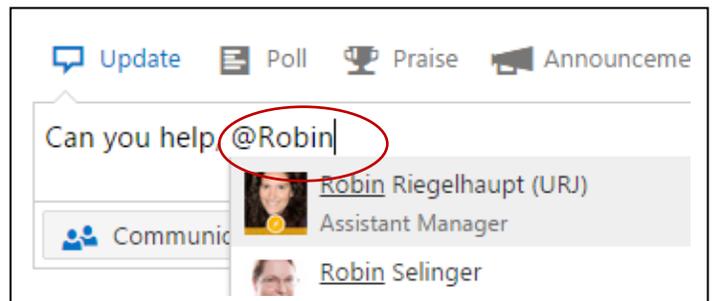
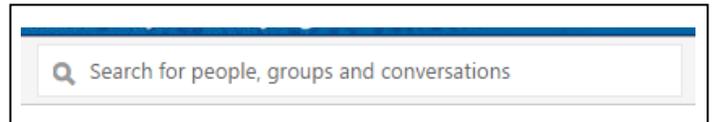


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### Posting

- Before posting a question, always **use the search bar** at the top of your screen to see if someone has asked the same thing recently, or see if there is a resource or file already in the Tent that can help you.
- Post your comment or question **to the correct group** (such as Worship)—not to “All Network.”
- Use @mentioning to aim your public group message at a particular person, or several people—write **@Firstname Lastname** in your post to ‘tag’ that person. They will see the message in their inbox.
- Write **#topic** in your post (‘topic’ being whatever you want to help categorize your message, like #programmingideas) to help others find your message in a search. Or add topics afterwards with the “Add Topics” button.



### Find Files

You can find files by clicking on “Files” at the top of a group page—or use the search bar at the top of any page to search for people, groups, or files.



### Other Networks

If you are a member of multiple URJ networks (such as WRJ, North American Board, URJ Employees) you can toggle between networks by clicking Networks at the bottom left corner of the screen.

### More Questions?

Use the search bar to find the “Tent Yammer Tips” group, or email us at [urj1800@urj.org](mailto:urj1800@urj.org).

