

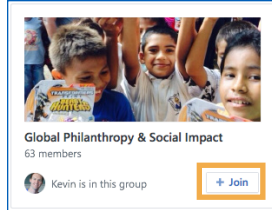


Yammer - Understanding the Basics

Quick-Start Guide

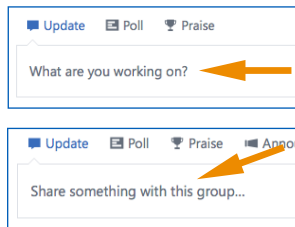
Join a Yammer Group

Yammer Groups are a great way to stay informed about a topic. The All Company Group is the default —everybody is automatically included in this group. You can join any public group, but will need to be invited to a private group. Click the Groups link to find groups you want to join or to create a new group.



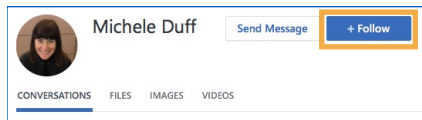
Post a Yammer Message

Do you have a question, an update on your current project, an interesting article that others will benefit from? Click in the “What are you working on?” field in your feed or browse to a Hasbro Inc. Yammer group and click in the “Share something with this group” field.



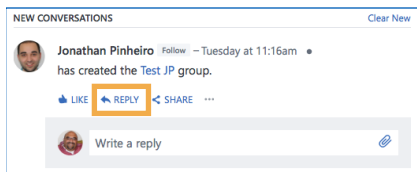
Follow Someone

When you follow someone on Yammer it means you want to see messages from them in your feed. You can search for people by name using the search box, or you can scroll through the All Company feed and follow someone that’s posting about things that interest you.



Reply to a Conversation

Replying to messages is a core part of what makes Yammer useful. When you reply to a message, Yammer starts a thread. That makes it easier to keep track of what everyone is saying. To reply to a message, click **Reply** under the message and a reply box will appear.



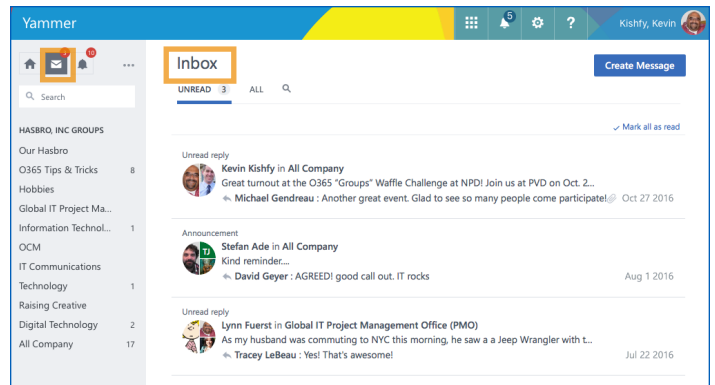
Like Someones Message

When you **Like** a message, the person who posted the message will receive a notification that you Liked it. Use Likes to indicate agreement with an idea, acknowledgement that you’ve seen a message, or just to let someone know you like what they’re saying.



Check Your Inbox

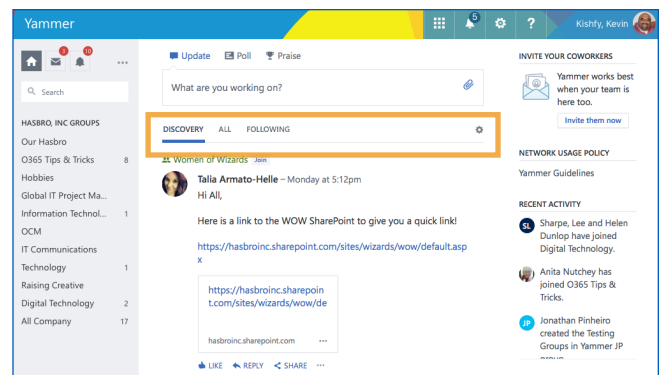
Your Inbox is a single place for you to view, prioritize, and manage all of the conversations that are most relevant to you on Yammer. Your Inbox contains the messages that you are following. That includes private messages, announcements, and conversations you have participated in or have been @mentioned in. You can also choose to follow any conversation you wish by selecting **More** and choosing **Follow in Inbox**.



The Feed

The feed is your information hub. There are three feed views that you can toggle between:

- **Top:** This is a feed of the conversations most relevant to you, based on what you subscribe to and your interactions with Yammer network content.
- **All:** These are all the conversations to which you have access within your company network.
- **Following:** These are the conversations you actively subscribe to, including conversations that your followers have participated in or liked, conversations that have been tagged with a topic you follow, and conversations that have been posted in one of your Groups.



Head on over to <http://training.hasbro.com> today, and start learning about all that Yammer has to offer via interactive and engaging training tutorials.

