



Yammer groups

Available online:

<https://www.hw.ac.uk/is/skills-development/software-guides-tutorials.htm>

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Yammer groups

Yammer works with *groups* of members that are working together. Anyone on Yammer can set up a group for their area of work or project.

Create a new group

1. Click **Create new group** at the bottom left of Yammer
2. Specify whether it is an **Internal** or **External** group
3. Give the group a **name**
4. **Add** group members
5. Select the **view conversations and post** access option required
6. Click **Create Group**

Create a New Group

INTERNAL GROUP
To collaborate with people inside your company.

EXTERNAL GROUP
To collaborate with people who work at other companies.

Group Name
Maira Test
Name is available.

Group Members
Guilherme De Sous... X Michelle Ritchie X
Type to search for results

Who can view conversations and post messages?
☐ Public Access: Anyone in this network can view conversations and post
☒ Private Access: Only group members can view conversations and post
☐ List this group in our network's group directory and search results.

Create Group

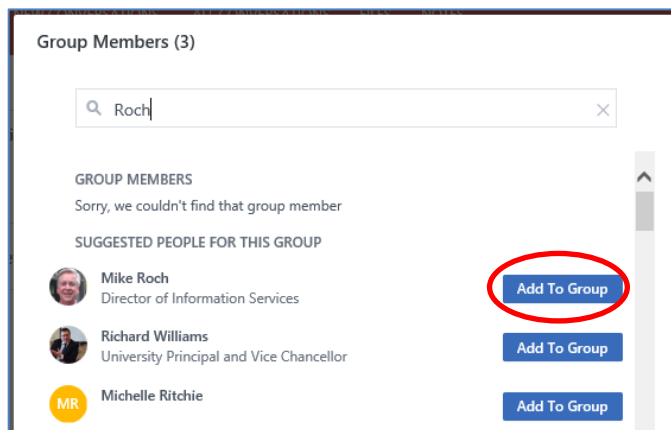
You can add or remove group members at any time

Add members to an existing group

1. Go to the group that you want to add to/remove from
2. Existing members are displayed in the top right of Yammer
3. Click **MEMBERS** or the **Add Member** button to the right of the member images
 - The members list will be displayed



4. Enter the name of the person you want to add – the system will present suggestions as you type
5. If the name you require is displayed – click the **Add To Group** button to the right of the name



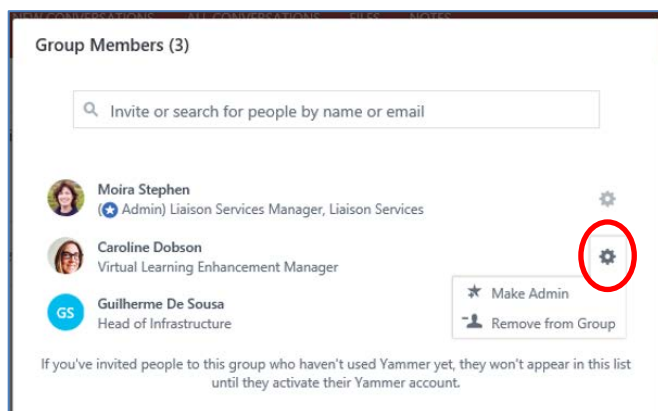
If the name doesn't appear – keep typing and enter the full name – then click the **Add To Group** button

Not everyone will be on Yammer. If you invite someone that hasn't used Yammer yet, they will be invited to join (this happens automatically) if you add them to your group. Once they have confirmed that they want to join Yammer they show up in the list of participants for your group.

Only group Admins can remove members. You are the Group Admin person for the groups you create. You can give other group members Admin rights if you wish.

Remove a group member

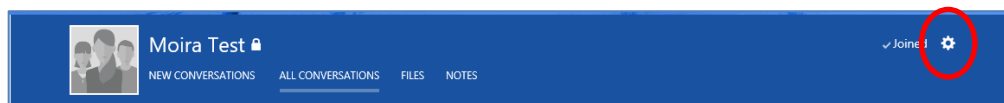
1. Display the list of group members
2. Click the **Settings** button (the cog) to the right of the member's name
3. Click **Remove from Group**



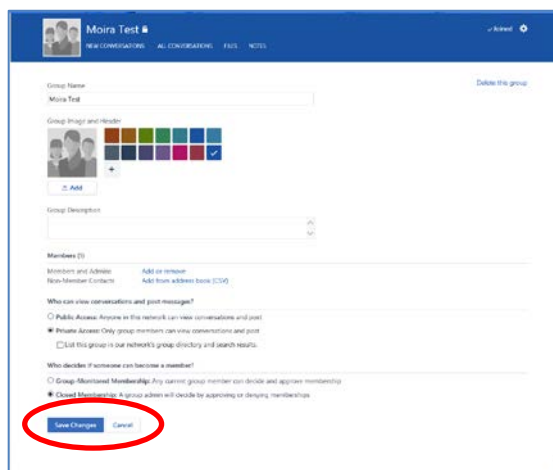
Edit group settings

You can edit the Group Name, Group Image and Header and Members from the Groups Settings.

1. Go to the group that you want to delete
2. Click the **Edit the Group Settings** button (the cog) at the right of the group header



3. Edit the settings you wish to change
4. Click **Save Changes** (or Cancel if you've changed your mind)



Delete a group

If you no longer require a group you can delete it from the Group Settings.

Deleting a group will remove everything that is in it – ***so be very careful when using this option.***

If you have experimented with setting up a group, and added and removed members just for practice, you might want to delete the group that you used to experiment with.

To delete a group

1. Go to the **Edit the Group Settings** options
2. Click **Delete this group**
3. Click **Delete** at the prompt

