



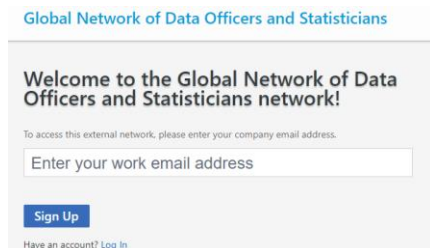
Quick Guide for new Yammer Users

Welcome to [Global Network of Data Officers and Statisticians](#) on Yammer, a global community of official statisticians and data officers that supports the full implementation of the SDGs and the production and dissemination of high-quality official statistics in all statistical domains. Please use this document as a quick introduction. In addition, please refer to the [Network Usage Policy for all policies](#) and Checklist for new users.

Sign up to Yammer

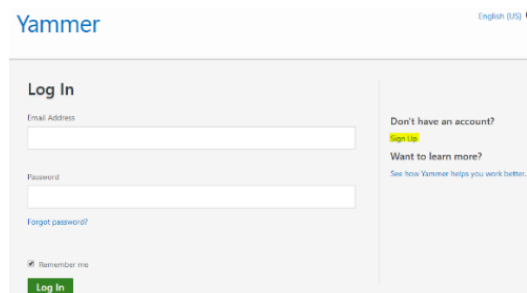
By Shared link

In most cases, you should join our network by clicking on the link shared via Email, poster, or newsletter (<https://www.yammer.com/unstats>). A new page will open, as shown below, where you enter your email address (work email address is preferred as this will expedite the process). By pressing the “Sign Up” button, you should then receive an email from Yammer (please search for “Yammer” in case the Email went to spam). Please follow the instruction in the email to finish the registration process.




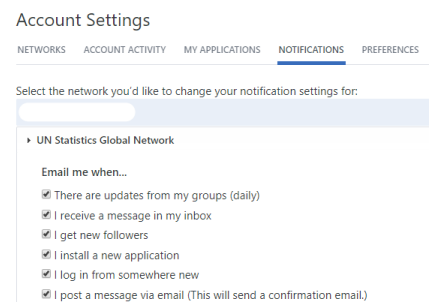
By Invitation:

Once you receive the network invitation email (please search for “Yammer” in case the email went to spam), please click on “Accept Invitation”. A new page will open as shown below. Use “Sign Up” on the right-hand-side to register or if you already have an account in Yammer type in the email address (the same as the one where you received the invitation) and the password to login.



Set Notifications


From the left-side navigation menu, select  > *Edit Settings* > *Notifications* to receive daily or weekly emails summarizing when specific activities happened in your network.





Global Network of Data Officers and Statisticians

Edit your personal profile

Select  > *Edit Settings* > *Profile* to update your profile picture, contact info, expertise and interests, and work/education background. The more complete your profile, the easier it is for others on the network to find you and the more beneficial potentially these interactions are. (If you are a staff member of a UN Secretariat entity with an *@un.org email domain, then the profile has been automatically populated and cannot be changed. This might also be the case for other entities who use Yammer internally as well.)


Account Settings

PROFILE | PASSWORD | NETWORKS | ACCOUNT ACTIVITY | MY APPLICATIONS | NOTIFICATIONS | PREFERENCES

Basics

Display name:

Email: [Change](#)

Photo:  No file chosen

Info

About me:

Job title:

Department:

Location:

Expertise:

Interests:

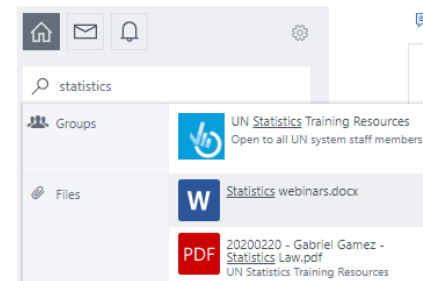
Contact

Work number: Extension:


Mobile number:

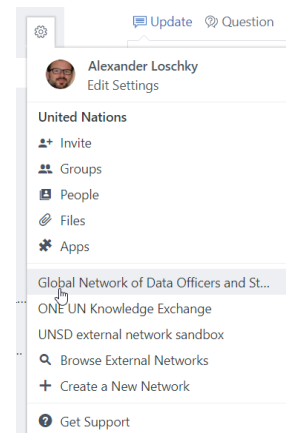
Search by keywords

Type keywords into the search box to find files, conversations, groups, and people. For instance, use “Statistics” as the keyword for searching, as shown below:



Switching between Yammer networks

If your organization also uses Yammer, then it might be necessary to switch from your organization’s Yammer network to our Global Network on Yammer. Select  and then *Global Network of Data Officers and St...*





Global Network of Data Officers and Statisticians

Overview of the Homepage on Yammer

Tabs: Home, messages, notifications

Type any keyword here to search **groups, people, files, topics, and links (conversations)**. Click on See all Search Results for advanced options.

Start a new group. Please consult any Network Administrator before creating a new group.

Find an existing group by topics and regions.

Start a **private conversation** with someone; Start a **group chat**.

Engage in conversation: **Like, Reply** or **Share** to other groups

Example of a post. You can add links, photos, videos, documents (PDF, Word, Excel, etc.) to a post. (Visuals will increase the impact.)

Make a post in a new thread: **Update (regular post), Question, Poll, Praise, and Announcement (the latter only for group admins)**

Edit your **profile** and notification.

Suggested people based on the active user in your Yammer directory and pending status of the users

Suggested Groups based on your profile and interactions

Embedded links and files related to this Network