

# Instructions for Joining and Using the PFAnetwork on Yammer

## Table of Contents

Register with Yammer.....	Page 2
Join the “PFAnetwork” Network.....	Page 3
Navigating the Network.....	Page 4
Utilize Email Notifications.....	Page 6

## Register with Yammer

- 1) Go to [Yammer.com](https://Yammer.com)
- 2) Enter your company email address

Yammer<sup>®</sup>  
The Enterprise Social Network

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### The World Moves Fast. Move Faster With Yammer.

Yammer is a private social network that helps employees collaborate across departments, locations, and business apps.

Join Your Company's Social Network for Free

Enter your work email address  [Sign up](#)

Only people with a verified company email address can join your company network.

Used by more than 200,000 companies worldwide.

- 3) Check your email inbox and follow instructions to verify your account activation.

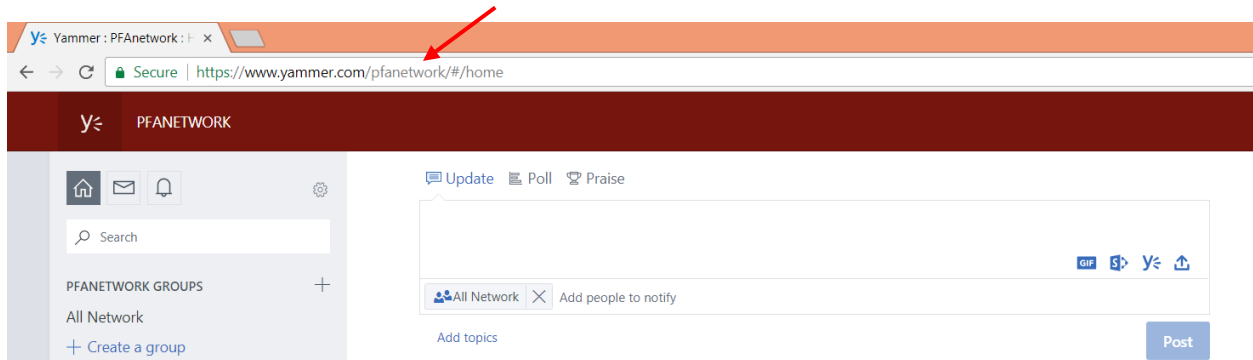
## Join the “PFANetwork” Network

- 1) Log in to your Yammer profile (yammer.com)

- 2) You will be taken to your Home Network Page. Enter our Network URL into your internet browser – [www.yammer.com/pfanetwork/](https://www.yammer.com/pfanetwork/)

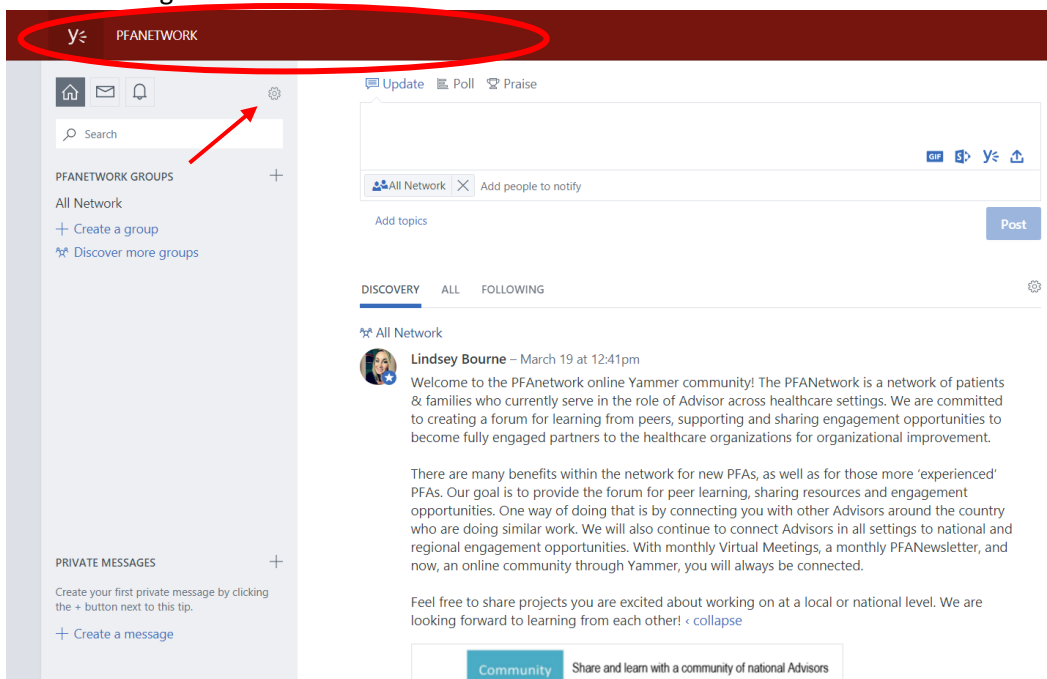
\*Note: You must be signed into Yammer to find our Network page via a URL link

- 3) If you haven't already received an invitation, you will need to click “Request an Invitation”

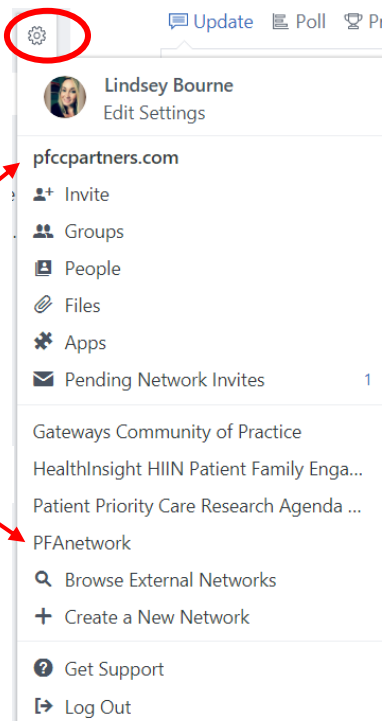


## Navigating the Network

- 1) Confirm that you are working under the “PFANetwork” Network. Refer to Step 2 below for how to navigate between Network



- 2) Use the Edit Settings icon at the top left of the screen to move between Networks you have joined. Your “Home Network” will be automatically joined when you activate your account. Your Home Network is based on the domain name of your email.



- 3) Enjoy the Yammer Network!      “Home Network” Example

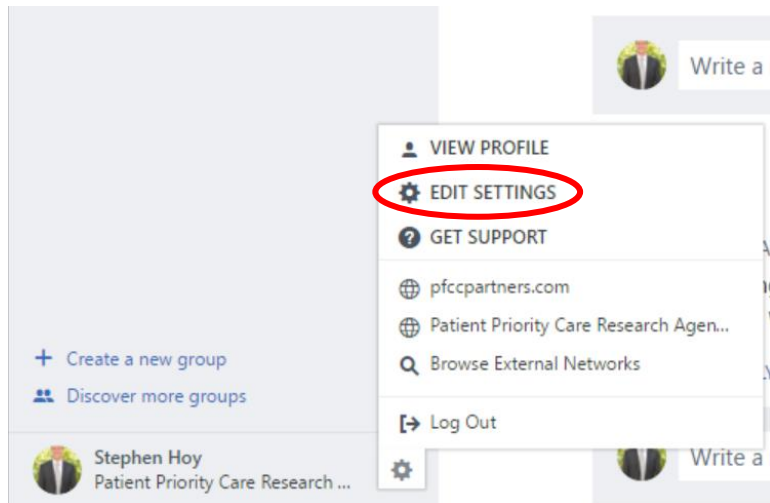
Our Network

The screenshot shows the PFANETWORK Yammer interface. A red box highlights the main content area, which includes a search bar (A), a post by Lindsey Bourne, and a 'Write a reply' field. On the left, a navigation bar (B) contains 'PFANETWORK GROUPS', 'All Network', '+ Create a group', and 'Discover more groups'. A settings gear icon (D) is located at the top of this bar. On the right, a sidebar (C) includes 'INVITE YOUR COLLEAGUES', 'APP DIRECTORY', 'NETWORK RESOURCES', and 'RELATED NETWORKS'.

- A** Network News Feed – The news feed will change when you navigate between groups within the network. Each group will have their own feed, and the “All Network” group will show network-wide communications. This is where you can post updates, comment, reply, and generally interact with content.
- B** Groups Navigation Bar – Move between Groups within the overall Network. Once you have joined the Network and you are currently part of a collaborative, you will be invited or you can request to join the appropriate group.
- C** Related Networks – A list of the Home Networks represented in our Network
- D** Edit Settings – Change personal settings and navigate between your different Networks

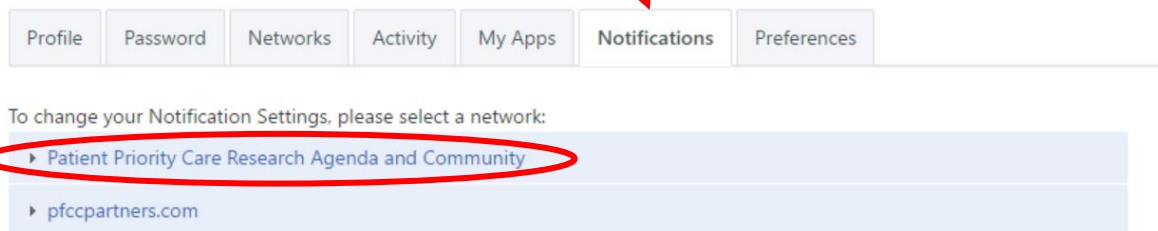
## Utilize Email Notifications

- 1) Select "Edit Settings" from the Gear Icon

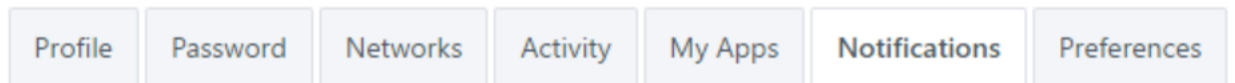


- 2) Select the "Notifications" Tab and select "Patient Priority Care Research Agenda and Community"

### Notifications



- 3) Select your desired amount of email notifications and digests. You can choose to receive emails when there is activity in any of the Network Groups. If you want to receive emails whenever there is activity in the Network as a whole (in comparison to individual groups), select "All Network." As Groups develop, you may only want email updates from individual Groups.



To change your Notification Settings, please select a network:

▸ Patient Priority Care Research Agenda and Community

### Activity Digest

Send me a digest of message activity:

### Email me when...

- I receive a message in my inbox
- I get new followers
- I install a new application
- I log in from somewhere new
- I post a message via email (This will send a confirmation email)
- Someone invites me to a group
- Someone likes messages I posted (daily)
- Someone modifies my org-chart (daily)
- Someone requests to join a private group I administer
- There are new suggestions for people to follow (weekly)
- Tips and important updates about Yammer features are available

There is new activity in the following Groups:

- All Network

Note: Yammer is supported on both the Apple and Android Application Platforms for you to download on your mobile device.