

Microsoft Communities Guide

Introduction

HCPA use Microsoft Communities (previously called Yammer) as a quick communication tool.

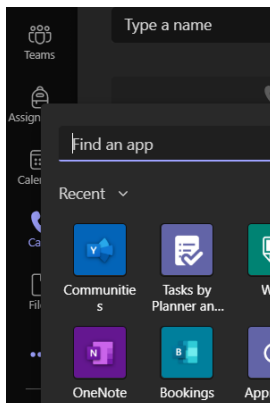
When you join, you will be asked to agree to the terms of use:

1. COMMUNITIES is an exciting new communications method for HCPA and you have now been invited to join, please sign up to channels that you would like to be involved in.
2. You may post info, pictures, documents, links and get involved in communicating with the rest of your staff team.
3. COMMUNITIES is for HCPA work purposes only.
4. Nothing is private. The COMMUNITIES admins may see all conversations in all groups, including 'private' groups with two people.
5. If you delete or edit something, the COMMUNITIES admins see the text with 'deleted' or 'edited' next to it and it does not disappear.
6. You may switch on notifications for desktop and phone, but set them to working time only.
7. Please respect that some staff may have decided not to have this on their phone at all or may have decided to switch off notifications.
8. Please respect different people's working hours.
9. The COMMUNITIES admins reserve the right to amend or delete anything that is posted at any time, for any reason.
10. Please be sensible and do not post anything that you wouldn't say or share with a business colleague face-to-face. However, it is fine to use emoticons and keep conversations casual.

Get Started

Communities can be opened from Teams or from a browser.

Teams



The Communities app can be added to Teams.

Click the 3 dots ... and then find an app and search for Communities.

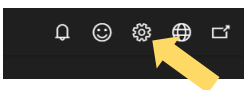
Note – you may need to add the app if it is not available.

Once added, right click the Communities icon to permanently add it to your list.

Browser

Open up a browser window and go to yammer.com – sign in with your Microsoft credentials.

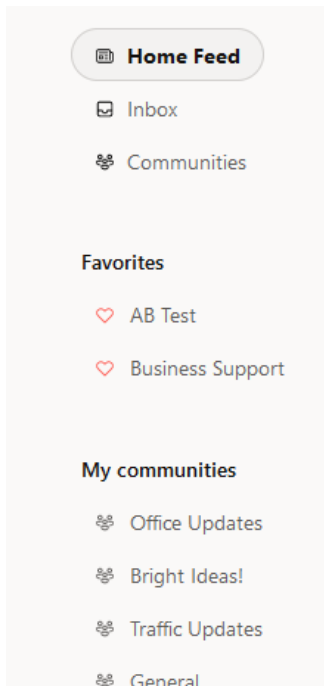
Alternatively, you can click the cog icon from Communities within Teams.



Select HCPA network.

Microsoft Communities Guide

Once signed in you will see your Home Feed, Inbox and Communities, as well as Favourites and My Communities.



Shows content from the network

Messages and notifications are here. You can also private message a colleague

Displays recommended and All Communities

Favorites

Communities can be flagged as a Favourite and listed here.

AB Test

Business Support

My communities

Communities you have joined are listed here.

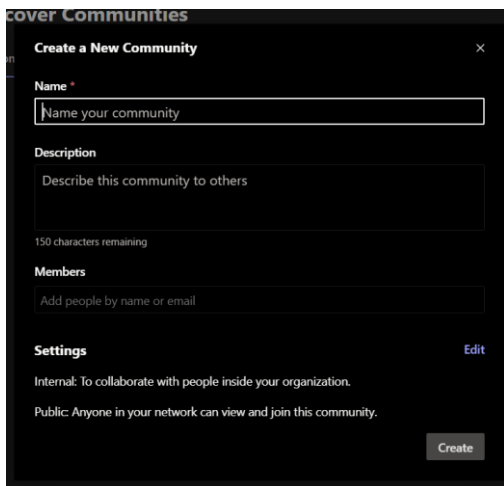
Office Updates

Bright Ideas!

Traffic Updates

General

Create a Community



Click Communities, and then Create a Community.

Give it a name

And Description

Add Members

Under Settings / Edit, select:

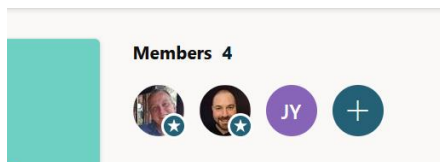
Internal or External

Public - anyone within the organisation can join

Private – only those who are invited or their request to join is approved can view content

NOTE - The person who creates the Community is the admin for that group.

Further admins can be appointed by clicking the + icon next to Members.



Click the ... next to the member and there is the option to Make Admin, or Remove from community. From here admin rights can also be revoked.

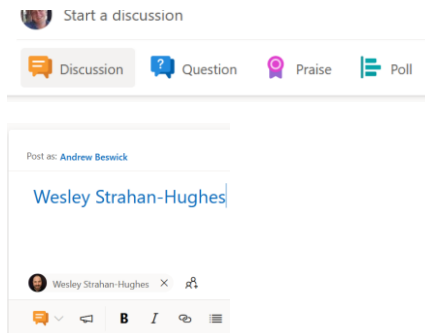
Only Admins can create Announcements within a channel.

Microsoft Communities Guide

Joining a Community

Click the join button on a community.

If it is private, the community owner will be notified and will approve or deny your request to join.



From a community, you can start a discussion, ask a question, praise a colleague or start a poll.

If you want colleagues to receive a notification, either mention them in the comment text (@name), add people, or create the topic as an announcement.

An announcement will notify all the community's members.

There are various format options when creating a discussion, including sharing attachments.

Notifications

Notifications are received by email, and these can be changed by going to Communities in your browser.

Click the cog icon and then Edit Settings.

Under the Notifications header select or deselect the option to receive an email notification.

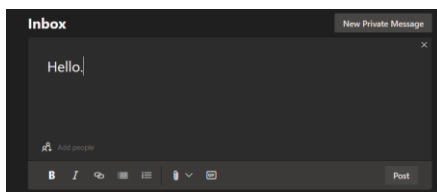
Desktop notifications can also be enabled. From the browser main Communities page, click the cog icon and then under settings Manage desktop notifications.

Desktop notifications are received when mentioned in a comment or an Announcement is made from a channel you are a member of.

Some notifications will also appear in your Teams Activity.

Chats & Private Messages

Hover over a colleague's profile icon and click the chat icon. This will open up Chat within Teams.



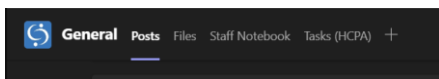
Private messages can be sent to a colleague by going to Inbox, clicking New Private Message and typing a message.

Start typing a colleague's name in Add people and select from the list.

Add Community feed to Teams channel

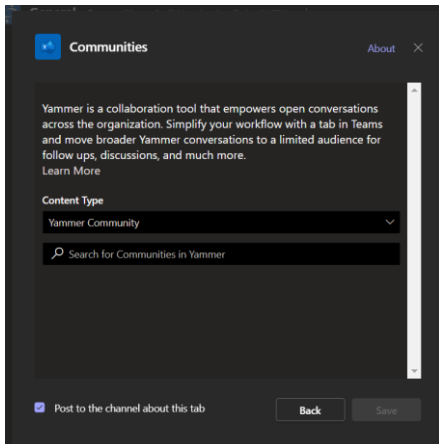
A Community can be added to a Teams channel as a feed.

If this is to be viewed by your team only, create a Private community and invite those you wish to join.



In Teams, go to the channel you wish to add the community to.

Microsoft Communities Guide



Click the **+** and add the Communities app.

Select Yammer Community, and then start typing the name of the community you want to add, selecting it from the list.

Click save and the community is added to your Teams channel to be used by those you invited or approve to join the Community.