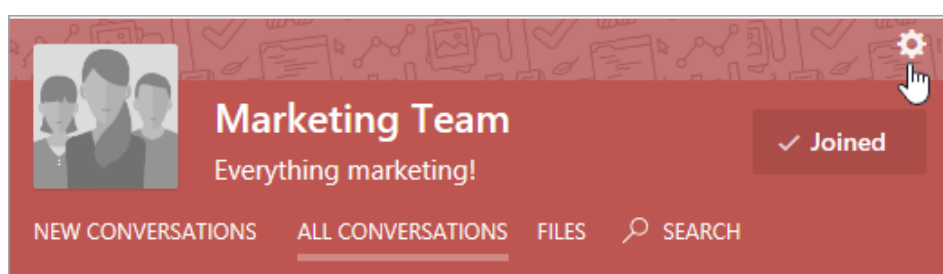


# MANAGING A YAMMER COMMUNITY



## Define the community's look

1. On a community page, in the top-right corner, click the community settings icon.
2. Change the settings as needed.
3. When you're done, click Save Changes at the bottom of the page.



**Community Name:** Use a short name, it'll be easier for people to scan the list of communities. If your organization has community naming policy, a prefix and or suffix will be added to the community name.

**Community Description:** It will be shown to the rest of the network and will be searched when a person wants to find a community, so include important keywords that will help a user find it.

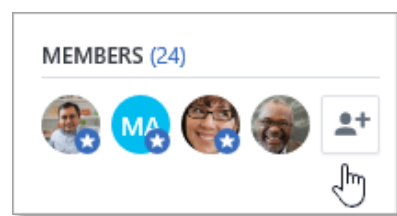
**Community Image:** It will be displayed in the community header. The image should be square, and will be resized to 85 x 85 pixels.

**Community Color:** Choose the background color for the community header from the options, or click + to add a different color.

**Community Pattern:** Choose the pattern to display at the top of the community header.

## Add community members

1. By **searching for specific people**  
Community's Home page > Add People icon> select Choose the people to add to the community
2. From a **.CSV file**  
Create your comma-separated values (.CSV) file > In Yammer, click the community settings icon > in the Members section, select Add from Address Book (CSV)> specify the file name.



### NOTE

The .CSV file must include:

- A header line. The header of the column containing email addresses must include the word Email or E-mail.
- One line per email address. All email addresses must be in your Yammer domain. For example, if your Yammer network is for contoso.com, all email addresses must include contoso.com.



## Manage files posted to the community

As a community admin, you can:

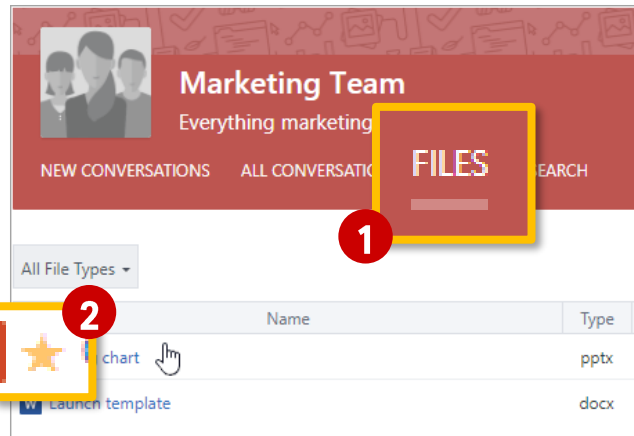
### Make a file official

it signals to other users that this is the authorized version of the document and locks down the content so that only admins (community or network) and the owner of the document can edit it.

1. In the community header, click **Files** and then click a file to open it.
2. To lock changes, select **Mark Official and Lock Changes**.

It will be marked with a yellow star on the Files page, and is ranked higher in search results.

To remove the official status of a file, click the file and select Remove Mark.



### Delete a file

Click **Files** and then click the file to open it > Select **Delete** the file

### Pin a file on the home page of the community

Any community member can pin a file to the home page. As a community admin, take a look at the pinned files and keep them organized.

On the home page of the community, in the **Pinned section**, click **Add**> Select the file > Drag and drop to rearrange files in the list.

### Monitor activity for your community

On the community page, select **View Community Insights**

