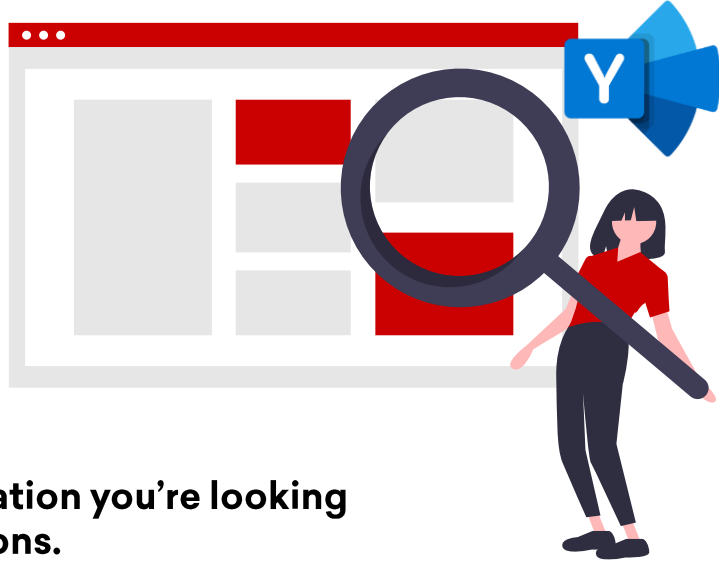


MASTER THE SEARCH FUNCTION



Yammer connects you with the information you're looking for and others who have similar questions.

You can use the Search function in Yammer to quickly find across your network:



Files



Conversations



People



Notes



Data

Across the top of your navigation type in the **Search bar** related keywords to find what you need. A list of categorized results is displayed with suggested conversations, communities, people and files.



Don't see what you're looking for?

- Click **See all search results** to expand them.
- Browse the complete search results, which are categorized by tabs.
- Try to search directly in a community (just click on the Search bar within the community).

Too many results?

Use **Advanced Search** to narrow and refine them. You can type more criteria, select specific groups to search, and enter a date range.

MORE TIPS

Tag content with topics: so that you can search for everything with that tag. To search for a tag, enter #tag_name in the search box.

To find conversations where someone **@mentions** a person, enter @name.

Use **quotes** around phrases. For example, use "new hire" so that you don't get matches for "new" and "hire".

Search based on **profile fields:** Name, Title, Interests, Location, Expertise, Summary, Email, Twitter, Skype, and IM. For example, to search for someone whose name is Johanna, search "name=Johanna".

