



Yammer FAQs

1) What is Yammer?

Yammer is a private social network for organizations and is built around open communication. Yammer groups are a place where members can get up to speed on a project, participate in threaded discussions, and loop colleagues into conversations. Yammer also helps you discover relevant information, groups, files, and people so everyone can share their knowledge across departments and time zones.

2) What are the key benefits of using Yammer?

- Looking for Answers?
 - Tom has an answer to your question; but you don't know Tom. Expand your internal network by posting questions to a broader audience.
- Feeling Disconnected?
 - Create a group to keep everyone and all conversations in one place.
- Want to make work more social?
 - Share news, ideas, updates and celebrations with the entire firm or your three closest colleagues.
- Afraid you're missing out?
 - Follow Cushman & Wakefield leaders and coworkers to stay in the know.
- Want to add your stamp of approval?
 - "Like" posts or comments.

3) What is the Cushman & Wakefield Yammer site?

<https://yammer.com/cushwake.com>.

4) What account do I use to login to and access Yammer?

Login with your primary email address of cushwake.com, cwservices.com or DTZcushwake.com and your password.

5) How do I post a screenshot of completing my Workstation migration to the [Project Unity North America Workstation Migration](#) Yammer group?

- a. Click on the [Project Unity North America Workstation Migration](#) Yammer group link.
- b. If prompted, sign in with your primary email address of cushwake.com, cwservices.com or DTZcushwake.com and your password.
- c. At the top of the group, click on the paper clip icon and select **Upload a file from your computer**.
- d. Locate the screenshot you took of the popup window on **Stage 2 Step 9a** in the Workstation Migration Tool and click **Open** to upload the file.
- e. Click **Post**.

6) How do I fill out the Workstation Migration Drawing Tracker spreadsheet in the [Project Unity North America Workstation Migration](#) Yammer group?

- a. Click on the [Project Unity North America Workstation Migration](#) Yammer group link.
- b. If prompted, sign in with your primary email address of cushwake.com, cwservices.com or DTZcushwake.com and your password.
- c. In the right-hand pane, locate the **Pinned** section and click on the **Workstation Migration Drawing Tracker** Excel file.
- d. Under the **File Actions** column to the right of the spreadsheet, click **Edit File**.
- e. Fill out the next blank row with your first and last name, email address and legacy company. Close your browser and the document will save automatically.