

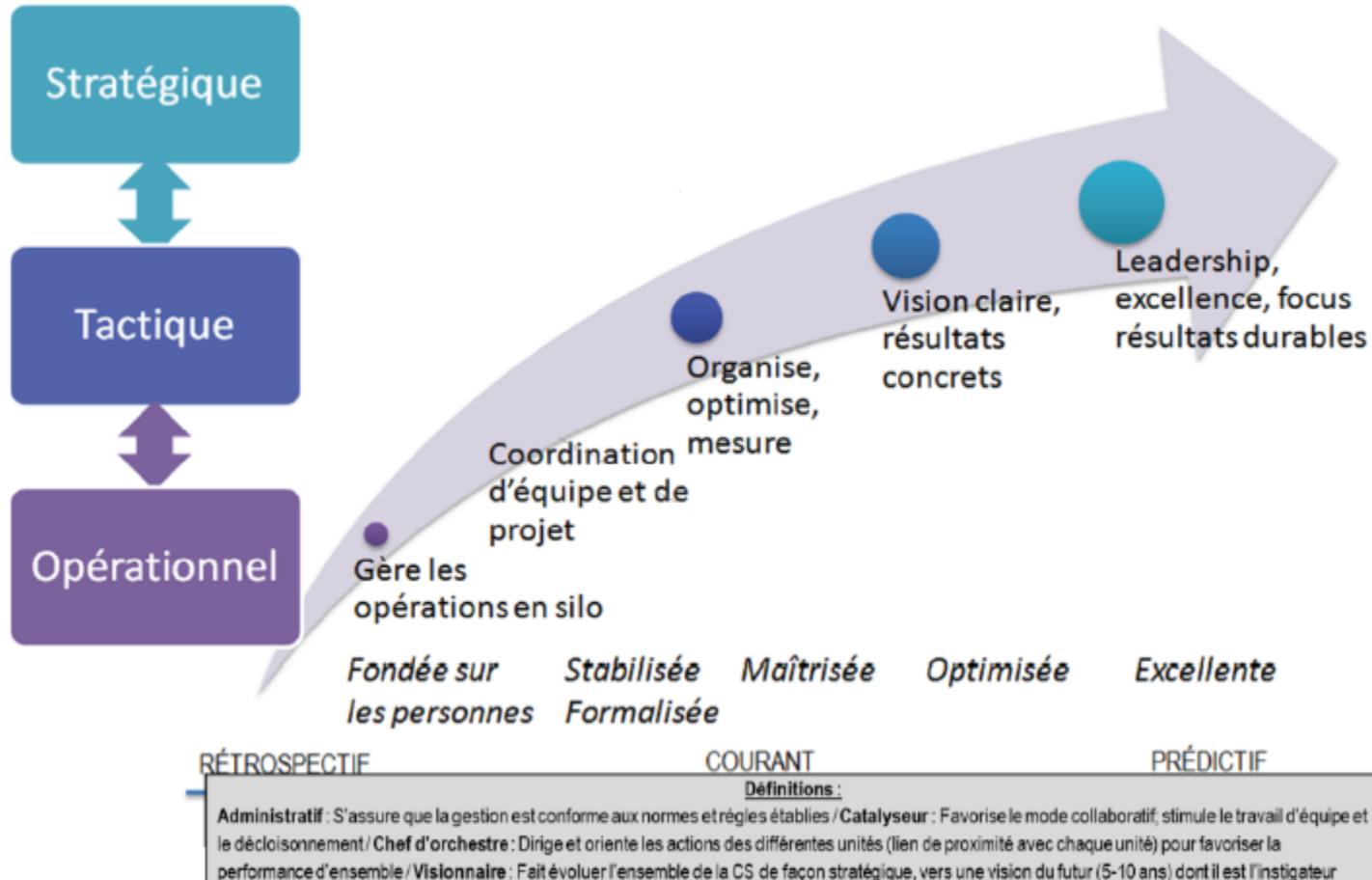
# Introduction

# Pourquoi un RSI

---

- Tirer parti de l'intelligence collective (Direction)
- Récupérer de la connaissance facilement et rapidement (Moteur de recherche performant)
- Éviter le stockage (et la perte) de connaissances
- Collaborer en temps réel avec des collègues
- Personnaliser les contenus
- Élargir votre réseau, détecter de nouvelles opportunités de partenariat

# Équipe de direction performante



Raymond, Chabot, Grant, Thornton, [Rapport : Enquête concernant la situation financière de la Commission scolaire de Montréal](#)

**Administratif** : S'assure que la gestion est conforme aux normes et règles établies.

**Catalyseur** : Favorise le mode collaboratif, stimule le travail d'équipe et le décloisonnement.

**Chef d'orchestre** : Dirige et oriente les actions des différentes unités (lien de proximité avec chaque unité) pour favoriser la performance d'ensemble.

**Visionnaire** : Fait évoluer l'ensemble l'institution de façon stratégique, vers une vision du futur (5-10 ans) dont il est l'instigateur.

Raymond, Chabot, Grant, Thornton, [Rapport : Enquête concernant la situation financière de la Commission scolaire de Montréal](#)

# Il existe des croyances des

**peurs...** *Je vais perdre le contrôle*

*Comment je vais faire pour m'y retrouver?*

*Pas le temps*

*Ma connaissance c'est mon pouvoir*

*Comment je peux garder le contrôle?*

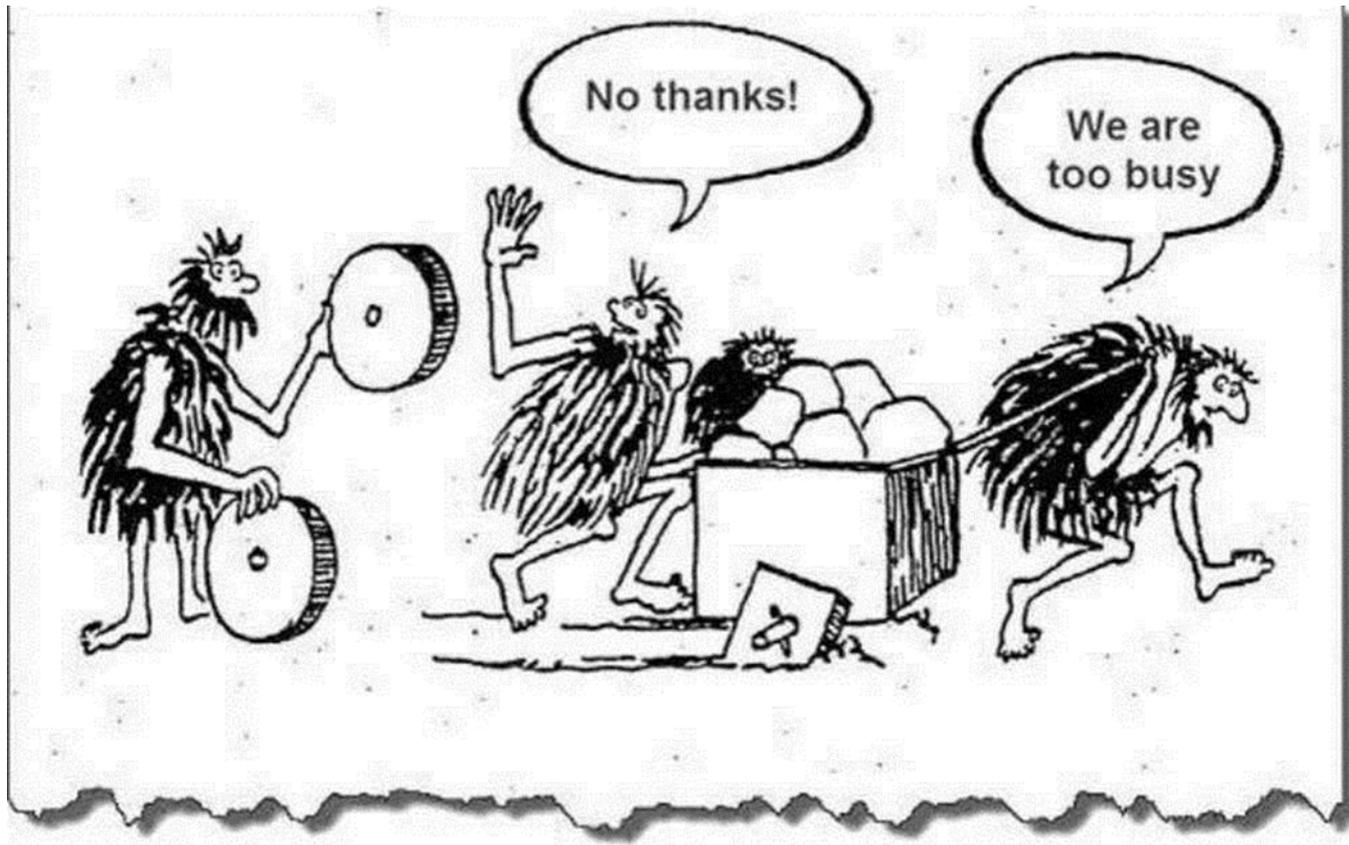


*La collaboration n'est pas une priorité, j'ai mes projets*

*Qu'est-ce que je vais y trouver pour moi?*

*Je n'ai pas envie de partager mes idées ce sont les miennes*

Comment faire de l'entreprise sociale une opportunité stratégique?



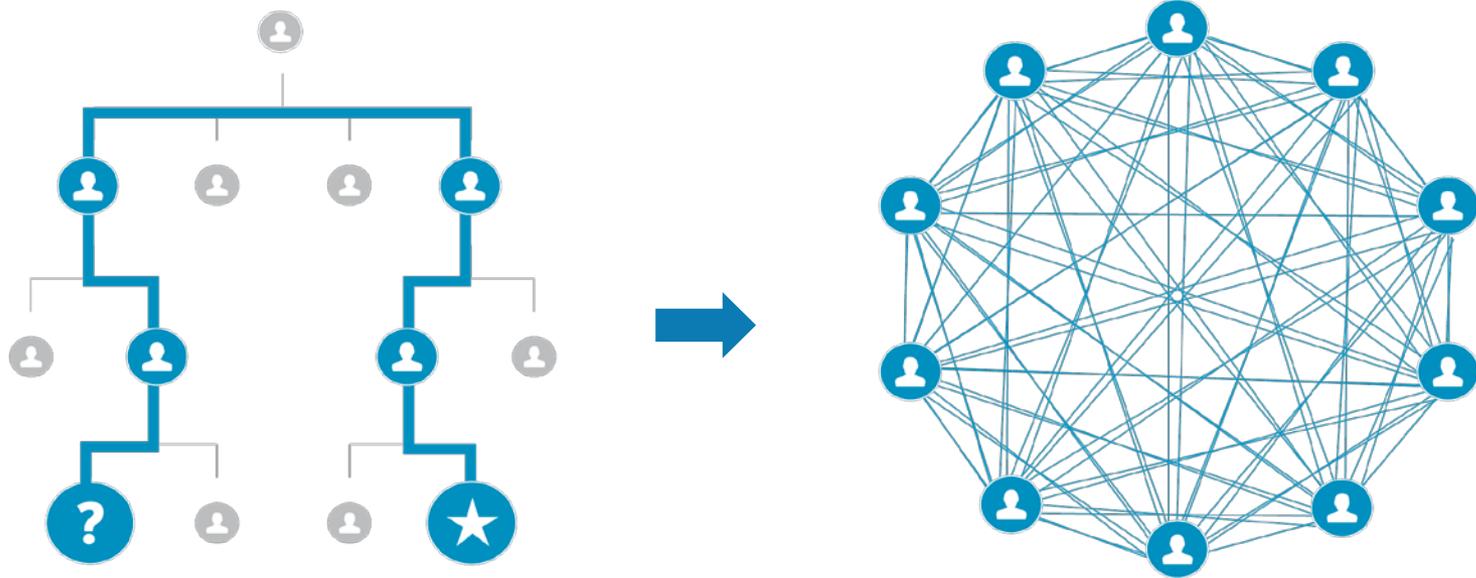
## **Selon une étude**

32% ont répondu que personne n'avait le temps d'apprendre un nouvel outil

22% ont répondu que les employés ne sont pas assez ouverts pour partager leur infos

19% ont répondu avoir peur de perdre le contrôle

# Un réseau social institutionnel est une nouvelle façon de communiquer.



Les organisations ont vu augmenter leur productivité de

**20% à 25%** grâce à des technologies sociales comme

Yammer.

# Comment faire de l'entreprise sociale une opportunité stratégique? (1/2)

1. Convaincre le leadership!
  - Avoir le soutien de la haute direction est le facteur numéro 1 d'adoption (68% - 47%)
  - Faire adhérer les gestionnaires (14% - 24%)
2. Avoir une stratégie de déploiement bien structurée et un plan de conduite du changement

Un projet réussi doit permettre de conjuguer  
une stratégie top-down et un engagement  
bottom-up

# Comment faire de l'entreprise sociale une opportunité stratégique? (2/2)

3. Avoir des champions

4. Avoir un code d'éthique clair



quiz-9-collaborators

Qu'est-ce que  
Yammer?



# Naviguer sur Yammer: principales fonctions

Yammer

 SharePoint

# Les espaces clés de Yammer

1

## Accueil

The screenshot shows the Yammer Home interface. At the top, there's a navigation bar with 'Home', 'Inbox', and a search bar. Below this, the main content area is divided into several sections: a 'Share an Update' section with a text input field and options to 'Add a Doc/Image', 'Post a Poll', and 'More'; a 'Network Usage Policy' section; a 'Recent Activity' section showing updates from 'Jeff Phillips' and 'Sierra Pitch Deck'; and a 'Suggested Groups' section for 'Adventure Works Product Launch'. A left sidebar contains navigation options like 'Home', 'Inbox', 'Groups', and 'Product Team'.

2

## Boîte de réception

The screenshot shows the Yammer Inbox interface. It features a search bar at the top and a 'Create Message' button. The inbox is divided into 'Unread Messages (2)' and 'Read Messages'. Under 'Unread Messages', there are two entries: one from 'Jenny Liu' about a banner file and another from 'Luísa Cazzaniga' about a presentation. Under 'Read Messages', there is a private message from 'Michiyo Sato' dated Nov 11. A left sidebar shows navigation options like 'Home', 'Inbox', 'Groups', and 'Admin'.

3

## Groupes

The screenshot shows the Yammer Groups interface for a 'Global Sales' group. The top navigation bar is consistent with the other pages. The main content area includes a group header with a globe icon, 'Conversations', 'Info', 'Files', and 'Notes' tabs. Below the header, there's a 'Share an Update' section and a 'Members' list. The main feed shows a conversation between 'Jenny Liu' and 'Michiyo Sato' about product presentations. A left sidebar shows navigation options like 'Groups', 'Global Sales', 'Marketing', and 'Product Team'.

4

## Profil

The screenshot shows the Yammer Profile page for 'Jenny Liu', Marketing Manger. The top navigation bar is consistent. The profile header includes the user's name, title, and an 'Edit Profile' button. Below this, there are tabs for 'Conversations', 'Files', 'Images', 'Videos', 'Polls', and 'More'. The main content area shows a conversation thread where 'Sanjay Jacob' created a group for feedback on patents, and 'Luísa Cazzaniga' and 'Sanjay Jacob' replied. A right sidebar contains an 'About Jenny' section with personal and professional details. A left sidebar shows navigation options like 'Home', 'Inbox', 'Groups', and 'Admin'.

# 1 Accueil

ADVENTURE WORKS

Home Inbox 3 2

Search for people, groups and conversations

Jenny Liu

Share an Update Add a Doc/Image Post a Poll More

What are you working on?

Top · All · Following

Jeff Phillips  
To West Coast Sales Team  
Next week is the big meeting to try and close this opportunity. Any recent wins we can learn from?

Sierra Pitch Deck  
Uploaded to Sales Team ▶ Files

Luisa Cazzaniga  
Here's the new pitch deck that helped closed the deal with Contoso last week.

Adventure Works Sales Deck  
Uploaded to Marketing ▶ Files

Network Usage Policy  
SEE YOUR NETWORK USAGE POLICY

Recent Activity

Scott Balentine changed Title from Application S Engineer to Software D Engineer - YAMMER AP

Michiyo Sato installed the more application.

Michiyo Sato viewed an image in the Design group.

Michiyo Sato viewed an the Design group.

Add people to this network Add

Suggested Groups see all

Adventure Works Product Launch Join

Politique d'utilisation de votre entreprise

Sélectionner le bon groupe lors de la validation

Choisir «Top, All ou Following »

# 2 Boîte de réception

ADVENTUREWORKS

Home | Inbox 2 | Search for people, groups and conversations | Add

Jenny Liu

Home | Inbox 2

Groups

- All Company 1
- IP/Ideation Group
- PR and Media Relations
- Global Sales
- Alpine Ski House Merger
- News and Coverage
- Product Team
- More 10

Networks 4 | Admin

### Inbox

Search Inbox Search

#### Unread Messages (2)

1 new message in Design

**Jenny Liu**  
Sharing the banner file with everyone. Great work!  
↳ Michiyo Sato: This is a great banner!

1 new message in West Coast Sales Team

**Luisa Cazzaniga**  
I'm working on a presentation for next weeks big meeting. Let me know if you have any feedback  
↳ Jenny Liu: This presentation is really good. I think I'm going to repurpose this for another preso. Is...

#### Read Messages

Private message

**Michiyo Sato**  
Dgbnn

Create Message

Créer un message

Voir:

- Nouvelles
- Publication mises en @mention ou en CC
- Conversations que vous avez jointes ou suivies
- Messages privés

# 4 Profils

**ADVENTURE WORKS**

Home | Inbox 2 | Search for people, groups and conversations | Add

**Jenny Liu**  
Marketing Manger  
★ Admin

Conversations | Files | Images | Videos | Polls | More

**Sanjay Jacob**  
To IP/Ideation Group  
Hi Team,

I created this group to get your feedback on sensitivities around the patents we have pending and other IP in the pipeline that we want to file patents for.  
Like · Reply · Share · More · October 10 at 10:58pm

Show 3 older replies »

**Sanjay Jacob in reply to Jenny Liu**  
cc: Luisa Cazzaniga  
Luisa Cazzaniga  
October 10 at 10:58pm

**Sanjay Jacob**  
the conversation  
October 10 at 10:58pm

**About Jenny**  
I grew up in SE Alaska, and went to school at UW for Marketing. Over the years, i've transitioned to Product and i'm loving it!

Info [download vcard](#)

**Department:** Product  
**Location:** New York  
**Birthday:** November 20  
**Expertise:** Sourcing, Procurement, Management,  
**Interests:** SUSHI! and David Sedaris books.  
**Email:** [linda@fourleafconsulting.org](mailto:linda@fourleafconsulting.org)  
**Work:** 212.555.1212 ext  
**Mobile:** 917.555.1212

**Voir vos conversations et leur contenu**

**Biographie et profil**

# Groupes publics



Qu'est-ce qu'un groupe public?

Travailler dans un groupe **public** signifie travailler dans une salle de conférence avec tous les murs de verre et une porte ouverte.

Tout employé de votre réseau peut voir les **conversations**, les **dossiers** et **notes** dans un groupe **public**.

**Truc pour l'engagement:**

Utiliser des groupes publics par défaut. Créer un groupe privé uniquement lorsque c'est nécessaire.

# Groupes privés

Qu'est-ce qu'un groupe privé?

Travailler dans un groupe **privé**, signifie travailler dans une salle de conférence traditionnelle avec une porte fermée.

**Seuls** les employés qui ont été ajoutés comme membres peuvent voir les **conversations**, les **fichiers** et les **notes** dans un groupe **privé**.

**Pour encourager la collaboration:**

Si votre équipe commence dans un groupe privé, discuter de la commutation dans un groupe **public** chaque mois.



# Qu'est-ce qu'on trouve dans un groupe?

The screenshot shows the 'Global Sales' group page in Office 365. The page is divided into several sections:

- Header:** 'ADVENTUREWORKS' logo, navigation links (Home, Inbox 2, Search), and an 'Invite' button.
- Left Sidebar:** A list of groups including 'All Company', 'Global Sales' (selected), 'Marketing', 'On-Going Training', 'West Coast Sales Te...', 'Sales Team', 'IP/Ideation Group', and 'More'. Below this are 'Networks' and 'Admin' options.
- Group Profile:** A globe icon, the name 'Global Sales', and 'Public Group' status. Below are tabs for 'Conversations', 'Info', 'Files', and 'Notes'. A 'Join' button is visible.
- Conversations Area:** A text input field 'Share something with this group...', followed by a post from Jenny Liu to Michiyo Sato and Ryan Danner. Below that is a reply from Ryan Danner to Michiyo Sato.
- Right Sidebar:** 'Add Members' section with 'Admin' and 'Post an Announcement' options. A 'Members' section shows a list of group members. Below that is an 'Info' section with the text 'A group for the sales team to collaborate.' and a 'Quick Access' section listing files like 'Prospect Presentation' and 'Adventure Works Sales Training'.

Découvrez les conversations, les notes et les fichiers et publiés dans le groupe.

Découvrez tous les membres du groupe.

Accédez rapidement aux fichiers, aux notes ou à des liens.

# Identifier les groupes à rejoindre

The screenshot shows the Microsoft Teams interface for the organization 'ADVENTUREWORKS'. At the top, there's a navigation bar with 'Home', 'Inbox 3', and a notification bell with '2'. A search bar is present with the text 'Search for people, groups and conversations'. Below this is a group chat window where a user named Jenny Liu has posted 'What are you working on?'. The chat shows a post from Jeff Phillips, a file 'Sierra Pitch Deck' uploaded to the Sales Team, and a post from Luisa Cazzaniga about a new pitch deck. On the right, there's a 'Recent Activity' section showing updates like 'Scott Balentine changed their Job Title...' and 'Michiyo Sato installed the iPhone application...'. At the bottom right, there's a 'Suggested Groups' section with 'Adventure Works Sales Deck' and 'Adventure Works Product Launch'. On the left sidebar, there's a 'Groups' section with a list of groups: 'All Company', 'IP/Ideation Group', 'PR and Media Relations', 'Global Sales', 'Alpine Ski House Merger', 'News and Coverage', 'Product Team', and 'More 10'. A blue arrow points from the 'Groups' section to the 'Adventure Works Sales Deck' group in the suggested groups section.

Rejoignez-vous à des groupes créés par vos collègues.

Parcourir la liste des groupes

# Groupes à joindre

ADVENTUREWORKS

Home | Inbox 2 | Search for people, groups and conversations

Jenny Liu

Home | Inbox 2 | Groups +

All Company | Global Sales | PR and Media Relations | IP/Ideation Group | Product Team | Marketing | Alpine Ski House Merger | More 5

Networks 4 | Admin

## Groups

Create a group to work together on any project, team or topic.  
To work with people outside of your company, create an external network.

Suggested Groups | My Groups | All Groups

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Groups	Members	
Business Planning Team group for the Business Planning department. Find the latest business plans and proposal work-in-progress here.	11	✓ Jo
Sales Team	11	✓ Jo
West Coast Sales Team	11	✓ Jo
International Sales	10	✓ Jo
Product Team Workspace for the Product Team	10	✓ Jo
Marketing	10	✓ Joined

Cliquez sur «**les groupes**» pour rechercher les groupes existants dans le réseau.

Parcourir les groupes dans l'onglet «**tous les groupes**» ou voir des groupes proposés dans l'onglet «**suggestions**».

# Créer un groupe pour votre équipe

ADVENTURE WORKS

Home | Inbox 3 | 2 | Search for people, groups and conversations

Share an Update | Add a Doc/Image | Post a Poll | More

What are you working on?

**Create New Collaboration Space**

**Internal Group**  
To collaborate with people inside your company.

**External Network**  
To collaborate with people outside of your company.

Group Name: Corporate Marketing Team (Name is available.)

Description: A space for the corporate marketing team to keep each other updated and collaborate. (66 characters remaining)

Who can view content?  
 Public - Anyone in this network  
 Private - Only approved members

Create Group

Groups

All Company

IP/Ideation Group

PR and Media Relations

Global Sales

Alpine Ski House Merger

News and Coverage

Product Team

More 10

Networks 4

Admin

Cliquez sur le  pour créer un nouveau groupe.

Ajoutez un nom de groupe.

Spécifiez qui doit utiliser le groupe et pourquoi.

Sélectionnez *public* ou *privé*



# Annonces/Nouvelles

- Les administrateurs du réseau peuvent faire une annonce à n'importe quel groupe, y compris à toute la compagnie.
- Le Groupe Admins peut faire une annonce à son groupe.
- Les membres du groupe voient l'annonce en haut de la page d'accueil et dans leur boîte de réception.
- Toutes les annonces de la compagnie génèrent un courriel à tous les membres du réseau.

The screenshot shows a Yammer group page for "All Company", a public group with the email address alpinestyle@yammer.com. The group description states it is the default group for everyone in the Alpine Style network. The page features a navigation bar with tabs for Conversations, Info, Members, Files, and Notes. A post titled "Open Enrollment Starts Next Monday!" is visible, with a rich text editor below it containing the text: "By now you should have all received information about y... Just a reminder that the open enrollment process starts next Monday. You will have three weeks from Monday to complete your enrollment. If you have any questions please them in the Open Enrollment group." A blue arrow points to the "Make an Announcement" option in the post's action menu. To the right, there is a "MEMBERS" section showing 38 members and a "see all" link. The top navigation bar includes a search bar, an "Add" button, and links for People, Groups, Files, Apps, and Account.

# Démarrer une conversation dans un groupe

The screenshot shows the Yammer interface for a group named 'Global Sales'. The top navigation bar includes 'Home', 'Inbox' (with a red notification badge), a search bar, and an 'Invite' button. The left sidebar lists various groups, with 'Global Sales' selected. The main content area shows the group's profile, tabs for 'Conversations', 'Info', 'Files', and 'Notes', and a post by Jenny Liu mentioning Michiyo Sato and Ryan Danner. Blue callout boxes with arrows point to the 'Conversations' tab, the post content, and the '@mention' in the reply.

ADVENTURE WORKS

Home Inbox 2 Search for people, groups and conversations Invite

Jenny Liu

Groups +

- All Company
- Global Sales
- Marketing
- On-Going Training
- West Coast Sales Te...
- Sales Team
- IP/Ideation Group
- More 2

Networks 4 Admin

Global Sales Public Group

Joined

Conversations Info Files Notes

Share an Update Add a Doc/Image Post a Poll More

Share something with this group...

Jenny Liu  
To Global Sales and Michiyo Sato  
Michiyo Sato do we have product presentations showing off our latest launch? Sales is excited about it since demand has been really high, but we don't have anything official to share yet. Is this in the works?  
Like · Reply · Share · More · August 27, 2013 at 2:42pm

Michiyo Sato  
cc: Ryan Danner  
Ryan Danner is already working on one. Ryan can you share the latest?  
Like · Reply · Share · More · August 27, 2013 at 2:46pm

Ryan Danner in reply to Michiyo Sato  
cc: Jenny Liu

Partagez une mise à jour et affichez un autre type de message tel un sondage.

@mention à des collègues au sein du message pour l'envoyer à leur boîte de réception Yammer.

Quick Access

# Démarrer une conversation

# Rechercher avant de poster

The screenshot displays the Salesforce user interface. At the top, the 'ADVENTUREWORKS' logo is visible. The navigation bar includes 'Home', 'Inbox 2', and a notification bell with '2'. A search bar contains the text 'sa'. Below the search bar, the 'Search Results' section shows '94 total results for sales'. The results are categorized into 'Conversations (52)', 'People (3)', and 'Groups (7)'. The 'People' category is expanded, showing three results: Michiyo Sato (Head of Manufacturing), Sanjay Jacob (Chief Product Office), and Sandy Miller (Product Marketing Manager). The 'Groups' category is also expanded, showing 'Global Sales', 'West Coast Sales Team', and 'Sales Team'. The 'Notes' category shows 'Sales Best Practices All Company'. The 'Files' category shows 'Adventure Works Sales Deck Marketing'. The 'Topics' category shows '# Inside Sales'. The 'Web' category shows 'salesforce.com - Customer Secure Login Page Page in Web'. On the left side, the user profile for Jenny Liu is visible, along with a list of groups including 'All Company', 'Global Sales', 'IP/Ideation Group', 'PR and Media Relations', 'Alpine Ski House Merger', 'News and Coverage', 'Product Team', 'Networks 4', and 'Admin'. The main content area shows two search results: a conversation from Jenny Liu to Global Sales asking about a product launch, and a note from Ryan Danner to Global Sales about a sales deck.

Tapez votre requête dans la barre de recherche, puis sélectionnez un .. ou appuyez sur *entrer* et voir les résultats complets.

Utilisez la recherche avancée pour chercher dans un groupe spécifique ou dans une plage de données.

# Démarrer des Conversations

ADVENTURE WORKS

Home | Inbox 2

Jenny Liu

Groups

- All Company
- Global Sales**
- Marketing
- On-Going Training
- West Coast Sales Te...
- Sales Team
- IP/Ideation Group
- More

Networks | Admin

Global Sales Public Group

Conversations | Info

Share an Update | Add a Comment

Share something with this group



Natalie Baryla

to New Hires and Allison Michels

Allison Michels can new sales employees start next week? this is great!

Accédez à un groupe.



Cold Calling Best Practices

Posted in Customer Engagement Team Notes

Here is a list of best practices for cold calling. As we all know, cold calling can be a pain, but this should help.

Commencez à taper dans le partage quelque chose que vous voulez partager avec ce groupe.

Like · Reply · Share · More · October 5, 2012



Allison Michels

cc: Jessica Summers

Would be a great idea Jessica to help us get this into Sales hands on day one?

October 5, 2012 at 6:11pm · Like · Reply · Share · More

@mention des collègues dans le message pour ajouter la conversation dans leur boîte de réception Yammer.



Cynthia Beldner in reply to Allison Michels

cc: Eric Bradshaw and Stephanie Bernstein

Eric Bradshaw is redesigning training, and should be able to help.

Stephanie Bernstein, you also mentioned that your marketing strategy should be reviewed. You might also be able to review the training.

30 seconds ago · Like · Reply · Share · More



Write a reply...

# Travailler avec une Conversation



Jenny Liu

To Business Planning, Sanjay Jacob, and Sandy Miller

Here's the final conference agenda. Please review and add your feedback to this thread.



## Conference Agenda

Posted in Business Planning ▸ Notes

Please review the below agenda for next week's conference. Day One Morning Agenda: 11:00 - 12:30: Keynote Presentation 1:00 - 1:30: Product Demo ...

Cliquez sur **Plus** pour afficher d'autres options.

Like · Reply · Share · More · July 17 at 3:54pm



Luisa Ca  
cc: Ryan I

Ryan Da  
week.  
July 17 at

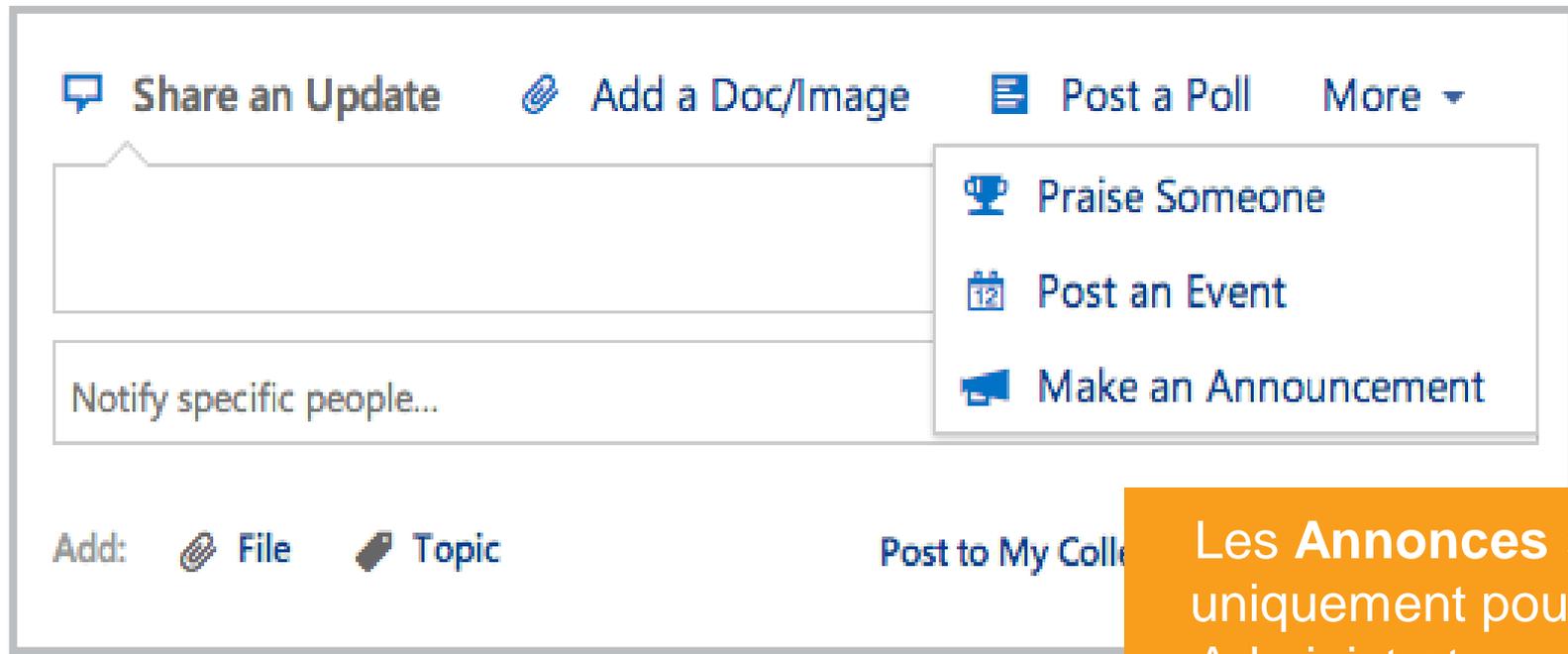


Tom O'M  
cc: Ryan Danner

- Stop Following
- View Conversation
- Add Topics
- Bookmark
- Email Me
- Delete

Seulement vous ou un administrateur de réseau ou de groupe peut supprimer votre message.

# Poster différents types de messages



Les **Reconnaisances/Éloges** permettent d'apprécier vos collègues avec différents insignes.

Les **Sondages** vous permettent d'obtenir rapidement des commentaires anonymes sur un maximum de 10 choix.

Les **Annonces** sont uniquement pour les Administrateurs afin d'envoyer une annonce dans la boîte de réception de chaque membre du groupe s'assurant ainsi que la mise à jour n'est pas manquée.

# Marquer les conversations importantes

- Enregistrer des conversations pour s'y référer rapidement plus tard.

The screenshot displays a Microsoft Dynamics CRM interface. At the top, a conversation from Ryan Danner is shown. Below it, a file titled 'PowerPoint Style Guide / FY2014' is attached. A navigation bar for 'ADVENTUREWORKS' is visible, with 'Home', 'Inbox' (2), and 'Notifications' (2) icons. A user profile for Jenny Liu, Marketing Manager, is shown with an 'Admin' badge. Below the profile, a 'Conversations' tab is active, showing a message from Sanjay Jacob. A 'More' dropdown menu is open, with 'Bookmarks' selected. Two blue callout boxes provide instructions: one points to the 'More' menu options, and the other points to the 'Bookmarks' option in the dropdown.

Pour ajouter un signet, sélectionnez autres > signet.

Afficher vos favoris depuis votre profil.

# Outils de Collaboration

# Créer une Note

The screenshot shows the Adventure Works Yammer interface. At the top, there's a navigation bar with 'Home', 'Inbox 2', a search bar, and an 'Invite' button. The main content area displays the 'New Hire On-Boarding' group page, which is a public group. The 'Notes' tab is selected, showing a list of notes. A green button labeled 'Create a Note' is visible. A blue callout box points to the 'Create a Note' button with the text 'Créer une Note dans le groupe approprié.' The footer contains copyright information and various links.

**Créer une Note dans le groupe approprié.**

Name	Last Published By	Last Published On
★ Company history and values	Jenny Liu	20 seconds ago
2012 Holiday Schedule	Michiyo Sato	July 13, 2012
Best Practices for Customer Success	Scott Mitchell	January 20, 2012

© 2014 Yammer English (US) Usage Policy About Us Pricing Apps Developers Blog Terms Privacy Help

# Voir et éditer des notes

The image shows a Notion page titled 'Branding Guidelines' by Michiyo Sato. The page content includes sections for 'Logo Formats', 'Logo Margins', and 'Logo Colors'. A blue callout box in the top right corner points to the 'Following' button and says 'Modifier cette Note pour ajouter des commentaires, des idées et des questions.' Another blue callout box on the right points to the text editor toolbar and says 'Utiliser le formatage de texte.' A third blue callout box in the bottom left corner points to the 'Publish' button and says 'Inviter les autres à collaborer.' The page also shows a list of 'Current Collaborators' including Jenny Liu, Jeff Phillips, Sanjay Jacob, and Tom O'Neil. A 'Hint' at the bottom states 'Multiple users can edit this Note at the same time.'

ADVENTUREWORKS

Home | Inbox 2 | 2

Search for people, groups and conversations

Add

Posted to Marketing > Notes

Branding Guidelines

Official | Michiyo Sato (owner)

Share | Following

ADVENTUREWORKS

Home | Inbox 2 | 2

Search for people, groups and conversations

Posted to Marketing > Notes

Branding Guidelines

Official | Last published May 8, 2012 at 10:11am

Normal Text | B | I | U | Link to: @

The Four Leaf logo should be used only in the format it is provided to you and may not be altered in any way. You can find branded templates, FAQs and additional information [here](#). Please reach out to [Max Stevens](#) with your questions.

Logo Formats

Depending on if you are going to use the logo in electronic or printed media, it is available in different image formats, with different versions.

- Use in Electronic Media
  - When designing for electronic media, with the exception of Flash, please use the PNG-formatted logo.
- Use in Printed Media
  - When designing for print or Flash, please use the EPS-formatted logo.

Logo Margins

Please include a margin around all sides of the logo that is at least half the logo's height; e.g. if the logo is 30 pixels high, allow for a margin of 60 pixels on each side of the logo. Keep adjacent graphical elements or text outside the required logo margins.

Logo Colors

- Green and gray logo may be used on white background
- White and Green logo may be used on black background
- Black logos are not recommended

Type Face Requirements for copy

- Please do not use bold or italics
- Please use proper grammar

Please see [Michiyo Sato](#) with any questions.

Current Collaborators

- Jenny Liu Currently Editing  Highlight my changes
- Jeff Phillips May 8, 2012 at 10:11am
- Sanjay Jacob August 9, 2012 at 1:09pm
- Tom O'Neil August 9, 2012 at 1:10pm

Invite members to collaborate...

Followers

Hint: Multiple users can edit this Note at the same time.

Publish

Modifier cette Note pour ajouter des commentaires, des idées et des questions.

Utiliser le formatage de texte.

Inviter les autres à collaborer.

# Le Contenu connexe

The screenshot shows an Evernote interface. At the top, there's a navigation bar with 'Home', 'Inbox 2', and a search bar. Below that, the note is titled 'Branding Guidelines' by Michiyo Sato, published one year ago. The note content includes sections for 'Logo Formats', 'Logo Margins', and 'Logo Colors'. A right-hand sidebar contains action buttons like 'Share', 'Following', 'Edit this Note with:', 'Email Note', 'Delete this Note', and 'Admin'. Below these is a 'Related Content' section with a list of other notes: 'Marketing To Do's', 'About Us Copy', 'Sierra Pitch Deck', 'Mission Statement', and 'Company Goals'. A blue line with circular endpoints highlights the 'Related Content' section and the 'Sierra Pitch Deck' item.

ADVENTUREWORKS

Home Inbox 2 Search for people, groups and conversations Add

Posted to Marketing > Notes

**Branding Guidelines** Official | Michiyo Sato (owner) | Published one year ago

**The Four Leaf logo should be used only in the format it is provided to you and may not be altered in any way. You can find branded templates, FAQs and additional information [here](#). Please reach out to [Max Stevens](#) with your questions.**

**Logo Formats**  
Depending on if you are going to use the logo in electronic or printed media, it is available in different image formats, with different versions.

- [Use in Electronic Media](#)
  - When designing for electronic media, with the exception of Flash, please use the PNG-formatted logo.
- [Use in Printed Media](#)
  - When designing for print or Flash, please use the EPS-formatted logo.

**Logo Margins**  
Please allow a margin around all sides of the logo that is at least half the logo's height; e.g. if the logo is 30 pixels high, allow for a margin of 60 pixels on each side of the logo. Keep adjacent graphical elements or text outside the required logo margins.

**Logo Colors**

- Green and gray logo may be used on white background
- White and Green logo may be used on black background

Type Face Requirements for copy

- Please do not use bold or italics
- Please use proper grammar

Please see [Michiyo Sato](#) with any questions.

Share Following

Edit this Note with:

Email Note

Delete this Note

Admin

★ Remove Official Mark

**Related Content**

- Marketing To Do's  
Published over 2 years ago
- About Us Copy  
Published over 2 years ago
- Sierra Pitch Deck  
Uploaded one year ago
- Mission Statement  
Published over 2 years ago
- Company Goals  
Uploaded over 2 years ago

Add: File Note Link

Utilisez contenu connexe pour lier des notes, des fichiers et des liens au lieu de sous-dossiers

Créez des liens vers une autre note ou un autre fichier pour connecter automatiquement le tout au contenu connexe.

# Collaborer à partir des fichiers

The screenshot displays a file sharing interface for a document titled "Sales Strategy Deck" (pptx) by Scott Mitchell. The interface includes a navigation bar with "Home", "Inbox 2", and "Notifications 2", a search bar, and a "Share" button. The file is shown in a viewer with a "Comment" button and a "Download" button. The file content is a slide with the text "Adventure Works", "Fabrikam Sales Strategy", and "Martin Franco". The right sidebar contains options for "Download (192.6 KB)", "Email File", "Upload a New Version", "Delete this File", "View Fullscreen", "Admin", and "Mark Official and Locked". Below this are sections for "Related Content" (listing "Sierra Pitch Deck") and "Followers". The footer shows "© 2013 Yammer" and "English (US) • Start Translating".

Télécharger des fichiers.

Ajouter et répondre à des commentaires en ligne.

Ajouter des fichiers connexes et les Notes d'autres groupes.

# Télécharger les nouvelles versions de fichiers

The screenshot shows a file sharing interface for a document titled "Sales Strategy Deck" by Scott Mitchell. The document is displayed in a viewer window with a dark blue background and white text. The sidebar on the right contains several options: "Download (192.6 KB)", "Email File", "Upload a New Version", "Delete this File", "View Fullscreen", "Admin", "Mark Official and Lock Changes", "Related Content" (listing "Sierra Pitch Deck"), "Followers", and "Version History" (listing "Current Version by Jenny Liu" and "Uploaded one year ago by Scott Mitchell").

Télécharger une nouvelle **version** d'un fichier.

Marquer un fichier comme officiel, si vous êtes l'administrateur de **groupe**

Afficher l'historique de la **version** d'un fichier.

# Yammer & courriels

# Répondre aux alertes par courriel

RE: Matt Jensen (Yam) I'm not sure if you already saw my... - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Clipboard Basic Text Names Include Tags Zoom Ink

The following recipient is outside your organization: [yammer+re+349507383+net+107+ba772644cf51acf4d3deb8bf71cd2fabd890519c@yammer.com](mailto:yammer+re+349507383+net+107+ba772644cf51acf4d3deb8bf71cd2fabd890519c@yammer.com)

To...

Cc...

Send

Subject RE: Matt Jensen (Yam) I'm not sure if you already saw my...

Great I will have this for you by EOD today!

--

Natalie Baryla  
Yammer Training Specialist | Microsoft

**From:** Matt Jensen (Yam) on Yammer [mailto:notifications@yammer.com]  
**Sent:** Wednesday, December 11, 2013 10:39 AM  
**To:** Natalie Baryla  
**Subject:** Re: Matt Jensen (Yam) I'm not sure if you already saw my...

Reply to this email to post a response to Yammer

**Matt Jensen (Yam)**  
to Yammer YCN group on the Microsoft Yammer network, December 11 at 10:39am

Perfect! We'll need a little bio (1-2 sentences) and a write up of the event to post in the YCN. It's promotion time!

[View the conversation](#) or respond to Matt Jensen (Yam) by replying to this email.

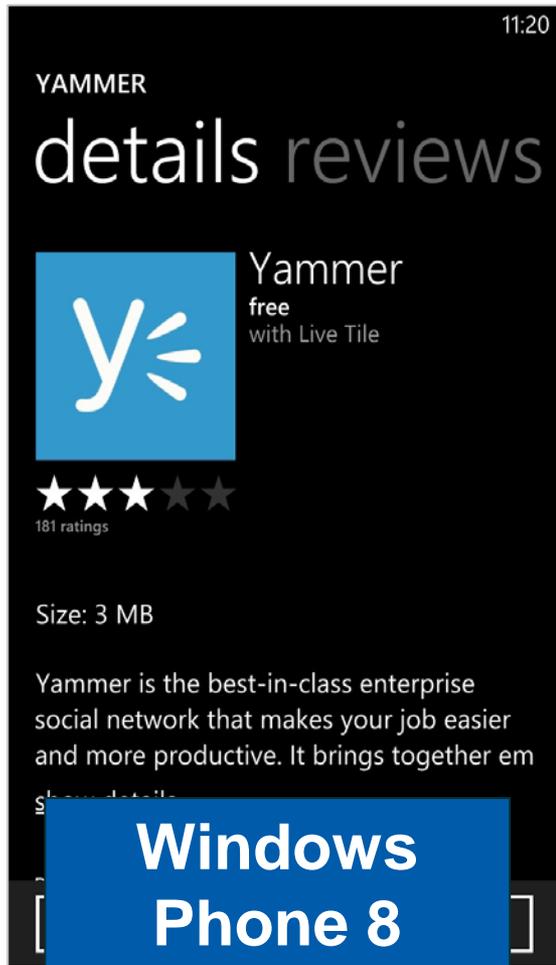
See more about [yammer+re+349507383+net+107+ba772644cf51acf4d3deb8bf71cd2fabd890519c@yammer.com](mailto:yammer+re+349507383+net+107+ba772644cf51acf4d3deb8bf71cd2fabd890519c@yammer.com).

Répondre aux courriels entrants de Yammer ou poster vos messages à Yammer

# Suivre en Mobile

# Installez l'application Mobile de Yammer

Installez le Yammer app. Compatibilité: Windows, Android et iOS.



YAMMER

## details reviews

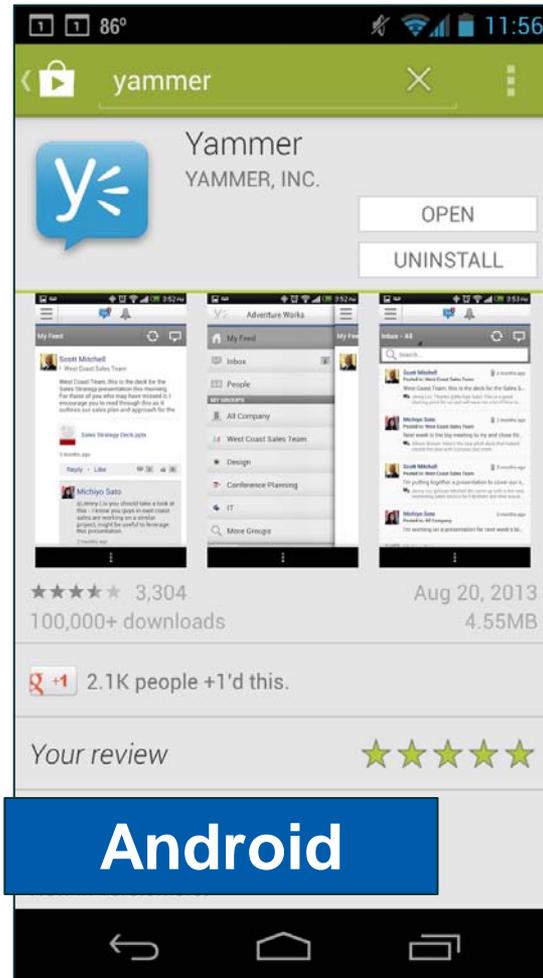
Yammer  
free  
with Live Tile

181 ratings

Size: 3 MB

Yammer is the best-in-class enterprise social network that makes your job easier and more productive. It brings together em

**Windows Phone 8**



yammer

Yammer  
YAMMER, INC.

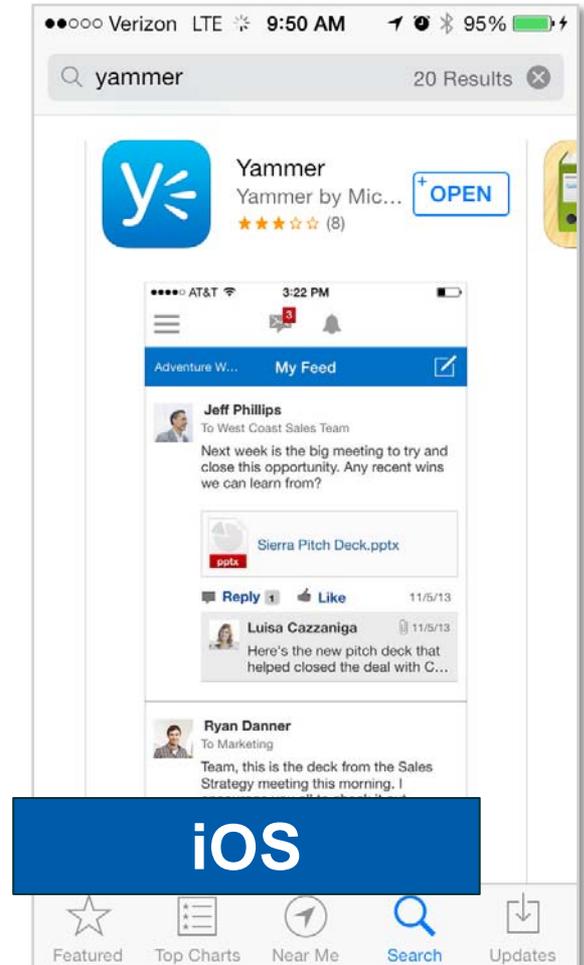
OPEN  
UNINSTALL

3,304  
100,000+ downloads  
2.1K people +1'd this.

Aug 20, 2013  
4.55MB

Your review ★★★★★

**Android**



yammer 20 Results

Yammer  
Yammer by Mic...  
★★★★★ (8)

OPEN

Adventure W... My Feed

Jeff Phillips  
To West Coast Sales Team  
Next week is the big meeting to try and close this opportunity. Any recent wins we can learn from?

Sierra Pitch Deck.pptx

Luisa Cazzaniga  
Here's the new pitch deck that helped closed the deal with C...

Ryan Danner  
To Marketing  
Team, this is the deck from the Sales Strategy meeting this morning. I

Featured Top Charts Near Me Search Updates

**iOS**

# Connectez-vous à Yammer

- Entrez votre courriel et votre mot de passe pour vous connecter à Yammer.

11:39

yammer<sup>®</sup>

log in sign up

Work email

example@company.com

Password

Log In

**Windows Phone 8**

86° 11:57

Log In

Work Email

name@company.com

Password

Log In

Need an account? [Sign Up](#)

[Forgot Password?](#)

**Android**

Verizon LTE 9:55 AM 96%

yammer<sup>®</sup>

The Enterprise Social Network

Work Email

Password

Log In

Don't have an account? [Sign Up](#)

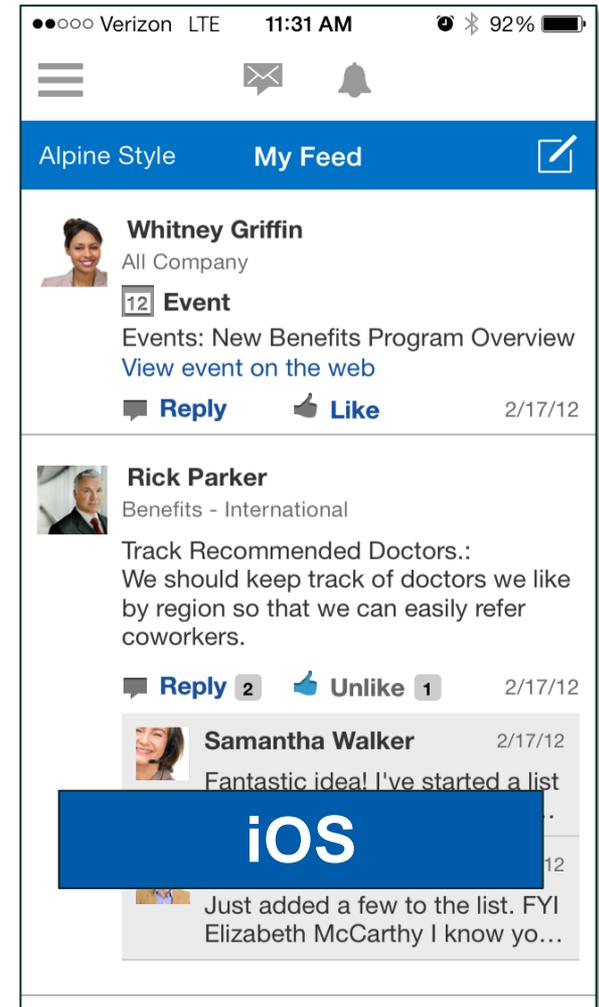
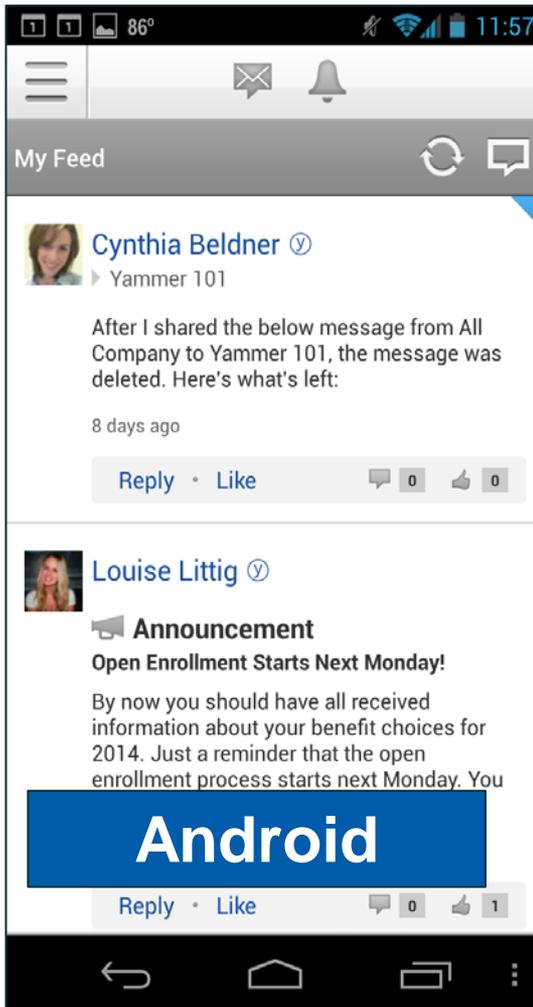
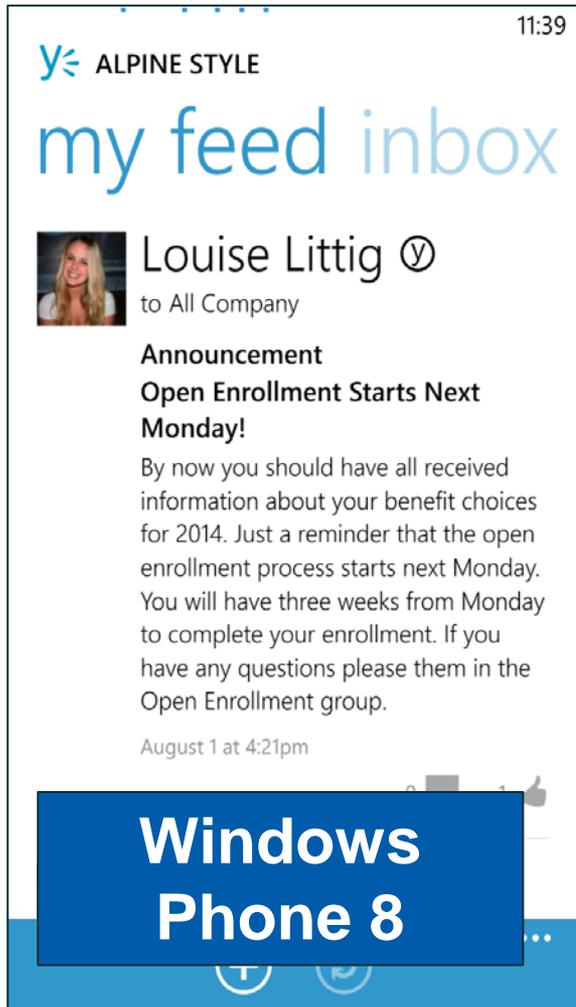
[Forgot your password?](#)

[Privacy Policy](#)

**iOS**

# Suivre la conversation

Utilisez l'application mobile pour consulter l'ensemble de vos conversations.



# Quoi partager sur Yammer

# Considérer ce qui doit être partagé

- Questions et demandes d'aide;
- Réponses proposant de l'aide;
- Aide et suggestions constructives;
- Mises à jour sur le travail d'équipe et sur des projets intéressants;
- Articles intéressants;
- Informations utiles et pertinentes.

- Blagues inappropriées ou critiques désobligeantes.
- Tout ce qui viole la politique d'utilisation de votre institution.
- Tout ce qui vous met mal à l'aise à partager avec votre patron.
- Tout ce qui vous met mal à l'aise à partager avec votre mère.

Partager peut être bienveillant, mais gare à l'excès!

# Questions?

