

# MUNI Yammer (MY) Etiquette Guide

## What is the MY network?

MY is a unified communication interface designed to support the sharing and communication of information, experience, and knowledge, which are all necessary for the functioning of the university, and to facilitate debates and discussions. As the internal communication network of Masaryk University, it aims to improve the flow of information and foster a creative environment.

## When using MY, please bear in mind the following communication guidelines:

- Please make sure your posts are informative.
- You are responsible for any materials you post on MY and complying with all intellectual property protection regulations and copyright law. Be careful when using sensitive information.
- Be respectful to the other participants and their opinions, even if they differ from your own. If you disagree with something that is said, please express your disagreement politely. React to the content of the post, not to its author.
- Be concise and to the point. Using no more than two or three sentences in a paragraph makes the text easier to follow.
- Be positive! Give likes to other people and recognise their work. Let others know when your team has been successful.
- Ask questions. There is always the possibility that someone around you will know the answer. Before asking a question, use the *Search* field and the *Topics* feed to search the content already available on Yammer to minimise the number of duplicate messages.
- Minimise unnecessary meetings. Create an MY working group where everyone can participate.
- The “All Company” group is only intended for messages that are relevant for the majority of employees and students of Masaryk University.
- The information on the MY network is intended for the employees and students of Masaryk University and not for public release.

## Please avoid the following:

- Posting ads (outside of designated groups).
- Posts with no informative value.
- Angry posts. Please be aware that your posts represent your public image in the academic community of the whole of Masaryk University.
- Using abusive language and ALL CAPS, which is considered to be shouting and may provoke people to respond in kind.
- Sharing private group content. Be respectful to both your colleagues and the internal rules for using personal information.

## Last but not least...

MY is designed as a place for work and communication, not passing the time. Please do not use it to post private videos such as “cute kittens”; these types of posts are inappropriate.