

User Guide – Lost and Found group on Yammer

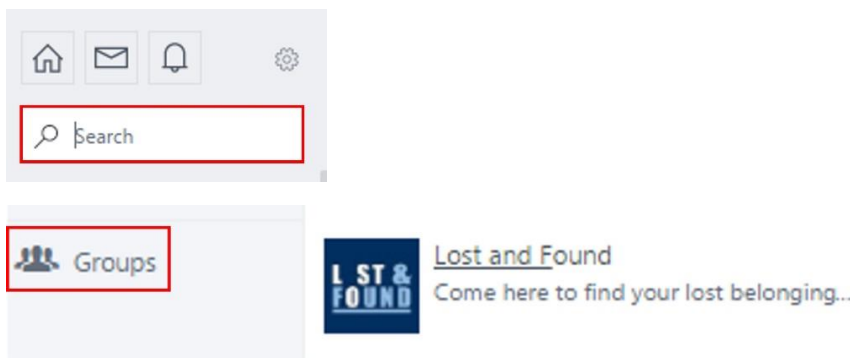
The group of **Lost and Found** on Yammer is open to all students and staff now, it aims to help you find your lost belongings back. You can share lost or found information in this group. Found items at The Hub will be categorized and posted on Yammer immediately for you to check. Previous L&F function on WeChat and L&F BBS are no longer available.

How to find Lost and Found group on Yammer?

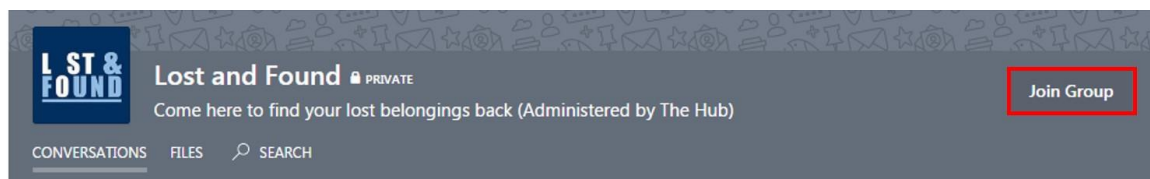
- Visit www.yammer.com or scan the QR code below, enter your university's email address/username and password. Yammer App is also available to download from App Store (iOS/Android).



- Search and find the group of **Lost and Found**.



- You can “Join Group” to receive timely notifications and messages.

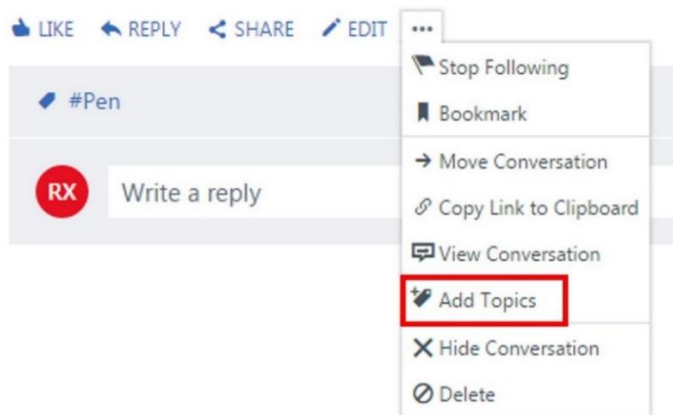


How to report lost?

If you lost something, please create new conversation (“Update”) and post the details of lost item in this group, including but not limited to its description (Colour, shape, brand, material and etc.), picture and your contact information.



You can “Add Topics” or text in conversation according to the “Category” list or “Time” to help others find your message easily. If you cannot find suitable category for the item you report, please contact us via thehub@nottingham.edu.cn.



Search by category

- Lost
- Found
- Card
- Book
- Bag
- Stationery
- Glasses
- Cosmetics
- Cell phone
- Cup and bottle
- Jewelry, watch and wallet
- Key
- Umbrella
- Cloth
- Sports equipment
- Electronic product
- Other

Search by time

- Aug 2019
- Sep 2019

Suggested lost report format

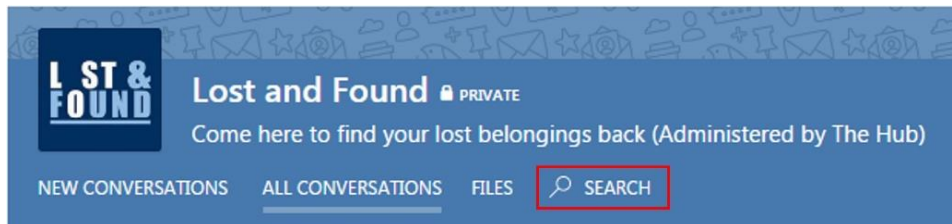
- Description (Colour, shape, brand, material and etc.)
- Where did you lose it
- When did you probably lose it?
- A picture of item if possible
- Contact information
- Category

How to report found?

You can hand in the item you found to The Hub, or post the description or picture of the found item on Yammer as the way of reporting lost. Please do not expose too much details of the found item on Yammer, especially for valuables, to avoid any falsely claim. If found item can be identified, e.g. University card, we suggest you inform the owner directly via email.

How to search the item posted

- Search by entering key words



- Or click the link of “Category” or “Time”

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Valid ID, e.g. University ID Card or Student ID Booklet, is required when you come to collect found item and staff may also ask certain questions to confirm if you are the owner. The Hub retains unclaimed found items for up to six months before disposal. Unclaimed found items will be disposed according to the **University Policy on Lost & Found**. For further inquiry, please contact us via email: thehub@nottingham.edu.cn or Tel: 0574-88180000-8062.

PINNED

Add



[university-policy-on-lost-fo...](#)