

How to Communicate with your Realm Groups

Learn how to post messages and photos to your Realm groups. The below instructions are using an iPhone. Group communication options include an email message, a newsfeed post/photo post/create an event, or start a chat session.

1. Open the Realm Connect App. Realm will open to the News screen.
2. To post a **message** to your group, click on 'Post' at the top of the app.
 - a. This will open a page that lists all the groups that you are a member of. Select the group you want to post your message to.
 - b. On the 'New Post' screen, insert a title and add your message. You have the option of adding an attachment by clicking 'Add attachment.'
 - i. If you select 'Add attachment,' you will then be taking to shared documents on your iPhone/iPad. Simply select the file you would like to attach. You will then be returned to the 'New Post' screen and your attachment will appear under 'File Attachments.'
 1. Attached files are stored in the Files area of the group you are posting to.
 - c. Another option you can select on the 'New Post' screen is to 'Allow Replies.' This option, if selected, will allow members of your group to reply to your message and replies will be posted to the entire group. To select this option, tap the slide button to the right (green slider means on; grey slider means off).
 - d. Now we are ready to post your message, so click 'Post' at the top of the app.
3. To send a **photo** to your group, click on "Photo" at the top of the app.
 - a. This will open a page that lists all the groups that you are a member of. Select the group you want to post your message to.
 - b. A screen will appear that wants you to select from taking a photo with your phone's camera, choosing a photo from your photo directory on your phone, or browsing your files on your phone to select a photo.
 - c. Simply take or select a photo you would like to send to your group.
 - d. On the 'New Photos' screen you will see the photo you selected. Add additional photos by selecting 'Add more photos.' You can type some copy into 'Say something about these photos...'

- e. You can select on the 'New Photos' screen to 'Allow Replies.' This option, if selected, will allow members of your group to reply to your photo, with replies posting to the entire group. To select this option, tap the slide button to the right (green slider means on; grey slider means off).
- f. Once you have all the photos in this message, click 'Post' at the top of the screen. You will get a confirmation screen telling you that your photo has been sent to your entire group.

4. You can also **chat** with your entire group or select members by:

- a. Open the Realm Connect App. Realm will open to the News screen.
- b. Find the group you want to communicate with by clicking on the three dots (ellipses) icon that is titled "More." Then choose "Groups" and select your specific group.
- c. Select "Send Communication" and then choose "Start a Chat."
- d. You can choose to message everyone in the group or just specific people. Send your text, attach a photo if you'd like by selecting the paper clip icon. Once you click 'Send' you can wait for responses.
 - i. Note: You will not know when people are on the app.
 - ii. Also, you will want to turn on your notifications for all responses if you plan to use this function.
 1. Find how-to instructions for Realm Connect notifications at sotv.org/realmsupport.

5. Send an **email message** to your entire group or select members by:

- a. Open the Realm Connect App. Realm will open to the News screen.
- b. Find the group you want to communicate with by clicking on the three dots (ellipses) icon that is titled "More." Then choose "Groups" and select your specific group.
- c. Select "Send Communication" and then choose "Compose a Message."
 - i. This option allows you to contact each group member via their preferred method of communication.
- d. You can choose to message everyone in the group (this option is what is selected when you follow the above steps) or choose specific group members to contact by clicking on "Manage" on the right side of the "To:" line. Select which members you want to contact by selecting their name (selected names have a check mark shown).

- e. Insert your subject, main text in “Start writing...” section, add attachment if you prefer, and then select your reply option.
 - i. Sender only means only you (who sent the email) will receive all replies.
 - ii. Entire group means everyone will receive all replies to this email string.
 - iii. Disabled means there will not be a reply option and you will not get any replies sent back to you. (Usually not an option you want to choose.)
- f. Once all information, attachments, and reply options are done, choose “Send.”

If you are receiving emails that you do not want to get from Realm, turn them off through Realm settings. Please do not click on the Unsubscribe link in the emails, which will unsubscribe you from all SOTV emails through Realm. If you need help working with Realm, email realm@sotv.org or contact the church at 952.432.6351.