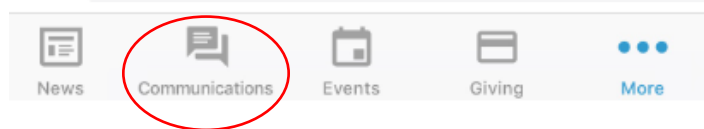# Realm Communications Guide
Using the Realm Connect App

This document describes the various ways that you can communicate with other ORUUC members through Realm, which is ORUUC's church management system. We will describe how to do this with the Realm Connect mobile app. All methods require that you have a Realm login account. For instructions on how to get a Realm login account and download the mobile app, go to the [Getting Started page](#) .

Notes:　1. This information was accurate as of March 21, 2019, but the vendor makes changes to the mobile app on a regular basis. If you find that an option is no longer available, has been renamed, or has been moved to another screen, let the ORUUC church office know so that we may adjust this document.

2. The instructions and screen shots in this document are all from the iOS version of the mobile app. The Android version may have some differences.

3. A companion document called Communication Guide, Web Version is also available on the Realm Resources page on oruuc.org. It describes how to perform these same function on the web version of Realm.

You are encouraged to use the mobile app for all communications, because it doesn't have as many limitations as the web version. To get started, tap on the **Communicatins** icon at the bottom of the screen.
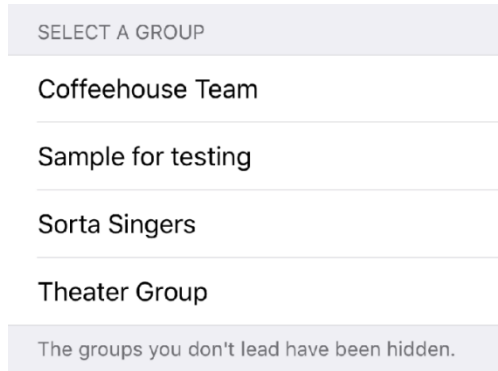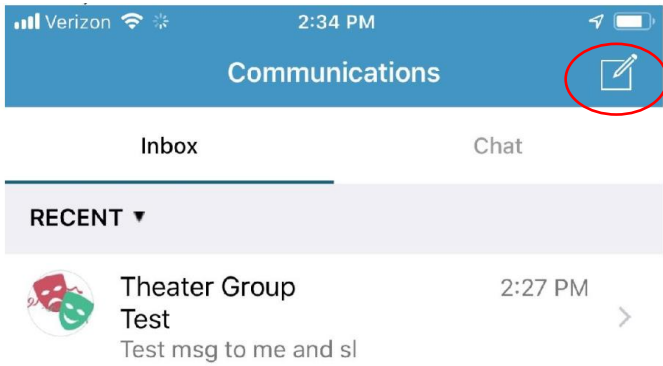

The screen shown below will appear. Note that there are two tabs on the screen: **Inbox** and **Chat**.
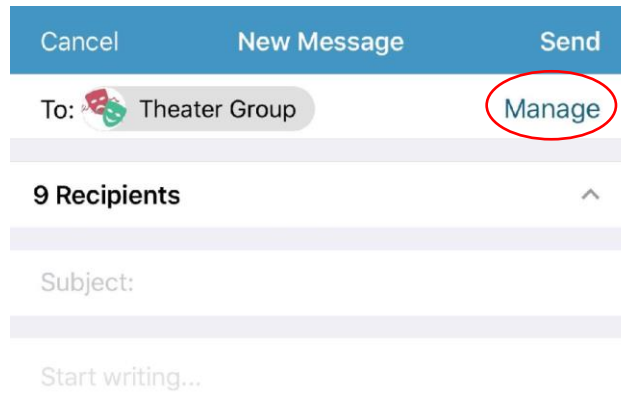
The Inbox screen

 The Realm inbox is where you receive messages from your group leader, and send messages if you <u>are</u> a group leader. You can read and reply to these messages and customize the message notifications Realm sends for each of your groups. The Inbox tab will show you any recent or archived group messages.

To send a message to one of the groups for which you are a leader, tap the edit icon. You should see a list of the groups you lead.
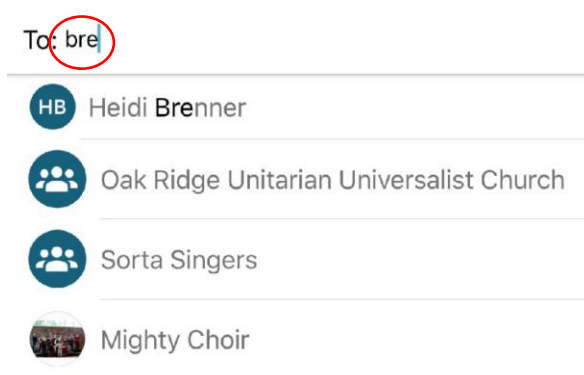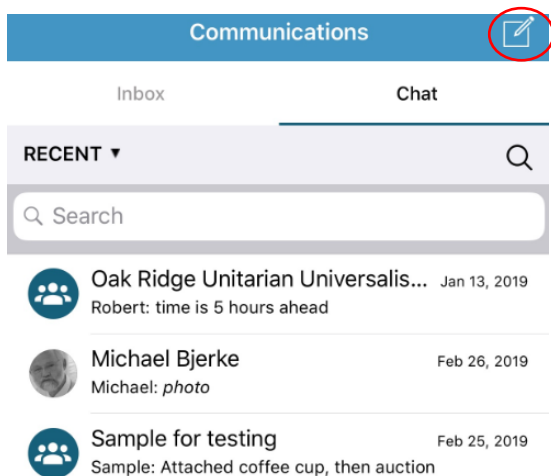
Select one of them and you will see the following screen. If   you only want to send the message to some of the members of the group, tap the **Manage** button and select the recipients.

The Chat screen

The Chat tab is where you can start a chat session with anyone who has a Realm login account, not just the members of your groups. Just start typing a name to see who it finds.
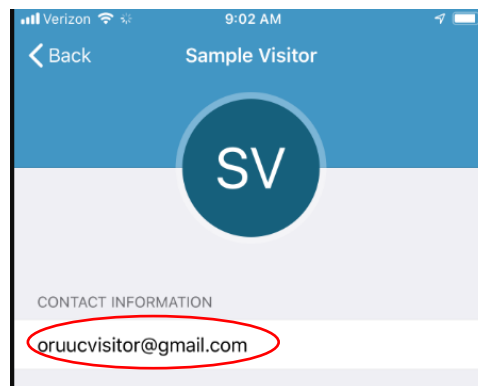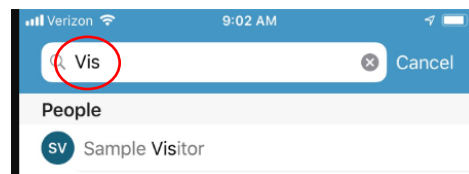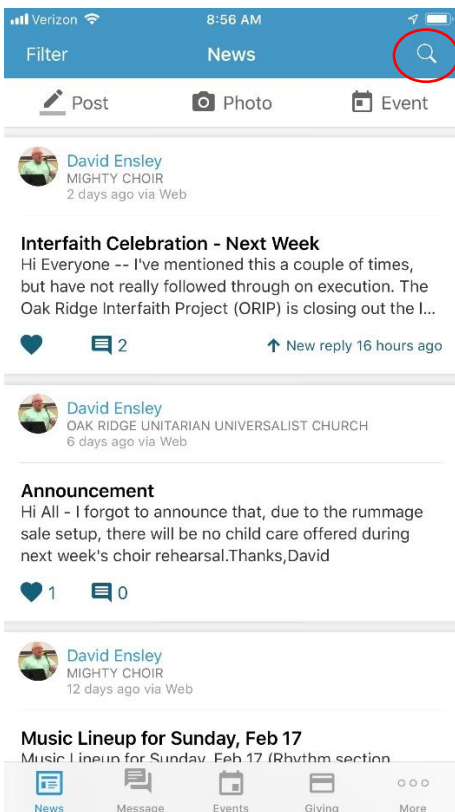

There are several things to remember about the list that appears when you start typing.

- The names will match on either first or last names, but **only if that person has a Realm account**. You must type in at least two letters before the list will appear.
- You can also search for groups by entering the name of the group. But, like searching for people, the group will only appear if at least one person in the group has a Realm account, **and** if you are a member of that group.
- The group called Oak Ridge Unitarian Universalist Church will always appear. This is a system group that contains everyone in the church. Please **DO NOT** choose this group unless you really, really, really want the message to go out to the entire church.
- One or more groups other than the ORUUC group may appear when you search for a person. The Realm documentation does not explain how these groups are selected, but it seems to include the name of every group to which both you and any person on the list belong.

Once you have selected a person or group to chat with, tap on the message area at the bottom and just start typing your message. You may add as many attachments as necessary. When done composing your message, tap the **Send** button.

So, is there any way to send a message to folks who don't have a Realm account? Yes, there is. Go back to the home screen, tap on the **News** icon at the bottom, and then tap on the **Search** icon, as shown below, left. In the example shown, we searched for someone named **Sample Visitor**. When you tap on the name, all of the contact information for that person will appear. Tapping on the person's email address should bring up the mail system on your phone, and from that point you can send any email that you wish. Remember that at this point you are outside of the Realm system, so nothing will show up on the Communications screen.

Communication to and within a group

From, the above explanations, you should note the following limitations.

- You can only send a message to a group if you are a member of that group.
- If you are a leader of the group, you can choose which group members the message will be sent to, but you only have this function if you start from the Inbox screen.
- If you are not a leader of the group, the message will go to all of the members, but you must start from the Chat screen.