

Realm Communications Guide

Using the Web Version of Realm

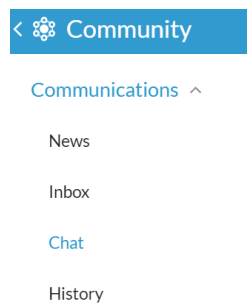
This document describes the various ways that you can communicate with other ORUUC members through Realm, which is ORUUC's church management system. We will describe how to do this with the website version of Realm. All methods require that you have a Realm login account. For instructions on how to get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

Notes: 1. This information was accurate as of March 20, 2019, but the vendor makes changes to the web version 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 website for Realm is <https://onrealm.org> .

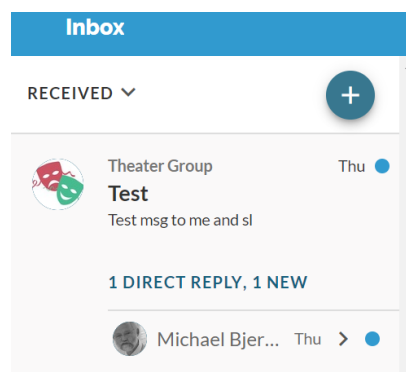
3. A companion document called Communication Guide, Mobile App is also available on the Realm Resources page on oruuc.org. It describes how to perform these functions with the mobile app.


To communicate with one or more people, or with a group, click on the **Communications** menu item as shown below. The item will expand, and you can send a message using either the **Inbox** or **Chat** menu items.

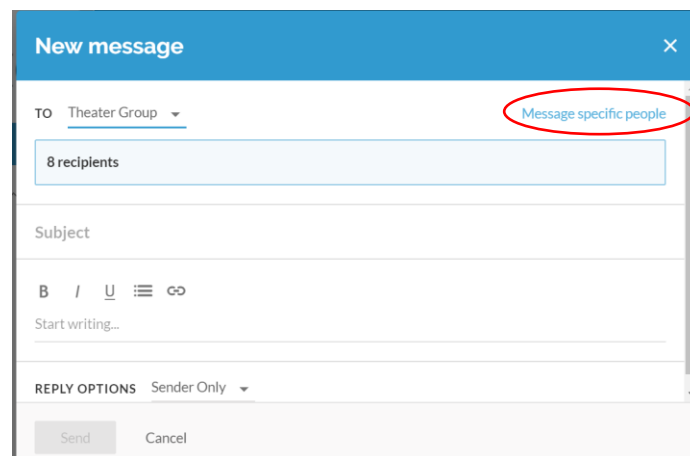
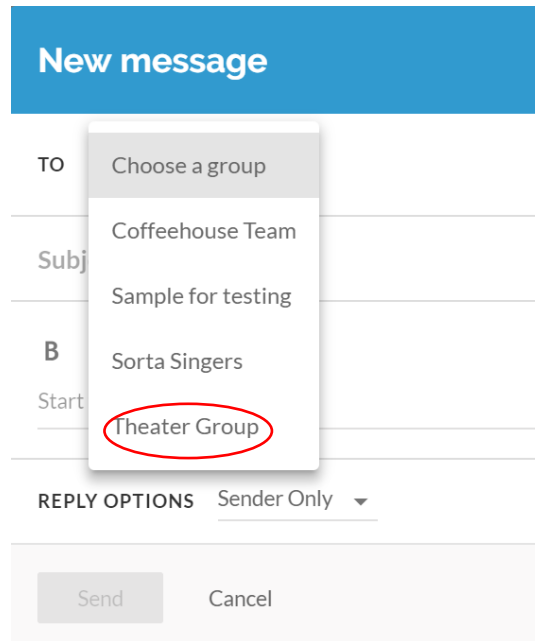


The Inbox screen

The Realm inbox is where you receive messages from your group leader, and send messages if you are 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, as shown below.




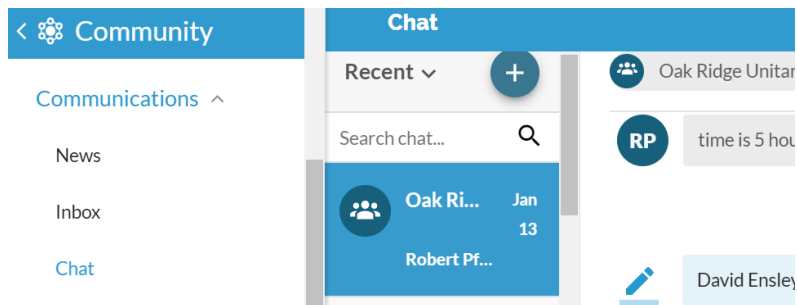
To send a message to one of the groups **for which you are a leader**, tap the edit icon, . You will see the new message screen, and it will list all of the groups you lead. Choose one of those groups and the screen will be updated to include the “Message specific people” link. If you only want the message to be sent to a subset of the group, click that link and then delete the names of the people who should **not** get the message. Note also that you can control any replies to the message; as shown below, replies will only go to the sender, not to the whole group.



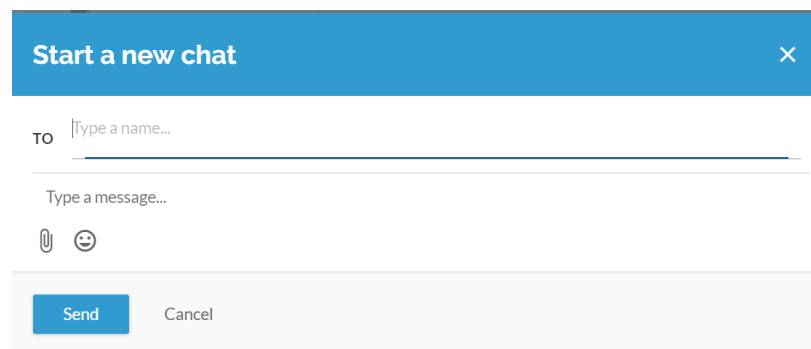
When you send a message in this manner, the recipients will receive the message even if they do not have a Realm login account. As long as they have an email address in their Realm profile, the message will be emailed to them. When they reply to the email, you will get the reply in both your normal email account and as part of the messages in Realm.

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. Click on the Chat menu item to see the following screen, then click on the new chat link, . Just start typing a name into the To field to see who it finds.



When you click on the  icon, you will see the following screen. Choose your recipients, type your message, then hit the **Send** button.



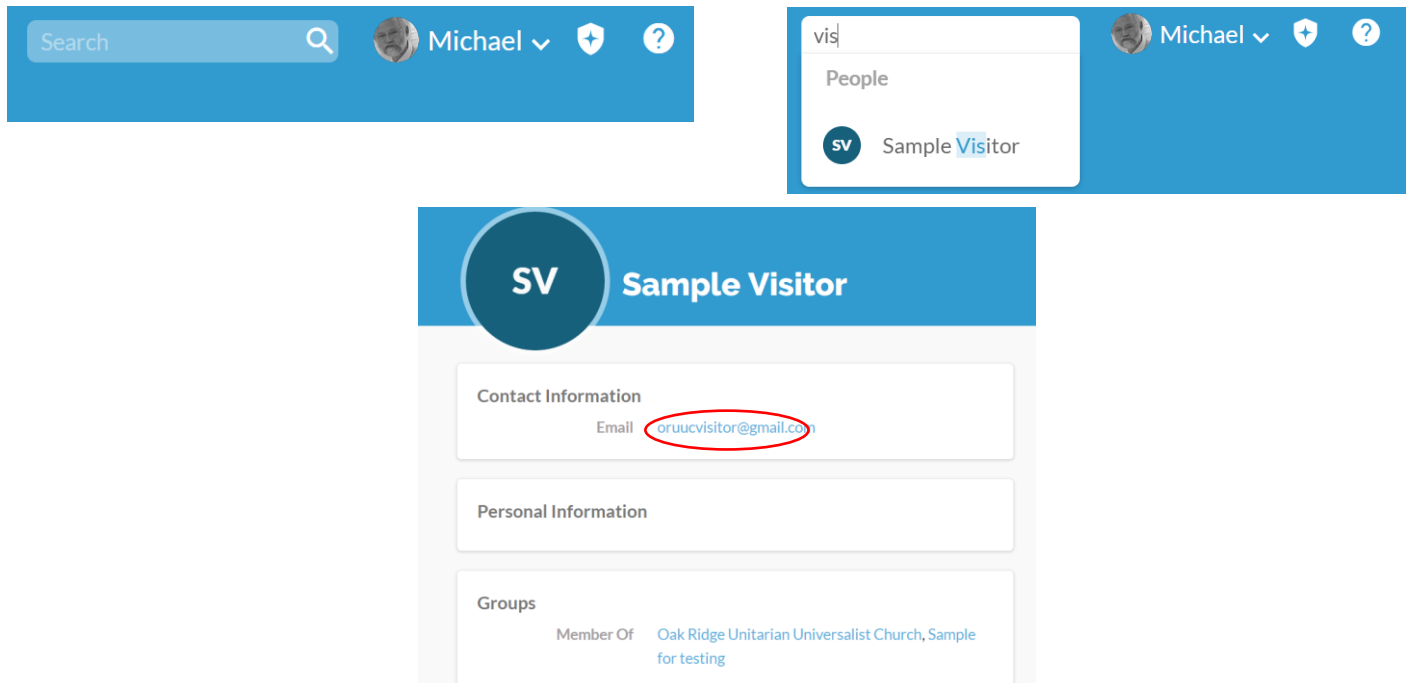
There are several important things to note when you start a chat session like this.

- Once you have chosen a person to chat with, you can add others. Just start typing the first or last name of the new person.
- You can specify a group as the recipient by starting to type the name of the group. But, once you have chosen a group, you cannot then add people to the list. Conversely, once you have added a person to the list, you cannot then add a group.
- The only groups that will show up in the list are those to which you belong **and** for which at least one person in the group, other than you, has a Realm account.
- You can add emojis from a list.
- You can add an attachment by clicking on the paper clip icon, but **only one**. If you specify more than one attachment, it will just use the last one you picked.
- There is a group called Oak Ridge Unitarian Universalist Church. Please **DO NOT** choose this group unless you really, really, really want the message to go out to the entire church.

When you click on the Send button, the message will be sent to all of the recipients. They will be able to view this message the next time they log in to Realm. If they have installed the mobile app on their phone, the app

will alert them that a new message has arrived. This is why it is important to install the mobile app on your phone.

So, is there any way to send a message to folks who don't have a Realm account? Yes, there is. Just 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 computer, 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 Messages screen.



It is important to note that when you type something into the search field, it will find everyone whose first or last name matches what you entered, even if they don't have a Realm account. Also, it will find every group for whom someone in the list is a group leader.

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.