



Olympia Unitarian Universalist Congregation

How can Realm help me connect with others at OUUC?

- Realm holds OUUC's best and newest Directory.
- Through Realm you can connect to others in your groups.
- Through Realm you can easily send messages to individuals or groups.
- Use the Connect app on your phone to communicate wherever you are.
- People can use Realm to contact each other, store documents and files, and remind each other of upcoming events.

Realm Quick-Start User Guide

Steps:

1. Set-up your Realm password.
2. Check your Profile Information for accuracy.
3. Edit your Privacy Settings - allow your contact information to show in the Realm Directory.
4. Edit your Email settings - control how much email you receive from others at OUUC.

1. Set up your Realm Password.

A. Open your email invitation from OUUC to join Realm.

How to Create your password:

- Click on the link in the email.
- On the resulting Registration page, create a password (note the instructions for creating a secure password).
- Click on "I'm not a Robot." Then click Register.
- When you have successfully completed this step you will see a message saying "check email to activate account."

B. Open the second email from OUUC.

The 2nd email from Realm will have the
SUBJECT LINE: **Email Verification.**

- Click on the Verify link.
- On the resulting page: Sign in using your email address and password.
- Verify your birth day or phone number. (If you have problems with this step it may be because we do not have complete information in your profile. Contact the church office.)

Log in to Realm at:

1. www.onrealm.org/ouuc

or

2. On OUUC's website - the Member login page:

www.ouuc.org/home/member-login/

On the Realm log-in page enter your:

Email address and Password

Get the Mobile App for your phone or tablet:



Connect - Our Church Community

The easiest way to access Realm is with your mobile device.

Stay connected to our congregation wherever you go by downloading the free



Connect - Our Church Community app for iPhone and Android devices.

Use it to

- communicate with your groups,
- RSVP to events,
- manage your giving,
- update profile information,
- and more.

Your Contact Information

You can update your own contact information anytime!

Pick your favorite photo

Which photo would you like to display in the directory?

2. Check your Profile Information for Accuracy.

How to see contents of “My Profile”:

As shown on a computer screen:

Click on your name: in the upper right corner.



Click on

The resulting dropdown menu lists:

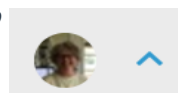
- My Profile
- Manage Privacy
- Manage Account
- Email Settings
- Sign Out

The layout looks different on a tablet:

Click on the Menu symbol: .

At the bottom of the listed menu:

Click on your Profile photo that can be adjusted.



to view the information

A. Check Profile Info for Accuracy:

Contact Information and Personal Information

You can now update your

- Contact Information (address, email, phone)
- Personal Information (birthday)

To change or add information, click: .

B. Add a photo

Click on the Circle next to your Name:

- Choose File and browse to your image. Click “Open”.
- Cropping your photo: If necessary, adjust or move the area that will be displayed.
- Click “Save”.

Each member of your family must add their own photo to their own profile.

Add your name to the OUUC Realm Directory

If you want your name and contact information to appear in the Realm Directory:

Choose Privacy Setting:

- Everyone in our Church
- Or Custom Privacy

If you want to follow conversations in your Realm Group by email:

Select: "All posts and replies."

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www.ouuc.org/home/member-login/

3. Realm Directory - Choose to show your contact info - *Edit Privacy settings.*

From your Profile page:

To manage your privacy settings, click .

Choose who at OUUC can see your contact information in the Realm Directory:

- ○ Everyone in Our Church – Like a church directory listing, everyone in our congregation will be able to see whatever profile information is marked as visible to everyone.
 - My Groups + Group Leaders + Church Staff – This setting means information will only be shared with the people you are involved with at church. (This is the default setting.)
 - Group Leaders + Church Staff – You would use this setting if you wanted to keep some profile information hidden from anyone who is not a group leader or on staff.
 - Only the Church Staff – This setting effectively removes you from the church directory. Your information will only be available to authorized church staff.
- Or → ○ Custom Privacy - choose different privacy levels for specific contact fields and personal information.

4. Email settings.

CHOOSE HOW OFTEN YOU RECEIVE EMAIL FROM OUUC AND YOUR GROUPS THROUGH REALM.

This is where you determine how often you will be notified when new information is posted to your groups. If you turn on the Daily Digest, you will receive an email each day with highlights from your church groups.

To specify your email notifications

1. Log in to the Realm site.
2. Click your name, then **Email Settings**.
3. For each of your groups, select which type of posting, if any, you wish to be notified of.

Select whether you want to receive email notifications for

- All posts and replies
- New posts only
- No email at all.

To enable the Daily Digest

1. Log in to the Realm site.
2. Click your name, then **Email Settings**.
3. Turn on the **Daily Digest**.