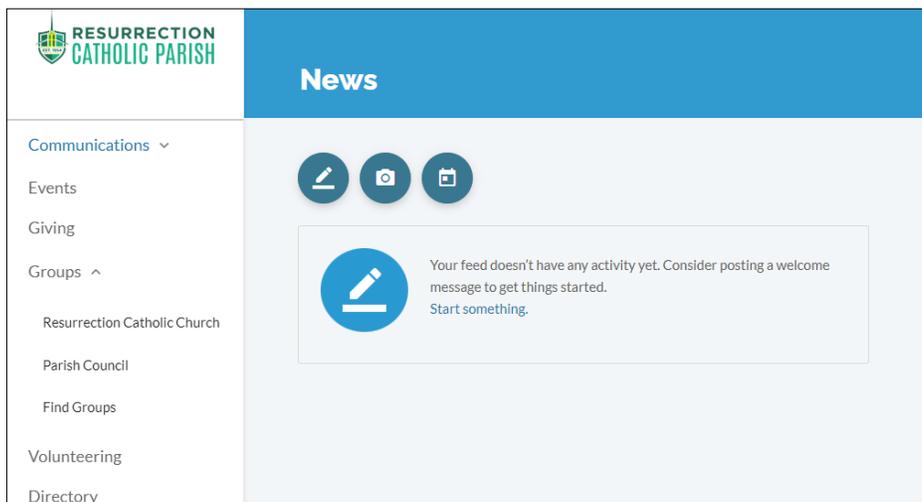




# Utilizing the Features Of Realm Groups

## Accessing Groups Via Computer (at [www.onrealm.org](http://www.onrealm.org))

1. To find your groups when logged on to Realm through your computer, click the Groups button on the left side of your screen, which will open a menu containing your groups, as well as an option to Find Groups. Select the group you're interested in accessing.



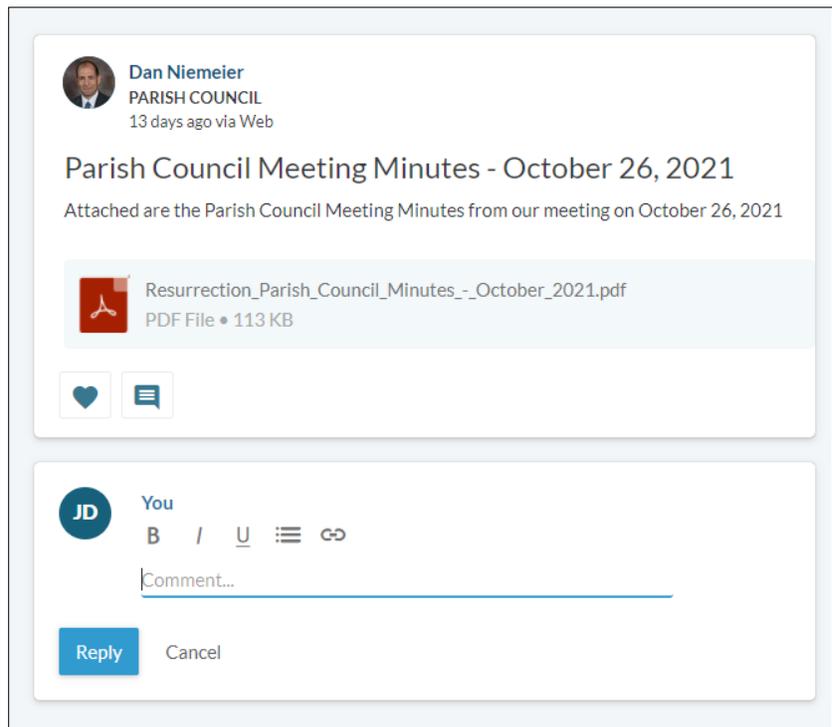
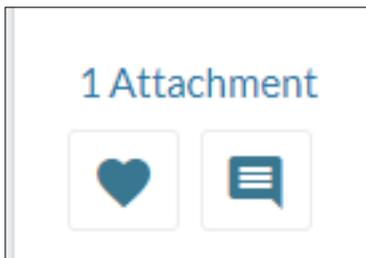
**NOTE: All parishioners are part of the Resurrection Catholic Church group. Staff will use this group to send the bulletin and provide parish-wide news and updates. While parishioners will receive news and information through this group, only staff are able to post within this group.**

## Using Features of Groups Via Computer

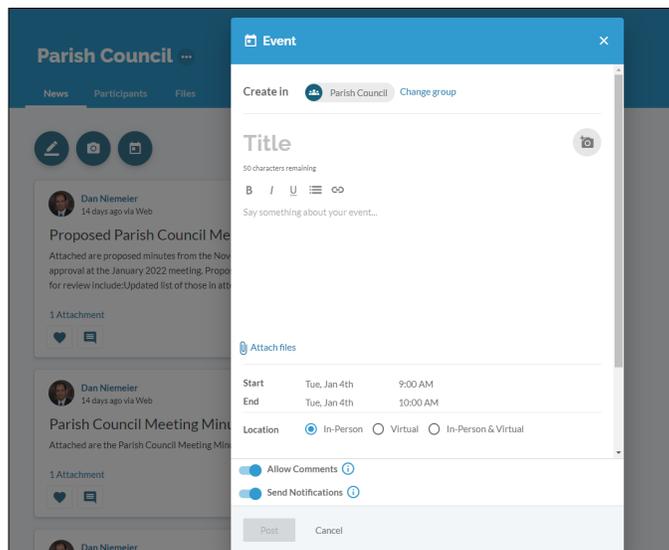
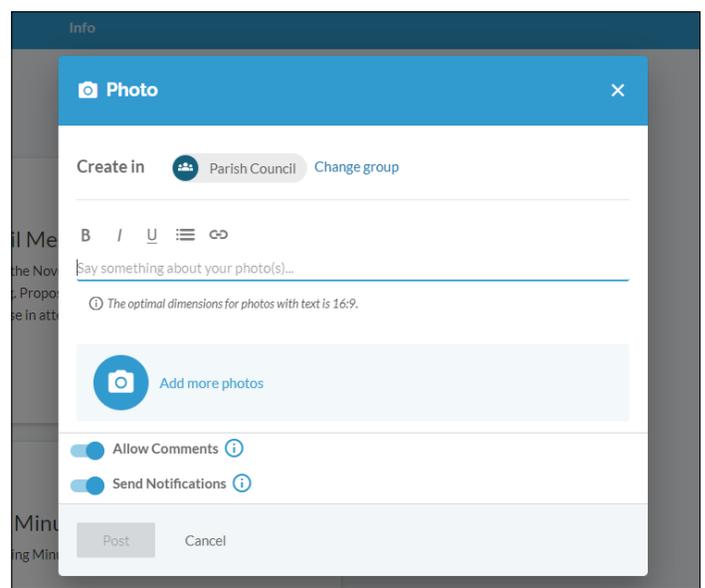
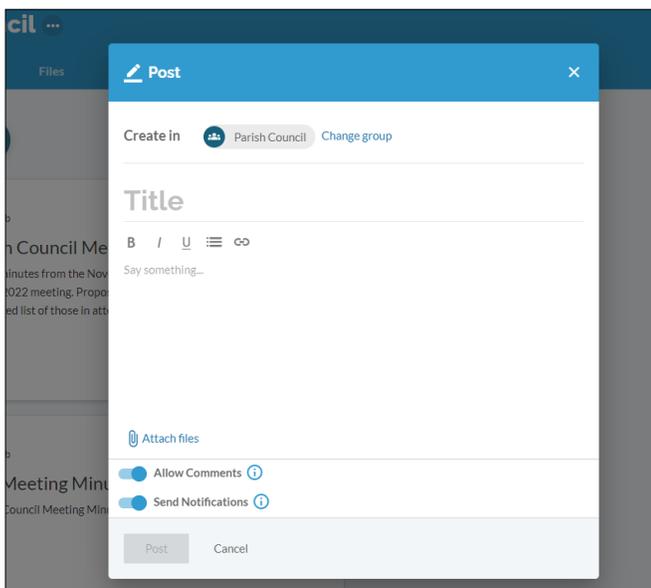
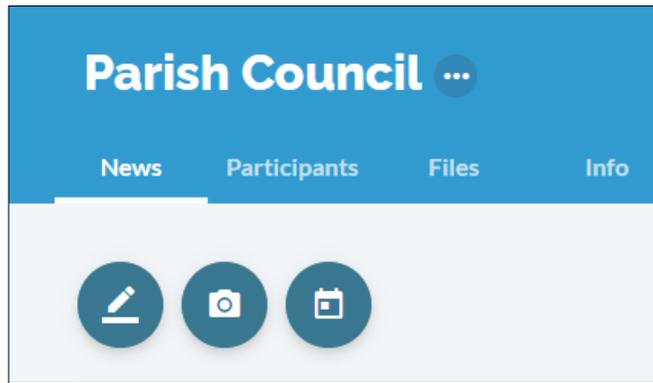
1. Once you have clicked on a group you are a member of, you will be able to access information and share information within this group. The first screen you should see is the group's newsfeed. If the group leader, or a group member, has shared a photo, an event, or a news post, it will appear here. See the next page for examples of what a newsfeed looks like.



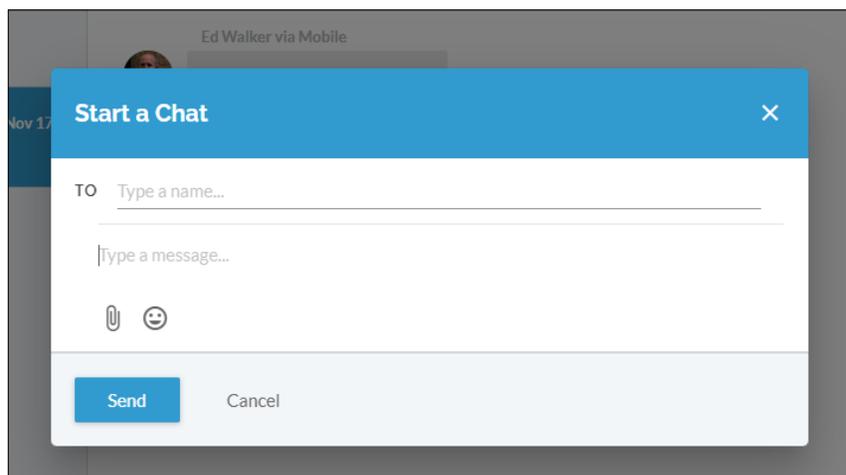
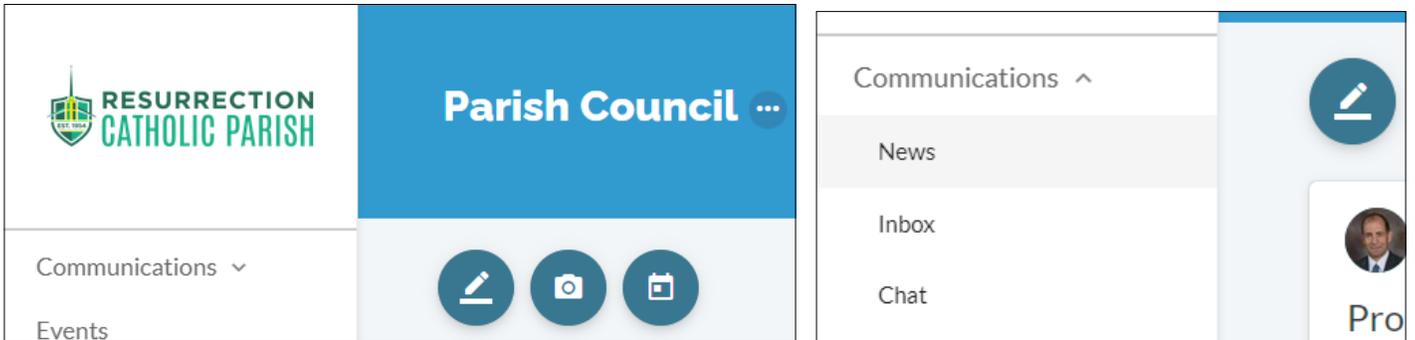
**2. To comment on something in your group’s newsfeed when logged in via computer (or any web browser), click on the dialogue bubble to the right of the heart at the bottom of any post. This will open a text box to type your comment in. Once you’ve finished your comment, simply hit the reply button.**



**3.** To post something in a group's newsfeed, use the icons located at the top of the newsfeed page. The pencil icon will allow you to create a text post. The camera icon will allow you to post a photo with caption. The calendar icon will allow you to create an event. Please note that you have the option of allowing comments and sending notifications for your posts.



**4.** Sending chat messages to members of your group via a computer (or any web browser) will require you to leave the group's page and click on the Communications button on the left side of your screen. Selecting the Communications button will open a Menu with options including News, Inbox, and Chat. Select the Chat button. Inside the Chat feature, click the plus button to start a new chat. Once you've started a new Chat message, you have the option of sending your message to a whole group or individual members of a group.



**5.** Realm has a function that allows you to search for, and join, Parish Groups. When you select the Groups button on the left side of your screen, it will open a menu that includes all the groups you are a member of, as well as a button at the bottom called Find Groups. Select that button to open up a page listing Resurrection’s different Ministry Areas, including Campus Care & Upkeep, Event Volunteer, Liturgical Worship, Prayer Opportunities, and more. If, for instance, you wish to join the Dueling Pianos Volunteer group, you would select Event Volunteer from the list, which opens a page with all the events you can assist with. Click on Dueling Pianos Volunteer, and then select the button that says Join Dueling Pianos Volunteer. When you click this button, a notification is sent to the group’s leader.

