Directions for Privacy Settings in REALM
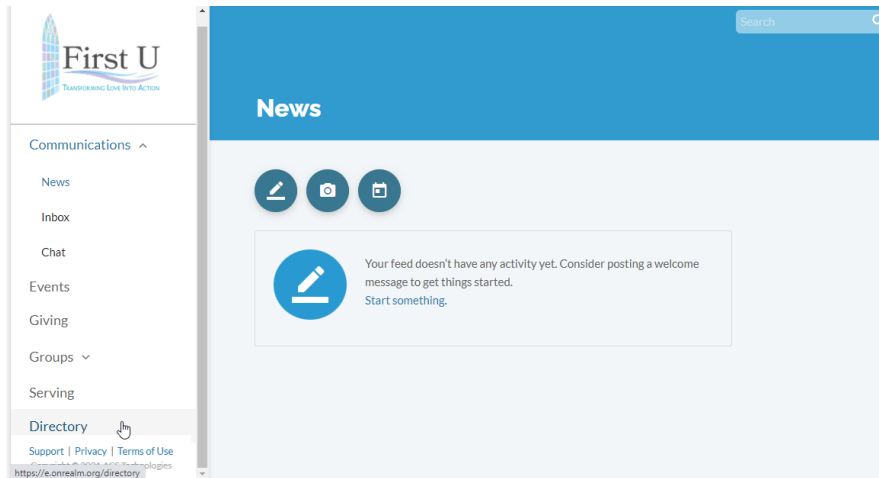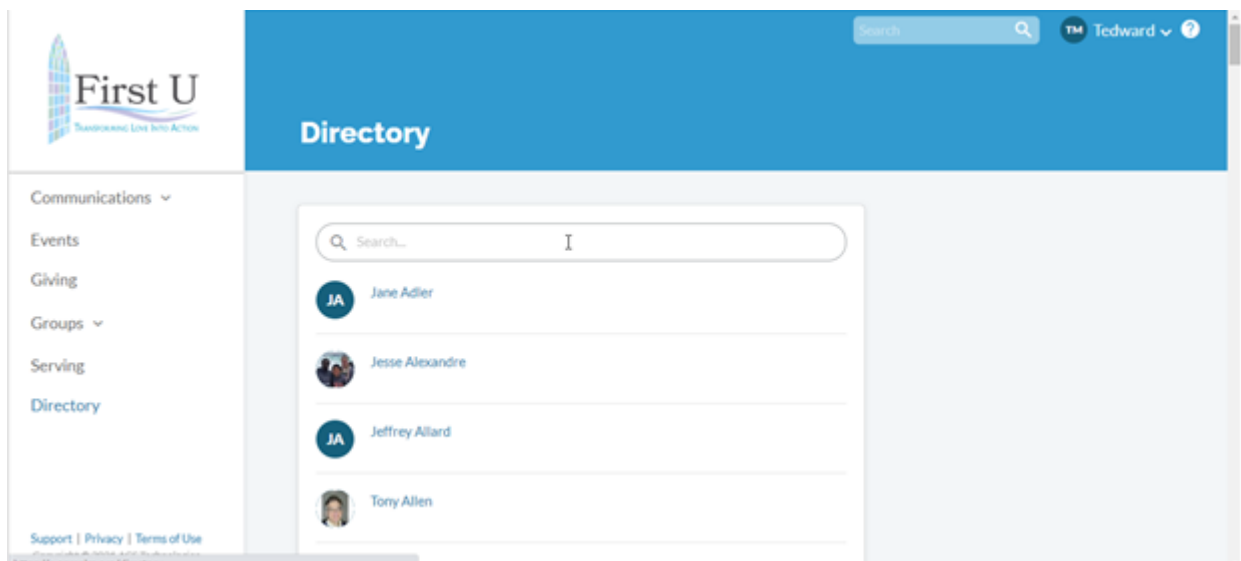
Once you have established a login and password and you sign in at www.onrealm.org you will be taken to a page that looks like this:
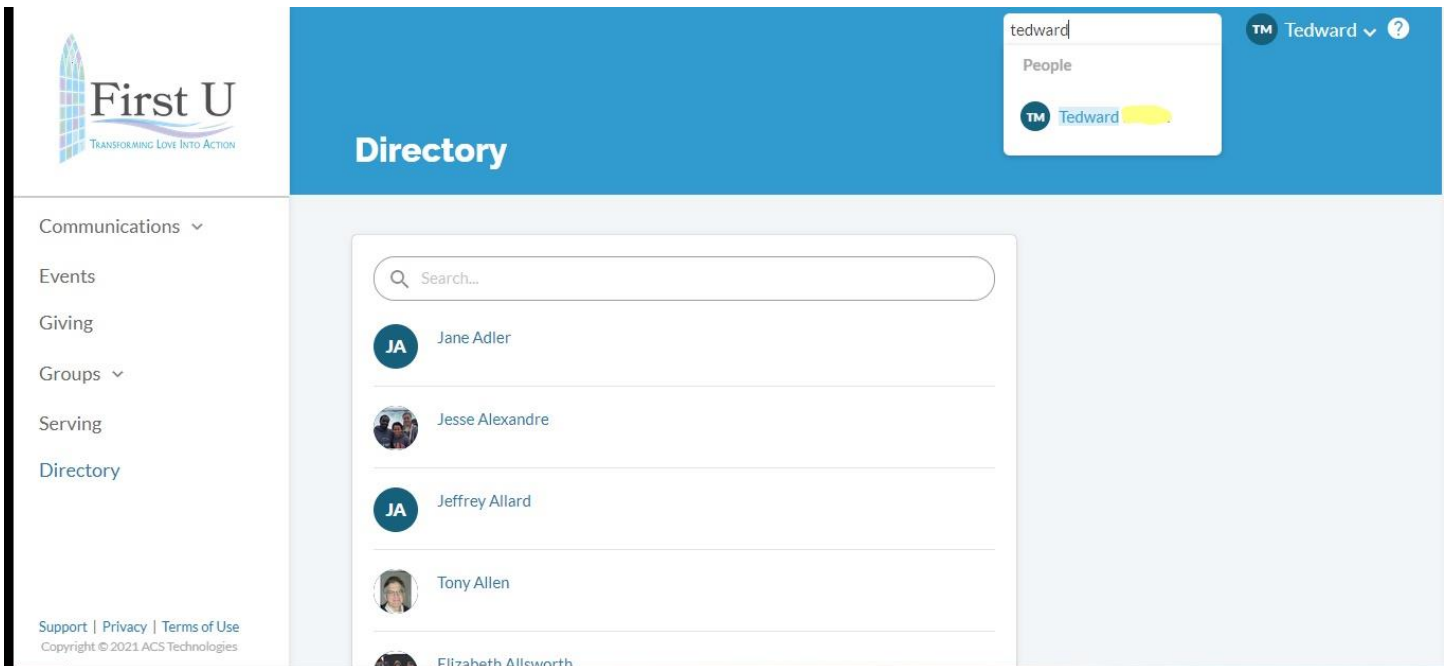

Click on "Directory" on the left-hand side. If your screen is too small to show the Directory option, then collapse the "Communications" option and the Directory option will appear at the bottom of the list.
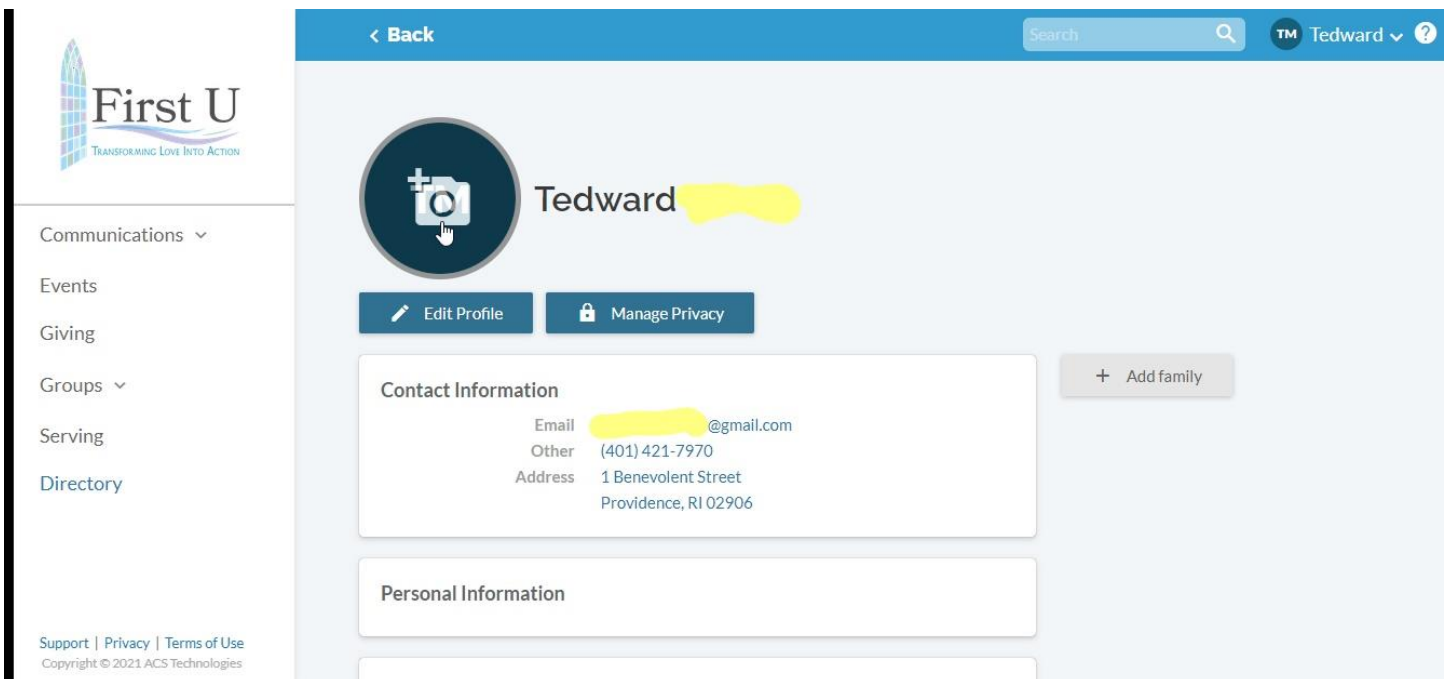
By clicking on "Directory", you will be taken to this page:

Type your name in the Search bar at the top of the page. Hit enter and then click on "You" in the directory listing.

Your information will then show. Next, click on "Manage Privacy".

If you want all members of the church to be able to see your contact information in the Directory (i.e., Home Address, Phone #, and Email Address), then select the first button ("Anyone in the church"). You can also click on "Custom Privacy" if you want to choose different privacy levels for specific contact fields and personal information. (If you have difficulty using this option, please call the church office at (401) 421-7970, and someone will help you.)

Once you are finished, move to the upper right-hand corner where your name is listed and click on the down arrow. Click on "Sign Out" and your session will be ended.

When you want to sign back into REALM, go to www.onrealm.org. (You may want to bookmark this site.)