

## How to sign up for Realm

- 1) When we launch Realm, you will receive an email titled “Trinity Episcopal Church: Join our online Community!” if you check the email address, it should be from notifications at onrealmmail dot org (see Figure 1)
  - a. If you don’t receive an email within a day or two of the announcement that we have launched, please check your junk mail. If you still don’t find it, please reach out to Rev. D or Barbara to ensure that your email address is correct in the system.

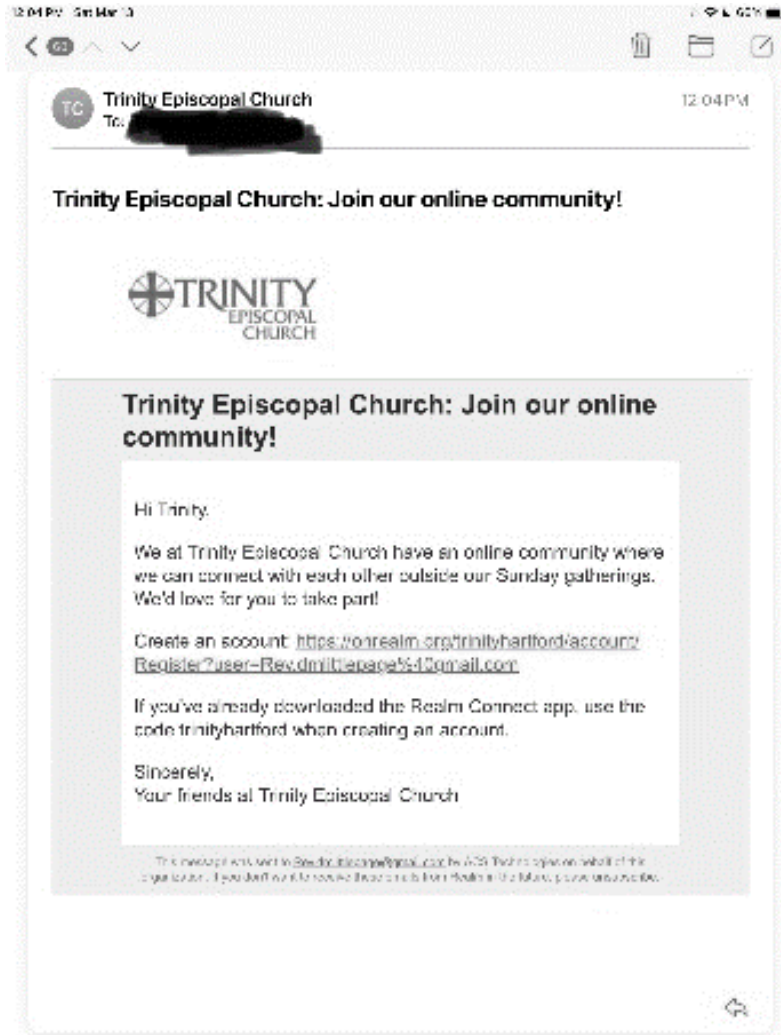


Figure 1

- 2) Click the link in the email after “Create an account” which will take you to the page to register for Realm (Figure 2)



(Figure 2)

- 3) Choose a password and complete the captcha. On the next screen you will be asked to verify your birthday. If you get an error saying that your birthday doesn't match please call the office so that we can verify that the correct information is in Realm.

- 4) When you log-in (and every time you log in) you are taken to the news page (Figure 3) . Here you will see any upcoming events or your messages or group activity. (More on that at a later time)

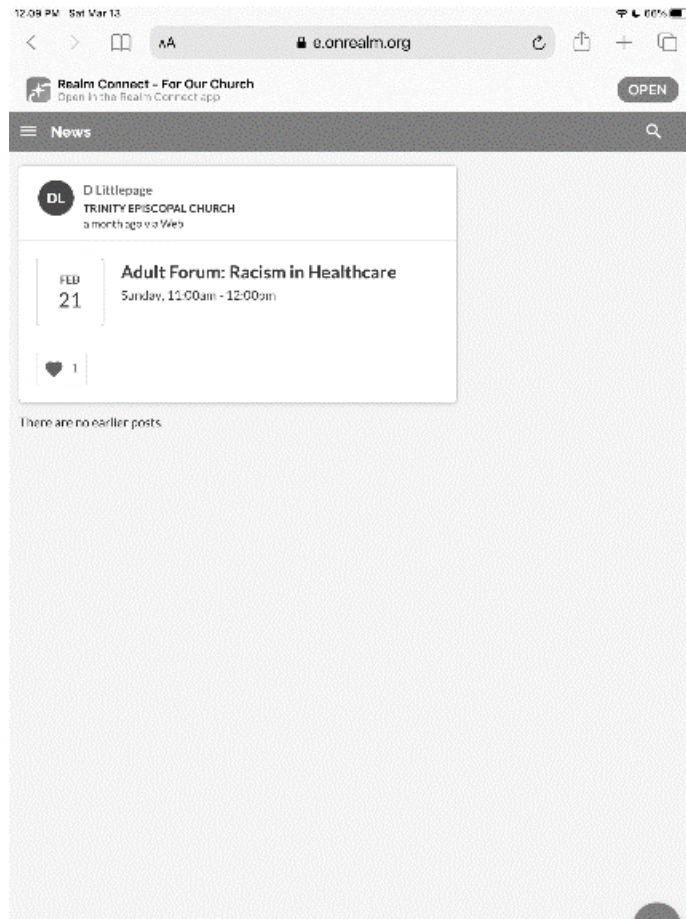


Figure 3