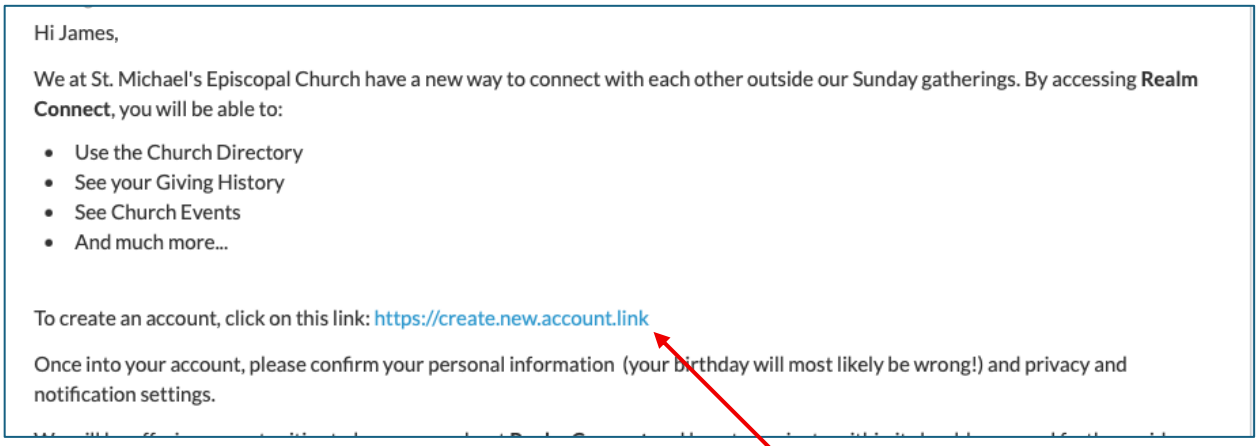
Creating Your Connect Account-Desktop/Laptop

The Invite

You will receive an email invitation from the church. It will come from:

St. Michael's Episcopal Church <notifications@onrealmmail.org>

with the subject line: St. Michael's Realm Connect Invite - Start Here! It will look like this...


Hi James,

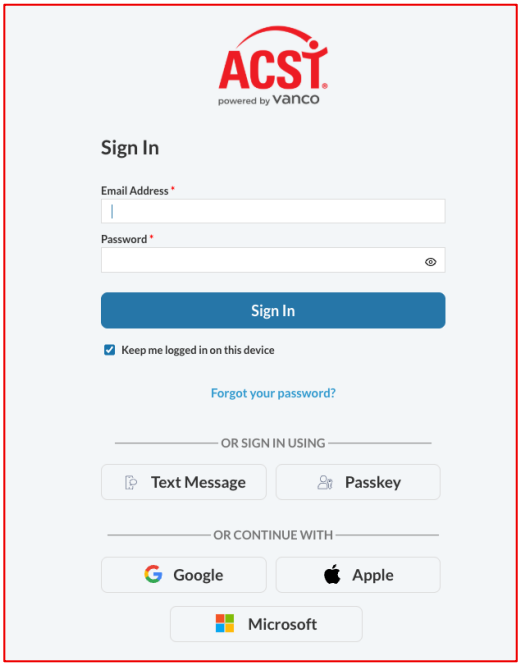
We at St. Michael's Episcopal Church have a new way to connect with each other outside our Sunday gatherings. By accessing **Realm Connect**, you will be able to:

- Use the Church Directory
- See your Giving History
- See Church Events
- And much more...

To create an account, click on this link: https://create.new.account.link

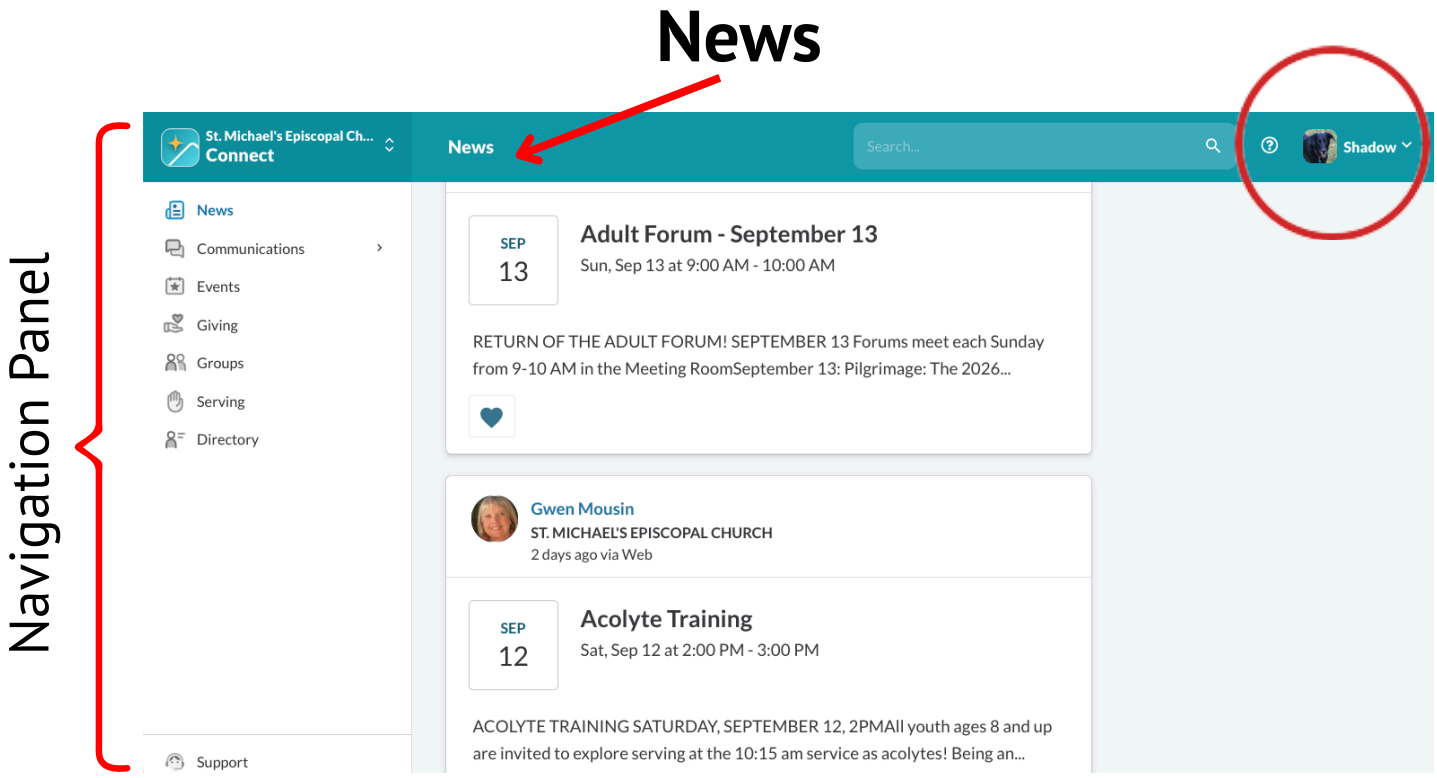
Once into your account, please confirm your personal information (your birthday will most likely be wrong!) and privacy and notification settings.

The link in the invitation is unique to you. Click on the link. The link will take you to a page where you can set your password. The login page looks something like this:



Use your email address. (Same one that received the invitation.) Write down your password where you will be able to find it again. Once you have your login and password, you will never have to see that page again unless you need to reset your password.

Desktop/laptop



Connect opens on the **News** page.

The navigation panel is on the left. Click each item to go to that page

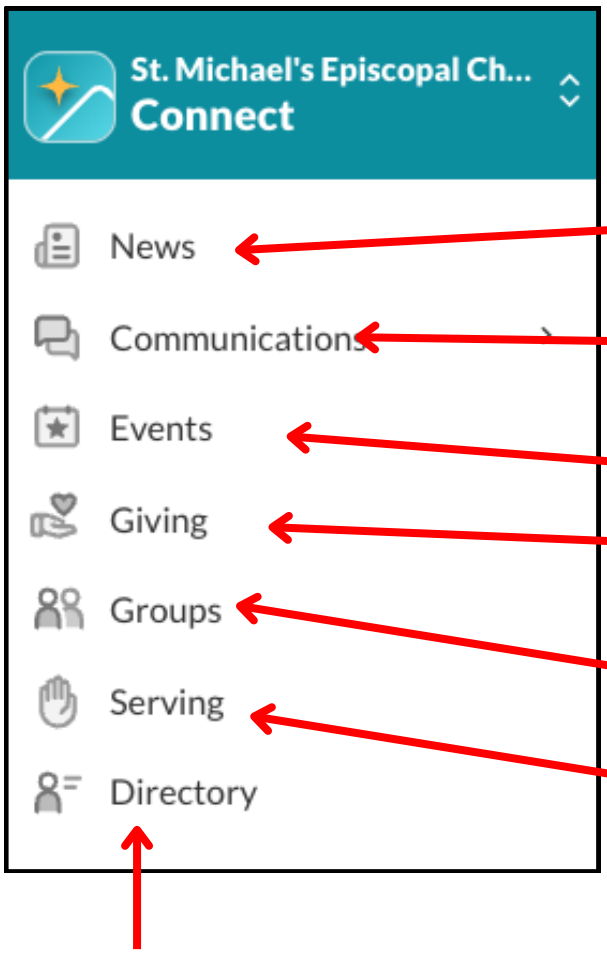
In the upper right-hand corner is your first name and either your initials or a picture (You can add this picture when editing your profile.) Click on your name to open a menu where you can control your information, privacy and notifications.

Go to the next page in this handout!

Desktop/laptop

Navigation Panel

This is how you find your way around the functions in Connect. Go ahead and explore!



News Show posts for your groups. Ev*eryone is in the St. Michael's group*.

Communications All your inbox communications and chats.

Events Opens a list of church events.

Giving Your giving history and electronic donations.

Groups Access your groups.

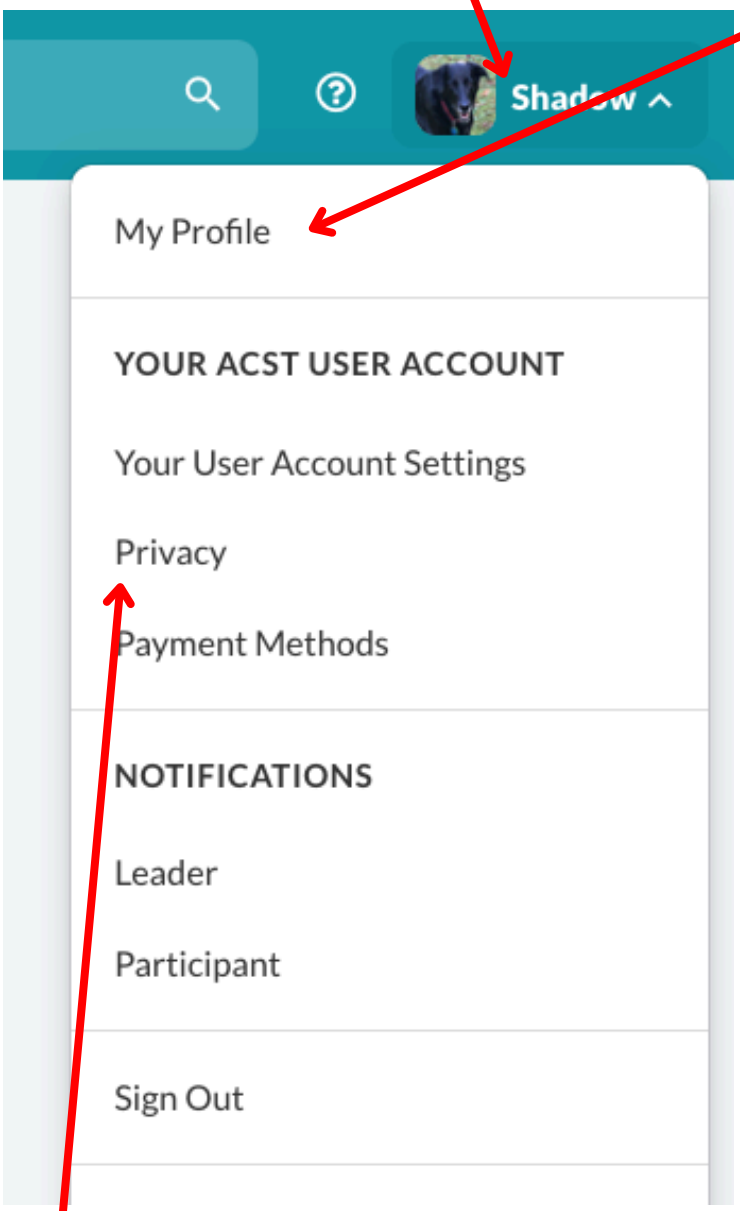
Serving Not using (so far)

Directory Contact information for participants who have provided their information and given permission to show it.

Desktop/laptop

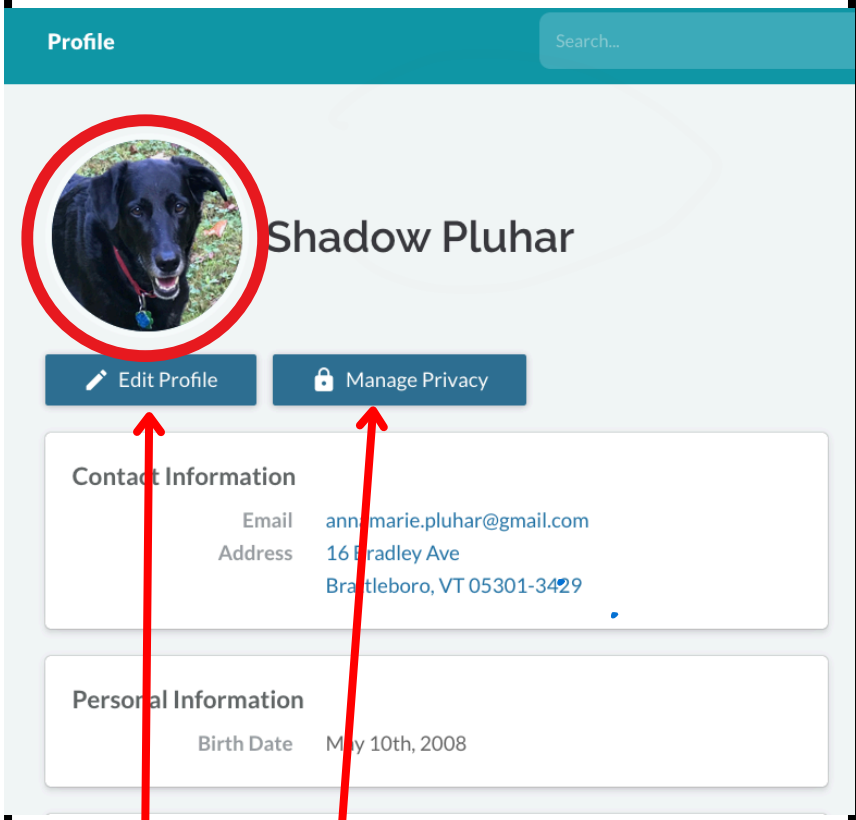
Profile and Privacy Settings

This menu opens when you click on your name.



Clicking on **Privacy settings** here is the same as “Manage Privacy” in the **Profile** option.

Click on My Profile to open this panel



Click **Edit Profile** to add/edit contact info and personal info.

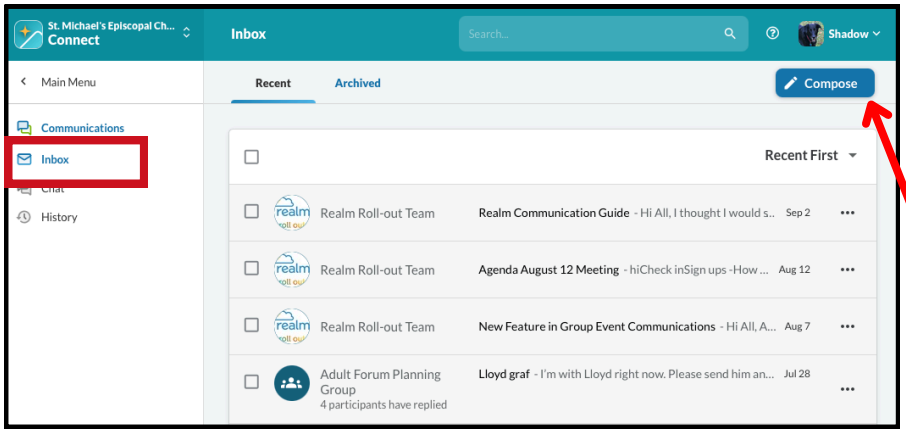
Click **Manage Privacy** to control who sees what information about you.

Click in the circle of the picture to upload and add your own picture.

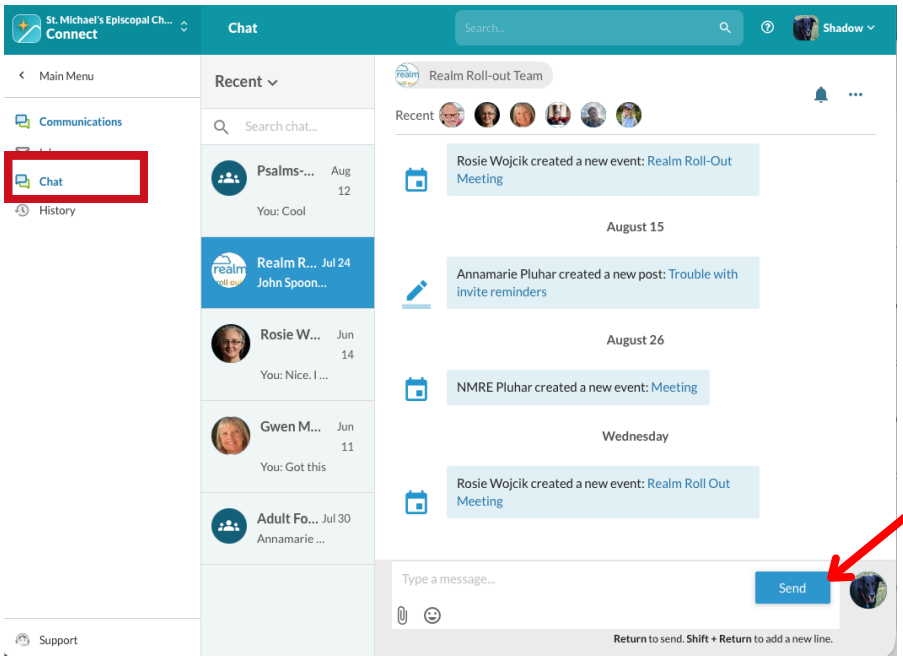
Note this is a “dummy account” to demonstrate Connect.

Desktop/laptop

Communications



Inbox Lists all posts for your groups. Only group leaders can use t **Compose** to post news.



Chat lists all chats AND allows members to chat in their group.

There's so much more ! Please explore and discover - we hope Connect will become a useful tool for our church.