



St. John's Parish Directory in Realm & the Realm Connect App

Directions to Edit Privacy Settings

If you want verified members of the church to be able to access contact information for you – either on the computer or through Realm Connect – **you must set your privacy settings accordingly**. We encourage you to do this as many parishioners utilize the directory to contact each other.

If you have not already done so, you will need to activate your Realm account (www.onrealm.org) and/or download the “Realm Connect” app from the App Store or Google Play. If you need another invitation to set up your Realm account or any other assistance, email [blessings@stjohnsec.org](mailto: blessings@stjohnsec.org) and someone will reply. (Please be patient as we are working with limited staff this summer.) Staff will also be at the Ministry Fair on Sept. 7th to provide assistance.

To Set Your Privacy Settings **Via Your Computer**

- Go to onrealm.org and sign in.
- On the top right corner of the page, click on the photo/photo square. **(Please upload a photo if you haven't already.)**
- Click on Privacy.
- Under each section, use the drop-down to choose which groups/people can see your contact information. (Example below.)
- Click “Save” in bottom right corner.

i Your contact and personal information can be seen by users with permission to view profiles and:

- ☐ Anyone in the church
- ☐ Leaders & group/serving team members
- ☐ Leaders **i**
- ☐ Users with permission only (This means staff.)
- ☒ Custom Privacy
Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

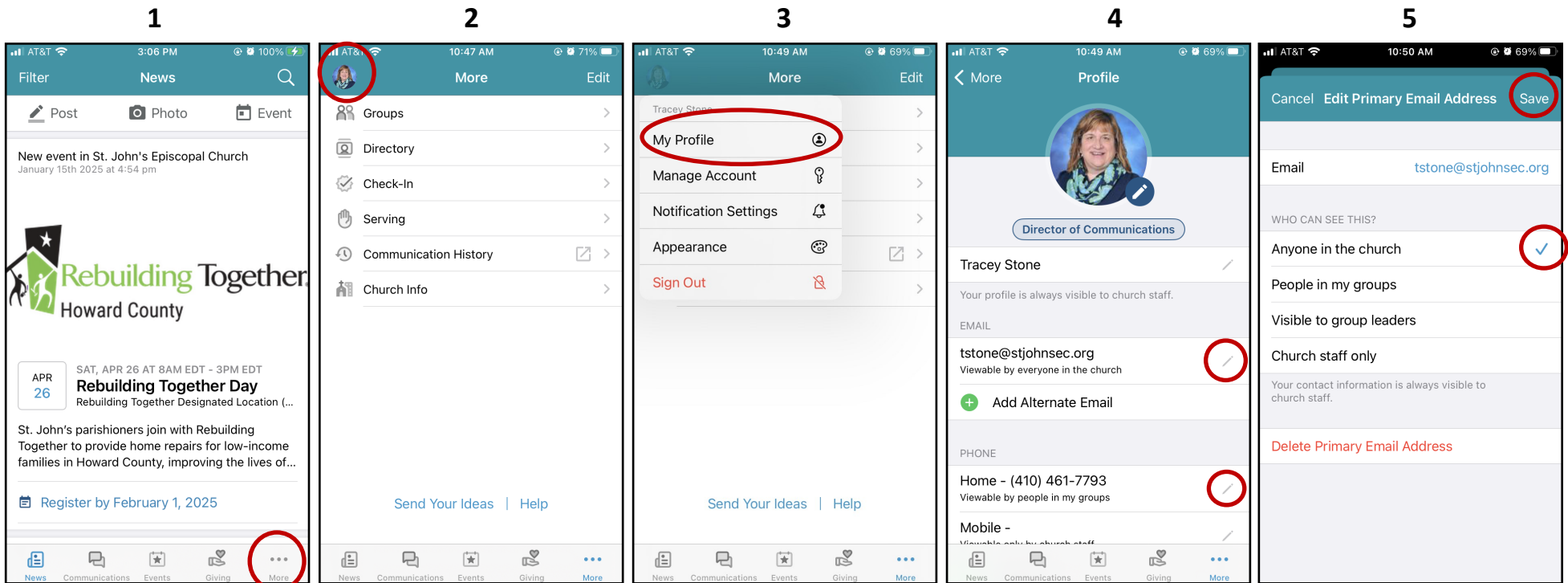
Home Address
9120 Frederick Rd Ellicott City, MD 21042
Anyone in the church ▼

Home Phone
(410) 461-7793
Anyone in the church ▼

Mobile Phone

(See next page for directions via the Realm Connect app)

To Set Your Privacy Settings **Via Your Phone**



- Open the Realm Connect app.
- On the bottom right corner, click on "... More"
- Click on your photo (or circle where you should upload your photo; do that now too!)
- Click "My Profile"
- Click on the pencil icon next to each contact item (email, phone, address) and choose the level of visibility you desire.
Note: If/when you choose "Anyone in the church" that means verified members only. Everyone must have a log-in to see information in our directory.
- We ask that you choose *at least one method* of contact to be visible to "Anyone in the church" so fellow parishioners can reach you.
- Click "Save" at the top right.
- Repeat for all methods of contact you wish to edit.