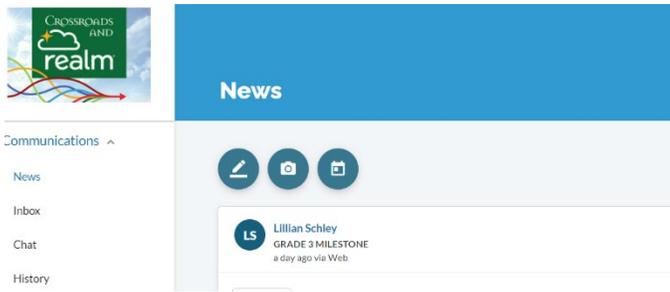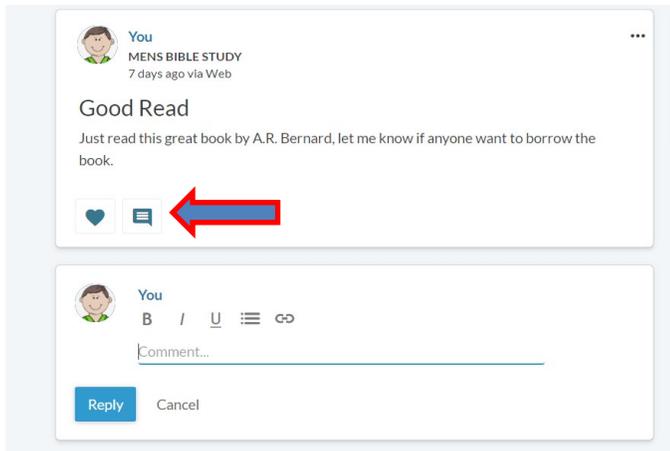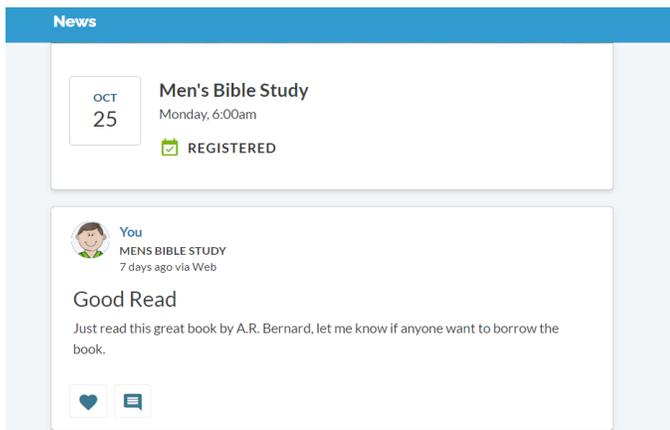Login to your MyRealm account and click on the **Communications Tab** on the left. You can then see News, Inbox, Chat and History options in the menu.

Click News – See what events you have RSVP'd for, opportunities to serve, messages from your groups and other opportunities to get involved, the most recent information is always at the top.

Click Message to ass a comment or reply to a post. When done Click Reply.
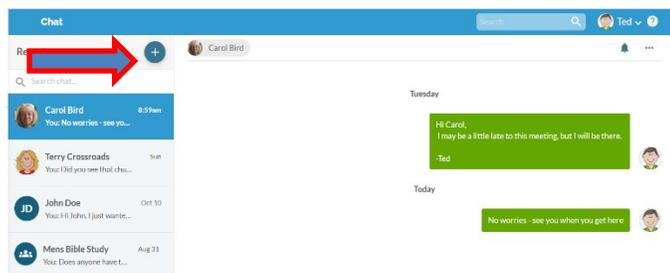
You can also add a photo post or create and event by clicking the icons under the News heading. This is explained in more detail under Groups and Connecting and Events. There are several ways in Realm to do the same thing. Find the way that works for you and stick to it.

Click Chat- You will see a list of the people who you chatted with. Clicking on each conversation will open the thread and allow you to respond.

Click ✚ to start a new chat. Type your chat and then **Click Send**. Being the most recent this will be at the top of the list.

If you have a lot of chats, use the search feature to find the name of your contact.

Click Inbox- You will see a list of messages you have written or received.

Click + to start a new message. Select the recipients, type a subject and message, attach file or document, when complete **Click Send**

Click History – to see a listing of all your communications activity.

Click Showing – to filter your list by the communication type.