<u>RE∕JLM</u>[™]

Tips & Tricks

How to Set Up & Edit Your Profile

In REALM you can update and manage your profile. To access your profile settings:

- 1. Select the **Avatar** at the top right of the page.
- 2. Select Edit Profile.
- 3. To update your avatar select the **+ icon**. A window will open and you can choose an image from your directory.
- 4. To update your phone, birthday, URL's and social media enter the information in the assigned field.
- 5. To add another phone, URL or social media select the **+ sign** to the right of the first entry and a new field will be added to the page. Enter the detail in the new field.
- 6. Select **Save** at the bottom of the page.

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