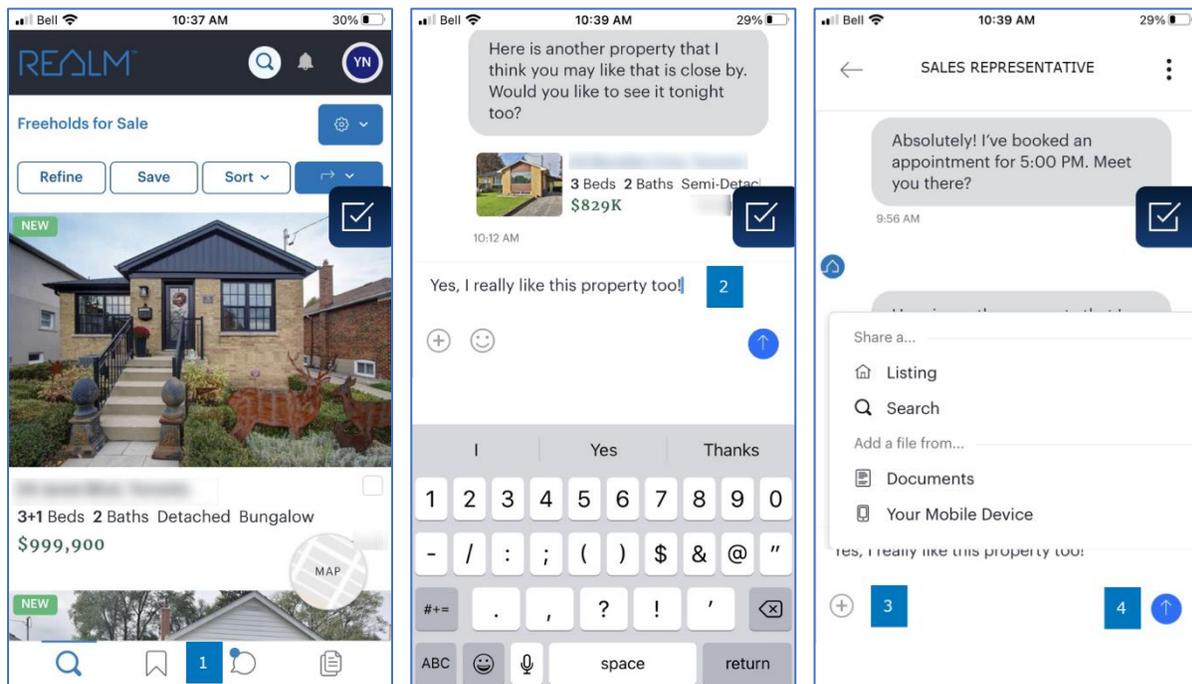


## Tips & Tricks

### How to Send an In-App Chat Message to Your Sales Representative

To send a private in-app chat message to your Sales Representative:

1. Select the **chat icon**  from the menu at the bottom of the window and a chat window will open.
2. Enter a message in the field at the bottom of the window.
3. If you would like to share listings, a search, a document in REALM or a file from your computer select the **plus icon +** to the left of the message and select what you would like to share.
4. To send the chat message select the arrow icon .



Note: the chat icon  in the screen above has a blue dot. This will appear in the chat icon when a message is waiting for you from your sales representative.