



Tips & Tricks

How to Adjust Your Notification Preferences

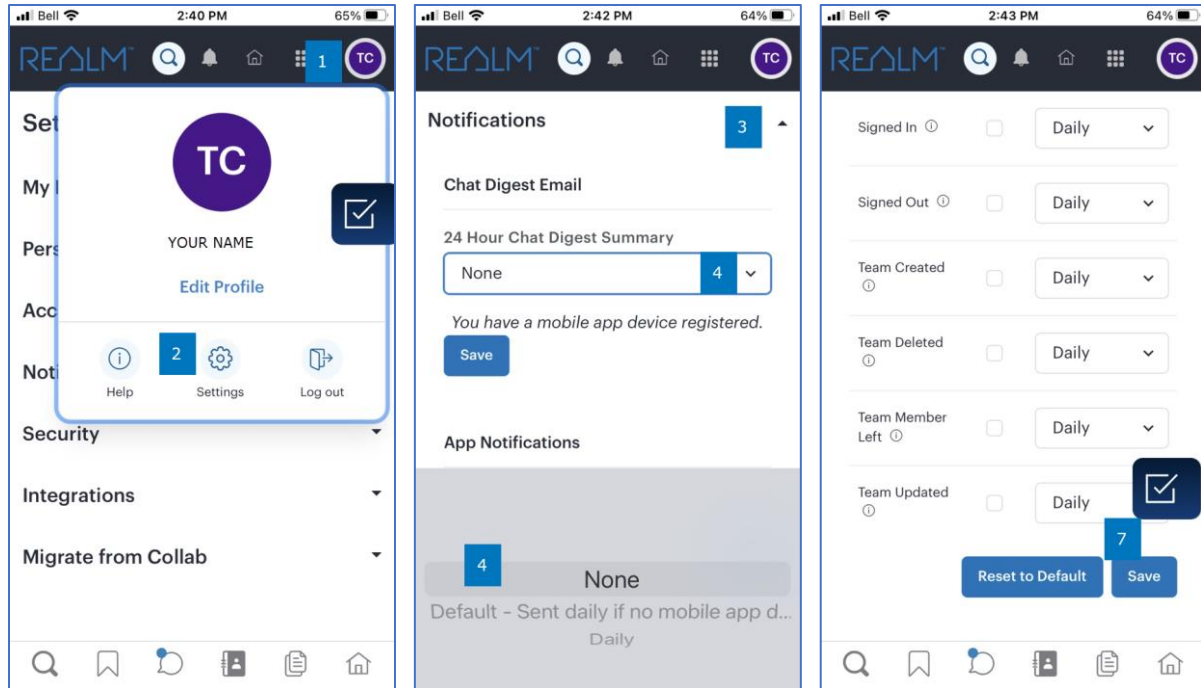
In REALM, you can set the frequency to be notified by email when you perform any of the selected actions:

Client Shared, Client Unshared, Client Updated, Confirmed Account, Document Added, Document Deleted, Document Shared, Email Unsubscribed, List Created, Listing Added to List, Listing Liked by Client, Listing Matches Search, Listing Removed from List, Listing Suggested, Listing Updated in List, Message Sent, Note added to a Listing, Search Created, Search Deleted, Search Due to Expire, Search Updated, Signed In, Signed Out, Team Created, Team Deleted, Team Member Left, and Team Updated.

To adjust your notification preferences on your mobile device:

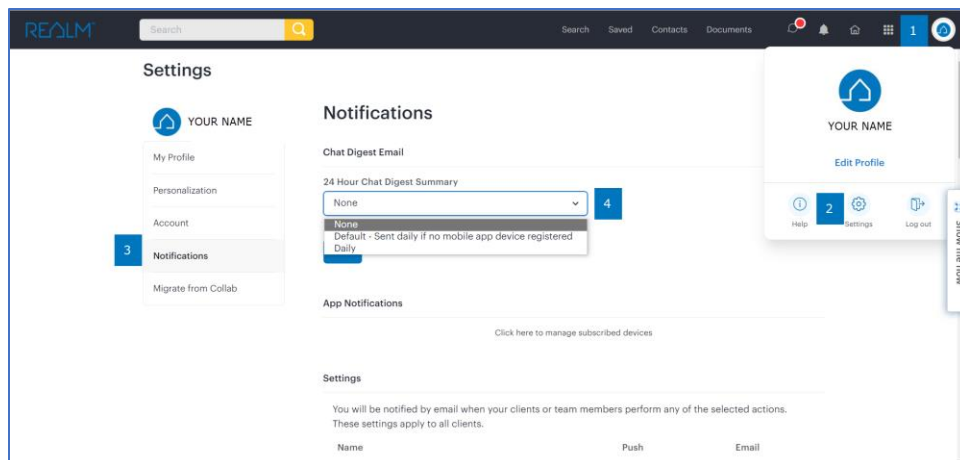
1. Select the **Avatar** at the top right of the page.
2. Select **Settings** from the menu.
3. Select **Notifications** from the left side of the page.
4. To select the frequency of the 24-Hour Chat Digest Summary select the **down arrow** and select from None, Default – Sent daily if no mobile app device registered or Daily.
5. To change the notification frequency for all, select the **down arrow** and choose from Real Time, Daily or Never.
6. To change the notification frequency for a specific action, select the **down arrow** and choose from Real Time, Daily or Never.
7. Select **Save**.





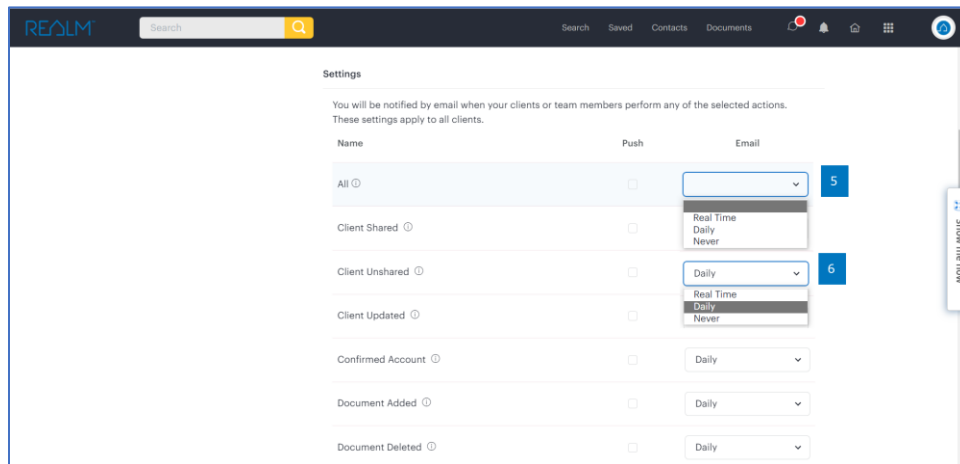
To adjust your notification preferences on your computer:

1. Select the **Avatar** at the top right of the page.
2. Select **Settings** from the menu.
3. Select **Notifications** from the left side of the page.
4. To select the frequency of the 24-Hour Chat Digest Summary select the **down arrow** and select from None, Default – Sent daily if no mobile app device registered or Daily.





5. To change the notification frequency for all, select the **down arrow** and choose from Real Time, Daily or Never.
6. To change the notification frequency for a specific action, select the **down arrow** and choose from Real Time, Daily or Never.
7. Select **Save**.



If you have any questions, please contact us at Help@REALMmlp.ca.

