## **REALM**

## **Tips & Tricks**

## How to Send an In-App Chat Message

In REALM, you can send an in-app chat message to a client, team, or salesperson with a listing, search, document, or file from your mobile device or computer.

To send an in-app chat message on your mobile device:

- 1. Select the **chat icon**  $\bigcirc$  from the menu bar.
- 2. Select the **message icon**  $\square$  to create a new message.
- 3. Enter a client, team, or salesperson name in the To field.
- 4. Select the **+ icon** <sup>+</sup> to select a listing, search, document, or file from your computer to include in the message.
- 5. Enter a message in a type a message field.
- 6. Select the **arrow icon** to send the message.

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JB	Jane Buyer • Wed, 1pm					
SB	Steven Buyer • 11/15/2021					
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## <u>RE∕JLM</u><sup>™</sup>

To send an in-app chat message on your computer:

- 1. Select the **chat icon**  $\bigcirc$  from the menu bar.
- 2. Select the **message icon**  $\square$  to create a new message.
- 3. Enter a client, team, or salesperson name in the To field.
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If you have any questions, please contact us at <u>Help@REALMmlp.ca</u>.

