## REALM

## 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 and a chat window will open.
- 2. To start a chat with your sales representative 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** <sup>(+)</sup> to the left of the message and select what you would like to share.
- 4. To send the chat message the **arrow icon**  $^{(1)}$ .

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Search	Your Sales Representative Active 14 hours ago				:	
Your Sales Representative	Start chatting with the message entry box below. $\ensuremath{\mathbb{Q}}$ Use the $+$ below to share listings, documents, searches, and websites.					
						Show me how
	Share a G Listing Q Search Add a file from				4 1	

