

### How to Customize Your Notification Preferences

In REALM you can set the frequency to be notified by email when your real estate sales representative performs any of the selected actions:

Document Shared, Listing Added to List, Listing Removed from List, Listing Suggested, Listing Updated in List, Search Created, Search Due to Expire, Search Updated.

To adjust your notification preferences:

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 select the **down arrow** and choose from Real Time, Daily or Never.

