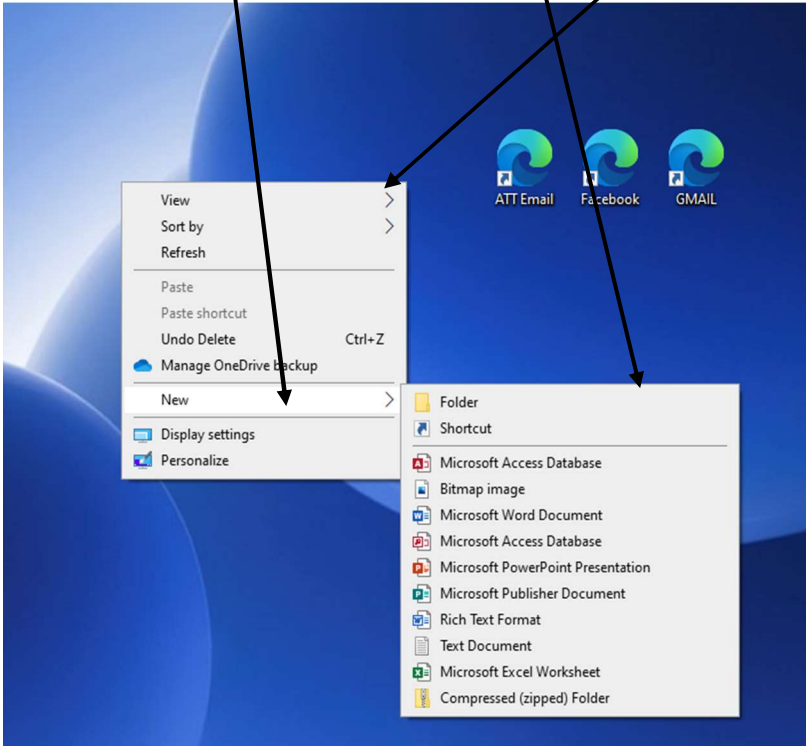


Create a REALM Shortcut on your PC Desktop

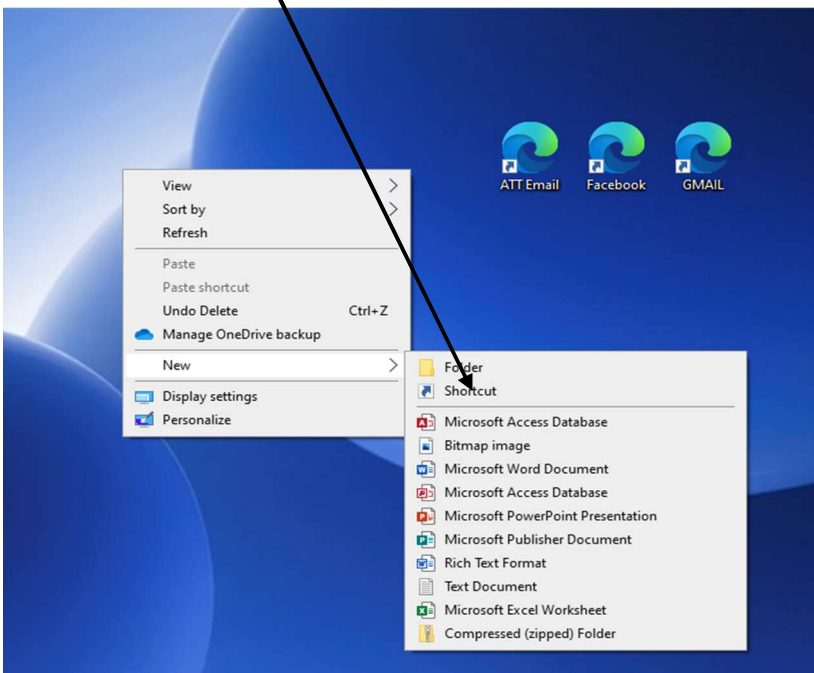
Place your cursor on a blank space on your computer desktop screen.

Right click on your mouse – the following drop down menu (left side) will appear on your desktop.

Scroll down on “NEW” and the drop down menu (right side) will appear.

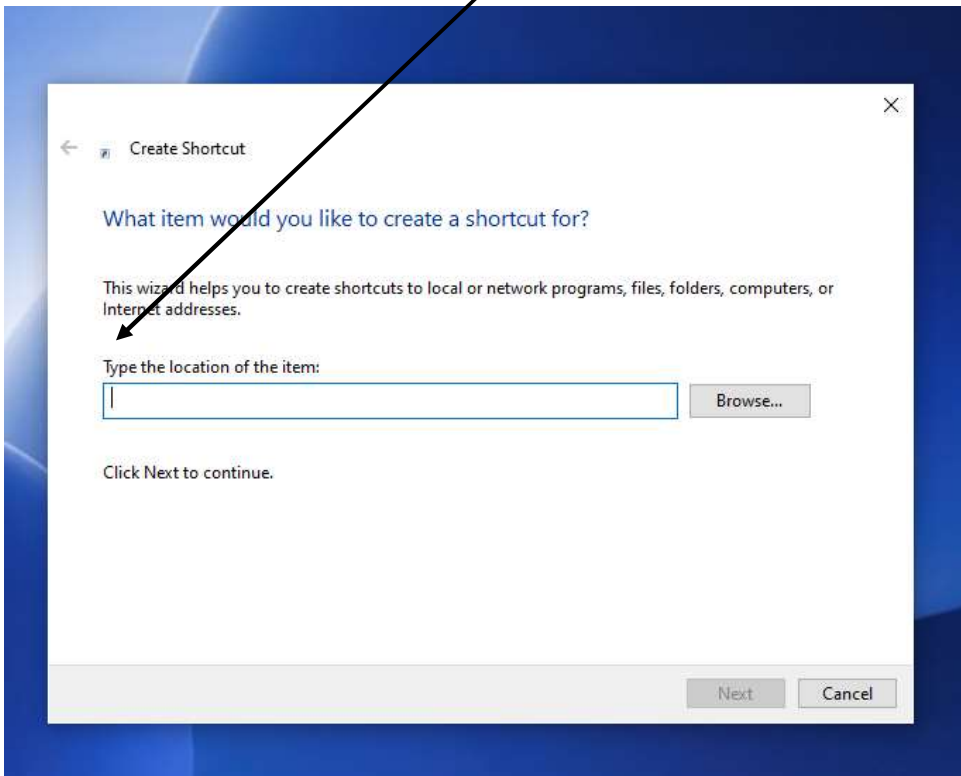


Select and click on “Shortcut” in the dropdown menu to the right.



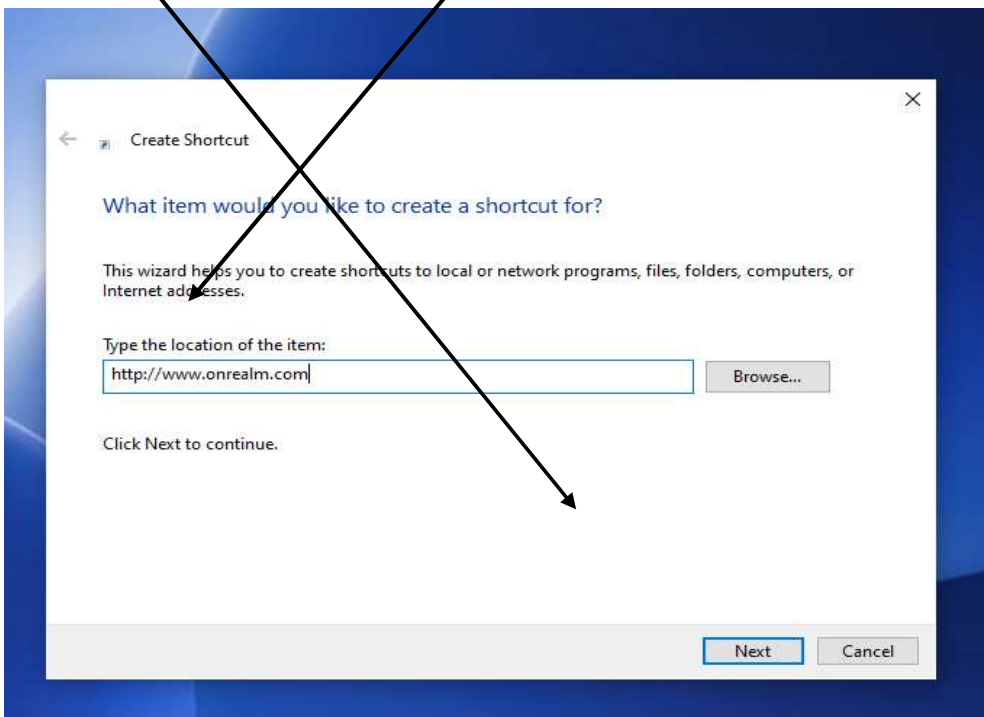
The “Create Shortcut – What item would you like to create a shortcut for?” box will appear on your desktop (screen).

Place your cursor in the “Type the location of the items” box



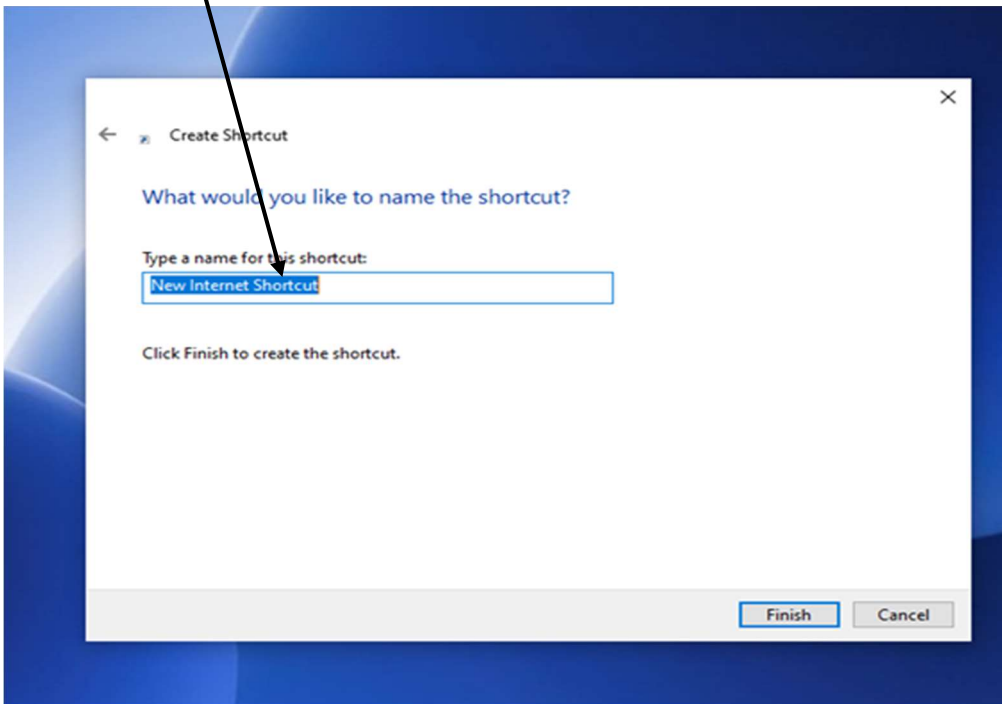
Type the following in the box: (<http://www.onrealm.com>) in box below

Click on Next at the bottom of the screen



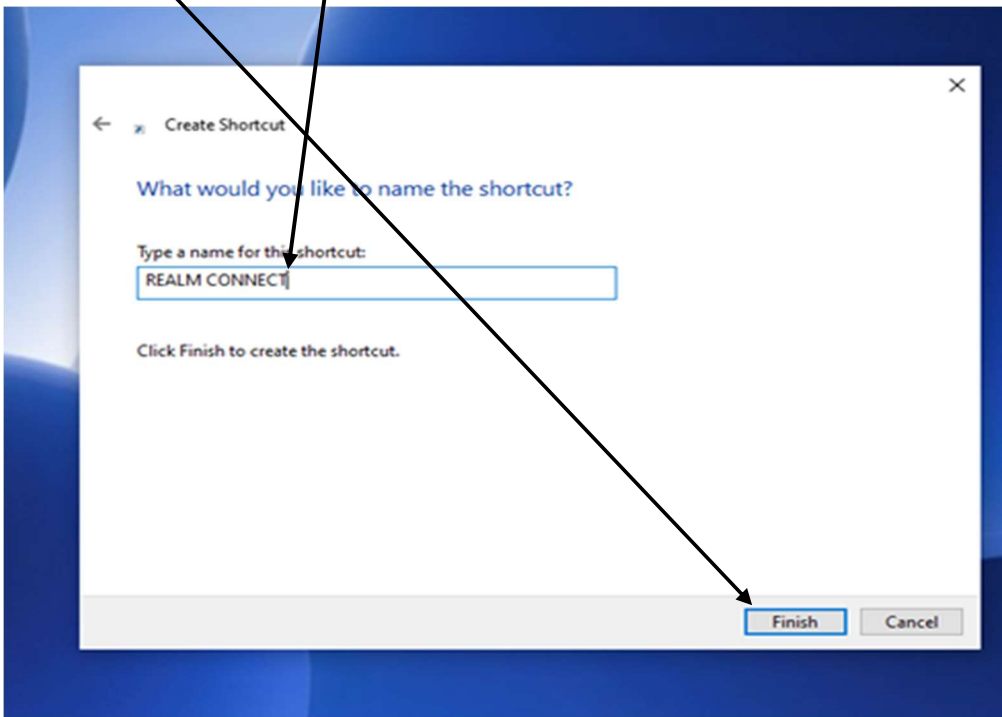
The “Create Shortcut – What would you like to name the shortcut?” box will appear on your desktop (screen).”

Place your cursor in the box under “Type a name for the shortcut:”

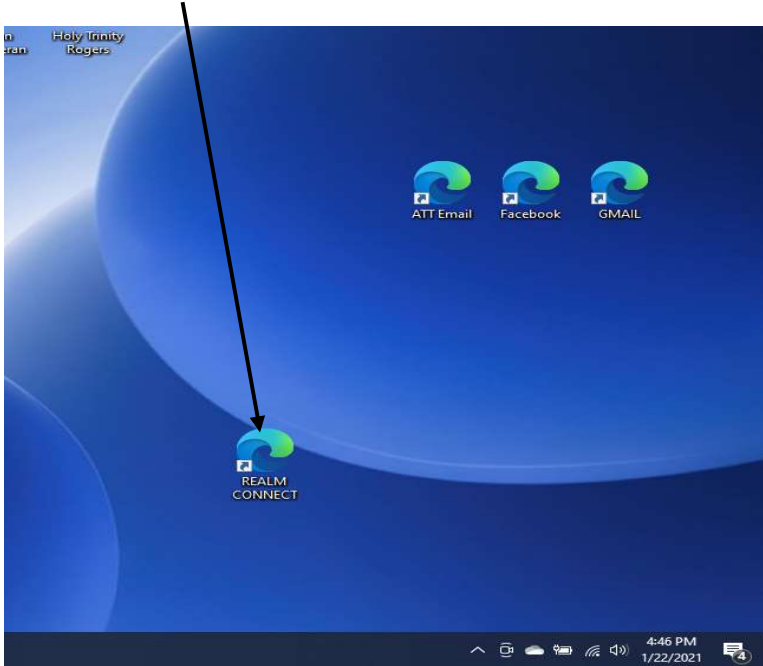


Type **REALM CONNECT** in the box.

Click on “Finish” at the bottom of the box.

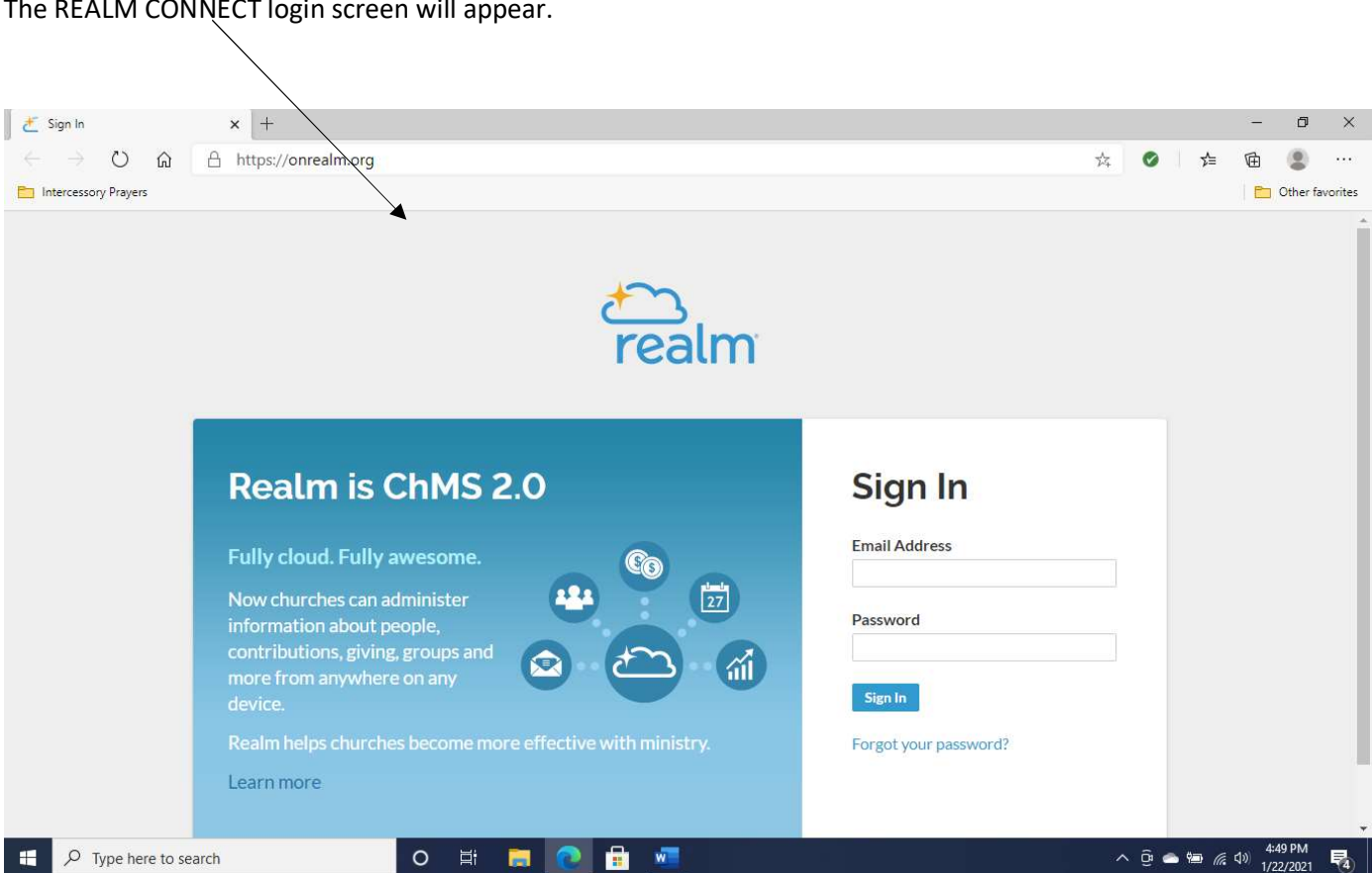


The "REALM CONNECT" icon will appear on your PC desktop (screen)



Double left click on the "CONNECT REALM" icon to access the REALM website.

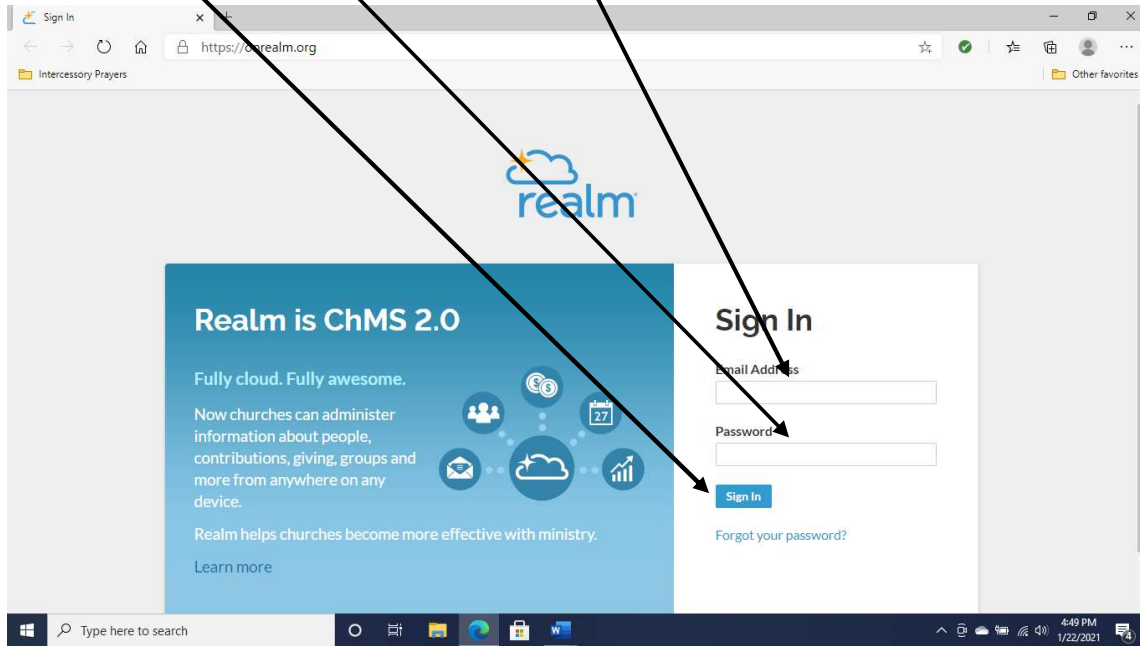
The REALM CONNECT login screen will appear.



Type your email address in the box under “Sign In” and

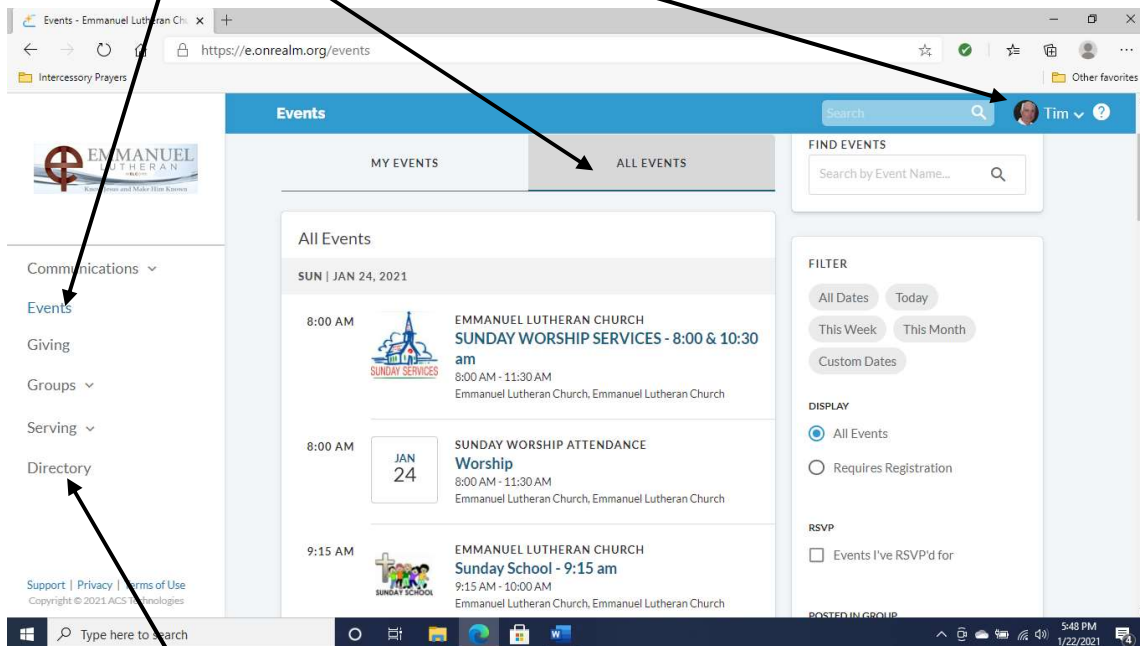
Then type the password you set up in the Registration process in the Password box.

Click on the “Sign In” box.



You will now be logged into your Profile in REALM for Emmanuel Lutheran Church.

Under “EVENTS – ALL EVENTS” you will see the upcoming calendar of events shown below.



Click on “DIRECTORY “ to see other ELC members and their contact information.