## Realm \& Connect Website

 Changing Privacy SettingsBefore you change privacy settings, you need to already have an account.

To request an account CLICK HERE

You may access
the Realm website via mobile device or desktop.

Use this link to access your account. onrealm.org/lifespringchurch

On the login page, click the 'Sign In' option.
See image below.


Powered by realm

NEXT: Enter your email address and password and click 'Sign in'.


In the upper right-hand corner of the screen, click on your picture and then click on 'Privacy'.


On the Privacy screen you can view your current settings and make changes.

You have 2 options for configuring privacy settings. The first appears at the top of the page and the second appears further down on the same page.

## Option 1:

To apply a global privacy level for all information tied to your profile, select one of the four options on the screen in the example below:

Anyone in the church
Leaders \& group/serving team members
Leaders
Users with permission only

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.

## Your contact and personal information can

(i) be seen by users with permission to view profiles and:Anyone in the churchLeaders \& group/serving team membersLeadersUsers with permission only

## Option 2:

To customize who can see different information items in your profile, you can use the drop-downs for each category/item from the four options mentioned in Option 1.

For example, in the following screenshot, you can see that the Home Address privacy setting is
'Leaders \& group/service team members' while all other settings are configured to 'Anyone in the church.'

Once you have selected the privacy level you want from the drop-downs for each category/item, click 'Save' at the bottom of the screen (may appear in the right-hand corner).

The new privacy settings will be applied and you will automatically be taken back to the Realm Connect homepage.

## Privacy

- Custom Privacy

Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

Home Address
1910 Petersen Dr Papillion, NE 68046

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Leaders \& group/serving team members

Mobile Phone
(757) 651-6086
Anyone in the church \(\vee\)

Office Phone
(402) 292-4546
Anyone in the church \(\vee\)

Primary Email Address
jbrocaille@lifespringchurch.com
Anyone in the church \(\checkmark\)

Personal Information
Anyone in the church \(\quad \vee\)

CUSTOMIZATION HISTORY

No history to display.

If you would like further assistance, please call the church office.

402-292-4546
OR
Bring your portable device
during office hours and
we will gladly assist you in person.```

