

# How To Access The Directory Online

If you provided an email address for your directory entry, you have the option to view the directory online using your computer or mobile device.

**Accessing the online Membership Directory requires an email address.** If you have not provided an email address to UUCS, use the “**I Need Help**” button at the bottom of these instructions and ask that your email address be added to your directory entry. After the directory is updated with your email address, you can continue with the setup for accessing the UUCS Directory.

## Getting Started on Your Computer:

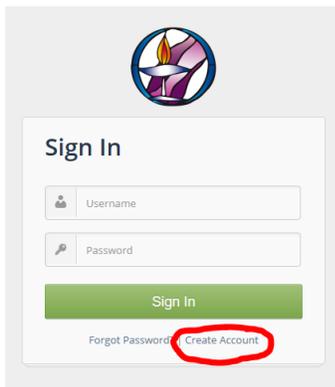
To access the directory on your computer, click <https://uusalem.breezechms.com> in your browser.

## Getting Started on your Phone or Tablet:

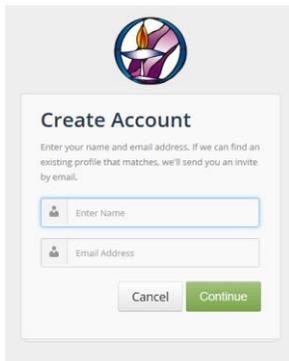
To access the directory on your mobile device, download the **Breeze App** for IOS (Apple) or Android. When you open the app, it requests a **Church ID**. Enter “uusalem”.

Once you’ve made a connection on your computer or mobile device, all the rest of the steps for setting up a Breeze account are the same.

1. Go to the [Breeze home page](#) or open the **Breeze app** on your device. Breeze will display a login screen.



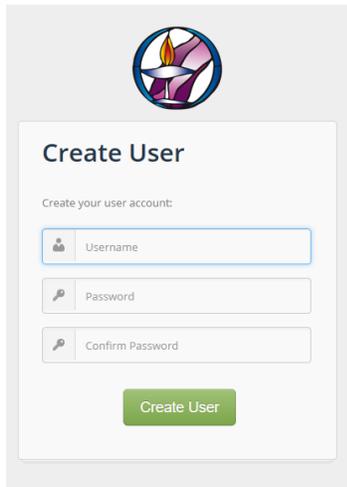
2. Click the “**Create Account**” link on the login page. Breeze will display the Create Account page.



3. Enter your first and last name and the email address UUCS is using to send you email such as the weekly email and the newsletter. Click the **Continue** button.

4. If your name and email match the information in the Breeze database, you will see a “Success” message. Otherwise, if Breeze displays a message that no match can be found, verify that you entered the information correctly and click Continue again. If you still see the “no match” message, click on the I Need Help button at the bottom of these instructions.
5. Once the Success message is displayed, Breeze will send an email to the entered address with the subject “*Create your UU Congregation of Salem Account*”.
6. Open the email and click on the **Create Account** button. This opens the Create User dialog.

Sorry, we were unable to find a profile matching this information.



7. While you can enter any user name, UUCS requests that you enter a user name that contains both your first and last name with no spaces. For example, “SmithJane”. Choose a password and enter it twice. Try to choose a password that Breeze says is “Great!”. Click **Continue**.
8. If you enter the same password in both boxes, Breeze will create the new account and display a Login button. Otherwise, if you did not enter the password exactly the same way twice, you will see an error message: “password does not match”. Try again.
9. Log in using the username and password you entered in Step 6. Enjoy the updated directory!

Password does not match confirm password.

#### Information Displayed

Everyone can see pictures and names of everyone in the directory. Those who are members of UUCS (those who have signed the book) will be able to see phone numbers and email addresses. If you do not see phone numbers, but you have signed the book, click on the I Need Help button.

[I Need Help Using The Directory](#)