

## HOW TO ACCESS THE UUCB DIRECTORY

*If any of these steps don't work, repeat the step again, as Breeze can be a little glitchy as it's using a beta version which is under development. It also seems to work better on Firefox than on Chrome.*

1. On the UUCB website, in the top-row menu, click on **Connect with Us** and then **For Members** in the drop-down menu.
2. Under Online Directory, **log in** or **create your own account**.
3. After logging in, click on the **PEOPLE** menu option at the top of the screen.
4. When you click on PEOPLE, a list of members (some with pictures) will appear in a couple of minutes. (If prompted, click on the blue box to "Enter Beta" and repeat from Step 3.
5. Under the People list, check the box **Select all**. (*You will see an updated number according to the current number of members.*)
6. On the **right-hand side**, click the blue link that says **EXPORT**.
7. In the "Format" box at the top, Excel is pre-selected. Click the **DROP DOWN arrow** (∨) to the right of "Excel," then click on **DIRECTORY** in the drop-down menu that appears.
8. Check the box **INCLUDE PICTURE**.
9. Then click the blue **DOWNLOAD** button on the right.
10. The profiles should then begin appearing in Directory format (with 3 profiles & their contact info in each row). If instead you still get the same vertical list you saw before, exit Breeze and repeat the above steps in a different browser (e.g. Firefox instead of Chrome).

Wait while the directory downloads: it will take a couple of minutes for all of the profile pictures to appear.

11. You can scroll through and review. To search for a particular person, hold down the **CTRL + F** keys on your keyboard (Windows PC) or **COMMAND + F** (Mac). A small pop-up search field will appear. Type either the first or last name into the search field.
12. To **save to your computer**

(Windows PC) Right-click your mouse and choose **SAVE PAGE AS** and save the file to your preferred location.

(Mac) In the top row navigation, click on File/ Print. In the Print window that appears, under Destination, click on the drop-down arrow (∨) and choose **SAVE TO PDF**. Then select a folder location.

The file name will appear, for example, as uuchurchofberkeley-directory-**10-28-2024.html** (Windows) or ending in **.html.pdf** (Mac). (*The date* portion of the name will change to reflect the date you actually download it.) If you decide to change the whole file name, be sure to retain **.html** or **.html.pdf** as the file-name extension, as it's an essential part of the file. (It can take a few minutes before the file to appear on your laptop.)

13. To open the Directory later, you'll see that Breeze downloaded two files simultaneously on your computer: a file folder (containing the data) and the picture Directory (showing **.html** or **.html.pdf** at the end of the file name.) Click on the **.html** or **.html.pdf** file to open it.

This instructional guide was created by Debi Clifford, Welcome Team volunteer.

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