

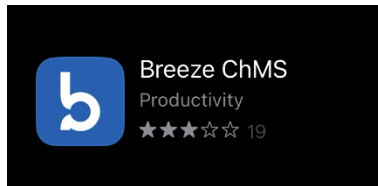


Breeze App Quick Guide

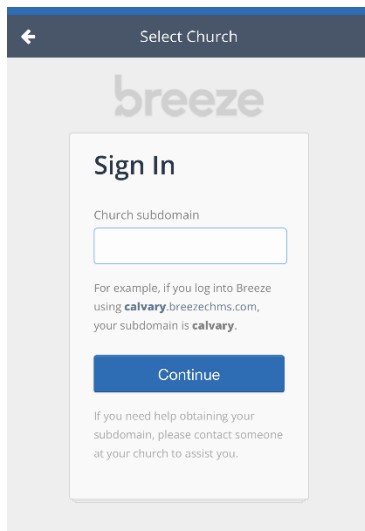
Viewing the BLC Virtual Directory

*Note: blcfairport.breezechms.com should be used to create your initial Breeze account, as well as to edit your profile information in the virtual directory. The Breeze App can be used to **view** the virtual directory on your mobile device!

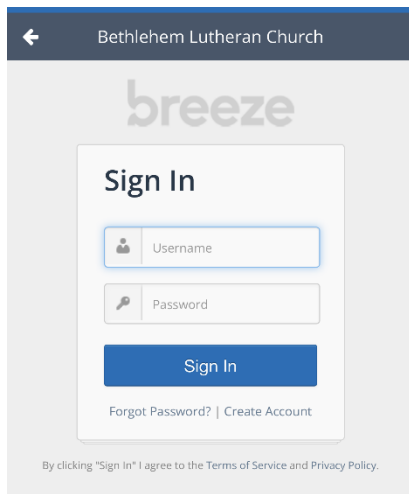
In your phone's App Store, search for the "Breeze ChMS" app and download to your device.



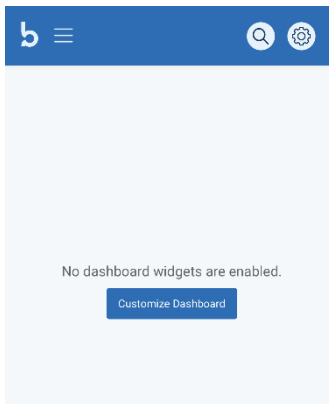
Open the newly downloaded app. The first screen will ask for a subdomain. Enter "blcfairport" and hit continue.



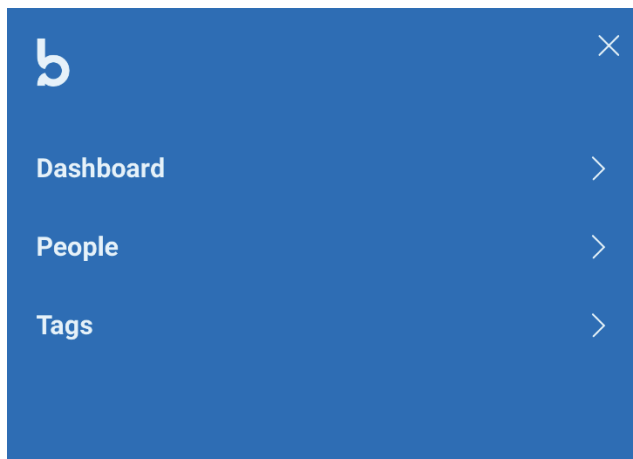
You will then be prompted to enter your username and password, and hit Sign In.



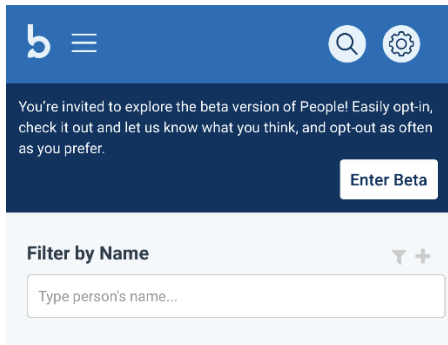
Once logged in, your home page on the App will look like the below. To search for someone in the directory, click the three parallel horizontal lines in the top left corner.



Then select the word "People."



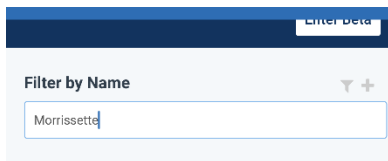
A new screen will open that looks like the below. Click in the search bar that says “Type persons name.”



1,186 People Found

- Adams, Cori
- Adams, Marcy
- Adams, Susanna
- Adams, Tom

As you type the name, profiles with matching names will appear. You can then click on the person you want to view their contact information.



4 People Found

- Morrissette, Jason
- Morrissette, Logan
- Morrissette, Quinn
- Morrissette, Sarah

