

Directory Spot

How to access/download Directory Spot:

1. Go to either the Apple App Store or the Android Store and

find/download the app **Directory Spot**, it has a green logo. You can also access directory spot online at <https://www.directoryspot.net/>

2. If you do not have an invite email from Directory Spot, go to the DS login page and type in your university email as the username. Select "reset password" and it will shoot you an email to reset it. The email will show up in your university email from no-reply@directoryspot.net

After you set your password, you can go back and open the app or online and login using your university email address as your username and the password you have just previously set.

3. Once you are all set up and login you will see all the contacts that we have listed under the "contacts" tab. There is also a "groups" tab which will allow you to filter by specific groups.

4. If you would like to call or text somebody from the app you need to search their name, select it, and there is where you will see their phone number. Hold the number down for a few seconds, this should bring up the options to call or text.

5. If you have any issues or questions, please email Jared.perry@cuandchutz.edu

