## IN BRIEF

## How to access the Salisbury Diocesan E-Directory

The Diocese of Salisbury does not publish a hard copy Diocesan Directory. If we hold your email address on our database you may use our on-line E-Directory, which is a password-protected facility.

Look for the yellow button bottom right on the homepage of the Diocesan website, <u>www.salisbury.anglican.org</u>. Click on this button and follow the instructions for a new user or one who has forgotten their password.

The Directory is intended to be as simple and intuitive as possible.

In case some basic guidelines are helpful:

- Put the name or part-name of a person or place in the search box
- Use the filters to refine your search (eg type "ald" in the search box)
- And then click on "Roles" and "P to Os" to get a list of all the clergy with Permission to Officiate in Alderbury Deanery
- If you click on the Organisations section you will find most of the information that used to appear in the old yellow pages of the printed Directory
- If you click on an individual person's record it will take you to more detailed contact information for that person

Most of the information is uploaded directly from the Diocesan Database and will refresh overnight, so the E-Directory is as up to date as possible.

(A few sections under "Organisations" need to be word processed, but these will be checked and updated roughly quarterly.)

MJ Longfoot 1.2.21