



directory.beavermotorsga.com

Sign in with your Beaver Automotive Microsoft 365 account

■ ON THE WEB (desktop)

- **Search** by name — results appear as you type.
- **Filter** by store, department, or birthdays / anniversaries this month.
- **Calendar view** the Calendar button shows birthdays & work anniversaries on a monthly calendar; browse months with the arrows.
- **Sort** by name, store, or department.
- **Export to Excel** downloads the list you're viewing, filters included.
- **Light / dark mode** toggle button; your choice is remembered.
- **Copy** any number with the copy button beside it.
- **Install it as an app** in Chrome, click the install icon in the address bar (or the 3-dot menu → Save and share → Install page as app). Then right-click its taskbar icon → Pin to taskbar.

■ ON YOUR PHONE

- **Simple view** just search and people; the layout stays clean.
- **Tap Call** dials instantly through your phone's default calling app.
- **Hold Call** (press & hold) choose how to call: CallRevu Mobile or Cellular.
- **Desk extensions** dial through CallRevu Mobile (see tip below).
- **Copy** a number with the copy button.
- **Add to Home Screen** Safari → Share → Add to Home Screen for one-tap access with the Beaver icon.

GOOD TO KNOW

- **Calling from your phone:** tap Call to dial normally, or press & hold Call to choose CallRevu Mobile or Cellular for that call.
- **Celebration cards:** a pink cake card = a birthday this month; a gold card = a work anniversary with years of service.
- **Always current:** the directory reads live from Microsoft 365 — new hires appear and departures drop off automatically.