

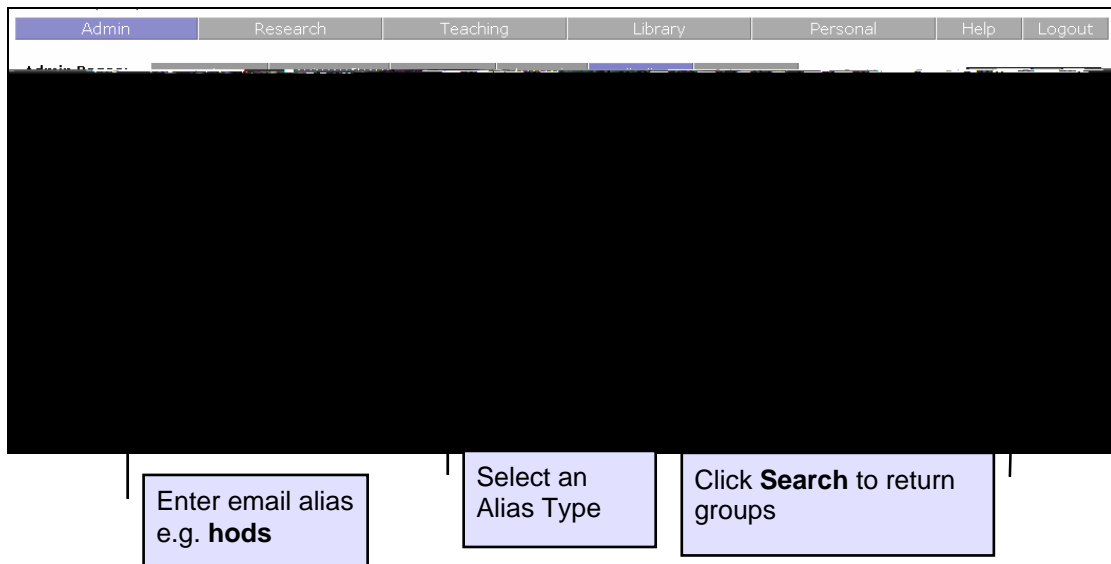
Searching for Groups

To access email aliases maintained by the central Administration, follow the directions below. For aliases created and maintained by individuals, please see the **IT Services Mail Lists** (see <http://mail.sussex.ac.uk/mailman/listinfo>).

1. Logon to Sussex Direct using your username and email password
2. Click the **Admin** tab at the top of the Sussex Direct Page
3. Click on the **Email Aliases** sub-tab.



4. To search for a specific alias, type in the email **Alias**, or the **Description** or select an **Alias Type**, then click the **Search** button
5. To get a complete list of all the email lists, do not enter any details in the **Alias**, **Description** or **Alias Type** fields. Just click on the **Search** button



Using Email Aliases

The image shows a screenshot of a web application interface. At the top, there is a navigation bar with tabs for 'Admin', 'Research', 'Teaching', 'Library', 'Personal', 'Help', and 'Logout'. Below this, there is a header area with 'Admin Report' on the left and 'Visual Identity' and 'Degree Results' on the right. A 'Page Contents' section is visible, with 'Email Aliases' highlighted in green. The main content area is a large black rectangle. Three callout boxes with light blue backgrounds and black borders point to the bottom of this area. The first callout box on the left contains the text 'Click Alias to send email'. The middle callout box contains the text 'Click Description to see list of members'. The third callout box on the right contains the text 'Use scroll bar to move through the list of groups'.

Admin Report

Visual Identity Degree Results

Page Contents: [Email Aliases](#)

Click Alias to send email

Click Description to see list of members

Use scroll bar to move through the list of groups