

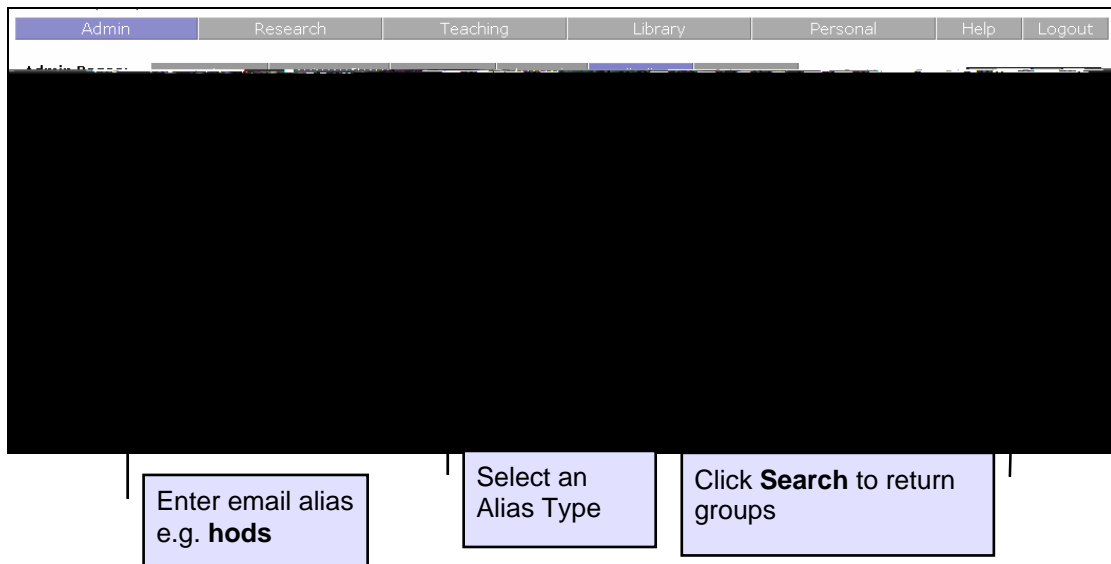
### Searching for Groups

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 'Send Email Aliases' highlighted in green. The main content area is mostly blacked out. Three callout boxes are present: 'Click Alias to send email' points to the 'Send Email Aliases' link; 'Click Description to see list of members' points to a description field; and 'Use scroll bar to move through the list of groups' points to a scroll bar on the right side of the main content area.

Admin Report

Visual Identity Degree Results

Page Contents: [Send Email Aliases](#)

Click Alias to send email

Click Description to see list of members

Use scroll bar to move through the list of groups