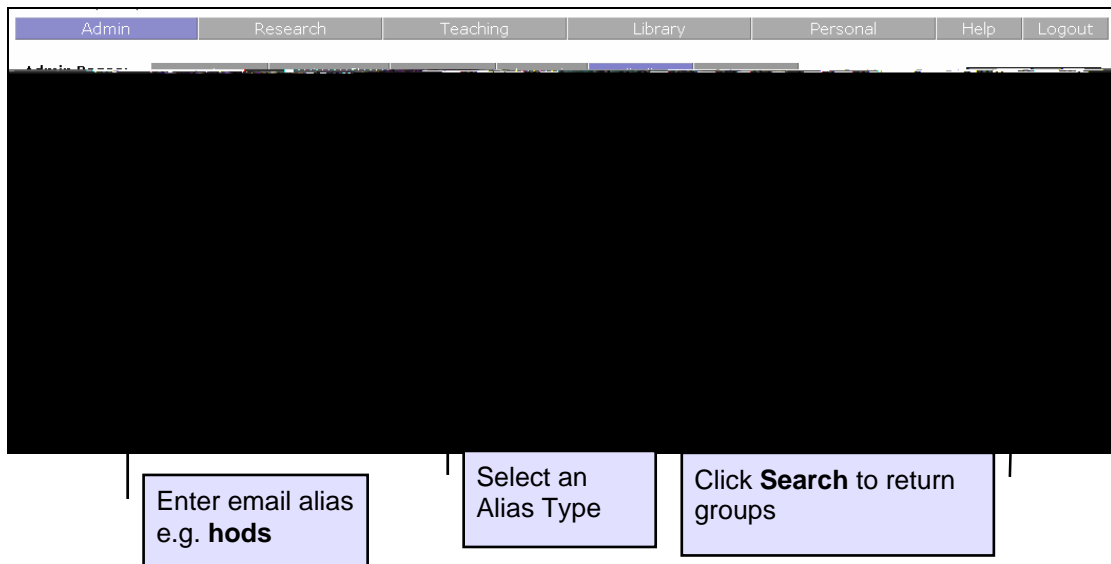# Sussex Direct: Email Aliases   **IT Services**

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.

Click **Admin**

Click **Email Aliases**

| Admin | Research | Teaching | Library | Personal | Help | Logout |

Admin Pages: Job | Web Profile | Departments | Directories | Email Aliases | Procurement
Visual Identity | Degree Results

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

| Admin | Research | Teaching | Library | Personal | Help | Logout |

Enter email alias e.g. **hods**

Select an Alias Type

Click **Search** to return groups

Using Email Aliases

| Admin | Research | Teaching | Library | Personal | Help | Logout |

Click Alias to send email

Click Description to see list of members

Use scroll bar to move through the list of groups