

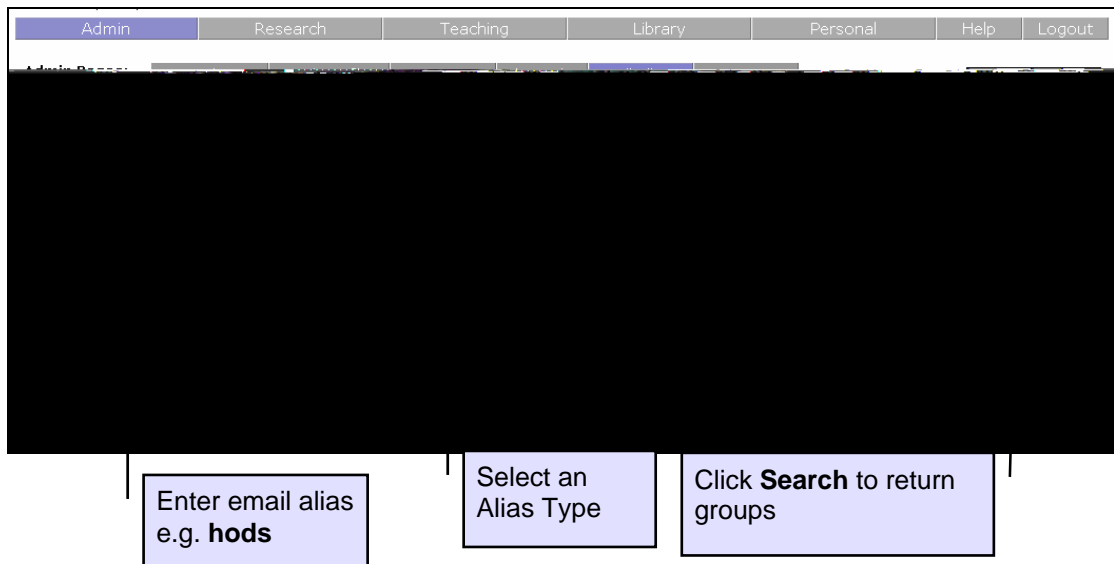
Searching for Groups

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 menu with tabs for Admin, Research, Teaching, Library, Personal, Help, and Logout. Below the menu, there is a header area with a logo and some text. The main content area is mostly blacked out. Three callout boxes are present, pointing to specific areas of the interface:

- Click Alias to send email
- Click Description to see list of members
- Use scroll bar to move through the list of groups