

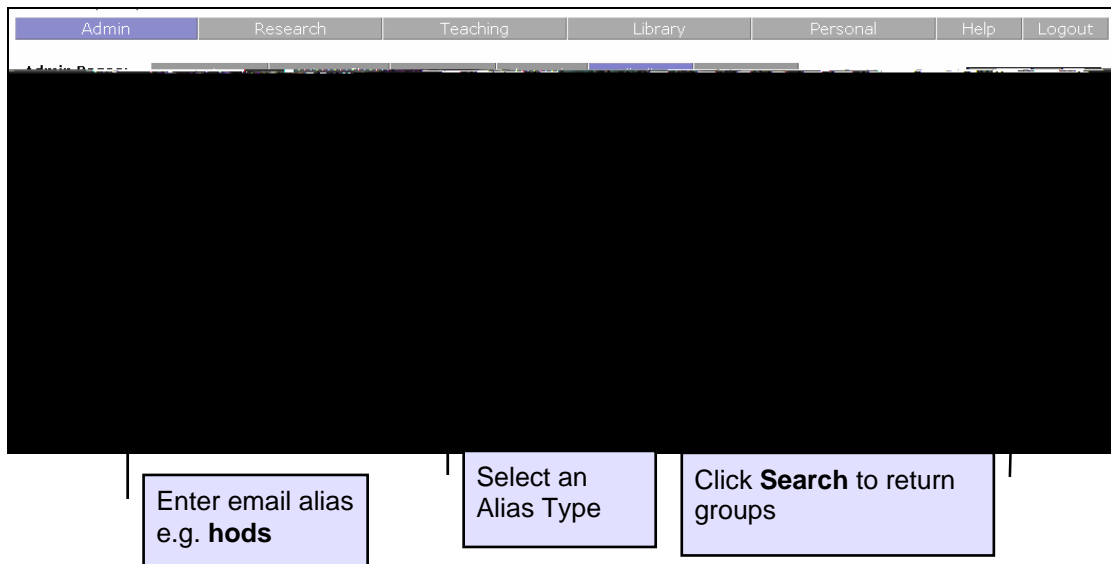
### Searching for Groups

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 several tabs: Admin (highlighted in blue), Research, Teaching, Library, Personal, Help, and Logout. Below the navigation bar, there is a header area with a logo on the left and links for '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 mostly blacked out. Three callout boxes with light blue backgrounds and black borders are positioned below the screenshot, each with a line pointing to a specific area 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