

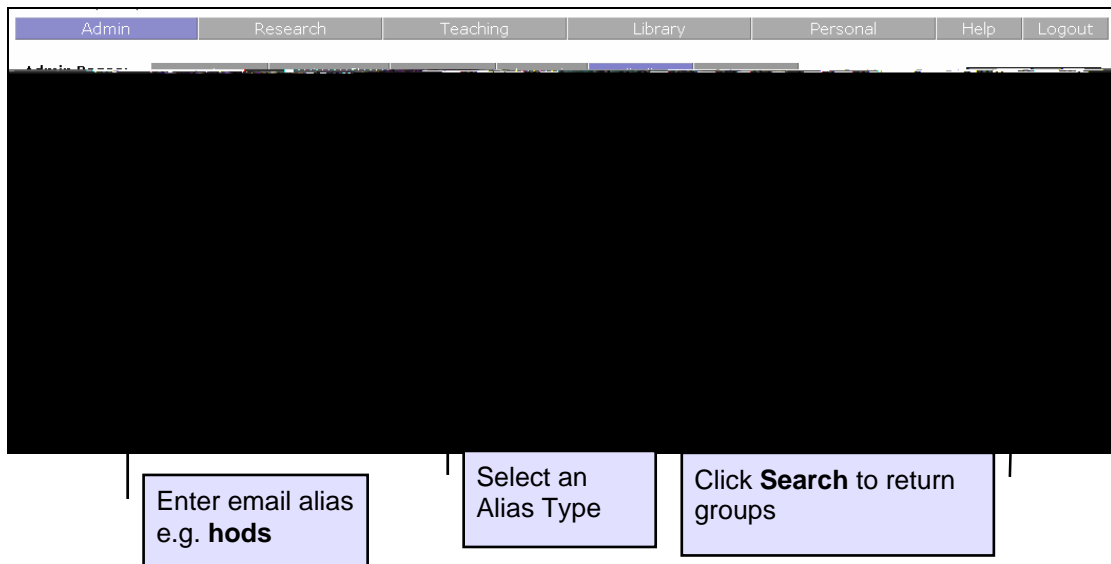
**Searching for Groups**

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

