US

University of Sussex

Governance Office

Instructions for Using Committee Email Aliases

The following guidance is for using Committee email aliases. The guidance explains:

1.   How to log onto Sussex Direct.
2.   How to find an email alias.
3.   How to send an email to an email alias.

If you have any questions please contact Alan Soutter (A.Soutter@sussex.ac.uk) Ext 3732.
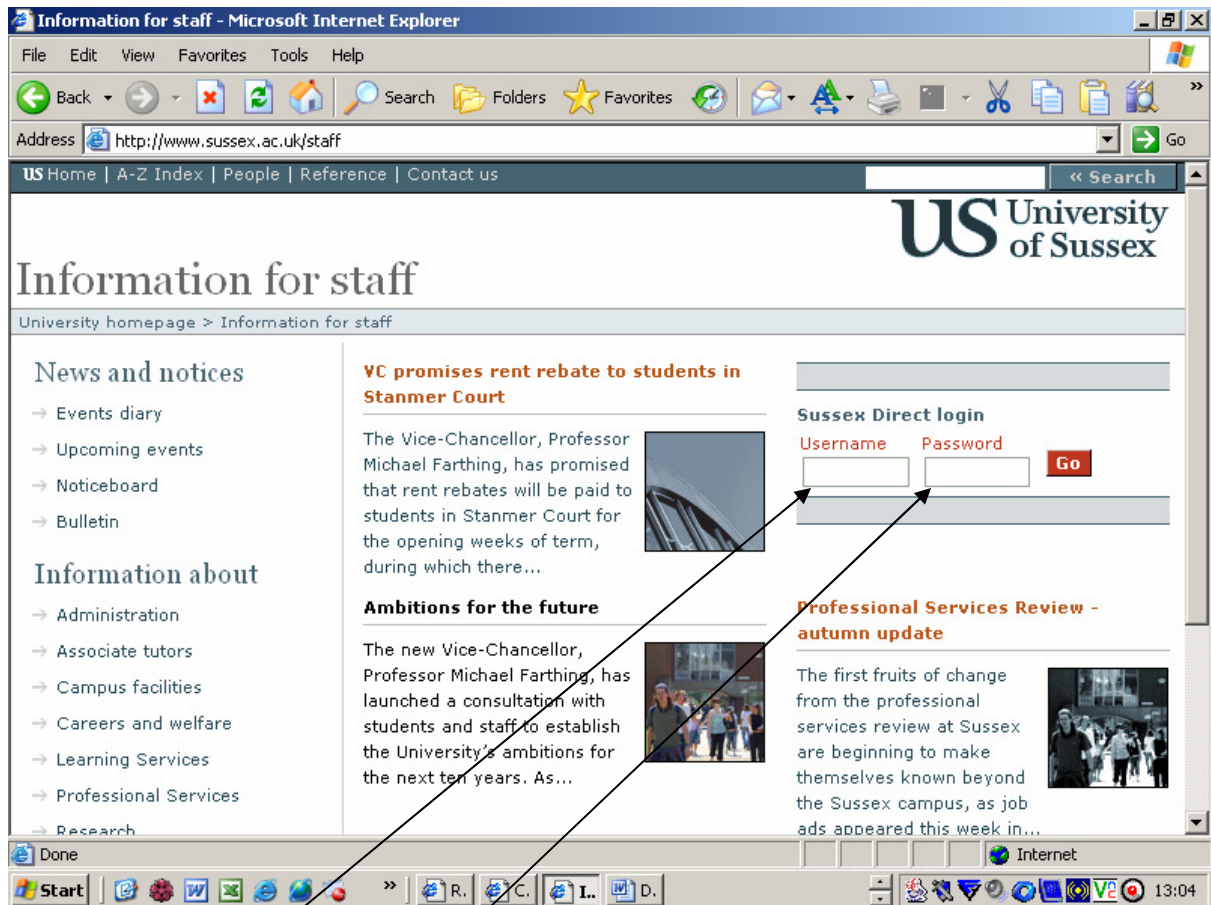
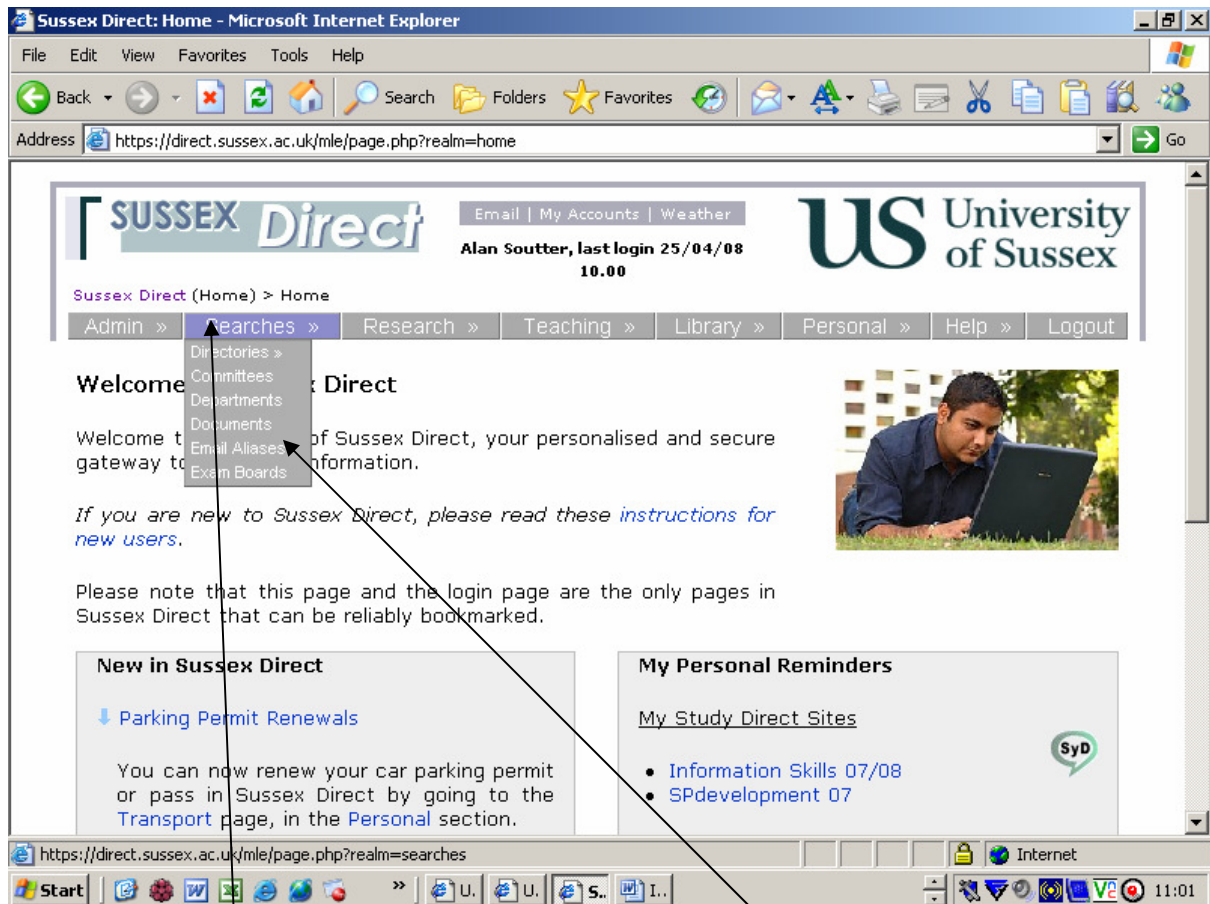Access the main **University of Sussex** homepage.

If you are a student select the **student** page

If you are a member of **staff** select the student page

The following is the logon for staff members – the same procedures apply to the student homepage:
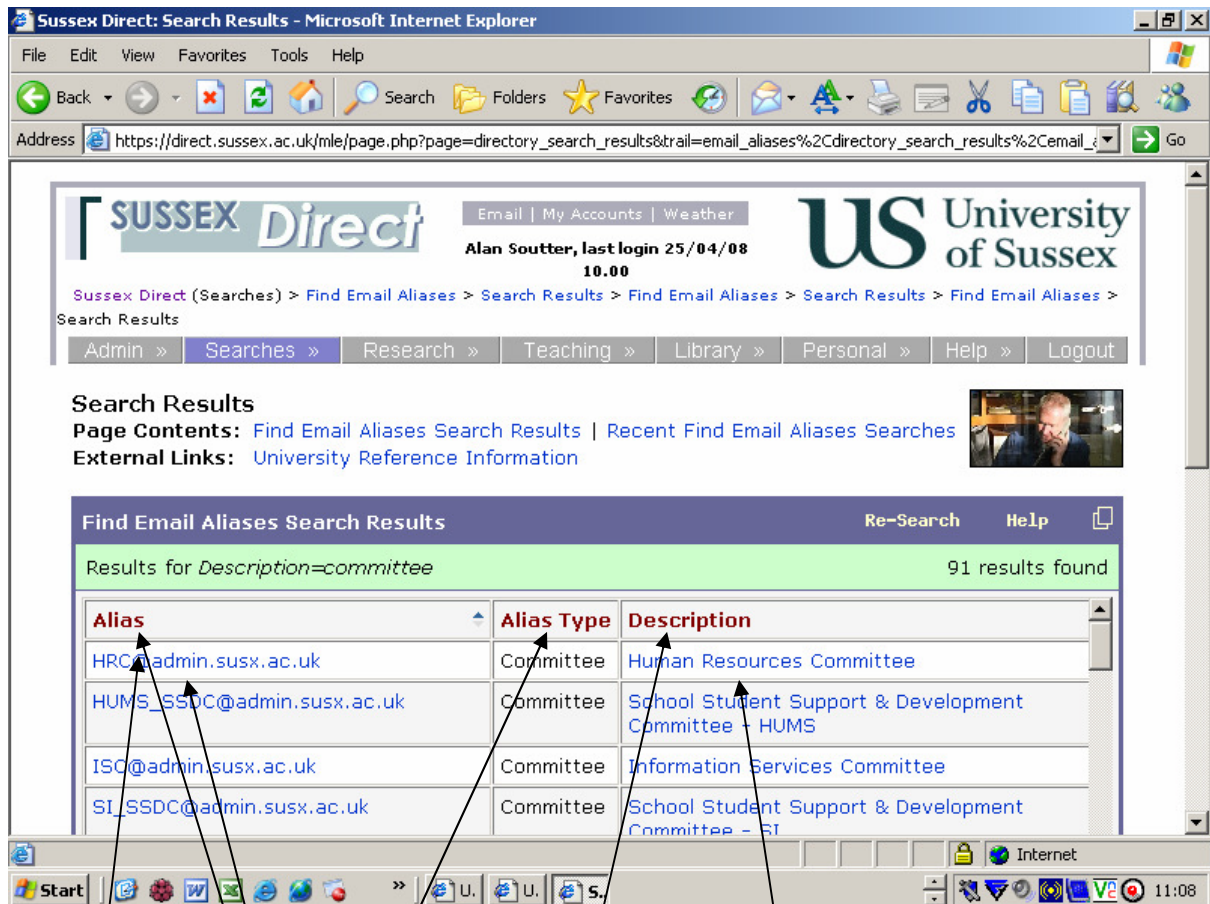

Type in your **username** and **password**

Click on the **Searches** banner and then click on **email aliases** from the drop down list.

Type in the name of the Committee or Group in the Description box (you don't need to type in the full name). For example type in "Committee" and click on the **Search** Button to display the following results:

By clicking on **Alias, Alias Type, or Description,** the list will be sorted alphabetically by the column selected.

The **Alias** is the email alias you should use to send an email to the Committee or Group. The protocol for the email alias address is:

<name of committee>@admin.susx.ac.uk
(NB <name of committee>@admin.sussex.ac.uk will also work)

For example, to send an email to the Human Resources Committee, the email alias is HRC@admin.susx.ac.uk.

(NB - The email will be sent to **all** persons in the Committee or Group as set out in Sussex Direct which will include the members, those in attendance and the Secretary. To see who the email will be sent to click on **Description).**

To send an email, click on the **Alias** address. The following screen will display:
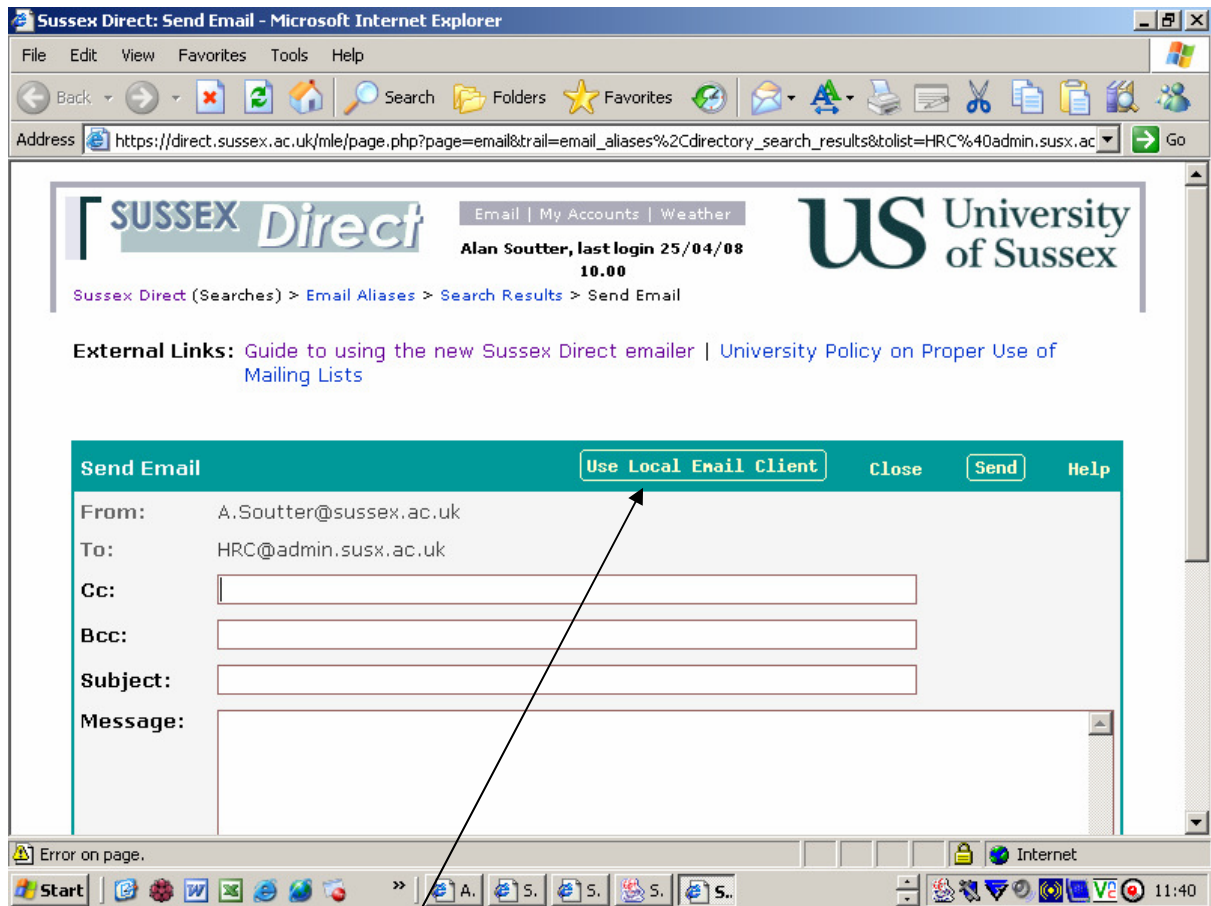
Click on the **Use Local Email Client** button and this will take you to your email client (for which most users will be Mulberry) and you can send the email in the normal way.