Search for a Student or Email Student Groups

Student Directory

1. Go on to https://direct.sussex.ac.uk/
2. Use your Sussex username and password to log in
3. Click on Searches<Directories<Student Directory

4. Search for a student using any of the below fields: Surname, First Name, Registration Number etc., and click Search

5. Click on the envelope icon to email the student

Email a Group of Students

1. Go on to https://direct.sussex.ac.uk/
2. Use your Sussex username and password to log in
3. Click on Searches<Directories<Student Lists

4. Select your student group characteristics while having the Control 'Ctrl' button on your keyboard pressed down and when finished with your selection click Search. If you wanted to email **all first year BA Anthropology UG registered students** for example, you'd select the below values

5. The below screen will appear indicating the number of students in that particular student group, the values you originally selected etc. Click on the envelope icon to email the students

Search Results

Contents: Student Lists Search Results · Recent Student Lists Searches

⚠ The names of students with student support needs are not shown highlighted below.

Student Lists Search Results									Re-Search ✉ Help

Results for *Department='ANTHROPOLOGY', Qualification='BA', Level='UG', Year='1', Status='REGISTERED'*   66 results found

Name	Level	Course	Cohort	Year	Status	Mode	Study Location	Registration No.	Funding Category	Email
ASIM, Manahil Fatima (Manahil)	UG	BA Anthropology	2021	1	Registered	FT	Falmer	22101884	Overseas	ma2204@sussex.ac.uk
Arias-Egea, Aisha N	UG	BA Anthropology and History	2021	1	Registered	FT	Falmer	22101876	UK	ana30@sussex.ac.uk
Badawy, Amera	UG	BA Anthropology	2021	1	Registered	FT	Falmer	22101862	UK	ab2223@sussex.ac.uk

6. The below screen will appear. Type your email's subject and main body text, add your attachments, and click Send to send the email. If you want to keep those email addresses for future use, you can click on Email Addresses to get a list of the email addresses which you could then copy-paste on to a document on your computer

Important note for Outlook users

If you intend to click on the Use Local Email Client button, you must first configure Outlook using ITS FAQ 2300 to accept a comma-separated list of email addresses. This is not necessary if you compose and send your email using the form below.

Send Email to Student Lists Search Results	Email Addresses Use Local Email Client Close Send Help

From   Maria.Andreou@sussex.ac.uk

To   nobody@sussex.ac.uk

Cc   ☑ Maria Andreou

Bcc:
[Untick All]

☑ Manahil ASIM	☑ Aisha Arias-Egea	☑ Amera Badawy
☑ Jennifer Bigmore	☑ Marianne Bishop	☑ bsms99mq@sussex.ac.uk
☑ Evie Bungay	☑ Lizzie Burtenshaw	☑ Lisa Burton
☑ Niamh Bush	☑ Aisha Campbell	☑ Alex Campbell
☑ Jack Catchpowle	☑ Nyah Chin	☑ Ellie Cockcroft
☑ Francesca Culy	☑ Vanessa De Gouveia	☑ Julia Deluchi
☑ Mia Diaz	☑ Kirsty Duffy	☑ Sofia Elia
☑ Hector Everard	☑ Maisie Farnham	☑ Tom Ford

Subject

Message:
[Switch to HTML editor]

Attach   [Choose file] No file chosen   [Choose file] No file chosen

Total message size should not exceed 50 MB, including all attachments.