

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

UNIVERSITY OF SUSSEX

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Site People

Students Staff Schools & services

Admin Searches Research Library Personal Help

Home > Directories

- Module Directory
- Course Directory
- Staff Directory
- Student Directory
- Student Lists
- Term Assessments Lists
- Committees
- Departments

My Notifications

The IP address of your desktop computer at Sussex is

Unknown

You will need this address in order to connect to your using the Staff VPN service.

Parking Permit Renewals

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

Student Directory

Contents: [Student Directory](#) · [Recent Student Directory Searches](#)

Student Directory							Search	Help
Surname Colpas <small>e.g. Eliot</small>	First Name <small>e.g. Thomas</small>	Initials <small>e.g. TS</small>	Username	Reg No.	Department - Select -	Current/All Current		

Recent Student Directory Searches

Student Directory

- Surname=colpas, Current=Current

5. Click on the envelope icon to email the student

Search Results

Contents: [Student Directory Search Results](#) · [Recent Student Directory Searches](#)

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

Student Directory Search Results							Re-Search	Help
Results for Surname=Colpas, Current=Current							1 result found	
Name	Reg No.	Level	Status	Department	Email	Username		
Colpas Fernandez, Jennifer Elena (Jenifer)	22112965	PG(T)	Registered	International Development	J.Colpas-Fernandez@sussex.ac.uk	jc2011		

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

Student Lists

Department	Course	Qualification	Level	Cohort	Year	Funding Category	Status	Mode	Study Location
Accounting and Finance	5G Mobile Comms & IES (w IPY) (H6522T)	BA	UG	2021	0	EU	EXPECTED	DL	Falmer
American Studies	5G Mobile Comms and IES (H6521T)	BENG	PG(R)	2020	1	Islands	INACTIVE	FT	Online
Anthropology	Accounting (N3005R)	BSC	PG(T)	2019	2	Isle of Man	INTERMITTING	PT	Zhejiang
Art History	Accounting and Finance (N4001T)	CERT(PG)		2018	3	Overseas	PROV-ACAD	X	Qatar
BIMM	Accounting and Finance (NN124U)	DIP(GRAD)		2017	4	UK	PROV-COMB		
BSMS	Accounting and Finance (NN144U)	DIP(PG)			5+		PROV-VISA		
Biochemistry	Accounting and Finance (PP) (NN145U)	LLB			Finalists		REFUSED		
Centre for Community Engagement	Accounting and Finance (YAB) (NN138U)	LLM			Resits		REGISTERED		
Chemistry	Accounting and Financial Mgmt (N4002T.JN)	MA			Direct Entry		RESITTING		
Economics	Adv Mech Eng (H3501T)	MBA					RESRCH EXAM		
Education	Advanced Computer Science (G5509T)	MCHEM					SANDWICH OUT		
Engineering and Design	Advanced EEE (H6523T)	MCOMP					YEARABROAD		

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 <i>Department='ANTHROPOLOGY', Qualification='BA', Level='UG', Year='1', Status='REGISTERED'</i>											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				

- 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	<input checked="" type="checkbox"/> Maria Andreou	<input type="text"/>	<input type="text"/>			
Bcc:	<input checked="" type="checkbox"/> Manahil ASIM	<input checked="" type="checkbox"/> Aisha Arias-Egea	<input checked="" type="checkbox"/> Amera Badawy			
<input type="button" value="Untick All"/>	<input checked="" type="checkbox"/> Jennifer Bigmore	<input checked="" type="checkbox"/> Marianne Bishop	<input checked="" type="checkbox"/> bsms99mq@sussex.ac.uk			
	<input checked="" type="checkbox"/> Evie Bungay	<input checked="" type="checkbox"/> Lizzie Burtenshaw	<input checked="" type="checkbox"/> Lisa Burton			
	<input checked="" type="checkbox"/> Niamh Bush	<input checked="" type="checkbox"/> Aisha Campbell	<input checked="" type="checkbox"/> Alex Campbell			
	<input checked="" type="checkbox"/> Jack Catchpole	<input checked="" type="checkbox"/> Nyah Chin	<input checked="" type="checkbox"/> Ellie Cockcroft			
	<input checked="" type="checkbox"/> Francesca Culy	<input checked="" type="checkbox"/> Vanessa De Gouveia	<input checked="" type="checkbox"/> Julia Deluchi			
	<input checked="" type="checkbox"/> Mia Diaz	<input checked="" type="checkbox"/> Kirsty Duffy	<input checked="" type="checkbox"/> Sofia Elia			
	<input checked="" type="checkbox"/> Hector Everard	<input checked="" type="checkbox"/> Maisie Farnham	<input checked="" type="checkbox"/> Tom Ford			

Subject

Message:

Attach

No file chosen

No file chosen

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