

Creating a New User in the Administrative Console

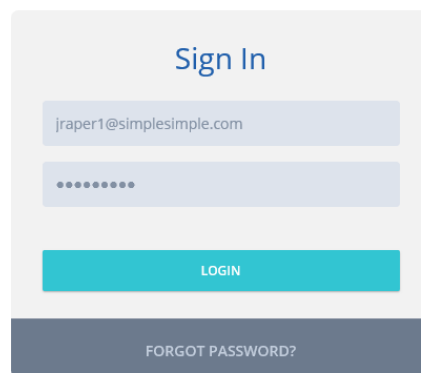
Who needs this User Guide?

All Company administrators that will create new E-mail accounts in the LOGIX-HOSTED Microsoft Exchange platform.

Why this User Guide?

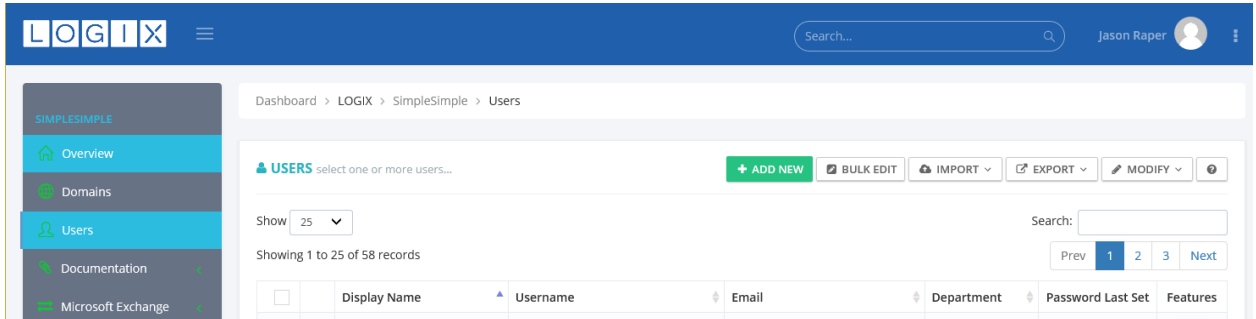
This guide explains how to add new E-mail accounts via the Administrator Console. (Must be a Company Administrator)

1. To access the Administrative console please to go <https://cp.logixcloud.com> . From there, enter your email address, password, and then click the LOGIN button.



2. Once you are logged into the console, you will have the ability to create a new account. From the main page you can click on the “Users” field on the left side to display the users that are assigned to your account.

- Click the “+ Add New” button to create a new user. This is a 4-step process to create a new user.



- A new window will appear. Enter in the basic user information for the user. The more information added the better your accounts will be. When done click “Continue”.

ADD USER



Provide user information

<p>Display Name *</p> <input type="text" value="Test User"/>	<p>Company</p> <input type="text" value="Test Company"/>
<p>First Name</p> <input type="text" value="Test"/>	<p>Department</p> <input type="text" value="Test Department"/>
<p>Last Name</p> <input type="text" value="User"/>	<p>Job Title</p> <input type="text" value="Test Title"/>
	<p>Phone Number</p> <input type="text" value="1-234-567-8910"/>

5. The next screen is the login information. The Username and credentials will be used to log into the Administrative Console and mail client. From this screen you will create a password and set simple settings for the account. Click “Continue” when done.
 - a. Generate Password – will generate a password for the user to use.
 - b. Password Never Expires – sets the current password not expire.
 - c. Change Password on Next Login – the user will be asked for a new password after authenticating.

Provide user login information

Username *

TestUser @ simplesimple.com

Password *

Confirm Password *

Generate Password

Password Never Expires

Change Password on Next Login

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6. The next screen is the Mailbox information. If you want to add a mailbox to the user account input in the information and then click “Continue”.

Provide user mailbox information

Enable Mailbox

Email

testUser @ simplesimple.com

Email Aliases

Plan

Default

Distribution Groups

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- The last step is a confirmation step. It show all the information for the account to build. If you approve click the "Save" at the bottom



Confirm New User

User Information

Display Name: Test User
 First Name: Test
 Last Name: User
 Company: Test Company
 Department: Test Department
 Job Title: Test Title
 Phone Number: 1-234-567-8910
 Security Groups:

Login Information

Username: TestUser
 Username Domain: simplesimple.com
 Generate Password: No
 Password Never Expires: No
 Change Password Next Login: No

Mailbox Information

EnableMailbox: Yes
 Email: testUser
 Domain: simplesimple.com
 Email Aliases:
 Plan: Default
 Database:
 Distribution Groups:



- The screen will process and when complete the windows will disappear and return back to the users screen.