

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?

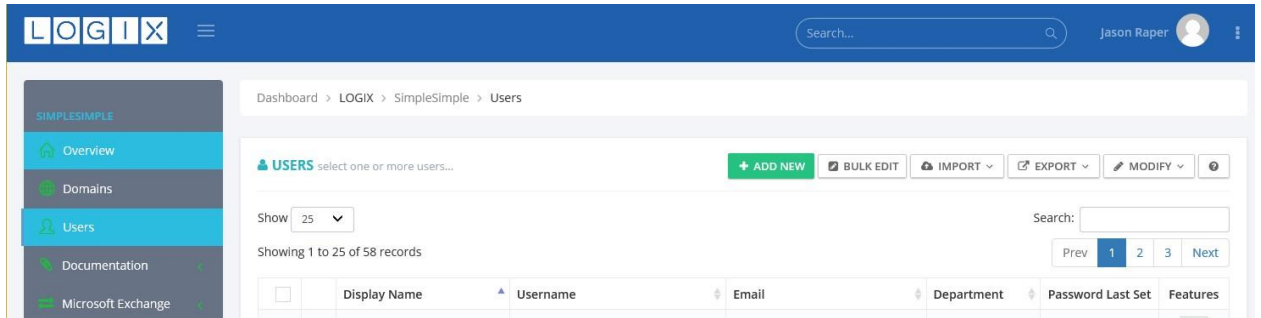
This guide explains how to add new E-mail accounts via the Administrator Console. (Must be a Company Administrator)

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

A screenshot of a 'Sign In' form. The title 'Sign In' is centered at the top. Below it are two input fields: the first contains the email address 'jraper1@simplesimple.com' and the second contains a masked password '.....'. A teal 'LOGIN' button is positioned below the password field. At the bottom of the form is a dark grey bar with the text 'FORGOT PASSWORD?' in white.

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 the basic user information for the user. The more information added the better your accounts will be. When done click “Continue”.

ADD USER

1 **USER**
Enter basic user information

2 **LOGIN**
Enter user login information.

3 **MAILBOX**
Configure user mailboxes

4 **CONFIRM**
Review and submit new user

Provide user information

Display Name *

Company

First Name

Department

Last Name

Job Title

Phone Number

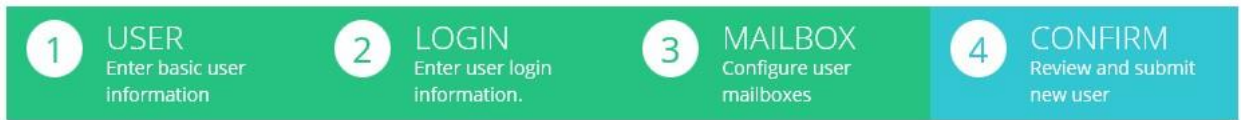
5. The next screen is the login information. The Username and credentials will be used to log into the Administrative Console and mail client. From this screen you will create a password and set simple settings for the account. Click “Continue” when done.
 - a. Generate Password – will generate a password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

The screenshot shows a progress bar at the top with four steps: 1. USER (green), 2. LOGIN (blue), 3. MAILBOX (grey), and 4. CONFIRM (grey). Below the progress bar, the heading reads "Provide user login information". The form includes a "Username" field with "TestUser" and a domain dropdown set to "simplesimple.com". There are "Password" and "Confirm Password" fields, both masked with dots. Below these are three checkboxes: "Generate Password", "Password Never Expires", and "Change Password on Next Login", all of which are unchecked. At the bottom right, there are three buttons: a red "X" button, a "< BACK" button, and a "> CONTINUE" button.

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”.

The screenshot shows the same progress bar as the previous screen, but step 3, "MAILBOX", is now highlighted in blue. The heading reads "Provide user mailbox information". The form includes a checked checkbox for "Enable Mailbox". Below it is an "Email" field with "testUser" and a domain dropdown set to "simplesimple.com". There is an empty "Email Aliases" field, a "Plan" dropdown menu set to "Default", and an empty "Distribution Groups" field. At the bottom right, there are three buttons: a red "X" button, a "< BACK" button, and a "> CONTINUE" button.

- The last step is a confirmation step. It shows 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 user screen.