

LOGIX Cloud Portal Administration Guide

Accessing LOGIX Cloud

To access the portal for managing your company, open the following URL

- <u>https://cp.logixcloud.com</u>
- Login with your email account and password

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	p.logixcloud.com/Cloudpanel	- 🗎 C	Search	، م	n 🛧 🌣 🙂
<i>illease</i> Login ×					
		Ð			
	Sig	n In			
	tester@logixcloud.com				
	•••••				
	LO				
	FORGOT P/	ASSWORD?			



Logix Cloud Home page

Once inside of the portal you will see an overview of the environment, showing a quick view of the users, domains, mailboxes, and groups. It will also give you a look at the amount of space used, and some tracking stats on mail flow. On the left pane there are links to the different sections of the portal.

			Search	٩	Logix Test <u> </u>	:
📙 Companies	Dashboard > LOGIX >	43771234 Simple Simple				
43771234 SIMPLE SIMPLE	DETAILS					
🞧 Overview						
Domains	General Notificati	ons v		41 🔺	1 😔	
<u>)</u> Users	Company Name 🛊	43771234 Simple Simple		USERS	DOMAINS	
S Documentation				TOTAL 41 / 200	TOTAL 1/5	
Microsoft Exchange	Point of Contact 🛊	test user				
Password Policies	Email for Point of Contact *	logix.test@simplesimple.com		32 MAILBOXES	5 🔮	
📴 Security Groups	Contact 🕈			TOTAL 32 / 200	TOTAL 5/50	
Company Reports	Reference	simplesimple.com		101AL 327200	101AL 5750	
	Telephone			3.25		
				GB MAILBOX		
	Website			SPACE ALLOCATED		
				ALLOCATED 3.13 TB		
					🖹 SAVE	

Change Password

This is also the location to access the password change menu. Right-Click on your account picture in the upper right of the screen and select "My Profile" from the dropdown.





From there you click on the "Reset Password" link and in the window that opens enter your new password and click "Yes"

LOGIX		Logix Test 🦲
	MODIFY USER SETTINGS	General Company Personal Social
	Username Display Name * logix.test@simplesimple.com Logix Test	
Logix Test	Firstname Middlename	
▲ User Information▲ Reset Password	Lastname Backup Email	
	Reset Password Enter your new password New Password Here	
	Yes No	



Domain Management

If you select the Domains link, it will take you to the section where you may see the domain for the company. You can add or modify your domain associated with your account in this section (be aware that changes made can affect mail flow).

	Search	٩	Logix Test
Companies	Dashboard > LOGIX > 43771234 Simple Simple > Domains		
43771234 SIMPLE SIMPLE	ODMAINS modify a domain		EXPORT ∨
Domains Users	Show 25 V Showing 1 to 1 of 1 records	Search:	Prev 1 Next
S Documentation	Name Type Default Email/Domain v simplesimple.com Authoritative Image: Common sector sect		MODIFY -
Microsoft Exchange Password Policies			Prev 1 Next
Security Groups			
Company Reports			

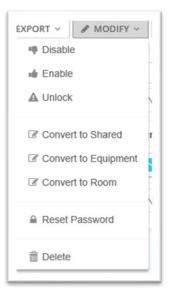
User Management

If you select the Users link, it will take you to the section where you can access the user accounts. You can Add New, Modify, and Delete accounts.

		Search Q tester
TEST01	Dashboard > OnVolare > Test01 > Users	
A Overview	USERS select one or more users ADD NEW	BULK EDIT A IMPORT V C EXPORT V MODIFY V
Domains Users	Show 25 🗸	Search:
Documentation	Showing 1 to 1 of 1 records	Prev 1 Next
Microsoft Exchange	Display Name 🔺 Username 🔶 Email	Department Password Last Set Features
Password Policies	tester@test01.com tester@test01.com	test01.com
Security Groups		Prev 1 Next
Company Reports		



From this screen you can perform several tasks on the user/s, by selecting the account/s and clicking the Modify button.



If you click on the users name it will open the "Modify User Settings" window, where you may update many different settings.

- General
 - o Display Name, First, Middle, and Last names, and password options
- Company
 - Company Name, Office, Department, Job Title, Phone, and Fax numbers
- Personal
 - Home, and Mobile phone numbers, Address, and Backup Email
- Social
 - Entries for Skype, Facebook, Twitter, DribbleDribble, Tumblr, and LinkedIn
- Security Groups
 - Allow you to manage group membership, and also create new groups



			Search Q Logix Test 🛄 🚦
Companies	Dashboard > LOGIX > 43771234 Simple Si	mple > Users > Logix Test	
43771234 SIMPLE SIMPLE		MODIFY USER SETTINGS	General Company Personal Social Security Groups
 Domains Users 		Username test@simplesimple.com	Display Name *
Documentation Microsoft Exchange	Logix Test	Firstname	Middlename
Password Policies Security Groups	ଜ General	Lastname	
Company Reports	Email Email Reset Password	Test	Password Never Expires Change Password on Next Login
	Audits	Description Test account	
	About Logix Test		li di seconda di second
	l		BACK TO USERS 😝 SAVE

Documentation Management

If you select the Documentation link, it will open a dropdown list that takes you to areas where you can enter and save Passwords, Product Keys, and Notes for your users to view.

	Search	٩	tester <u> </u>
TEST01	Dashboard > OnVolare > Test01 > Documentation > Notes		
 Overview Domains 	t NOTES €		+ ADD NEW
. Users	Show 25 V No records found	Search:	Prev Next
Occumentation Passwords	Name $\[equation]{\[equatiin]{$		¢ ¢
Product Keys	No data available in table		
Notes			Prev Next
Microsoft Exchange			

Microsoft Exchange Management

If you select the Microsoft Exchange link, it will open a dropdown list that takes you to areas where you can Add/Modify/Delete



			a) tester 🜔 🚦
TESTO1	Dashboard > OnVolare > Test01 > Exchange > Contacts		
 Overview Domains 	CONTACTS		+ ADD NEW A IMPORT- C EXPORT-
2. Users	Show 25 V		Search
S Documentation	No records found		Prev Next
럳 Microsoft Exchange 🗸 🗸	Display Name	Email	Hidden 🔶
Contacts	No dat	ta available in table	
Distribution Groups			Prev Next
Resource Mailboxes			
Retention Policies			
Retention Tags			

- Contacts
 - Contacts available for your company
- Distribution Groups
 - Manage Members
 - Manage Permissions
 - Manage Membership Approvals
 - Manage Delivery
 - Allow internal or external delivery acceptance
 - Assign a Moderator
 - Manage Message Approvals
 - Enable message approval by moderator
 - Settings for approval notifications
- Resource Mailboxes
 - o General
 - Hide/Show mailbox in address list
 - Manage aliases for mailbox
 - o Permissions
 - Manage user permissions to mailbox
 - Booking Delegates
 - Assign Delegates
 - Modify Booking response options
 - Booking Options
 - Changes the way bookings are handled
- Retention Policies
 - Manage any custom retention policies created for your company
- Retention Tags
 - Manage any customer retention tags created for your company



Password Policy Management

If you select the Password Policies link, it will take you to the section where you can Add/Modify/Delete password policies for the users in your company.

		Search		٩	tester <u> </u>
TEST01	Dashboard > OnVolare > Test01 > Passwor	d Policies			
 Overview Domains 	PASSWORD POLICIES				+ ADD NEW
L Users	Show 25 V			Search:	
S Documentation	No records found				Prev Next
Microsoft Exchange	Display Name	Precedence	Description		\$
Password Policies		No data available in tabl	2		
Security Groups					Prev Next
illi Company Reports					

Security Group Management

If you select the Security Groups link, it will take you to the section where you can Add/Modify/Delete security groups for the users in your company.

		Search	a tester 🥂 🚦
TEST01	Dashboard > OnVolare > Test01 > Security Groups		
 Overview Domains 	SECURITY GROUPS		+ ADD NEW
L Users	Show 25 V		Search:
S Documentation	No records found		Prev Next
Microsoft Exchange	Name Description		♦ Members
Password Policies	1	No data available in table	
曫 Security Groups			Prev Next
Company Reports			

Company Reports

If you select the Company Report link, it will take you to the section where you can pull reports for several items about the mail system for your company.

There are several reports that you can choose from, and also choose to get the reports in Adobe PDF format, or in a comma delimited text CSV file.



- Executive Summary
 - View an overview of the Exchange environment on a per-company basis that will give you a count on each Exchange object being used.
- Mailbox Plan Overview
 - Exchange mailbox plan report that will show you in-depth information on which company is using what plan
- Detailed User Report
 - Report that shows each users mailbox size and what they have sent/received in the last 24 hours
- Mailbox Permission Report
 - Report of all mailboxes in this company and who has full access or send-as access to the mailbox. This report can take quite a few minutes to run
- Distribution Group Permission Report
 - Report of all distribution groups in this company and who has send-as access to the group. This report can take quite a few minutes to run
- Distribution Group Member Report
 - Report that displays all distribution groups in this company and its members

		(Search Q)	tester <u> </u>
TEST01	Dashboard > OnVolare > Test01 > Reports		
 Overview Domains 	MICROSOFT EXCHANGE generate company reports		
. Users	Executive Summary		
S Documentation	View an overview of the Exchange environment on a per-company		
🚟 Microsoft Exchange 🛛 🤅	basis that will give you a count on each Exchange object being used. Microsoft Exchange Report Format:		
Password Policies			
😸 Security Groups	Mailbox Plan Overview		
Company Reports	Exchange mailbox plan coverview Exchange mailbox plan report that will show you in-depth information on which company is using what plan.		
	Microsoft Exchange Report Format:		