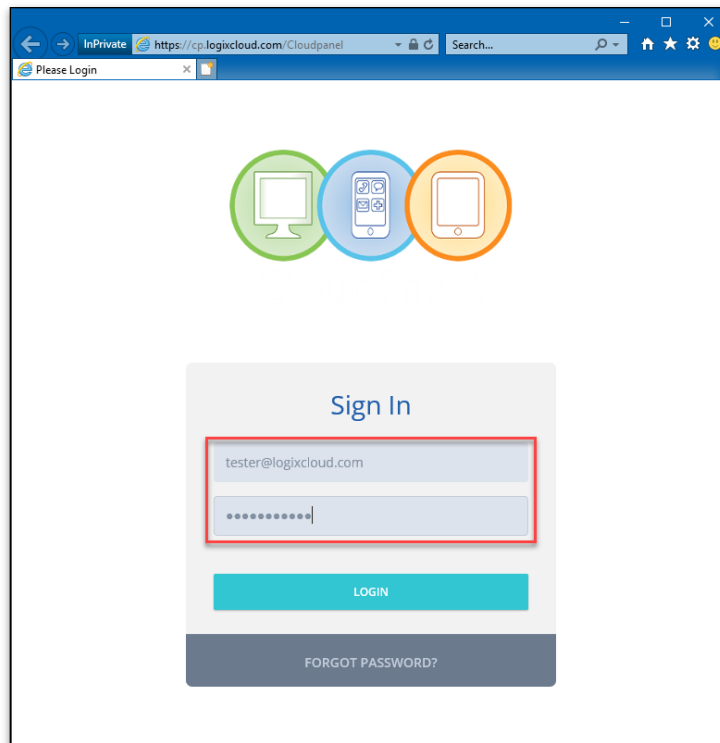


LOGIX Cloud Portal Administration Guide

Accessing LOGIX Cloud

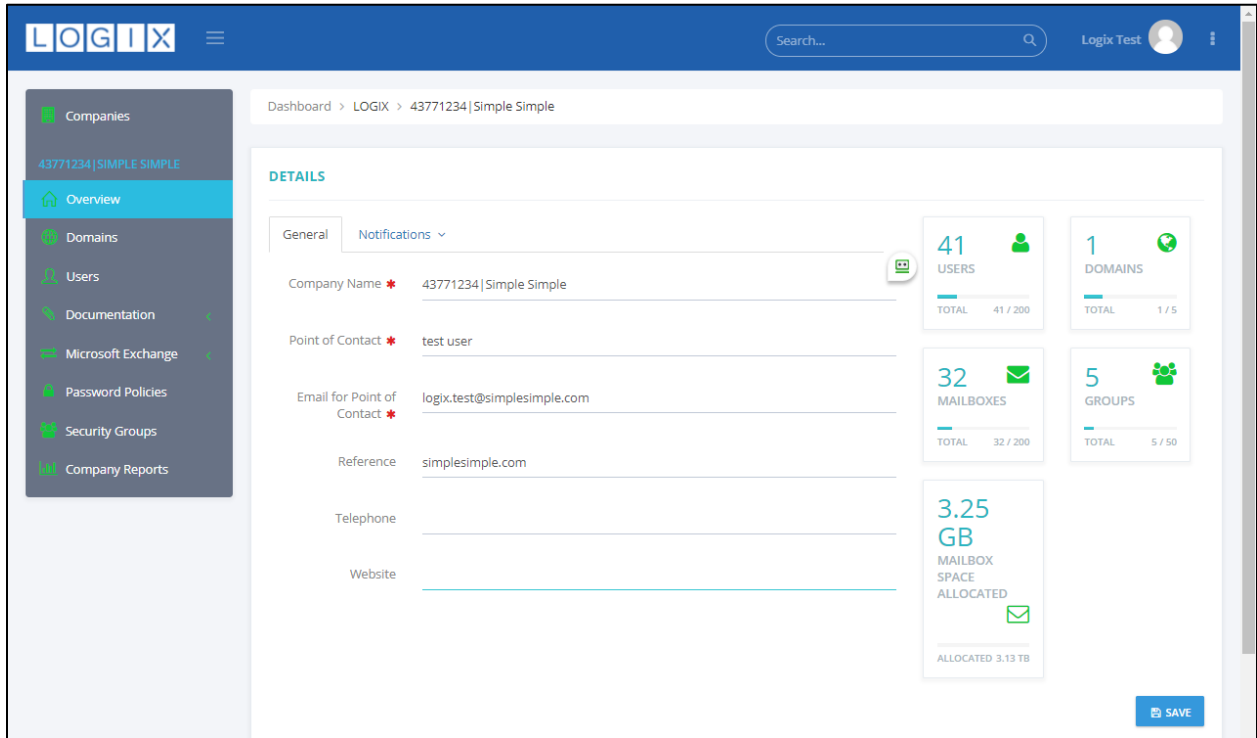
To access the portal for managing your company, open the following URL

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



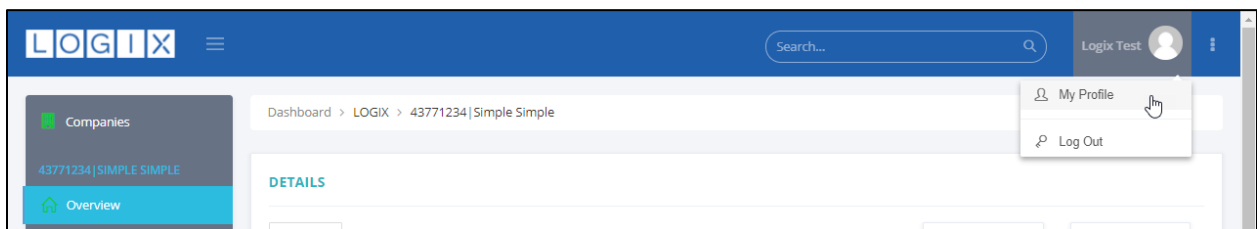
Logix Cloud Home page

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.



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.



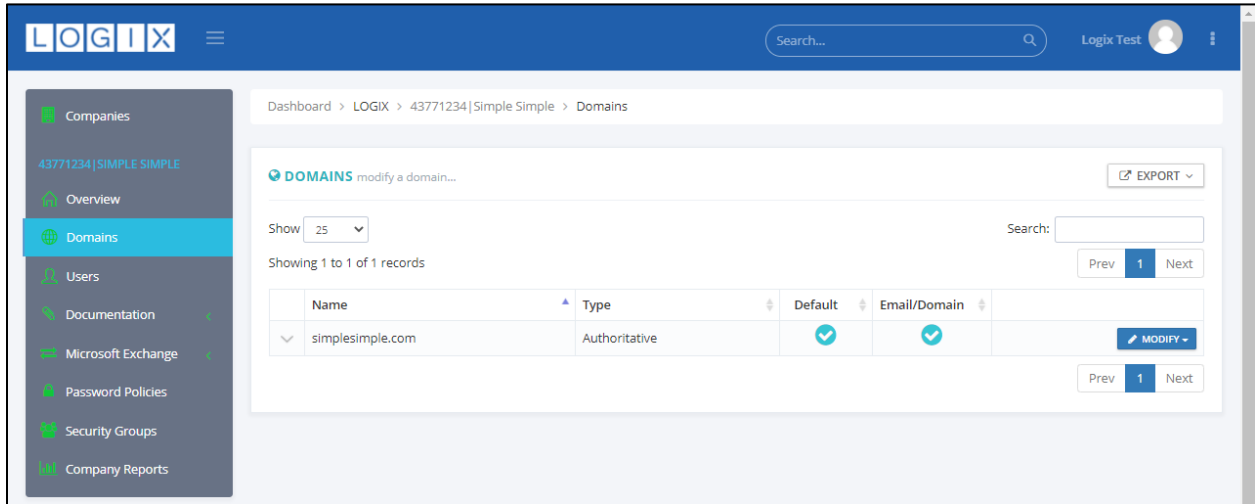
From there you click on the “Reset Password” link and in the window that opens enter your new password and click “Yes”

The screenshot shows the LOGIX user interface. On the left, a sidebar contains a profile card for 'Logix Test' with two links: 'User Information' and 'Reset Password'. The 'Reset Password' link is highlighted with a red rectangular box. The main area is titled 'MODIFY USER SETTINGS' and has tabs for 'General', 'Company', 'Personal', and 'Social'. The 'General' tab is active. It contains several input fields: 'Username' (with value 'logix.test@simplesimple.com'), 'Display Name' (with value 'Logix Test' and a red asterisk), 'Firstname', 'Middlename', 'Lastname', and 'Backup Email'. Each field has a small green icon to its right.

The 'Reset Password' dialog box is centered on the screen. It has a title 'Reset Password' and a subtitle 'Enter your new password'. Below the subtitle is a text input field with the placeholder text 'New Password Here'. At the bottom of the dialog are two buttons: a red 'Yes' button and a grey 'No' button.

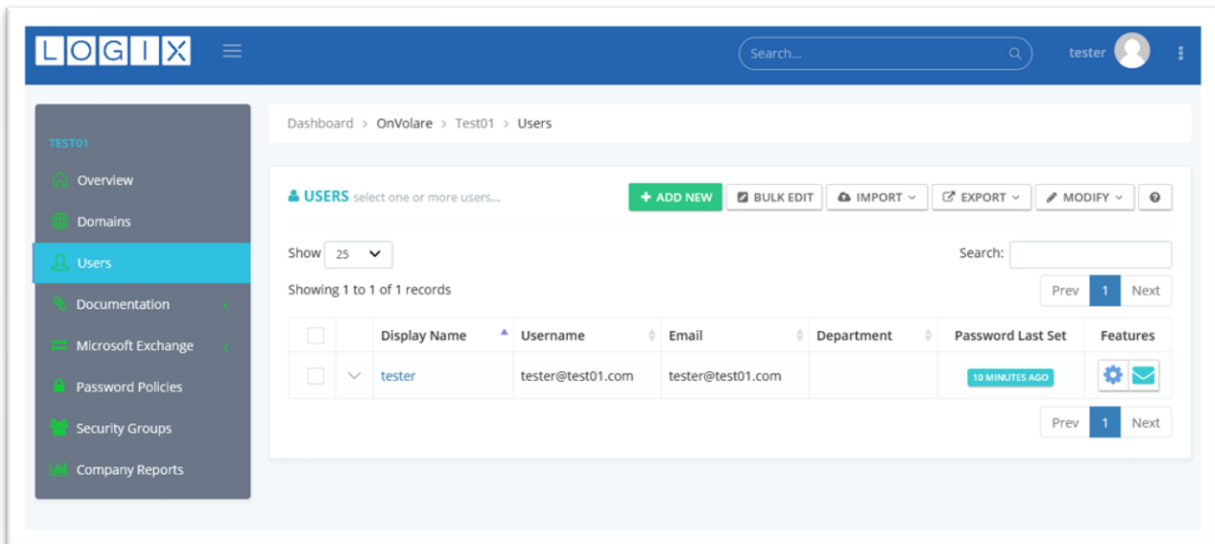
Domain Management

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).

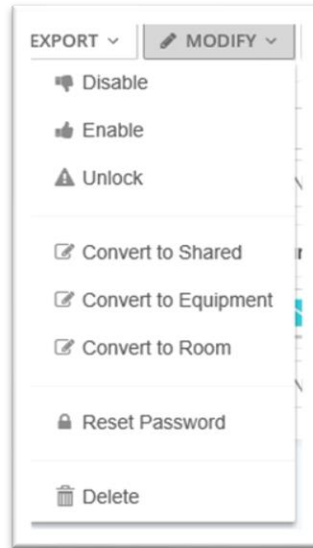


User Management

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.

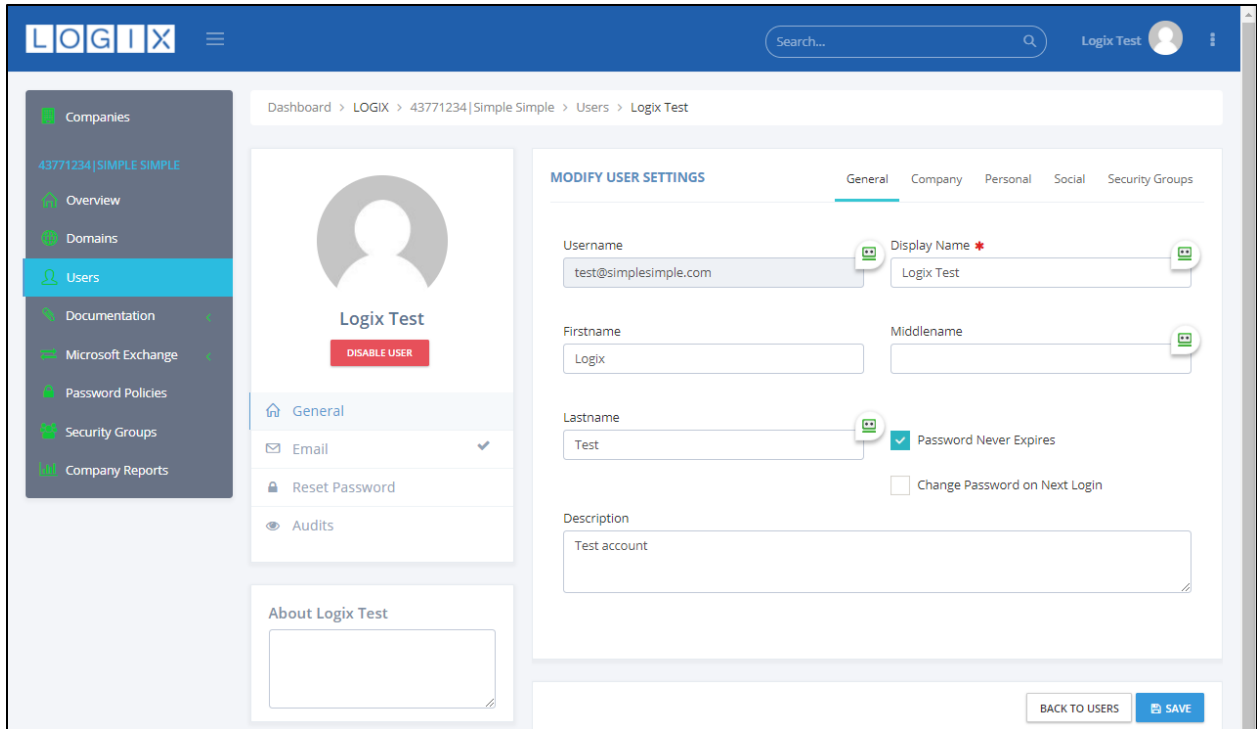


From this screen you can perform several tasks on the user/s, by selecting the account/s and clicking the Modify button.



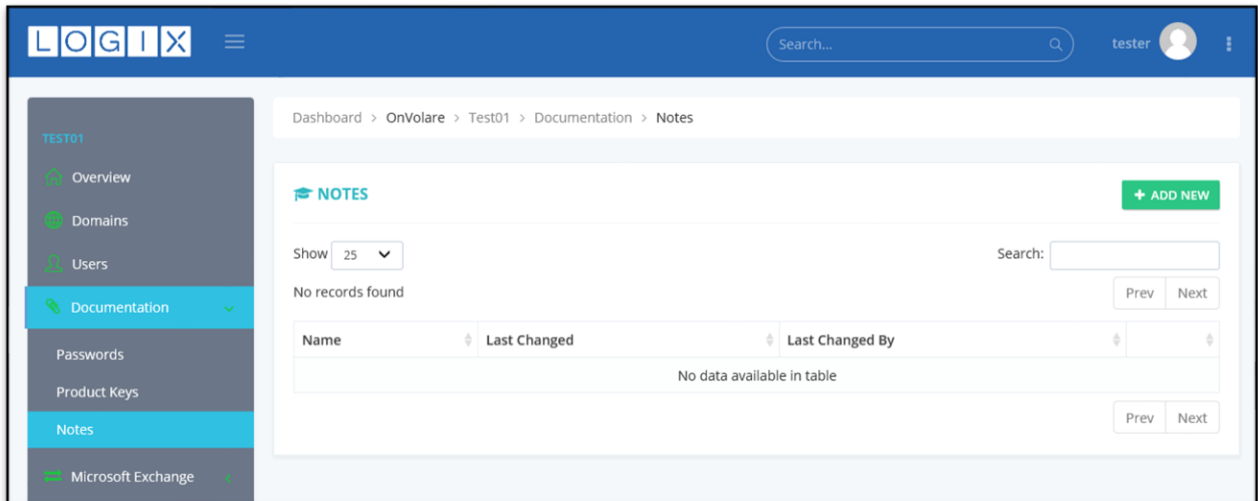
If you click on the users name it will open the “Modify User Settings” window, where you may update many different settings.

- General
 - 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



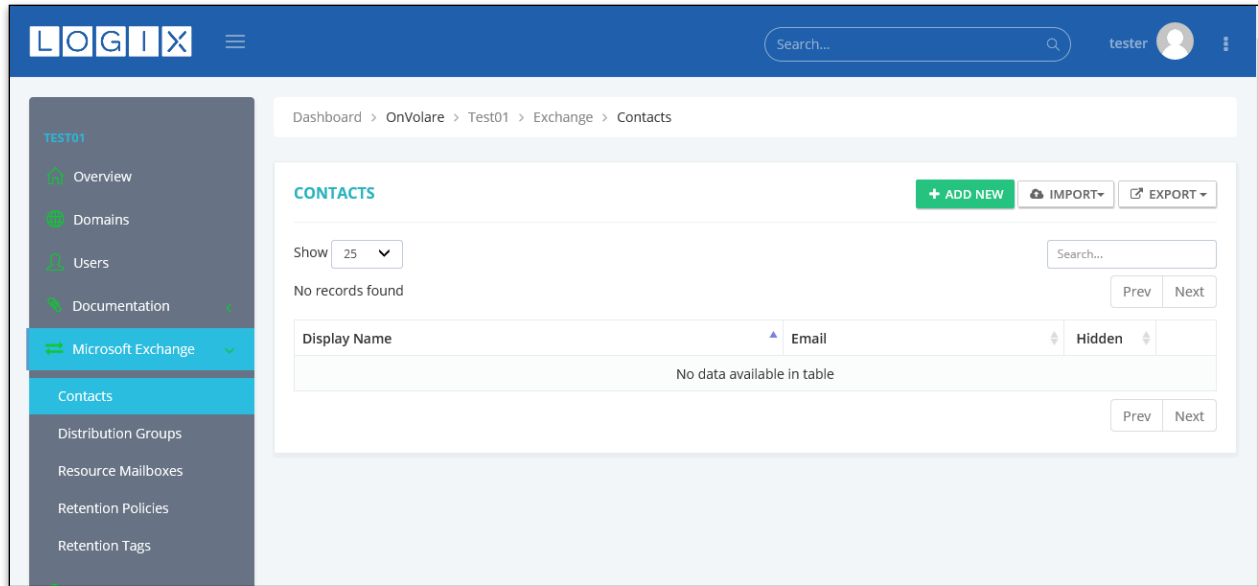
Documentation Management

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.



Microsoft Exchange Management

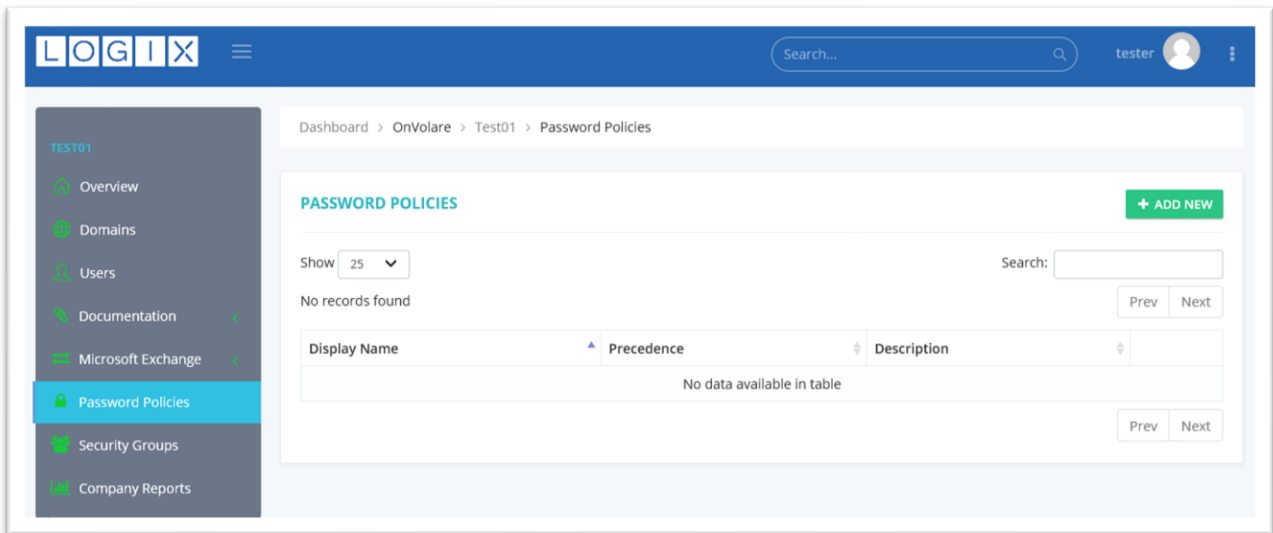
If you select the Microsoft Exchange link, it will open a dropdown list that takes you to areas where you can Add/Modify/Delete



- **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**
 - General
 - Hide/Show mailbox in address list
 - Manage aliases for mailbox
 - 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

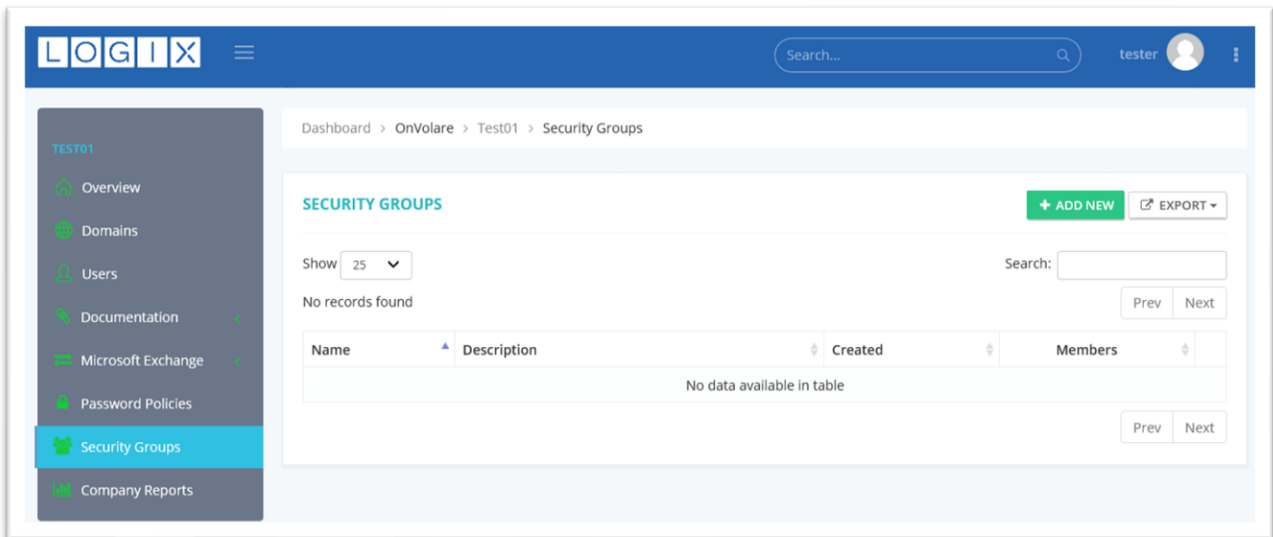
Password Policy Management

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.



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.



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

