

E-MAIL ADMINISTRATOR

Who needs this User Guide?

Customers who desire a simple and easy way to manage their E-mail addresses.

Why this User Guide?

This guide will take you through simple, user-friendly instructions on how to use the LOGIX E-mail Administrator. You can easily create or delete E-mail accounts and update user profiles.

Note: Before you begin managing your company's E-mail accounts it is necessary to be set up as your company's "E-mail Administrator". If you do not have an "E-mail Administrator" login, please call the LOGIX Data Help Desk at 1-877-673-1868 to have access today. When you call Customer Care it is helpful to have your LOGIX account number or main telephone number available.

STEP 1

Go to www.logixcom.com and look to the bottom left of your screen. You will see a section called Useful Tools and Information. Click on the "E-mail Administrator" link.

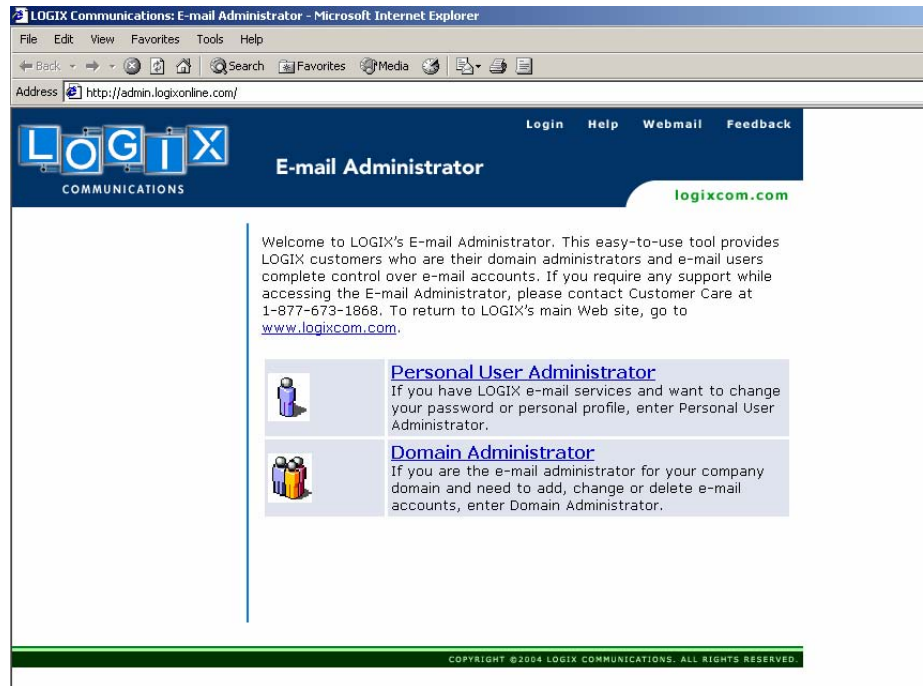


STEP 2

A new window will open that contains the LOGIX E-mail Administrator. Click on either “Personal User Administrator” or “Domain Administrator”

Tip: Save the link

admin.logixonline.com to your favorites so you can access this page directly.



The **Domain Administrator** link is the location that your company’s approved “E-mail Administrator” would log in to add, change or delete E-mail accounts

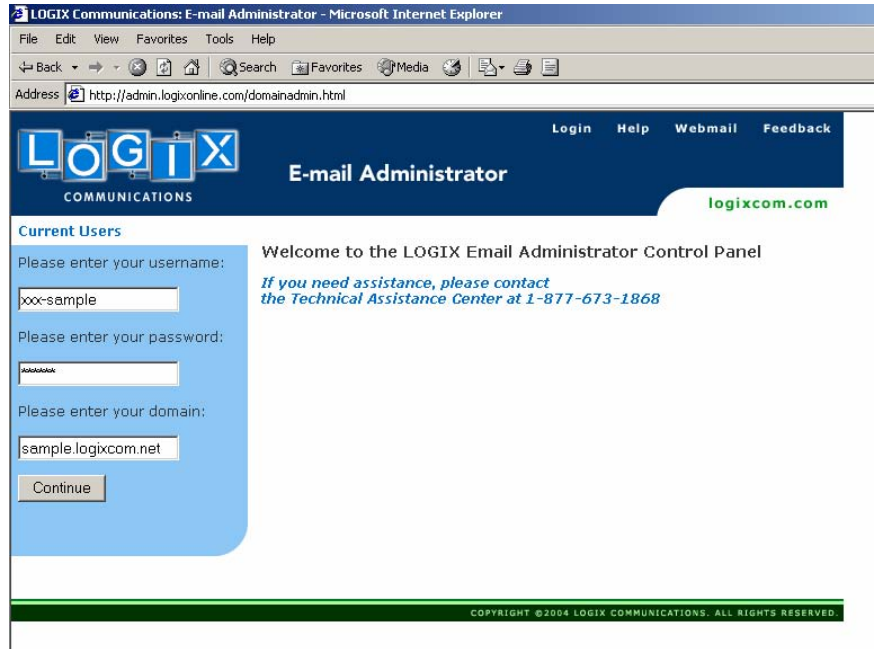
The **Personal User Administrator** is the location that any employee who has an E-mail account (at your company) can change their password or personal preferences.

TIP: Forgot your password? Call LOGIX Data Help Desk 1-877-673-1868.

DOMAIN ADMINISTRATOR: STEP 1

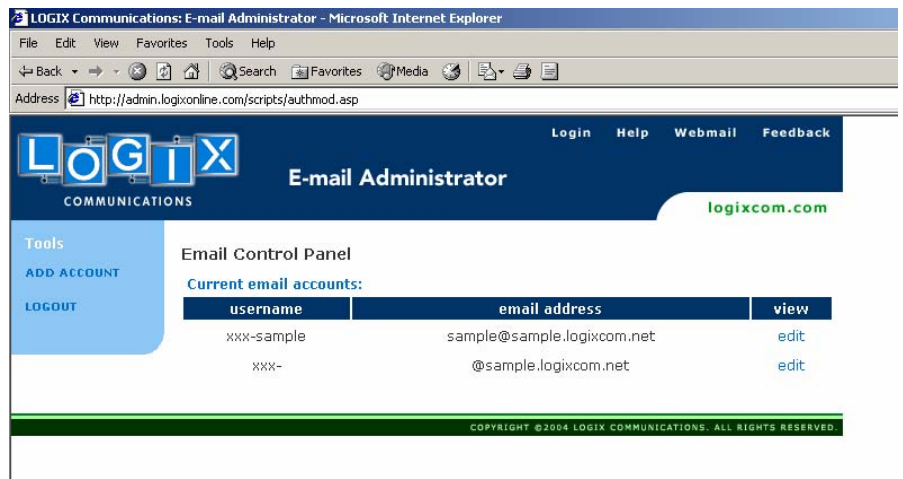
Welcome to the Domain Administrator Control Panel. Enter your username, password, and your company's domain and click "Continue".

TIP: Your username and password for the E-mail Administrator is not the same as your personal E-mail account username and password.



DOMAIN ADMINISTRATOR: STEP 2

On this page you see a list of all your company's E-mail accounts. To edit an account click "edit" that is located to the right of the account you wish to change.



DOMAIN ADMINISTRATOR: STEP 3

First you will see an overview of the E-mail account you want to edit.

You can:

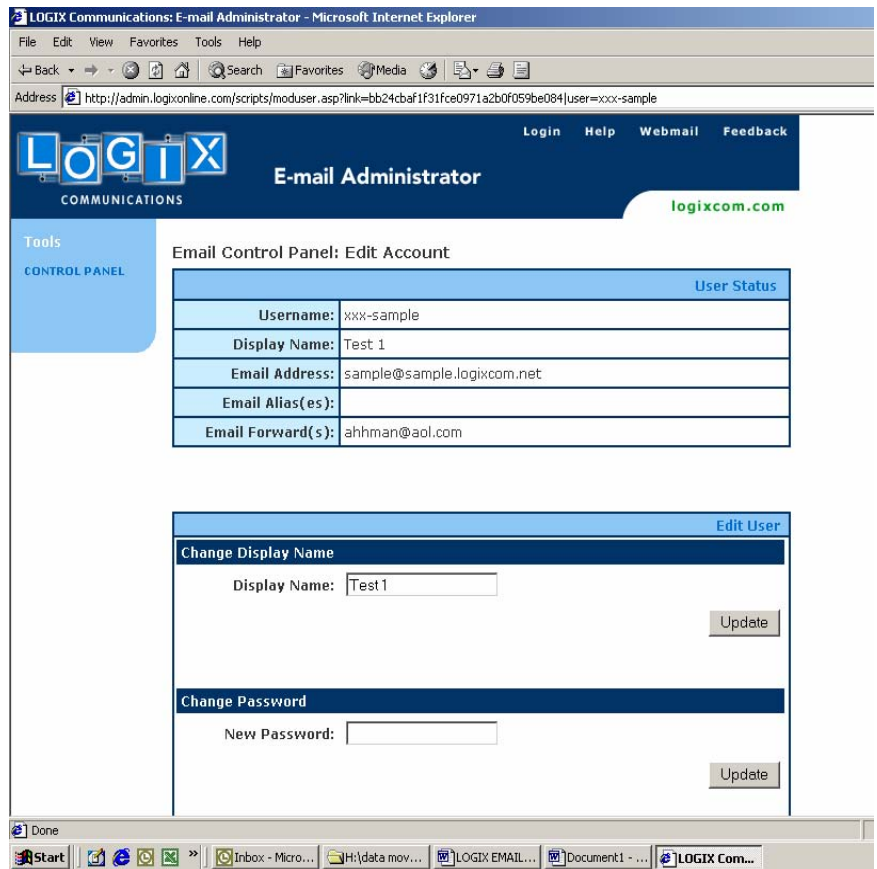
- Update the Display Name a
- Change Password
- Change where the E-mail's are forwarded

- Change Alias

Example: An alias E-mail would look like sales@sample.logixcom.net.

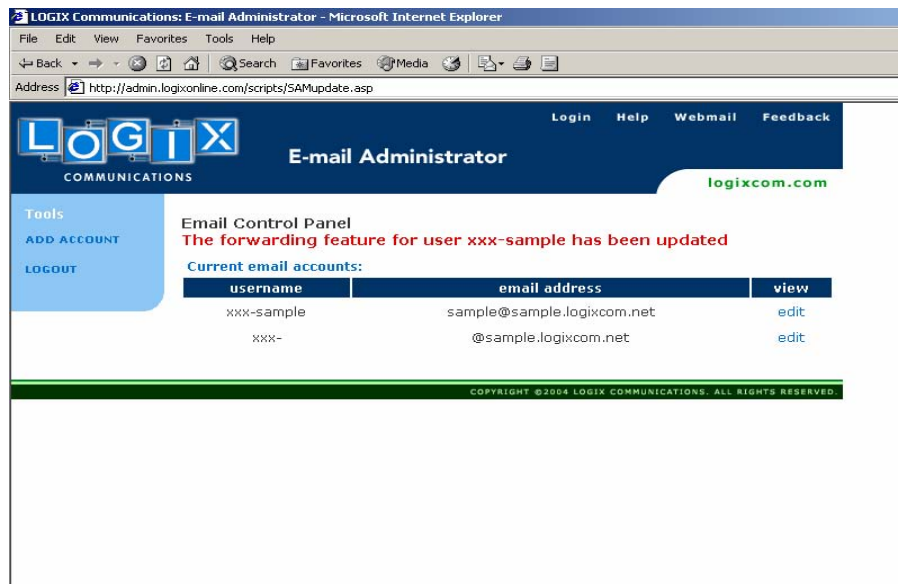
- Remove User

After each modification click "Update" to confirm your changes.



DOMAIN ADMINISTRATOR: STEP 4

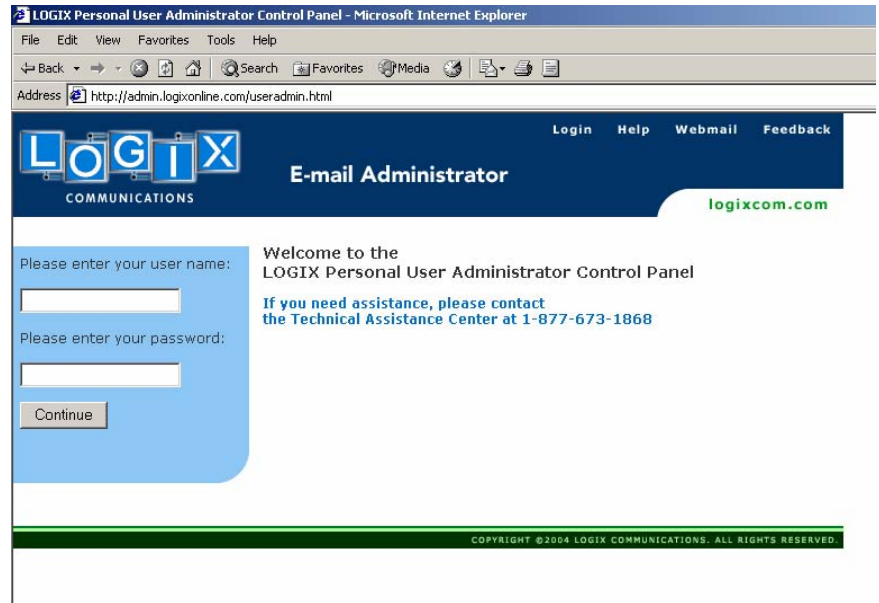
Each time you click "Update" a confirmation in red will be displayed. Continue to make all your account updates and then click "LOGOUT" on left hand side of the screen when you are finished.



PERSONAL USER ADMINISTRATOR: STEP 1

Welcome to the Personal User Administrator Control Panel. Enter your username and password then click "Continue".

TIP: Your personal username and password are all that is required to access your personal E-mail properties



PERSONAL USER ADMINISTRATOR: STEP 2

On this page you will see your personal account profile. You will be able to change your password and your auto responder, also known as a vacation message. Once you are satisfied with your changes click on "Update" then click the "LOGOUT" link on the left hand side.

