

# How to Add Bulk Users to Distribution Group in Office 365 via PowerShell

Adding multiple external contact list to a Distribution list in Exchange Online could be very challenging for an Exchange or Global Administrator

However, with EXO PowerShell script this process can be automated and Admin can import multiple external contacts at a time to a Distribution List. This is also applicable to Exchange online mailboxes (Internal users)

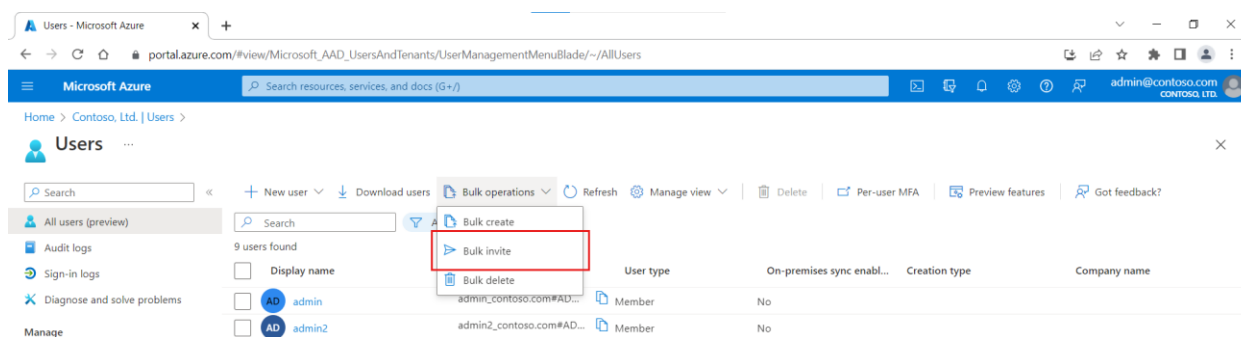
In this lab, I will be demonstrating how to add external contacts (i.e Guest user type) to a Distribution List for B2B collaboration.

## STEP 1

Since this process is for B2B collaboration and not just for Exchange online mailing contact, you will have to Invite the contact as Guest from Azure AD

### Invite guest users in bulk

1. Sign in to the Azure portal with an account that is a global administrator in the organization.
2. In the navigation pane, select **Azure Active Directory**.
3. Under **Manage**, select **All Users**.
4. Select **Bulk operations > Bulk invite**.



5. On the **Bulk invite users** page, select **Download** to get a [valid .csv template](#) with invitation properties.

Bulk invite users

×

1. Download csv template (optional)

Download

2. Edit your csv file

3. Upload your csv file

Select a file

[Learn more about bulk invite guest users](#)

6. Open the .csv template and add a line for each guest user. Required values are:
- **Email address to invite** - the user who will receive an invitation
  - **Redirection url** - the URL to which the invited user is forwarded after accepting the invitation. If you want to forward the user to the My Apps page, you must change this value to <https://myapps.microsoft.com> or <https://myapplications.microsoft.com>.

	A	B	C	D
1	version:v1.0			
2	Email address to invite [inviteeEmail] Required	Redirection url [inviteRedirectURL] Re	Send invitation message (tr	Customized invitation message [customize
3	Example: lstokes@fabrikam.com	https://myapps.azure.com	TRUE	Welcome to the Contoso organization!
4				

Note

Don't use commas in the **Customized invitation message** because they'll prevent the message from being parsed successfully.

- 7. Save the file.
- 8. On the **Bulk invite users** page, under **Upload your csv file**, browse to the file. When you select the file, validation of the .csv file starts.
- 9. When the file contents are validated, you'll see **File uploaded successfully**. If there are errors, you must fix them before you can submit the job.
- 10. When your file passes validation, select **Submit** to start the Azure bulk operation that adds the invitations

STEP 2

- From Office 365 admin center, export the User lost to CSV and Open in Excel on the Desktop

- Carefully perform a custom filtering on the downloaded file such that you will only be left with the contact

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Block	City	Count	Depart	DirGrt	Display name	First	Last	First	Last	First	Last	First	Last	First	Last	First	Last	First	Last	First	Last	First	Last
2	FALSE					AAD Sgno																		
3	FALSE					abasibiangakee																		
4	FALSE					Abimbilagift																		
5	FALSE					abohegonna																		
6	FALSE					Abraham Okoh			Abraham		Okoh													
7	FALSE					abum88909																		
8	FALSE					adaezegenemuo																		
9	FALSE					adauggonna																		
10	FALSE					Adegbola Victoria			Adegbola		Victoria													
11	FALSE					adeitanemmanuel086																		
12	FALSE					adekusilejohn95																		
13	FALSE					adeleyesamuel26																		
14	FALSE					adetolaayomide79																		
15	FALSE				TRUE	Adetunji A. Adejag			Adetunji		Adedjag													
16	FALSE					Adetunji Adejag			Adetunji		Adedjag													
17	FALSE					Adetunji Adejag																		
18	FALSE					Adesuji Oluwatemi			Oluwatemi		Adesuji													
19	FALSE					Adewolebolanle210																		
20	FALSE					agneselekwa																		
21	FALSE					agoroabdulbaqee																		
22	FALSE					aiyelabolaolumide97																		
23	FALSE					Ajalaoyindamola20																		
24	FALSE					Ajikeprecious																		
25	FALSE					akinsanyariki10																		
26	FALSE					akintadem																		
27	FALSE					Akinwunmiyusroh																		
28	FALSE					Akunaubachika																		
29	FALSE					alabianjiay6																		
30	FALSE					Alaolamiah																		
31	FALSE					alphameln																		
32	FALSE					amantonghukis																		
33	FALSE					anakaniel																		
34	FALSE					annurjo																		
35	FALSE					Archive Test			Archive		Test													
36	FALSE				TRUE	Arctest																		
37	FALSE					Atinuk1847																		
38	FALSE					Atogebi gabrielolawole																		

Fig 1. Unfiltered User list containing both members and guests

	A	B	C	D
1	Display name	Proxy addresses	User principal name	
2	abasibiangakee	SMTP:abasibiangakee@gmail.com	abasibiangakee_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
3	Abimbilagift	SMTP:Abimbilagift@gmail.com	Abimbilagift_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
4	abohegonna	SMTP:abohegonna@gmail.com	abohegonna_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
5	abum88909	SMTP:abum88909@gmail.com	abum88909_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
6	adaezegenemuo	SMTP:adaezegenemuo@yahoo.com	adaezegenemuo_yahoo.com#EXT#@refinedgeneration.onmicrosoft.com	
7	adauggonna	SMTP:adauggonna@gmail.com	adauggonna_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
8	adeitanemmanuel086	SMTP:adeitanemmanuel086@gmail.com	adeitanemmanuel086_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
9	adekusilejohn95	SMTP:adekusilejohn95@gmail.com	adekusilejohn95_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
10	adeleyesamuel26	SMTP:adeleyesamuel26@proton.me	adeleyesamuel26_proton.me#EXT#@refinedgeneration.onmicrosoft.com	
11	adetolaayomide79	SMTP:adetolaayomide79@gmail.com	adetolaayomide79_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
12	adetunjiadejayi	SMTP:adetunjiadejayi@gmail.com	adetunjiadejayi_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
13	Adewolebolanle210	SMTP:Adewolebolanle210@gmail.com	Adewolebolanle210_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
14	agneselekwa	SMTP:agneselekwa@gmail.com	agneselekwa_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
15	agoroabdulbaqee	SMTP:agoroabdulbaqee@gmail.com	agoroabdulbaqee_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
16	aiyelabolaolumide97	SMTP:aiyelabolaolumide97@gmail.com	aiyelabolaolumide97_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
17	Ajalaoyindamola20	SMTP:Ajalaoyindamola20@gmail.com	Ajalaoyindamola20_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
18	Ajikeprecious	SMTP:Ajikeprecious@gmail.com	Ajikeprecious_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
19	akinsanyariki10	SMTP:akinsanyariki10@gmail.com	akinsanyariki10_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
20	akintadem	SMTP:akintadem@yahoo.com	akintadem_yahoo.com#EXT#@refinedgeneration.onmicrosoft.com	
21	Akinwunmiyusroh	SMTP:Akinwunmiyusroh@yahoo.com	Akinwunmiyusroh_yahoo.com#EXT#@refinedgeneration.onmicrosoft.com	
22	Akunaubachika	SMTP:Akunaubachika@gmail.com	Akunaubachika_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	
23	alabianjiay6	SMTP:alabianjiay6@gmail.com	alabianjiay6_gmail.com#EXT#@refinedgeneration.onmicrosoft.com	

Fig 2. Filtered user list containing only external contacts

- From the filtered user list, copy the Proxy address column to a new spreadsheet and ensure to remove the "SMTP:" from the email address
- Also rename the header to UPN or leave it the way it is but ensure whatever you have on the header is what you will use in the PowerShell script
- Then save file as CSV to a path you can easily locate on your computer

	A
1	UPN
2	<a href="mailto:ayodamolafamutimi@gmail.com">ayodamolafamutimi@gmail.com</a>
3	<a href="mailto:b.zee.ajayi@gmail.com">b.zee.ajayi@gmail.com</a>
4	<a href="mailto:Babagbemiloveth44@gmail.com">Babagbemiloveth44@gmail.com</a>
5	<a href="mailto:benjaminblessing455@gmail.com">benjaminblessing455@gmail.com</a>
6	<a href="mailto:Blackmanvictoriachinvere@gmail.com">Blackmanvictoriachinvere@gmail.com</a>
7	<a href="mailto:blessingosigbodi@gmail.com">blessingosigbodi@gmail.com</a>
8	<a href="mailto:btimothy335@gmail.com">btimothy335@gmail.com</a>
9	<a href="mailto:busayoola5@gmail.com">busayoola5@gmail.com</a>
10	<a href="mailto:chibuikenwosu35@gmail.com">chibuikenwosu35@gmail.com</a>
11	<a href="mailto:chidingwu46@gmail.com">chidingwu46@gmail.com</a>
12	<a href="mailto:chikaokeke267@gmail.com">chikaokeke267@gmail.com</a>
13	<a href="mailto:chinnywealth042@gmail.com">chinnywealth042@gmail.com</a>
14	<a href="mailto:chinonsoenemuo@yahoo.com">chinonsoenemuo@yahoo.com</a>
15	<a href="mailto:ciliakyuku@gmail.com">ciliakyuku@gmail.com</a>
16	<a href="mailto:claudetterowa@gmail.com">claudetterowa@gmail.com</a>
17	<a href="mailto:clementtyndale1@gmail.com">clementtyndale1@gmail.com</a>
18	<a href="mailto:cynthiaodogwu042@gmail.com">cynthiaodogwu042@gmail.com</a>
19	<a href="mailto:cynthiaodogwu8@gmail.com">cynthiaodogwu8@gmail.com</a>
20	<a href="mailto:Danielgodwin820@gmail.com">Danielgodwin820@gmail.com</a>
21	<a href="mailto:davidehigie66@gmail.com">davidehigie66@gmail.com</a>
22	<a href="mailto:davidpraiz75@gmail.com">davidpraiz75@gmail.com</a>
23	<a href="mailto:debrachisom@gmail.com">debrachisom@gmail.com</a>
24	<a href="mailto:digitalakinlabi@gmail.com">digitalakinlabi@gmail.com</a>
25	<a href="mailto:doueredgreat@gmail.com">doueredgreat@gmail.com</a>
26	<a href="mailto:Eatobrown@hotmail.com">Eatobrown@hotmail.com</a>
27	<a href="mailto:eddieierome6@gmail.com">eddieierome6@gmail.com</a>

This is for Refined Generation

**Fig 3. The final list should look like the above**

### STEP 3

Now is the time to automate the process by using PowerShell to import the long contact list to the Distribution list

- Open Windows PowerShell as Administrator and connect to Exchange Online PowerShell
  - o Connect-ExchangeOnline
- Then run the PowerShell script below to begin the automation

```

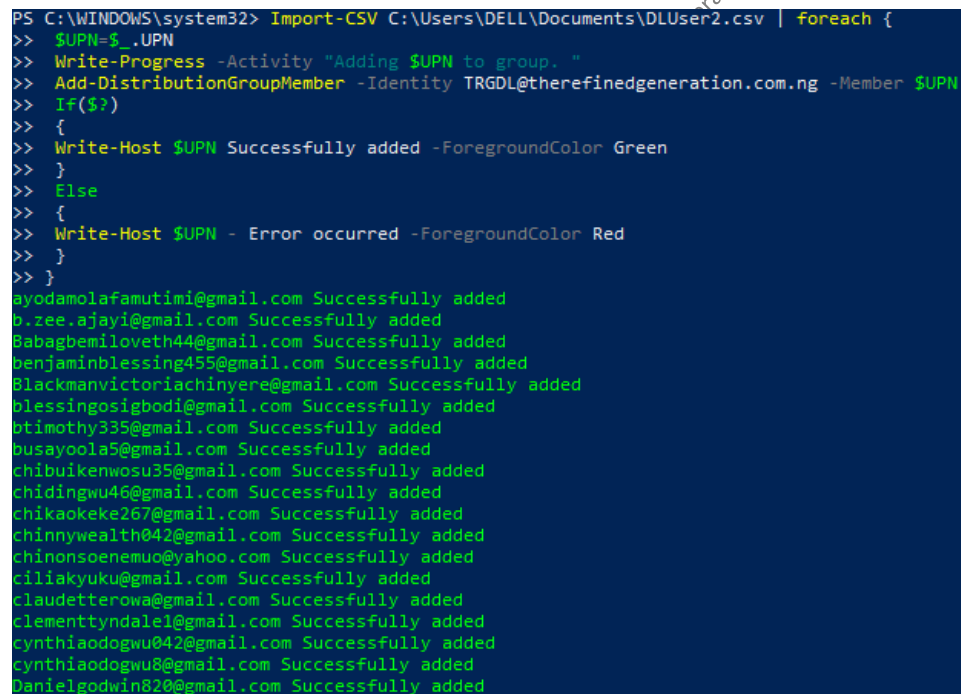
Import-CSV <FilePath> | foreach {
    $UPN=$_.UPN

    Write-Progress -Activity "Adding $UPN to group... "

    Add-DistributionGroupMember -Identity <DL UPN> -Member $UPN

    If($?)
    {
        Write-Host $UPN Successfully added -ForegroundColor Green
    }
    Else
    {
        Write-Host $UPN - Error occurred -ForegroundColor Red
    }
}

```



```

PS C:\WINDOWS\system32> Import-CSV C:\Users\DELL\Documents\DLUser2.csv | foreach {
>> $UPN=$_.UPN
>> Write-Progress -Activity "Adding $UPN to group. "
>> Add-DistributionGroupMember -Identity TRGDL@therefinedgeneration.com.ng -Member $UPN
>> If($?)
>> {
>> Write-Host $UPN Successfully added -ForegroundColor Green
>> }
>> Else
>> {
>> Write-Host $UPN - Error occurred -ForegroundColor Red
>> }
>> }
ayodamolafamutimi@gmail.com Successfully added
b.zee.ajayi@gmail.com Successfully added
Babagbemiloveth44@gmail.com Successfully added
benjaminblessing455@gmail.com Successfully added
Blackmanvictoriachinyere@gmail.com Successfully added
blessingosigbodi@gmail.com Successfully added
btimothy335@gmail.com Successfully added
busayoola5@gmail.com Successfully added
chibuikenwosu35@gmail.com Successfully added
chidingwu46@gmail.com Successfully added
chikaoekeke267@gmail.com Successfully added
chinnywealth042@gmail.com Successfully added
chinonsoenemuo@yahoo.com Successfully added
cilliakyuku@gmail.com Successfully added
claudetterowa@gmail.com Successfully added
clementtyndale1@gmail.com Successfully added
cynthiaodogwu042@gmail.com Successfully added
cynthiaodogwu8@gmail.com Successfully added
Danielgodwin820@gmail.com Successfully added

```

Fig 4. Your PS script and the Output should look like the above

**Note:** The process is applicable to your Exchange Online mailboxes, i.e you can use the same approach to add your bulk exchange online users to a distribution list. Just skip step 1 and jump to step 2 then filter if required

This is for Refined Generation