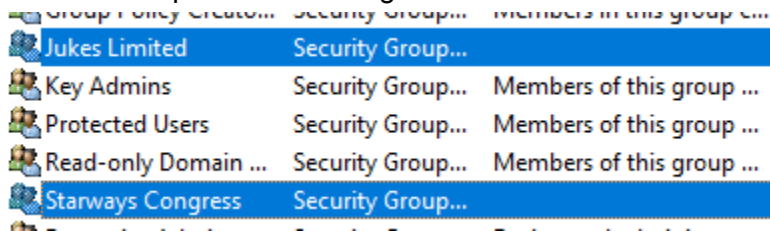# Bulk Export & Import Users Scripts

Bulk Export Users

Powershell Script

1. Download the PowerShell Script (.ps1 file)
2. Inside the domain where the users are, pick **one** or **multiple** AD groups to export
   For this example I will be using "**Jukes Limited**" and "**Starways Congress**"


Note: These need to be comma-separated, example below.

3. Now Pick a path to export the script to (Example: *c:\temp**Organization**.csv*)
   *Note: The Import script requires the filename to be "**Organization**.csv"*
4. Now you will need to run the command like the below example

```
.\ExportGroupsForUserCreating.ps1 -Groups "Starways Congress","Jukes Limited" -ExportFile "c:\temp\enderverse-cloud.ps1"
```

Please also note, if a user does not have an email address you will be prompted to add an email address.
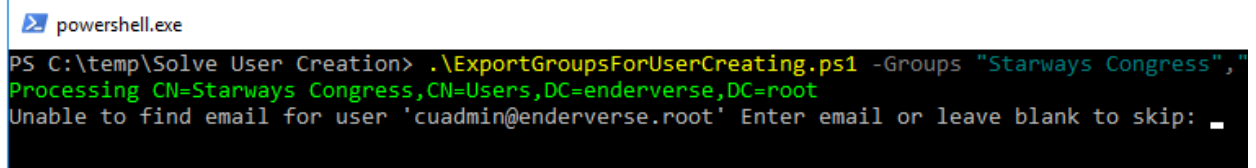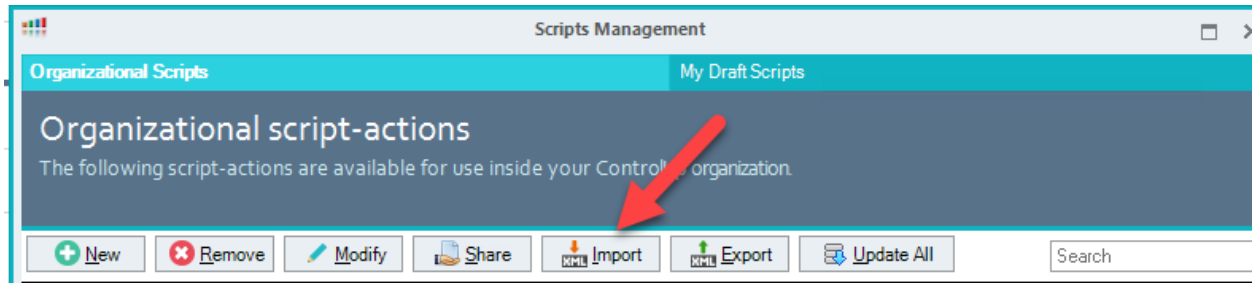

5. If you want to skip adding users without emails you can use the switch "**-IgnoreEmptyEmail**" :

```
.\ExportGroupsForUserCreating.ps1 -Groups "Starways Congress","Jukes Limited" -ExportFile "c:\temp\enderverse-cloud.ps1" -IgnoreEmptyEmail
```
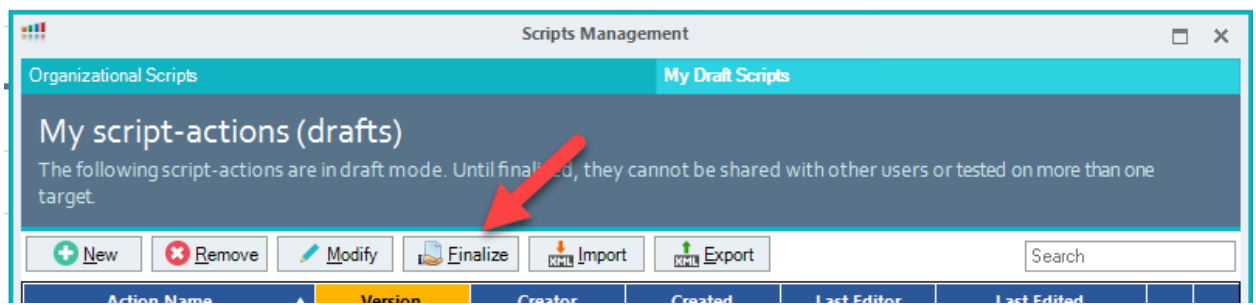
6. Once the script completes, you will have the CSV.

Script Action

1. Download the xml file so we can import it into the console
2. Inside the console navigate to "Script Actions > Import Script"

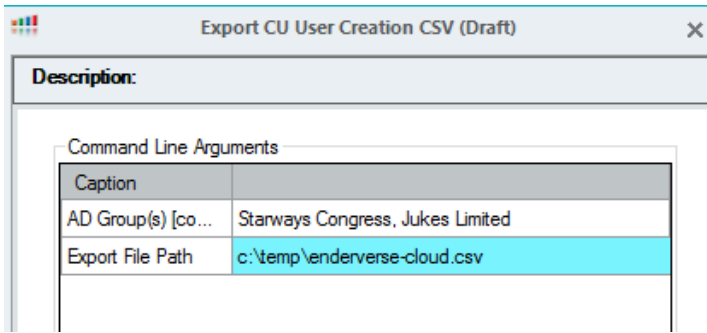3. Then finalize the script from the "My Draft Scripts" tab

4. Inside the domain where the users are, pick **one** or **multiple** AD groups to export
   For this example I will be using "**Jukes Limited**" and "**Starways Congress**"
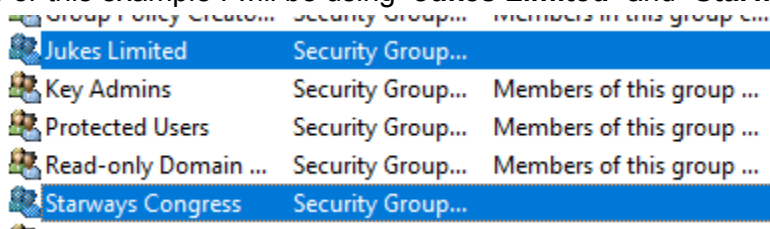
   Note: These need to be comma-separated, example below.
5. Now Pick a path to export the script to (Example: *c:\temp**Organization**.csv*)
   *Note: The Import script requires the filename to be "**Organization**.csv"*
6. Now run the script action against any place in the console, this script runs on the console machine using ADSI queries so no modules will be needed. Please use the groups

(comma-separated) and the path you chose in the script

7. Once this completes you will have the CSV