

Create Groups via Active Directory

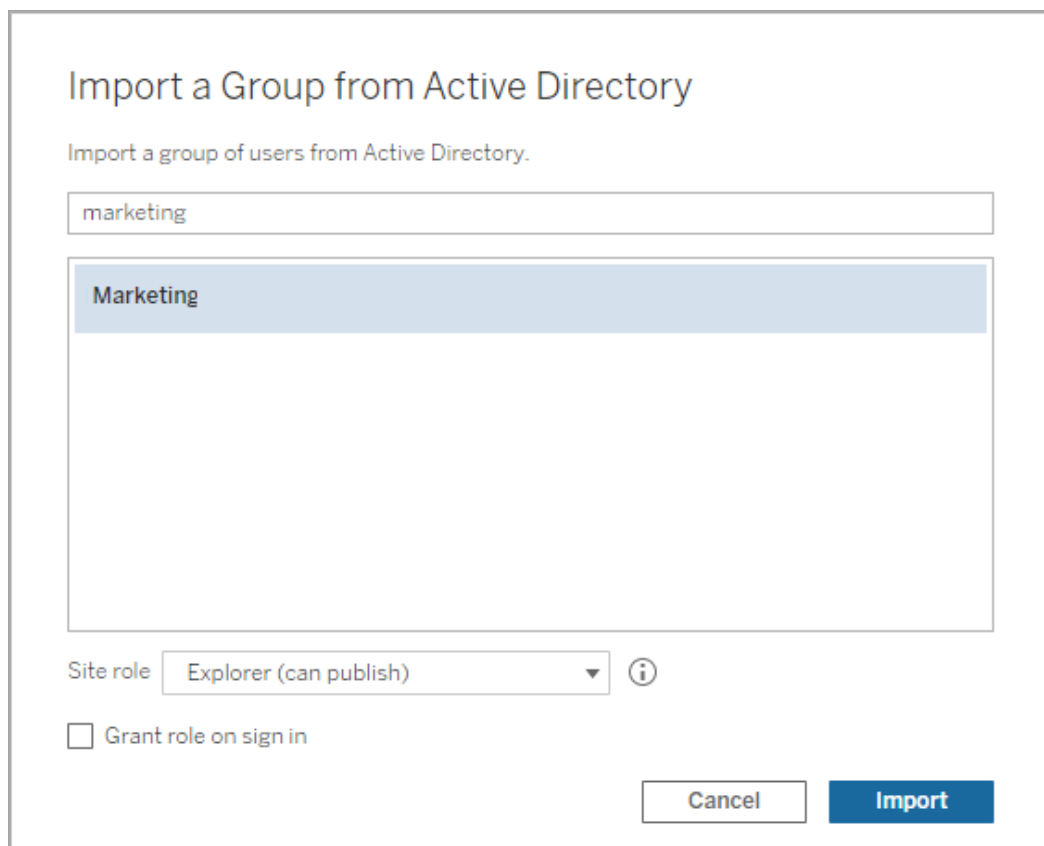
You can import Active Directory groups to create matching groups on Tableau Server, as well as a user for each member of an Active Directory group that is not already on the server.

Note: In the context of user and group synchronization, Tableau Server configured with LDAP identity store is equivalent to Active Directory. Active Directory synchronization features in Tableau Server function seamlessly with properly configured LDAP directory solutions.

Each user is assigned a site role as part of the import process. If any of the users to be imported exist in [Tableau Server], the site role assigned during the import process is applied only if it gives the user more access to the server. Importing users does not demote site roles.

Before importing groups, review [User Management in Deployments with External Identity Stores](#) to understand how multiple domains, domain naming, NetBIOS, and Active Directory user name format influence Tableau user management.

1. In a site, click [Groups], and then click [Add Groups]
2. Type the name of the Active Directory group you want to import, and then select the group name in the resulting list.



The screenshot shows a dialog box titled "Import a Group from Active Directory". Below the title is a subtitle: "Import a group of users from Active Directory." There is a text input field containing the word "marketing". Below this is a list box containing the word "Marketing", which is highlighted. At the bottom left, there is a "Site role" dropdown menu set to "Explorer (can publish)" with an information icon to its right. Below the dropdown is a checkbox labeled "Grant role on sign in" which is currently unchecked. At the bottom right are two buttons: "Cancel" and "Import".

3. Select the minimum site role for the users.

Import a Group from Active Directory

Import a group of users from Active Directory.

Marketing

Site role Explorer (can publish) ▼ ⓘ

☐ Grant

Creator

Site Administrator Creator

Creator

Explorer

Site Administrator Explorer

Explorer (can publish)

Explorer

Viewer

Viewer

Unlicensed

Cancel Import

4. Optional: Select [Grant role on sign in] to provision new site roles and licenses when group users sign in. For more information, see [Grant License on Sign In](#)

5. Click [Import].

Note: You cannot change the name of groups imported from Active Directory. The group name can only be changed in Active Directory.