Perform Bulk User Management

At the end of this episode, I will be able to:

1. Perform bulk user management, including PowerShell

Learner Objective: *Manage multiple users simultaneously in Microsoft 365.*

Description: In this episode, you will learn different options for managing multiple users in Microsoft 365.

- There are steps available for Google Workspace to Microsoft 365 migration
- Users > Active Users > Add multiple users - you can use a CSV with user information in order to bulk create user accounts
- You can automate the adding of accounts and assigning licenses using PowerShell

  - Certain properties are required - DisplayName, UserPrincipleName
  - The steps are 1) create a CSV file that contains the required information 2) Use the PowerShell syntax: Import-Csv -Path <Input CSV File Path and Name> | foreach {New-MsolUser -DisplayName $.*DisplayName -FirstName $*.FirstName - LastName $.*LastName -UserPrincipalName $*.UserPrincipalName -UsageLocation $.*UsageLocation -LicenseAssignment* $.AccountSkuId [-Password $_.Password]} | Export-Csv -Path <Output CSV File Path and Name>

- You can setup Active Directory synchronization for Microsoft 365

  - Use the Azure AD Connect tool to configure directory synchronization

- You can also migrate user accounts from Exchange

Additional Resources:

Create and use a template to add users
https://learn.microsoft.com/en-us/microsoft-365/admin/add-users/create-and-use-a-template-to-add-users?view=o365-worldwide

Create Microsoft 365 user accounts with PowerShell
https://learn.microsoft.com/en-us/microsoft-365/enterprise/create-user-accounts-with-microsoft-365-powershell?view=o365-worldwide