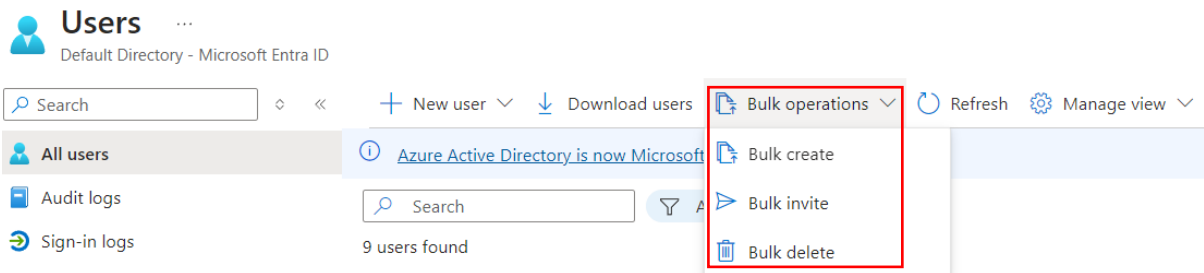


## 😊 Bulk create and delete

1. In this you will learn how to create users in bulk and delete them.
2. In your Microsoft Entra ID go to users then in all users you can see an option for bulk operations.
3. Here you get 3 options bulk create, invite and delete.

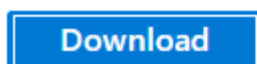
[Home](#) > [Default Directory](#) | [Users](#) >



4. First we will click on bulk create. Then you will get this option to download a CSV template.
5. You have to download it.

## Bulk create users ✕

1. Download csv template (optional)



2. Edit your csv file

3. Upload your csv file



[Learn more about bulk import users](#)

6. Then you have to open that file in Excel and edit it. Below you can see that we have defined two new users, given the user principal name, give its password, and then to block sign in we said NO.
7. If you want to know the user principal name then you can open any of the existing users and copy it from there.

D4					No					
A		B		C		D		E		
1	version:v1.0									
2	Name [displayName] Required		User name [userPrincipalName] Required		Initial password [passwordProfile] Req		Block sign in (Yes/No) [accountEnabled] Req		First nam	
3	demouser3		<a href="#">demouser3@pulkitkumar2711gmail.onmicrosoft.com</a>		<a href="#">Azure@123</a>		No			
4	demouser4		<a href="#">demouser4@pulkitkumar2711gmail.onmicrosoft.com</a>		<a href="#">Azure@123</a>		No			
5										
6										

- After that save this file and come back to Azure Portal and try to create bulk users. But this time you are going to upload your CSV instead. Then click on submit.

## Bulk create users ×

- Download csv template (optional)

[Download](#)

- Edit your csv file

- Upload your csv file

"UserCreateTemplate (1).csv"



File uploaded successfully

[Learn more about bulk import users](#)

- It will take some to create the users and reflect them in the list.
- After 3-5 minutes you can see that our file uploaded was successful.

- Download csv template (optional)

[Download](#)

- Edit your csv file

- Upload your csv file

"UserCreateTemplate (1).csv"



File uploaded successfully

Succeeded

11. Now just refresh the user list and you will see that new users in place.

New user

Download users

Bulk operations

Refresh

Manage view

Delete

Per-user MFA

Got feedl

Azure Active Directory is now Microsoft Entra ID.

Search

Add filter

11 users found

<input type="checkbox"/>	Display name ↑	User principal name ↑↓	User type	On-premises sy...	Identities	Comp
<input type="checkbox"/>	<div><div>D</div><div>demouser1</div></div>	demouser1@pulkitkumar...	<div><div></div><div>Member</div></div>	No	<a href="#">pulkitkumar2711gmail.onmicrosof</a>	
<input type="checkbox"/>	<div><div>D</div><div>demouser2</div></div>	demouser2@pulkitkumar...	<div><div></div><div>Member</div></div>	No	<a href="#">pulkitkumar2711gmail.onmicrosof</a>	
<input type="checkbox"/>	<div><div>D</div><div>demouser3</div></div>	demouser3@pulkitkumar...	<div><div></div><div>Member</div></div>	No	<a href="#">pulkitkumar2711gmail.onmicrosof</a>	
<input type="checkbox"/>	<div><div>D</div><div>demouser4</div></div>	demouser4@pulkitkumar...	<div><div></div><div>Member</div></div>	No	<a href="#">pulkitkumar2711gmail.onmicrosof</a>	