

Criar usuários e Grupos em massa com powershell via CSV

1- Ir em **user**, **Active users**, **Add multiple users**.

2 – Em Add list of users, clicar em **I'd like to upload a csv user information**.

Enter up to 249 users. All users are given temporary passwords.

+ Add row - Remove row

First name	Last name	Username	Domain
First name	Last name	Username	WWLx639429.onmicrosoft.co...
First name	Last name	Username	WWLx639429.onmicrosoft.co...
First name	Last name	Username	WWLx639429.onmicrosoft.co...
First name	Last name	Username	WWLx639429.onmicrosoft.co...
First name	Last name	Username	WWLx639429.onmicrosoft.co...

☒ I'd like to upload a CSV with user information

Download one of the files below. Open the file in Excel or a similar app, add user info, save, and upload.

[Download a blank CSV file with the required headers](#)

[Download a CSV file that includes example user info](#)

Upload CSV file with your user information *

Next Cancel

3 Fazer Download do arquivo CSV

Username	First name	Last name	Display name	Job title	Department	Office number	Office phone	Mobile phone	Fax	Alternate email address	Address	City	State or province	ZIP or postal code	Country or region
marta@WWLx639429.onmicrosoft.com	marta	miguel	marta miguel	TL	United States										
referio@WWLx639429.onmicrosoft.com	referio	garcia	referio garcia	TL	United States										
marcio@WWLx639429.onmicrosoft.com	Marcio	Mateus	Marcio Mateus	TL	United States										
manuela@WWLx639429.onmicrosoft.com	Manuela	Miguel	Manuela Miguel	TL	United States										
Vilma@WWLx639429.onmicrosoft.com	Vilma	Miguel	Vilma Miguel	TL	United States										

Open

File name: Import_User_Sample (1)

4 Ir em Next

Finish

First name

Last name

Username

WWLx839429.onmicrosoft.co...

First name

Last name

Username

WWLx839429.onmicrosoft.co...

First name

Last name

Username

WWLx839429.onmicrosoft.co...

First name

Last name

Username

WWLx839429.onmicrosoft.co...

First name

Last name

Username

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Upload CSV file with your user information *

Import_User_Sample (1).csv

Choose...

Next

Cancel

Active users > Add multiple users

Basics

Licenses

Finish

Licenses

Select the location and product licenses for the **5 users** you're adding.

Location *

United States

Licenses

☐ Assign licenses

☐ Microsoft 365 E5 (no Teams)

You have no more licenses for this trial subscription. You need to [buy a subscription](#) before you can assign a license.

☐ Microsoft Power Apps for Developer

9999 of 10000 licenses available

☐ Microsoft Teams Enterprise

You have no more licenses for this trial subscription. You need to [buy a subscription](#) before you can assign a license.

☒ Don't assign any licenses (not recommended)

Apps (0)



Back

Next

Cancel

You added 5 users

These users will appear in your list of **Active users** where you can view and manage their settings. All users have been given temporary passwords and they can now log in to their accounts.

 Print  Download user details

Display name	Username	Password Show
Marta Miguel	marta@WWLx839429.OnMicrosoft.com	*****
zeferino garcia	zeferino@WWLx839429.OnMicrosoft.com	*****
Marcio Mateus	marcio@WWLx839429.OnMicrosoft.com	*****
Manuela Miguel	manuela@WWLx839429.OnMicrosoft.com	*****
Vilma Miguel	Vilma@WWLx839429.OnMicrosoft.com	*****