

Bulk Create New Users in Microsoft Entra ID

Microsoft Entra ID enables organizations to bulk create new users by downloading, updating, then validating and uploading a comma-separated values (csv) template.

ⓘ You must sign-in as a Global Administrator or User Administrator to perform bulk operations.

Download the csv Template:

1. In the Microsoft 365 admin center, under Admin centers in the navigation, select **Identity**.
2. In the Microsoft Entra admin center select **Users > All Users**.
You see the Users page.
3. On the menu bar, select **Bulk Operations**.
You see the drop-down menu.
4. Select **Bulk Create**.
You see the Bulk Create Users pane.
5. Select **Download**.
You receive a comma-separated values (csv) file of user properties.

Update the csv Template:

1. Open the csv template.
2. Add a row for each new user you want to create.
NOTE: The only required values are Name, User Name, Initial Password, and Block sign-in (Yes/No).

Validate and Upload the csv Template:

1. In the Bulk Create Users pane, under Upload Your csv File, browse to your file.
2. Select **Submit** to validate your csv file.
Validation of the csv file begins.
3. Once validation is complete, you see a File Uploaded Successfully message.
NOTE: You can download and view any errors on the Bulk Operation Results page. You must fix any errors before submitting the job.
4. Select **Submit**.
The bulk operation to import new users begins.
5. The import operation completes.
You see a notification indicating the Bulk Operation job status.