

## How to Maintain Fax2Mail Users with Bulk Uploads

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The administrator can add, update and delete users through the bulk upload feature that is available on the Fax2Mail website.

To perform a Bulk Upload, simply follow these steps:

1. Log in to the Fax2Mail website
2. Select **Manage Users** under the **Administration Tab**
3. Click on the Group in which you want to add/update/delete users
4. Click on **Bulk Upload**
5. Browse for the CSV file
6. Select the Delimiter
7. Click **Upload**

**Note:** Your file will be scanned for errors. If any errors are found, an indication of the errors will be displayed. If necessary, you may be prompted to correct the errors and try again.

### Creating a Bulk Upload file

Each file must include an action and email address column whether you are adding, updating, or deleting users. Action defines the purpose of the bulk upload and Email Address specifies the account for that request. Bulk upload files can only include 1 action type whether it is add, update or delete.

### Adding Users

It is easy to add users to your Fax2Mail account via a Bulk Upload. To quickly add multiple users to a Fax2Mail account, create a CSV file with the new user information and insert the column headers at the top of the file. If the users will be added to a specific group, select Bulk Upload for that group.

The required column headers for adding users:

	A	B	C	D	E
Row 1	action	Email Address	Name	Service	password
Row 2	add	name@domain.com	User Name	Fax2Mail or Mail2Fax	Password

**Note:** Fax2Mail will assign the first available number in the pool to each user. Mail2Fax does not assign a number to the user.

Assigning a new user to a specific **group** the column headers are as follows:

	A	B	C	D	E	F
Row 1	action	email address	service	name	password	group
Row 2	add		Fax2Mail or Mail2Fax			

Assigning a new user with a specific **fax number** from the available pool:

	A	B	C	D	E	F	G
Row 1	action	email address	service	name	password	fax number	group
Row 2	add		Fax2Mail				

Assigning a new user with an **international fax number** from the available pool:

	A	B	C	D	E	F	G
Row 1	action	email address	service	name	password	fax number	country
Row 2	add		Fax2Mail				

*Note:* Header field, **country**, must be included when assigning an international fax number.

Assigning a specific **area code** the new user:

	A	B	C	D	E	F	G
Row 1	action	email address	service	name	password	group	exchange
Row 2	add		Fax2Mail				

**Auto Activate** Users and *NOT* sending an **email confirmation** to the new user:

	A	B	C	D	E	F	G	H	I
Row 1	action	email address	service	name	password	fax number	Auto Activate	Send Confirmation	group
Row 2	add		Fax2Mail				TRUE	FALSE	

**Update a user**

Assigning a fax number to an existing Mail2Fax user:

	A	B	C	D
Row 1	action	service	New fax number	Email address
Row 2	update	Fax2Mail		

**Delete a user**

	A	B
Row 1	action	Email
Row 2	delete	