

Bulk Modify AD Group Membership: AD Pro Toolkit

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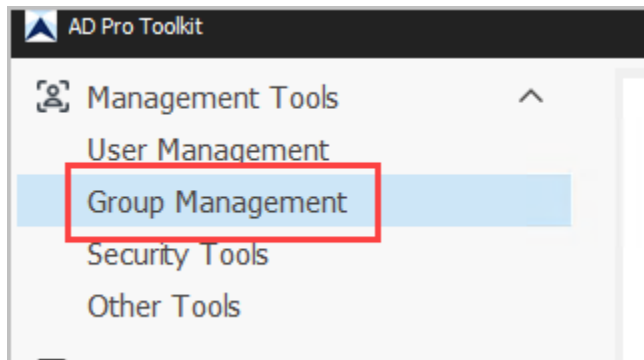
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In this guide, you will learn how to bulk add and remove users to Active Directory groups using the AD Pro Toolkit.

Bulk Add Users to Groups

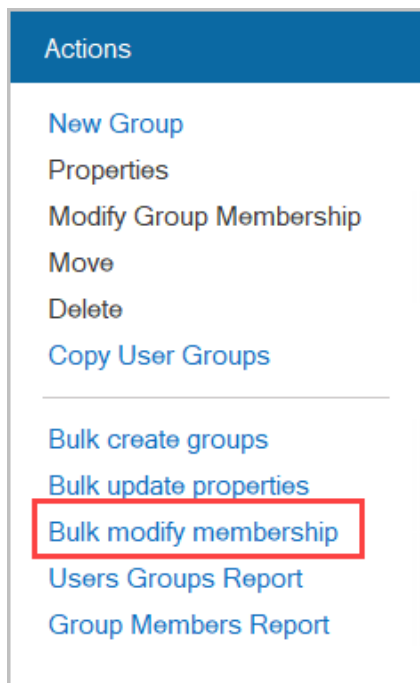
Step 1. Open Update Group Membership Tool

Click on “Group Management” from the sidebar menu.

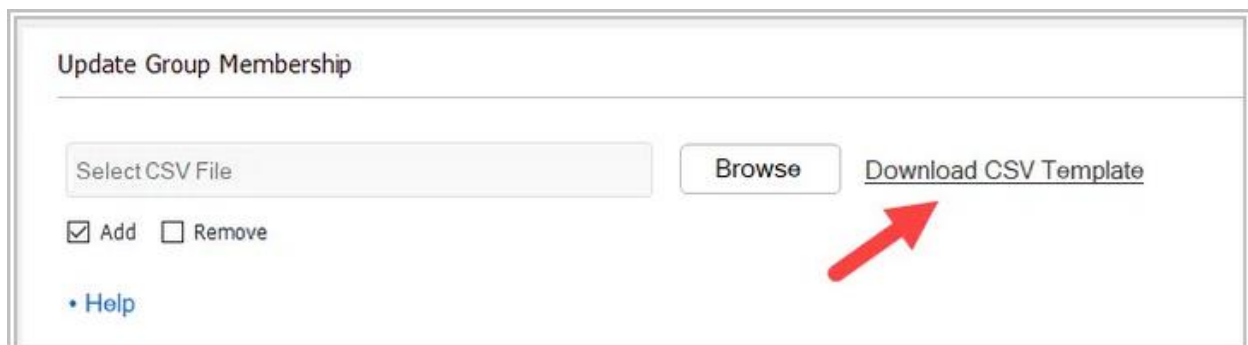


Then click on “Bulk modify membership” from the Actions menu.

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Step 2. Click “Download CSV Template”



Step 3. Modify the CSV Template

Fill out the CSV with your user and group details.

The CSV contains two columns:

- **sAMAccountName** = This is the account or group that you want to update.
- **memberof** = This is the target group(s) that you want to add or remove from. Separate multiple groups with a comma.

Here is an example CSV.

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A	B
sAMAccountName	memberof
test.user1	group1,group2
test.user2	group1,group2,group3
test.user3	group1,group2,group3
test.user4	group1,group2,group3
test.user5	group1,group2,group3
test.user6	group1,group2,group3
test.user7	group1,group2,group3
test.user8	group1,group2,group3
test.user9	group1,group2,group3
test.user10	group1,group2,group3

In the above example, test.user1 will be added to group1 and group2.

test.user2 will be added to group1, group2 and group 3.

Step 4. Select your CSV file and click “Run”

Click browse and select your CSV file. Then click the “Run” button to start the update.

Update Group Membership

C:\Users\robert.allen.da\Desktop\Bulk Group Template.c [Download CSV Template](#)

Add Remove

[Help](#)

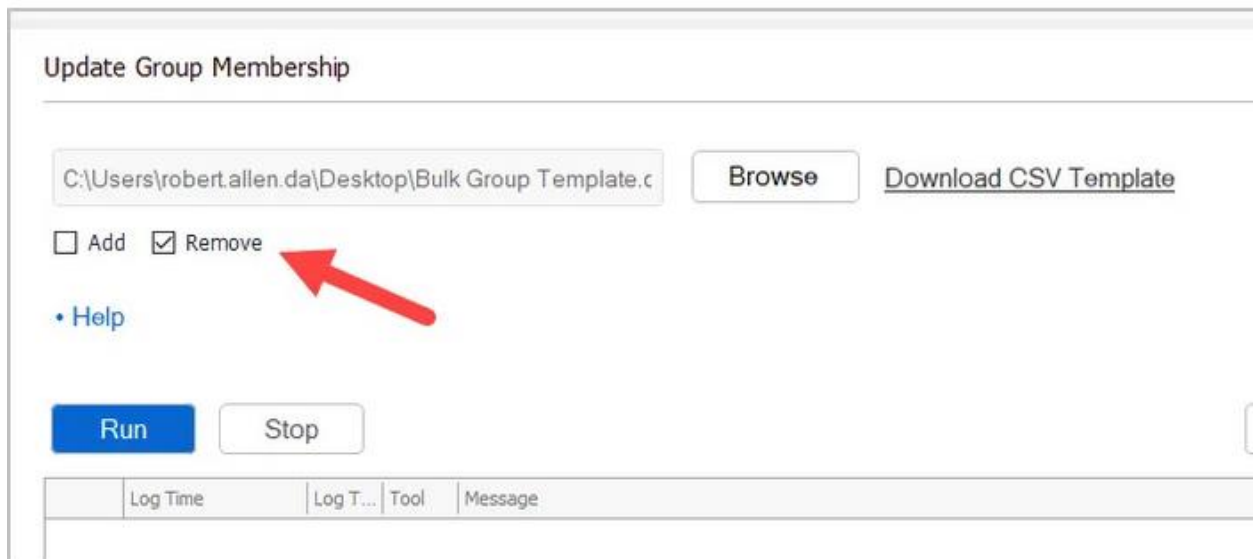
	Log Time	Log T...	Tool	Message
1	08/30/2024 13:38...	Info	Grou...	2 records found. Click run to start the import.
2	08/30/2024 13:38...	Info	Grou...	Beginning
3	08/30/2024 13:38...	Error	Grou...	User 'test.user1' not found.
4	08/30/2024 13:38...	Info	Grou...	Adding to group
5	08/30/2024 13:38...	Info	Grou...	USER [test.user2] added: Group: group1
6	08/30/2024 13:38...	Info	Grou...	Adding to group
7	08/30/2024 13:38...	Info	Grou...	USER [test.user2] added: Group: group2
8	08/30/2024 13:38...	Info	Grou...	Adding to group
9	08/30/2024 13:38...	Info	Grou...	USER [test.user2] added: Group: group3
10	08/30/2024 13:38...	Info	Grou...	Processed 1 records.
11	08/30/2024 13:38...	Info	Grou...	Finished

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Bulk Remove Users from Active Directory groups

These steps are the same as above you just select the **remove** box.

1. Click on Group Management -> Update Group Membership
2. Click "Download CSV Template"
3. Modify the CSV Template and add user/group details.
4. Select "remove"
5. Select your CSV file and click "run".



Update Group Membership

C:\Users\robert.allen.da\Desktop\Bulk Group Template.c [Download CSV Template](#)

Add Remove

[+ Help](#)

Log Time	Log T...	Tool	Message
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