

# Bulk Create Entra ID User Accounts

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In this guide, you will learn how to bulk import Entra ID users from a CSV file with the 365 Pro Toolkit.

## Requirements

The following columns in the CSV are required to create an account.

- UserPrincipalName
- mailNickName
- DisplayName
- AccountEnabled

## Step 1. Download and modify the csv template

Click on Tools > Create Users

Click on “Download CSV Template” to download the needed CSV Template.

Open your template and fill out the user information. These columns are required, all other columns are optional.

- UserPrincipalName
- mailNickName
- DisplayName
- AccountEnabled (TRUE or FALSE)

## Step 2. Select Template and Run

The tool will output the results to the screen. Any accounts that have an error will display an error along with the message. You can see in the screenshot above a few accounts did not create because the UPN already exists. These logs are also stored to a log file.