

# Active Directory Pro

## Bulk Group Management Tool

### Administrator Guide

#### DESCRIPTION:

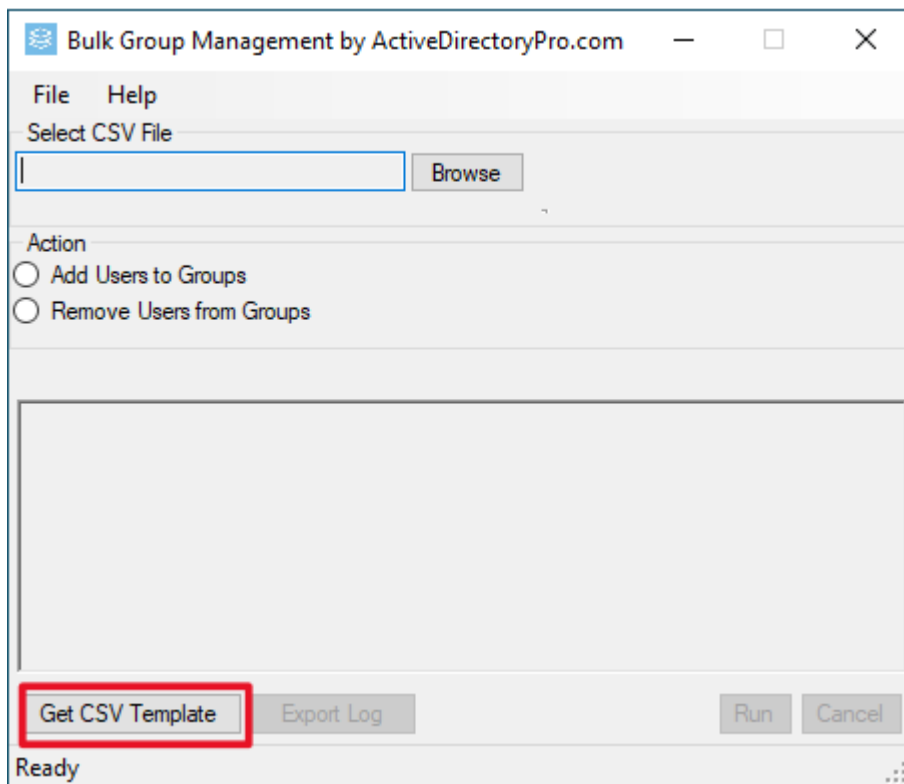
The Bulk Group Management tool is used to bulk add or remove users to Active Directory Security Groups. You can bulk update single or multiple groups at once.

#### SYSTEM REQUIREMENTS:

- Microsoft .Net 4.7.2
- Permissions to modify Active Directory groups.
- Tool can be run from a client computer or on the server.

#### HOW TO:

##### Step 1: Generate CSV Template using the GUI Tool



## Step 2: Fill out the CSV

**Username** = samAccountname of the account you want to add to a group

**group** = the name of the group you want to add the user to.

username	group
robert.allen	IT_admin
robert.allen	IT_servers
robert.allen	IT_network
toby.smith	IT_helpdesk
toby.smith	IT_image_server
adam.stark	IT_admins
adam.stark	IT_servers
adam.stark	IT_network
train1	training_local
train2	training_local
train3	training_local
train4	training_local
train5	training_local
train6	training_local
train7	training_local
train8	training_local
train9	training_local
train10	training_local
train11	training_local
train12	training_local
train13	training_local
train14	training_local
train15	training_local
train16	training_local

In the above screenshot, I'm adding the user Robert.allen to groups "IT\_admin, IT\_servers" and "IT\_network" Toby.smith will be added to groups "IT\_helpdesk", and "IT\_Image\_server ". Adam.stark will be added to groups "IT\_admin", "IT\_servers" and IT\_network". Then I'm adding a bunch of train accounts to the training\_local group.

Save csv and move to step 3.

## Step 3:

Now select the CSV, the action and click run.

In this example, I'm adding users into groups. If you want to bulk remove users from groups just select "remove users from groups" and click the run button.

