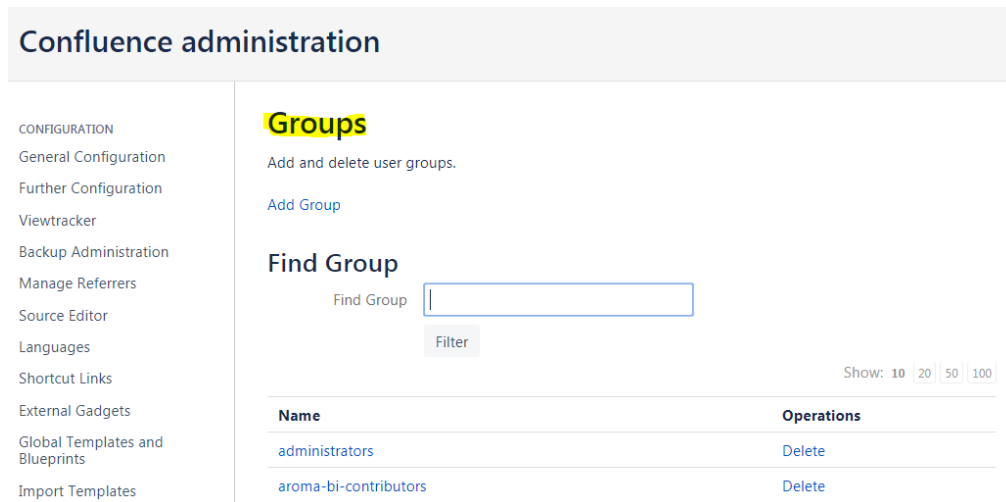


# Confluence: How to do mass upload of User 's in Confluence group

In some scenario's we receive tickets where the access has to be provided for bulk user's.

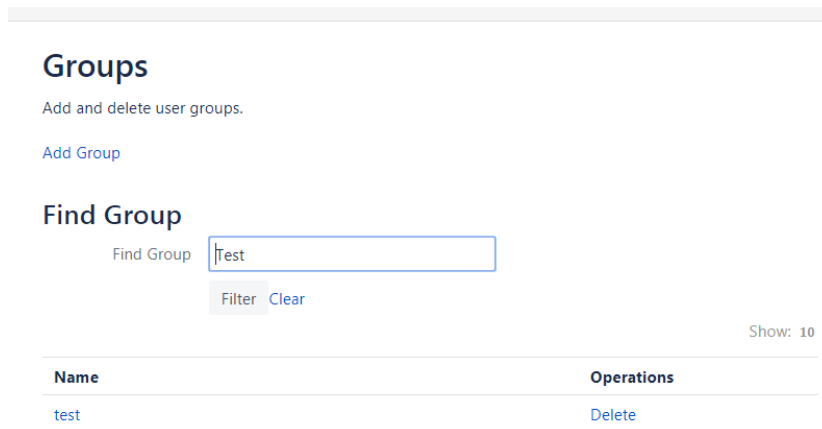
Step 1: Navigate to Group option in confluence



The screenshot shows the 'Confluence administration' interface. On the left is a navigation menu with categories like 'CONFIGURATION', 'General Configuration', 'Further Configuration', 'Viewtracker', 'Backup Administration', 'Manage Referrers', 'Source Editor', 'Languages', 'Shortcut Links', 'External Gadgets', 'Global Templates and Blueprints', and 'Import Templates'. The main content area is titled 'Groups' and includes the text 'Add and delete user groups.' and a link 'Add Group'. Below this is a 'Find Group' section with a search input field containing a cursor, a 'Filter' button, and a 'Show: 10 | 20 | 50 | 100' dropdown. A table lists existing groups:

Name	Operations
administrators	Delete
aroma-bi-contributors	Delete

Step 2: Search for the group for which the user's has to be added.



This screenshot shows the 'Groups' page after a search. The search input field now contains the text 'test'. The 'Filter' button is active, and a 'Clear' button has appeared next to it. The 'Show: 10' dropdown is visible. The table below shows the search results:




Name	Operations
test	Delete

Step 3: Click on Add members tab

## Group Members: test

[« Back to Groups](#)

Add Members

User	Username	Email	
Gaetan Andria	gandriam	gaetan.andria-exterieur@solvay.com	
Anurekha Vijayaraghavan-Ext	inav1205	anurekha.vijayaraghavan-ext@solvay.com	
ru luaute-ext	rluaute	ru.luaute-ext@solvay.com	

Step 4: Add the member by providing their NT user ID seperated by Comma(,) between user's ID

## Group Members: test

[« Back to Groups](#)

### test

Add Members



Enter a comma separated list of user names to add users to this group

Add

Cancel

Step 5: By this way, we can add bulk users to any group in confluence.

**Note:** Add members by **NT user ID** and not with **User name** or **Email address**.