


Import users from Google Workspace to Zoho Directory

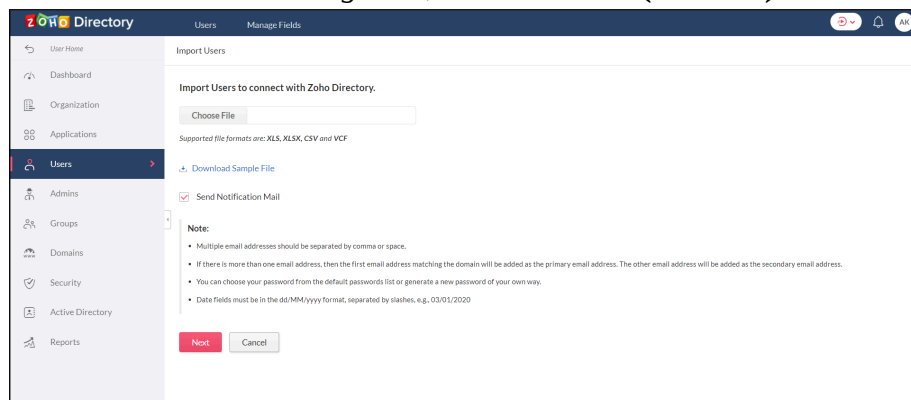
If you are currently using Google Workspace as your cloud directory service to store your organization data, you can easily import your users to Zoho Directory.

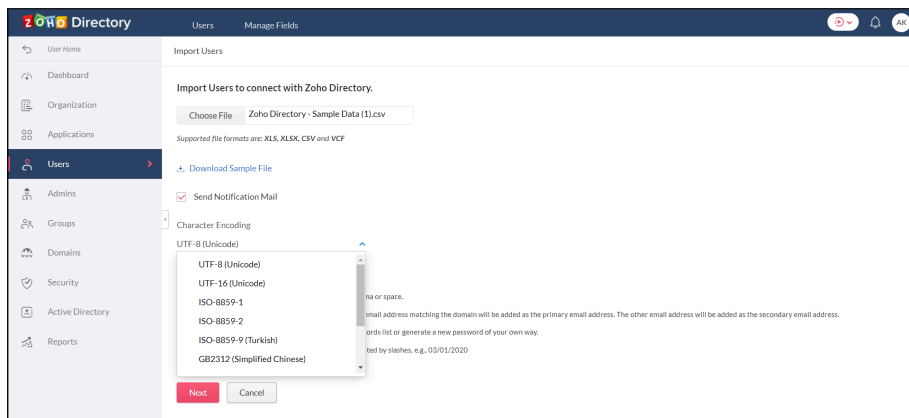
Export users from Google Workspace

1. Sign in to the Google Admin Console as an administrator.
2. Under *Directory* in the left menu, click **Users**.
3. Click **Download users**.
4. Choose **All user info columns and currently selected columns** in the pop-up.
5. Click **Download**.
6. A pop-up will appear at the top-right corner. Click **Download CSV**. A CSV file will be downloaded.

Import users to Zoho Directory

1. Sign in to [Zoho Directory](#), then click **Admin Panel** in the left menu.
2. Go to **Users**. Click  icon in the top-right corner.
3. Click **Import**.
4. Click **Choose File**, then browse and select the CSV file that you have downloaded from Google Workspace.
5. In the *Character Encoding* field, choose **UTF-8 (Unicode)**.






6. Click **Next**. Check and map the fields present in the imported CSV:

- To check which fields are already mapped, click **Mapped**. Check if the mapped details are correct, else edit them.

COLUMN HEADER	MAPPING TO	EXAMPLE COLUMN VALUE FROM FILE
BASIC INFORMATION		
First Name	First name	
Last Name	Last name	
Email Address *	Email	
Phone	Phone	

- To check which fields are not mapped, click **Unmapped**. Map the fields in the CSV file to the appropriate Zoho Directory fields.

COLUMN HEADER	MAPPING TO	EXAMPLE COLUMN VALUE FROM FILE
BASIC INFORMATION		
Mobile	-- Select --	
Password *	Type Password Clear	
WORK INFORMATION		
Employee Id	-- Select --	
Designation	-- Select --	
Group	-- Select --	

- If there are multiple email addresses, map them all to the *Email Address* field using the  icon. For the *Password* field, click **Set Password** to set a common one-time password for all the imported users, and enter the password. The users will be prompted to change this password when they first sign in.

Password *

-- Select --

Set Password

7. Click **Next**. The process may take a while. Meanwhile, you can navigate to different tabs or pages if needed. Once the import is done, the imported users will now be added to Zoho Directory.

Once you have successfully imported the users to Zoho Directory, you can view all the imported users in the **Users** tab. You can now [manage users](#), [edit their details](#), and [assign them apps](#) and [admin privileges](#) in Zoho Directory. To learn more about how you can manage users in Zoho Directory, check out [our detailed admin guide](#).