



Zoho Corporation


Import users from miniOrange to Zoho Directory

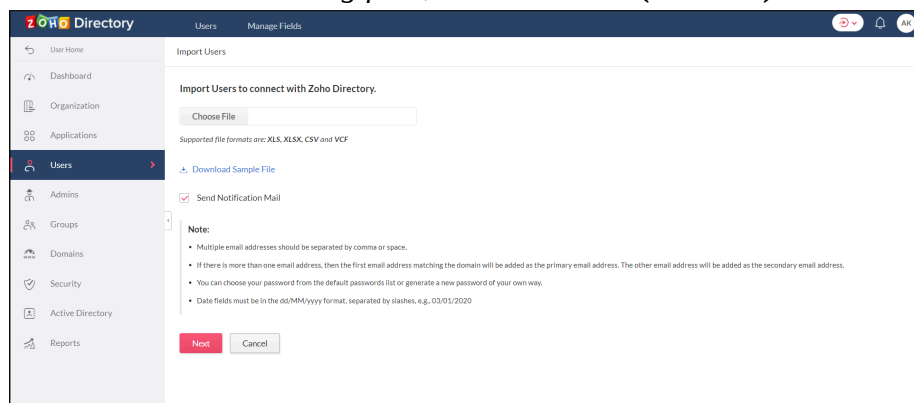
If you are currently using miniOrange as your cloud directory service to store your organization data, you can easily import your users to Zoho Directory.

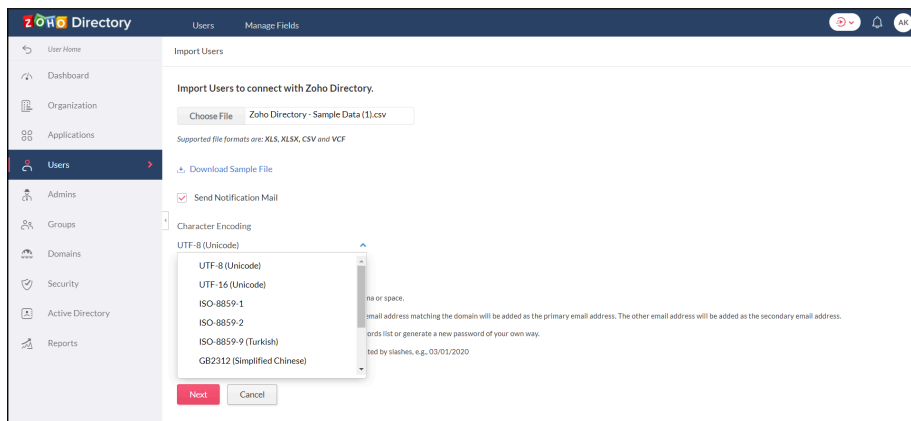
Export users from miniOrange

1. Sign in to miniOrange as an admin.
2. Click **Users** in the left menu.
3. Click **Export Users** in the right corner. A CSV file will be downloaded.
4. Delete the first row "Reports: Users List" from the CSV file and save.

Import users to Zoho Directory

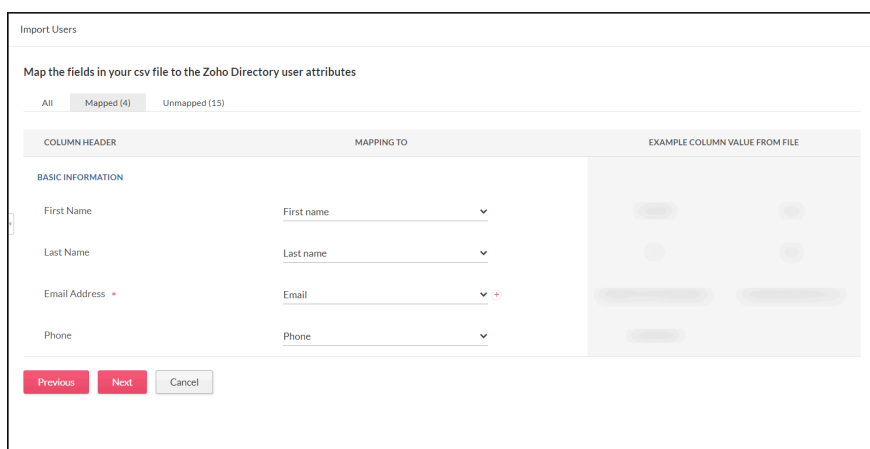
1. Sign in to [Zoho Directory](#), then click **Admin Panel** in the left menu.
2. Go to **Users**, then click  icon in the top right corner.
3. Click **Import**.
4. Click **Choose File**, then browse and select the CSV file that you downloaded from miniOrange.
5. In the *Character Encoding* field, choose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



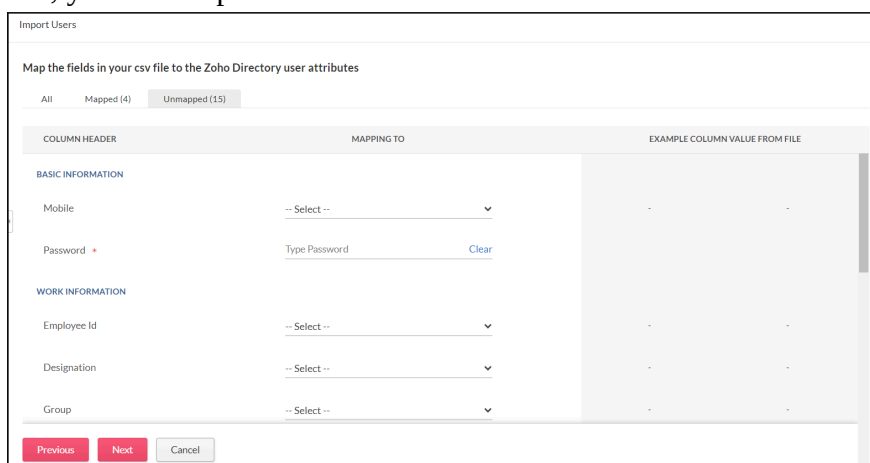



6. Click **Next**. Check and map the fields present in the imported CSV by doing the following:

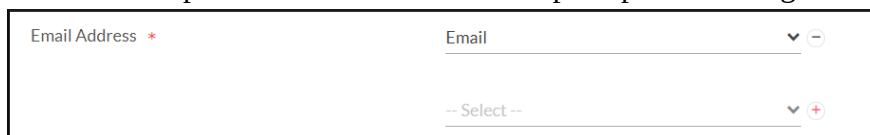
- To check which fields are already mapped, click **Mapped**. Check if the mapped details are correct, else edit them.



- To check which fields are not mapped, click **Unmapped**. Map the fields in the CSV file to their appropriate Zoho Directory field. As there won't be any first or last names of the users in the CSV file, you can map the Username column with the *First Name* field in Zoho Directory.



- In case of multiple email addresses, map them all to the *Email Address* field using the  icon. For *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 be added to Zoho Directory.

Once you have successfully imported the users in 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](#).