





Import users from Okta to Zoho Directory



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

For exporting users from Okta, Okta prescribes a Chrome browser extension called [rockstar](#).

Export users from Okta using rockstar

1. Download the rockstar extension from Chrome Web Store.
2. Sign in to Okta as an admin.
3. Go to **Directory**, then click **People**. A hovering menu named *rockstar* will appear.
4. Expand the menu, then click **Export Users**.
5. Choose the fields that you must import by referring to the Zoho Directory CSV file template. To get the template:
 - Sign in to [Zoho Directory](#) .
 - Go to **Users**. Click  in the top-right corner.
 - Click **Import**.
 - Click **Download Sample File**. A CSV file containing the sample data will be downloaded.
The mandatory field is primary/secondary email address. You can also choose other optional fields or input queries to get specific data. Some of the supported optional fields are:
 - Mobile number
 - User status
 - Employee ID/number
 - City, State, ZIP code, Country code
 - Manager and Manager ID
6. Once you are done choosing the fields, click **Export**. 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 Okta.
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.


Import Users

Map the fields in your csv file to the Zoho Directory user attributes

All Mapped (4) Unmapped (15)

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 --	-

[Previous](#) [Next](#) [Cancel](#)

- 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.

Email Address *

Email

-- Select --

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](#).