Importing SharePoint into MachPanel via Import Utility.

### **Summary**

This article provides information for using SharePoint Import Utility for importing SharePoint users in MachPanel.

### **Applies To**

MachPanel Version 4.2.30 and above.

## **Pre Requisites**

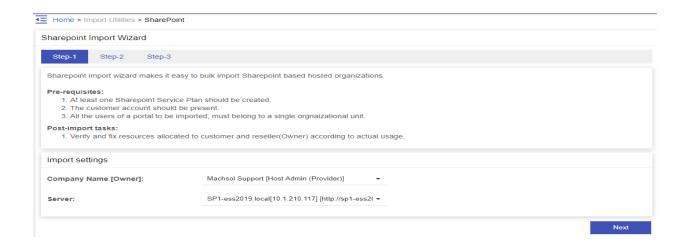
- You have purchased license from the sales team.
- At least one SharePoint service plan is present in MachPanel.
- Customer account has been created.
- SharePoint Server on which the users exist has been added in MachPanel with the appropriate web application.

### **Procedure**

\* It is strongly recommended that to import a test organization first as a Proof of Concept.

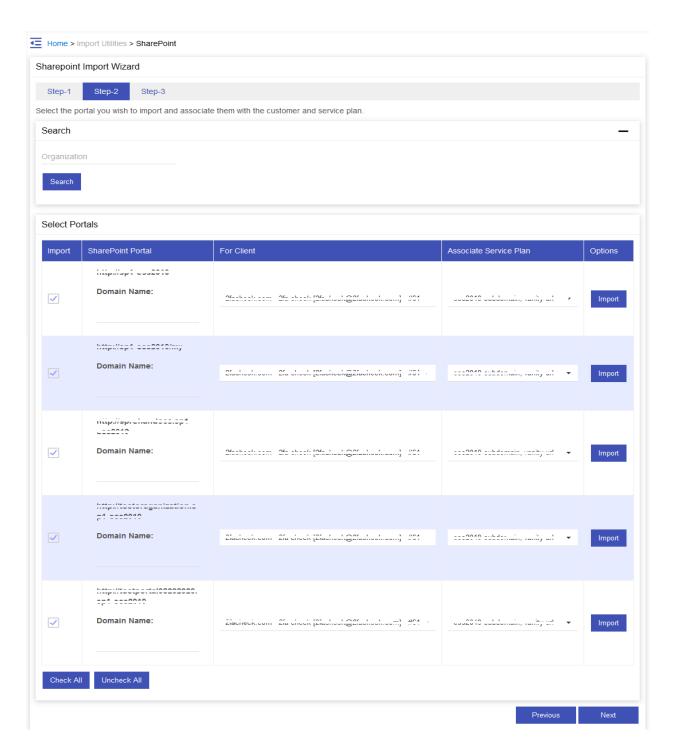
Please follow the below mentioned steps to bulk import SharePoint users:

1) Open MachPanel Control Panel, log in as Provider and navigate to **Home** >> **Import Utilities** >> **SharePoint**. In step-1 provide the Import Settings as shown in the snapshot below:



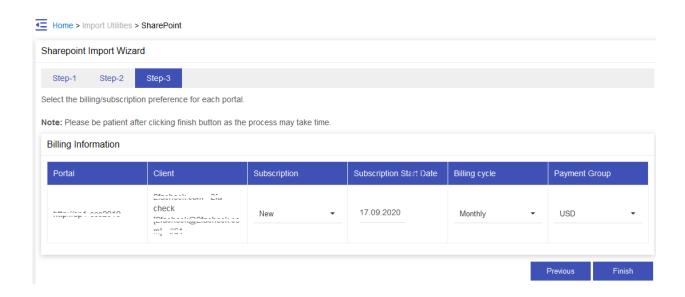
# Importing SharePoint into MachPanel via Import Utility.

- Select the Company Name [Owner] (i.e. Provider or any Reseller).
- Select the SharePoint Server where the users exists.
- 2) In step-2 enter the customer's domain name, select the customer, associate a service plan and then click on **Next** button.



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3) In step-3 select billing/subscription preference for each portal and finally click on **Finish** button to import the organization in MachPanel:



4) You can manage this subscription by navigating to **Home** >> **Service Director** >> **SharePoint Hosting** >> **Accounts** 

MachPanel Knowledgebase

https://kb.machsol.com/Knowledgebase/50294/Importing-SharePoint-into-MachPa...