

# Importing Users in FortiMail

What if you want to quickly add a list of new local users? You can do so outside FortiMail through a spreadsheet editor like Excel and import the information into FortiMail. The following easy to follow recipe guides you through the incredibly quick process of importing new users into FortiMail.

## Importing a User List

To create and import user records

1. Go to **Domain & User > User > User**.
2. Select a user and then select **Export .CSV**.
3. Save the file and then open the CSV file in a spreadsheet editor, like Microsoft Excel.
4. Enter the user records in the columns to match the exported format.
5. Select **Save As** to save the file as a CSV file.
6. Select **Import .CSV** in FortiMail.
7. Find your file and select open and then **OK**.

All the users you created in Excel will be imported into FortiMail.