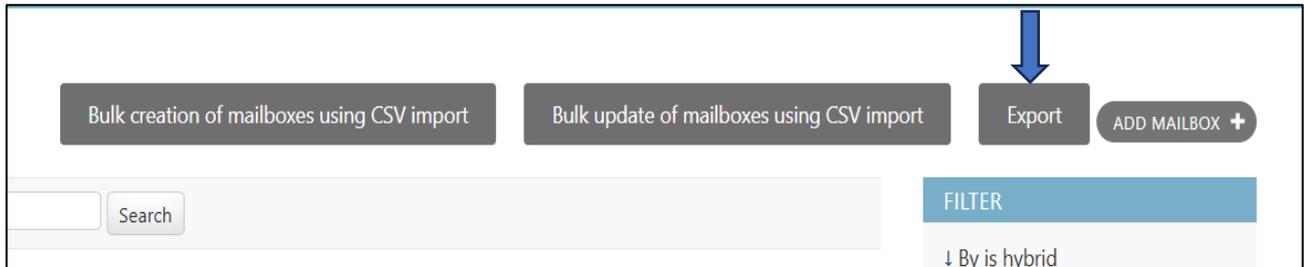# Export and Bulk Create

❖ **Follow below procedure to Export Mailboxes :**

1. Log in to the Admin Panel.
2. In the left-hand sidebar, navigate to **MAILMANAGER** and click on option **"mailboxes"**.
3. After this Click On option **EXPORT** and select the required domain and click on **DOWNLOAD** button.

4. Done.

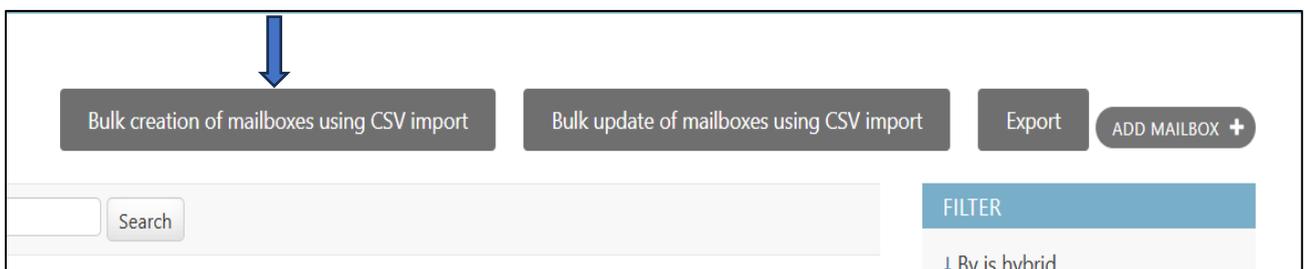❖ **Follow below procedure to Create Bulk Mailboxes using CSV import feature :**

1. Log in to the Admin Panel.
2. In the left-hand sidebar, navigate to **MAILMANAGER** and click on option **"mailboxes"**.
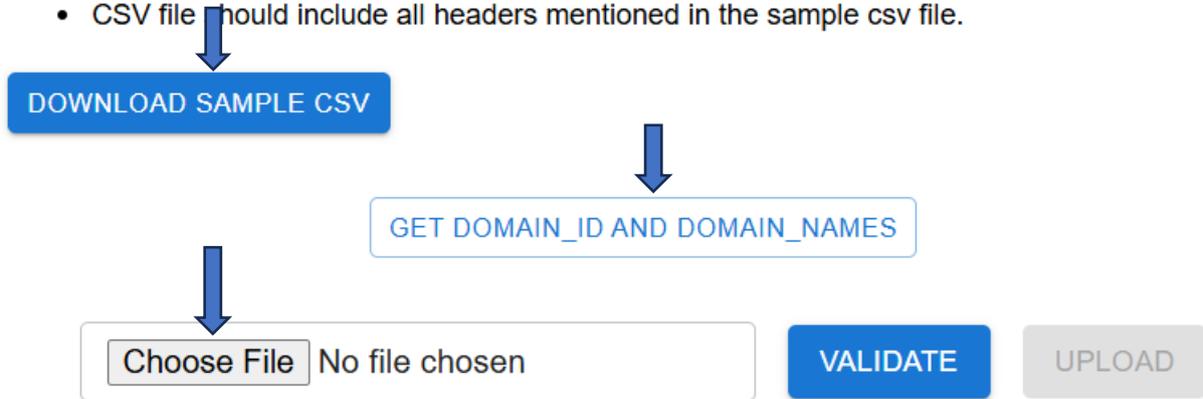3. After this click on the option **"Bulk creation of mailboxes using CSV import".**

4. After this a new window will popup , here click on **DOWNLOAD SAMPLE CSV** button to download a sample CSV file .
   Then fill the information about the mailboxes that need to be created in this sample CSV file.

   Note : To get the information about the Domain name and Domain ID click on below button which is present in the same popup window.

Bulk user creation using CSV file.
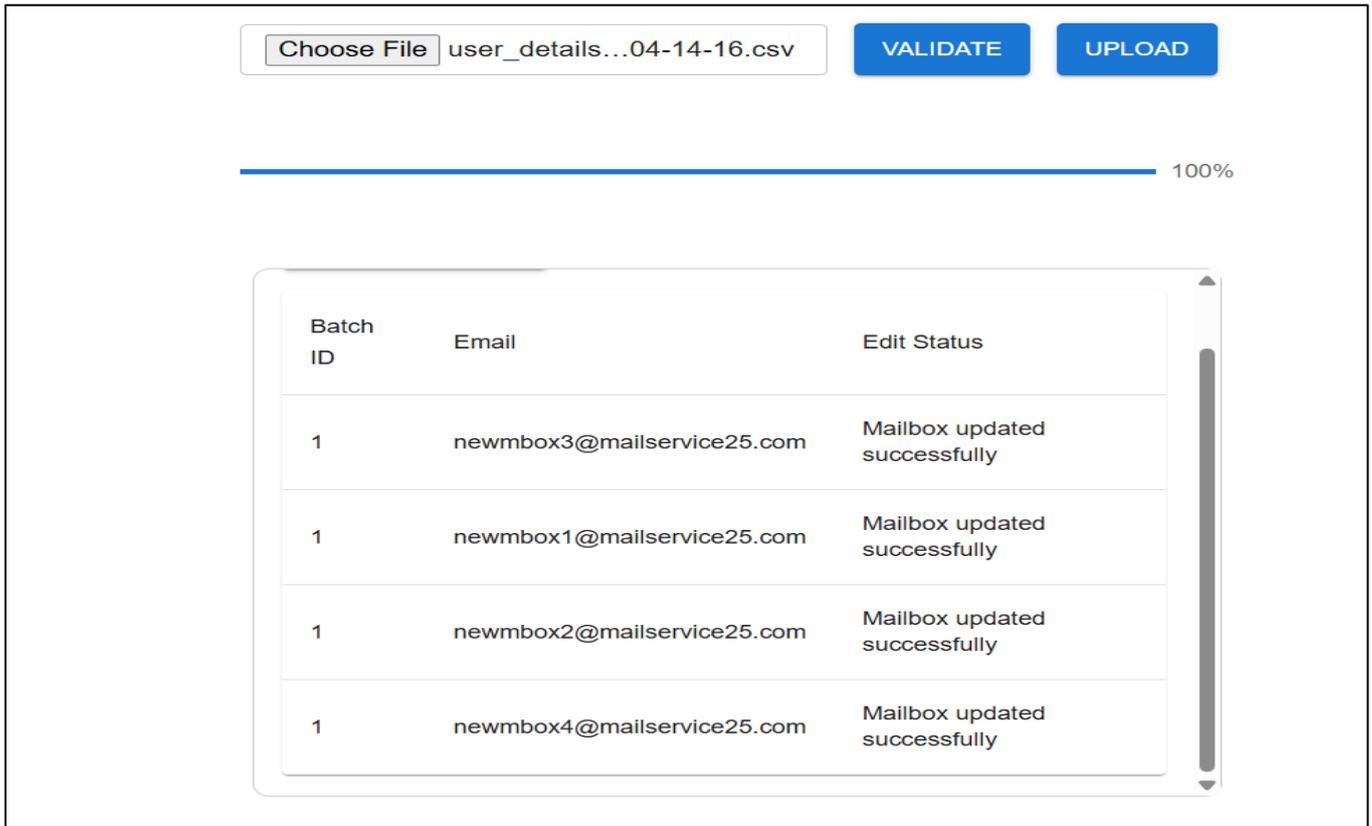
Key Points for CSV Upload:

- The CSV file should be comma separated.(.csv)

- In CSV domain_id and domain_name are required. Click the 'GET DOMAIN_ID AND DOMAIN_NAME' button to retrieve this information.

- CSV file should include all headers mentioned in the sample csv file.

DOWNLOAD SAMPLE CSV

GET DOMAIN_ID AND DOMAIN_NAMES

Choose File No file chosen   **VALIDATE**   UPLOAD

5. Then click on **Choose File** option as shown in above image and upload the CSV file edited before and click on **VALIDATE.**

6. If there is no any mistake present in CSV file , it will give output like **"Uploaded CSV file data are valid, Total number of rows present."** . After this click on button **UPLOAD.**

DOWNLOAD SAMPLE CSV

GET DOMAIN_ID AND DOMAIN_NAMES

Choose File sample_bulk…eate (18).csv   **VALIDATE**   **UPLOAD**

Uploaded CSV file data are valid, Total 2 number of rows present.

7. After successfully creation of the mailboxes you will see below output.

| Choose File | user_details...04-14-16.csv | | VALIDATE | UPLOAD |

━━━━━━━━━━━━━━━━━━━━━━━━━━━━━ 100%

Batch ID	Email	Edit Status
1	newmbox3@mailservice25.com	Mailbox updated successfully
1	newmbox1@mailservice25.com	Mailbox updated successfully
1	newmbox2@mailservice25.com	Mailbox updated successfully
1	newmbox4@mailservice25.com	Mailbox updated successfully

8. Done.

❖ Common Error's and troubleshooting:

No.	Error Message	Troubleshooting
1	Mobile number must be exactly 10 digits	Check mobile no. it should not be less than or greater than 10 digits
2	Invalid prefix	Check Mobile prefix and use a valid Prefix
3	local_part must contain only alphanumeric characters with (.) dots, (-) hyphens, and (_) underscores	Check local part and do not use special characters in except (.) dots, (-) hyphens, and (_) underscores . Also do not use Capital letter.
4	Local part test109 already exists.	Check for local part it is already exists
5	Must contain at least one uppercase letter (A-Z) Must contain at least one special character (@$!%*?&) Must contain at least one number (0-9) Password must be at least 8 characters	Password must contain at least one UPPERCASE letter , one number and one special character and password must contain 8 or more than 8 characters.
6	Domain Name does not match the given Domain ID Invalid Domain ID	Check domain name and domain ID must be correct.
7	Allocated space must be at least 0.1 GB	Check allocated space , it must be equal to or greater than 0.1 GB
8	Total allocated space is more than Available space	It occurs when Domain space is not available, make sure that total domain space available is must be greater that allocated space
9	Invalid email address	Check email other field and use correct email id