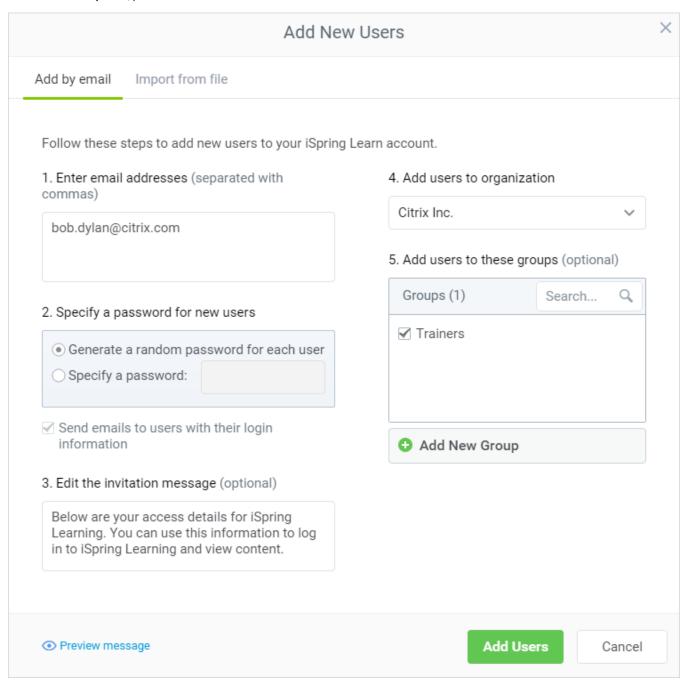
## Add users by email

To add new users by email, please follow the instructions below:



- 1. Select the Add by email tab in the upper part of the Add New Users window.
- 2. Type one or several emails separated with commas in the Email addresses field.
- 3. Choose one of two ways to specify passwords in the corresponding part of the window:
  - a. Select Generate a random password for each user.
  - b. To specify a password manually, select Specify a password and enter password in the corresponding text field.
- 4. Choose an organization from the drop-down menu.
- To assign the new users to one or several groups, select these groups in the Add users to these groups list.
  Note: When you assign groups, you may use the filter. You can also create a new group right in this window by clicking the Add New Group link.
- 6. To send login information to users, select the Email each user with their login information checkbox. Note: You cannot disable sending invitations, if you have chosen to generate random passwords.
- 7. Edit the message with user details in the Invitation message text field if necessary. To preview the invitation email, click the Preview message link
- 8. Click the Add Users button.

Once you click the <b>Add Users</b> button, you will l Any new user is automatically assigned the "Us	be redirected back to the "Ma ser" role. To change it, go to t	nage Users" page and see a not he Edit Users page.	ification that the new users have b	een added.