



AD BULK IMPORT v2.0

Manual

NETsec

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General

What is AD Bulk Import?

AD Bulk Import will import contacts from CSV-files or VCards in Microsoft Active Directory (AD), which were exported from either Outlook, Gmail or iCloud. These contacts will be shown as mail-enabled organization contacts in your Exchange environment.

Where does AD Bulk Import have to be installed?

AD Bulk Import should be installed on an uncritical server or workstation that is part of your AD domain. A connection to an Active Directory as well as an Exchange server is required. Furthermore permissions are needed to create and modify contacts in the Organizational Unit the contacts should be imported to.

System requirements

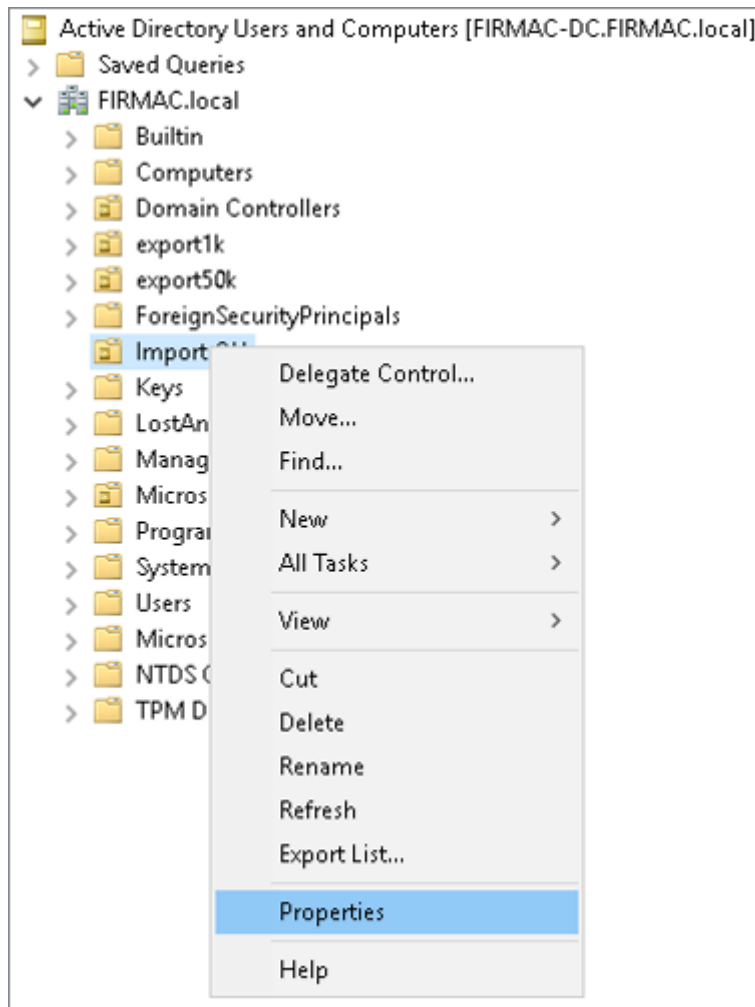
Components	Required
OS (64Bit)	Windows 2008 R2 Server Windows 2012 Server Windows 2012 R2 Server Windows 2016 In small environments or for testing purposes you can also install AD Bulk Import on a client computer running Windows 7 Professional or Windows 10 Professional.
Hardware	Processor: minimum dual core RAM: minimum 2GB
Software	.NET Framework 4.7.1
Supported Exchange Versions	Exchange 2010 SP1 and later Exchange 2013 and later Exchange 2016 and later

Permissions

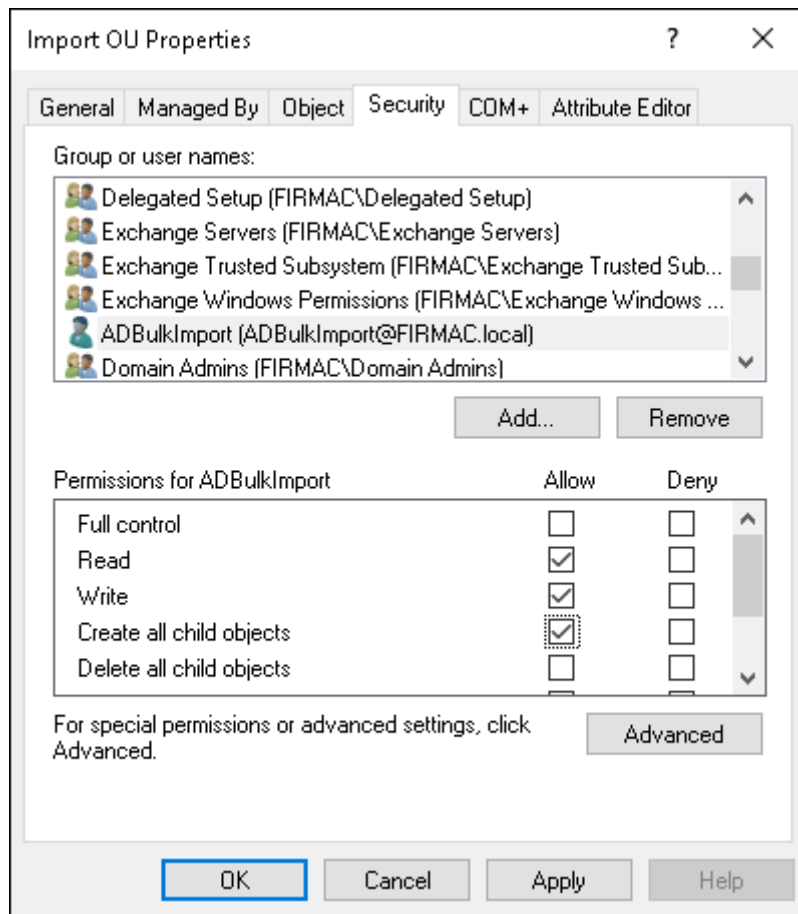
The executing user needs to have write permissions for each Organizational Unit where you want to import data to with AD Bulk Import.

NOTE: THE RESULTING PERMISSIONS MUST BE FOR "THIS OBJECT AND ALL DESCENDANT OBJECTS" AND FOR ALL PROPERTIES.

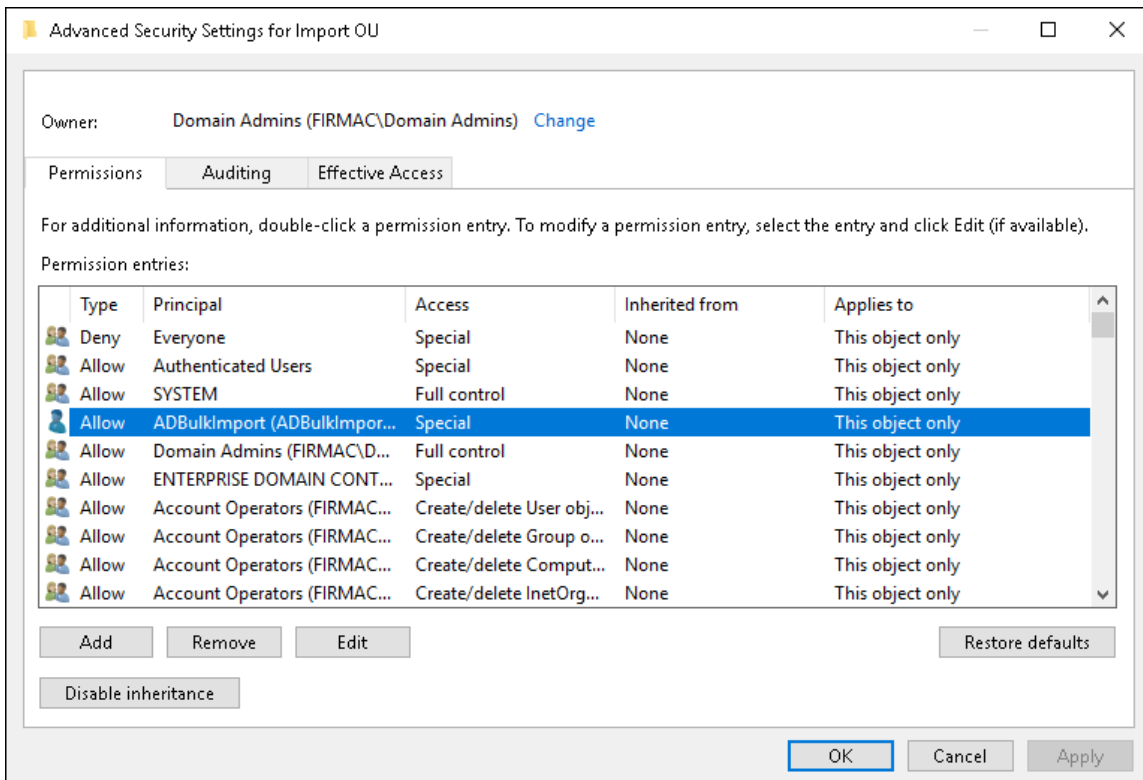
Use ACTIVE DIRECTORY USERS AND COMPUTERS. After creating the OU right click the OU and choose PROPERTIES.



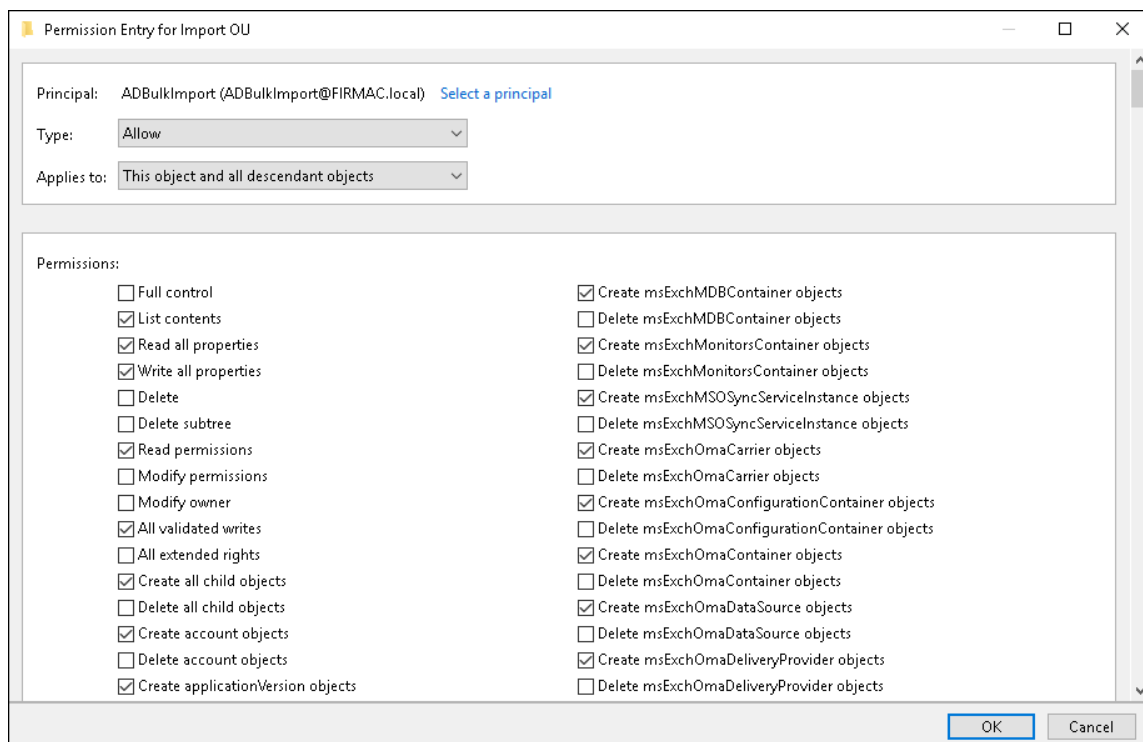
Select the user, who will run AD Bulk Import, and check the permissions to READ, WRITE and CREATE ALL CHILD OBJECTS



Click **ADVANCED**



Select that the permission applies to:
THIS OBJECT AND ALL DESCENDANT OBJECTS



Click **OK** to close all dialogs.

Installation

All required components needed for AD Bulk Import will be installed during the installation. A desktop shortcut can be created if wanted.

By default the program will be installed to C:\PROGRAM FILES\NETSEC AD BULK IMPORT. This can be changed during the installation process.

Data, like configuration and log files, will be stored in the directory %PROGRAMDATA%\NETSEC\AD BULK IMPORT. This directory will not be deleted when uninstalling AD Bulk Import.

NOTE: THE DIRECTORY %PROGRAMDATA% IS HIDDEN BY DEFAULT. THE OPTION SHOW HIDDEN FILES, FOLDERS, AND DRIVES IN THE OPTIONS MENU OF THE WINDOWS EXPLORER HAS TO BE ACTIVATED IN ORDER TO BE ABLE TO SEE THE FOLDER.

Configuration

When you start AD Bulk Import you will be prompted to the main Window (Figure 1).

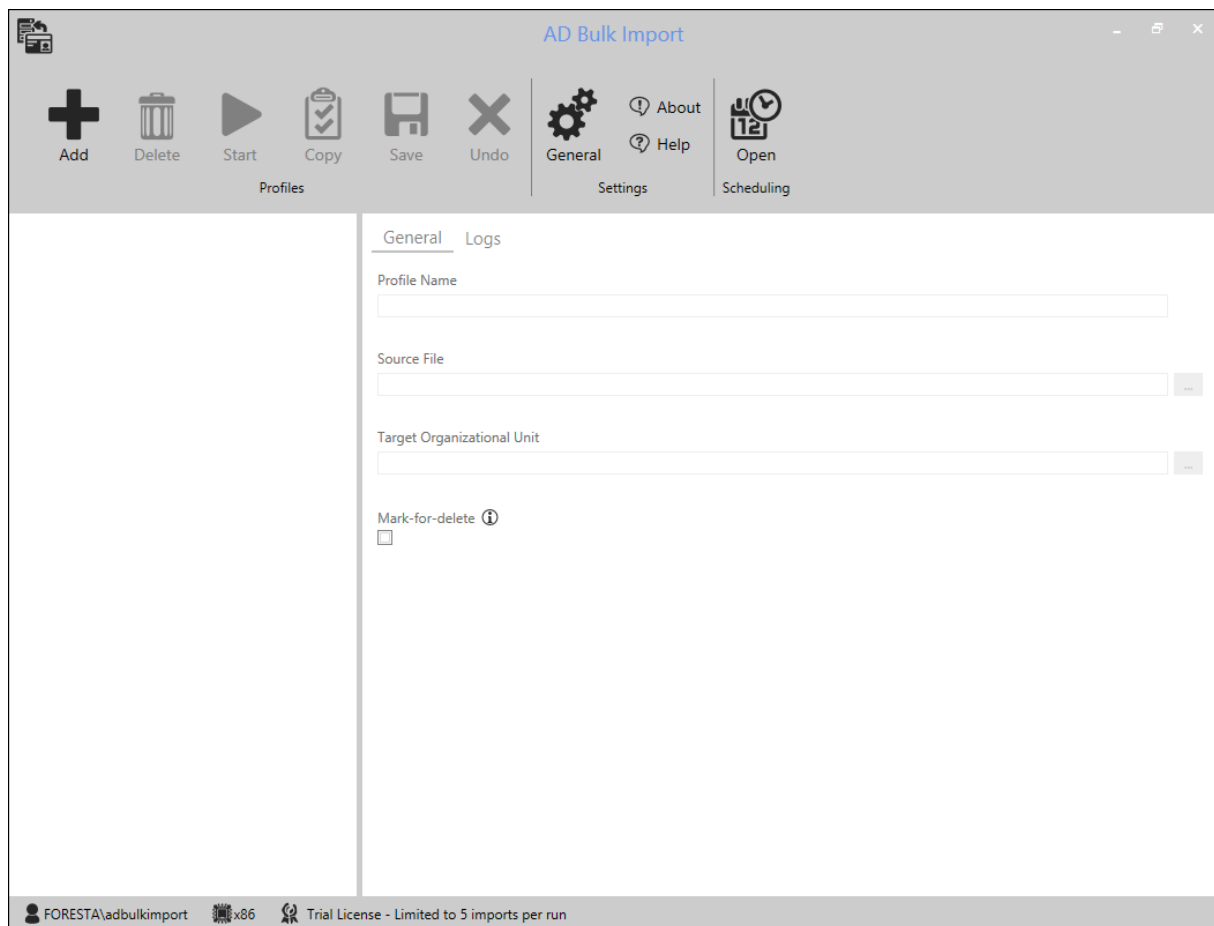
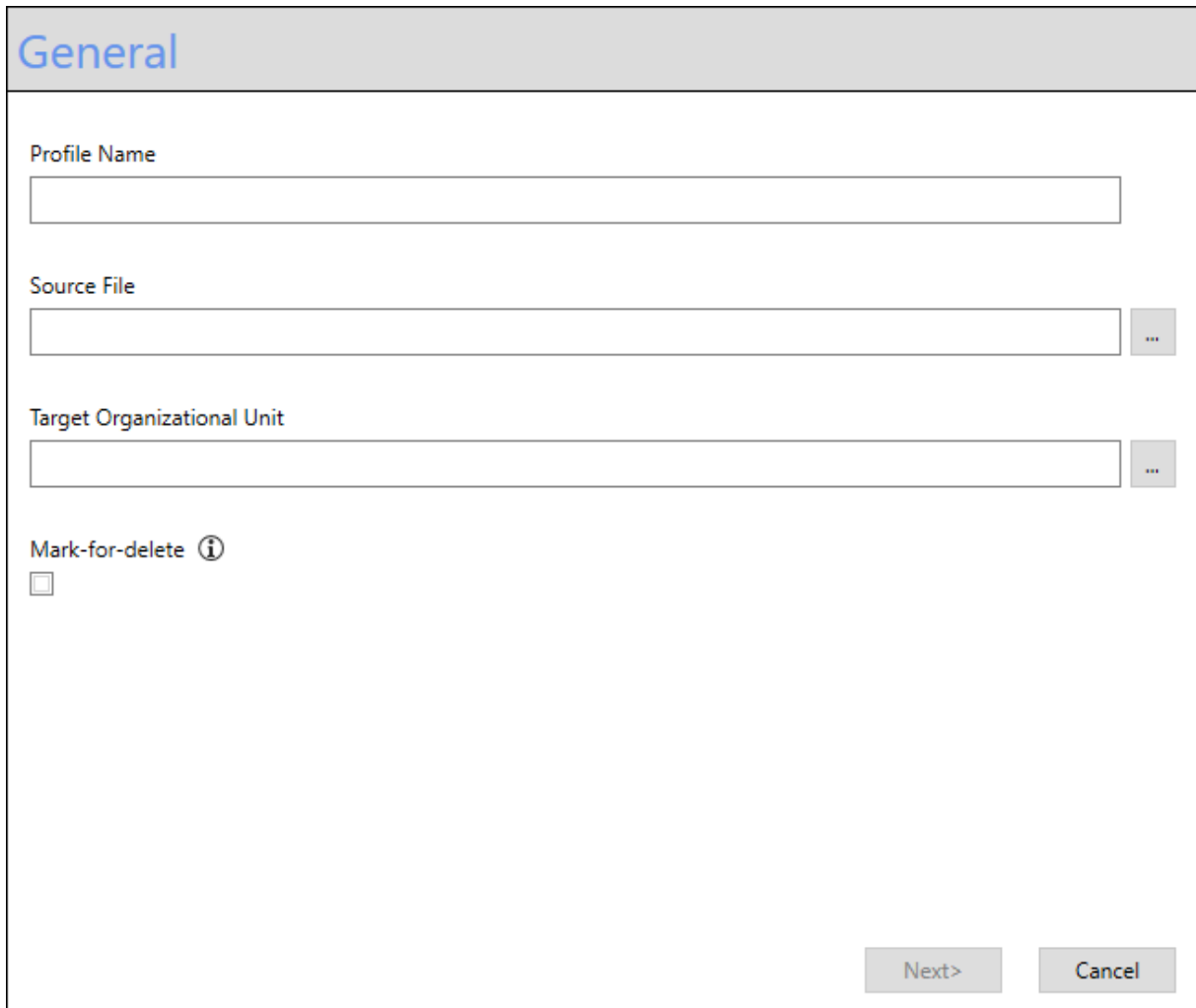


Figure 1 Main Window

Creating a Profile

AD Bulk Import saves different configurations in profiles. Each profile represents an import from a file into an Active Directory Organizational Unit. To create a new profile click *Add* in the *Profiles* section of the ribbon bar. A wizard for creating new profiles will open (Figure 2)



The screenshot shows a 'General' tab wizard for creating profiles. It contains the following elements:

- Profile Name:** A text input field.
- Source File:** A text input field with a browse button (three dots) to the right.
- Target Organizational Unit:** A text input field with a browse button (three dots) to the right.
- Mark-for-delete:** A checkbox with an information icon (i) to its right.
- Navigation:** 'Next>' and 'Cancel' buttons at the bottom right.

Figure 2 wizard for creating profiles

Every profile has a name. This name has to be unique.

Furthermore, each profile must contain a source file. The contact information will be read from this file. The path to the file can be either put in directly or selected via a browser (Figure 3), that opens, when the button next to the textbox is clicked.

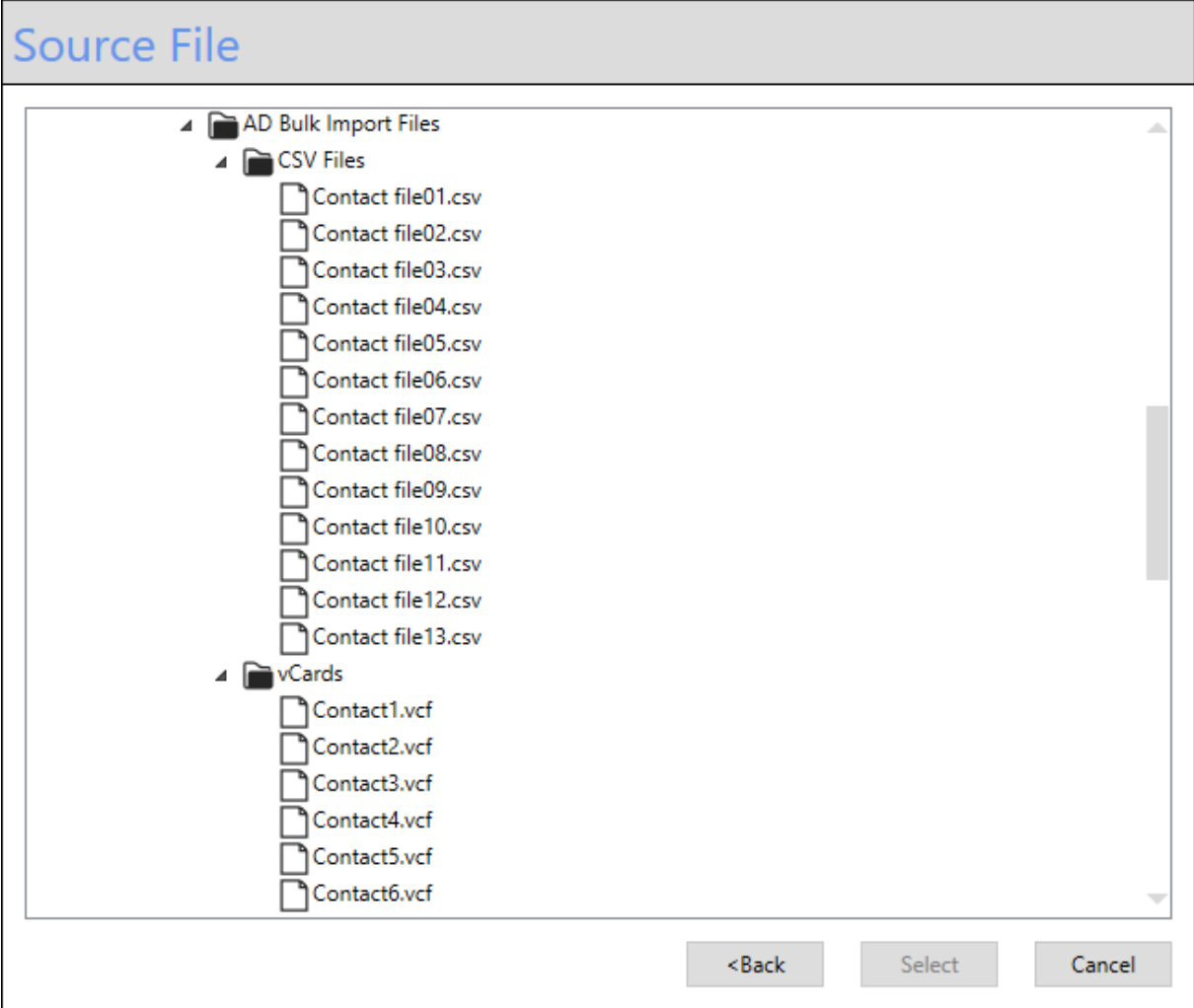


Figure 3 Select a source file

Each profile also needs a target Organizational Unit(OU). The contacts, that are read from the file, will be created inside this OU. To select the OU either put in the distinguished name directly or select it via a browser (Figure 4), that opens, when the button next to the textbox is clicked.

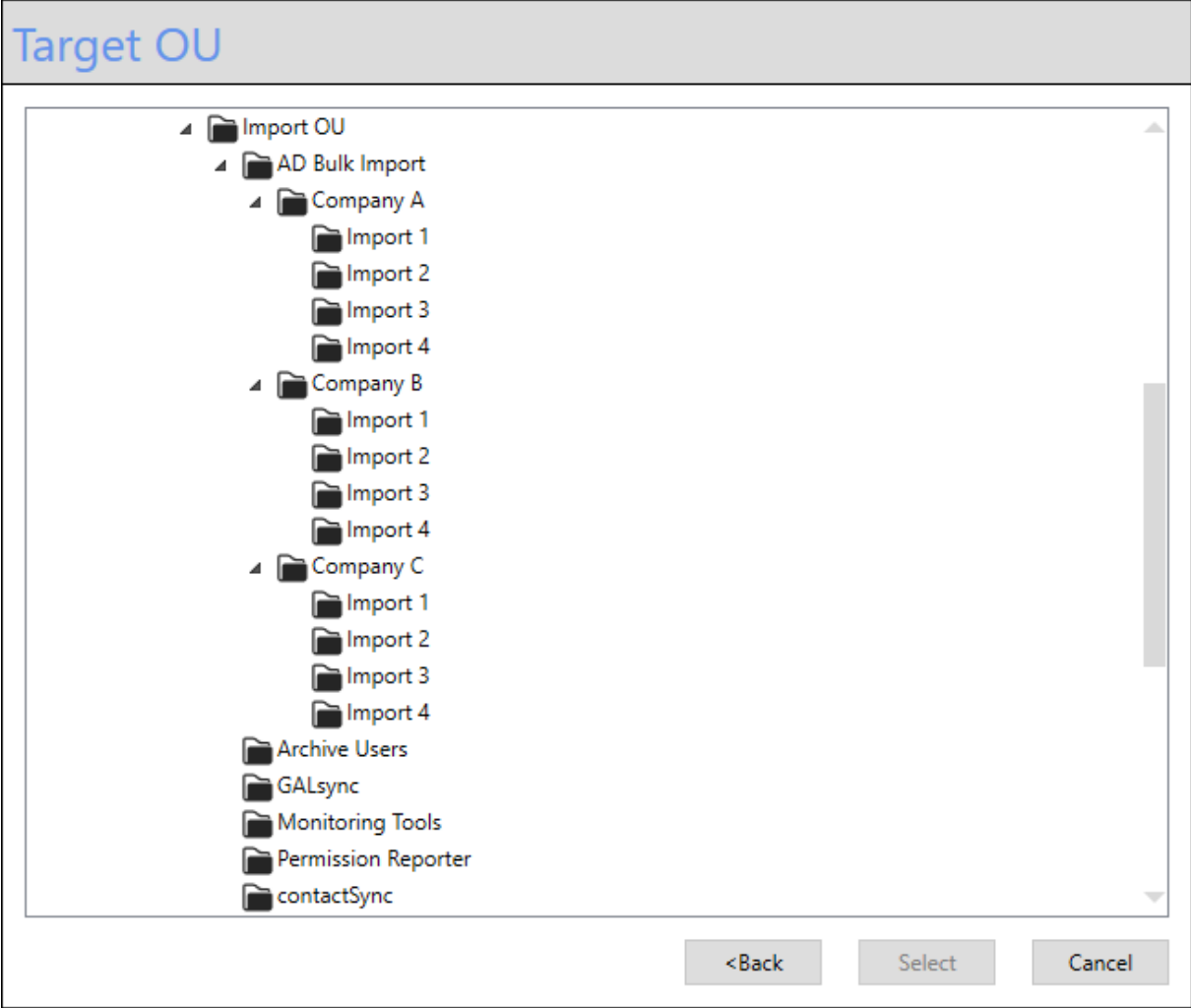


Figure 4 Select a target Organizational Unit

When those three values have been set, the *Next*-button is activated. When the button is clicked, you can set up the mapping for the profile.

Mapping

When a CSV-file was selected as a source file, you can map each column to an Active Directory attribute. The information from the column is written to the given attribute for each contact. In the user interface for the creation of mappings (Figure 5), the headers of the columns read from the CSV-file are displayed on the left. On the right hand side, you can select the AD attributes the information shall be written into. AD Bulk Import tries to speed up this process by creating default mappings for some of the columns.

CSV Property	Active Directory Property
Title	title
First Name	cn
Middle Name	middleName
Last Name	sn
Suffix	
Company	
Department	department
Job Title	
Business Street	
Business Street 2	
Business Street 3	
Business City	l
Business State	st
Business Postal Code	
Business Country/Region	

Figure 5 Creating a Mapping

The *Matching criterion* is used to select which AD attribute will be used to determine the equality of two contacts. Matched contacts will be synchronized during imports if AD Bulk Import has created them. The standard value is "proxyAddresses" and the primary SMTP address will be used as matching criterion.

By clicking *Finish* the creation of the Profile is finished. The new profile will be displayed on the left hand side of the main window (Figure 6).

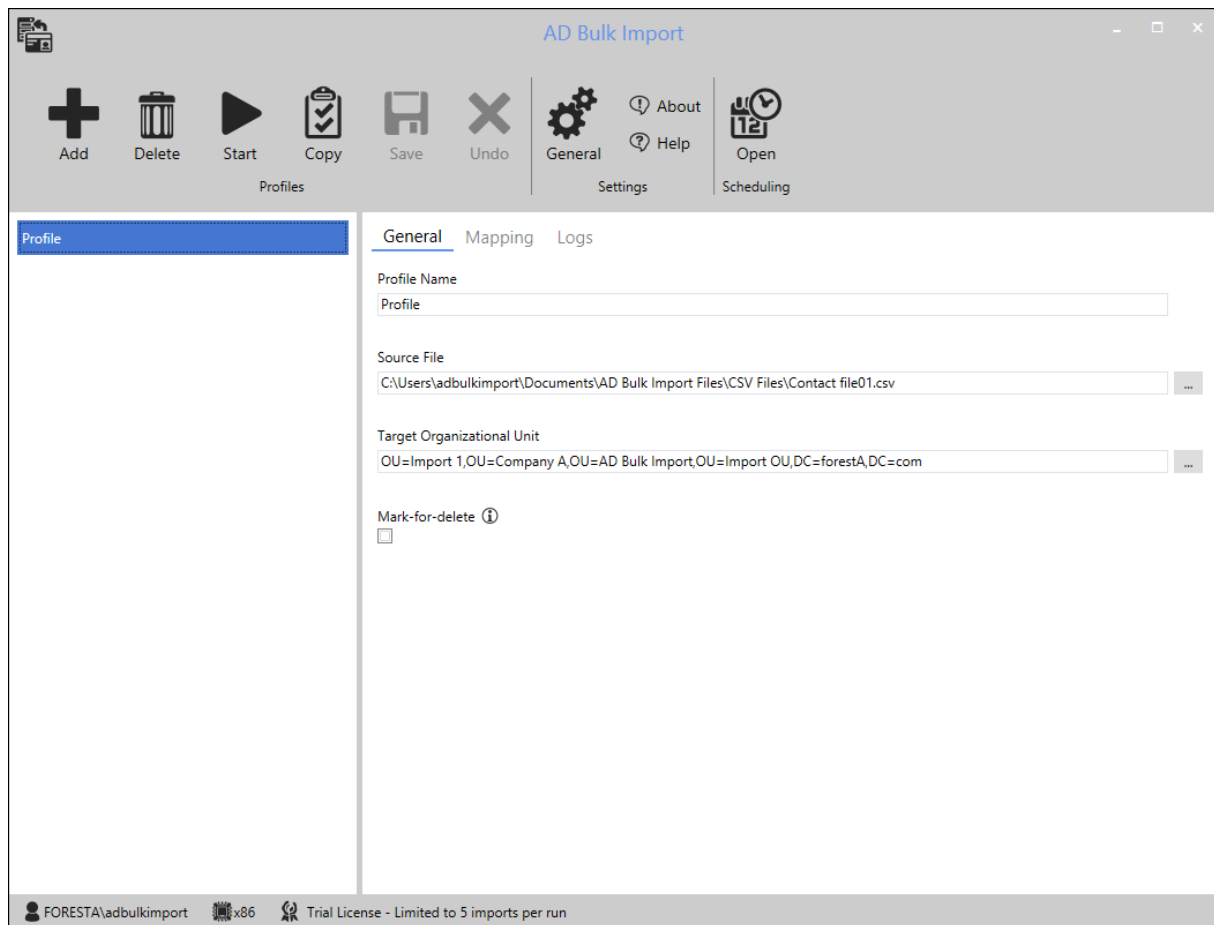


Figure 6 Added profile

Deleting Profiles

To delete a profile, select the profile you want to delete and click *Delete* in the *Profiles* section of the ribbon bar.

Copy Profiles

You can copy a profile with the same settings. To do that click *Copy* in the *Profiles* section of the ribbon bar.

Settings

To view and modify the current settings of AD Bulk Import click *General* in the *Settings* section of the ribbon bar. A dialog will open where these settings can be changed (Figure 7)

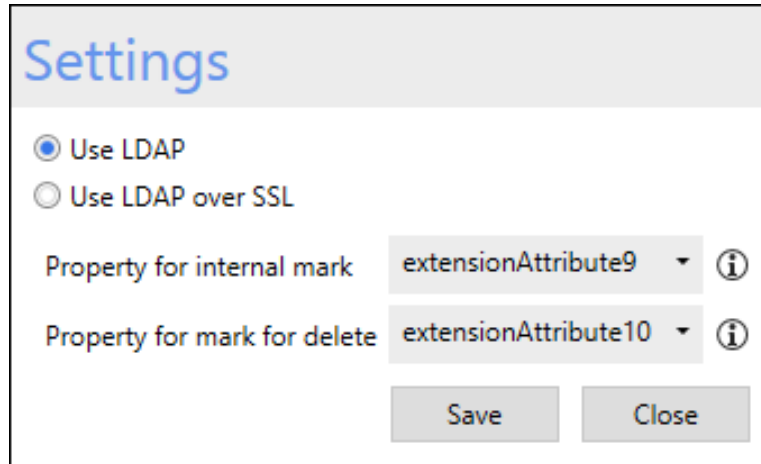


Figure 7 Settings

You can select whether LDAP or LDAPS should be used for the data transfer. Furthermore, you can change the attribute where the internal mark or mark for delete will be stored.

Starting an Import

To start an import select the profile you want to import and click *Start* in the *Profiles* section of the ribbon bar. A dialog will open displaying the progress of the current import (Figure 8)

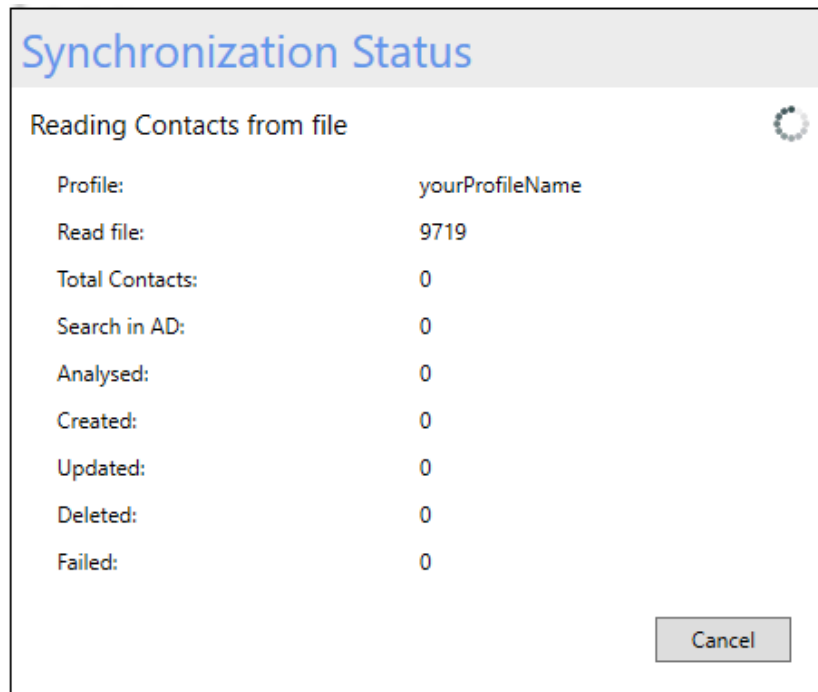


Figure 8 Status of the current import

The import can be canceled at any time by clicking *Cancel*.

Scheduling

If you want to schedule your profiles click on *Open* in the *Scheduler* section of the ribbon bar and it will open the Windows Task Scheduler. AD Bulk Import has no integrated scheduling service.

In the Windows Task Scheduler you can use the syntax described in chapter "Command Line Parameters" for program start action options.

Logging

During each import a log will be written. You can see them in the *Logs* section (Figure 9).

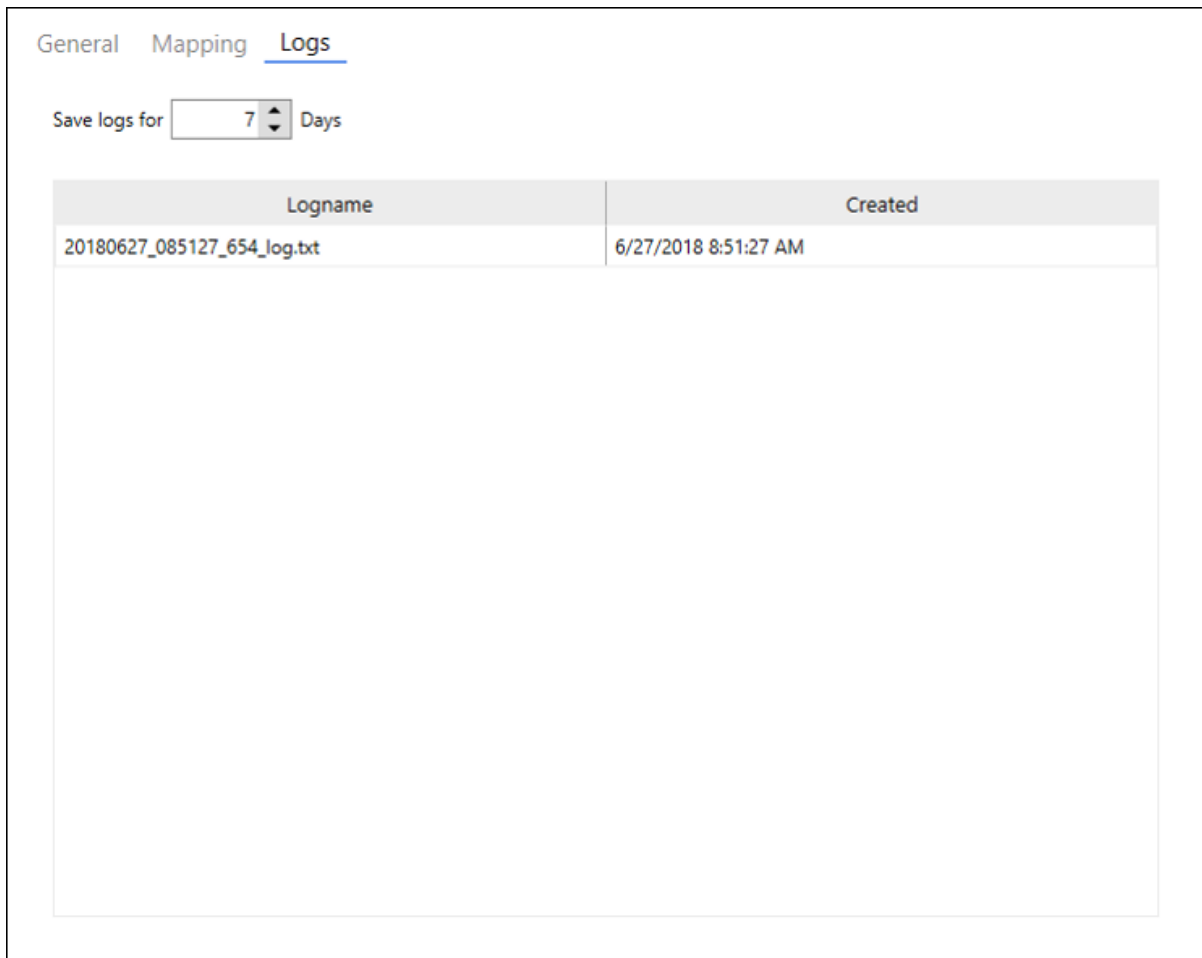


Figure 9 Logs section

Commandline Parameters

If you run AD Bulk Import.exe without parameters, the application will start.

If you execute AD Bulk Import.exe with a profile-path, it will run the synchronization for this profile.

Example:

```
cd C:\Program Files\NETsec AD Bulk Import
```

```
"AD Bulk Import.exe" "%programdata%\NETsec\AD Bulk  
Import\Profiles\YourProfileName.txt"
```

Licensing

Trial Mode

Without a license you can only import 5 contacts.

Adding a license

In the menu click ABOUT. A dialog will open, which displays information regarding your license. To add a license click the ADD LICENSE button and select the previously received license file.

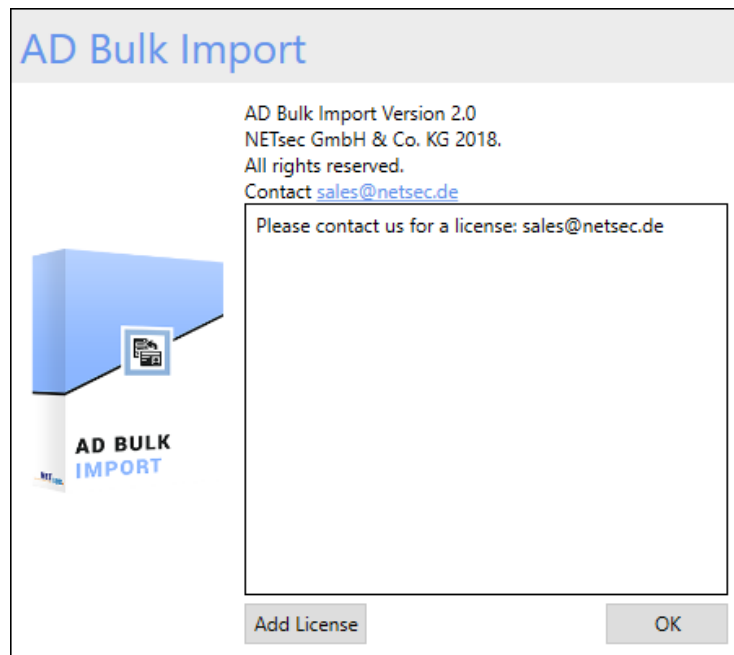


Figure 10 License Dialog

If you have any licensing questions or queries, please feel free to contact our Sales Team

by phone +49 2421 998 78 20

or via e-mail sales@netsec.de

Troubleshooting and technical information

CSV File delimiters

AD Bulk Import V2.0 accepts only “,” comma as delimiter for CSV files.

Multiple profiles

If you create multiple profiles, then it is recommended to select a separate OU for each profile. Otherwise, AD Bulk Import will delete objects imported by other profiles during the run.

Mapping

AD Bulk Import V2.0 supports only one to one CSV to AD property assignment and each CSV property can only be assigned once.

Mandatory Properties

AD properties *proxyAddresses* and *cn* must be mapped to CSV properties. AD Bulk Import cannot create contacts in AD without these properties.

If AD properties *mail* and *targetAddress* are not mapped, the *proxyAddresses* will be used automatically.

If AD property *displayName* is not mapped, it will be built automatically.

Support

If you have any technical questions or queries, please feel free to contact our Support Team

by phone +49 2421 998 78 16

or via e-mail support@netsec.de