

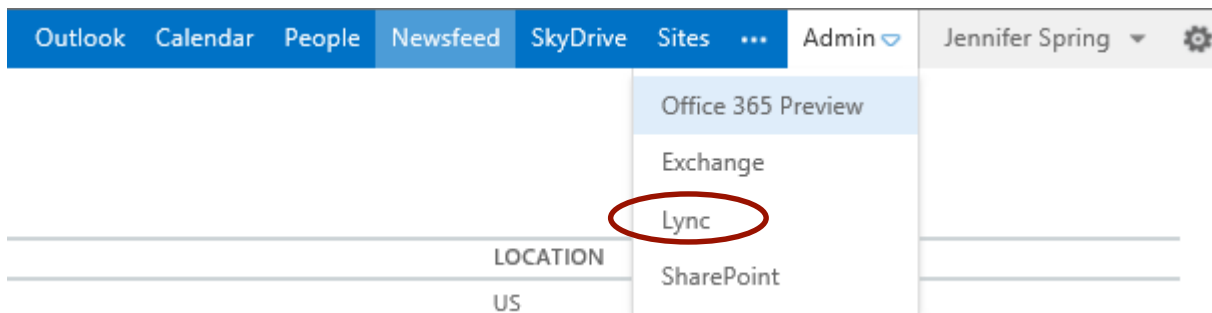
# MICROSOFT® LYNC™ ONLINE

## Bulk Upload Process

The following information outlines the process for converting between XML and CSV for the audio conferencing provider (ACP) attribute “Bulk Upload” via the Microsoft Online Portal (MOP).

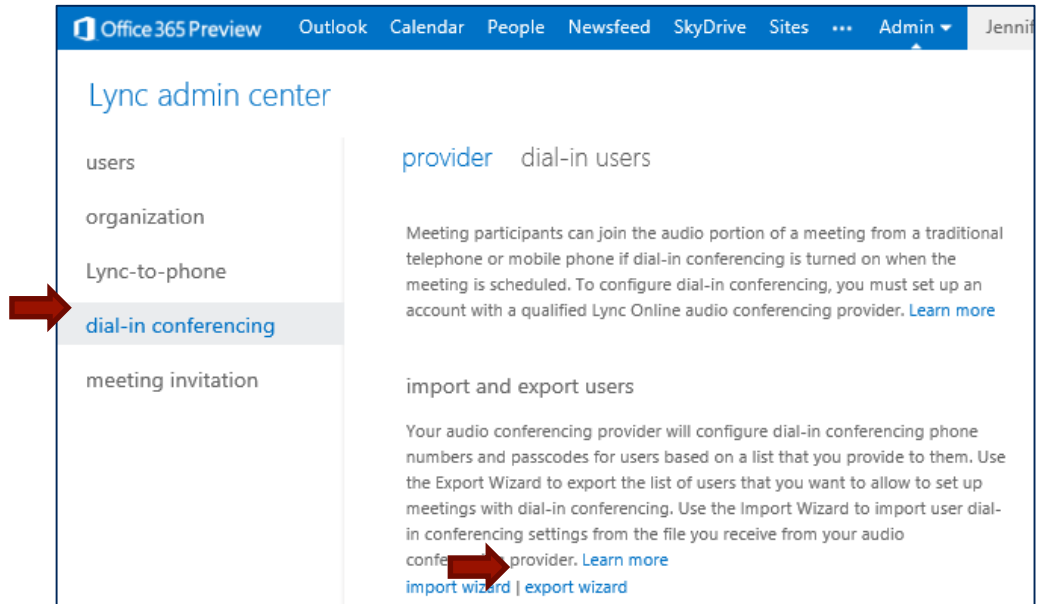
### Log In to the MOP as an Admin

From the Admin drop down select **Lync**.



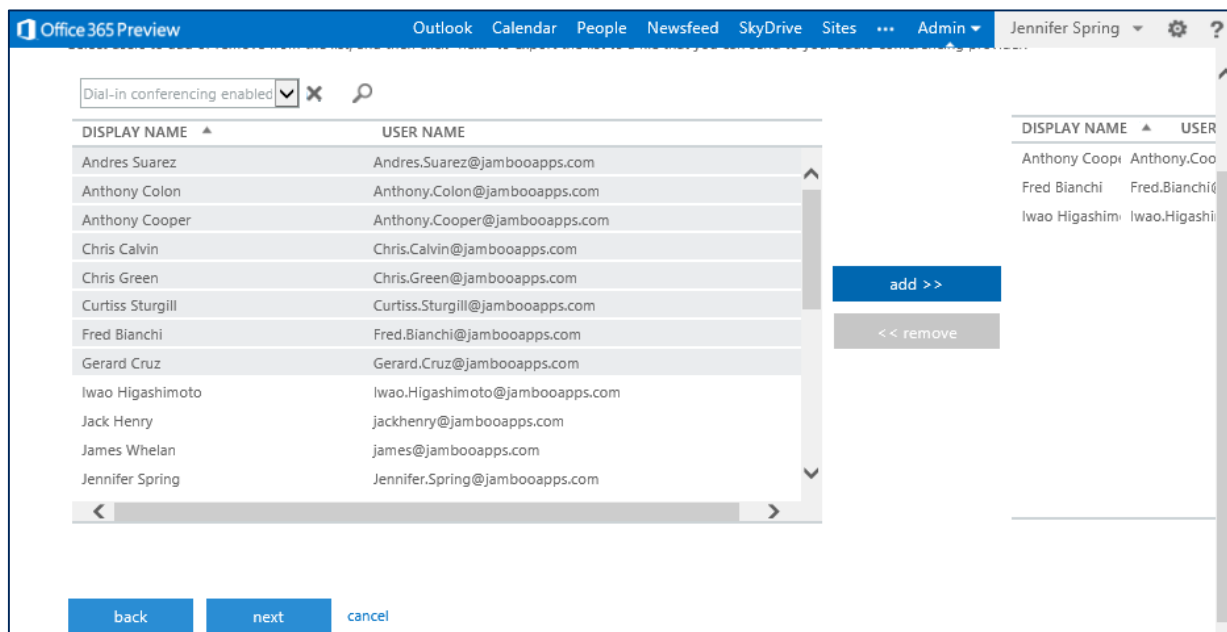
## Select Export Wizard

Select **Dial-in conferencing** and then click on the **Export Wizard**. On the next screen select **Next** to move to the user selection.



## Select Users to Export

From the next screen select and add users to the export list. There are filter options to select those who do not yet have audio enabled, name search, or you can use “shift” and click on several users to move more than one at once. Once the users are selected click **add**.



## Save Export as XML File

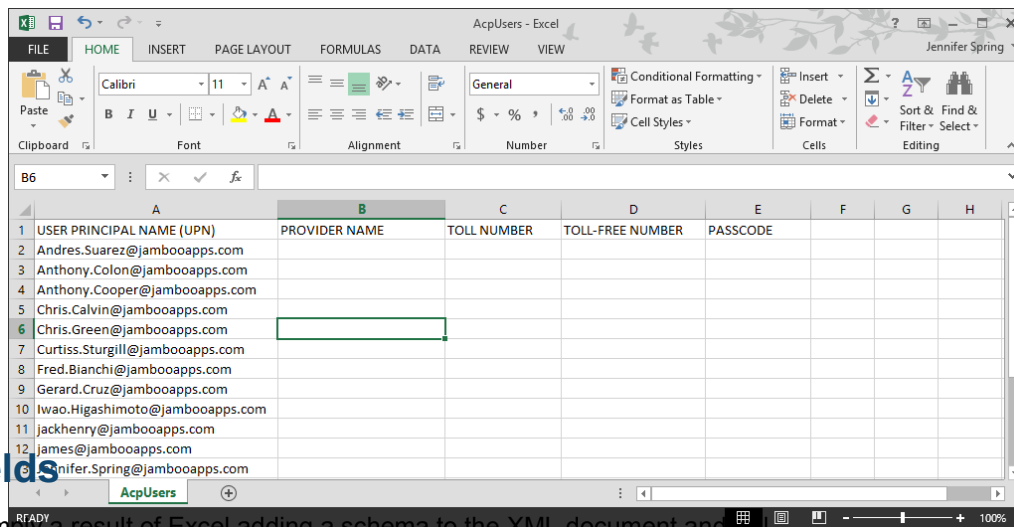
Once you have added all the desired users click **Next**. This will prompt you to save or open the file.



Save as a .csv document or select open.

## Open in Excel

Selecting open will open the file in Excel. If you save to the desktop, double click to open.



## Populate Fields

Note that "ns1:" is simply a result of Excel adding a schema to the XML document and will not impact functionality of the bulk upload.

- Identity: input the ACP name EXACTLY as it appears in the ACP provider dropdown menu.
- TollNumber: input toll number with country code. DO NOT add spaces, hyphens, brackets, or other non-numeric characters.
- TollFreeNumber: input the toll free number with country code. DO NOT add spaces, hyphens, brackets, or other non-numeric characters.

- Passcode: input end user participant passcode (not leader PIN).

The screenshot shows an Excel spreadsheet titled 'AcpUsers - Excel' with the following data:

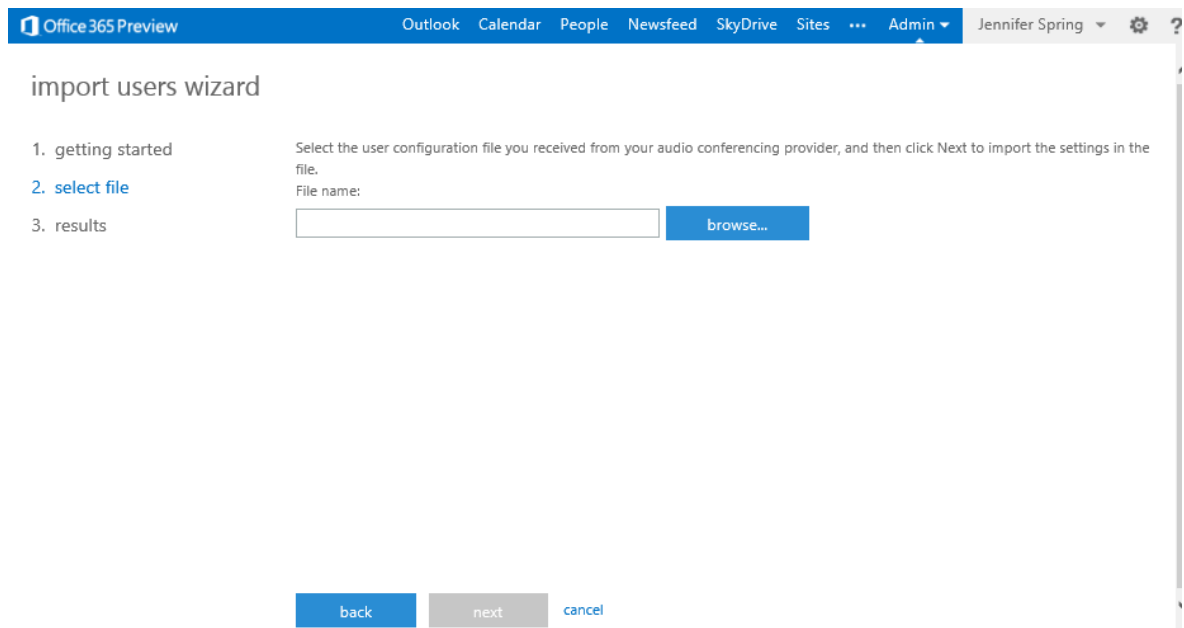
	A	B	C	D	E	F	G	H
1	USER PRINCIPAL NAME (UPN)	PROVIDER NAME	TOLL NUMBER	TOLL-FREE NUMBER	PASSCODE			
2	Andres.Suarez@jambooapps.com	InterCall	7201234567	8881234567	1234567			
3	Anthony.Colon@jambooapps.com	InterCall	7201234567	8881234567	7654321			
4	Anthony.Cooper@jambooapps.com	InterCall	7201234567	8881234567	9870987			
5	Chris.Calvin@jambooapps.com	InterCall	7201234567	8881234567	6546896413			
6	Chris.Green@jambooapps.com	InterCall	7201234567	8881234567	684321654			
7	Curtiss.Sturgill@jambooapps.com	InterCall	7201234567	8881234567	354685413			
8	Fred.Bianchi@jambooapps.com	InterCall	7201234567	8881234567	65476841			
9	Gerard.Cruz@jambooapps.com	InterCall	7201234567	8881234567	354161351			
10	Iwao.Higashimoto@jambooapps.com	InterCall	7201234567	8881234567	546123546			
11	jackhenry@jambooapps.com	InterCall	7201234567	8881234567	132165468			
12	james@jambooapps.com	InterCall	7201234567	8881234567	654654645			
13	Jennifer.Spring@jambooapps.com	InterCall	7201234567	8881234567	5465465465			

## Save File as CSV Data File Type

Select CSV Data in the pull down menu next to **Save as type**.

## Import Bulk Upload CSV File

After selecting **Import wizard**, the following screen will appear. Click **Browse** and locate the bulk upload .csv file and click **Next**. Users will then be shown with conferencing attributes populated in the Lync Admin Portal.



If you experience any issues with this process, please contact your Microsoft sales representative or Microsoft support team.