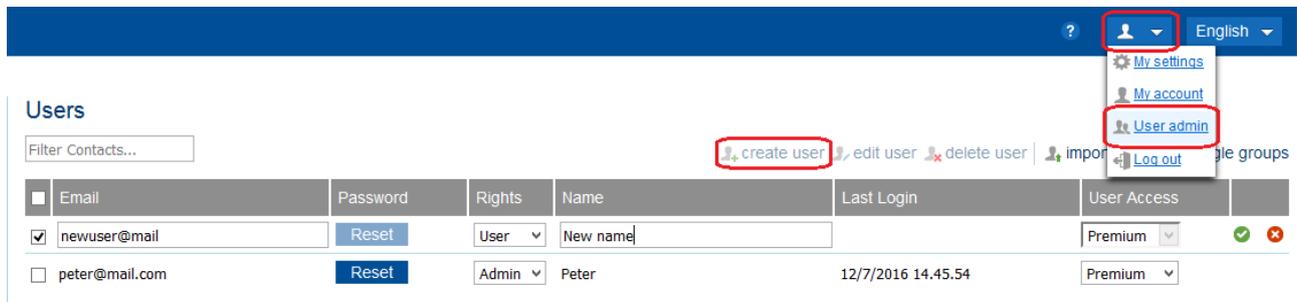# User set-up in MindView Online

There are four ways to create users in MindView Online.

This document gives an overview of each option and explains how to add users using each method.

1. Create Users manually

The first option to create users in MindView Online. This can be done by going to the User admin section and selecting "Create User".

When the "Create User" button is pressed, a blank line is created, which needs to be filled out with the email and name of the new user. When the green checkmark is pressed, an email is sent to the email address, with a welcome email.

2. Importing a CSV file

The second option is using a csv file to import several users at once.

This is also done from the User admin page by selecting the "import users" button.

When the button is pressed, a dialog appears. Clicking the "Import" button in this dialog opens a file browser, from where a properly formatted csv file should be selected.

The csv file should contain an "email" and "name" column.

3. Whole domain

The third option is only available for accounts created through MatchWare.

This option allows you to add a domain to the account, so that every user that is created with an email belonging to that domain, will automatically be added to that account.

For example the domain matchware.com, if a demo is created using somemail@matchware.com, that user is automatically added to the Matchware account.

4. Google Groups

The fourth option is to import users using Google Groups.

If you have created a group on Google Groups, you can import all of your users from that group.

Go to the User Admin page and select the "Google Groups" option:

You will then be taken to a google log-in page where you can log into Google using the account where the group to be imported has been created.

If you have more than one group on the Google account, you will be asked to select which one you want to synchronize from.