

ESET Tech Center

Kennisbank > ESET Endpoint Encryption > How do I add users to the Enterprise Server?

How do I add users to the Enterprise Server?

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You can add users to the Enterprise Server either manually or you can [import users from Active Directory](#). If you don't wish to integrate the Enterprise Server with Active Directory, then users can be added manually, all you will need is the users email address.

To add a user manually you will need to:

Log into the Enterprise Server, select 'Users' in the Navigation pane and then click the 'Add' button in the right hand window.



When the user interface opens, type the users email address and click the 'Add' button



The Enterprise Server uses the users email address as a unique identifier. When adding users manually, you can copy and paste the contents of a Comma Separated Value (CSV) file into the user interface to add users en masse.

Once you have clicked the 'Add' button, your user will be displayed in the main window under the 'Users' tab



In addition to adding users, you can also add teams so that users can be contained and Group Policies can be assigned to users within a team.

To do this you will need to:

Right click on 'Users' in the Navigation pane and select 'New Team'



When the 'Create Team' user interface window appears, type an appropriate team name and click the 'Create' button.