

How to populate a notification group using a CSV file

How to add user's bulk to a notifications group.

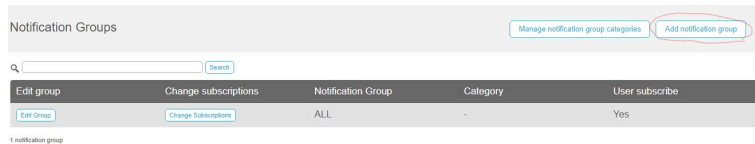
Goal

After completing this how-to you will have easily subscribe users to the notification groups in bulk.

First Step

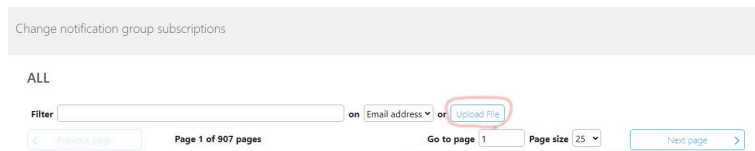
Enter the Notifications Center tile, click on the Manage notifications group in the menu.

Click on 'Add notifications group' or on 'Change subscriptions' of an already created notifications group.



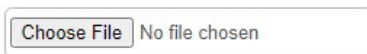
Second Step

Click on 'Upload File' and upload a CSV file that contains a CampusM user's email.



Choose a file from your computer and click on Add.

***The file should contain the list of email addresses**



What's Next

Now you have added the bulk of users from your file to the notification group.