

# Importing End Users: Quick Start Guide

## *LinkPoint Connect: Cloud Edition (Exchange + Salesforce)*

### How to Import End Users - Admin

The Import Users tool enables Admins to manage and add users to their Cloud Edition account.

1. Select **Users** from the top navigation.
2. Click the **Import from Salesforce** button.
3. Enter first name, last name, email address, or Salesforce Profile name in the **Search** field.
4. Review the list and select the checkbox for each User to add them to the **Selected Users** list.
5. Select an option in the **Import to Selected Profile** drop-down list. Note that all Selected Users will be applied to the same Profile.
6. Click the **Import Selected** button to add the users to Cloud Edition. The system will send each user an invitation email.

### Get more out of Cloud Edition...

We want you to use LinkPoint Connect: Cloud Edition to its full potential. Here are some handy resources to help you along the way.

- [Importing Users](#): Admins can add Users to their Cloud Edition account.
- [Searchable Knowledge Base](#): Detailed articles for each LinkPoint Connect function
- [Video Library](#): Guided tutorials of specific Cloud Edition features including Set Up and Sync
- [LinkPointers Webinars](#): Live demonstrations on various topics with audience Q&A

### Need something else? We're here to support you.

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