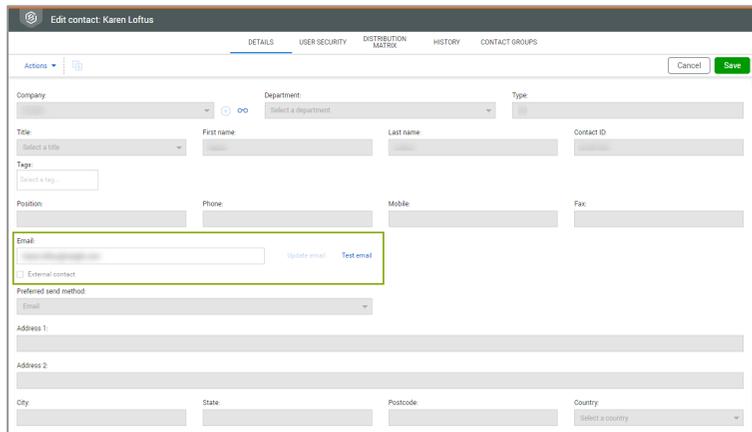


Within InEight Document, there are two methods you could use to add new external users to the Address Book.

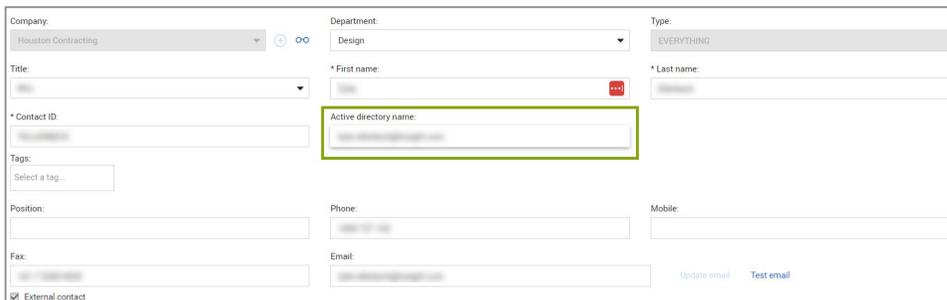
## MANUAL EXTERNAL USER CREATION

1. Within Document, the Administrator will go to **Main Menu > Address Book > Contacts**.
2. Click on **Add** button.
3. Fill out the New Contact details.



4. Select **the External Contact** check box.
5. Click **Save**.

**NOTE:** If your company has already set up SSO for your organization, there will be an additional Active Directory Name field to enable SSO for your subs too.



## IMPORTING NEW USER DATA

1. Within Document, the Administrator will go to **Main Menu > Address Book > Contacts**.
2. Click the **Actions** drop-down.
3. Select **Import > Contacts from Excel sheet**.
4. Click the **Download Excel** button.
5. Populate the template and click **Import Contacts from Excel Template**.
6. **Validate** the contact information is correct.
7. Click **Save** to finalize the import.

**NOTE:** You can also import Contacts from a project or a company.

## EMAIL NOTIFICATION

New users will receive an email notification with their credentials and a link to the project.

**NOTE:** A temporary password is included in this email, and the user will be directed to update it to a permanent password upon initial sign in.

## NEED SOME MORE HELP?



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