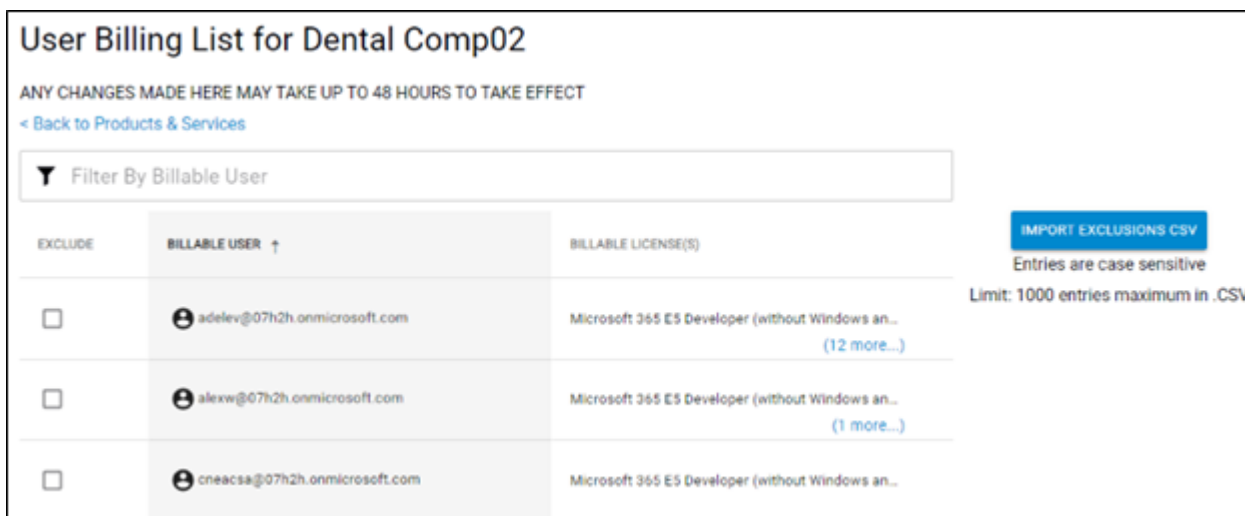


Importing CSV Files for Exclusion

<https://campus.barracuda.com/doc/96768312/>

To import CSV Files for Exclusions, perform the following steps.

1. Access the User Billing List, See [Accessing the User Billing List](#).
The User Billing List is displayed.



User Billing List for Dental Comp02

ANY CHANGES MADE HERE MAY TAKE UP TO 48 HOURS TO TAKE EFFECT

[< Back to Products & Services](#)

Filter By Billable User

EXCLUDE	BILLABLE USER ↑	BILLABLE LICENSE(S)
<input type="checkbox"/>	adelev@07h2h.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... (12 more...)
<input type="checkbox"/>	alexw@07h2h.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an... (1 more...)
<input type="checkbox"/>	cneacsa@07h2h.onmicrosoft.com	Microsoft 365 E5 Developer (without Windows an...

IMPORT EXCLUSIONS CSV

Entries are case sensitive

Limit: 1000 entries maximum in .CSV

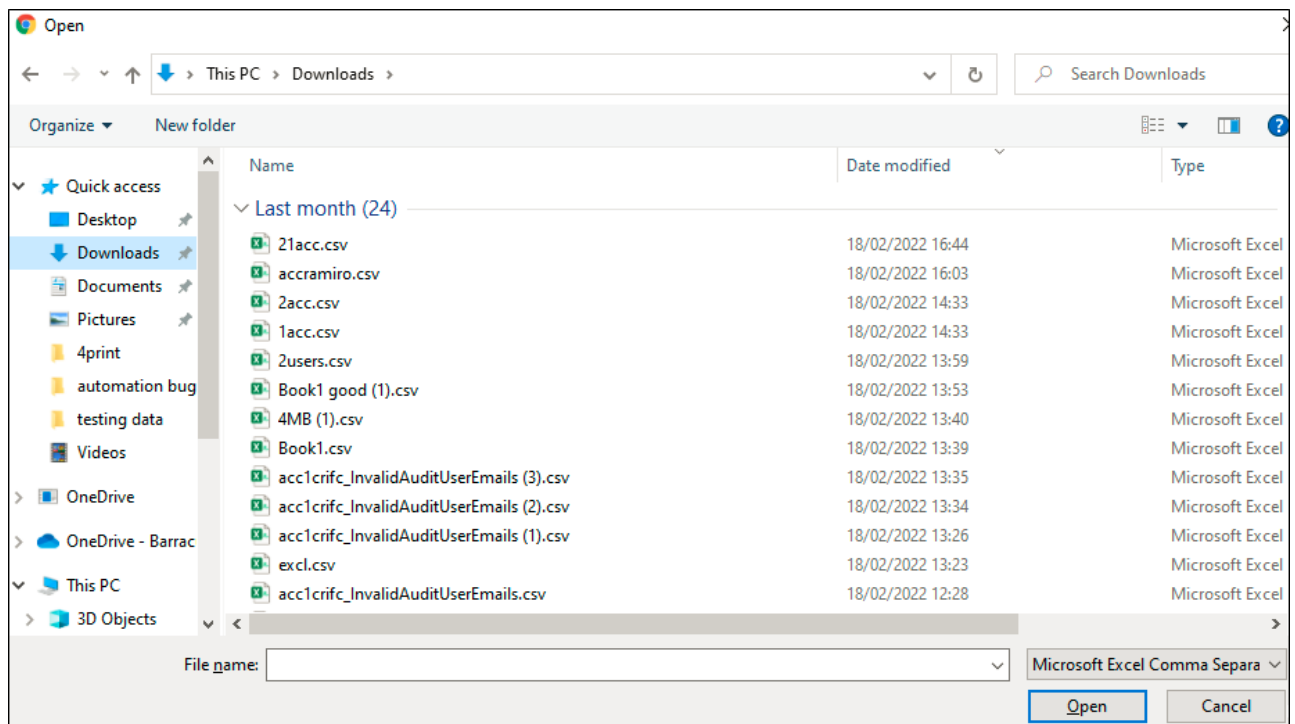
2. Click **the Import Exclusions CSV** button.



IMPORT EXCLUSIONS CSV

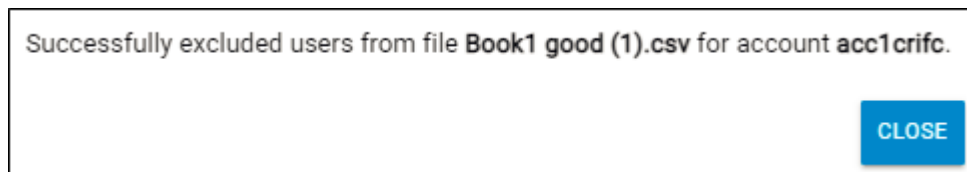
Limit: 1000 entries maximum in .CSV

Note: Maximum list entries are 1000. All entries must be lower case.
The Open window displays available CSV files.



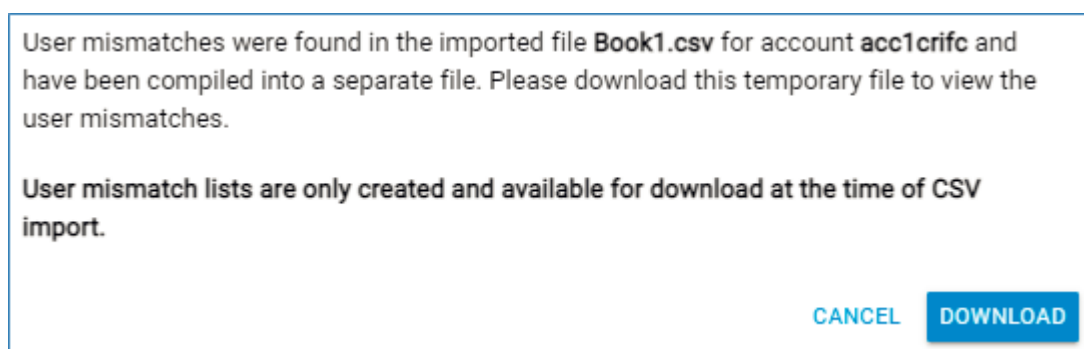
3. Select your file and click **Open**.

After the file is successfully imported, the following message is displayed.



4. Click **Close**.

5. In the case of a user mismatch between exclusions that already exist in the Usage Audit Listings and are also in the CSV file, the following message is displayed.



6. Click **Download**.

A new CSV file is downloaded containing only the mismatches users.

Figures

1. campus userbillinglistlicenses.png
2. image2022-3-8 13:10:15.png
3. image2022-7-28 8:15:42.png
4. image2022-7-28 8:17:32.png
5. image2022-7-28 8:17:58.png

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