

Purpose	Menu Item	Used For
Adding Users to blogs	<b>Add New</b> (one user)	<ul style="list-style-type: none"> <li>– Adds an existing user to a blog or creates and adds a new user to a blog</li> <li>– Password is automatically generated for new users</li> <li>– User must click on the confirmation link in the invitation email to be added to blog</li> </ul>
	<b>Add New Users</b> (up to 15 users)	<ul style="list-style-type: none"> <li>– Creates and adds new users to a blog in batches of up to 15 users</li> <li>– Option to set password or have password automatically generated</li> <li>– Speeds up the process as new users don't require email verification to be added to the blog – they are automatically added</li> </ul>
	<b>Add Existing Users</b> (up to 15 users)	<ul style="list-style-type: none"> <li>– Adds existing users to a blog in batches of up to 15 users</li> </ul>
Creating blogs	<b>Blog &amp; User Creator</b> (up to 15 users)	<ul style="list-style-type: none"> <li>– Creates usernames and blogs in batches of up to 15 users and blogs at the same time</li> <li>– Option to set password or have password automatically generated</li> <li>– The new blogs don't require email verification to activate the blogs so users can instantly log into their account</li> </ul>

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<b>Add New Users (up to 15 users)</b>	<ul style="list-style-type: none"> <li>– Creates and adds new users to a blog in batches of up to 15 users</li> <li>– Option to set password or have password automatically generated</li> <li>– Speeds up the process as new users don't require email verification to be added to the blog – they are automatically added</li> </ul>
<b>Add Existing Users or Add Users (up to 15 users)</b>	<ul style="list-style-type: none"> <li>– Adds existing users to a blog in batches of up to 15 users</li> </ul>