

Step 2: Provision users, aliases & distribution lists

Login to the Admin Panel

Every domain has a default admin account. The email id of this account will be postmaster@. The credentials for this account will be sent to you via email on the registered email id for your organization. Use these credentials to [login to the Admin Panel](https://docs.mithi.com/home/how-to-login-to-the-skyconnect-admin-panel) for your domain.

Provision Users

To provision users in a domain, you can use one of the two options:

- a. [Create one user at a time](https://docs.mithi.com/home/how-to-provision-users-and-update-user-properties-one-at-a-time-in-skyconnect)
- b. [Create users in bulk by uploading the user information in a CSV file](https://docs.mithi.com/home/how-to-provision-users-and-update-user-properties-in-bulk-using-the-skyconnect-admin-panel)

Provision Alias ids

Alias ids have to be associated with an existing user account. The [alias ids for users can be set using the Admin Panel](https://docs.mithi.com/home/how-to-provision-users-and-update-user-properties-one-at-a-time-in-skyconnect#add-users) .

Provision Groups or Distribution lists

Groups or distribution list have email ids associated with them and have one or more members. When a mail is sent to a group email id, it is automatically delivered to all the members of the group.

You can [provision group ids](https://docs.mithi.com/home/how-to-provision-groups-or-distribution-lists-using-the-skyconnect-admin-panel) and [their members](https://docs.mithi.com/home/how-to-manage-group-members-in-skyconnect) using the Admin Panel.