

Adding Domains to Office 365

Last Modified on 21/10/2019 12:26 pm BST

In addition to the Tenant Domain your Office 365 service is provisioned with, you can add your own custom domains for use with the various Office 365 services.

Before you can use a domain with Office 365, you must first verify ownership & control of the domain.

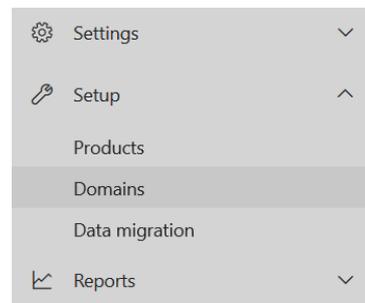
Add a New Domain

To add a new domain to your Office 365 service, you must log into Office 365 with a Global Administrator account.

1. Log into your Microsoft 365 Admin

Center: <https://admin.microsoft.com>

2. Go to **'Setup > Domains'** (if this is a new Office 365 service) or **'Settings > Domains'** on the left-hand menu



3. Select **Add Domain**

Domains

[+ Add domain](#) [Buy domain](#) [Refresh](#)

4. Enter the domain you wish to add and press **Next**

Add a domain

Enter a domain you own. *

Your users' email addresses will look like this: username@cobweb.com

5. You will be prompted to verify ownership of the domain. Depending on who your domain is registered/hosted with, you may be prompted with different options:

- a. If your domain is with GoDaddy or 1&1, you will have the option to sign in with

them, which will redirect you to their login page for authentication.

- b. If your domain has a contact email address published, you can have a code send to that address, which you can use to verify the domain.
- c. If the first two options are not available, you will be asked to add a record with your domain host. **NOTE: You should only add the TXT record for verification at this stage.** Instructions for adding the TXT record can be found [here](#) .

If you aren't sure who you need to add this with, you can [search for your domain DNS hosting provider](#) .

Please allow up to 1 hour after the record is added before attempting to verify the domain.

6. Select I'll add the DNS records myself and press Next

Set up your online services

To set up your online services, you'll need to add one or more DNS records to your host. Review these [step-by-step instructions](#) to learn more about changing how your DNS records are managed.

Set up my online services for me. (Recommended)

Next, you'll update your name server DNS records to give Office 365 permission to set up the rest of your online services.

I'll manage my own DNS records.

We will provide a list of DNS records that you will need to add for your domain at your DNS hosting provider.

[Next](#) [Back](#) [Save and close](#)

7. Select the services you wish to use on Office 365 with this domain and press Next

Choose your online services

In this step, you'll activate services for your domain, like email and instant messaging, by adding DNS records at your registrar or DNS hosting provider.

Exchange

Email, contacts, and scheduling are all provided by Exchange. Set up this service to enable all the functionality of Outlook and other email clients.

[?](#) How many DNS records do I have to setup?

[Next](#) [Back](#) [Save and close](#)

8. Make a note of the records shown and tick Skip this step

Skip this step - I have custom DNS records, so I'll add the records I need later. I understand that some Office 365 services may be unavailable until I manually add the records with my registrar.

[Skip](#) [Back](#) [Save and close](#)

9. Select Skip

From here, you can start adding new users to your Office 365 account using this

domain.

Once your users have been created and are ready for use, you should [add the Office 365 records onto your domain](#) .