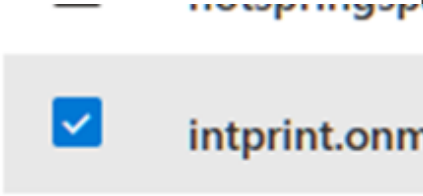
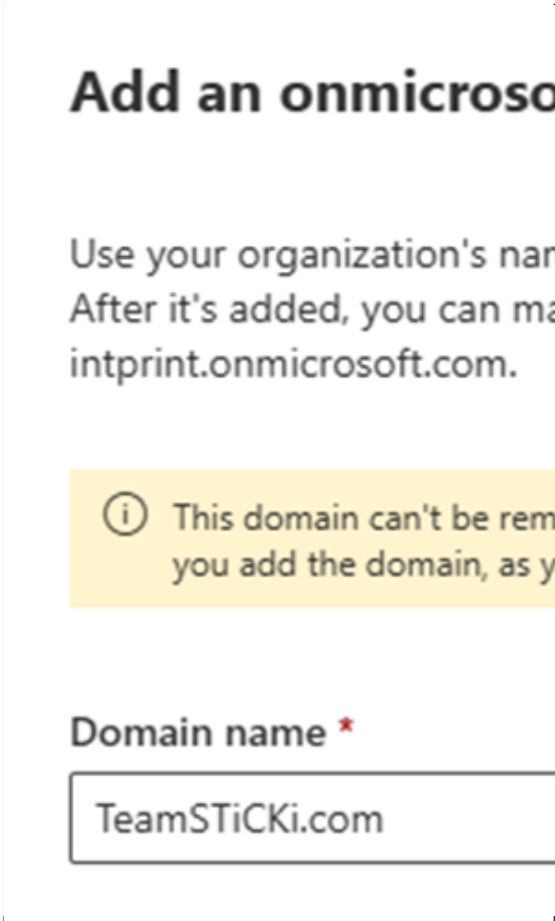
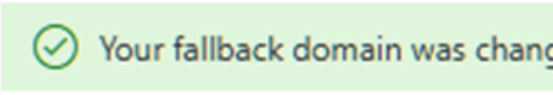
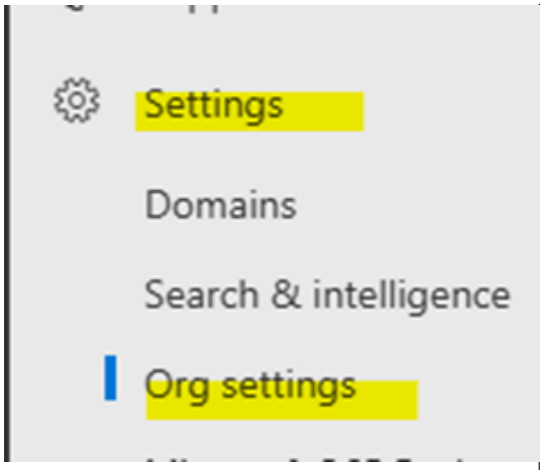
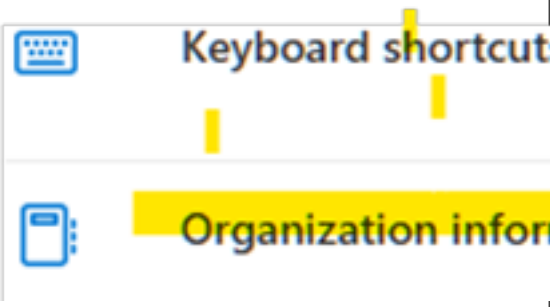
# How to change a Tenant Name in M365

| Step# | Task | |
|---|---|---|
| 1 | In the 365 Admin Center, select Settings>Domain | |
| 2 | Select your onmicrosoft.com default domain. |  |
| | | |

| | | |
|---|---|---|
| 3 | On the domain properties page, in the **About this domain** section, select **Add onmicrosoft domain**.<br><br>In the **Add onmicrosoft domain** page, in the **Domain name** box, type the name for your new onmicrosoft.com domain. |  |
| 4 | Select **Add domain**. When successfully added, you'll see a message stating this. |  |
| 5 | In the new “onmicrosoft.com” domain properties, select “Make fallback domain”<br><br>A message will appear on the page stating that your fallback domain has been changed to a new domain. | |

| | | |
|---|---|---|
| 6 | In 365 Admin Center, go to Settings>org settings, and at the top of the window, click “Organization profile.” |  |
| 7 | Click “Organization information.” Change the name and other information, then click “Save.” You will receive a confirmation when it’s complete. |  |
| 8 | The last step is to rename Sharepoint/OneDrive folders. This requires PowerShell. You can find the script here: M:\Natural Networks\Powershell Scripts\Office365\SPOTenantRename.ps1<br><br>If you do it correctly, it will give you confirmation. It will be completed at the time you indicate. | Connect-SPOService -Url "https://*tenant*-ad<br><br>Start-SPOTenantRename -DomainName *ne*<br><br>## Date must be at least 24 hours in the futu<br><br>Disconnect-SPOService |

| | | |
|---|---|---|
| | | *Replace *tenant* & *newtenant* with the corr |
| 9 | Verify that you've changed the email addresses for the correct active users. Set the new email as the default and notify them. | Don't forget to check shared mailboxes and |

Online URL: https://kb.naturalnetworks.com/article.php?id=828