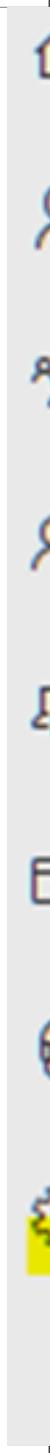
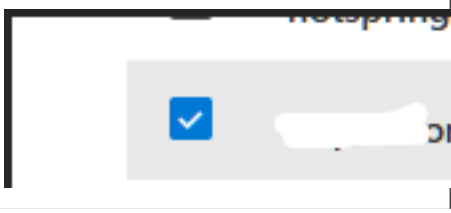
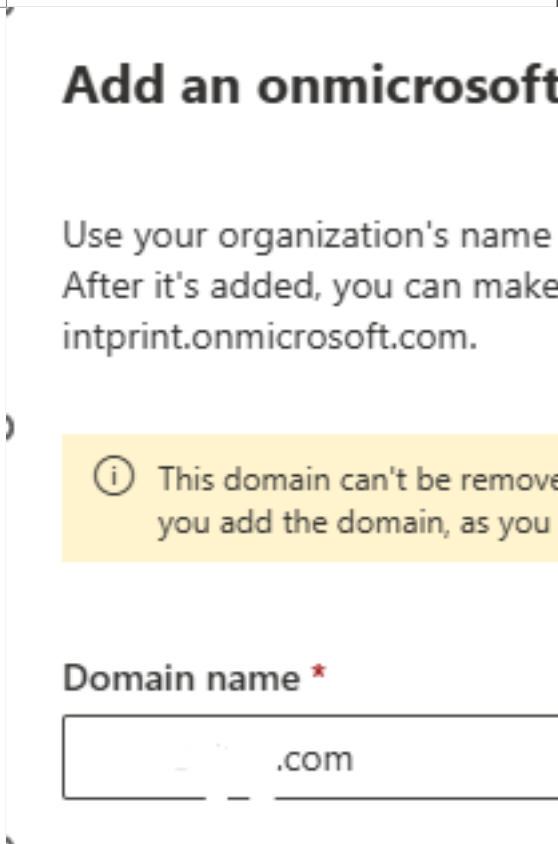
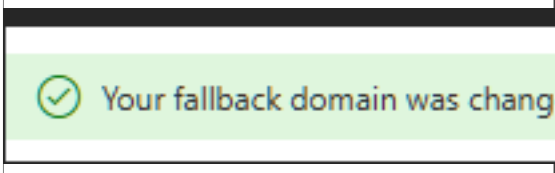
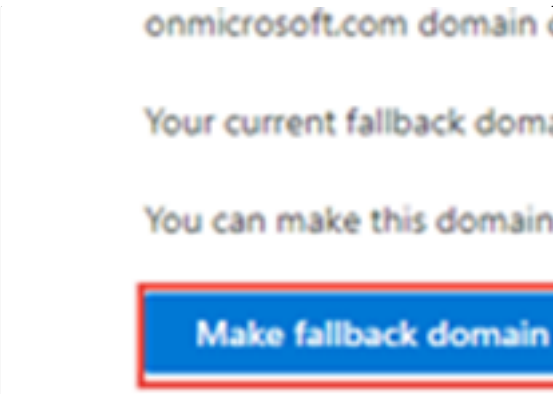
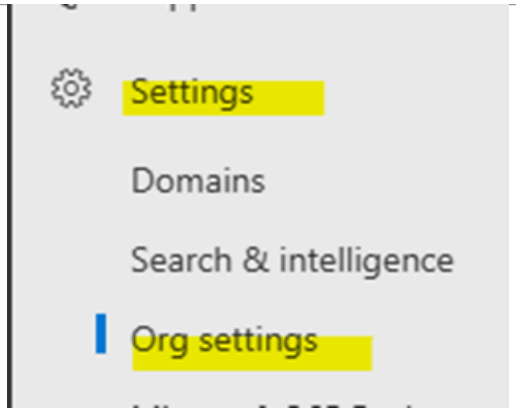
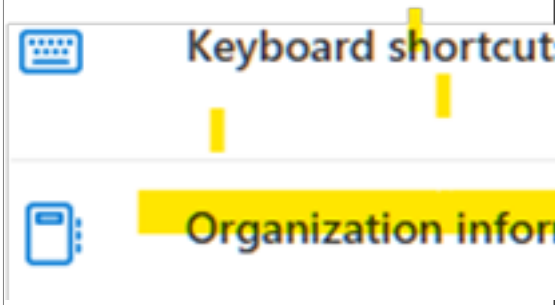
How to change a Tenant Name in M365

KB: 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**. 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”	

	A message on the page states 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	Connect-SPOService -Url "https://*tenant*-ad

	If you do it correctly, it will give you confirmation. It will be completed at the time you indicate.	Start-SPOTenantRename -DomainName *ne* ## Date must be at least 24 hours in the fut 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.	

Online URL: https://kb.naturalnetworks.com/article.php?id=848