



# Setting up default domain

Microsoft

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## Overview

Office 365 collaboration tools allow for communication and collaboration to be easier than ever. Start conversations, work together on files, and organize around projects using Yammer, or conduct online meetings with audio, video, and screen sharing capabilities using Skype for Business



## The Problem

### How to change your default domain for email in Office 365

After you set up a custom domain in Office 365 (like fourthcoffee.com, for example), you can change the default domain that is used for email addresses when you add users in Office 365.

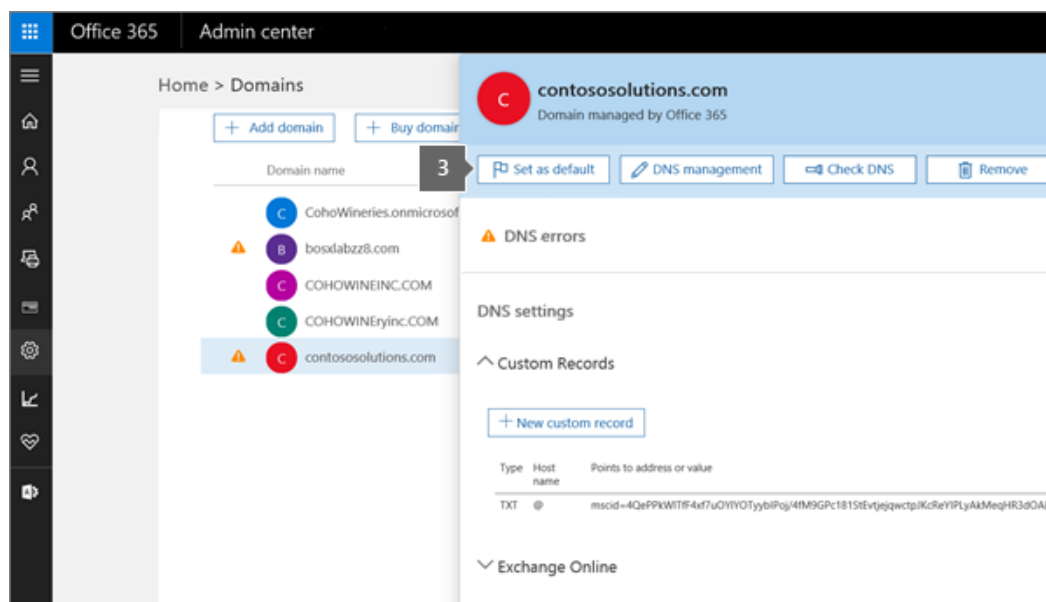
TIP: If you already have a custom domain and want to change your default domain to a different one, just go to Domains > Add domain to follow the same step-by-step wizard in Office 365 to add another domain. Then change your default domain as shown below.

You must have at least one custom domain that you've added to Office 365 before you can choose a default domain.

## The Solution

Change your default name for email using setup in the Office 365 admin center

1. Sign in to Office 365 with your work or school account
2. Go to the Domains page
3. On the Domains page, choose the domain you want to set as the default for new email addresses.
4. Click Set as Default



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