## Office 365 - Assign an alias to a user

On Office 365, all user with an Exchange account has an email address hosted at onmicrosoft.com (user@something.onmicrosoft.com).

Here is a step by step to add an alias to a user (using the something.onmicrosoft.com suffix or your own internet domain name).

This has not to be done if you have enabled **Directory Synchronization** with Office 365.

If you have your own internet domain name and want to use it, you have to add it on Office 365 first (follow these steps http://blog.hametbenoit.info/Lists/Posts/Post.aspx?ID=236).

So, logon to Office 365 administration portal with an account with administrative rights

(https://portal.microsoftonline.com/)

Then click on the Outlook click shown at the top.

Home Outlook Team Site Admin

This will open your Outlook mailbox through Outlook Web Access.

Then, open the **Options** and go to **Set all options** 



From the Options menu, open Manage My Organization

Outlook Web App				
Mail > Options:	Manage Myself 💌			
Account	Select what to manage Myself			
Organize E-Mail	My Organization	n		
Groups	Another User	]-		

You are now on the Users & Groups page, select the user you want to assign an alias and click on Details

Mail > Options: Manag	e My Organization	•	
Users & Groups	8	88a	<b>Q</b> 3
Roles & Auditing	Mailboxes	Distribution Groups	External Contact
Mail Control			
Phone & Voice	Mailboxes		
	Select view	All mailboxes	

Open the **E-Mail Options** section and click to the **Add** button

Benoit HAMET	
*Required fields	
General	¥
Mailbox Usage	¥
Contact Information	¥
Organization	¥
E-Mail Options	\$
Primary e-mail address: benoit@benoithamet.onmicrosoft.com Other e-mail addresses:	
Add 🗉 Edit — Remove	

Enter the alias you want to add and select the domain to use; if you have added your internet domain name successfully on Office 365, you will see it on the drop down list

E-mail address:		
alias	0	benoithamet.onmicrosoft.con *
		hametbenoit.fr
		benoithamet.onmicrosoft.com