

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).

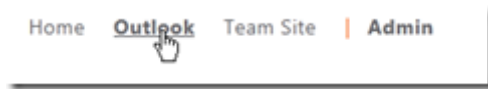
Here is a step by step to add an alias to a user (using the something.onmicrosoft.com suffix or your own internet domain name).

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>).

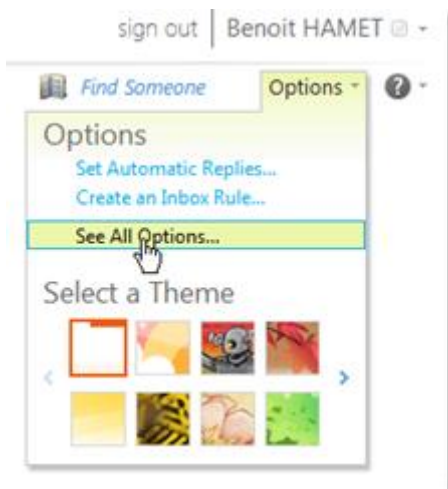
So, logon to Office 365 administration portal with an account with administrative rights (<https://portal.microsoftonline.com/>)

Then click on the Outlook click shown at the top.

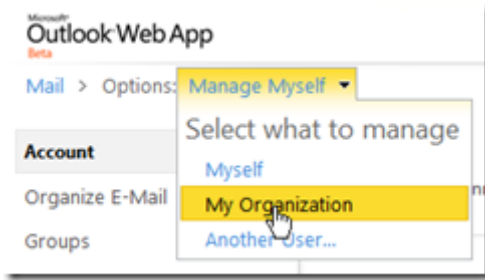


This will open your Outlook mailbox through Outlook Web Access.

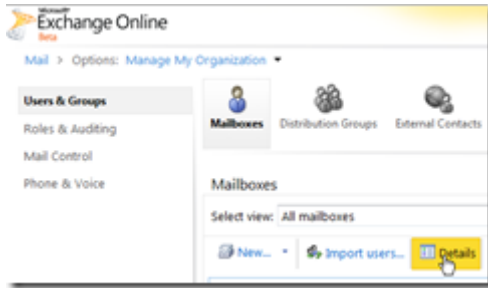
Then, open the **Options** and go to **Set all options**



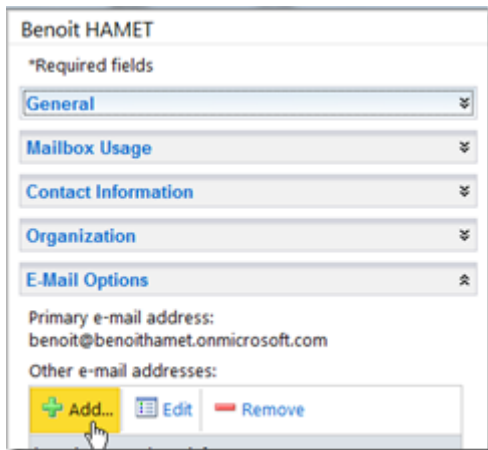
From the **Options** menu, open **Manage My Organization**



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



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



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

