When you're ready to use your domain (like contoso.com) with your email (like rob@contoso.com), you follow the steps in the Office 365 setup wizard to add your domain and get your services set up.

Start by using the wizard to verify that you own the domain name, and then finish stepping through the wizard to add users, and set up email and Skype for Business. You can see the steps in this article. Or just go to the wizard (See **Ready to get started?** below) to be guided through the process. (Using other services? More info about using your domain with a SharePoint Online public website and limitations using your domain with team sites.)

Note: If you just want to download and use Office 365 apps, like Outlook or Word, you don't need to add your domain. Simply Install Office on your PC or Mac.

Step 1: Verify your domain in Office 365

The first step is to verify to Office 365 that you own the domain (How do we do this?). Otherwise, anyone could use any domain name they wanted to, including yours!
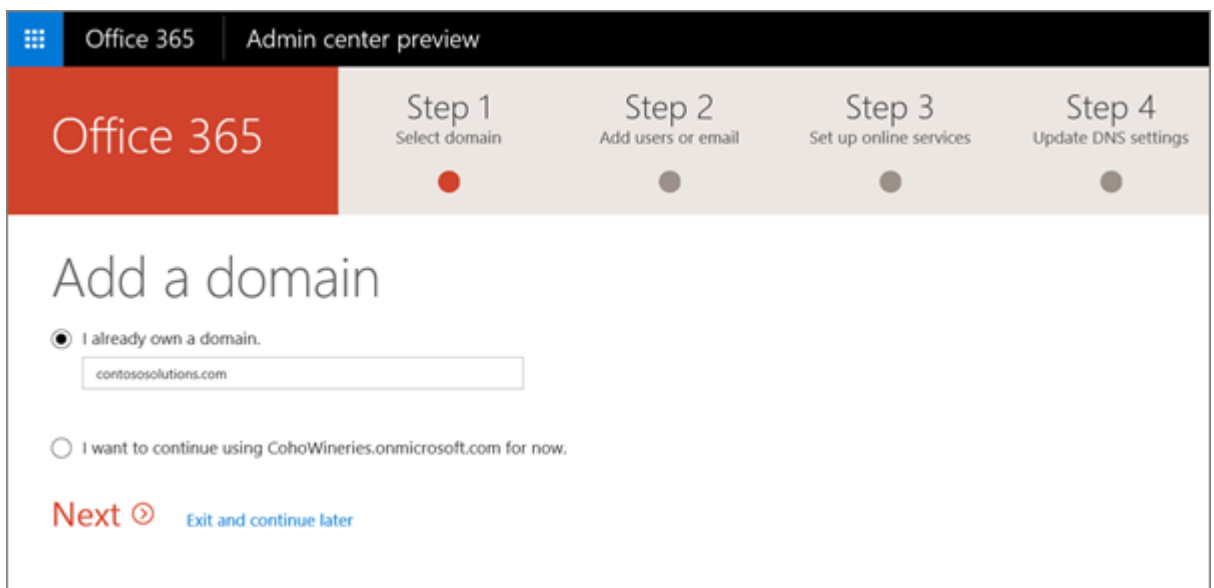
Does this article help you understand how the wizard works? In the feedback box at the bottom of the page, let us know what you like about this article, and how we can improve it!

Start the wizard

1. Choose **Go to setup** on the Office 365 admin center to start the wizard. (Be sure to sign in to Office 365 first.)
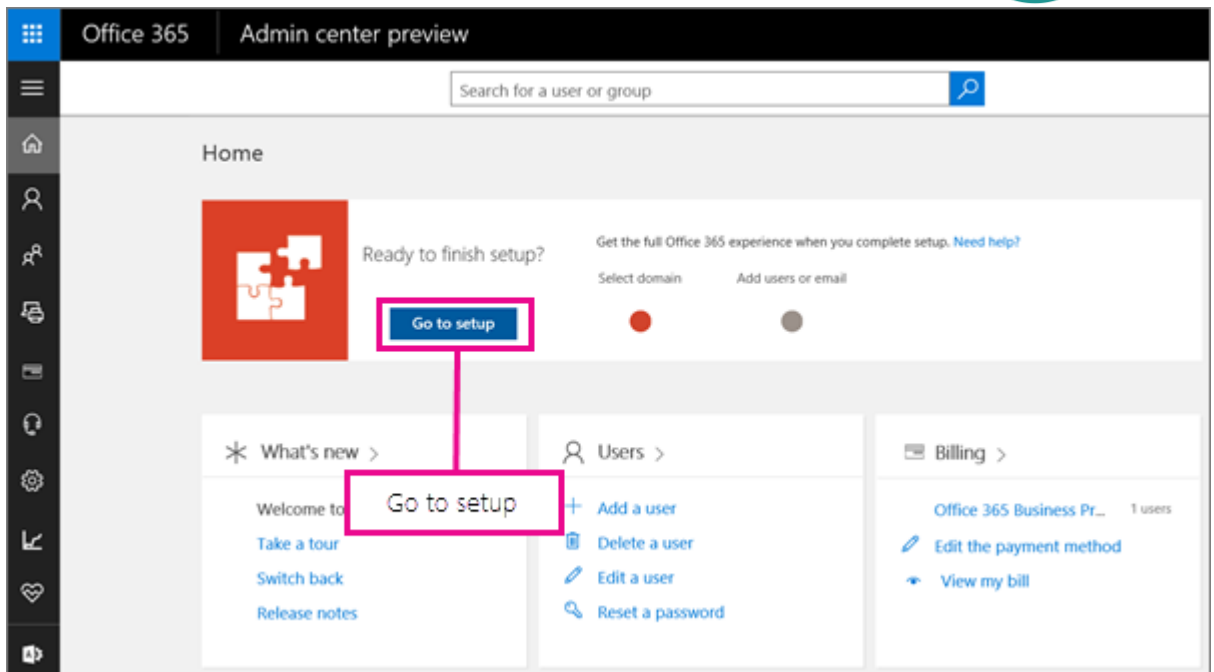
2. Add the domain you want to use.

3. Follow the steps in the wizard to enter your custom domain name, and then add the record that verifies to Office 365 that you own the domain.

Step 2: Add ALL users who have email that use your domain

In the next step of the setup wizard, you can quickly add users (and update any current users) while you're adding your domain.

Why add or update users while you're setting up your domain? *When you change your email to Office 365, by updating your domain's MX record in the next step, ALL email sent to that domain will start coming to Office 365.* If other people use your domain for email, you must set up Office 365 mailboxes for each of those people. Otherwise they'll lose any email sent to them at your domain when you switch email for the domain over to Office 365. (Confusing? Learn more about how domains work with email.)

Do you just want to switch a few email addresses to Office 365? You can take steps to pilot Office 365 with just a few email addresses instead.

1. In the Office 365 setup wizard, after you've verified your domain ownership, you'll also be prompted to add to Office 365 anyone who has an email address at your domain. Make sure you add them, so people don't lose any messages when you switch your email to Office 365! You'll switch from the initial onmicrosoft.com domain to use your custom domain instead for sign-in and email.

Note: Make sure you add your own email address here, if you get mail at your domain. Or you may want to switch your initial onmicrosoft.com domain to use your custom domain instead for sign-in and email. After adding your domain, use Edit user to make the update.

2. You'll also be prompted to migrate email from your previous email server. You can do it now, or migrate email, contacts, and other information later (your choice).

Note: If you *are* moving from another email provider and want to copy your data later, you can follow these steps to copy your email and other data.
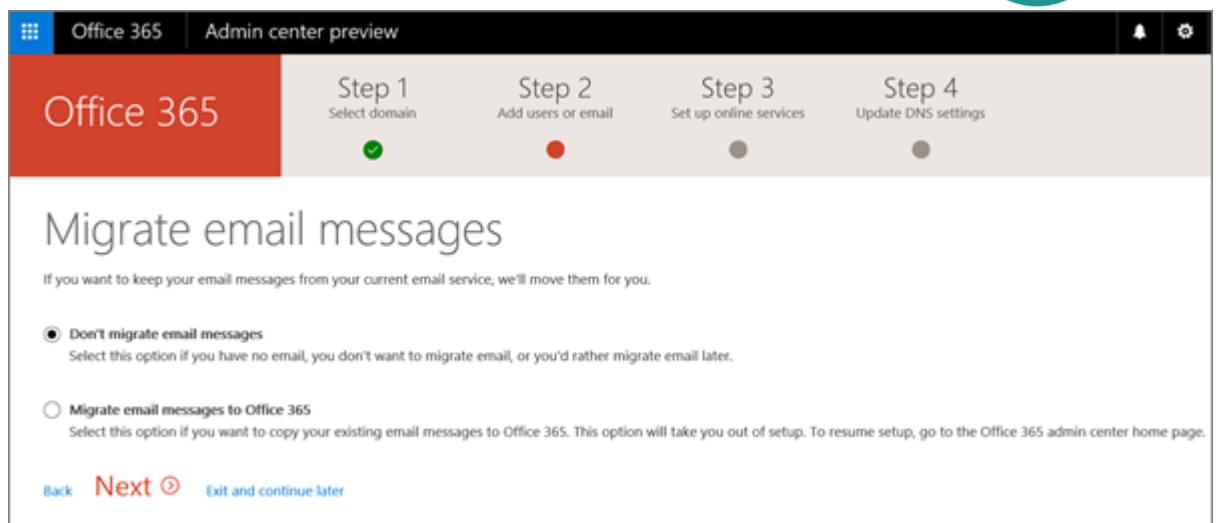
Step 3: Set up email and other Office 365 services with your domain

The final step is to set up your Office 365 services, including switching email for your domain to Office 365. To finish, you have to update some records at your DNS host or domain registrar. The setup wizard tells you exactly which records to update, including the values you'll need for each one, and guides you through the steps.

When you're done, email for your domain will start coming to Office 365 and your other Office 365 services, like Skype for Business Online, will also be set up.

Tip: How does all this domains stuff work? Watch the video to learn about it! (3:08) Watch the video

If your domain is hosted at GoDaddy, we'll automatically set up your email and other services for you in the wizard. Otherwise, you're guided to do one of the following:

- **Set up my online services for me. (Recommended)** Change your domain's nameserver (NS) records at your domain registrar to point to Office 365 nameservers. A good option *unless* you already have a website that you're using with your domain.

  The setup wizard typically detects your registrar and gives you a link to step-by-step instructions for updating your NS records at the registrar website. Or follow these general steps for changing NS records. Then Office 365 will automatically set up email and other services for you.

  This changes your domain's DNS hosting to Office 365 (not recommended if you have a website with your domain, like www.contoso.com).

—OR—

- **I'll manage my own DNS records.** With this option, you'll go to your DNS host website and set up the records yourself, including the MX record for email. The setup wizard typically detects your DNS host and gives you a link to step-by-step instructions for updating records at their website, including screenshots and the exact values to add. Or you can follow these general steps for updating records for Office 365.

Before you switch your email to Office 365

The setup wizard walks you through each step for setting up email and other services in Office 365, but it's helpful to know a few things before you switch your email.

- Be aware that setting up records for your domain for Office 365 means that you (and anyone else who uses your domain) will be using Office 365 for business email on your domain going forward, as well as meetings and document sharing.

- Are you just looking for the DNS record values to add for your domain, like the MX record? See this list of links to step-by-step instructions at many domain registrars, if you're updating the records yourself. On that page, click the link for your domain registrar, and you'll go to step-by-step directions for adding all the required records, including the MX record for email. If you want to change your domain's nameservers so Office 365 will manage your domain's DNS, see the links in this topic instead.

- It's best to set up email on your domain off-hours, especially if you're also migrating email from another provider. The wizard makesOffice 365 setup as seamless as possible, but completing all the steps can take a while.

  How long? That depends on where your domain is registered and other things. If your domain is at GoDaddy, then domain setup will take just a few minutes! (Migrating existing email messages will take longer.) If your domain is at a different DNS host, the setup time will depend on how quickly the changes you make get updated across the Internet. So unless you have a GoDaddy domain, plan on an hour or so.

- Make sure that other people in your organization know ahead of time that you're making this change and that they should check for their email in Office 365 after you finish this setup. If they already receive email on your domain at another email provider, let them know if you're migrating their old email for them, or tell them the steps to migrate it themselves.

Learn more about how to set up your domain with Office 365

- Check out this list of what you should have on hand before you get started to make sure you're prepared before you step through the setup wizard.
- If you'd rather keep using the domain you got when you signed up for Office 365, you can do that (learn more about the onmicrosoft.com domain). You don't have to verify and set up a custom domain unless you want to use your own domain name for email in Office 365.
- If you just want to download and use Office 365 apps, like Outlook or Word, you don't need to add your domain. Simply Install Office on your PC or Mac.
- If you're just beginning to use a domain, learn about how a domain name works with Office 365 and how the setup wizard helps you get started.