

hawkinson.tech



Microsoft 365

ADD A NEW DOMAIN

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ABOUT THIS GUIDE

This guide is to assist in adding a domain to Microsoft 365. Adding the domain is very easy. It requires having access to the domain's DNS records.

The reason for making this change is to use the domain in email. Once these changes are made, emails can be sent and received using Microsoft's exchange servers. This will also allow for the email to be protected using Microsoft's security.



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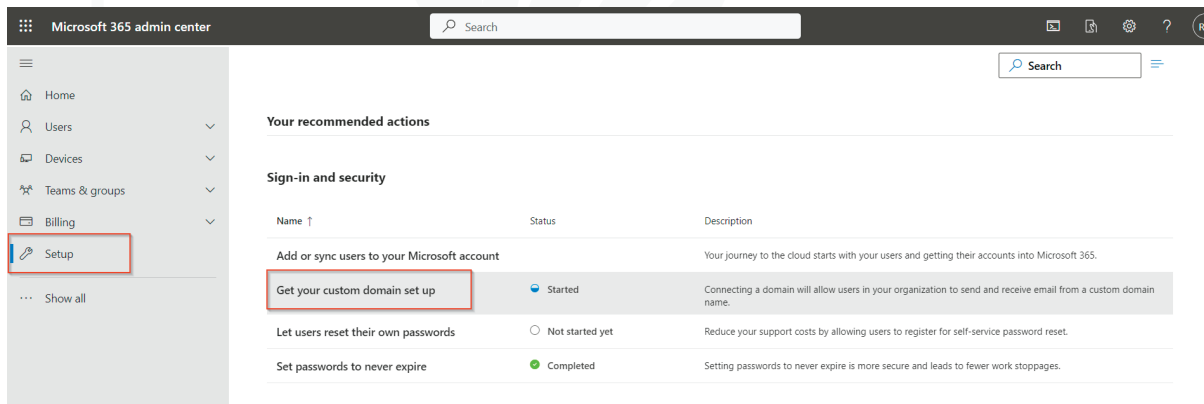
1. Navigate to the domain setup to enter the domain.
2. Verify domain ownership with a TXT record.
3. Connect the domain for Microsoft services.
4. CNAME
5. SPF
6. Confirm

GET THE DOMAIN INTO MICROSOFT

The first thing to do is add the domain to the Microsoft 365 tenant.

- START AT THE MICROSOFT 365 ADMIN AREA**
<https://admin.microsoft.com/>

- NAVIGATE TO DOMAIN SETUP**
In the admin area, click "Setup" and then scroll down until you reach "Get your custom domain set up" and click there.



- START DOMAIN SETUP**
Click "Get Started" on the next page to initiate the setup.

Home > Setup > Get your custom domain set up

Get your custom domain set up

If you have a website, you have a domain. It's the part of your URL after the 'www.' and the part of your email address after the '@'. Connecting your domain to Microsoft 365 can help build credibility and recognition for your brand.





ENTER THE DOMAIN

Enter the domain name and click "Use this domain."

Domains > Add domain

- Add domain
- Domain name
- Connect domain
- Finish

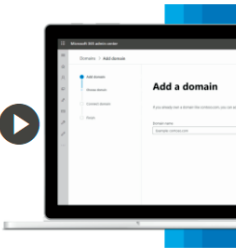
Add a domain

If you already own a domain like contoso.com, you can add it to your account here.

Domain name

Learn how to add a domain

Microsoft 365
Add a domain



Add your domain to Microsoft 365. If you're using a common domain registrar like GoDaddy, it's an easy 3-step process. Otherwise, you can update your DNS

[Use this domain](#)



ADD A TXT RECORD TO THE DOMAIN'S DNS

The TXT record is used to show ownership of the domain. Adding the TXT record will depend on where the domain is hosted unless you change nameservers. In this case, you need to add the TXT record where the nameservers are pointed. You can sometimes find a way to change DNS records by searching your hosting provider and DNS settings.

After selecting the option that works best for you, click continue to set up that option.



ADD A TXT RECORD CONTINUED

Once you get to the place to add a TXT record, here is how the field information aligns. Then click "Verify."

Microsoft Information

TXT name **1**

@ (or skip if not supported by provider)

TXT value **2**

MS=ms47466540

TTL **3**

3600 (or your provider default)

Adding a DNS Record

After adding the TXT record, the data may take up to 72 hours to update. So if you add the TXT record and it doesn't show up immediately, then wait a little bit to verify again. When adding the record, you may need to adjust things according to the provider. For example, in #1, the @ symbol could be the domain. Or the #3 TTL could be a different required number. If that happens, go with the hosting provider's information.

The screenshot shows a form for adding a DNS record. It is divided into three sections: Name, Record, and TTL/Type. The Name section has a text input field with a red box around it and a red circle with the number 1. The Record section has a text input field with a red box around it and a red circle with the number 2. The TTL/Type section has a text input field with a red box around it and a red circle with the number 3, and a dropdown menu set to 'TXT'.

Name	Record	TTL	Type
<input type="text" value="Valid record name"/>	<input type="text" value="Text"/>	<input type="text" value="3600"/>	TXT

CONNECT THE DOMAIN TO MICROSOFT

Now that Microsoft has verified the domain, it is time to connect it to Microsoft so it can be used in various services.

- START ADDING THE DNS RECORDS**
Select "Add your own DNS records."

How do you want to connect your domain?

Connect your domain to your Microsoft services so you can use email and instant messaging. There are a couple of options to consider, depending on how you'd like to manage domain name service (DNS) records for your domain powerplatformservices.com.

[Learn more about DNS records](#)

Add your own DNS records
We'll provide a list of DNS records that you'll need to add for your domain at your DNS host.

Skip and do this later (not recommended)
Your Microsoft services won't be connected to this domain. When you are ready, go to the [Domains](#) page to finish setting it up

Back

Continue

Help & support

Give feedback

Close

- ADD MX RECORD**
This record tells computers information about the email. In this case, we are telling computers where our emails are routed. As a heads up, if you have an email somewhere else using this domain, that account will no longer receive an email after this change is saved.

The MX record can be added in the same place as the TXT record.

Add a new MX record and the information below in the DNS settings. Similar to the TXT record, some information might be forced to a specific value depending on settings.

▼ **MX Records (1)**

[View instructions for MX Records](#)

Record	Host Name	Points to address or value	Priority	TTL	Status
Expected	@ 1	powerplatformservices-com.mail.protection.outlook.com 4	0 3	1 Hour 2	

Name

1

▼ **MX Records (1)**

[View instructions for MX Records](#)

Record	Host Name	Points to address or value	Priority	TTL	Status
Expected	@ 1	powerplatformservices-com.mail.protection.outlook.com 4	0 3	1 Hour 2	

2

Record

Priority

3

Destination

4




ADD CNAME RECORD

The CNAME or Canonical Name helps connect domain names to the actual domain. For this, it maps the Microsoft Exchange email to your domain name.

The CNAME record can be added in the same place as the TXT record.

▼ CNAME Records (1)

[View instructions for CNAME Records](#)

Record	Host Name	Points to address or value	TTL	Status
Expected	 autodiscover 1	 autodiscover.outlook.com 3	 1 Hour 2	

Name

 1

TTL

Type

 2 ▼

Record

 3

ADD SPF RECORD

The SPF records help with identity protection. This record tells computers what servers can send emails with your domain. This way, if someone tries to use your domain in a phishing attack, servers can detect something is wrong, and it is not you sending the email.

The SPF record can be added in the same place as the TXT record.

▼ TXT Records (1)

[View instructions for TXT Records](#)

Record	TXT name	TXT value	TTL	Status
Expected	@ 1	v=spf1 include:spf.protection.outlook.com -all 3	1 Hour 2	

Name

Valid zone name **1**

TTL

14400 **2**

Type

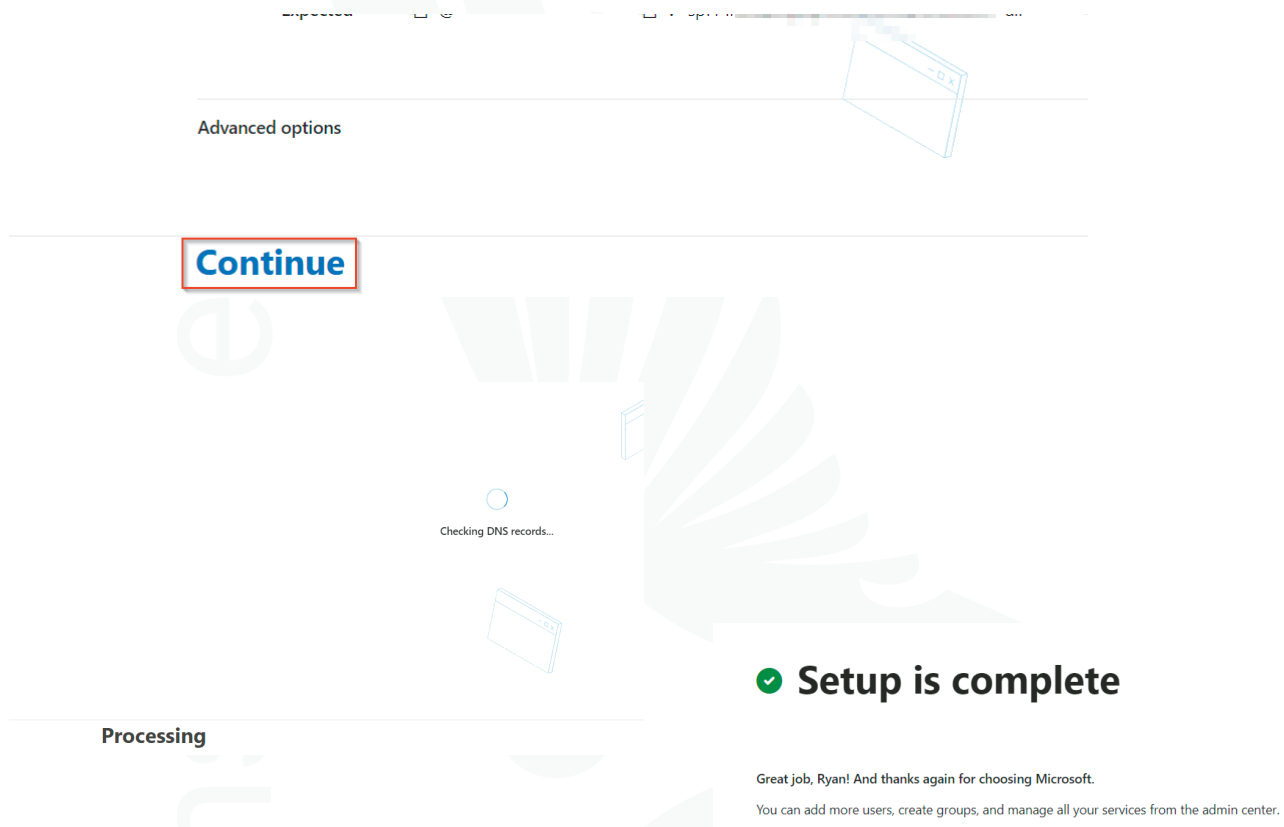
TXT

Record

Text **3**

CONFIRM THE RECORDS

After adding all the DNS records hit continue to move on to the next step.



COMPLETE

You will get a complete setup message if all the records are added correctly. If there is an issue, then you will get a message outlining the record and the issue.

If you need to delete a record, save the information beforehand if you need to change things. A screenshot or saving it as a txt file will work best.

The reader is to confirm all information and functionality regarding the solution provided. The information provided should not be used to make any business or legal decisions.



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