

MODIFICATION NOM DE DOMAINE

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Projet LAB-CAP





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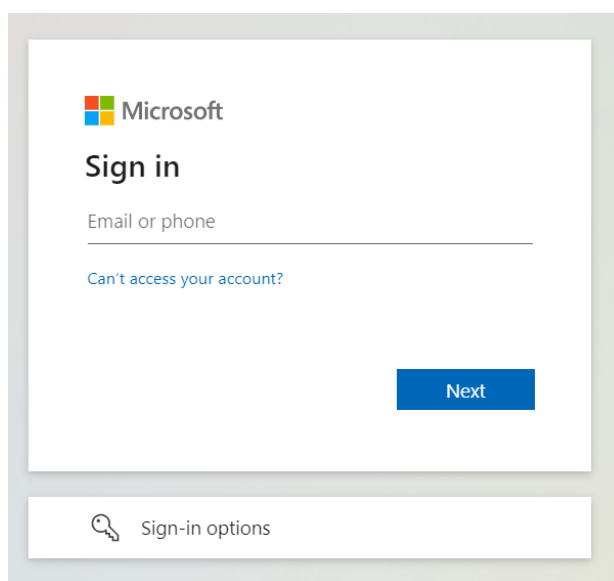
Preface

La configuration des noms de domaine pour les utilisateurs et les groupes dans Office 365 est une étape essentielle pour garantir l'efficacité et la cohérence de l'identification de vos utilisateurs. L'utilisation de noms de domaine personnalisés peut améliorer la sécurité et la convivialité de votre environnement Office 365, tout en renforçant l'image de votre entreprise.



1 Connexion au tenant office 365.

1. Je vais sur mon navigateur habituel.
2. Je me connecte sur le portail administrateur
(<https://admin.microsoft.com/Adminportal/Home#/homepage>) :



3. Je me connecte avec les identifiants administrateur du tenant.



2 Utilisateurs :

1. Une fois sur la console administrateur du tenant.
2. Je clique sur « Users » → « Active Users » :

Microsoft 365 admin center

Home > Active users

Active users

[Add a user](#) [User templates](#) [Add multiple users](#) [Multi-factor authentication](#)

☐	Display name ↑		Username
☐	Adele Vance	⋮	AdeleV@labcap.ovh
☐	Alex Wilber	⋮	AlexW@labcap.ovh
☐	Diego Siciliani	⋮	DiegoS@labcap.ovh
☐	FNU LNU	⋮	Admin@labcap.ovh
☐	Grady Archie	⋮	GradyA@labcap.ovh

3. Je sélectionne l'utilisateur qui n'a pas le nom de domaine :

[Add a user](#) [Multi-factor authentication](#) [Refresh](#) [Delete user](#) [Reset password](#)

☐	Display name ↑		Username
☐	Diego Siciliani	⋮	DiegoS@labcap.ovh
☐	FNU LNU	⋮	Admin@labcap.ovh
☐	Grady Archie	⋮	GradyA@labcap.ovh
☐	Henrietta Mueller	⋮	HenriettaM@labcap.ovh
☐	Isaiah Langer	⋮	IsaiahL@labcap.ovh
☐	Johanna Lorenz	⋮	JohannaL@labcap.ovh
☐	Joni Sherman	⋮	JoniS@labcap.ovh
☐	Lee Gu	⋮	LeeG@labcap.ovh
☒	Lidia Holloway	⋮	LidiaH@labcapgemini.onmicrosoft.com
☐	Lynne Robbins	⋮	LynneR@labcapgemini.onmicrosoft.com
☐	Megan Bowen	⋮	MeganB@labcapgemini.onmicrosoft.com



4. Je sélectionne vais sur « Manage Username and email » → «  » :

Manage username and email

If the primary email is also their username, then changing the primary email will also change their current username. An alias is another email address that people can use to email Lidia Holloway.

Primary email address and username

Username		Domains	
LidiaH	@	labcapgemini.onmicrosoft.co...	
			Done

5. Je choisis « Labacap.ovh » → « Done » → « Save change ».

Manage username and email

 Changes saved successfully.

If the primary email is also their username, then changing the primary email will also change their current username. An alias is another email address that people can use to email Lidia Holloway.

Primary email address and username



Aliases

Username		Domains	
	@	labcapgemini.onmicrosoft.co...	
			Add

...

Je répète l'opération sur tous les utilisateurs que je dois modifier.



3 Groupes.

1. J'ouvre la console d'administration.
2. Je clique sur « Teams and group » → « Active teams & groups » :

Microsoft 365 admin center

Home > Active teams & groups

Active teams and groups

About Groups Using Teams And SharePoint Where to store files

Teams & Microsoft 365 groups Distribution list Security groups

+ Add a team + Add a Microsoft 365 group Export Refresh Edit name and

Name ↑	Email
☐ Lab Cap	LabCap8@labcapgemini.onmicrosoft.com

3. Je clique sur le nom du groupe que je veux modifier (ici Lab Cap) :

Lab Cap
Public team

Email Open in Teams View site Delete

Lab Cap

General Membership Channels Settings

Basic info	Email addresses	Other info
Name Lab Cap	Primary LabCap8@labcapgemini.onmicrosoft.com	Created 1/16/24 at 11:33 AM by Lab Cap Owners from Microsoft Teams
Description Lab Cap Edit	Aliases Edit	



- Je clique sur « Edit » ➔ «  ».



Edit email addresses

Everyone in this team will receive email sent to the primary email address. Create aliases to give the team alternate email addresses. Any email sent to an alias will be forwarded to the primary email address.

Primary email address

LabCap8	@	labcapgemini.onmicrosoft.com	Done
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- Je sélectionne le nom de domaine que j'ai au préalable configuré (ici « labcap.ovh ») ➔ « Done » ➔ « Save ».

Email addresses

Primary

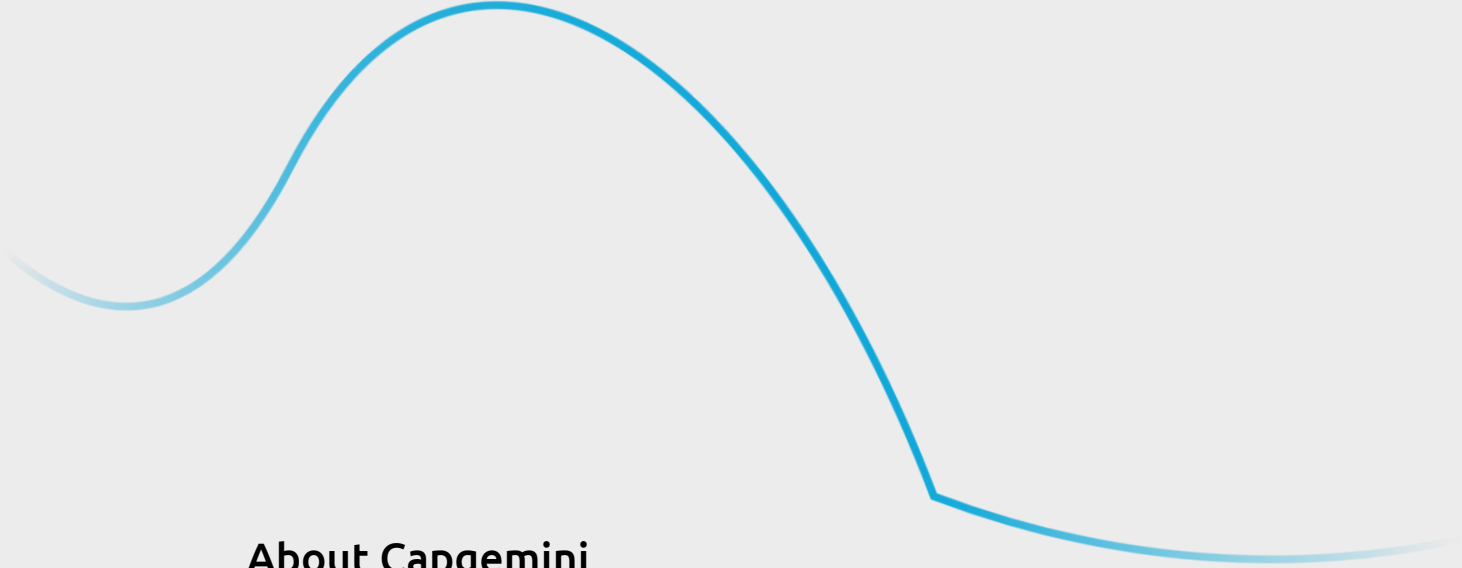
LabCap8@labcap.ovh

Aliases

LabCap8@labcapgemini.onmicrosoft.com

[Edit](#)

Je répète l'opération autant de fois que nécessaire.

A thick, light blue wave-like line that starts on the left, rises to a peak, and then descends towards the right, framing the "About Capgemini" section.

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