As I demonstrated in the previous chapter, using a Small Business account on the Office 365 platform, you can quickly set up a fully integrated Office environment. The setup is simplified, requiring no IT staff to get up and running. This works well for small teams that don’t have much office automation already in place. Office 365 also provides an Enterprise solution that is geared towards larger and more established organizations. These will likely already have an on-premise solution and want to move to a cloud-based solution.

In this chapter I will explain how to configure some of the more advanced features of Office 365, including:

- Adding a custom domain name.
- Using single sign-on.
- Configuring the advanced Exchange Online features.
- Managing the SharePoint permissions.
- Installing Office Professional Plus.

### Changing the Domain Name

One of the major drawbacks of the solution I described in Chapter 1 is the long domain name. The domain name used for login, e-mail addresses, and web sites was apress365.onmicrosoft.com. It would be much better to just use apress365.com. This is especially true if you already have e-mail accounts and don’t want to change everyone’s e-mail address.

To use a vanity address such as apress365.com, you’ll need to own that domain name and have access to configure its DNS settings. You can purchase a new domain name if you don’t already have one. Both the Small Business and Enterprise solutions allow you to change the domain name but the process for implementing this is different in each. I will show you how to configure this on both platforms.

### Using a Small Business Account

Log in to your Office 365 account and go to the Admin page. On the left side, click the Domains link, which will display the Domain Manager page. Initially there will be a single domain that was established when the account was created.
Adding a Domain

Click the Add a domain link, which will display the page shown in Figure 2-1.

Specify domain

To get started adding your domain to Microsoft Office 365, type the domain name that you want to add—for example contoso.com—and then click Check domain. We'll get information about the domain name and where it's registered, and then provide a summary for you to review before you continue.

You can only add domain names that you own. If you don't already own a domain name, you can purchase one from a domain registrar, and then return to add it to Microsoft Office 365.

Check domain

Figure 2-1. Adding a domain

Enter the domain name that you wish to use and click the Check domain button. This will look up this domain and the registrar details will be displayed as shown in Figure 2-2.