



HOW TO CREATE A NEW TENANT IN AZURE AD

The Azure Active Directory (Azure AD) portal allows you to do all administrative activities, including creating a new tenant for your business. In this guide, you will discover how to construct a fundamental tenancy for your business.

How to create a new tenant for your organization

1. Sign into your organization's Azure portal.
2. From the Azure portal menu, select **Azure Active Directory**.
3. On the overview page, select **Manage tenants**.
4. Select **Create**.

The screenshot shows the 'Switch tenant' interface in the Microsoft Azure portal. At the top, there is a search bar and navigation icons. Below the search bar, there is a 'Switch tenant' title and a list of actions: '+ Create', 'Refresh', 'Columns', 'Switch', 'Delete', 'Leave tenant', 'Make default tenant', 'More information', and 'Got feedback?'. The 'Create' button is highlighted with a red box. Below the actions, the current tenant is identified as 'Fourth Coffee'. There is a search bar for tenants and an 'Add filters' button. The table below shows one result:

Organization name	Domain name	Tenant type	Organization ID	Favorite
Fourth Coffee (Default)	fourthcoffee.club	Azure Active Directory	340d0dd4-7adc-4196-b880-8b6f865aa6...	☆

5. On the Basics tab, select the type of tenant you want to create, either **Azure Active Directory** or **Azure Active Directory (B2C)**.
6. Select **Next: Configuration** to move on to the Configuration tab.
7. On the Configuration tab, enter the following information:



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Home > Fourth Coffee > Switch tenant >

Create a tenant

Azure Active Directory

* Basics * **Configuration** Review + create

Directory details

Configure your new directory

Organization name *

Initial domain name * .onmicrosoft.com

Country/Region

Datacenter location - United States
Datacenter location is based on the country/region selected above.

Review + create < Previous Next : Review + create >

- Type *Contoso Organization* into the **Organization name** box.
- Type *Contosoorg* into the **Initial domain name** box.
- Leave the *United States* option in the **Country or region** box.

8. Select **Next: Review + Create**. Review the information you entered and if the information is correct, select **create**.

Your new tenant is created with the *domain contoso.onmicrosoft.com*.

User account in the new tenant

You are the first user of any new Azure AD tenants that you establish. The Global Admin position is automatically given to you as you are the initial user. You are by default also identified as the tenant's technical contact. You may modify the technical contact details in the **Properties** section.

How to clean up resources

The actions below can be used to remove the tenant if you decide not to use this application any longer:



- Verify that you are logged in to the directory you wish to remove using the Azure portal's Directory + subscription filter. If necessary, switch to the target directory.
- Select Azure Active Directory, and then on the Contoso - Overview page, select Delete directory.

The tenant is deleted along with all related data.

Home > Fourth Coffee >

Switch tenant

+ Create Refresh Columns Switch **Delete** Leave tenant Make default tenant More information Got feedback?

Current tenant: Fourth Coffee

Search tenants Add filters

Showing 2 of 2 results

<input type="checkbox"/>	Organization name	Domain name	Tenant type	Organization ID	Favorite
<input checked="" type="checkbox"/>	Contoso Organization	contosoorg298.onmicrosoft.com	Azure Active Directory	4adf7813-43cf-4819-a879-d25f4db5943b	☆
<input type="checkbox"/>	Fourth Coffee (Default)	fourthcoffee.club	Azure Active Directory	340d0dd4-7adc-4196-b880-8b6f865aa6...	☆

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