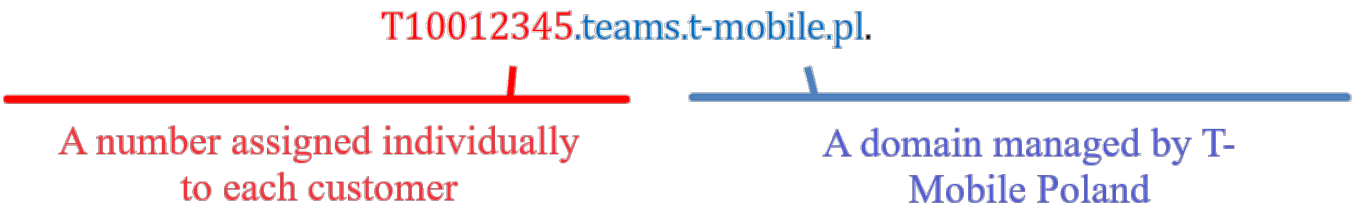
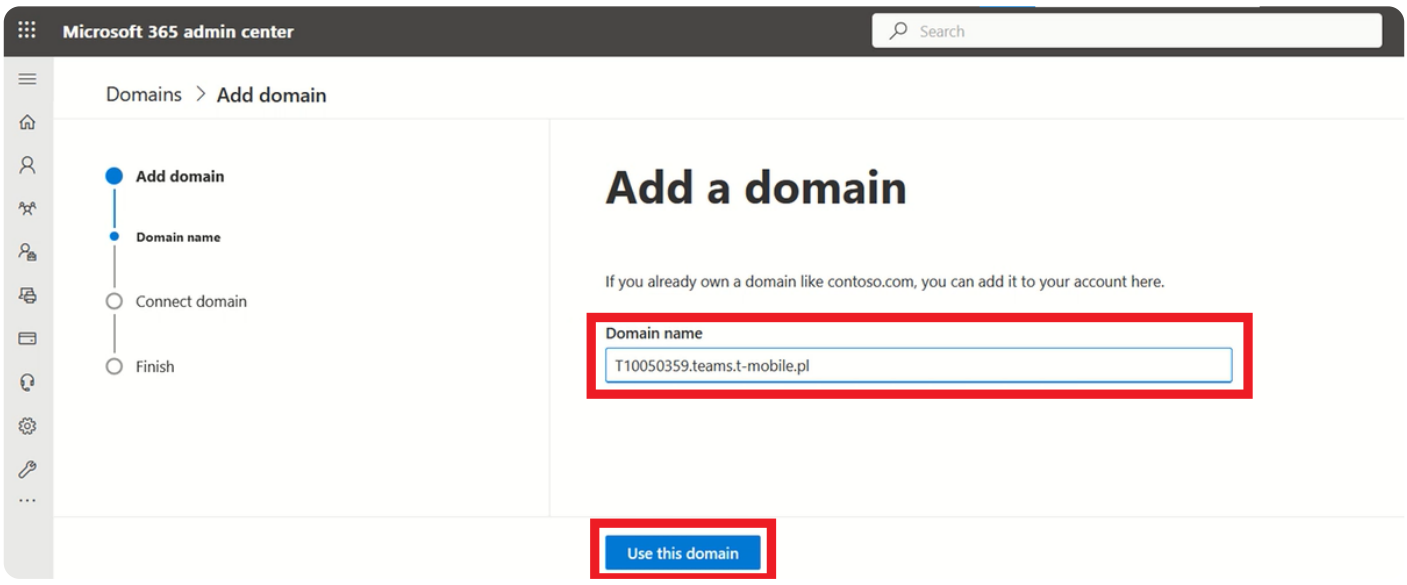
Adding a New Domain to the Microsoft 365 Admin Center

T-Mobile has assigned your company a domain in the following format. You can find your individual number in the Order section of your contract:

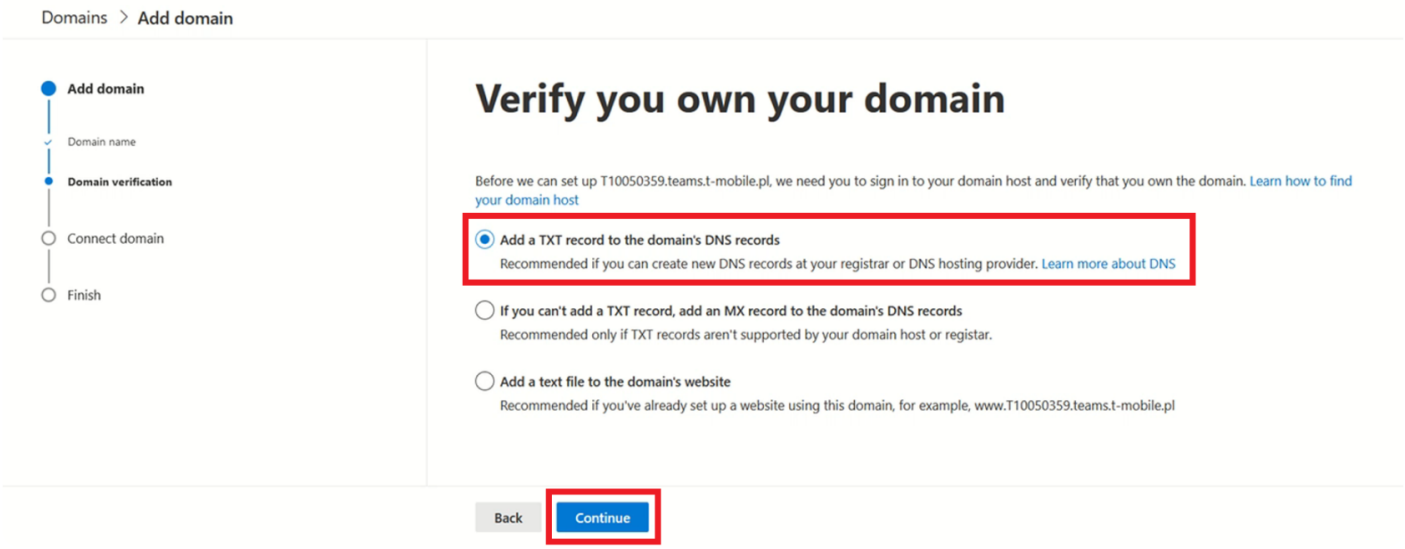


This domain will be used for voice communication in MS Teams. You need to add this domain to the **Admin Center** panel of your organization on the **Microsoft 365 portal**.

1. Once you have logged in, go to: **Settings** > **Domains** > **Add domain**. Enter the domain assigned to your company by T-Mobile and click **Use this domain**.

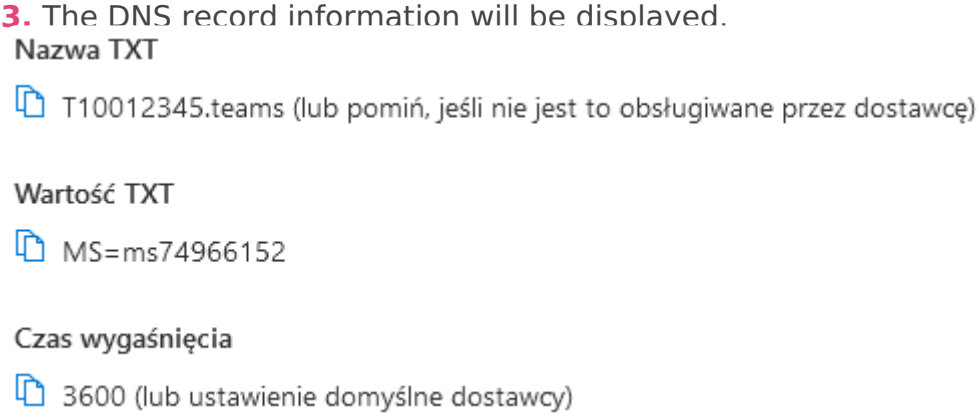


2. Verify the domain, by selecting: **Add a TXT record to the domain's DNS records**.



Click **Continue** to generate a **TXT record** to verify domain ownership.

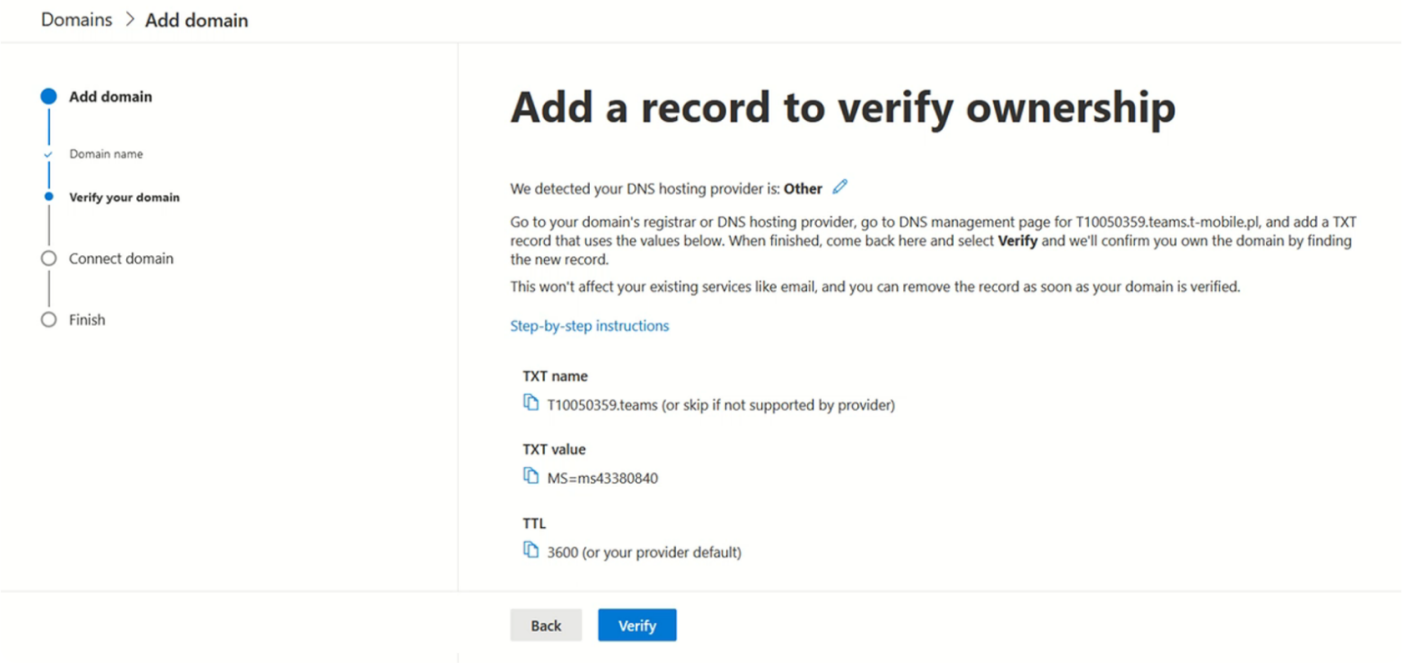
3. The DNS record information will be displayed.



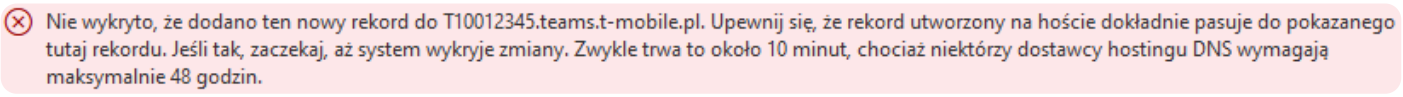
Make sure to leave the **Microsoft Admin Panel** open in your browser and email the following address: **uc@t-mobile.pl**. For the subject line, use "Autoryzacja domeny". In the body of the email, type the value of the **TXT record**, for example, "**MS=ms74966152**".

Once you receive a confirmation message from T-Mobile that the record has been created on the DNS servers, you can move on to the next step.

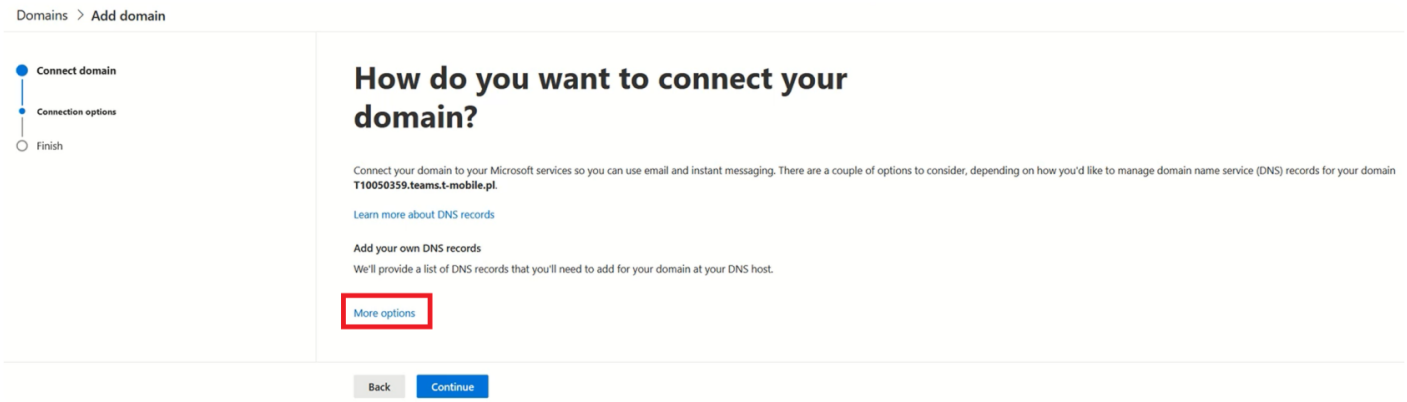
4. Now, return to the **Microsoft Admin Panel** page and verify the domain by clicking the **Verify** button.



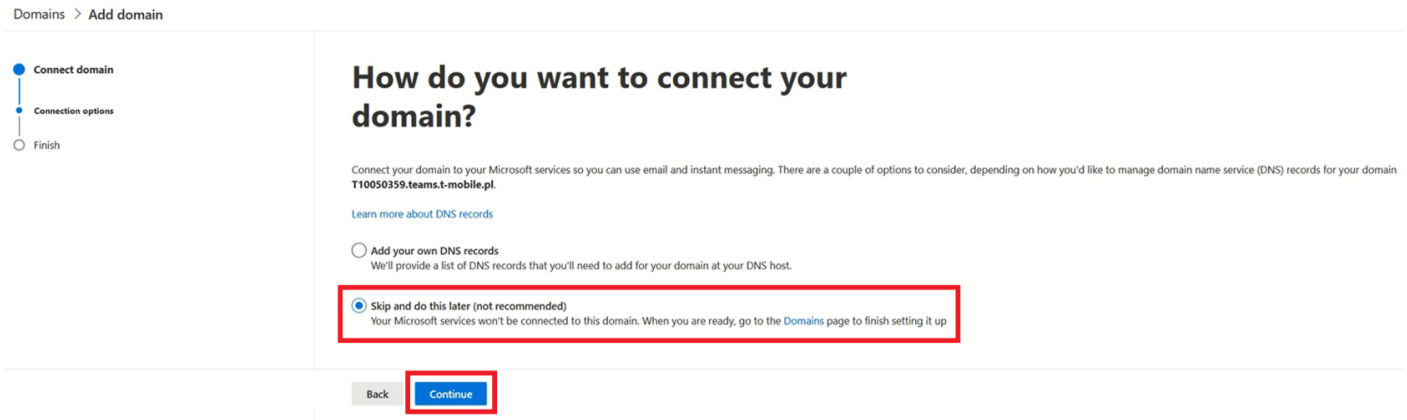
If the following message appears after verification, wait about 10 minutes and try again. If the verification fails again, wait an hour and try again.



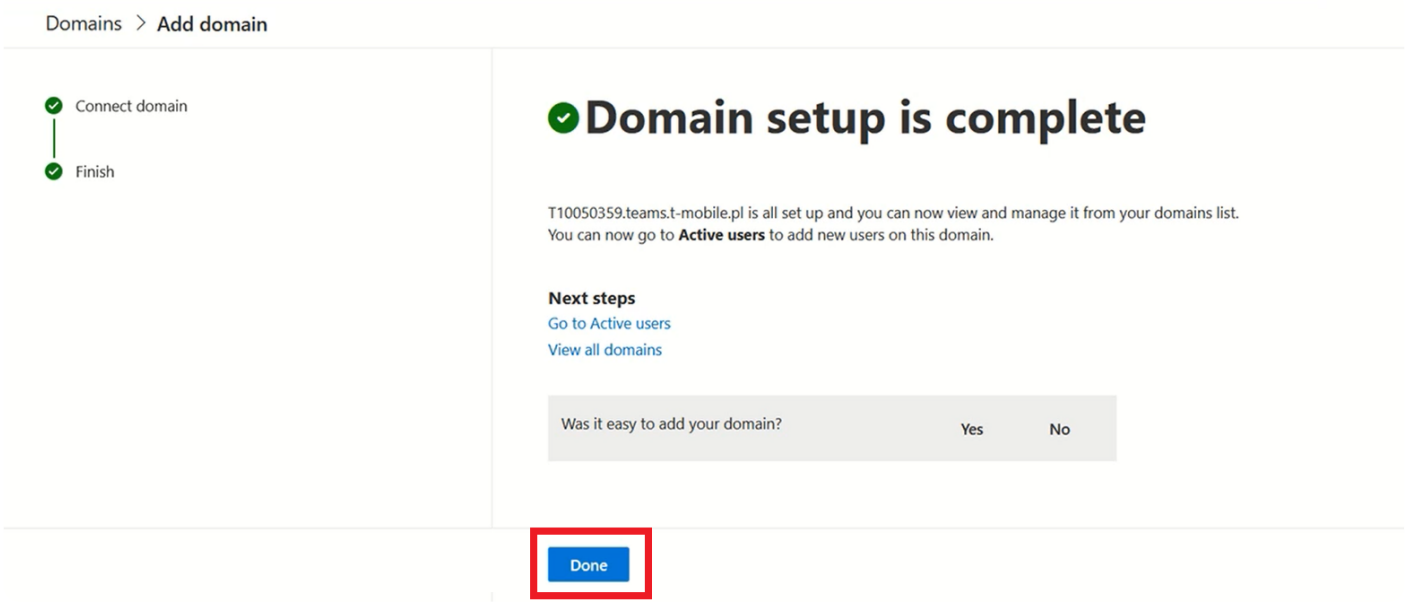
5. After verifying the **TXT record**, you will be asked "**How do you want to connect your domain?". Select More options.**



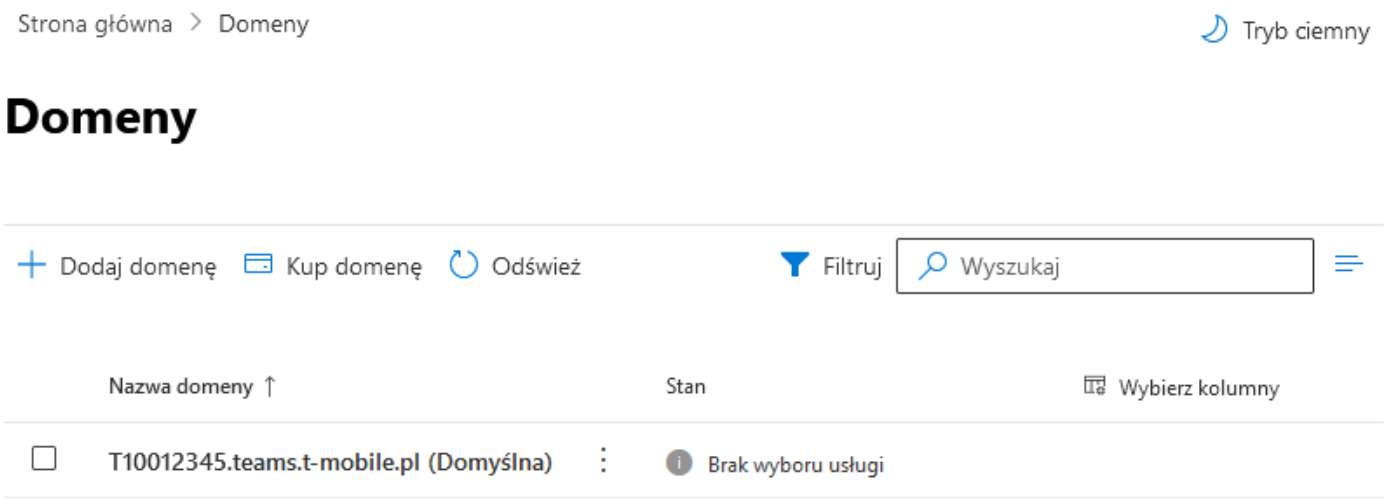
6. Then, select **Skip and do this later (not recommended)** and then click **Continue**.



7. When the domain setup is complete, click **Done.**



8. Once the domain setup is complete, go to **Settings** > **Domains.** The correct value in the **Status** column is "**No service selected**". This means that the domain has been configured correctly.



Now you can proceed to the next instruction.

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