Office 365 Group Naming Policy

There are few organisations, where they need to follow strict naming conventions or avoid using list of words in the group name. Using Office365 Group Naming Policy, you can

* Set format for group prefix and suffix
* Create a list of blocked words which are not allowed in group names

## **How to set up the naming policy**

To set up a naming policy:

1. In [Azure Active Directory](https://aad.portal.azure.com/), under **Manage**, click **Groups**.
2. Under **Settings**, click **Naming policy**.
3. Choose the **Group naming policy** tab.
4. Under **Current policy**, choose if you want to require a prefix or suffix or both, and select the appropriate check boxes.
5. Choose between **Attribute** and **String** for each line and then specify the attribute or string.
6. When you have added the prefixes and suffixes that you need, click **Save**.

