Step 1: Move users to another domain

Move users

1. Go to the admin center.
2. Select **Users** > **Active users**.
3. Select the boxes next to the names of all the users you want to move.
4. Select **More options** (**…**), at the top of the page, and then choose **Change domains**.
5. In the **Change domains** pane, select a different domain.

You'll need to do this for yourself, too, if you're on the domain that you want to remove. When you edit the domain for your account, you'll have to log out and log back in using the new domain you chose to continue.

Move yourself

1. Go to the admin center.
2. Go to **Users** > **Active Users**, and select your account from the list.
3. On the **Account** tab, select **Manage username**, and then choose a different domain.
4. At the top, select your account name, then select **Sign Out**.
5. Sign in with the new domain and your same password.

You can also use PowerShell to move users to another domain. See Set-MsolUserPrincipalName for more information. To set the default domain, use Set-MsolDomain.

Step 2: Move groups to another domain

1. In the admin center, go to the **Groups** > Groups page.
2. Select the group name, and then on the **General** tab under **Email address, Primary**, select **Edit**.
3. Use the drop-down list to choose another domain.
4. Select **Save**, then **Close**. Repeat this process for any groups or distribution lists associated with the domain that you want to remove.

Step 3: Remove the old domain

1. In the admin center, go to the **Settings** > Domains page.

2. On the **Domains** page, select the domain that you want to remove.
3. In the right pane, select **Remove**.
4. Follow any additional prompts, and then select **Close**.

How long does it take for a domain to be removed?

It can take as little as 5 minutes for Microsoft 365 to remove a domain if it's not referenced in a lot of places such as security groups, distribution lists, users, and Microsoft 365 groups. If there

are many references that use the domain it can take several hours (a day) for the domain to be removed.

If you have hundreds or thousands of users, use PowerShell to query for all users and then move them to another domain. Otherwise, it's possible for a handful of users to be missed in the UI, and then when you go to remove the domain, you won't be able to and you won't know why. See Set-MsolUserPrincipalName for more information. To set the default domain, use Set-MsolDomain.

Link: https://docs.microsoft.com/en-us/microsoft-365/admin/get-help-with-domains/remove-a-domain?view=o365-worldwide