**How to Create Custom User Profile Property in SharePoint Online**

**Prerequisites**

* You are using SharePoint online (Office 365) environment
* You have admin access on your tenant

**Step 1: Open User Profiles**

Replace the *YourTenantName* in the following url [https://YourTenantName-admin.sharepoint.com](https://yourtennantname-admin.sharepoint.com/) with the name of your SharePoint online environment and open it in the browser.

In the left-side menu, choose **More features**, then in the central part of the screen click **User Profiles**.

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**Step 2: Click Manage User Properties under People section**

[Text

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**Step 3: Click New property**

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**Step 4: Fill in the Name and Display Name for new user profile property**

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**Step 5: Click OK button**

Scroll down the page and click on **OK** button to create a property