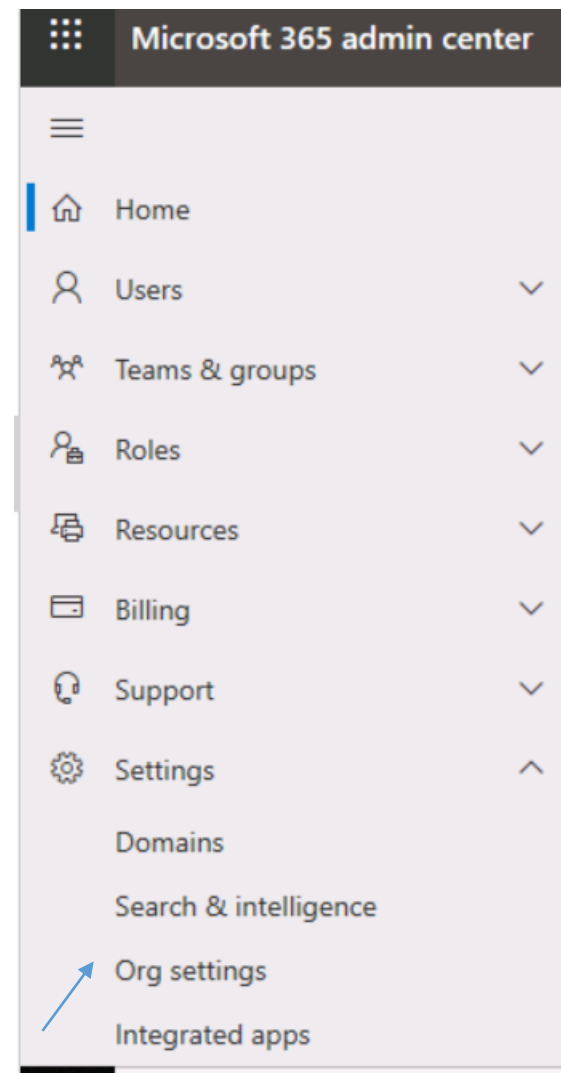
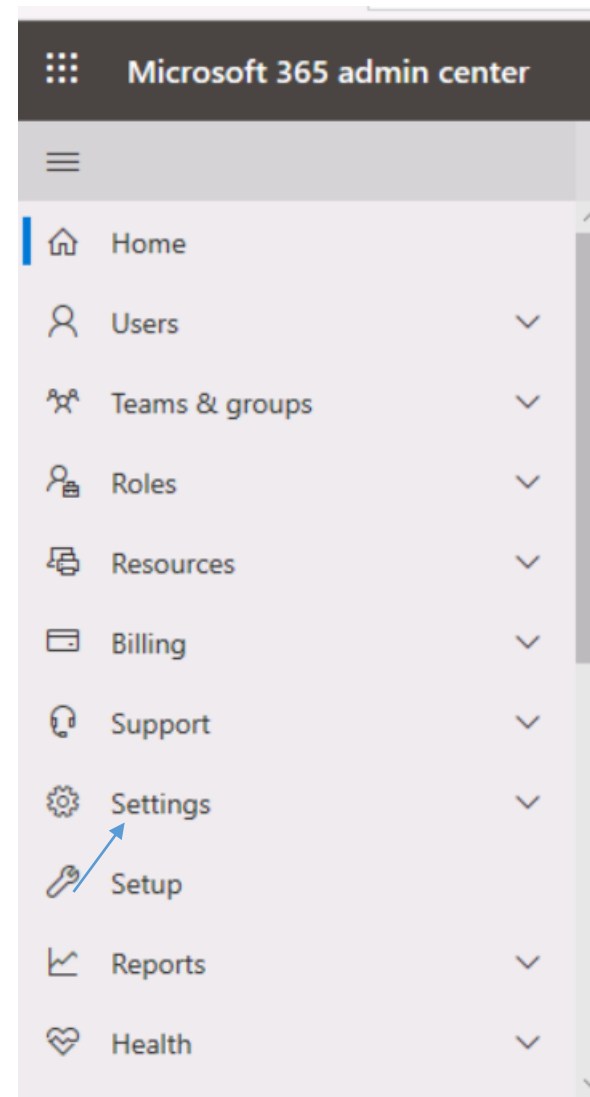
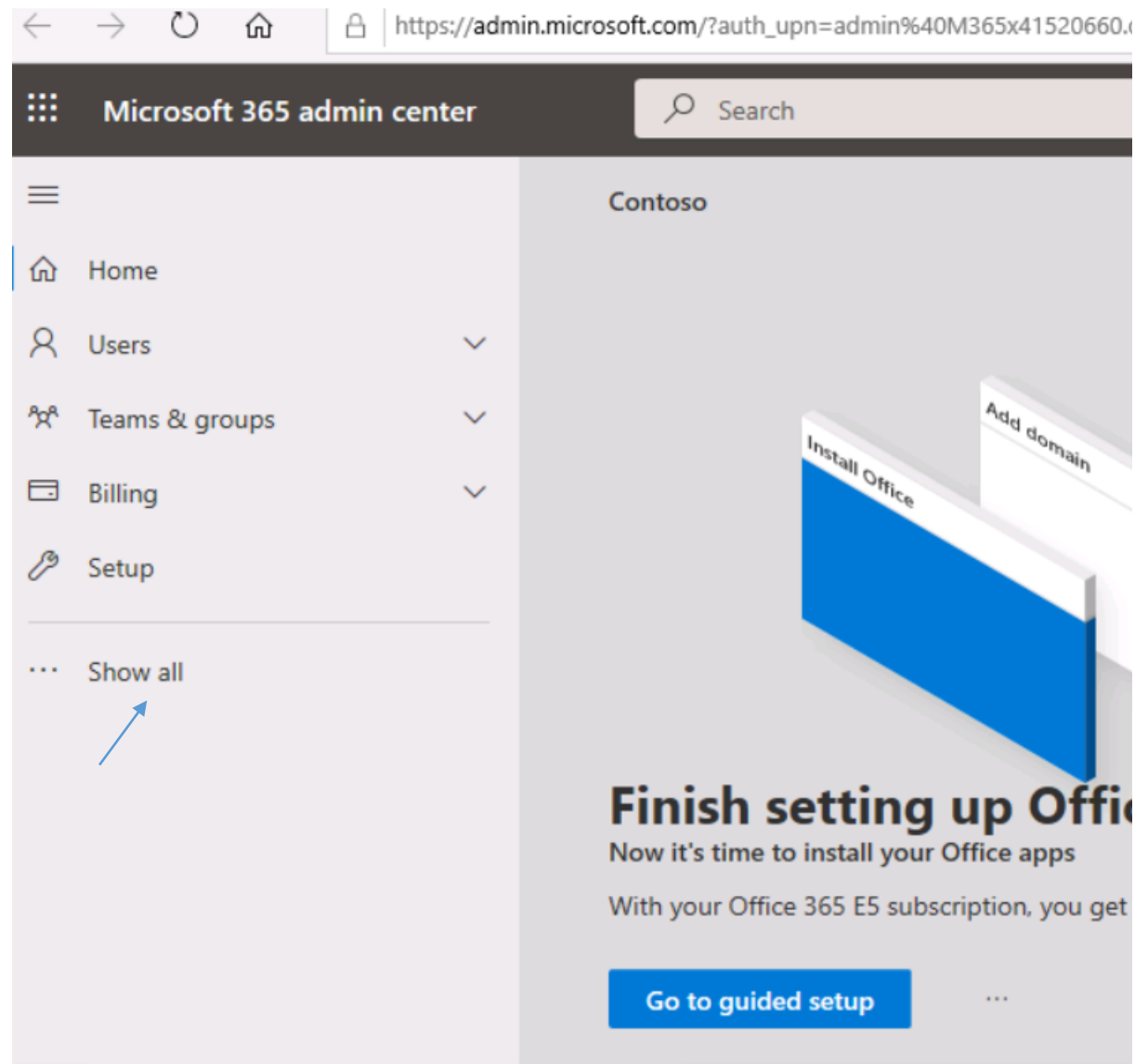


Organizational Profiles/Release
Preferences/Custom themes



Microsoft 365 admin center

Search

Navigation menu

g settings

Home

Users

Teams & groups

Roles

Resources

Billing

Support

Settings




Domains

Search & intelligence

Org settings

Org settings

ServicesSecurity & privacyOrganization profile

	Name ↑	Description
	Azure Speech Services	Allow use of your or
	Bookings	Choose whether to i
	Briefing email from Microsoft Viva	Allow people in you

- ☰
- 🏠 Home
- 👤 Users ▾
- 👥 Teams & groups ▾
- 👤 Roles ▾
- 📁 Resources ▾
- 💰 Billing ▾
- 📞 Support ▾
- ⚙ Settings ▴
 - Domains
 - Search & intelligence
 - Org settings
 - Integrated apps

Services Security & privacy Organization profile

🔍 Search all settings

7 items

	Name ↑	Description
🎨	Custom themes	Customize Office 365 for your organization.
📁	Data location	See where Microsoft stores your data for each service you use.
📞	Help desk information	Streamline user support by adding customized contact info to tl
📅	Organization information	Update your organization's contact info, such as your address, p
🔄	Release preferences	Choose how your organization gets new features and service up
🔗	Support integration	Integrate your internal support tools with Office.

Name *

Contoso

Street address *

Apartment or suite

City *

State or province *

ZIP or postal code *

Country or region

United States

Phone

Don't include the country code or special characters, for example, 4255550199.

+1 425-555-0100

Technical contact *

Enter the email address of your org's primary Office 365 technical administrator who should receive service status information.

transformprov@microsoft.com

Preferred language *

English

Save

Release Preferences

Services

Security & privacy

Organization profile







Search all settings

7 items

1 selected

✕

≡

Name ↑	Description
 Custom themes	Customize Office 365 for your organization.
 Data location	See where Microsoft stores your data for each service you use.
 Help desk information	Streamline user support by adding customized contact info to the Office 365 help desk.
 Organization information	Update your organization's contact info, such as your address, phone number, and website.
 Release preferences	Choose how your organization gets new features and service updates.
 Support integration	Integrate your internal support tools with Office.

Release preferences



Choose how your organization gets new features and service updates from Office 365.

This setting doesn't affect how Office apps, such as Word and Excel, get new features and updates. To choose when Office apps get new features and updates, go to [Office installation options](#).

- ☒ **Standard release for everyone**
Your entire organization gets updates when we release them broadly.
- ☐ **Targeted release for everyone**
Your entire organization gets updates early.
- ☐ **Targeted release for select users**
Pick people to receive updates early to preview them before they're released to everyone else.

Save

- ☒ **Targeted release for select users**
Pick people to receive updates early to preview them before they're released to everyone else.

 Select users  Upload users

Services Security & privacy Org

←

Choose users for targeted release

Who should receive targeted releases?

Save

Results

AW Alex Wilber
AlexW@M365x4152066...

AD Allan Deyoung
AllanD@M365x4152066...

DS Diego Siciliani
DiegoS@M365x4152066...

IL Isaiah Langer
IsaiahL@M365x4152066...

JS Joni Sherman
JoniS@M365x41520660....

LR Lynne Robbins
LynneR@M365x4152066...

MB Megan Bowen
MeganB@M365x415206...

Custom themes

Services







Security & privacy

Organization profile

Search all settings

Home

7 items 1 selected

	Name ↑	Description
	Custom themes	Customize Office 365 for your organization.
	Data location	See where Microsoft stores your data for each service you
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2540M365v41520660 onmicrosoft.com%26source%





Customize Microsoft 365 for your organization

Customize the default theme users see when signed in to Microsoft 365, and add more themes to show different colors and logos to different users. To stop showing organizational themes to users, delete your group themes, then delete the default theme.

[Learn more about customizing themes in Microsoft 365](#)

+ Add theme



General Logos Colors

Name

Default theme

☐ Prevent users from overriding their theme.

High-contrast themes, which enhance usability and make items easier to see, aren't affected by this setting.

☐ Show the user's display name

Name appears on top navigation bar when user is signed in. Long names are shortened.

Save



General Logos Colors



Default Logo

Add a logo image for your organization. For information on setting up your logo see [Logos](#).

Url



https://



[Remove](#)

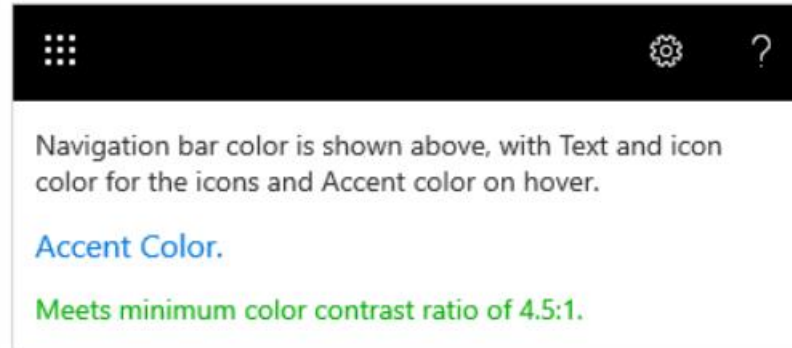
Alternate Logo

Should be optimized for use in Office dark themes and darker brand color palette. Same requirements as the default logo.

https://



Set the default colors and logo for all Microsoft apps and services in standard mode. Dark mode will override them. [See our guidance for creating accessible color schemes.](#)



Navigation bar color

Background color of the top navigation bar.



#000000



Text and icon color

Affects text and icons on the navigation bar.



#FFFFFF



Accent color

Accent buttons, links and other elements



#0077D9

