

Change the Display Name Format for All Users Inside Your Company



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Overview



How is this useful?

The PowerShell script to do it



How Is This Useful?





Organizations can grow quickly


- Naturally
- Acquisitions


Multiple IT people have different ways of creating users


- Smith, John
- John Smith


It looks more professional when the whole organization follows the same standard


Better Experience When Everyone Uses Same Standard


 Office 365 | Delve

 Search


 Home


 Me


 MyAnalytics

 Favorites

People

 Collins, Jeff

 John Smith

Share 'Word Template' 

Only shared with you

Invite people

Get a link

Shared with

coll

Collins, Jeff
CTO

Showing 1 result

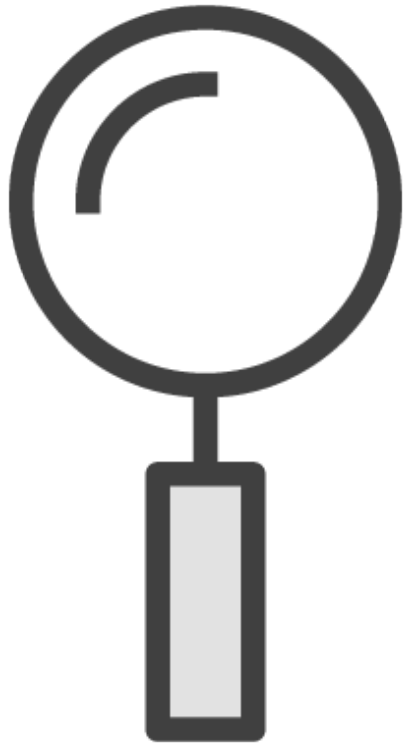
Can edit ▼

Optional).



Implementing a Name Format for Everyone Inside the Organization

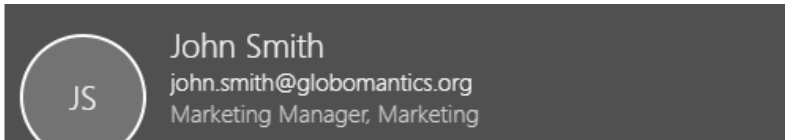





Find the users who need their Display Name updated

Apply the Display Name change



 John Smith
john.smith@globomantics.org
Marketing Manager, Marketing

Edit contact information

 This user is synchronized with your local Active Directory. Some details can be edited only through your local Active Directory.

First name

John

Last name

Smith

Display name *

John Smith

^ Contact information

Job title

Marketing Manager

Department

Marketing

Office number

Office phone

Changing information in Azure Active Directory only for “Cloud Only” users

You can apply same logic as this example to your on-premises AD



Finding Users with No First / Last Name

```
Get-AzureADUser |  
  Where {$_.Surname -eq $null  
        -and $_.GivenName -eq $null  
        -and $_.UserType -eq "Member"} |  
  Select UserPrincipalName, DisplayName
```



Setting User Display Name

```
$Users = Get-AzureADUser | Where {$_.UserType -eq "Member"}

foreach ($user in $users) {

    if ($user.DirSyncEnabled) {
        Write-Host $User.UserPrincipalName " is synced from an On-Premises AD. Ignored in
        current script" -ForegroundColor Yellow
    }
    else {

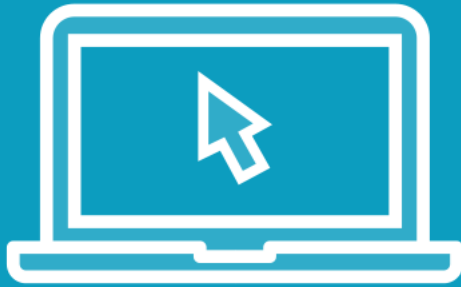
        $NewDisplayName = $User.GivenName + " " + $User.SurName

        Write-Host $User.UserPrincipalName " will be named $NewDisplayName" -
        ForegroundColor Green

        Set-AzureADUser -ObjectId $user.ObjectId -DisplayName $NewDisplayName
    }
}
```



Demo



Implementing a Name Format for Everyone Inside the Organization



Conclusion



Different naming conventions can cause confusion and suboptimal use in Office 365

Easy to fix by using PowerShell for Office 365

It's important to know that accounts synchronized from an on-premises Active Directory need to be updated on-premises

