

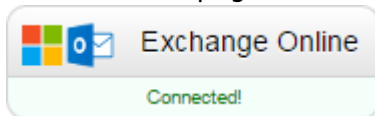
How to Configure an Exchange Online Data Source

<https://campus.barracuda.com/doc/51189863/>

To complete the steps in this article, you must have a service account with administrative privileges or another user account with administrative privileges.

Use the following steps to set up Exchange Online backup:

1. Log into Barracuda Backup, and select the Cloud-to-Cloud Backup Source in the left pane.
2. In the **Status** page, click **Exchange Online**:



3. The **Data Sources** page displays. Click **Add a Cloud Provider**, and enter the following details:
 1. In the **Cloud Provider description** field, enter a name to represent the data source.
 2. From the **Cloud Provider type** drop-down menu, select **Microsoft Office 365**.
 3. Click **Save**.
4. The **Add a Cloud Data Source** dialog box displays:
 1. From the **Data Type** drop-down menu, select **Exchange Online**:

 A screenshot of a dialog box titled "Add a Cloud Data Source". It features a "Data Type" dropdown menu set to "Exchange Online" with a subtext "Select a cloud data source from the list." Below this is a "Your Office365 domain" text input field containing "example.com" and a subtext "Enter your Office365 domain here." At the bottom, there is a note: "Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider." The dialog box has "Cancel" and "Authorize" buttons at the bottom right.

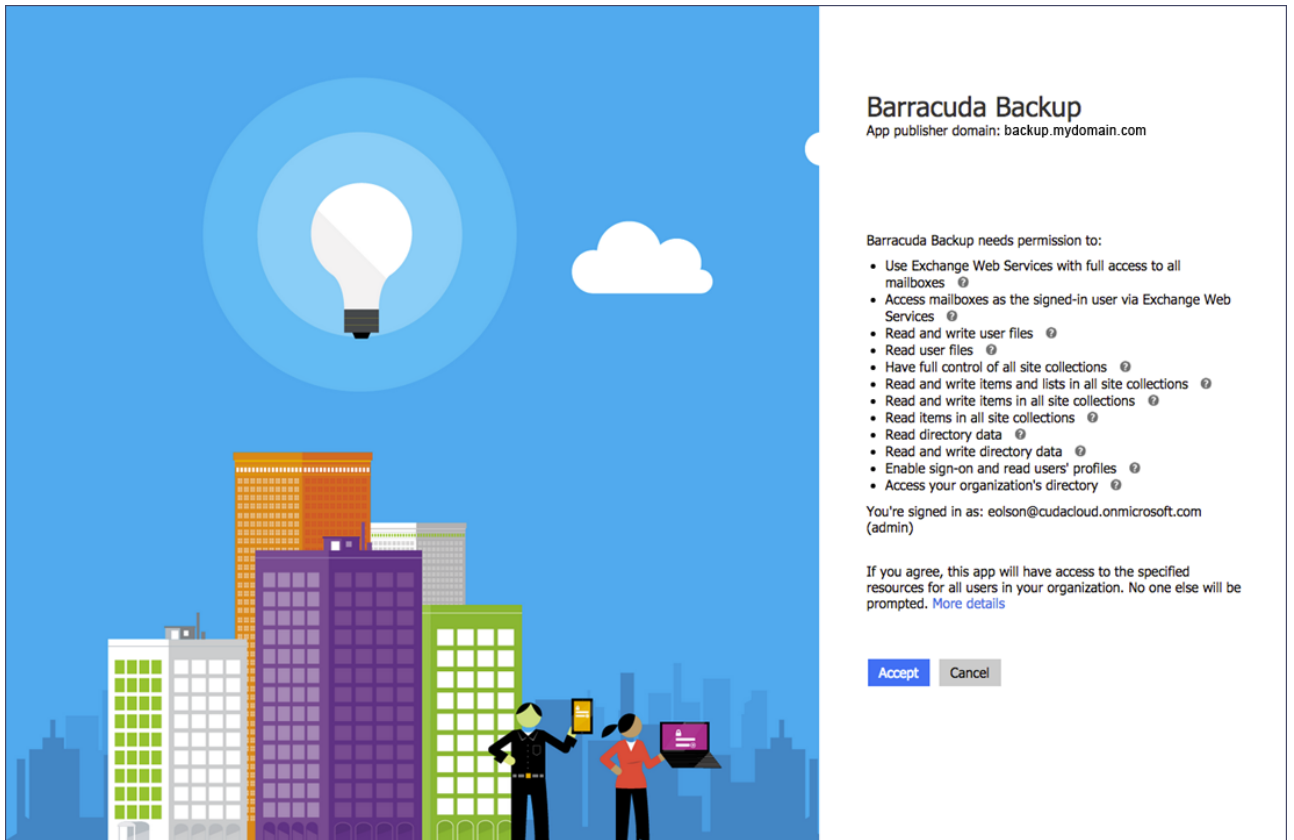
2. Enter **Your Office365 domain** URL.

To locate the native domain name associated with your Office 365 account, log in to the Office 365 portal using an administrative account, and go to **Management > domains**. The native domain is listed in the **domains** table ending with *onmicrosoft.com*.

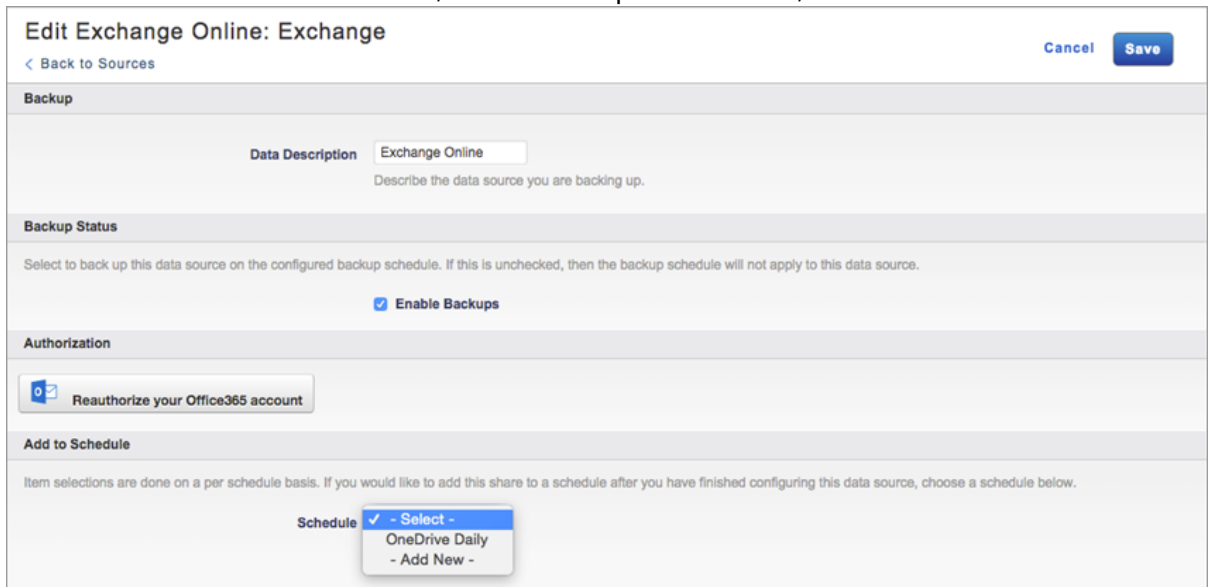
3. Click **Authorize**.

If you are not currently logged into the Exchange Online account, the Microsoft login page displays. Enter your Exchange Online administrator login information, and then click **Sign in**.

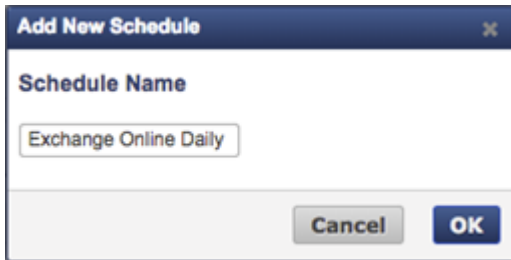
5. In the Exchange Online page, click **Accept** to authorize Barracuda to back up data from Exchange Online:



6. The **Edit Exchange Online** page displays.
 1. Enter a name to identify the data source in the **Data Description** field.
 2. In the **Add to schedule** section, click the drop-down menu, and then click **Add New**:

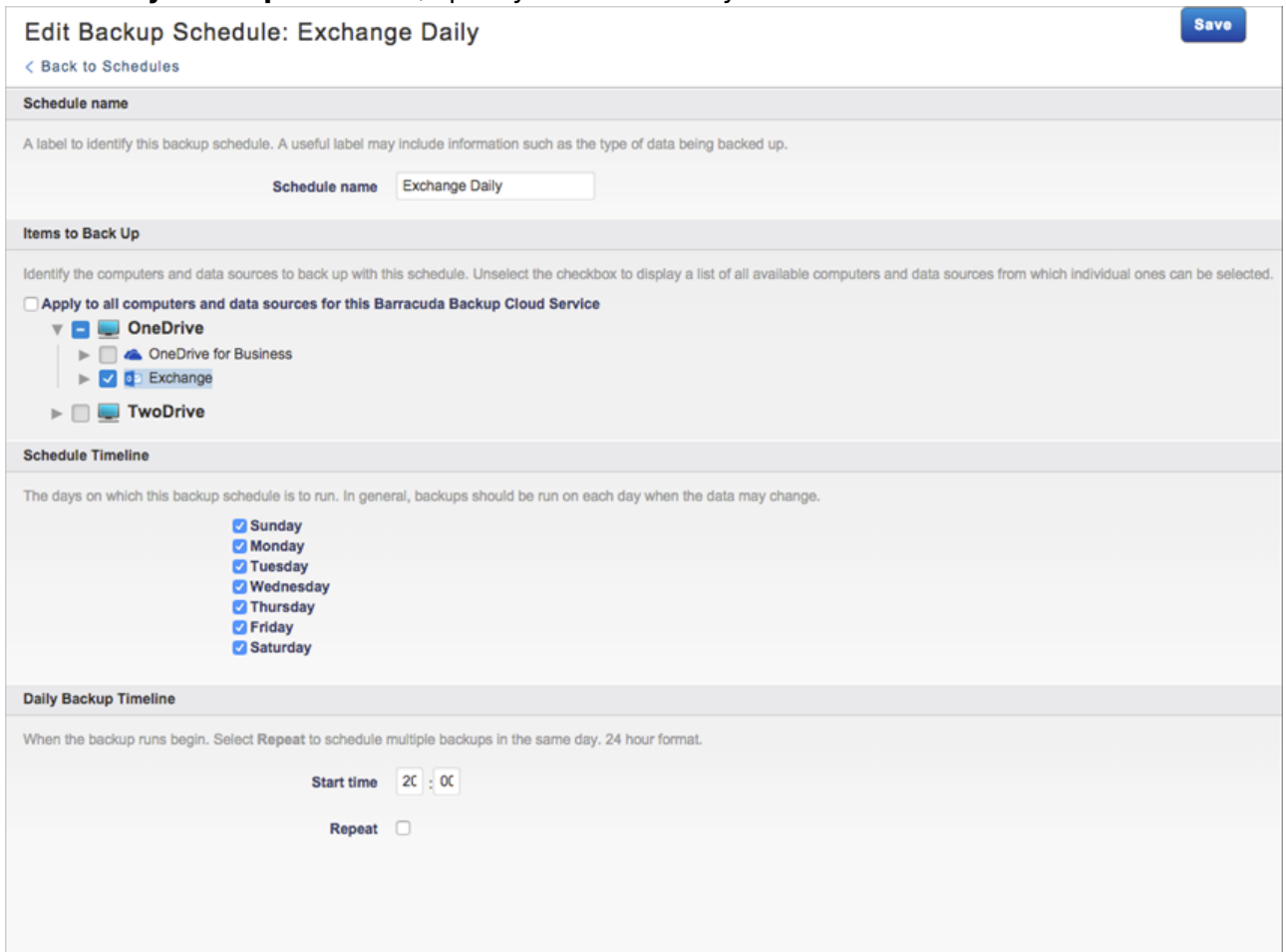


7. The **Add New Schedule** dialog box displays:



The dialog box titled "Add New Schedule" has a close button (X) in the top right corner. It contains a text input field with the value "Exchange Online Daily". At the bottom, there are two buttons: "Cancel" and "OK".

8. Enter a name to represent the schedule, and click **OK**. The **Edit Exchange Online** page is updated with the new schedule name.
9. Click **Save**. The **Edit Backup Schedule** page displays.
10. In the **Items to Back Up** section, select individual items to back up, or click **Apply to all computers and data sources for this Barracuda Backup Cloud Service** to back up everything in Exchange Online.
11. In the **Schedule Timeline** section, select the day you want the schedule to run.
12. In the **Daily Backup Timeline**, specify the time of day the schedule is to run:



The "Edit Backup Schedule: Exchange Daily" page features a "Save" button in the top right corner and a "Back to Schedules" link. The page is divided into several sections:

- Schedule name:** A text input field containing "Exchange Daily".
- Items to Back Up:** A section with a checkbox for "Apply to all computers and data sources for this Barracuda Backup Cloud Service". Below it, there are expandable sections for "OneDrive" (containing "OneDrive for Business" and "Exchange"), and "TwoDrive".
- Schedule Timeline:** A list of days from Sunday to Saturday, each with a checked checkbox.
- Daily Backup Timeline:** A section for setting the start time (currently "20:00") and a "Repeat" checkbox.

13. Click **Save**. Exchange Online is backed up based on your data source and schedule settings.

Figures

1. exchgonline.png
2. exchgsource.png
3. accept.png
4. editexchgonline.png
5. newschedule.png
6. timeline.png

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