

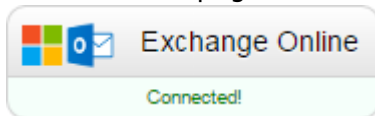
How to Configure an Exchange Online Data Source

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

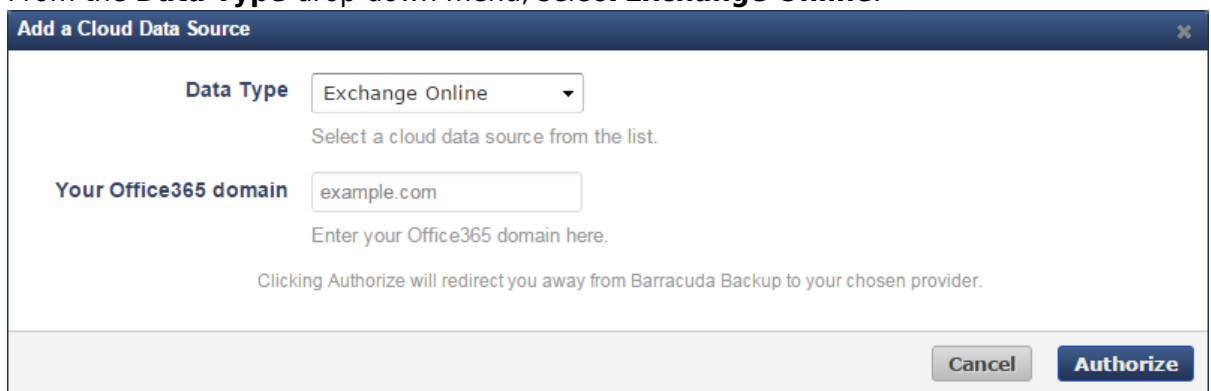
To complete the steps in this article, you must have a service account with administrative privileges or another user account with administrative privileges.

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 the "Add a Cloud Data Source" dialog box. It has a title bar with a close button. Inside, there is a "Data Type" dropdown menu set to "Exchange Online". Below it is a text field for "Your Office365 domain" with "example.com" entered. At the bottom right are "Cancel" and "Authorize" buttons. Text instructions are present: "Select a cloud data source from the list.", "Enter your Office365 domain here.", and "Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider."

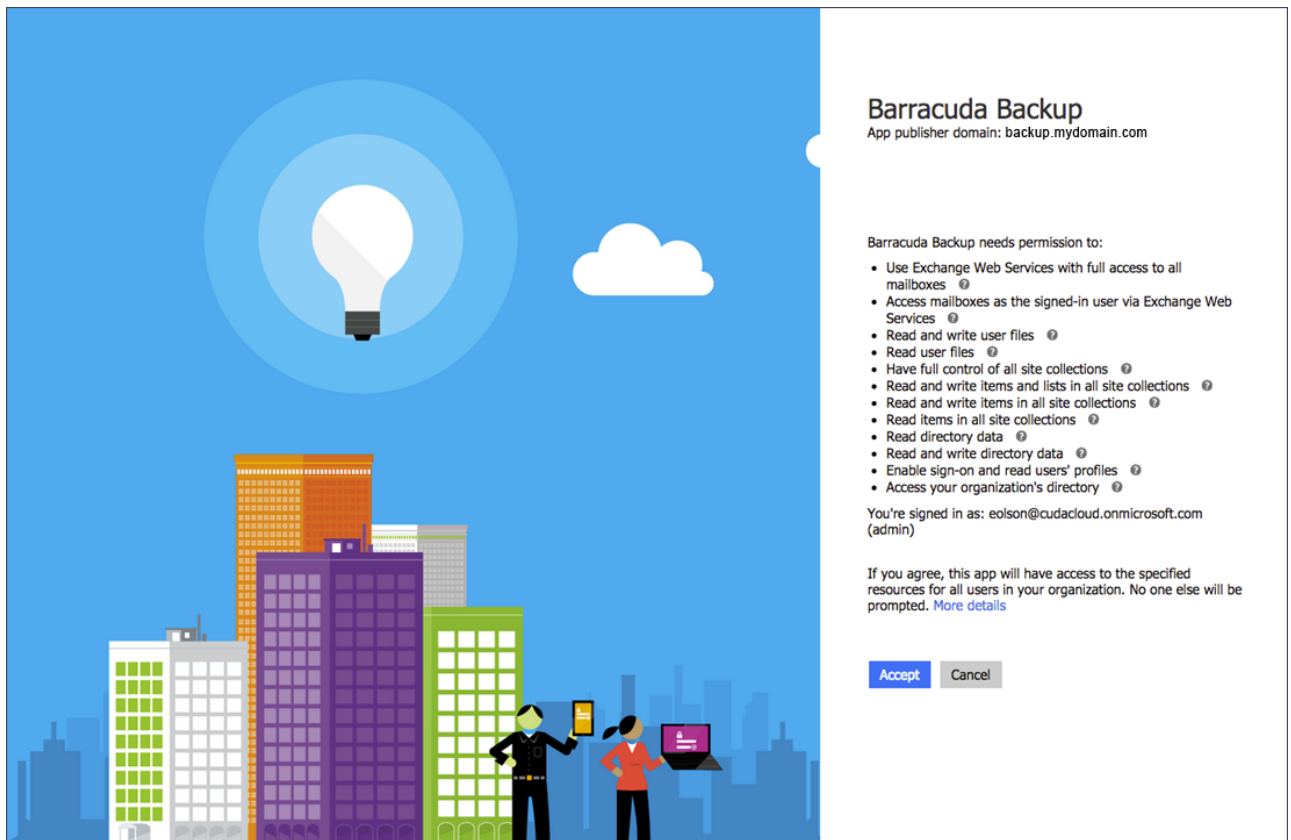
2. Enter **Your Office365 domain** URL.

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**.

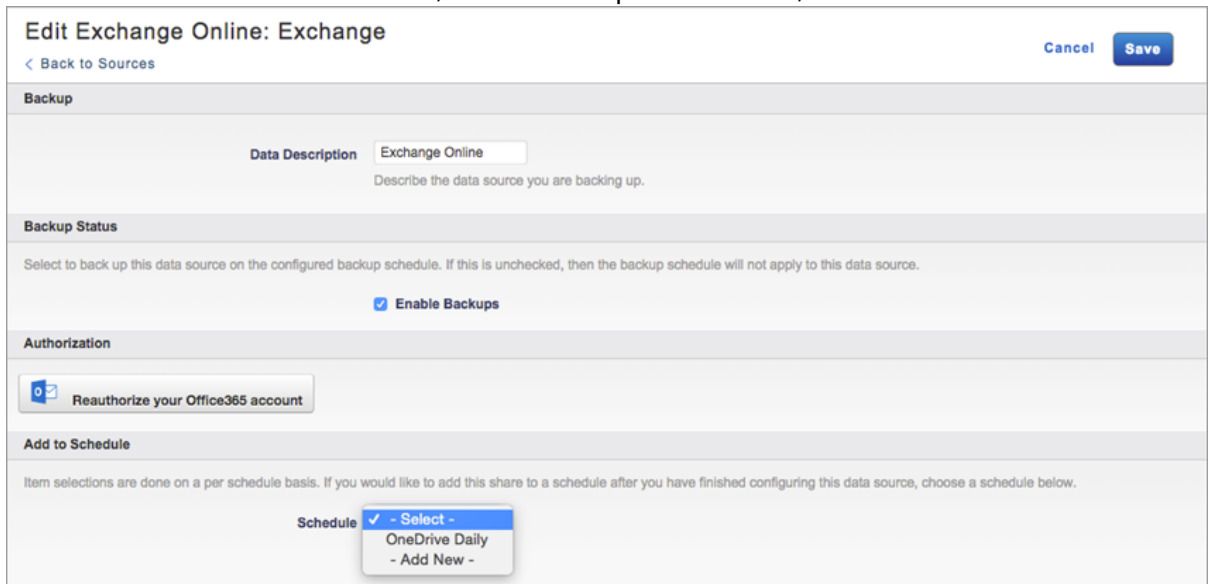
If you are not currently logged into the Exchange Online account, the Microsoft login page displays. Enter your Exchange Online administrator login information, and then click **Sign in**.

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

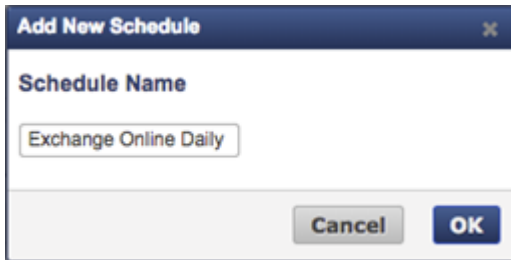


6. The **Edit Exchange Online** page displays.

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**:

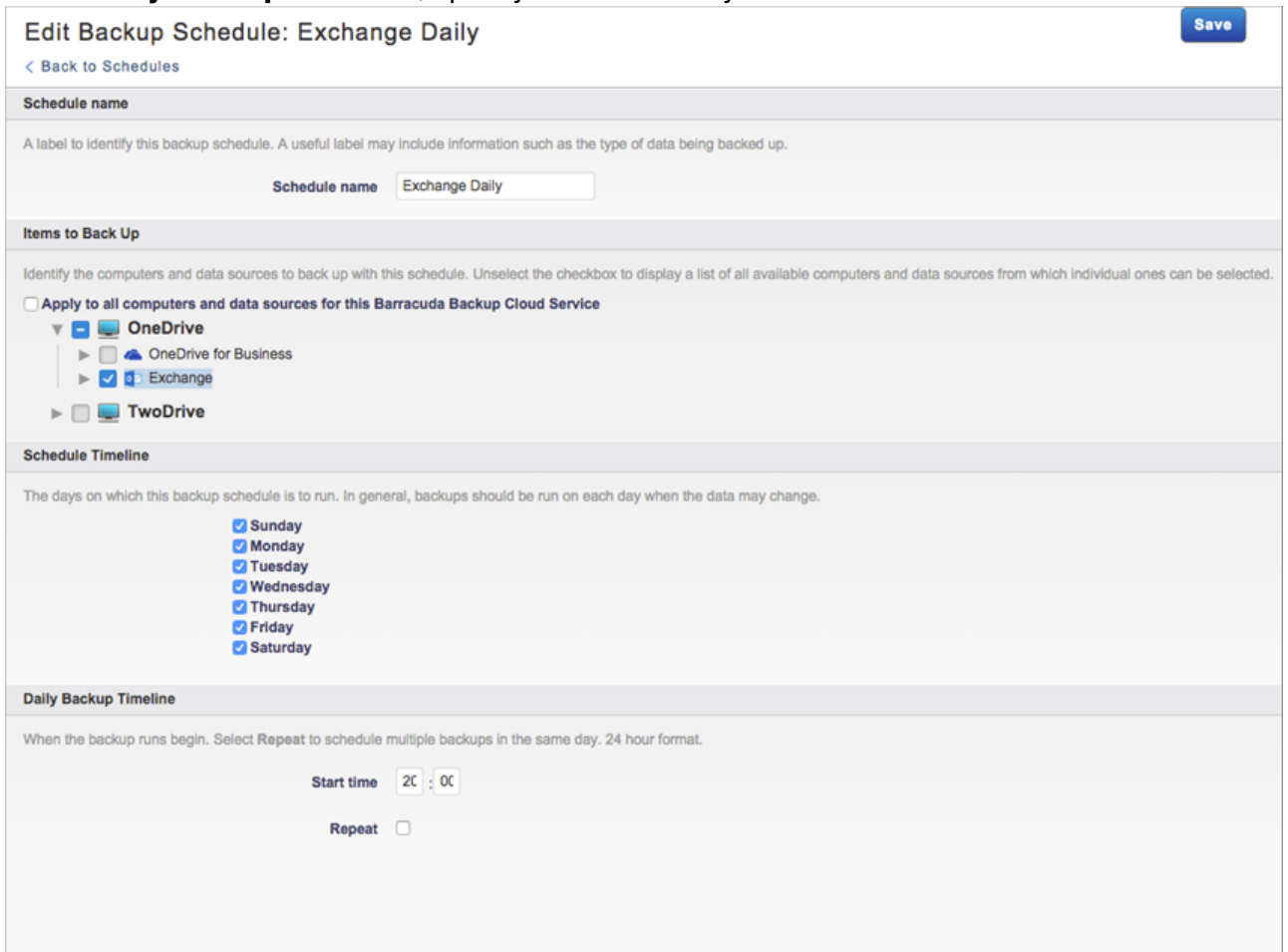


7. The **Add New Schedule** dialog box displays:



A dialog box titled "Add New Schedule" with a close button (X) in the top right corner. It contains a text input field labeled "Schedule Name" with the text "Exchange Online Daily" entered. At the bottom are "Cancel" and "OK" buttons.

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 four sections: "Schedule name" with a description and an input field containing "Exchange Daily"; "Items to Back Up" with a description, an unchecked checkbox for "Apply to all computers and data sources for this Barracuda Backup Cloud Service", and expandable lists for "OneDrive" (with "OneDrive for Business" and "Exchange" sub-items, the latter checked), and "TwoDrive"; "Schedule Timeline" with a description and checkboxes for all days of the week (all checked); and "Daily Backup Timeline" with a description, a "Start time" field set to "20:00", and an unchecked "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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