

How to Set Up Service Account for Exchange Online Data Sources

<https://campus.barracuda.com/doc/51189865/>

This article applies to Barracuda Cloud-to-Cloud Backup and Microsoft Exchange Online.

Depending on the plan and version of Office 365 you are running, some configuration settings may have a slightly different setup path.

To create a new service account:

1. Log into your Office 365 Management Panel using an account with administrative privileges, and click **users and groups** in the left pane.
2. Click the **+** symbol to create a new account.
3. In the **details** page, enter the details for the new service account, and click **next**.
4. In the **settings** page, select **Yes** to assign administrator permissions, and from the drop-down menu, select **Global administrator**. Optionally, you can add an alternate email address and location. Click **next**.
5. In the **assign licenses** page, make no changes. Click **next**.
6. In the **send results in email** page, click **Create**. The service account details are sent to the admin.
7. To activate the account, log into your Office 365 Management Panel using the new service account, and update the password.

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