

## Office 365 Complete Edition

<https://campus.barracuda.com/doc/68356224/>

After you have completed the procedures in [Step 1 - Set Up Essentials for Office 365](#) and [Step 2 - Configure Office 365 for Inbound and Outbound Mail](#), continue below to set up your [Barracuda Cloud Archiving Service](#) and [Barracuda Cloud-to-Cloud Backup](#).

### Barracuda Cloud Archiving Service

1. [Configure Directory Services](#)
2. [Launch the Initial Setup Wizard](#)
3. [Configure Journaling from Office 365 Mail Service](#)
4. [Create and Configure an Office 365 Exchange Online Service Account](#)

#### Step 1. Configure Directory Services

Google Directory Service integration is currently not supported for Barracuda Cloud Archiving Service.

You must configure LDAP or Azure AD for group expansion and user attributes in the Barracuda Cloud Archiving Service.

##### Active Directory Limitations

Barracuda Networks does not support using default AD groups, such as Domain Users, when applying entitlements for user access. Due to limitations within AD, these groups may not contain all users or any users at all.

##### Verify User Status

Before adding users to the Barracuda Cloud Archiving Service via your organization's LDAP servers, verify that users are enabled, are members of the domain, and that the mail attribute is set for each user.

### Incoming Connections

To ensure uninterrupted access to LDAP server from the Barracuda Cloud, you must allow incoming connections from the following IP ranges:

- 35.170.131.81
- 54.156.244.63
- 54.209.169.44

### Secure LDAP


Barracuda Networks recommends connecting your LDAP connection using SSL (LDAPS). As the information will be transmitted between Barracuda Networks' cloud servers and your Cloud email service, you must ensure that the connection is secure. Contact your IT Administrator if you need help setting up LDAPS in your network.

Use AD authentication to store and administer Barracuda Cloud Archiving Service user accounts via your organization's LDAP or Azure AD.

When you first set up the Barracuda Cloud Archiving Service, a warning notice displays across the top of the web interface notifying you that you must configure AD through Barracuda Cloud Control and enable groups. Before you continue, you are **required** to either set up AD and wait for a sync to complete, or select to proceed without AD. Barracuda Networks strongly recommends setting up local AD.

### **Create a Barracuda Cloud Control Directory**

1. Go to **Home > Admin > Directories**.
2. Click the **Add Directory** button.

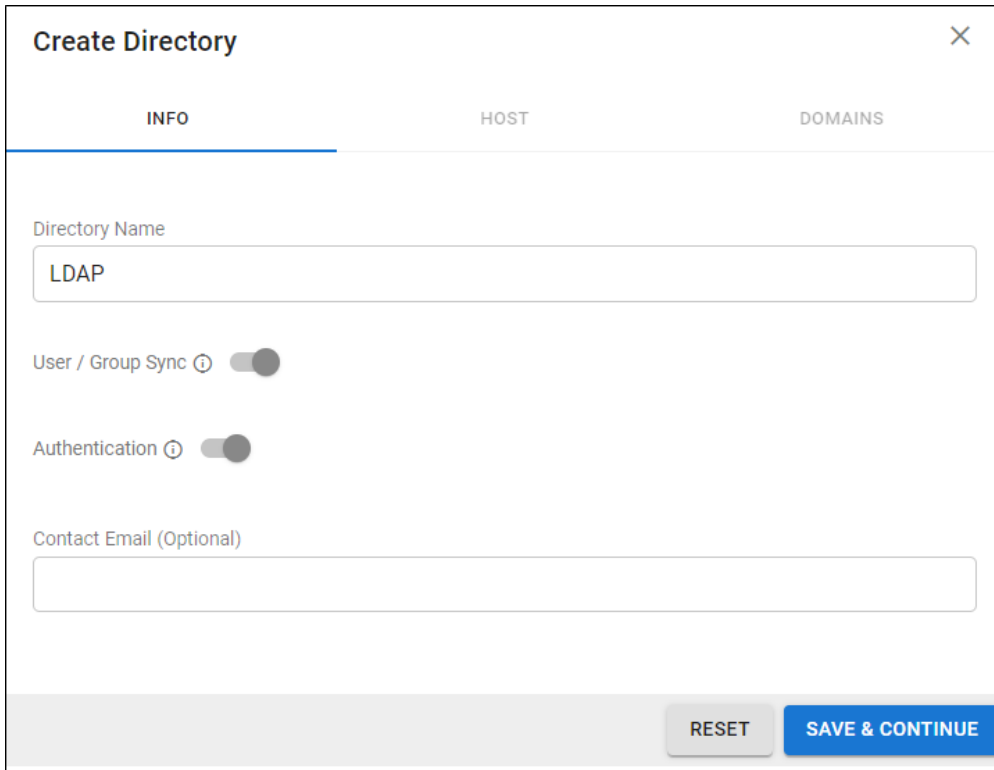


3. Select one of the following sections to add a new LDAP or Azure active directory.

### **Add a New LDAP Active Directory**

1. Select **LDAP Active Directory**.
2. On the **INFO** tab, specify a new **Directory Name**.
3. Activate the **Authentication** option to have users authenticate using their LDAP credentials. If you disable this option, users authenticate with Barracuda Cloud Control.

Barracuda Networks strongly recommends creating an additional administrator account using an independent domain that does not use Active Directory (AD) authentication. This allows you access to your Barracuda Networks product account if your AD server goes down or fails.



**Create Directory** [X]

INFO      HOST      DOMAINS

Directory Name  
LDAP

User / Group Sync

Authentication

Contact Email (Optional)

RESET      **SAVE & CONTINUE**

4. Click **SAVE AND CONTINUE**.
5. On the **HOST** tab, specify the following for the LDAP host:
  - **LDAP Host IP address**
  - **LDAP Host Port** - Use Port **389** for LDAP and LDAPTLS or Port **636** for LDAPS.
  - **Base Domain Name (DN)** - Any user or group that exists with the search base that will sync to Barracuda Networks. For example, DC=domain,DC=com.
  - **Bind DN** - Enter the bind domain name for a service account with read permissions to the active directory.
  - **Password** - Password associated with the service account.
  - **Connection Security** - Select **SSL, TLS**, or **None**. For more information, see [New Requirements for LDAP Authentication](#).
6. (Optional) To add additional servers, click **Add LDAP Host**.
7. If your LDAP server uses a self-signed certificate, toggle on the **Allow Self-Signed Certificate** setting.
8. Click **TEST CONNECTION** to check connectivity to the host. If the connection fails, verify your settings are correct and that you have allowed the Barracuda Networks IP in your firewall. Contact [Barracuda Networks Technical Support](#) for additional troubleshooting.
9. If the connection succeeds, it displays as Connected. Click **SAVE AND CONTINUE**.

### Create Directory: LDAP

INFO HOST DOMAINS

Host: 127.0.0.1 Port: 389  
[Add LDAP Host](#)

Base DN: dc=domain,dc=com

Bind DN: CN=ldap,OU=Service Accounts,OU=Users,DC=domain,DC=com

Password: .....

Connection Security:  SSL  TLS  None

Allow Self-Signed Certificate

[TEST CONNECTION](#)

[BACK](#) [RESET](#) [SAVE & CONTINUE](#)

10. On the **DOMAINS** tab, add the domains associated with your users.
11. For each domain that you add, click **Verify** and following the instructions to verify the domain.

### Verify domain: domain.org ✕

This domain is not yet verified. Domains must be verified to create an Active Directory. Select a verification method.

#### Meta Tag

Add the following META tag to the header of domain.org.

```
<!--barracuda site verification -->
<meta name="barracuda-site-verification"
content="d1b49df076ab989d77d1caf052a2567c" />
```

[COPY TAG TO CLIPBOARD](#)

#### TXT Records

Add this in your domain host's DNS management settings.

Name/Alias	TTL	Record Type	Value/Answer
@	3600	TXT	d1b49df076ab989d77d1caf052a2567c

[COPY VALUE TO CLIPBOARD](#)

[CLOSE](#) [VERIFY](#)

12. After each domain is verified, you can sync your users and groups to the Barracuda Cloud Control.

#### Add a New Azure Active Directory

1. Select **Azure Active Directory**.
2. On the **INFO** tab, specify a new **Directory Name**. For example, "Office 365".
3. Click **CONNECT TO MICROSOFT** to sign into Microsoft and authorize Barracuda Cloud Control to connect to your Azure Active Directory account.
  1. Log in with your Office 365 administrator credentials.
  2. Accept the credentials for the application request.

## Create Directory ✕

INFO AZURE DOMAINS

Directory Name

Sign into Microsoft and authorize Barracuda Cloud Control to connect to your Azure AD.

**CONNECT TO MICROSOFT**

User / Group Sync ⓘ

Authentication ⓘ

Contact Email (Optional)

**RESET** **SAVE & CONTINUE**

4. Activate the **Authentication** option to have users authenticate using their Azure credentials. If you disable this option, users authenticate with Barracuda Cloud Control.

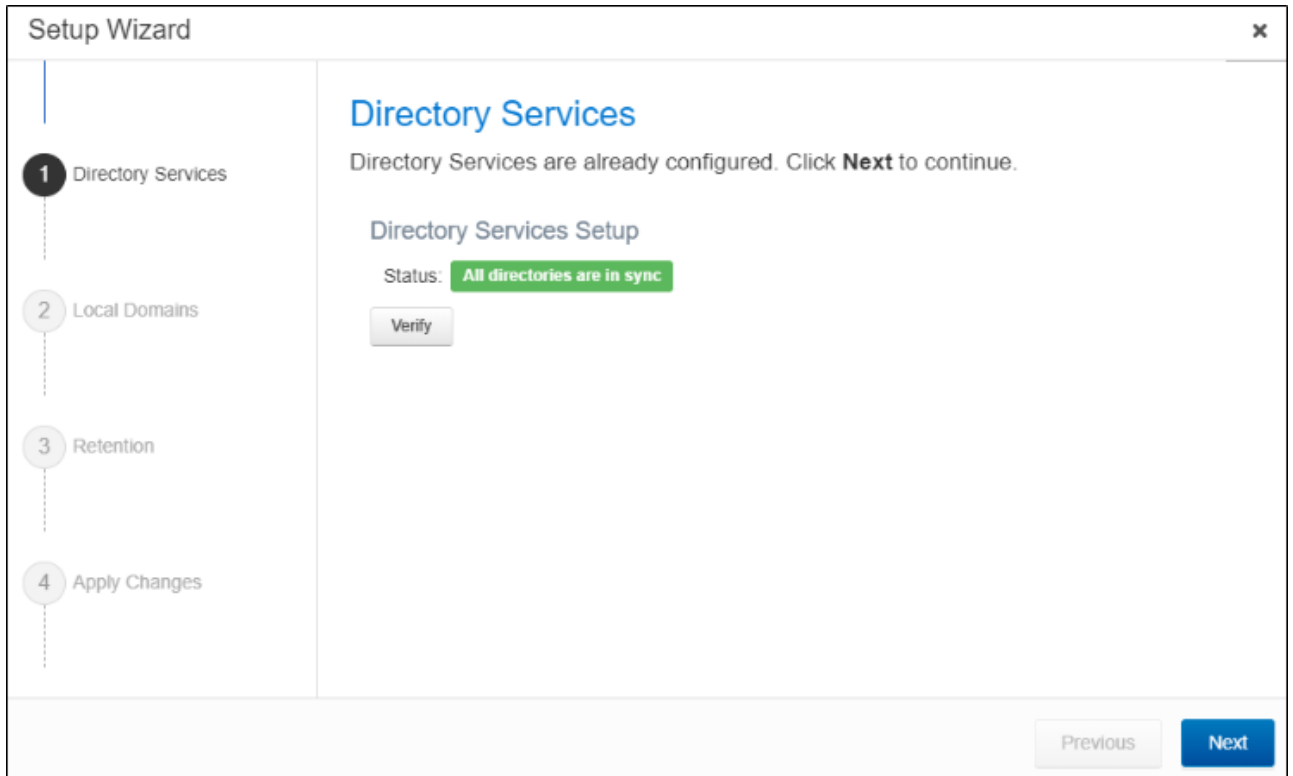
Barracuda Networks strongly recommends creating an additional administrator account using an independent domain that does not use Active Directory (AD) authentication. This allows you access to your Barracuda Networks product account if your AD server goes down or fails.

5. After you are redirected back to the Barracuda Cloud Control, click **Save**.

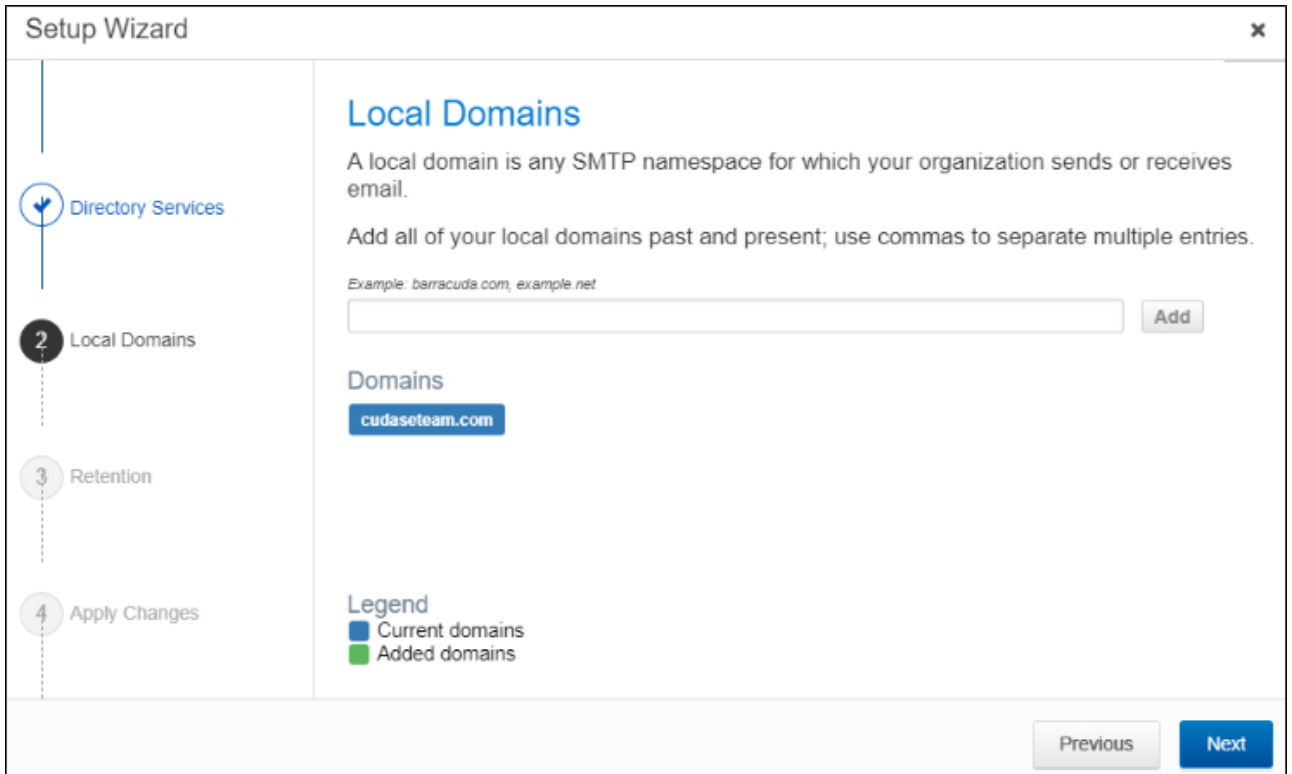
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## Step 2. Launch the Initial Setup Wizard

1. Click **Archiver** in the left pane. The initial setup wizard will run.
2. Click **Next**.
3. Click **Verify** to verify the directory service configuration in your Barracuda Cloud Control account.



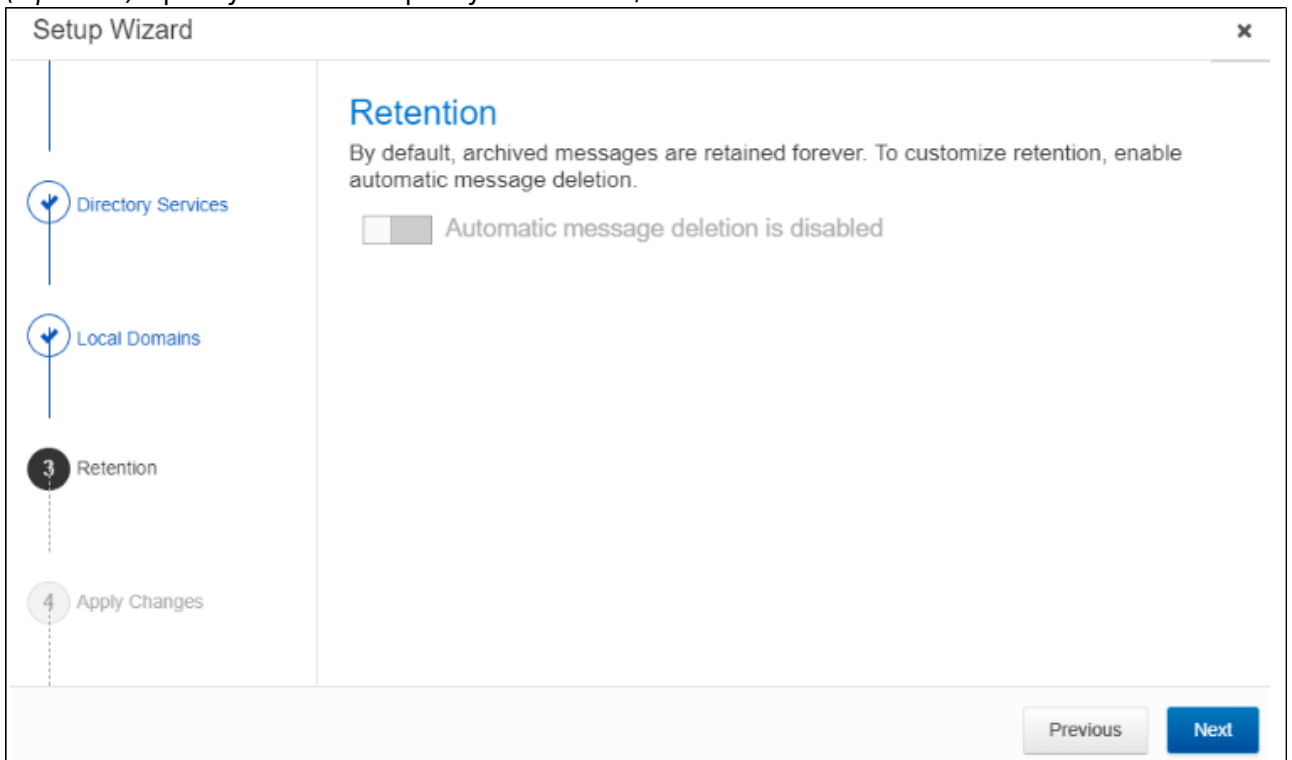
4. Click **Next**.
5. Verify that all the email domains you plan to archive are listed here. If there are any missing, add them now.



The screenshot shows the 'Setup Wizard' window with the 'Local Domains' step selected. The left sidebar shows a progress indicator with four steps: 1. Directory Services, 2. Local Domains (selected), 3. Retention, and 4. Apply Changes. The main content area is titled 'Local Domains' and contains the following text: 'A local domain is any SMTP namespace for which your organization sends or receives email. Add all of your local domains past and present; use commas to separate multiple entries. Example: barracuda.com, example.net'. Below this is an input field and an 'Add' button. A 'Domains' section shows 'cudaseteam.com' in a blue box. A legend indicates that blue boxes represent 'Current domains' and green boxes represent 'Added domains'. At the bottom right, there are 'Previous' and 'Next' buttons.

6. Click **Next**.

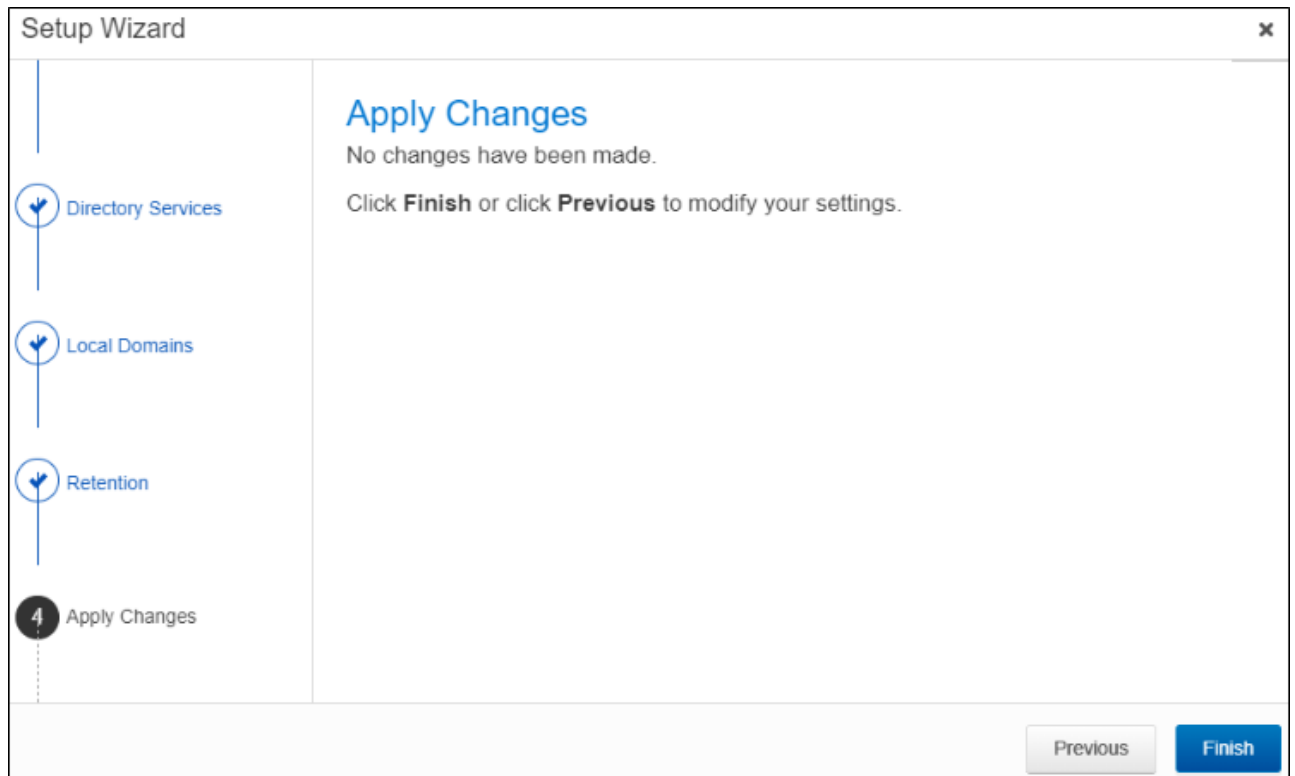
7. (Optional) Specify a retention policy. Otherwise, click **Next**.



The screenshot shows the 'Setup Wizard' window with the 'Retention' step selected. The left sidebar shows a progress indicator with four steps: 1. Directory Services, 2. Local Domains, 3. Retention (selected), and 4. Apply Changes. The main content area is titled 'Retention' and contains the following text: 'By default, archived messages are retained forever. To customize retention, enable automatic message deletion.' Below this is a toggle switch labeled 'Automatic message deletion is disabled', which is currently turned off. At the bottom right, there are 'Previous' and 'Next' buttons.

8. Click **Finish** to apply your changes.





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### Step 3. Configure Journaling from Office 365 Mail Service

#### Option 1. Configure Journaling from the Web Interface

1. Go to the **Mail Sources > SMTP Journaling** page.
2. Go to **Journaling Setup Scripts > Office 365 Setup Script**, and click **Run Script**.
3. Follow the onscreen prompts to configure Office 365 to journal mail to the Barracuda Cloud Archiving Service.

#### Option 2. Configure Journaling via Script

1. Go to the **Mail Sources > SMTP Journaling** page.
2. In the **Journaling Setup Scripts > Office 365 Setup Script** section, click **Download** to save the PowerShell script to your local system, or click **Show Script** to copy the script to your clipboard.
3. Open Windows PowerShell, and run the script to configure Office 365 to journal mail to the Barracuda Cloud Archiving Service.

If you are unable to run the journaling script and need to manually configure journaling, see [Manually](#)

[Configure Journaling.](#)

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## Step 4. Create and Configure an Office 365 Exchange Online Service Account

### Requirements

If this is a Cloud Service Provider (CSP) account, refer to this article [Azure MFA Requirements for Microsoft CSPs](#) to ensure the correct configuration is set.

- Microsoft .NET Framework 4.5 or 4.5.1 and either the [Windows Management Framework 3.0](#) or the [Windows Management Framework 4.0](#).
- An Office 365 global administrator account to apply permissions and scripts.
- Verify the service account has the following:
  - A mailbox with [Microsoft Exchange Online Plan 1](#) or higher.
  - A mailbox that *is not* hidden in the **Global Address** list.
  - A license that supports Outlook (i.e., not a kiosk license).
- Enable RPC over HTTP (RoH) for the mailbox. See also [How to Enable RPC over HTTP Connectivity](#).

### Microsoft Exchange Online

Microsoft Exchange Online message throttling policies set bandwidth limits and restrict the number of processed messages. Throttling is enabled by default in Microsoft Exchange Online. Currently you cannot set policies to disable throttling in Exchange Online; for details, refer to the [Microsoft Outlook dev blog](#). Barracuda is working on a solution to provide this option in the future.

To import from Exchange Online using EWS, see [How to Configure Microsoft Exchange Online Email Import Using EWS](#). If you are not using EWS, use the following instructions to import from Exchange Online.

### Step 1. Connect to Office 365 Exchange Online

1. Install Exchange Online module.
  - If you have already installed Exchange Online module, proceed to the next step.
  - To install Exchange Online module, open Windows PowerShell as an administrator and

enter the following command:

```
Install-Module -Name ExchangeOnlineManagement
```

2. Connect to Exchange Online Powershell and log in with your Office 365 administrator account using the following command:

```
Connect-ExchangeOnline
```

For more information on connecting to Exchange Online Powershell, see the Microsoft article <https://docs.microsoft.com/en-us/powershell/exchange/connect-to-exchange-online-powershell?view=exchange-ps>.

3. After you connect to Exchange Online PowerShell, enter the following command:

```
Get-Mailbox -ResultSize unlimited | Add-MailboxPermission -User  
<ServiceAccount@domain.com> -AccessRights fullaccess -InheritanceType  
all -Automapping $false
```

Permissions are assigned on existing mailboxes only; if additional mailboxes are added to your organization, you must rerun this command.

For more information on adding mailbox permissions, see [Add-MailboxPermission](#) in Microsoft TechNet. For information on testing mailbox rights, see [Get-MailboxPermission](#) in Microsoft TechNet.

## Step 2. Import from Office 365 Exchange Online

To import from Exchange Online using EWS, see [How to Configure Microsoft Exchange Online Email Import Using EWS](#). If you are not using EWS, use the following instructions to import from Exchange Online.

1. Log into the Barracuda Cloud Archiving Service as the admin, and go to **Mail Sources > Exchange Integration**.
2. Click **Start New Action**. In the **Select Action** page, click **Email Import**.
3. In the **Select Server** page, click **Add New Server**.
4. In the **Add New Server** dialog box, enter a **Configuration Name**, the **email address** for the service account and the service account **password**.
5. Click **Autodiscover**.

If autodiscover is unable to identify your settings, use the steps in the following section, *Manually Configure Settings*.

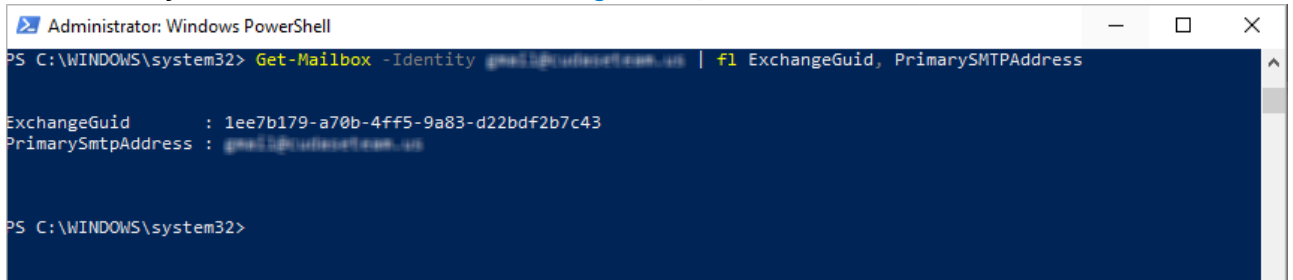
## Manually Configure Settings

Use the steps in this section *only* if autodiscover is unable to identify your settings as described above in the section *Automatically Discover Settings*.

### Step 1. Manually Obtain Exchange Hostname Using PowerShell

1. Open Windows PowerShell, and connect to [Office 365 Exchange Online](#).

2. Enter the following command, and then press **Enter**:  
`Get-Mailbox -Identity <username for service account> | Format-List ExchangeGuid, PrimarySMTPAddress`
3. To determine the Exchange Hostname, combine the ExchangeGuid with the domain portion of the PrimarySMTPAddress to form [ExchangeGuid@domain.com](#).



```
Administrator: Windows PowerShell
PS C:\WINDOWS\system32> Get-Mailbox -Identity gmail@ubisoft.com.us | fl ExchangeGuid, PrimarySMTPAddress

ExchangeGuid      : 1ee7b179-a70b-4ff5-9a83-d22bdf2b7c43
PrimarySmtpAddress : gmail@ubisoft.com.us

PS C:\WINDOWS\system32>
```

4. To close out the remote PowerShell session, enter the following command, and then press Enter:  
`Disconnect-ExchangeOnline`

## Step 2. Manually Configure Server Settings for Email Import

1. Log into the Barracuda Cloud Archiving Service as the admin, and go to **Mail Sources > Exchange Integration**.
2. Click **Start New Action**. In the **Select Action** page, click **Email Import**.
3. In the **Select Server** page, click **Add New Server**.
4. In the **Add New Server** dialog, click **Configure Manually**; enter the Exchange details:
  1. **Configuration Name** - Enter a name to identify the configuration.
  2. **Exchange Hostname** - Enter the Exchange hostname from *Step 1 Manually Obtain Exchange Hostname Using PowerShell*.
  3. **Username** - Enter the service account username.
  4. **Password** - Enter the password associated with the username.
  5. **Exchange 2013** - Select **Yes**.
  6. **Advanced Options** - In the **Proxy Server** field type `outlook.office365.com` and leave the **Global Catalog Server** field blank.
5. Click **Save** to add your configuration and close the dialog box.
6. In the **Configure Action** page, click **Continue**.
7. In the **View Summary** page, select **All Users** from the **Source** drop-down menu.
8. Specify the desired **Date** and **Schedule** settings. Click **Continue**.
9. Verify the configuration settings in the **View Summary** page, and then click **Submit** to add the Email Import to the **Scheduled Actions** table.

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## Barracuda Cloud-to-Cloud Backup

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For more information, see the latest [Cloud-to-Cloud Backup Version 3](#) for setup details.

### Office 365 Exchange Online

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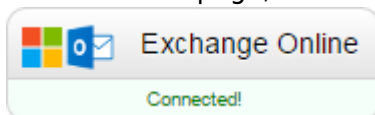
See also: [Cloud-to-Cloud Office 365 Exchange Online](#)

### Configure an Exchange Online Data Source

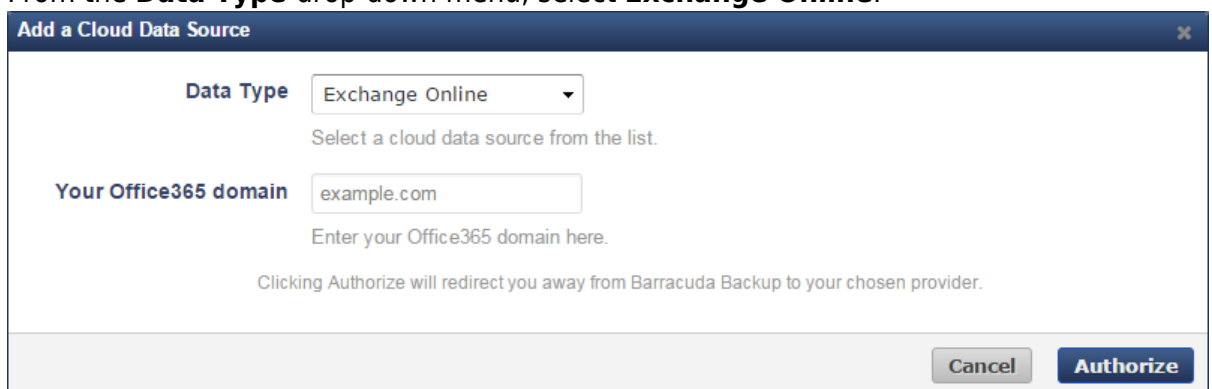
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Use the following steps to set up Exchange Online backup:

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**:



**Add a Cloud Data Source**

**Data Type** Exchange Online  
Select a cloud data source from the list.

**Your Office365 domain** example.com  
Enter your Office365 domain here.

Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider.

Cancel Authorize

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

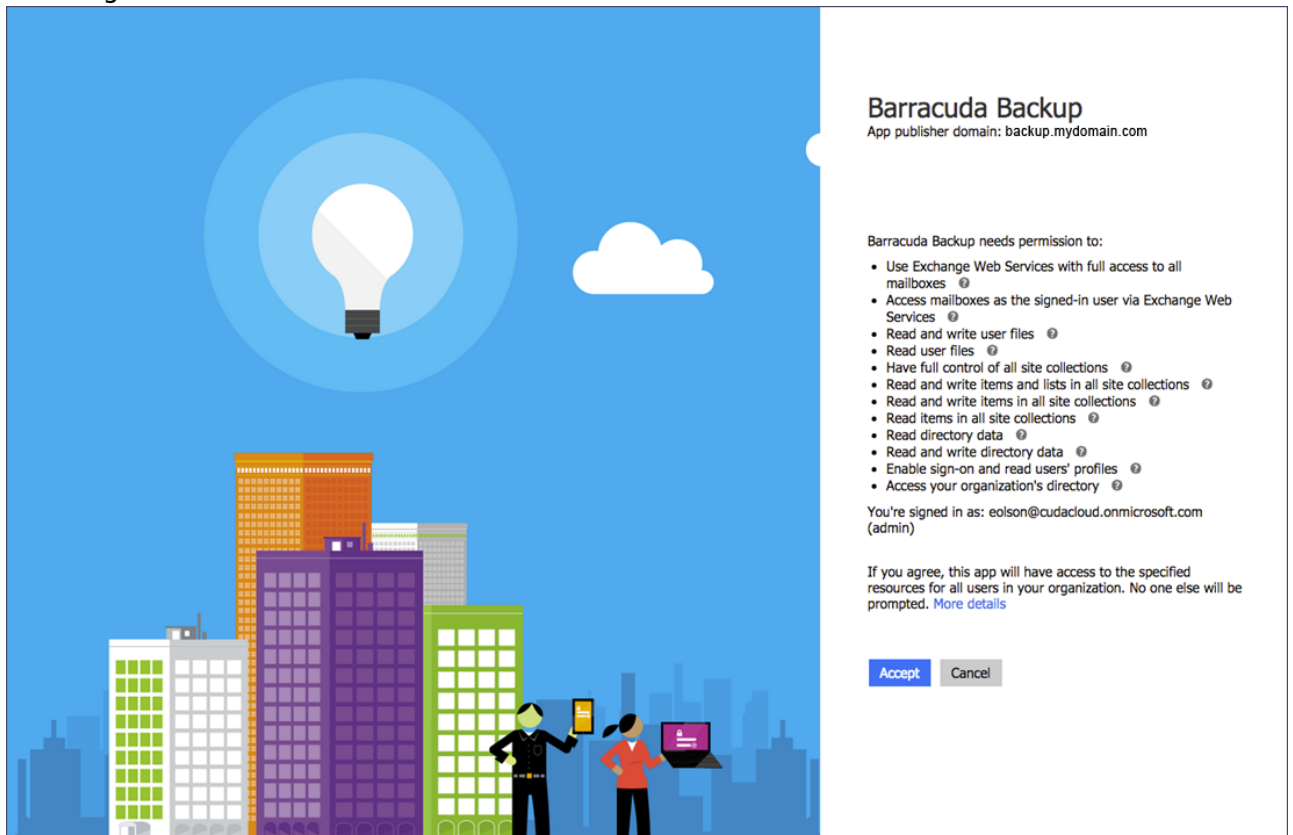
To locate the native domain name associated with your Office 365 account, log in to the Office 365 portal using an administrative account, and go to **Management > domains** . The native domain is listed in the **domains** table ending with

*onmicrosoft.com* .

3. Click **Authorize**.

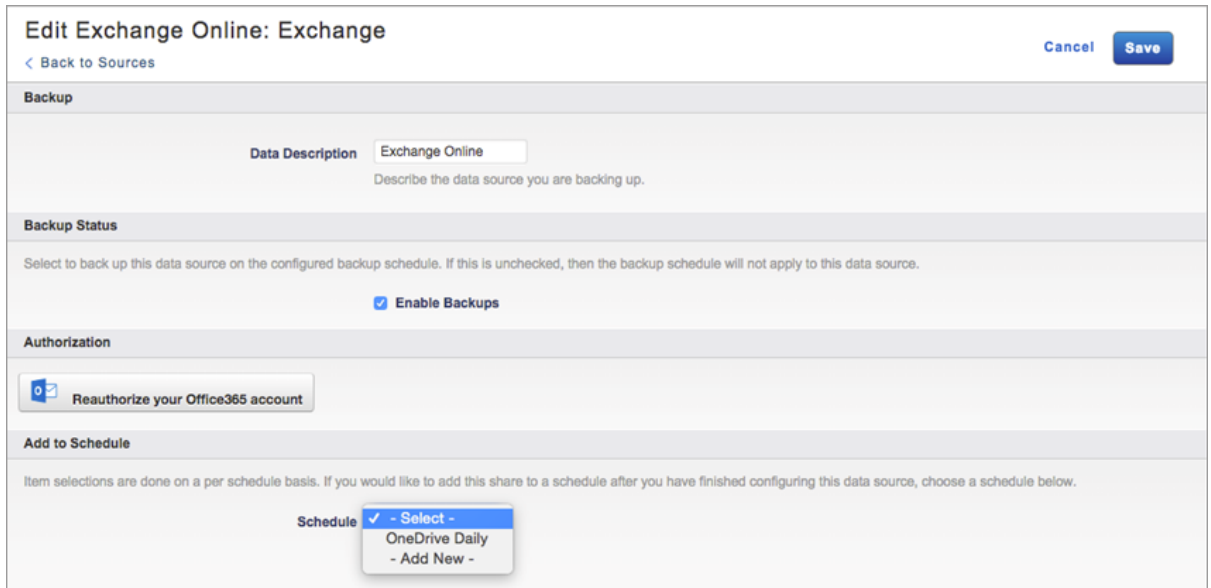
If you are not currently logged into the Exchange Online account, the Microsoft login page displays. Enter your Exchange Online administrator login information, and then click **Sign in**.

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

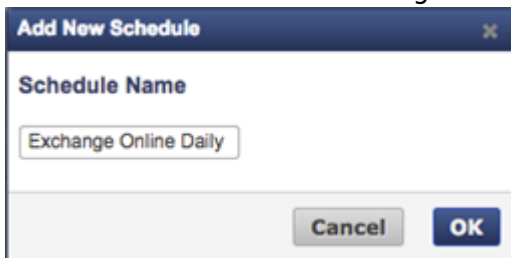


6. The **Edit Exchange Online** page displays.

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:



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:

### Edit Backup Schedule: Exchange Daily Save

[Back to Schedules](#)

---

#### Schedule name

A label to identify this backup schedule. A useful label may include information such as the type of data being backed up.

Schedule name

---

#### Items to Back Up

Identify the computers and data sources to back up with this schedule. Unselect the checkbox to display a list of all available computers and data sources from which individual ones can be selected.

Apply to all computers and data sources for this Barracuda Backup Cloud Service

- OneDrive
  - OneDrive for Business
  - Exchange
- TwoDrive

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#### Schedule Timeline

The days on which this backup schedule is to run. In general, backups should be run on each day when the data may change.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

---

#### Daily Backup Timeline

When the backup runs begin. Select Repeat to schedule multiple backups in the same day. 24 hour format.

Start time  :

Repeat

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

## Schedule an Exchange Online Backup

Use the following steps to schedule a backup:

1. Log into Barracuda Backup, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Go to **Backup > Schedules**.
3. On the **Schedules** page, click **Add a Schedule** in the upper right-hand corner.
4. Enter a name for your schedule in the **Schedule name** field:



### Add Backup Schedule

[← Back to Schedules](#)

**Schedule name**

A label to identify this backup schedule. A useful label may include information such as the type of data being backed up.

Schedule name

- In the **Identify the data sources** section, select the data to be backed up using this schedule. You can select **Select all** or you can granularly select data down to a specific file or folder.
- In the **Schedule Timeline** section, select the days you want the schedule to run. If you are creating a one-time only backup schedule, deselect all days:

**Schedule Timeline**

The days on which this backup schedule is to run. In general, backups should be run on each day when the data may change.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

- In the **Daily Backup Timeline** section, enter a **start time** for your backup schedule. To repeat a backup schedule throughout a 24-hour period, select the **Repeat** option and specify the frequency of the backup and the end time. A backup schedule cannot span multiple days:

**Daily Backup Timeline**

When the backup runs begin. Select Repeat to schedule multiple backups in the same day. 24 hour format.

Start time  :

Repeat

Every

Until  :

- Once you have configured your backup schedule, click **Save**.
- The backup schedule is now listed on the **Schedules** page and specifies the days and times that it is to run. To run a backup on-demand, click **Run Backup Now**, to edit the schedule click **Edit**, or to delete a schedule, click **Remove**:

**TEST**

🕒 8:00am, 12:00pm, 4:00pm, 8:00pm

📁 Office 365  
📧 Exchange Online

Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓	✓	✓	✓	✓	✓	✓

[Edit](#) [Remove](#)

Run Backup Now ↻

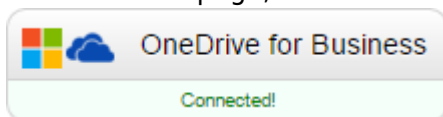
## Office 365 OneDrive for Business

See also: [Cloud-to-Cloud Office 365 OneDrive for Business](#)

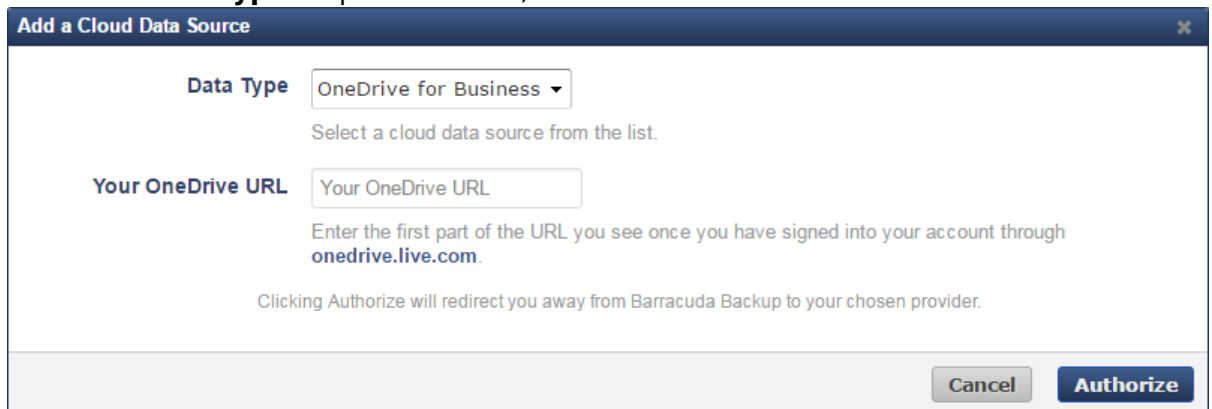
### Configure a OneDrive for Business Data Source

Use the following steps to set up OneDrive backup:

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

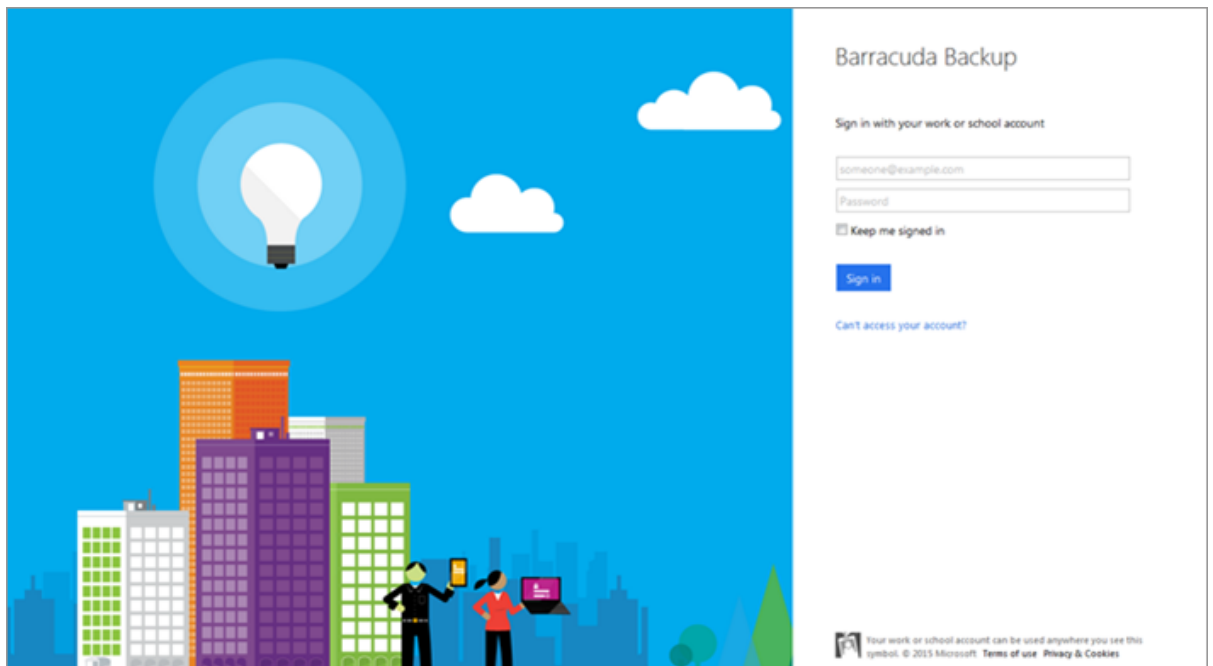


3. **Data Sources** Click **Add a Cloud Provider**, and enter the following details:
  1. **Cloud Provider description** field, enter a name to represent the data source.
  2. From the **Cloud Provider Type** drop-down menu, select **Microsoft Office 365**.
  3. Click **Save**.
4. The **Add a Cloud Data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

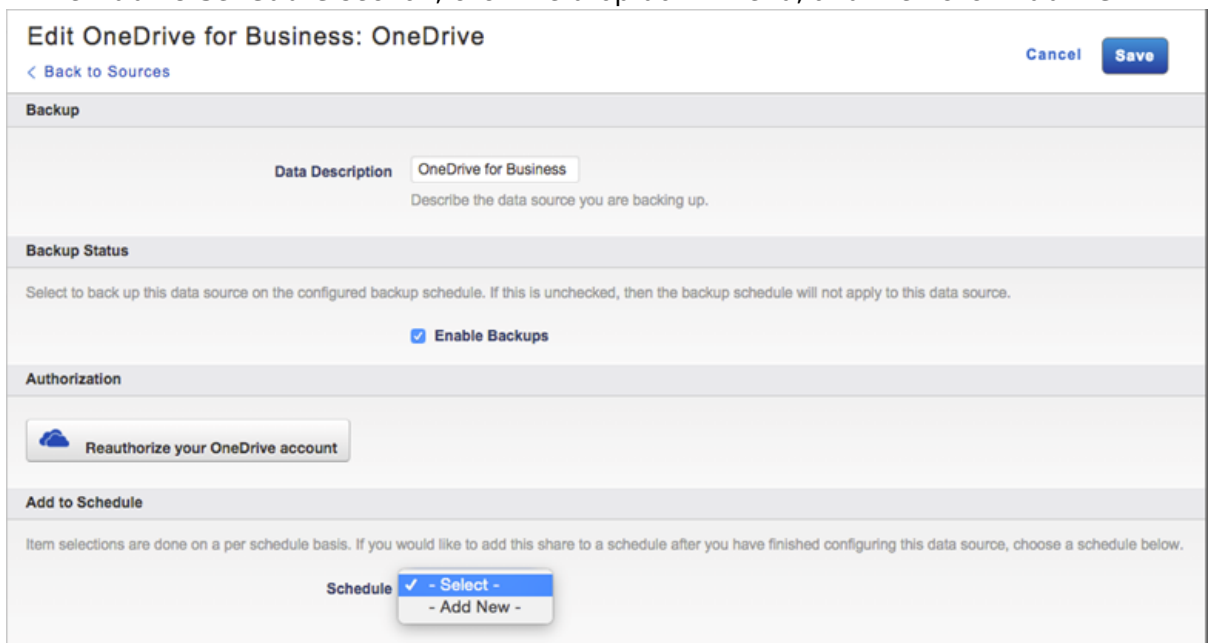
A screenshot of a web-based dialog box titled "Add a Cloud Data Source". The dialog has a dark blue header bar with the title and a close button (X). The main content area is white and contains the following elements:

- A "Data Type" label followed by a dropdown menu showing "OneDrive for Business". Below this is the instruction "Select a cloud data source from the list."
- A "Your OneDrive URL" label followed by a text input field containing "Your OneDrive URL". Below this is the instruction "Enter the first part of the URL you see once you have signed into your account through onedrive.live.com."
- A note at the bottom: "Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider."
- At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Authorize" button.

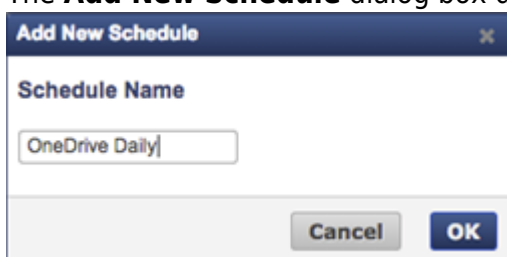
2. In the **Your OneDrive URL** field, enter the first part of your OneDrive for Business URL; the URL is available once you log in to OneDrive for Business. Note that the https:// portion is not required. For example, type mydomain-my.sharepoint.com.
3. Click **Authorize**.
4. If you are not currently logged in to the OneDrive for Business account, the Microsoft login page displays:



5. Enter your OneDrive for Business administrator login information, and click **Sign in**.
5. The **Edit OneDrive for Business** 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**:



6. The **Add New Schedule** dialog box displays. Enter a name to represent the schedule:



7. Click **OK**. The **Edit OneDrive for Business** page is updated with the new schedule name.
8. Click **Save**. The **Edit Backup Schedule** page displays.
9. In the **Items to Back Up** section:
  1. Select individual items to back up, or
  2. To back up everything on OneDrive, click **Apply to all computers and data sources for this Barracuda Backup Cloud Service**.
10. In the **Schedule Timeline** section, select the day you want the schedule to run.
11. In the **Daily Backup Timeline**, specify the time of day the schedule is to run:

**Edit Backup Schedule: OneDrive Daily**
Save

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---

**Schedule name**

A label to identify this backup schedule. A useful label may include information such as the type of data being backed up.

Schedule name

---

**Items to Back Up**

Identify the computers and data sources to back up with this schedule. Unselect the checkbox to display a list of all available computers and data sources from which individual ones can be selected.

**Apply to all computers and data sources for this Barracuda Backup Cloud Service**

- OneDrive**
  - OneDrive for Business**

---

**Schedule Timeline**

The days on which this backup schedule is to run. In general, backups should be run on each day when the data may change.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

---

**Daily Backup Timeline**

When the backup runs begin. Select Repeat to schedule multiple backups in the same day. 24 hour format.

Start time  :

Repeat

12. Click **Save**. OneDrive is backed up based on your data source and schedule settings.

## Schedule a OneDrive for Business Backup

Use the following steps to schedule a backup:

1. Log into Barracuda Backup, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Go to **Backup > Schedules**.
3. On the **Schedules** page, click **Add a Schedule** in the upper right-hand corner.
4. Enter a name for your schedule in the **Schedule name** field:

### Add Backup Schedule

[← Back to Schedules](#)

**Schedule name**

A label to identify this backup schedule. A useful label may include information such as the type of data being backed up.

Schedule name

- In the **Identify the data sources** section, select the data to be backed up using this schedule. You can select **Select all** or you can granularly select data down to a specific file or folder.
- In the **Schedule Timeline** section, select the days you want the schedule to run. If you are creating a one-time only backup schedule, deselect all days:

**Schedule Timeline**

The days on which this backup schedule is to run. In general, backups should be run on each day when the data may change.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

- In the **Daily Backup Timeline** section, enter a **start time** for your backup schedule. To repeat a backup schedule throughout a 24-hour period, select the **Repeat** option and specify the frequency of the backup and the end time. A backup schedule cannot span multiple days:

**Daily Backup Timeline**

When the backup runs begin. Select Repeat to schedule multiple backups in the same day. 24 hour format.

Start time  :

Repeat

Every

Until  :

- Once you have configured your backup schedule, click **Save**.
- The backup schedule is now listed on the **Schedules** page and specifies the days and times that it is to run. To run a backup on-demand, click **Run Backup Now**, to edit the schedule click **Edit**, or to delete a schedule, click **Remove**:

<b>TEST</b>							<a href="#">Edit</a>	<a href="#">Remove</a>
🕒 8:00am, 12:00pm, 4:00pm, 8:00pm							Office 365	
☑ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☑ Sat							Exchange Online	
							Run Backup Now	

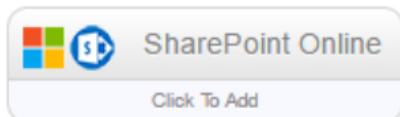
## Office 365 SharePoint Online

See also: [Cloud-to-Cloud Office 365 SharePoint Online](#)

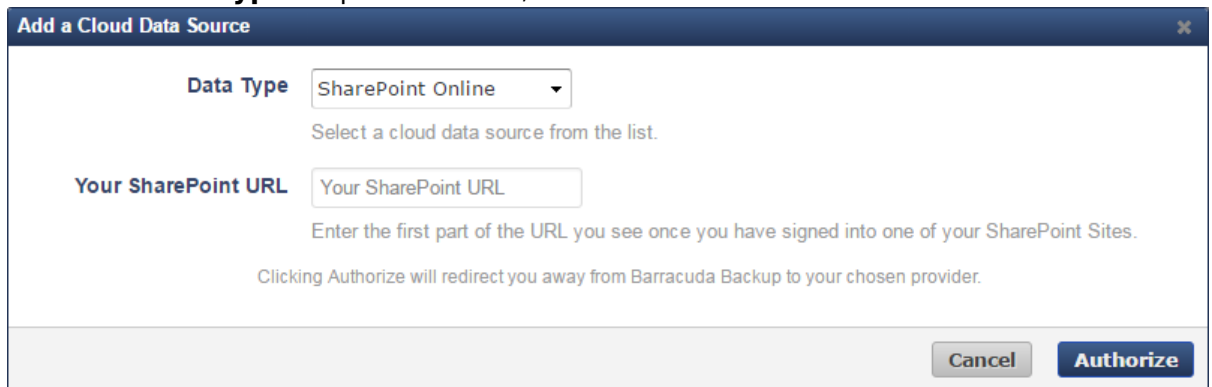
### Configure a SharePoint Online Data Source

Use the following steps to set up SharePoint Online backup:

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

A dialog box titled "Add a Cloud Data Source" with a close button (X) in the top right corner. It contains a "Data Type" dropdown menu set to "SharePoint Online" with a downward arrow. Below it is the text "Select a cloud data source from the list." There is a "Your SharePoint URL" text input field with the placeholder "Your SharePoint URL". Below the input field is the text "Enter the first part of the URL you see once you have signed into one of your SharePoint Sites." At the bottom of the dialog, there is a note: "Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider." At the bottom right, there are two buttons: "Cancel" and "Authorize".

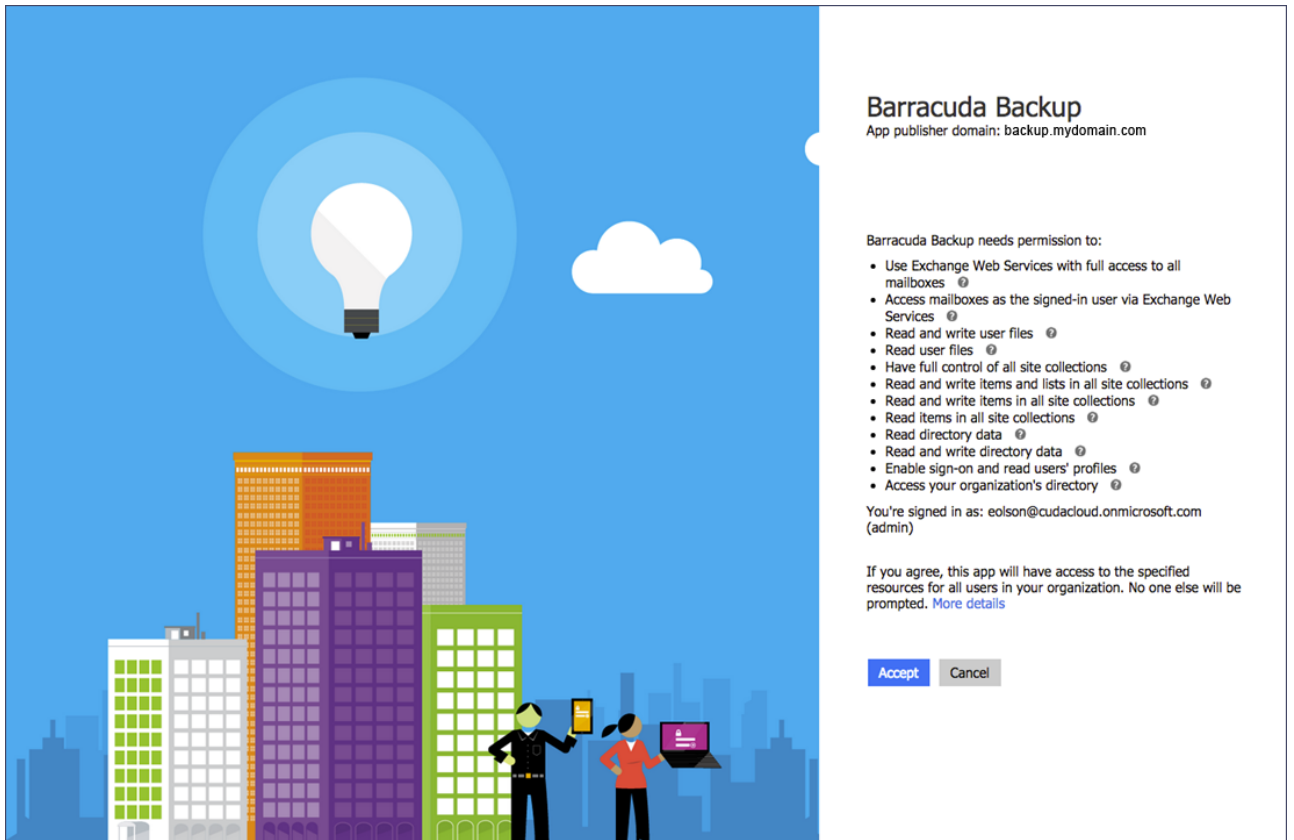
2. Enter **Your SharePoint URL**.

The URL is available once you log in to SharePoint Online.

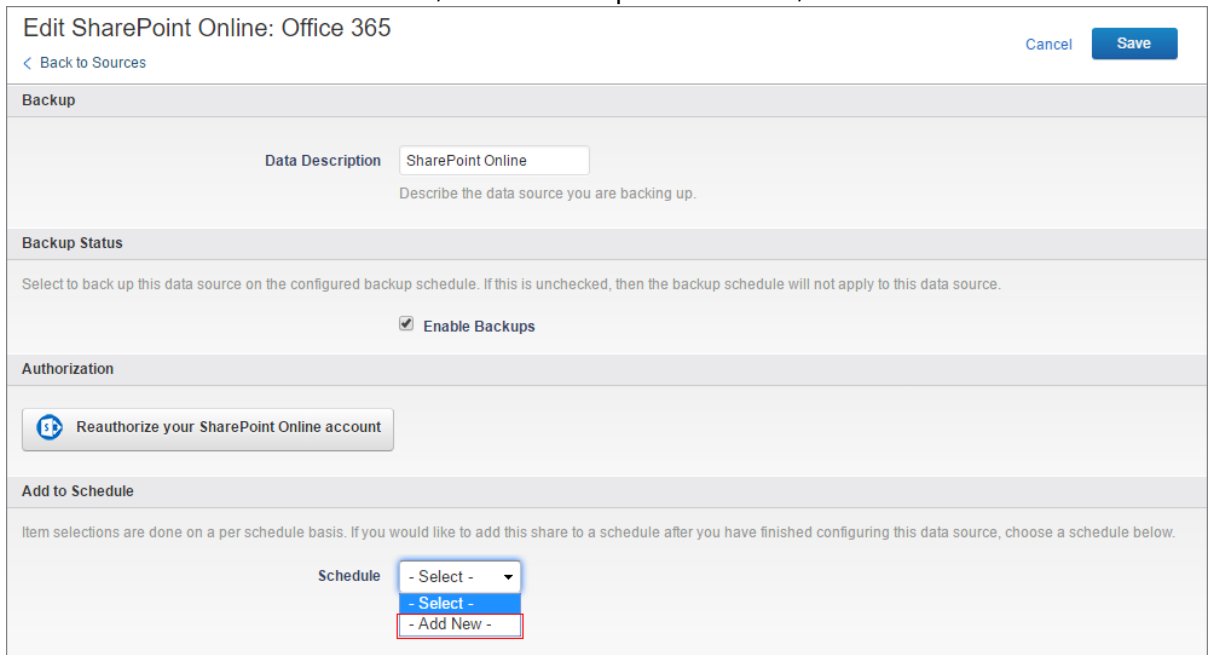
3. Click **Authorize**.

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

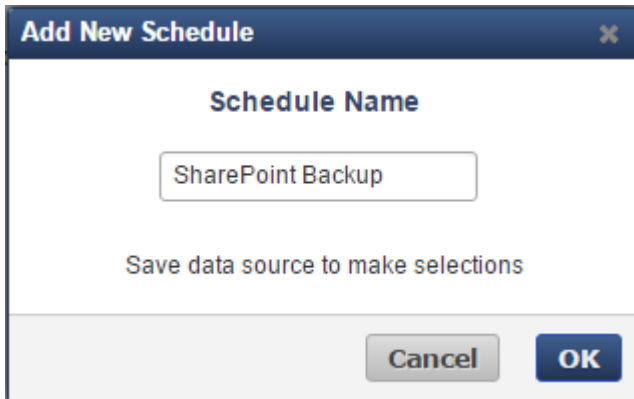
5. In the SharePoint Online page, click **Accept** to authorize Barracuda to back up data from SharePoint Online:



6. The **Edit SharePoint Online** page displays. Complete the following:
  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. Enter a name to represent the schedule:



8. Click **OK**. The **Edit SharePoint 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 SharePoint 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:



### Edit Backup Schedule: SharePoint Backup

< Back to Schedules Schedule 1 of 1

**Schedule name**

A label to identify this backup schedule. A useful label may include information such as the type of data being backed up.

Schedule name

**Identify the data sources**

**i** Set up each SharePoint data source on a separate schedule for optimal performance.

Identify the computers and data sources to back up with this schedule. Unselect the checkbox to display a list of all available computers and data sources from which individual ones can be selected.

Apply to all computers and data sources for this Barracuda Cloud to Cloud Backup

- Office 365
  - Exchange Online
  - OneDrive for Business
  - SharePoint Online
    - Barracuda Networks Team Site
      - Barracuda
      - Contact Us
      - Main Site
      - Documents
      - Engineering documents
      - Form Templates
      - Marketing
      - Sales
      - Site Assets
    - Team Site

**Schedule Timeline**

The days on which this backup schedule is to run. In general, backups should be run on each day when the data may change.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

**Daily Backup Timeline**

Set the time at which backup runs begin (24-hour time format). Select repeat to schedule multiple backups on the same day.

Start time  :

Repeat

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

## Schedule a OneDrive for Business Backup

Use the following steps to schedule a backup:

1. Log into Barracuda Backup, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Go to **Backup > Schedules**.

- On the **Schedules** page, click **Add a Schedule** in the upper right-hand corner.
- Enter a name for your schedule in the **Schedule name** field:

### Add Backup Schedule

[< Back to Schedules](#)

---

**Schedule name**

A label to identify this backup schedule. A useful label may include information such as the type of data being backed up.

Schedule name

- In the **Identify the data sources** section, select the data to be backed up using this schedule. You can select **Select all** or you can granularly select data down to a specific file or folder.
- In the **Schedule Timeline** section, select the days you want the schedule to run. If you are creating a one-time only backup schedule, deselect all days:

**Schedule Timeline**

The days on which this backup schedule is to run. In general, backups should be run on each day when the data may change.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

- In the **Daily Backup Timeline** section, enter a **start time** for your backup schedule. To repeat a backup schedule throughout a 24-hour period, select the **Repeat** option and specify the frequency of the backup and the end time. A backup schedule cannot span multiple days:

**Daily Backup Timeline**

When the backup runs begin. Select Repeat to schedule multiple backups in the same day. 24 hour format.

Start time  :

Repeat

Every

Until  :

- Once you have configured your backup schedule, click **Save**.
- The backup schedule is now listed on the **Schedules** page and specifies the days and times that it is to run. To run a backup on-demand, click **Run Backup Now**, to edit the schedule click **Edit**, or to delete a schedule, click **Remove**:

**TEST**

🕒 8:00am, 12:00pm, 4:00pm, 8:00pm

Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓	✓	✓	✓	✓	✓	✓

Office 365

Exchange Online

Edit Remove

Run Backup Now
↻

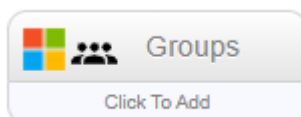
## Office 365 Groups

See also: [Cloud-to-Cloud Office 365 Groups](#)

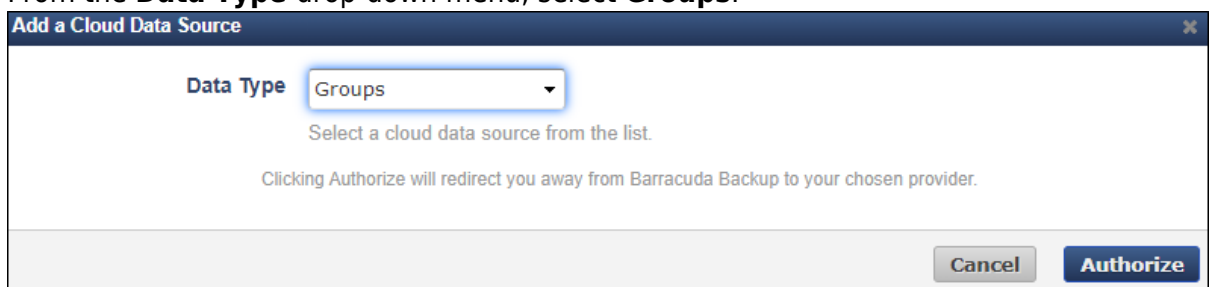
## Configure a Groups Data Source

Use the following steps to set up Groups backup:

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



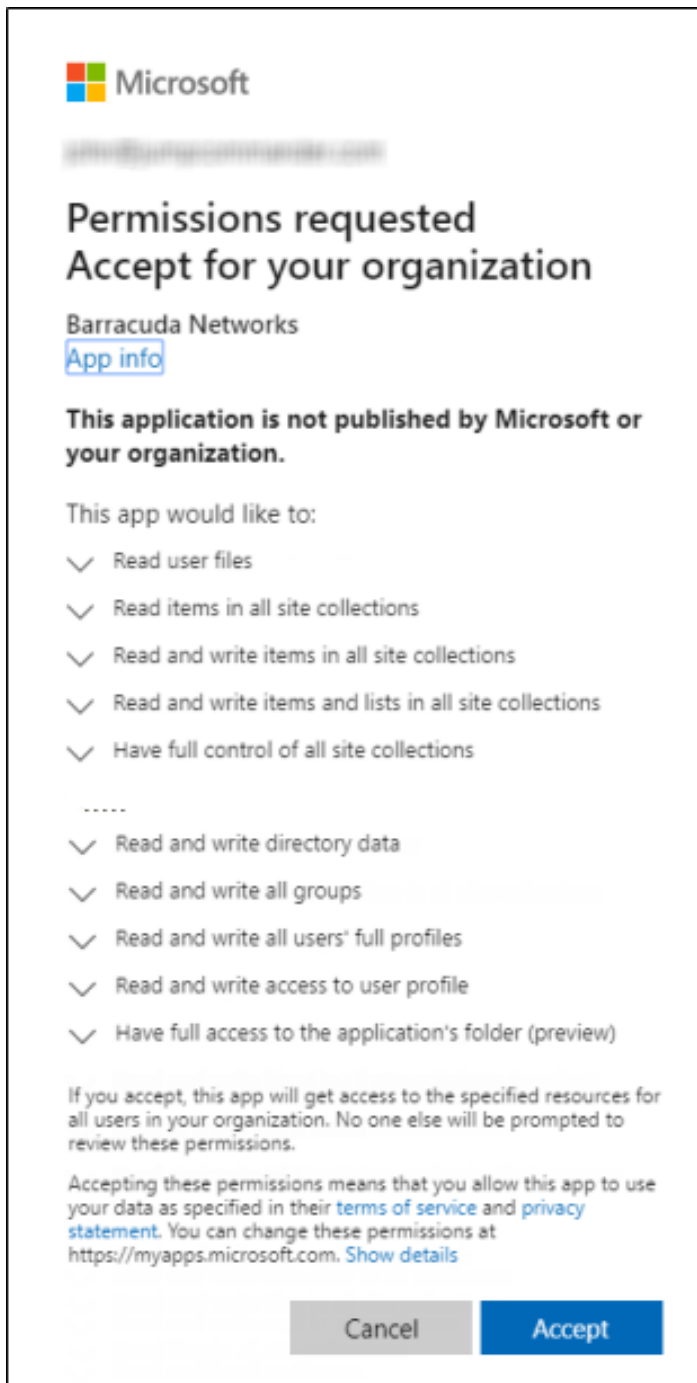
3. The **Data Sources** page displays. Click **Add a Cloud Provider**, and enter the following details:
  1. In the **Cloud Provider description** field, enter a name to represent the data source.
  2. From the **Cloud Provider type** drop-down menu, select **Microsoft Office 365**.
  3. Click **Save**.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

A dialog box titled "Add a Cloud Data Source" with a close button in the top right. It contains a "Data Type" dropdown menu with "Groups" selected. Below the dropdown is the text "Select a cloud data source from the list." and a note: "Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider." At the bottom right are "Cancel" and "Authorize" buttons.

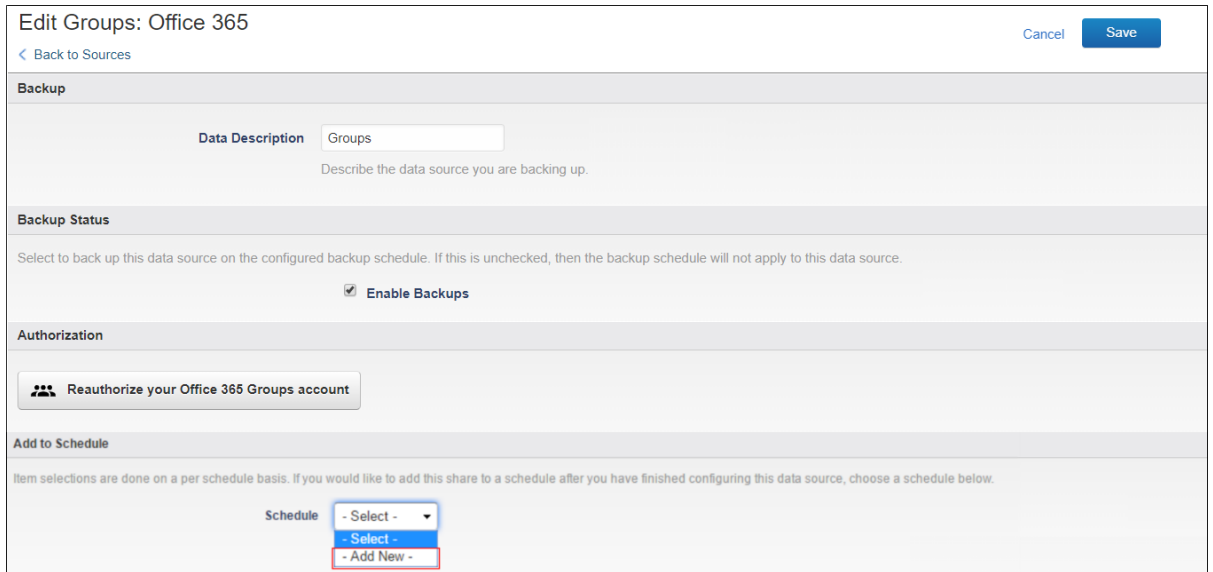
2. Click **Authorize**.

If you are not currently logged in to your Office 365 account, the Microsoft login page displays. Enter your administrator login information, and then click **Sign in**.

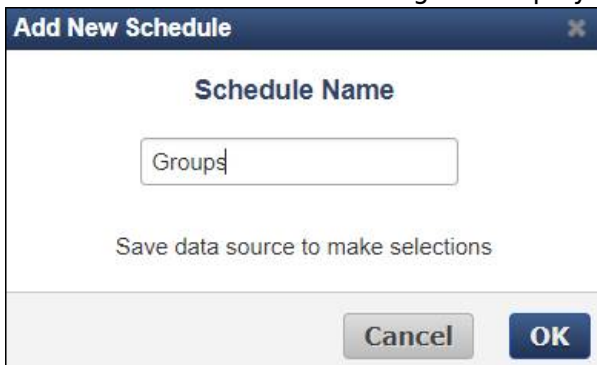
5. In the Groups page, click **Accept** to authorize Barracuda to back up data from Groups:



6. The **Edit Groups** page displays. Complete the following:
  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. Enter a name to represent the schedule:



8. Click **OK**. The **Edit Groups** 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 **Select all** to back up everything in Groups.
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:

### Edit Backup Schedule: Groups


[Back to Schedules](#) Cancel Save

**Schedule name**

A label to identify this backup schedule. A useful label may include information such as the type of data being backed up.

Schedule name

**Identify the data sources**

 Set up each SharePoint data source on a separate schedule for optimal performance.

Identify data sources to back up with this schedule. Unselect the checkbox to display a list of all available data sources from which individual ones can be selected.

Select all

Customize

- Office 365 Demo
  - Exchange Online - 0 users selected
  - OneDrive - 0 users selected
  - SharePoint Online
  - Groups

**Schedule Timeline**

The days on which this backup schedule is to run. In general, backups should be run on each day when the data may change.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

**Daily Backup Timeline**

Set the time at which backup runs begin (24-hour time format). Select **repeat** to schedule multiple backups on the same day.

Start time  :

Repeat

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

## Schedule a Groups Backup

Use the following steps to schedule a backup:

1. Log into Barracuda Backup, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Go to **Backup > Schedules**.

3. On the **Schedules** page, click **Add a Schedule** in the upper right-hand corner.
4. Enter a name for your schedule in the **Schedule name** field:

### Add Backup Schedule

[< Back to Schedules](#)

---

**Schedule name**

A label to identify this backup schedule. A useful label may include information such as the type of data being backed up.

Schedule name

5. In the **Identify the data sources** section, select the data to be backed up using this schedule. You can select **Select all** or you can granularly select data down to a specific file or folder.
6. In the **Schedule Timeline** section, select the days you want the schedule to run. If you are creating a one-time only backup schedule, deselect all days:

**Schedule Timeline**

The days on which this backup schedule is to run. In general, backups should be run on each day when the data may change.

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

7. In the **Daily Backup Timeline** section, enter a **start time** for your backup schedule. To repeat a backup schedule throughout a 24-hour period, select the **Repeat** option and specify the frequency of the backup and the end time. A backup schedule cannot span multiple days:

**Daily Backup Timeline**

When the backup runs begin. Select Repeat to schedule multiple backups in the same day. 24 hour format.

Start time  :

Repeat

Every

Until  :

8. Once you have configured your backup schedule, click **Save**.
9. The backup schedule is now listed on the **Schedules** page and specifies the days and times that it is to run. To run a backup on-demand, click **Run Backup Now**, to edit the schedule click **Edit**, or to delete a schedule, click **Remove**:

**TEST**

🕒 8:00am, 12:00pm, 4:00pm, 8:00pm

Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓	✓	✓	✓	✓	✓	✓

Office 365  
Exchange Online

Edit Remove

Run Backup Now
↻

[Back to the Top](#)

## See Also

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Click the component tabs above or click a link below to learn more:

- [Barracuda Email Security Service](#)
- [Barracuda Cloud Archiving Service](#)
- [Barracuda Cloud-to-Cloud Backup](#)



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