

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.

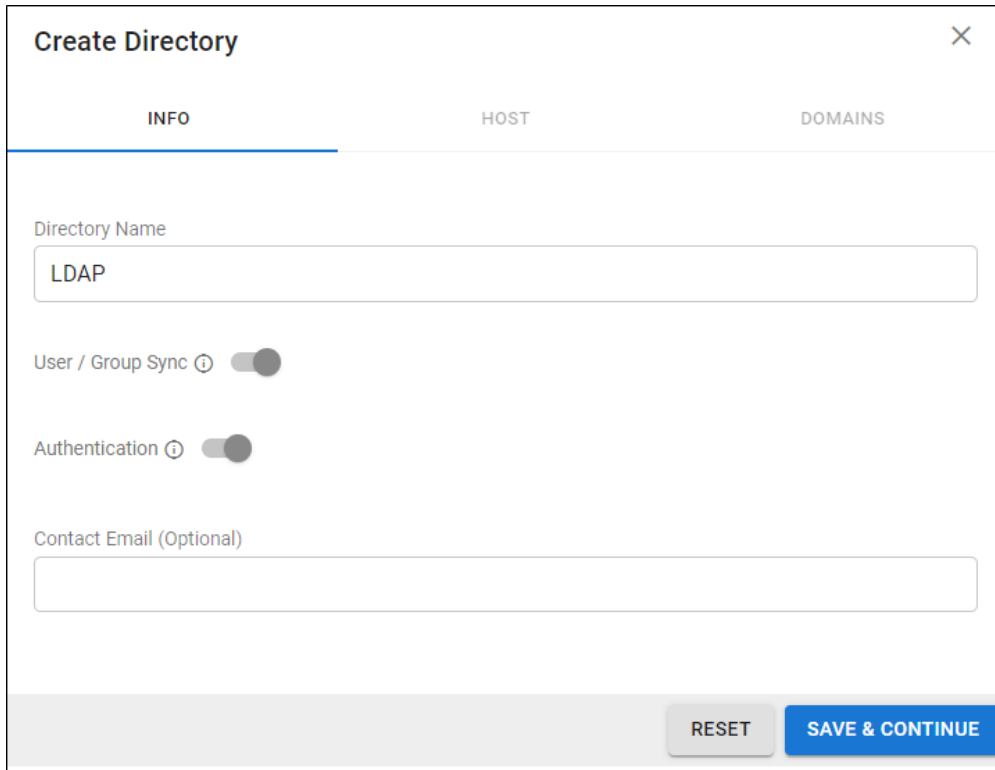


3. Select one of the following sections to add a new LDAP or Azure active directory.

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.



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

X

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

Office 365

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.

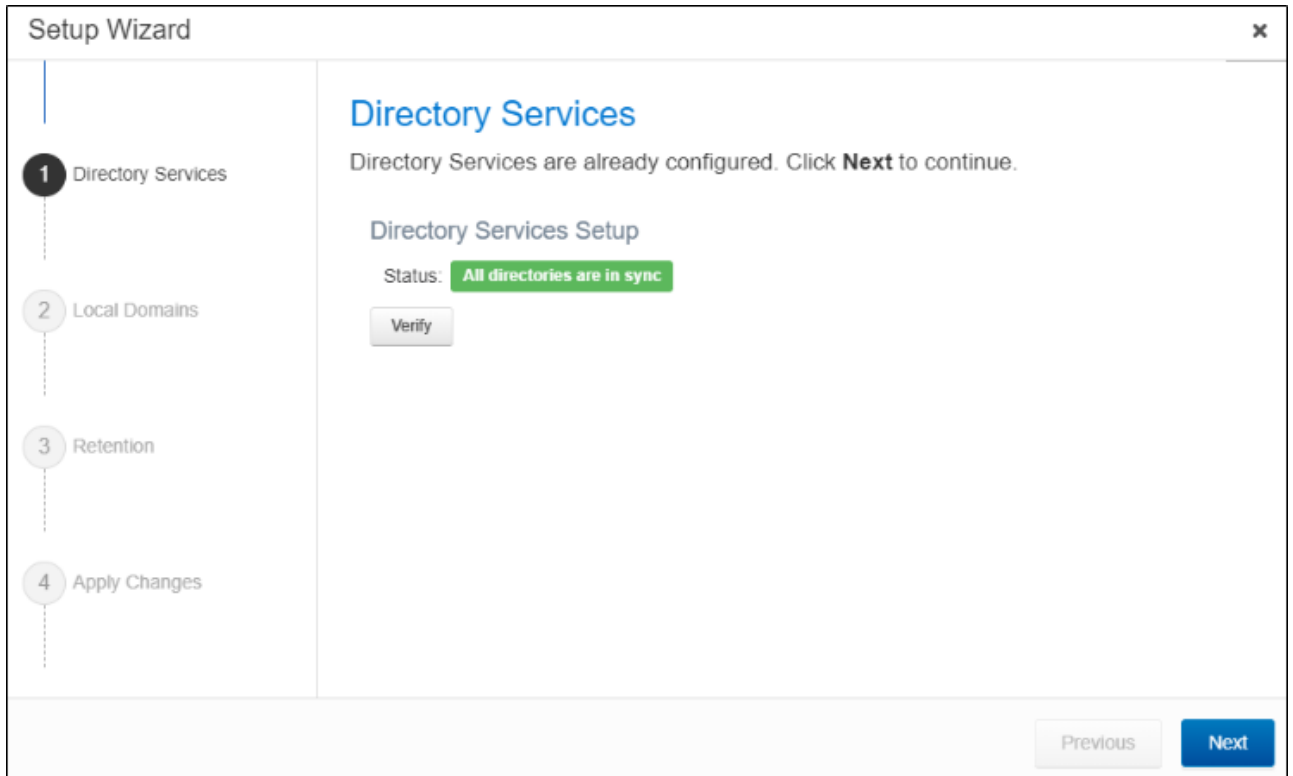
Barracuda Networks strongly recommends creating an additional administrator account using an independent domain that does not use Active Directory (AD) authentication. This allows you access to your Barracuda Networks product account if your AD server goes down or fails.

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

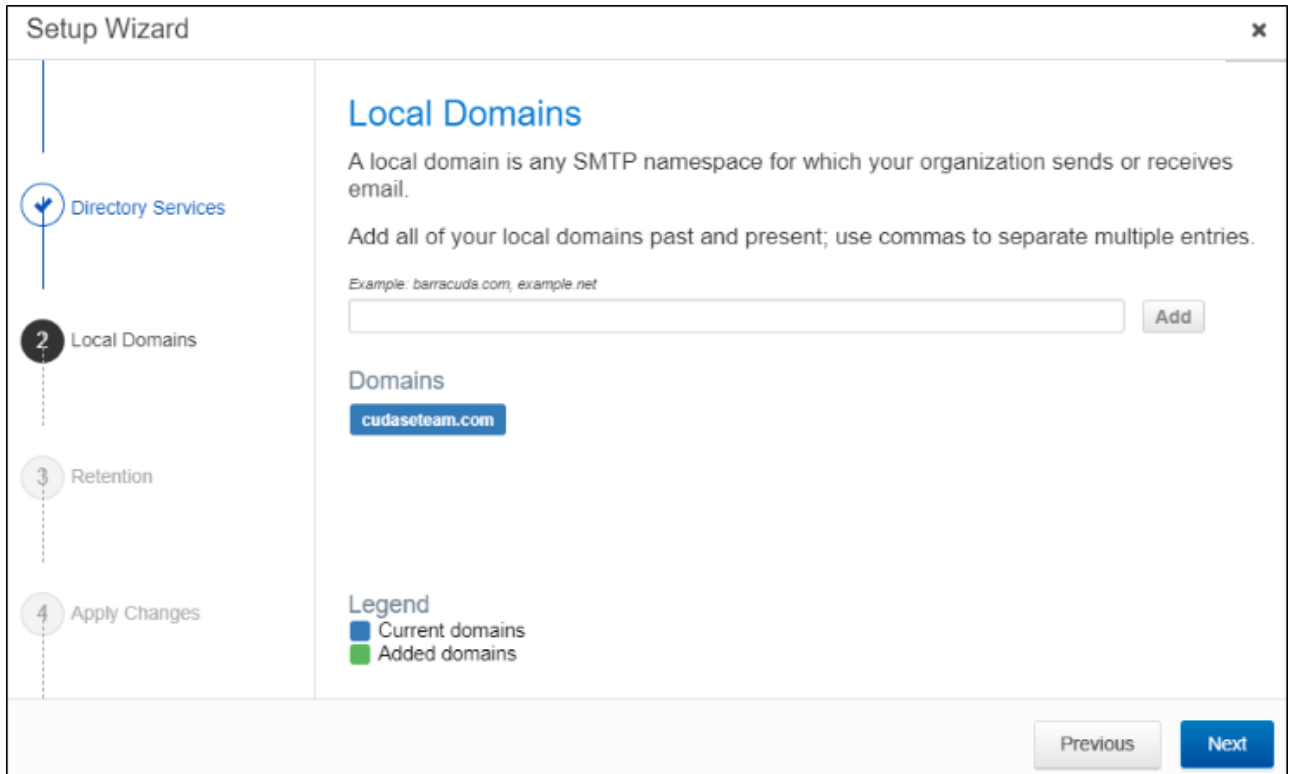
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Step 2. Launch the Initial Setup Wizard

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.



Setup Wizard

1 Directory Services

2 Local Domains

3 Retention

4 Apply Changes

Local Domains

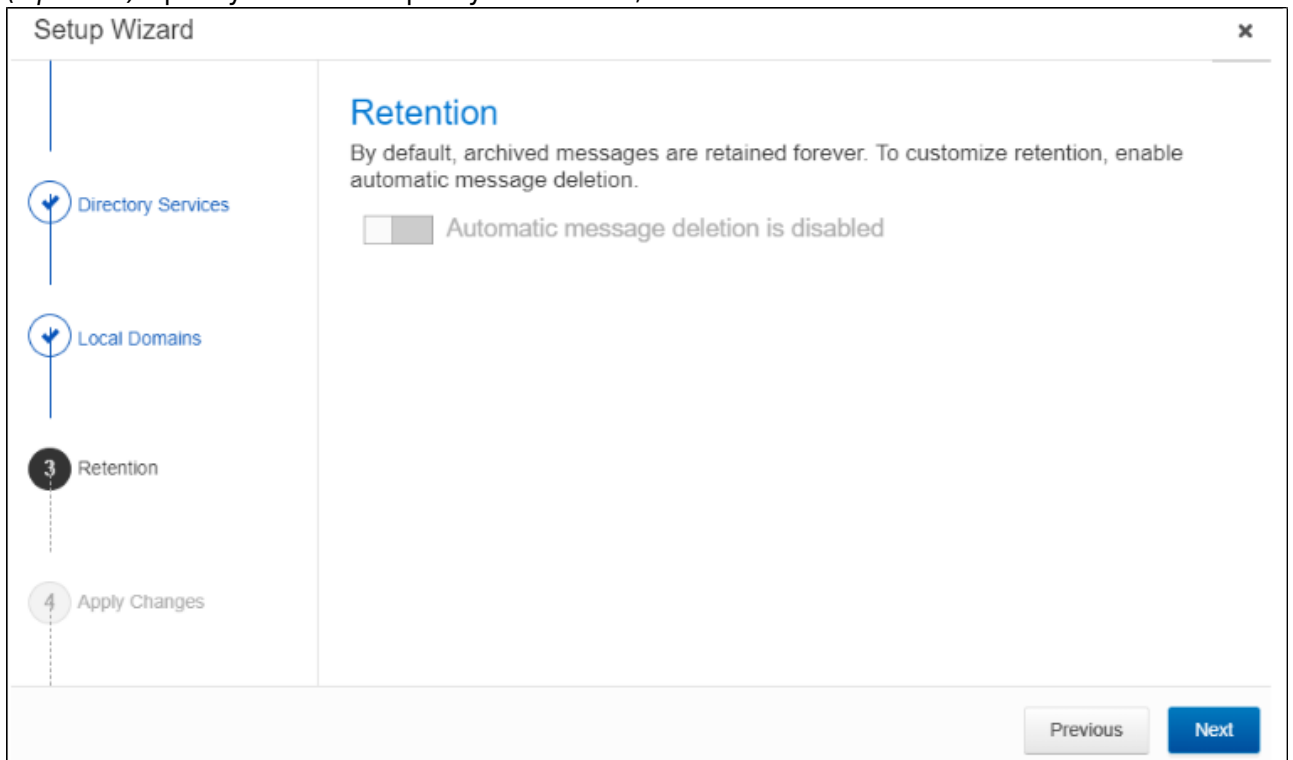
A local domain is any SMTP namespace for which your organization sends or receives email.

Add all of your local domains past and present; use commas to separate multiple entries.

Example: barracuda.com, example.net

6. Click **Next**.

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



Setup Wizard

1 Directory Services

2 Local Domains

3 Retention

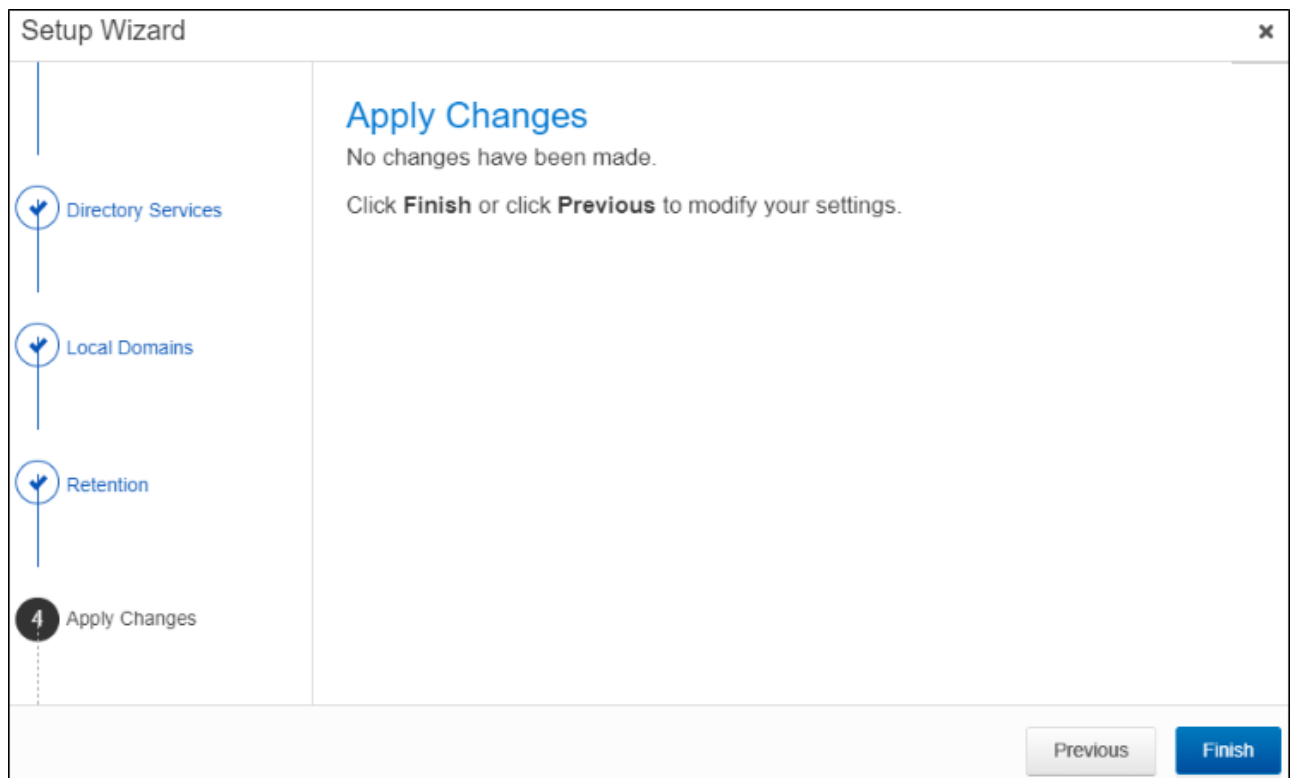
4 Apply Changes

Retention

By default, archived messages are retained forever. To customize retention, enable automatic message deletion.

☐ Automatic message deletion is disabled

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*.

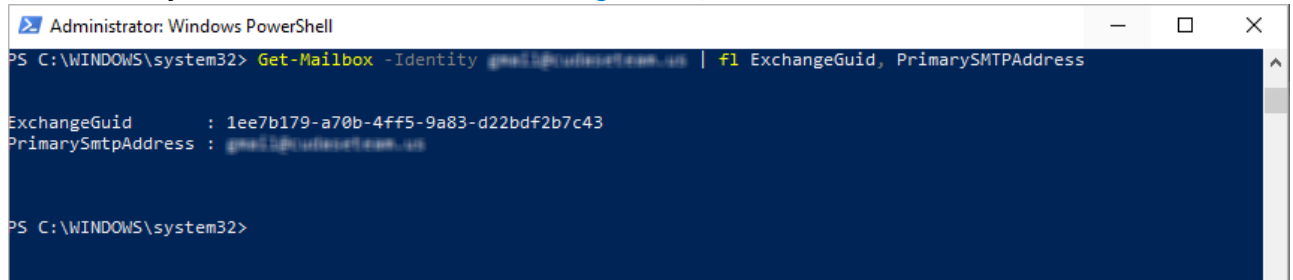
Manually Configure Settings

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@cloudsecure.us | fl ExchangeGuid, PrimarySMTPAddress

ExchangeGuid      : 1ee7b179-a70b-4ff5-9a83-d22bdf2b7c43
PrimarySmtpAddress : gmail@cloudsecure.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

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

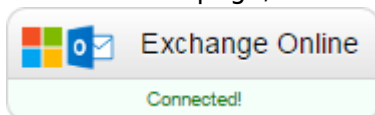
Office 365 Exchange Online

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

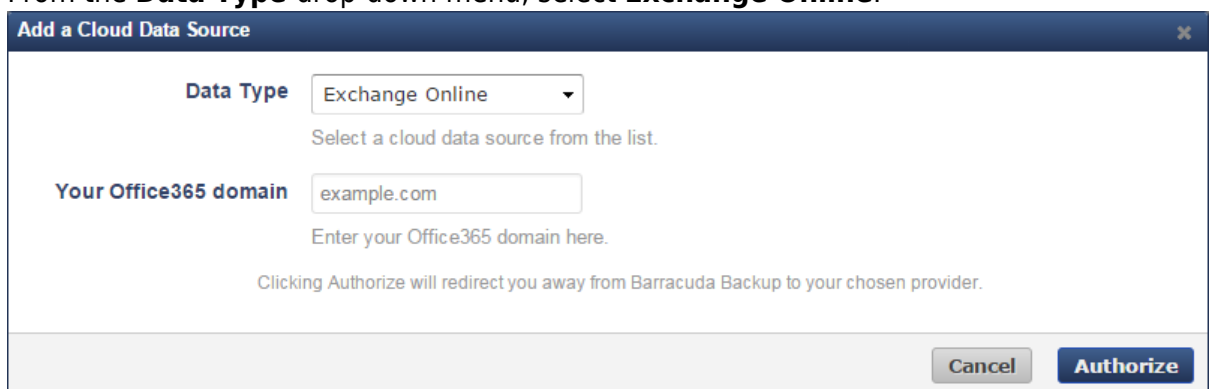
Configure an Exchange Online Data Source

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 input field for "Your Office365 domain" with "example.com" entered. At the bottom right are "Cancel" and "Authorize" buttons. A note at the bottom states: "Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider."

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

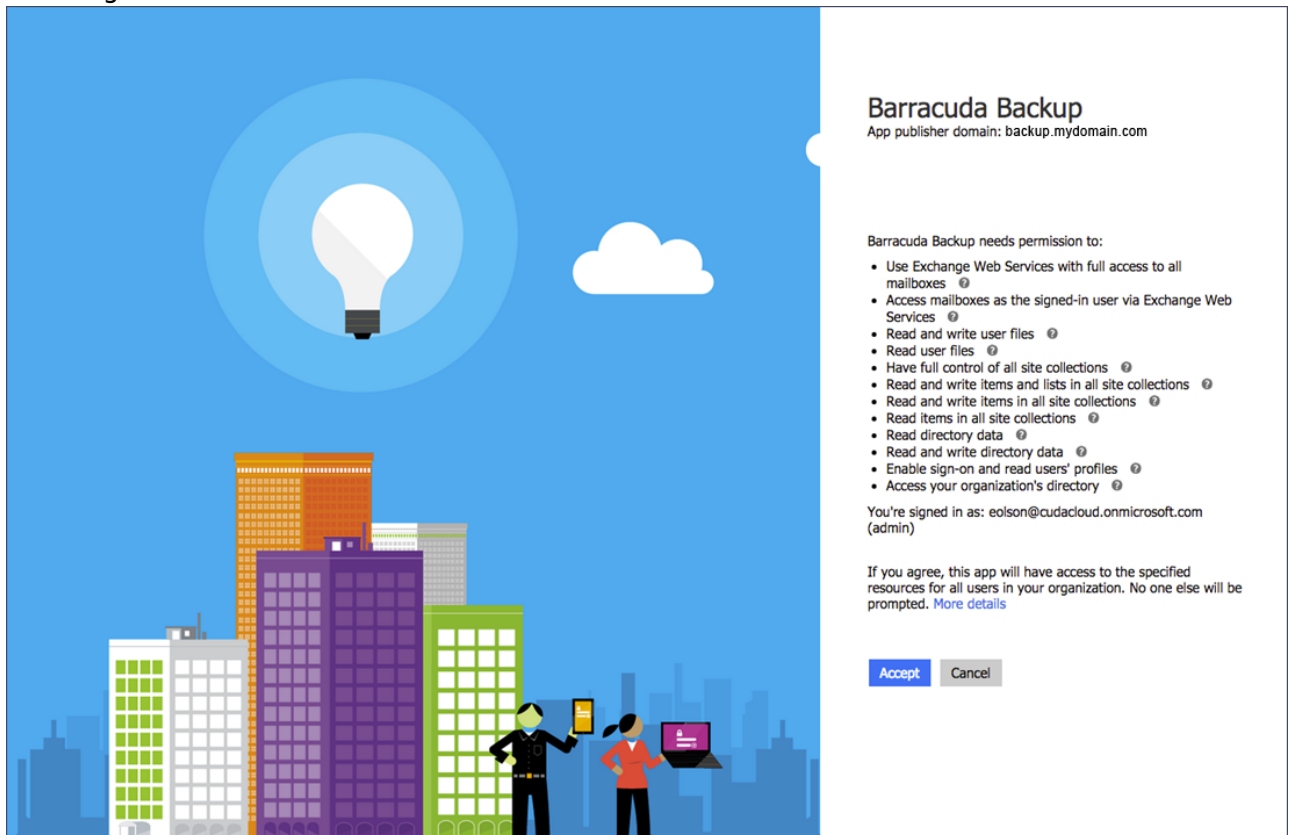
To locate the native domain name associated with your Office 365 account, log in to the Office 365 portal using an administrative account, and go to **Management > domains**. The native domain is listed in the **domains** table ending with

onmicrosoft.com .

3. Click **Authorize**.

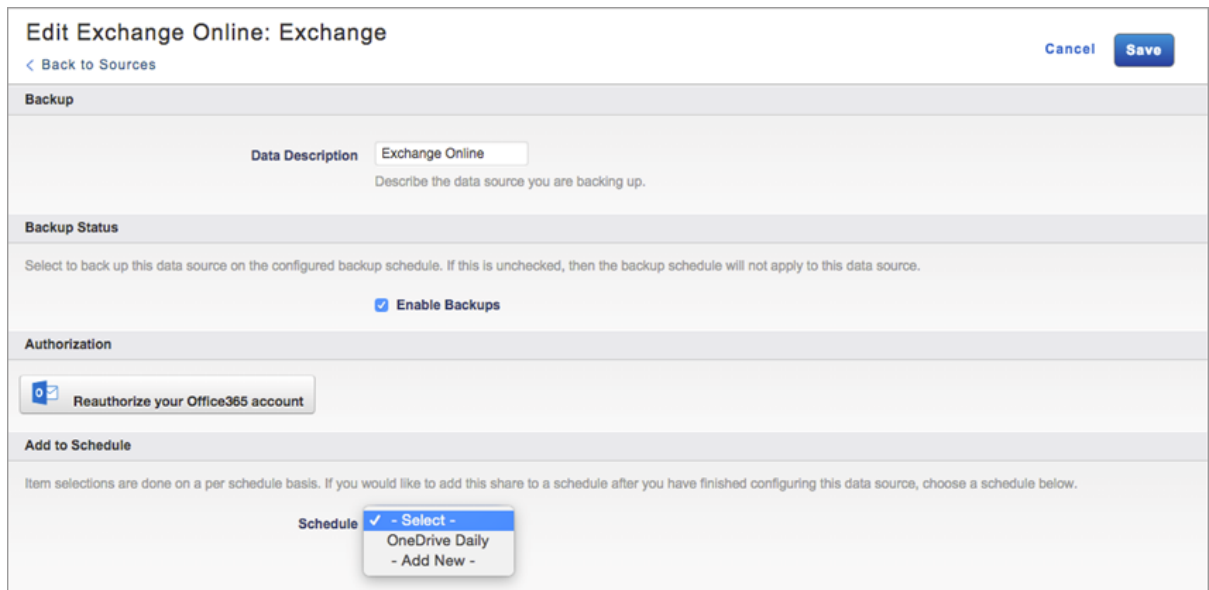
If you are not currently logged into the Exchange Online account, the Microsoft login page displays. Enter your Exchange Online administrator login information, and then click **Sign in**.

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

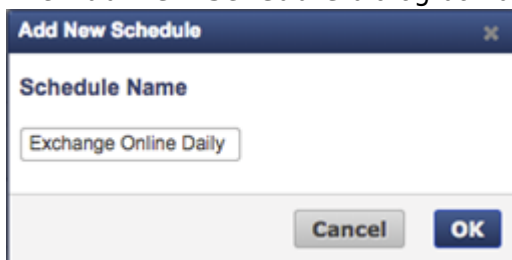


6. The **Edit Exchange Online** page displays.

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:



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

[< Back to Schedules](#)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

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

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

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								Office 365 Exchange Online		Edit Remove
🕒 8:00am, 12:00pm, 4:00pm, 8:00pm										
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
✓	✓	✓	✓	✓	✓	✓				

Run Backup Now 

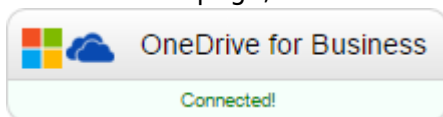
Office 365 OneDrive for Business

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

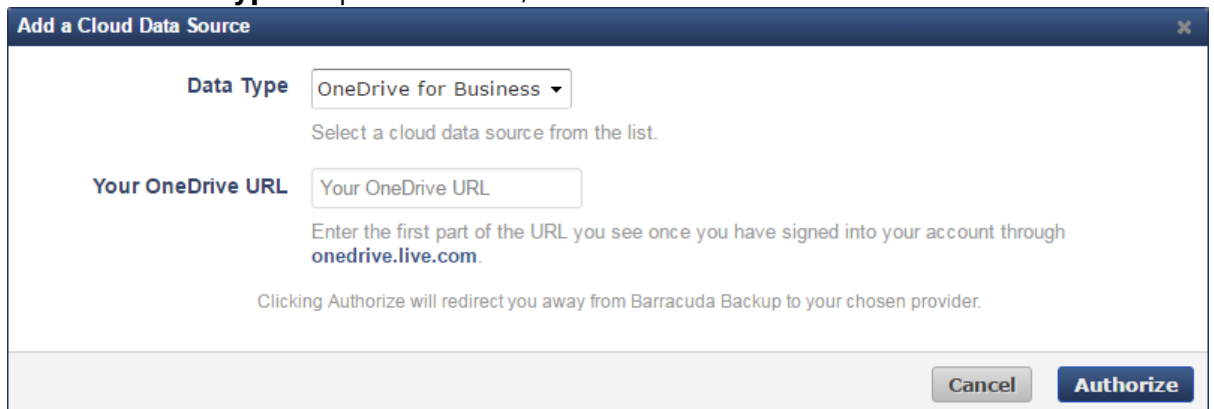
Configure a OneDrive for Business Data Source

Use the following steps to set up OneDrive backup:

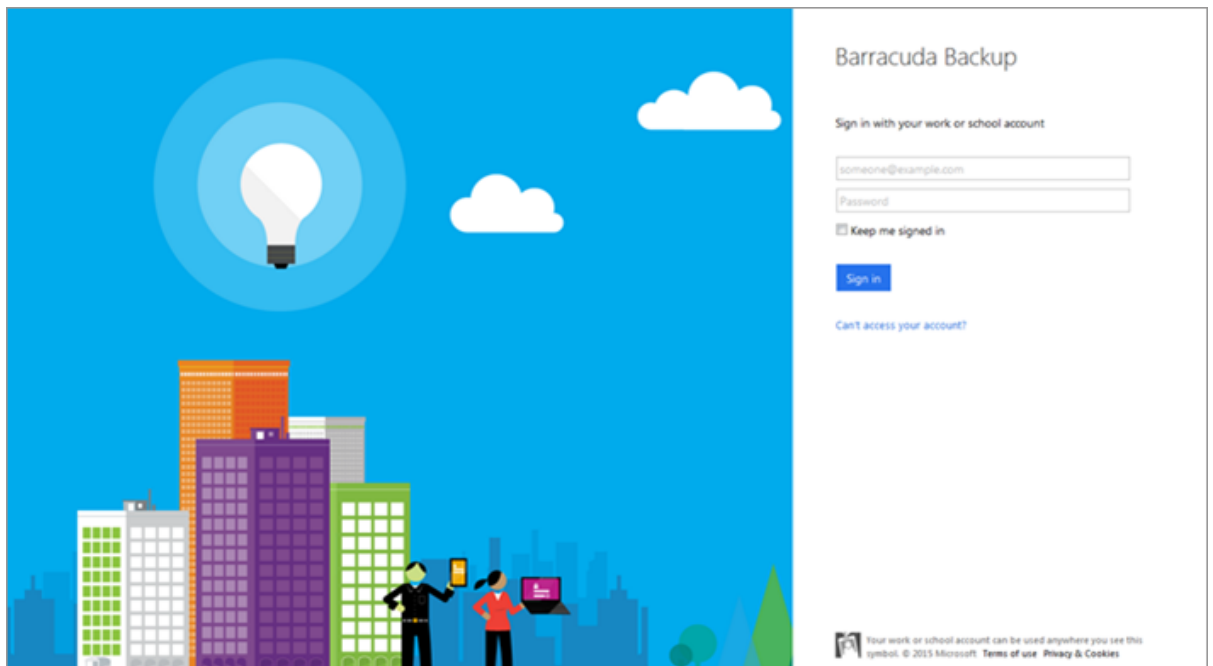
1. Log into Barracuda Backup, and select the Cloud-to-Cloud Backup Source in the left pane.
2. In the **Status** page, click **OneDrive for Business**:



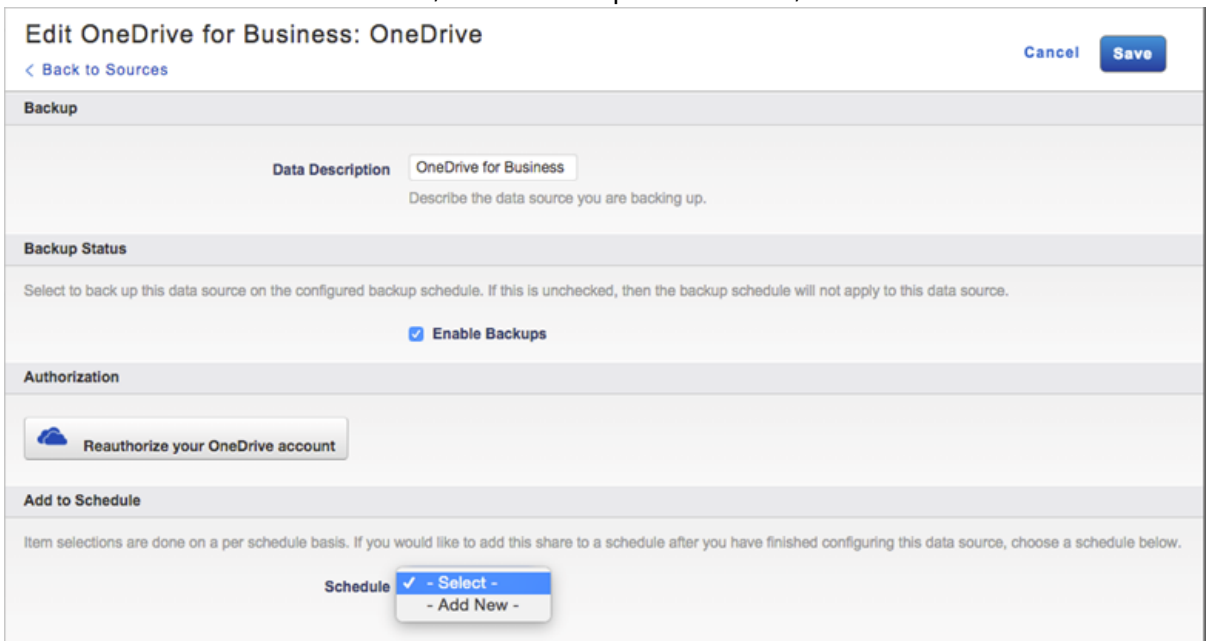
3. **Data Sources** Click **Add a Cloud Provider**, and enter the following details:
 1. **Cloud Provider description** field, enter a name to represent the data source.
 2. From the **Cloud Provider Type** drop-down menu, select **Microsoft Office 365**.
 3. Click **Save**.
4. The **Add a Cloud Data 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" with a close button (X) in the top right corner. The dialog has a light blue header and a white body. Inside, there is a "Data Type" label followed by a dropdown menu showing "OneDrive for Business". Below this is a hint: "Select a cloud data source from the list." Further down is a "Your OneDrive URL" label followed by a text input field containing "Your OneDrive URL". Below the input field is a hint: "Enter the first part of the URL you see once you have signed into your account through onedrive.live.com." At the bottom of the dialog, there is a line of text: "Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider." At the very bottom right, there are two buttons: a grey "Cancel" button and a blue "Authorize" button.

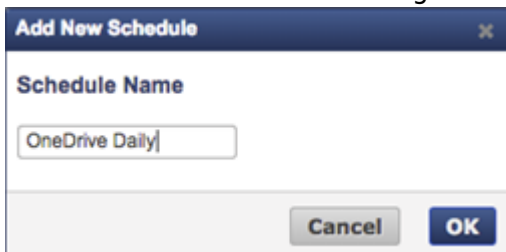
2. In the **Your OneDrive URL** field, enter the first part of your OneDrive for Business URL; the URL is available once you log in to OneDrive for Business. Note that the https:// portion is not required. For example, type mydomain-my.sharepoint.com.
3. Click **Authorize**.
4. If you are not currently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

The image shows the 'Edit OneDrive for Business: OneDrive' configuration page. At the top, there's a title bar with 'Edit OneDrive for Business: OneDrive', a '< Back to Sources' link, and 'Cancel' and 'Save' buttons. The page is divided into sections: 'Backup' (with a 'Data Description' field set to 'OneDrive for Business' and a placeholder text 'Describe the data source you are backing up.'), 'Backup Status' (with a checkbox 'Enable Backups' which is checked), 'Authorization' (with a 'Reauthorize your OneDrive account' button), and 'Add to Schedule' (with a 'Schedule' dropdown menu showing '- Select -' and '- Add New -').

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

The image shows the 'Add New Schedule' dialog box. It has a title bar with 'Add New Schedule' and a close button. Inside, there's a 'Schedule Name' label and a text input field containing 'OneDrive Daily'. At the bottom, there are 'Cancel' and 'OK' buttons.

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

[< 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

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**:

TEST							Office 365 Exchange Online		Edit Remove
🕒 8:00am, 12:00pm, 4:00pm, 8:00pm									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
✓	✓	✓	✓	✓	✓	✓			Run Backup Now ↻

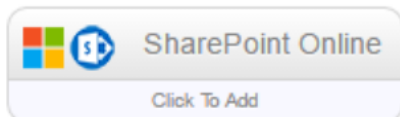
Office 365 SharePoint Online

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

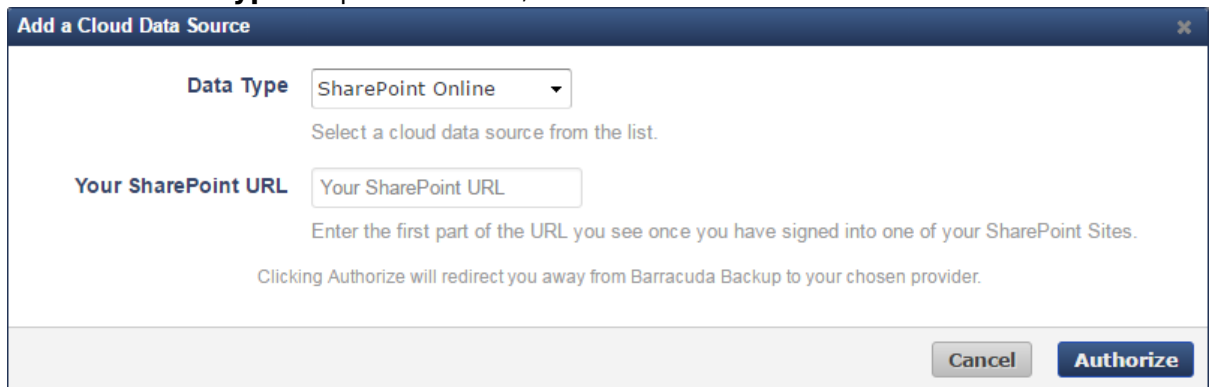
Configure a SharePoint Online Data Source

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**.



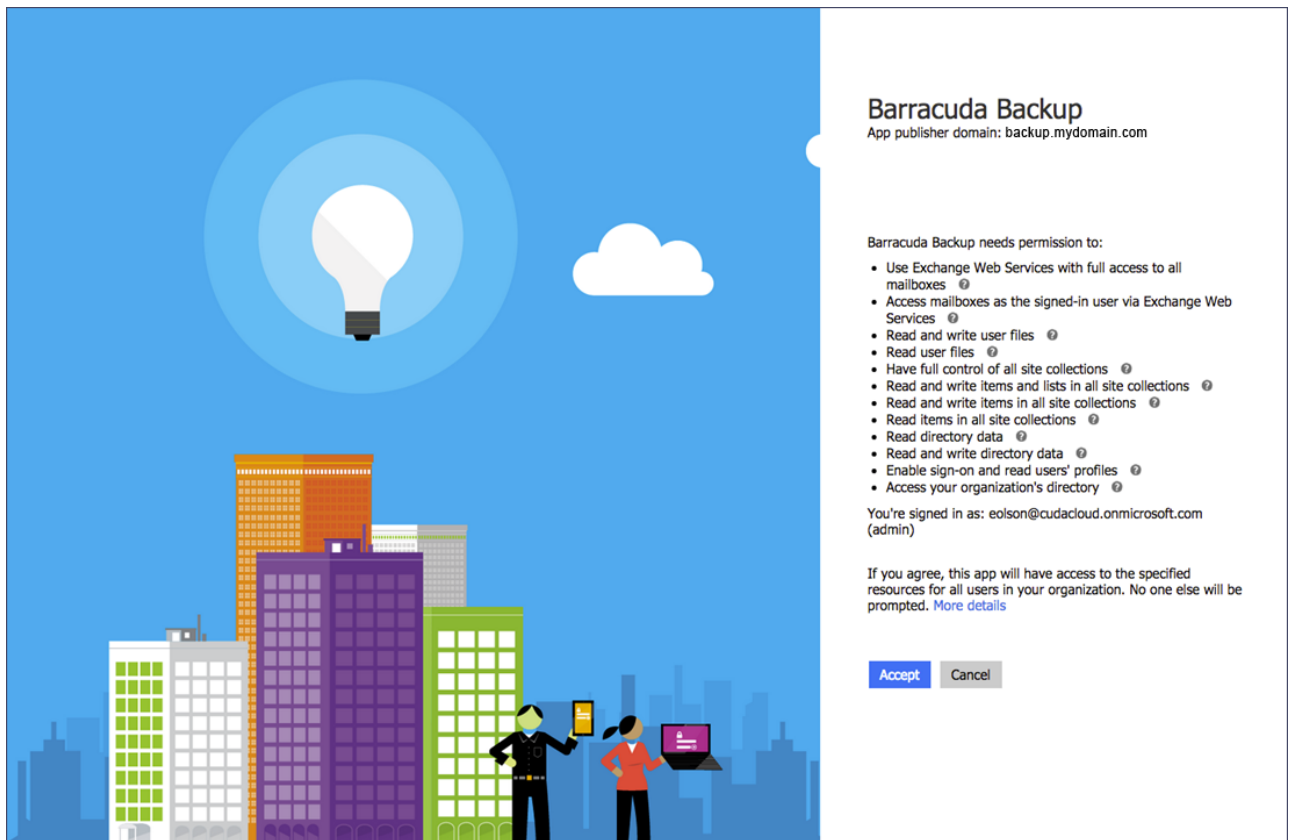
2. Enter **Your SharePoint URL**.

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

3. Click **Authorize**.

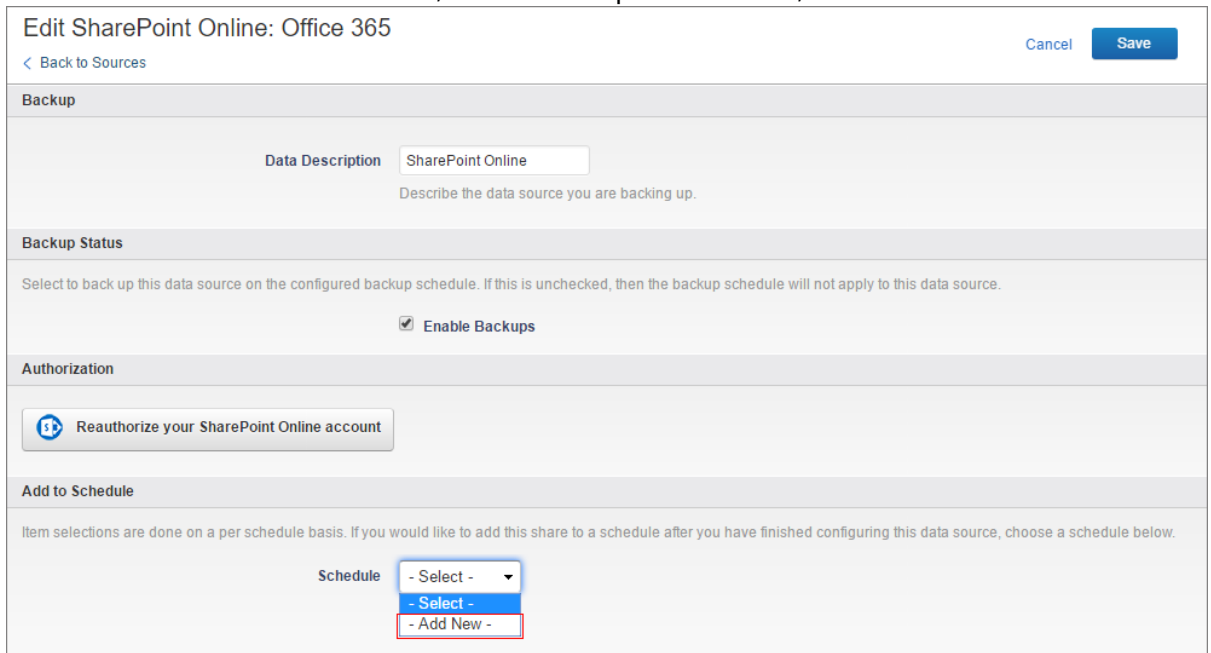
If you are not currently logged in to the SharePoint Online account, the Microsoft login page displays. Enter your SharePoint Online administrator login information, and then click **Sign in**.

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**:



Edit SharePoint Online: Office 365 Cancel Save

[Back to Sources](#)

Backup

Data Description
 Describe the data source you are backing up.

Backup Status

Select to back up this data source on the configured backup schedule. If this is unchecked, then the backup schedule will not apply to this data source.

☒ **Enable Backups**

Authorization

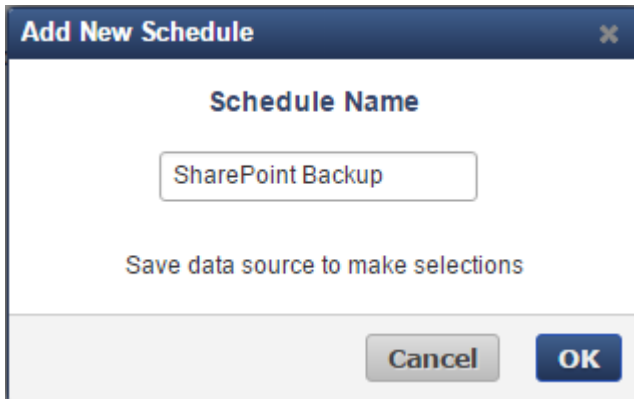
[Reauthorize your SharePoint Online account](#)

Add to Schedule

Item selections are done on a per schedule basis. If you would like to add this share to a schedule after you have finished configuring this data source, choose a schedule below.

Schedule - Select -
- Select -
- Add New -

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

A dialog box titled "Add New Schedule" with a close button (X) in the top right corner. Inside the dialog, there is a label "Schedule Name" above a text input field containing the text "SharePoint Backup". Below the input field is the text "Save data source to make selections". At the bottom of the dialog are two buttons: "Cancel" and "OK".

Add New Schedule

Schedule Name

SharePoint Backup

Save data source to make selections

Cancel OK

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](#)

Save

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

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 ☐

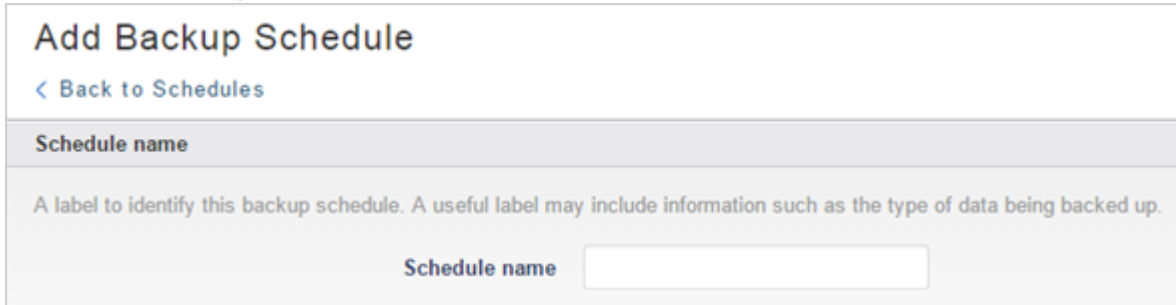
13. Click **Save**. SharePoint Online is backed up based on your data source and schedule settings.

Schedule a OneDrive for Business Backup

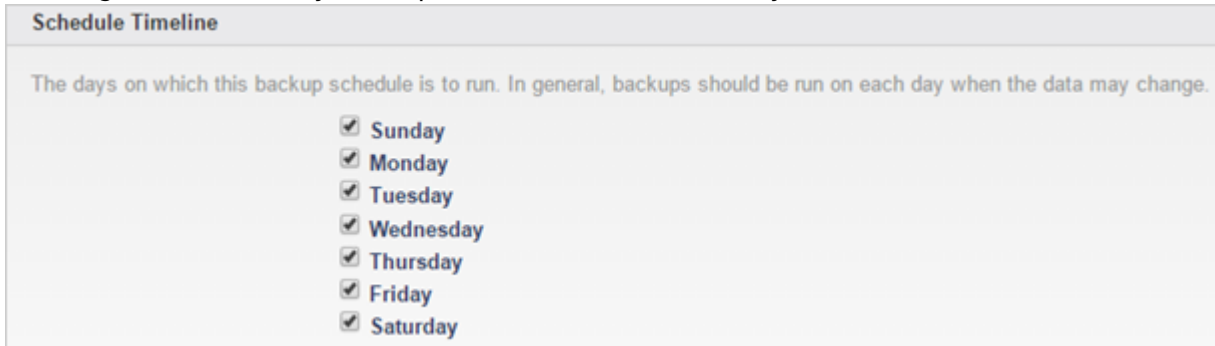
Use the following steps to schedule a backup:

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

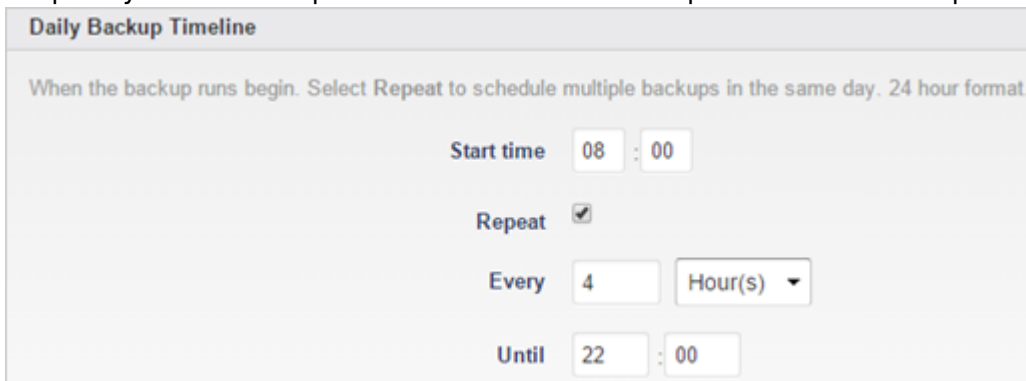
3. On the **Schedules** page, click **Add a Schedule** in the upper right-hand corner.
4. Enter a name for your schedule in the **Schedule name** field:



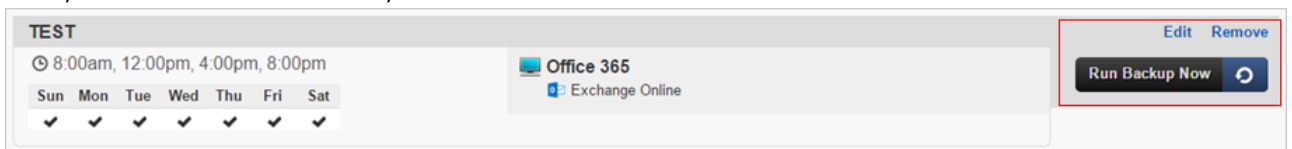
5. In the **Identify the data sources** section, select the data to be backed up using this schedule. You can select **Select all** or you can granularly select data down to a specific file or folder.
6. In the **Schedule Timeline** section, select the days you want the schedule to run. If you are creating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



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:



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**:



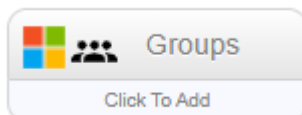
Office 365 Groups

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

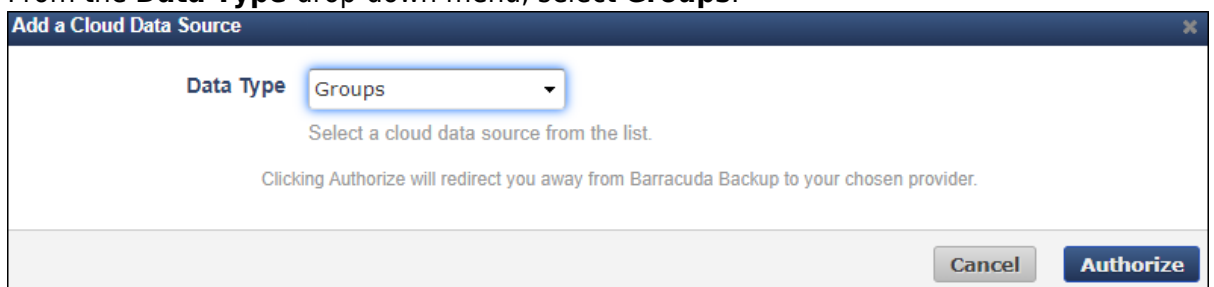
Configure a Groups Data Source

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**:



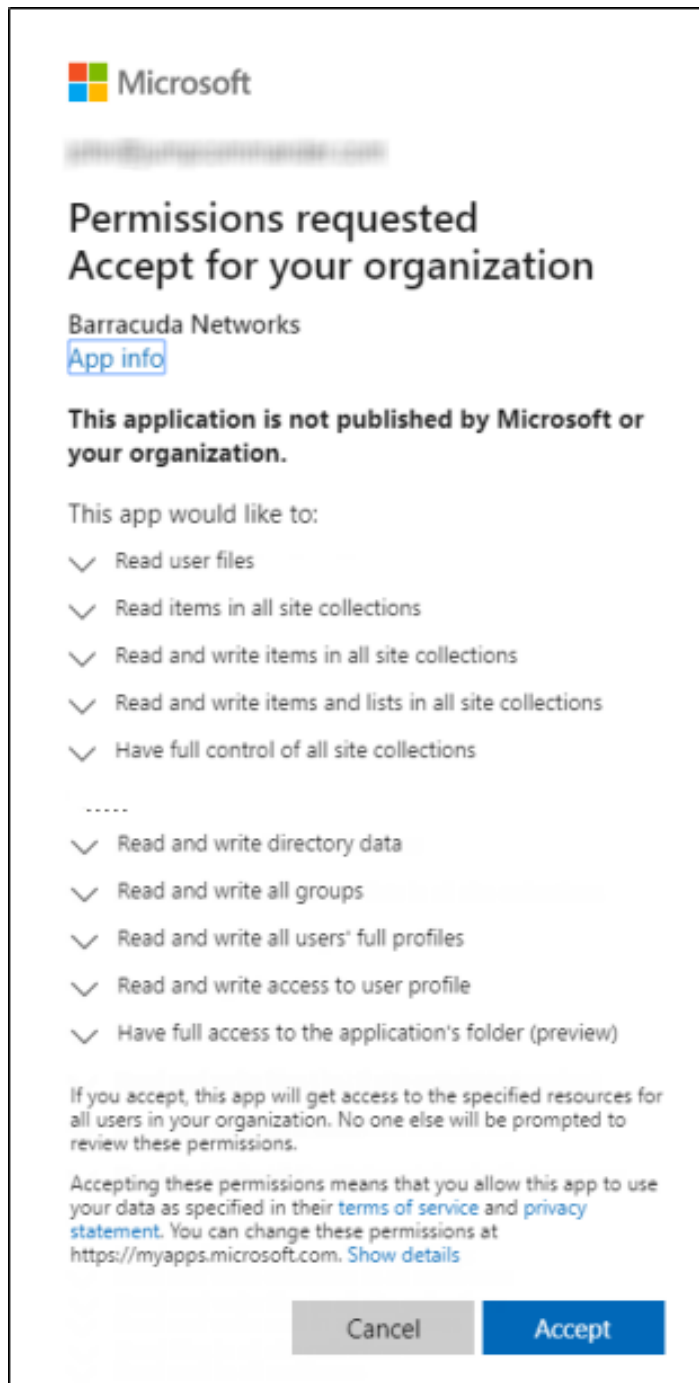
3. The **Data Sources** page displays. Click **Add a Cloud Provider**, and enter the following details:
 1. In the **Cloud Provider description** field, enter a name to represent the data source.
 2. From the **Cloud Provider type** drop-down menu, select **Microsoft Office 365**.
 3. Click **Save**.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



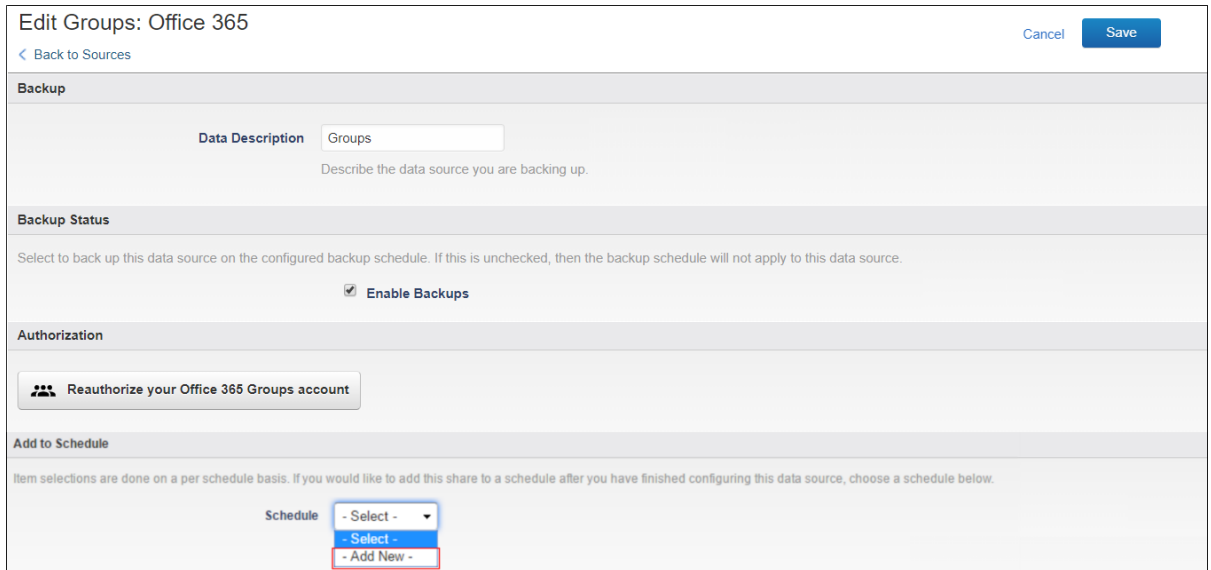
2. Click **Authorize**.

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**.

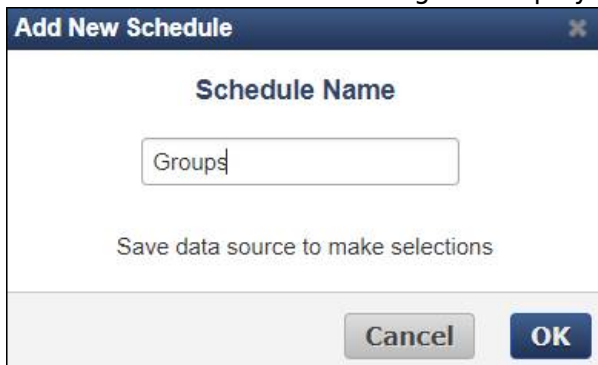
5. In the Groups page, click **Accept** to authorize Barracuda to back up data from Groups:



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](#)

CancelSave

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 ☐

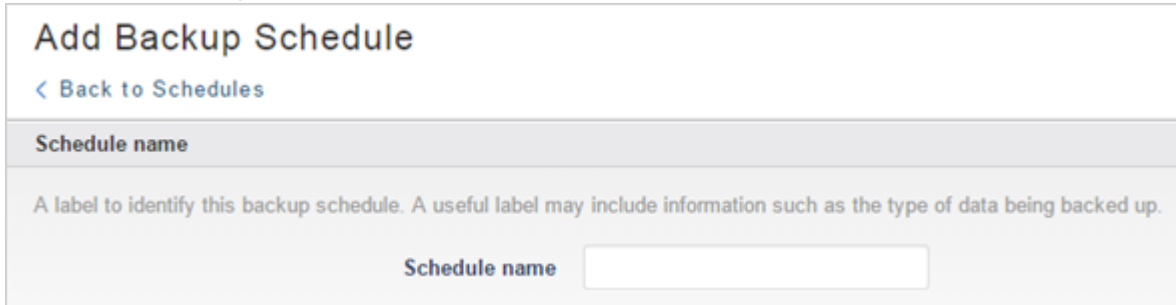
13. Click **Save**. Groups is backed up based on your data source and schedule settings.

Schedule a Groups Backup

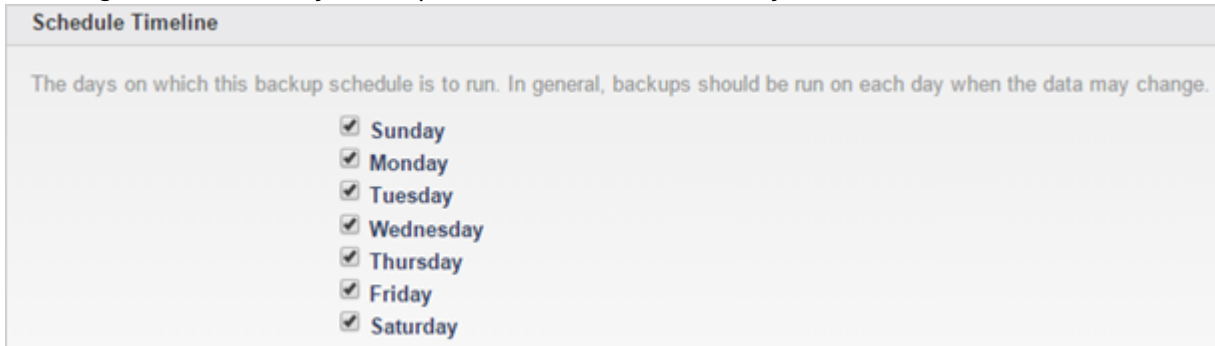
Use the following steps to schedule a backup:

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

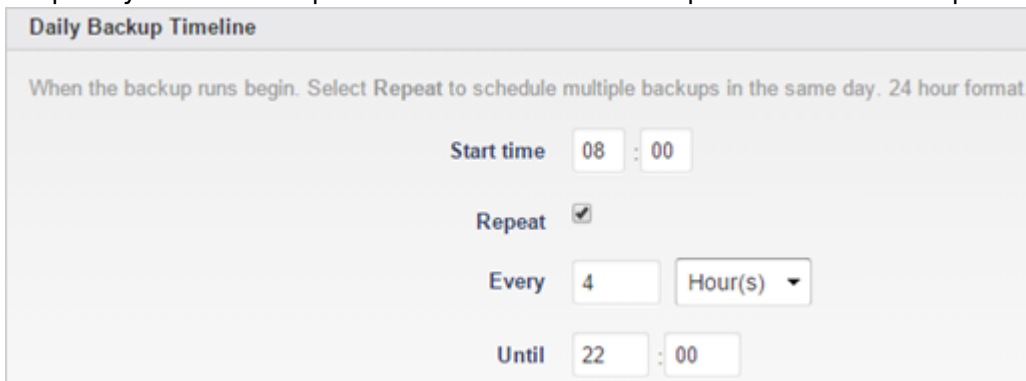
3. On the **Schedules** page, click **Add a Schedule** in the upper right-hand corner.
4. Enter a name for your schedule in the **Schedule name** field:



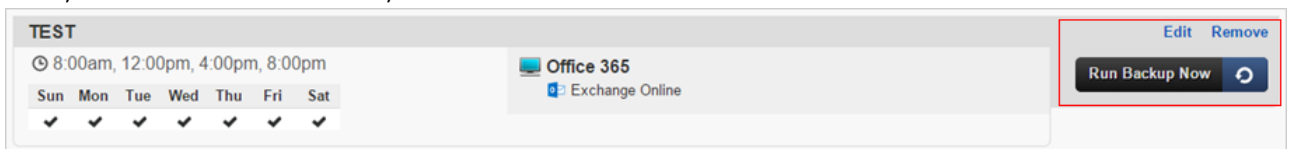
5. In the **Identify the data sources** section, select the data to be backed up using this schedule. You can select **Select all** or you can granularly select data down to a specific file or folder.
6. In the **Schedule Timeline** section, select the days you want the schedule to run. If you are creating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



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:



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**:



[Back to the Top](#)

See Also

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](#)

Figures

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