

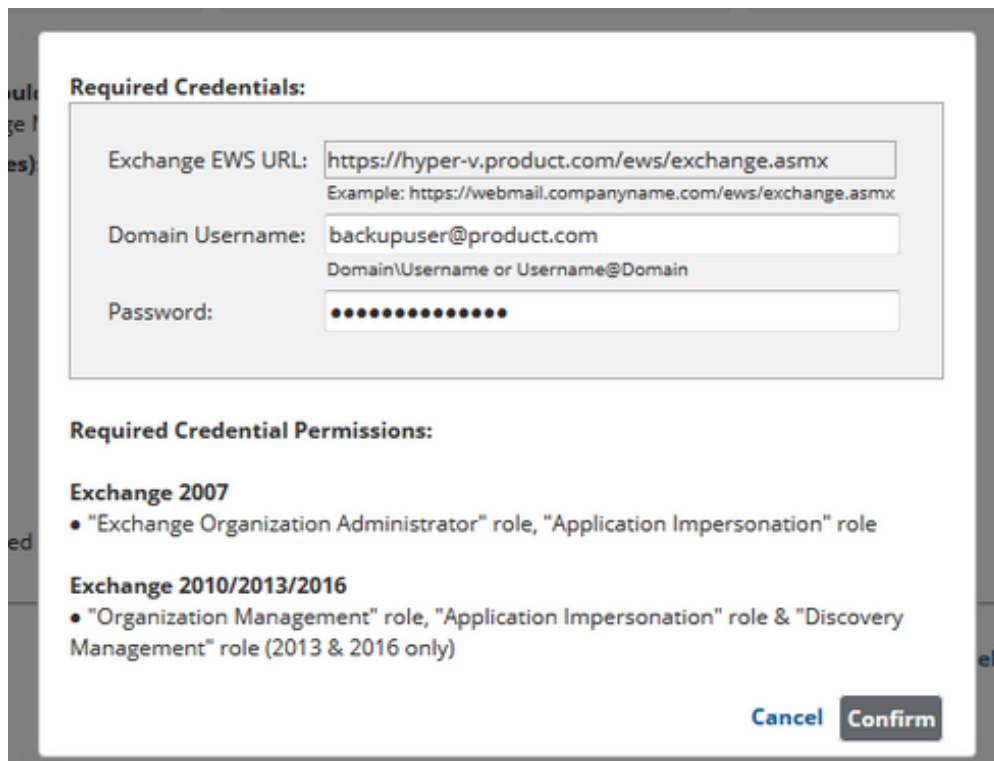
## Creating a Mailbox Level Backup Set

<https://campus.barracuda.com/doc/73695856/>

### Creating a Mailbox Level Backup Set

Before creating an Exchange Mailbox level backup set, make sure that you are familiar with the backup type [restrictions and recommendations](#).

1. Log into **ECHOplatform** and go to the **Manage** tab. Navigate to the computer account to which you want to add a Mailbox Level backup set.
2. Go to the **Backup** tab.
3. Click on the **Create** button next to **Exchange Mailbox Level**.
4. A pop-up will appear prompting you for the EWS URL and the service account's username (in UPN form) and password. If you do not know the EWS URL, you can find it by opening Exchange Management Shell and entering the following command:  
Get-WebServicesVirtualDirectory | Select name,\*url\* | fl  
We recommend you use the external URL but others may work. Once entered, click **Confirm** to validate the address and credentials.



**Required Credentials:**

Exchange EWS URL:   
Example: https://webmail.companynamename.com/ews/exchange.asmx

Domain Username:   
Domain\Username or Username@Domain

Password:

**Required Credential Permissions:**

**Exchange 2007**

- "Exchange Organization Administrator" role, "Application Impersonation" role

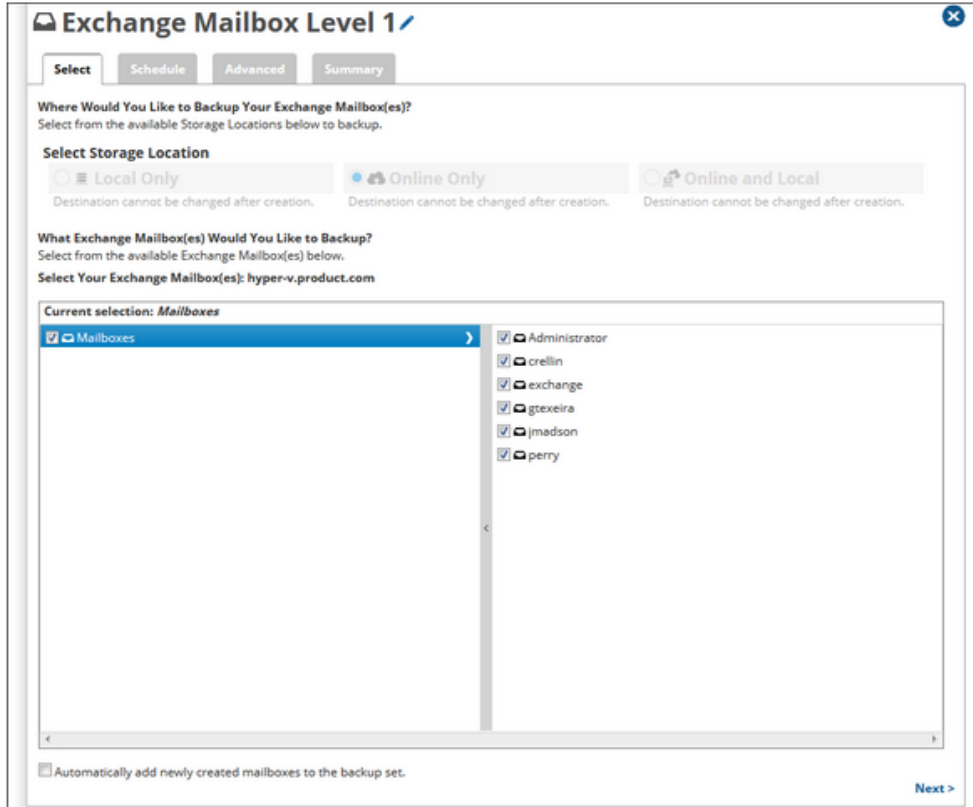
**Exchange 2010/2013/2016**

- "Organization Management" role, "Application Impersonation" role & "Discovery Management" role (2013 & 2016 only)

**Cancel Confirm**

5. First, provide a name for this backup set. To do this:
  - Click the pencil text at the top of the screen in order to be able to edit the text.
  - Enter the new name.
  - To save, click the green check mark.
  - If you need to cancel, click the red X.

6. If the credentials you entered are accepted, you will be taken to the **Select** tab of the backup set editor.



**Exchange Mailbox Level 1** [pencil icon] [X icon]

**Select** | Schedule | Advanced | Summary

Where Would You Like to Backup Your Exchange Mailbox(es)?  
Select from the available Storage Locations below to backup.

**Select Storage Location**

☐ Local Only  
Destination cannot be changed after creation.

☒ Online Only  
Destination cannot be changed after creation.

☐ Online and Local  
Destination cannot be changed after creation.

What Exchange Mailbox(es) Would You Like to Backup?  
Select from the available Exchange Mailbox(es) below.  
Select Your Exchange Mailbox(es): hyper-v.product.com

Current selection: Mailboxes

<input checked="" type="checkbox"/> Mailboxes	<input checked="" type="checkbox"/> Administrator
	<input checked="" type="checkbox"/> crellin
	<input checked="" type="checkbox"/> exchange
	<input checked="" type="checkbox"/> gtexeira
	<input checked="" type="checkbox"/> jmadson
	<input checked="" type="checkbox"/> perry

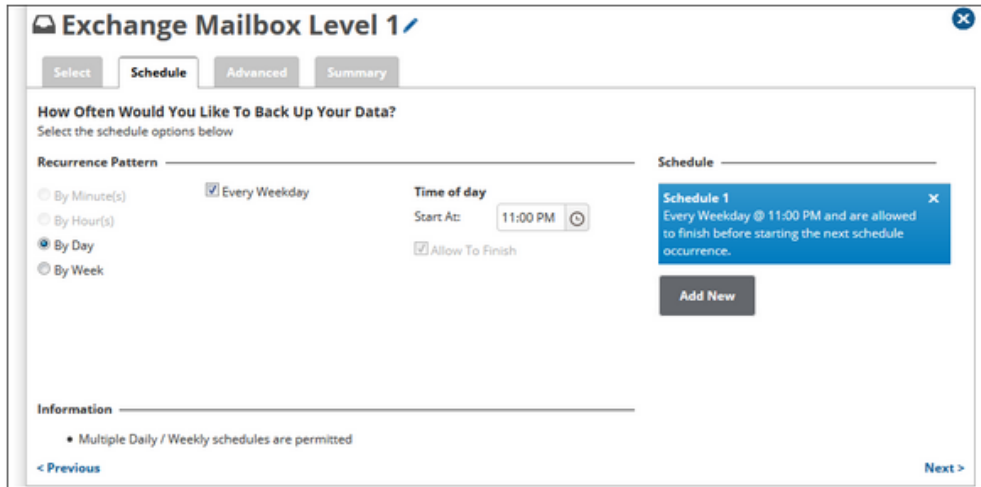
☐ Automatically add newly created mailboxes to the backup set.

**Next >**

7. First, provide a name for this backup set. To do this:
- Click the pencil text at the top of the screen in order to be able to edit the text.
  - Enter the new name.
  - To save, click the green check mark.
  - If you need to cancel, click the red X.

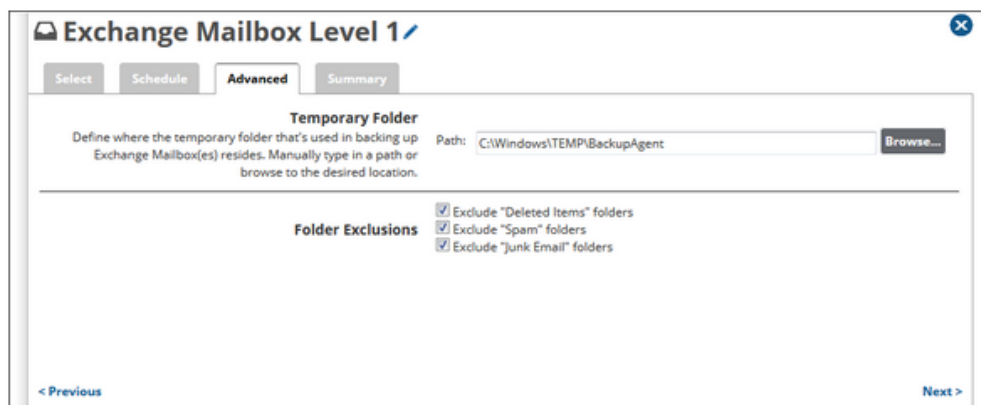
Note: Depending how you have the Backup Agent and computer account configured, you may only see one or two of the storage type options.

8. Choose which mailboxes to back up by placing a check next to them and decide if new mailboxes will be included in the backup set by selecting the **Automatically add newly created mailboxes to the backup set** option at the bottom.
9. When done, click **Next**, or select the **Schedule** tab.



The screenshot shows the 'Exchange Mailbox Level 1' configuration window with the 'Schedule' tab selected. The window title is 'Exchange Mailbox Level 1' with a blue checkmark icon. Below the title bar are four tabs: 'Select', 'Schedule', 'Advanced', and 'Summary'. The main content area is titled 'How Often Would You Like To Back Up Your Data?' with the instruction 'Select the schedule options below'. It is divided into three sections: 'Recurrence Pattern', 'Time of day', and 'Schedule'. Under 'Recurrence Pattern', there are four radio buttons: 'By Minute(s)', 'By Hour(s)', 'By Day' (which is selected), and 'By Week'. The 'By Day' option is selected, and the 'Every Weekday' checkbox is checked. Under 'Time of day', there is a 'Start At:' field set to '11:00 PM' with a clock icon, and an 'Allow To Finish' checkbox which is checked. The 'Schedule' section on the right shows 'Schedule 1' with the text 'Every Weekday @ 11:00 PM and are allowed to finish before starting the next schedule occurrence.' and an 'Add New' button. At the bottom, there is an 'Information' section with a bullet point: 'Multiple Daily / Weekly schedules are permitted'. Navigation links '< Previous' and 'Next >' are at the bottom left and right respectively.

10. Set a schedule for the backups by choosing a recurrence interval (**minutes, hours, days or weeks**) and either how often the backup will run or on which days the backup will run. If you want to add more than one schedule, click the **Add New** button.  
If you choose a **By Week** recurrence interval, you can choose to let backups finish on their own or, if you uncheck the **Allow to Finish** box, forcibly cancel the backups at a given time. If you choose the latter, any mail items backed up before the cancelation time will not be lost.
11. Click **Next**, or select the **Advance** tab.



The screenshot shows the 'Exchange Mailbox Level 1' configuration window with the 'Advanced' tab selected. The window title is 'Exchange Mailbox Level 1' with a blue checkmark icon. Below the title bar are four tabs: 'Select', 'Schedule', 'Advanced', and 'Summary'. The main content area is titled 'Temporary Folder' with the instruction 'Define where the temporary folder that's used in backing up Exchange Mailbox(es) resides. Manually type in a path or browse to the desired location.' There is a 'Path:' field containing 'C:\Windows\TEMP\BackupAgent' and a 'Browse...' button. Below this is a 'Folder Exclusions' section with three checkboxes: 'Exclude "Deleted Items" folders' (checked), 'Exclude "Spam" folders' (checked), and 'Exclude "Junk Email" folders' (checked). Navigation links '< Previous' and 'Next >' are at the bottom left and right respectively.

12. On the **Advanced** tab, choose the temporary folder (will need 1-2 GB of free space) and whether "**Deleted Items**", "**Spam**", or "**Junk Email**" folder will be backed up.
13. Click **Next** to see a summary of the backup set or click **Create Backup Set** to finalize the backup set creation.

## Figures

1. Exchange\_mail\_1.png
2. Exchange\_mail\_2.png
3. Exchange\_mail\_3.png
4. Exchange\_mail\_4.png

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