

How to Schedule a OneDrive for Business Backup

https://campus.barracuda.com/doc/75170022/

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.
- 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 Inheline
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	08 : 00
Repeat	2
Every	4 Hour(s) 🔻
Until	22 : 00



- 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**:

EST		Edit		
3:00am, 12:00pm, 4:00pm, 8:00pm	Uffice 365	Run Backup Nov		
un Mon Tue Wed Thu Fri Sat	Exchange Online	Exchange Online	2 Exchange Online	
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Barracuda Essentials



Figures

- 1. addbackupschedule.png
- 2. timelineO365.png
- 3. dailybackup.png
- 4. testO365.png

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