

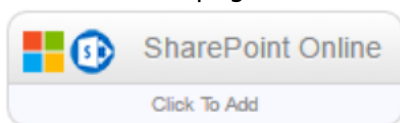
How to Configure a SharePoint Online Data Source

<https://campus.barracuda.com/doc/75170032/>

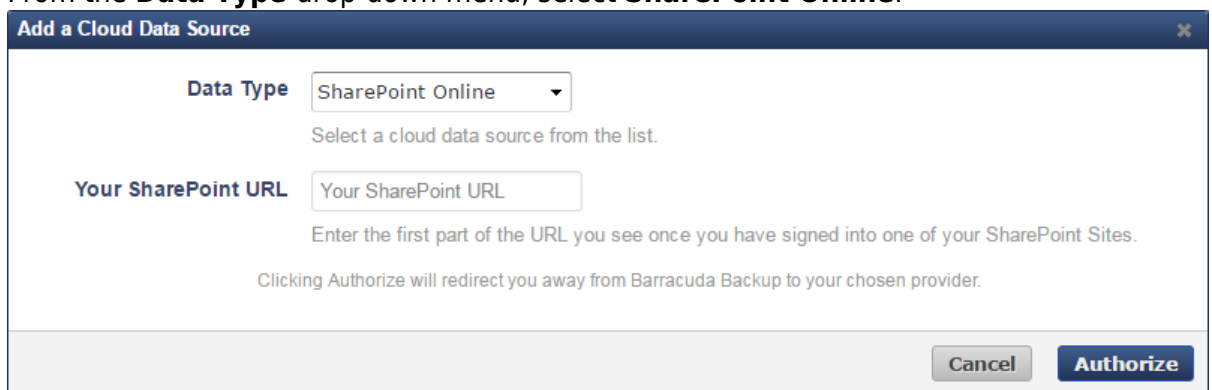
This article applies to Barracuda Cloud-to-Cloud Backup and Microsoft SharePoint Online.

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**.



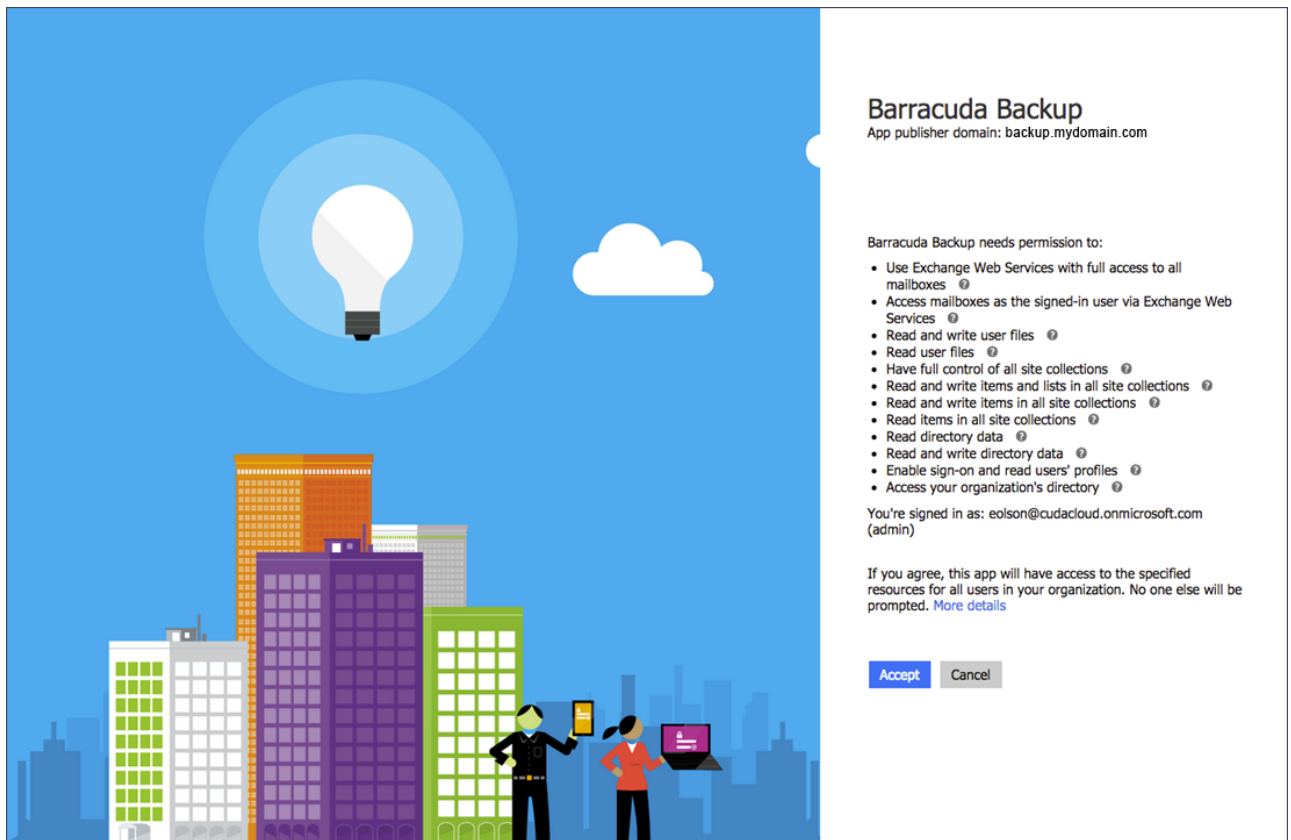
2. Enter **Your SharePoint URL**.

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

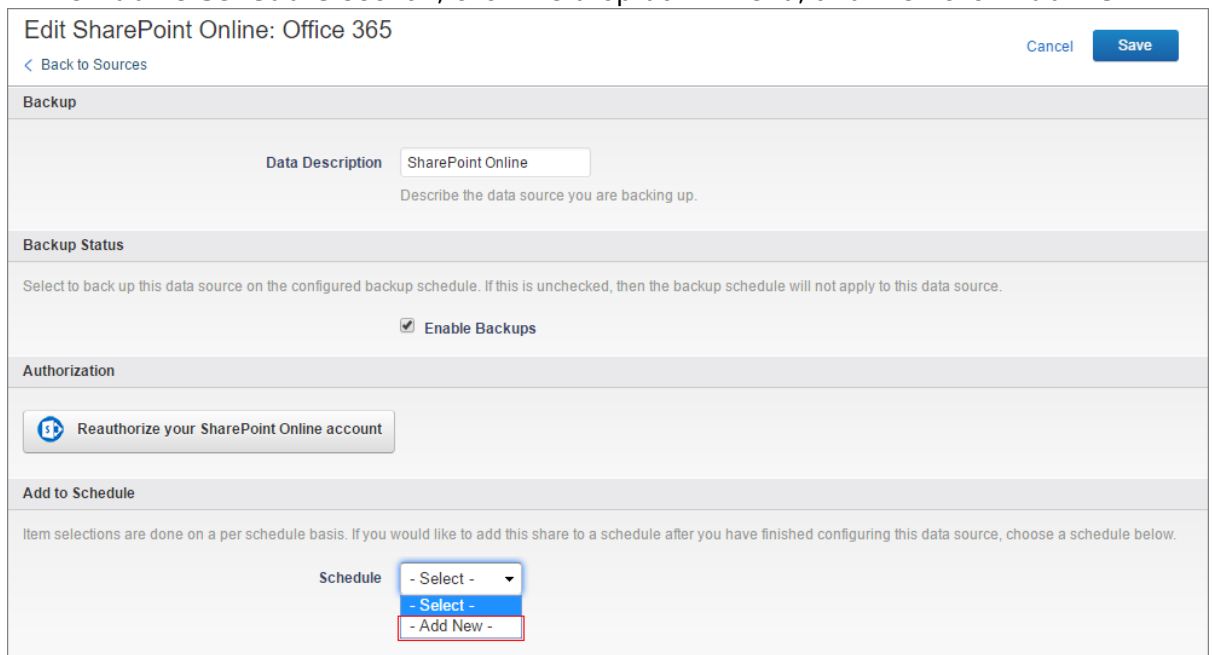
3. Click **Authorize**.

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**.

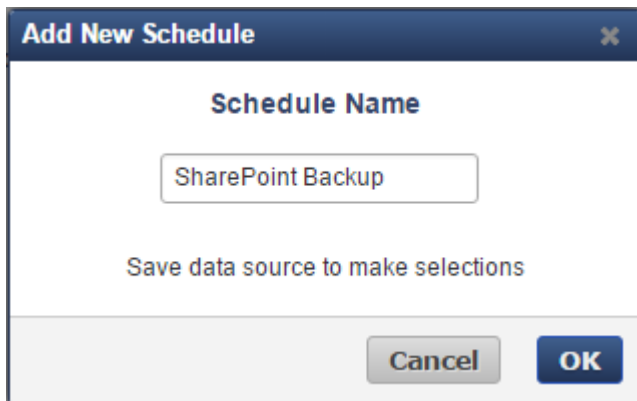
5. In the SharePoint Online page, click **Accept** to authorize Barracuda to back up data from SharePoint Online:



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**:

The image shows the 'Edit SharePoint Online: Office 365' configuration page. It has a title bar with 'Cancel' and 'Save' buttons. The page is divided into sections: 'Backup' with a 'Data Description' field containing 'SharePoint Online'; 'Backup Status' with an 'Enable Backups' checkbox; 'Authorization' with a 'Reauthorize your SharePoint Online account' button; and 'Add to Schedule' with a 'Schedule' dropdown menu. The dropdown menu is open, showing options: '- Select -', '- Select -', and '- Add New -'. The '- Add New -' option is highlighted with a red box.

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](#)

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.

Figures

1. IconSharePointOnline.png
2. AddSharePointDS.png
3. clickAccept.png
4. SetUpSPOnline.PNG
5. Schedule01.PNG
6. EditSchedule01.PNG

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