

How to Schedule a SharePoint Online Backup

https://campus.barracuda.com/doc/75170034/

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**:

| TEST | | Edit |
|-----------------------------------|-----------------|-----------------|
| O 8:00am, 12:00pm, 4:00pm, 8:00pm | Cffice 365 | Run Backup Now |
| Sun Mon Tue Wed Thu Fri Sat | Exchange Online | Exchange Online |
| ~ ~ ~ ~ ~ ~ ~ ~ | | |

Barracuda Essentials



Figures

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

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