
Active Directory Group-Based Schedule Selection

<https://campus.barracuda.com/doc/75695580/>

In an effort to improve how Microsoft Office 365 OneDrive for Business and Exchange Online backups are selected, Barracuda is introducing a new method to manage backup schedules for customers with 100 or more users in their Office 365 tenant.

To easily customize your schedule, select a Security Group that contains all users you want to back up.

Create a Security Group

1. Log in to the Office 365 portal and navigate to the Admin center.
2. Under **Groups**, click the **+** symbol, and click **Security group**.
3. Enter a name to represent the security group in the **Display name** field, and click **Save**.
4. Add all groups and users you want to back up as members of the security group created in the previous step.
5. Log in to Barracuda Cloud Backup, go to the **Backup > Schedules** page, and click **Add a Schedule**.
6. Select **Customize**, and use the search box to search for the security group created in *Step 3* above.
7. Select the group to be backed up.
8. 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 **Repeat**, and specify the frequency of the backup and the end time in the **Until** fields.
9. Click **Save**.

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