

Exchange Online Deployment

<https://campus.barracuda.com/doc/78153975/>

This article applies to Barracuda Cloud-to-Cloud Backup and Microsoft Office 365.

Depending on the plan and version of Office 365 you are running, some configuration settings may have a slightly different setup path.

Create a Service Account (Optional)

To create a new service account:

1. Log into your Office 365 Management Panel using an account with administrative privileges, and click **users and groups** in the left pane.
2. Click the **+** symbol to create a new account.
3. In the **details** page, enter the details for the new service account, and click **next**.
4. In the **settings** page, select **Yes** to assign administrator permissions, and from the drop-down menu, select **Global administrator**. Optionally, you can add an alternate email address and location. Click **next**.
5. In the **assign licenses** page, make no changes. Click **next**.
6. In the **send results in email** page, click **Create**. The service account details are sent to the admin.
7. To activate the account, log into your Office 365 Management Panel using the new service account, and update the password.

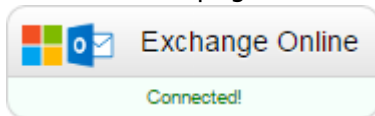
Configure an Exchange Online Data Source

To manage backup schedules with 100 or more users in your Office 365 tenant, refer to [Active Directory Group-Based Schedule Selection](#).

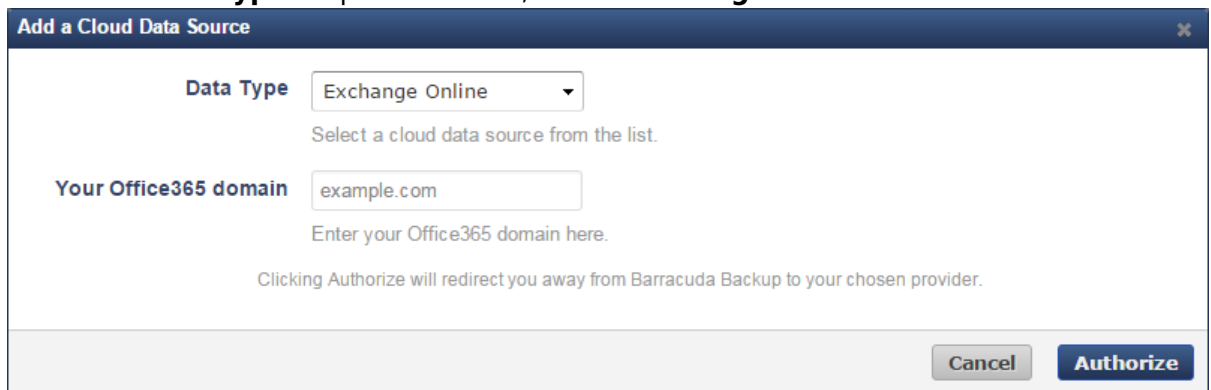
Use the following steps to set up Exchange Online backup:

1. Log into Barracuda Backup, and select the Cloud-to-Cloud Backup Source in the left pane.

2. In the **Status** page, click **Exchange 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 **Exchange Online**:



Add a Cloud Data Source

Data Type Exchange Online
Select a cloud data source from the list.

Your Office365 domain example.com
Enter your Office365 domain here.

Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider.

Cancel Authorize

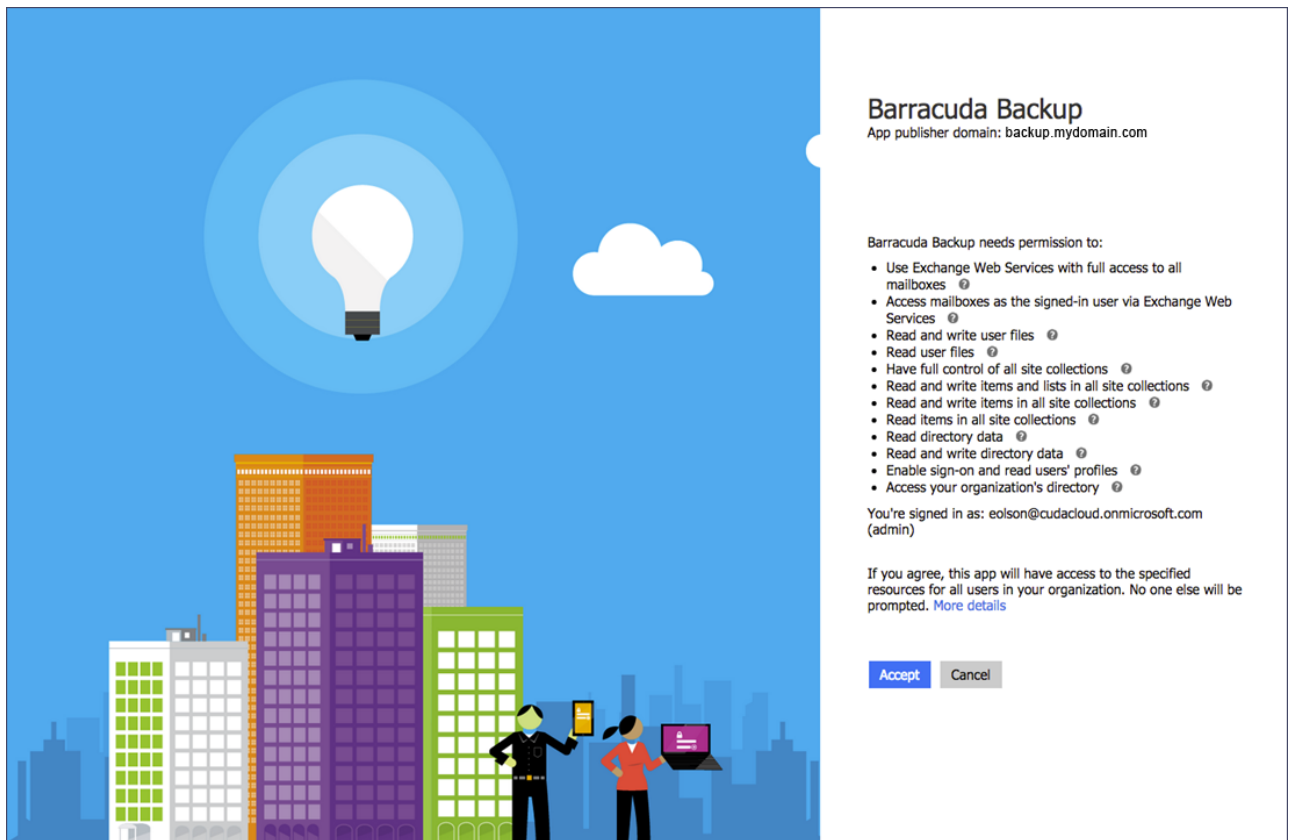
2. Enter **Your Office365 domain** URL.

To locate the native domain name associated with your Office 365 account, log in to the Office 365 portal using an administrative account, and go to **Management > domains**. The native domain is listed in the **domains** table ending with *onmicrosoft.com*.

3. Click **Authorize**.

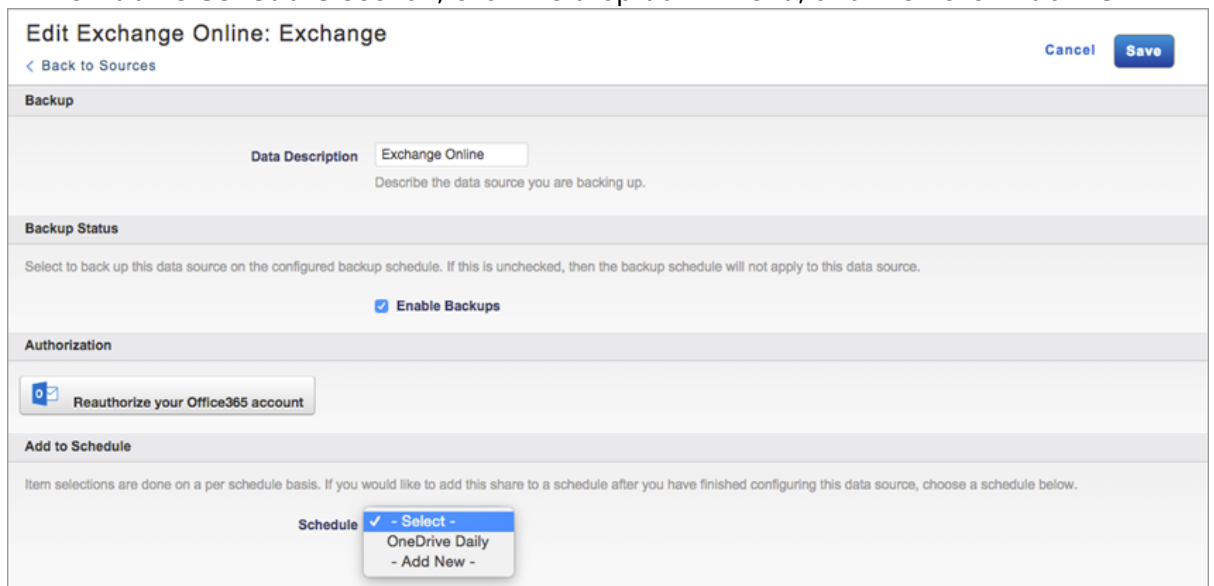
If you are not currently logged into the Exchange Online account, the Microsoft login page displays. Enter your Exchange Online administrator login information, and then click **Sign in**.

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

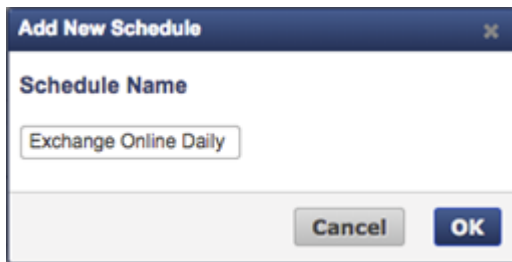


6. The **Edit Exchange Online** page displays.

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**:

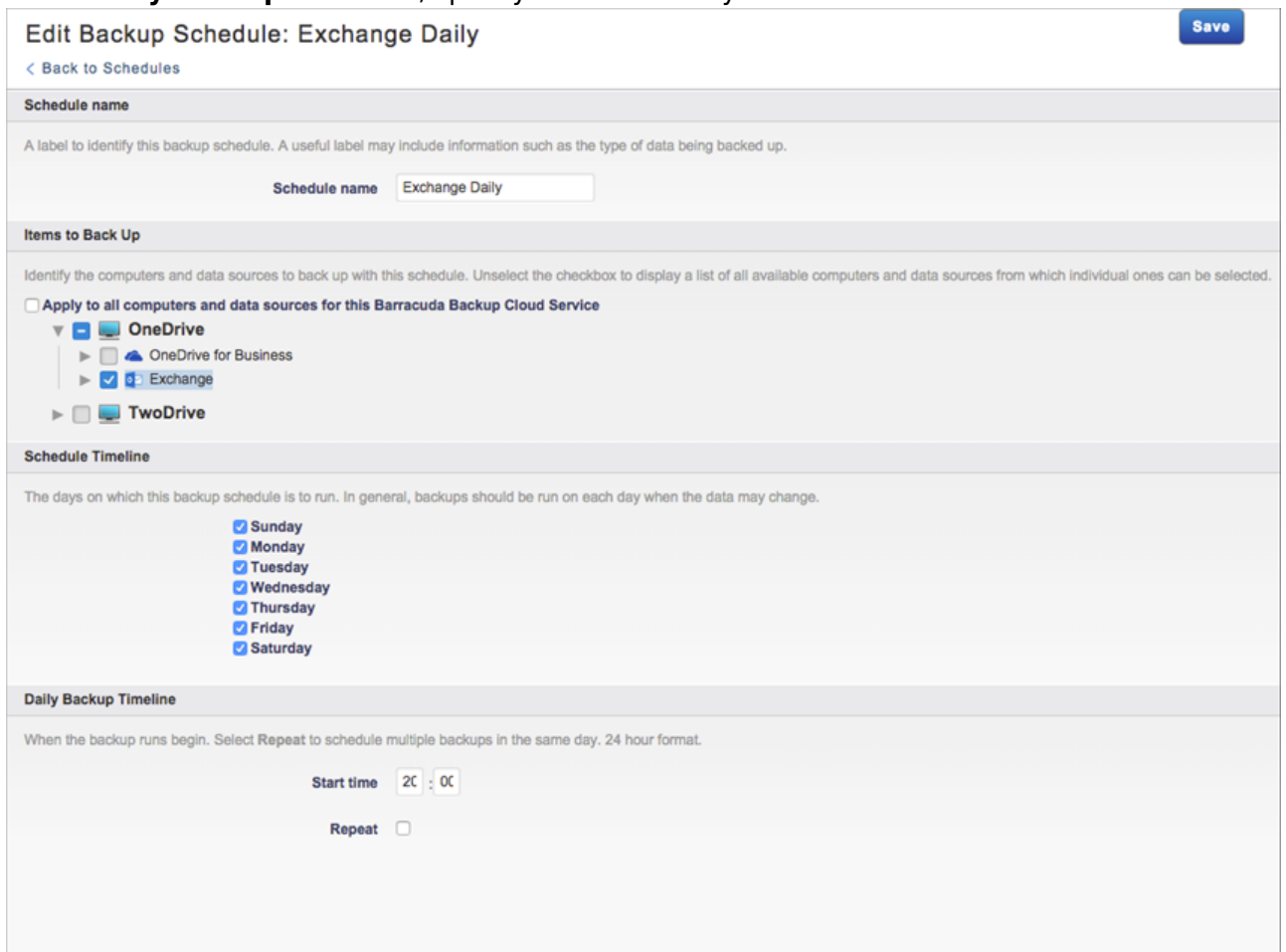


7. The **Add New Schedule** dialog box displays:



A dialog box titled "Add New Schedule" with a close button (X) in the top right corner. It contains a text input field labeled "Schedule Name" with the text "Exchange Online Daily" entered. At the bottom are "Cancel" and "OK" buttons.

8. Enter a name to represent the schedule, and click **OK**. The **Edit Exchange 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 Exchange 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:



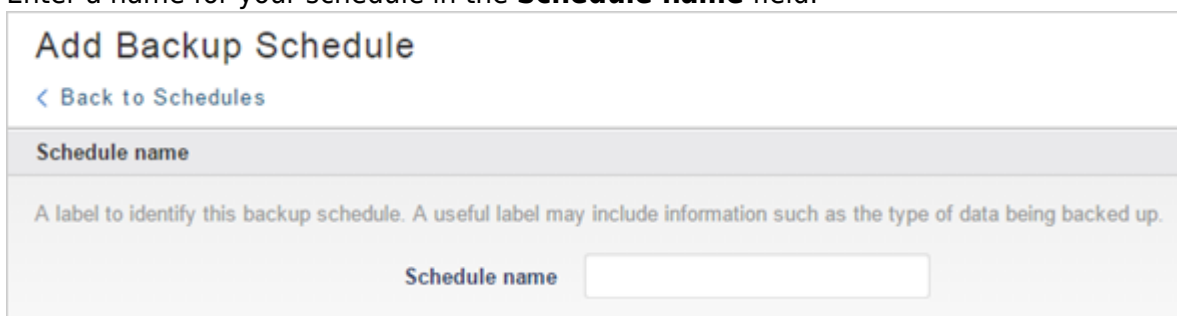
The "Edit Backup Schedule: Exchange Daily" page features a "Save" button in the top right corner and a "< Back to Schedules" link. The page is divided into four sections: "Schedule name" with a description and an input field containing "Exchange Daily"; "Items to Back Up" with a description, an unchecked checkbox for "Apply to all computers and data sources for this Barracuda Backup Cloud Service", and expandable lists for "OneDrive" (with "OneDrive for Business" and "Exchange" sub-items, the latter checked), and "TwoDrive"; "Schedule Timeline" with a description and checkboxes for all days of the week (all checked); and "Daily Backup Timeline" with a description, a "Start time" field set to "20:00", and an unchecked "Repeat" checkbox.

13. Click **Save**. Exchange Online is backed up based on your data source and schedule settings.

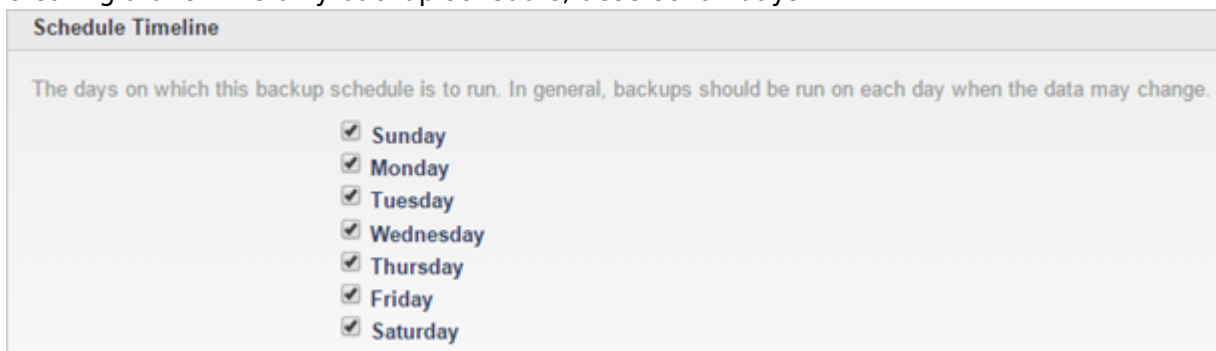
Schedule a Backup

Use the following steps to schedule a backup:

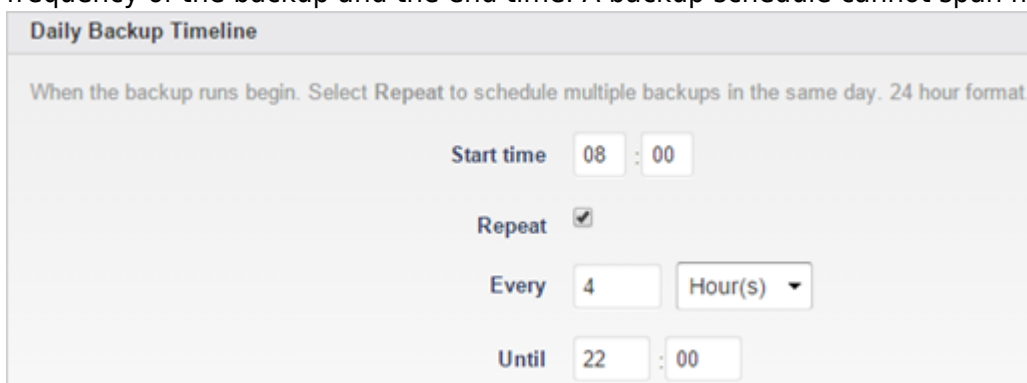
1. Log into Barracuda Backup, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Go to **Backup > Schedules**.
3. On the **Schedules** page, click **Add a Schedule** in the upper right-hand corner.
4. Enter a name for your schedule in the **Schedule name** field:



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.
6. 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:

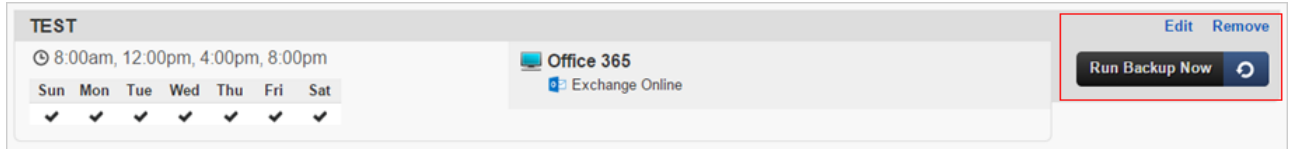


7. In the **Daily Backup Timeline** section, enter a **start time** for your backup schedule. To repeat a backup schedule throughout a 24-hour period, select the **Repeat** option and specify the frequency of the backup and the end time. A backup schedule cannot span multiple days:



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**:



The screenshot shows a backup schedule configuration interface. At the top, the schedule is named "TEST". Below the name, the backup times are listed as "8:00am, 12:00pm, 4:00pm, 8:00pm". A table shows the backup frequency for each day of the week: Sun, Mon, Tue, Wed, Thu, Fri, and Sat, all of which have a checkmark indicating they are selected. To the right of the table, the backup target is identified as "Office 365" with a sub-label "Exchange Online". In the top right corner, there are three buttons: "Edit", "Remove", and "Run Backup Now". The "Run Backup Now" button is highlighted with a red box.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓	✓	✓	✓	✓	✓	✓

Figures

1. exchgonline.png
2. exchgsource.png
3. accept.png
4. editexchgonline.png
5. newschedule.png
6. timeline.png
7. addbackupschedule.png
8. timelineO365.png
9. dailybackup.png
10. testO365.png

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