SharePoint Online Deployment
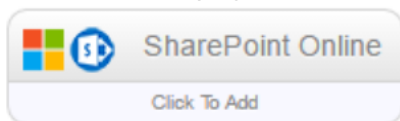
https://campus.barracuda.com/doc/78154008/

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

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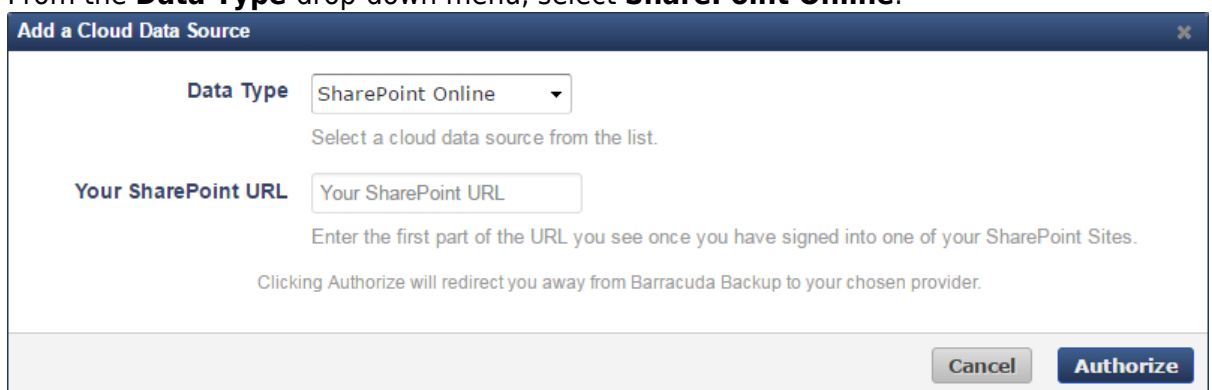
Configure a SharePoint Online Data Source

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**.

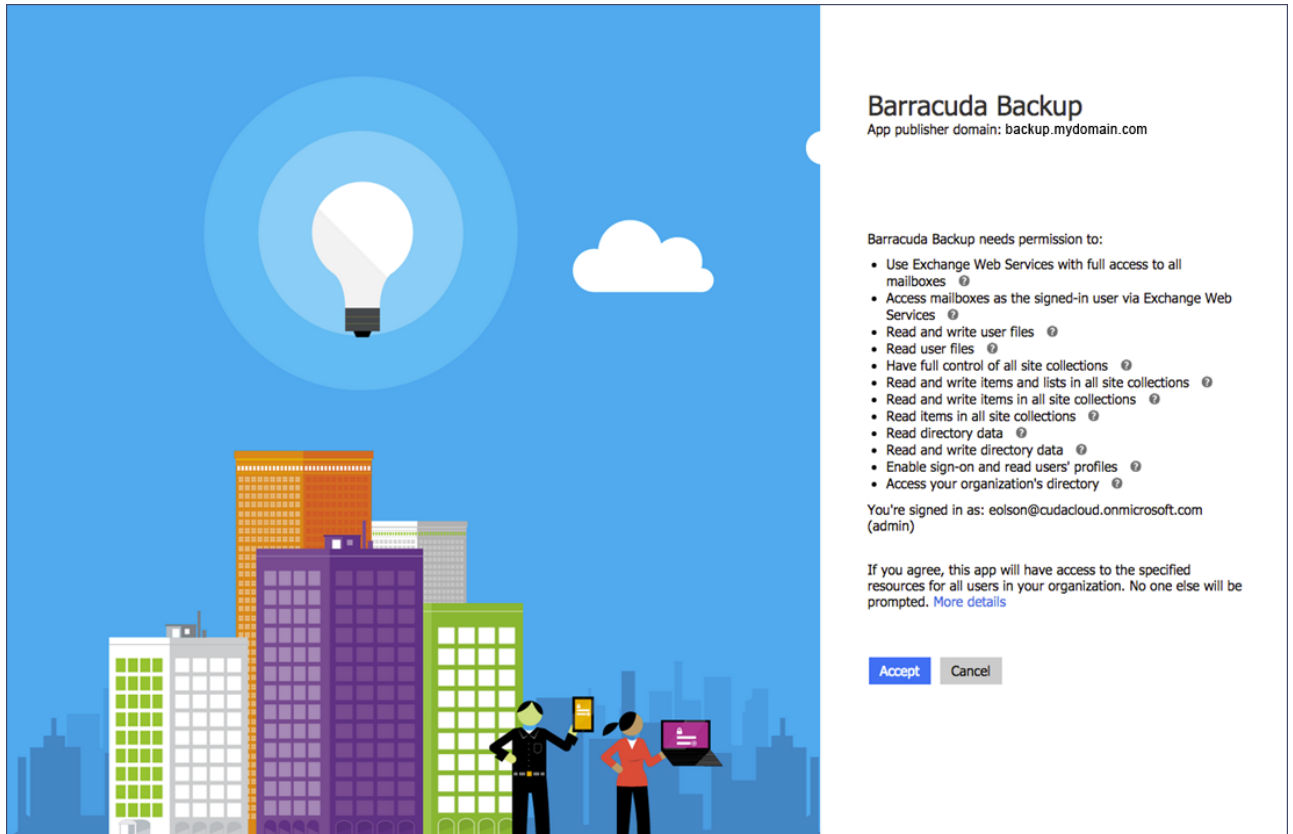   2. Enter **Your SharePoint URL**.
      The URL is available once you log in to SharePoint Online.
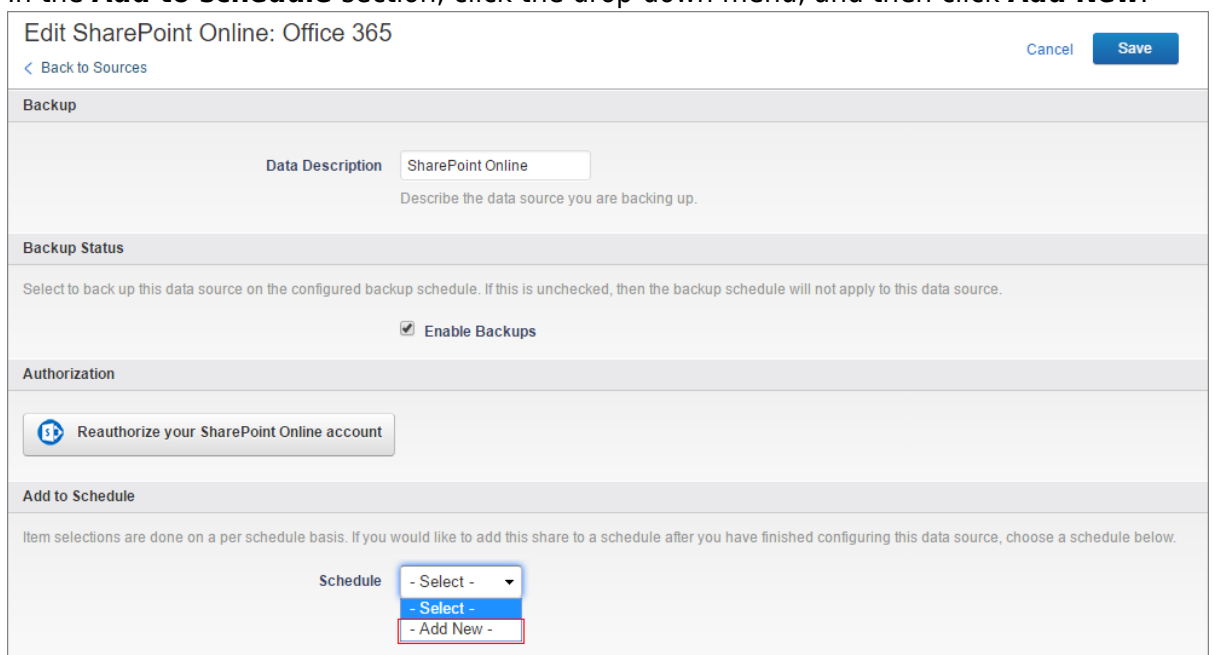   3. Click **Authorize**.
      If you are not currently logged in to the SharePoint Online account, the Microsoft login page displays. Enter your SharePoint Online administrator login information,
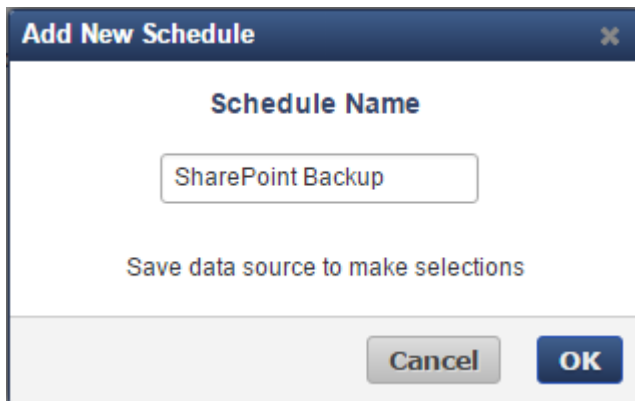
and then click **Sign in**.

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**:

7. The **Add New Schedule** dialog box displays. Enter a name to represent the schedule:

Add New Schedule ✖

Schedule Name

SharePoint Backup

Save data source to make selections

Cancel | **OK**

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:

13. Click **Save**. SharePoint 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:

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.

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:

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

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   ☑

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   Remove

🕐 8:00am, 12:00pm, 4:00pm, 8:00pm   🖥 Office 365   **Run Backup Now** ↺

Sun Mon Tue Wed Thu Fri Sat   Exchange Online

✔   ✔   ✔   ✔   ✔   ✔   ✔

Figures

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