

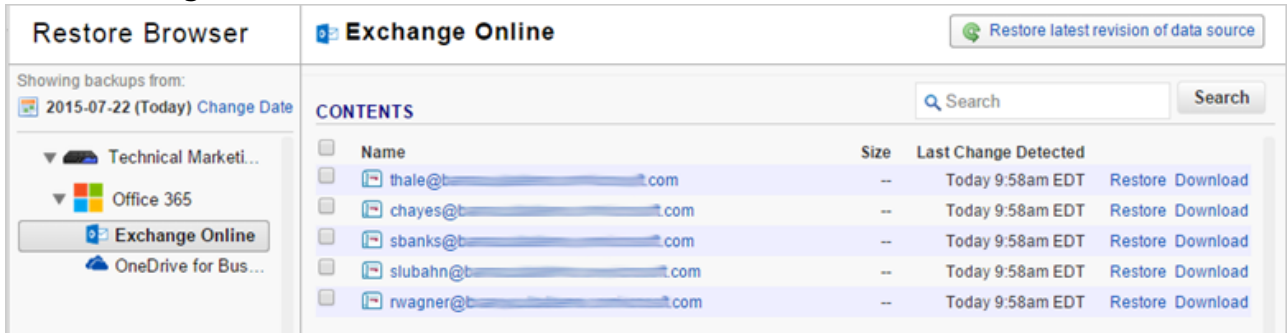
How to Restore an Exchange Online Data Source

<https://campus.barracuda.com/doc/78154064/>

Use the following steps restore an Exchange Online backup:

Note that performing a restore will not overwrite any current data.

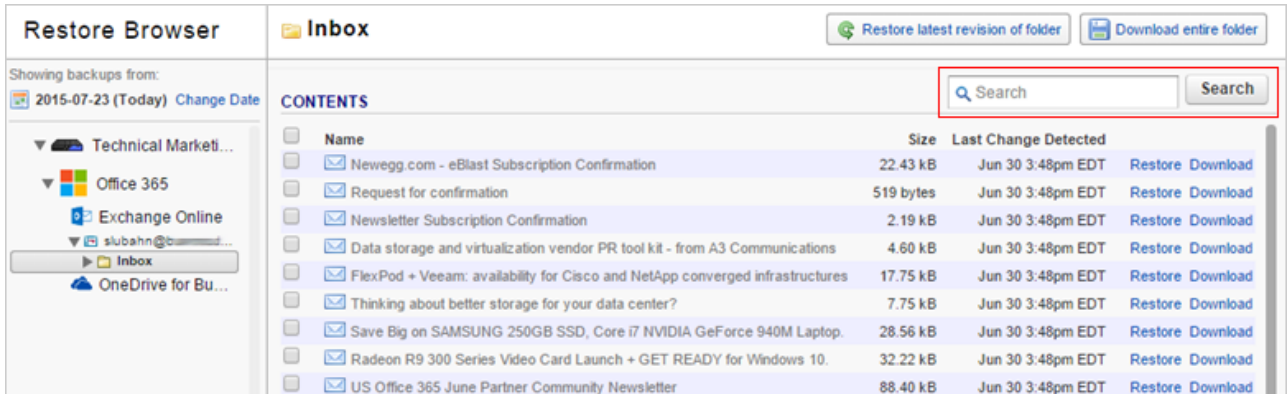
1. Log into Barracuda Backup, click the **Backup** tab, and select the Cloud-to-Cloud Backup Source.
2. Click **Restore > Restore Browser**.
3. Click **Exchange Online**, and then select the user mailbox from which to restore data:



4. Select the folder from which to restore data:

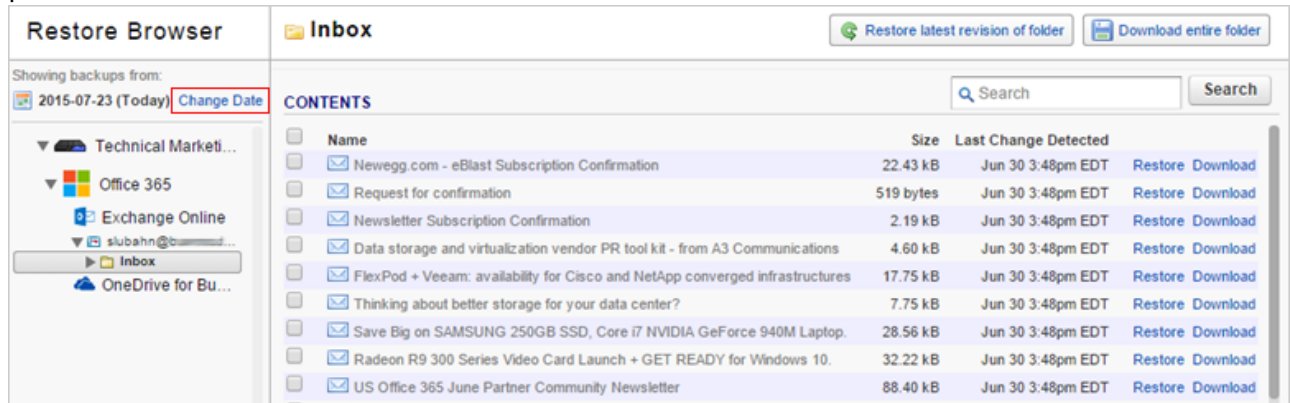


5. Locate the email or folder to restore, or use the search field to locate the desired data:



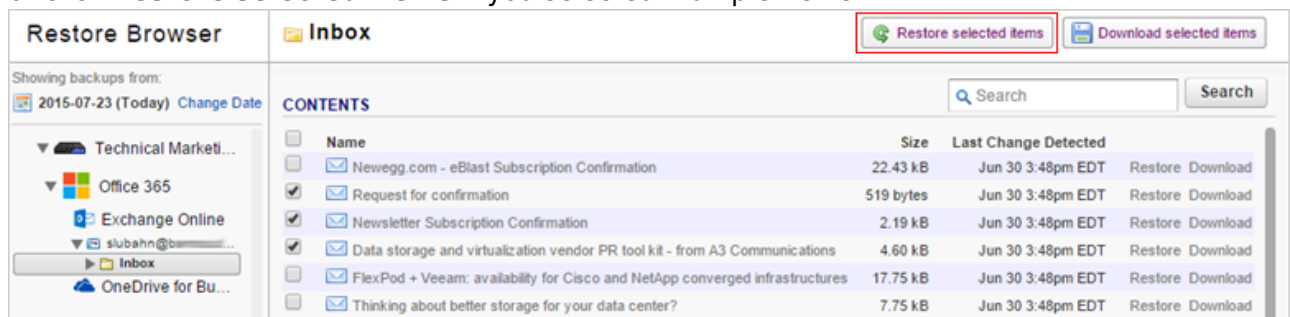
6. The default view displays data that was present during the last backup.

7. To find a historical email or folder revision from a previous date, click **Change Date** in the left pane:

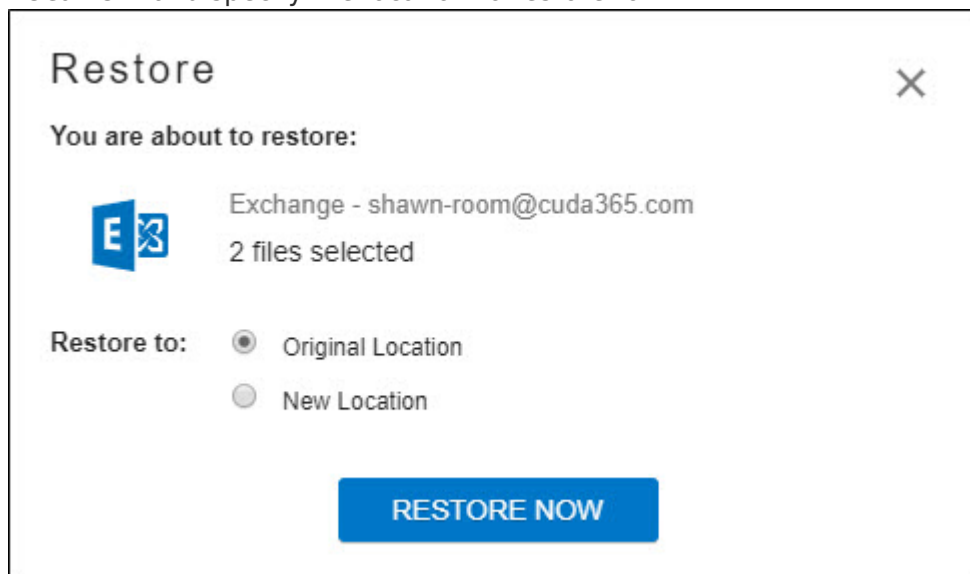


8. Use the calendar to select the desired day to view data available for restore from that date.

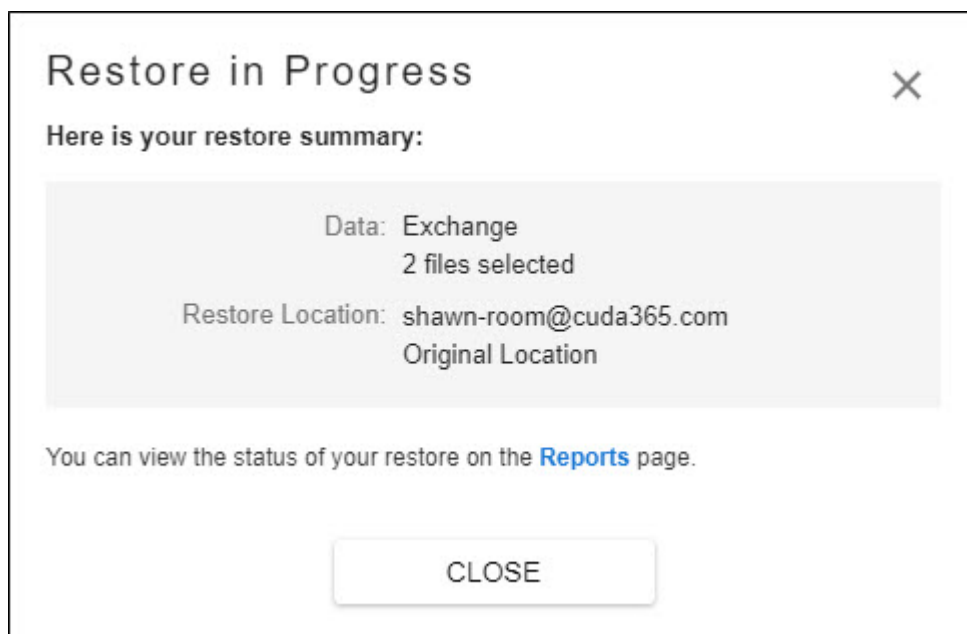
9. Once you locate the email(s) or folder to restore, click **Restore** to the right of a single item, or click **Restore selected items** if you selected multiple items:



10. The **Restore** dialog box displays. Select to restore to the **Original Location**, or **New Location** and specify the location to restore to :



11. Click **RESTORE NOW** . A notification displays that the restore is in progress:



12. To view restore status, go to the **Reports > Restore** page.
13. Verify the messages or folders have been restored in the user's Exchange Online mailbox.

Figures

1. restoreexchangeonline.png
2. selectfolder.png
3. navigateBCCB.png
4. changedate.png
5. clickrestore.png
6. restore_exchangeonline.jpg
7. restoreprogress_exchangeonline.jpg

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