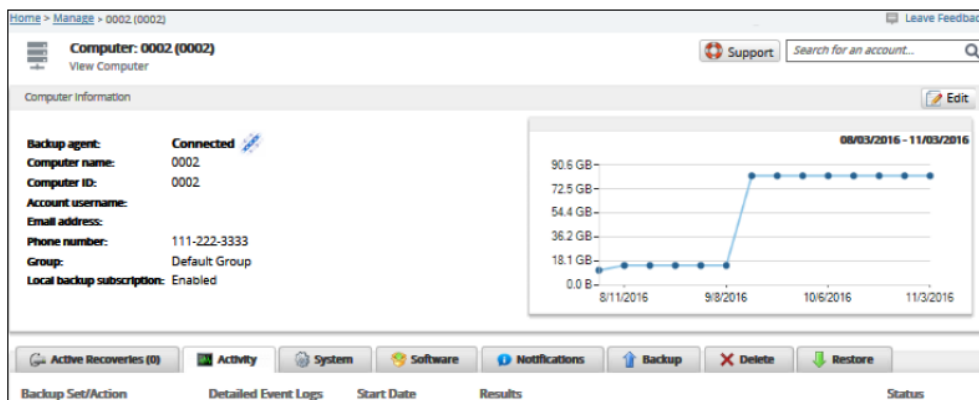


Editing Exchange Mailbox Level Backup Sets

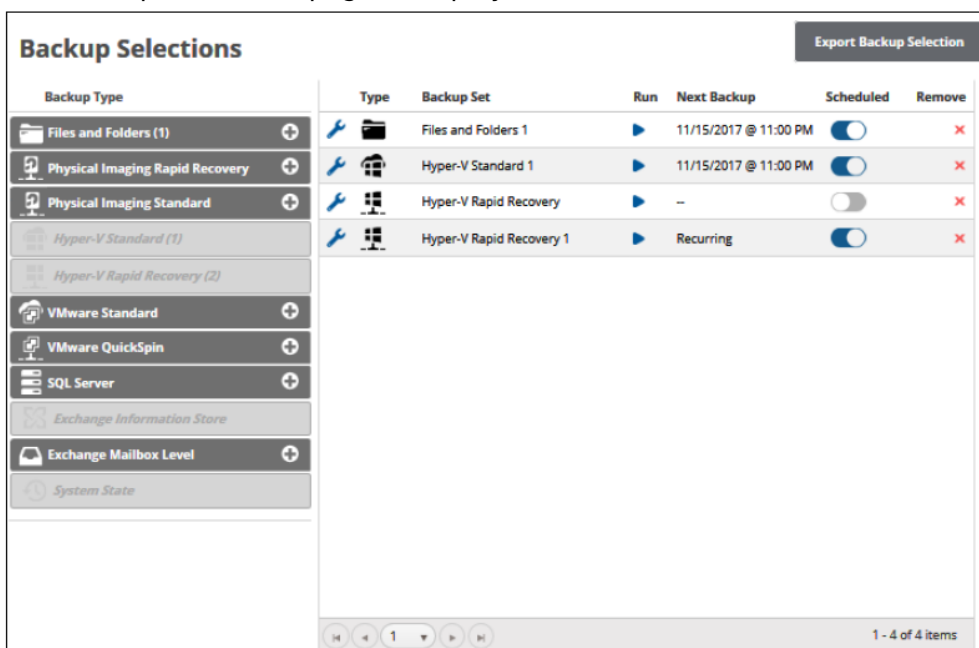
<https://campus.barracuda.com/doc/88113598/>

To edit an Exchange Mailbox Level backup, perform the following steps.

1. Navigate to the Computer page. See [Navigating to the Computer Page](#) for instructions. The Computer page is displayed.



2. Click the **Backup** tab. The Backup Selections page is displayed.




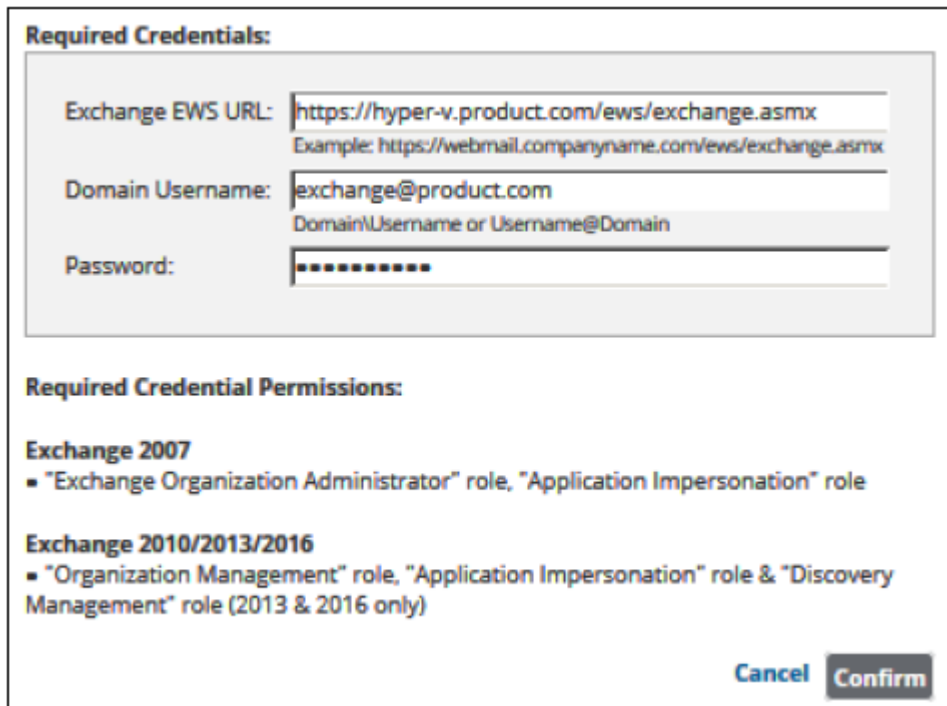
The screenshot shows the 'Backup Selections' page. On the left, there is a list of 'Backup Type' options: Files and Folders (1), Physical Imaging Rapid Recovery, Physical Imaging Standard, Hyper-V Standard (1), Hyper-V Rapid Recovery (2), VMware Standard, VMware QuickSpin, SQL Server, Exchange Information Store, Exchange Mailbox Level, and System State. On the right, there is a table with columns: Type, Backup Set, Run, Next Backup, Scheduled, and Remove. The table contains four rows of backup sets.

Type	Backup Set	Run	Next Backup	Scheduled	Remove
Files and Folders 1	Files and Folders 1	▶	11/15/2017 @ 11:00 PM	<input checked="" type="checkbox"/>	✗
Hyper-V Standard 1	Hyper-V Standard 1	▶	11/15/2017 @ 11:00 PM	<input checked="" type="checkbox"/>	✗
Hyper-V Rapid Recovery	Hyper-V Rapid Recovery	▶	--	<input type="checkbox"/>	✗
Hyper-V Rapid Recovery 1	Hyper-V Rapid Recovery 1	▶	Recurring	<input checked="" type="checkbox"/>	✗

At the bottom right of the table, it says '1 - 4 of 4 items'.



3. Click the edit icon  beside the backup set you want to edit. The credentials pop-up is displayed.



Required Credentials:

Exchange EWS URL:
Example: https://webmail.companyname.com/ews/exchange.asmx

Domain Username:
Domain\Username or Username@Domain

Password:

Required Credential Permissions:

Exchange 2007

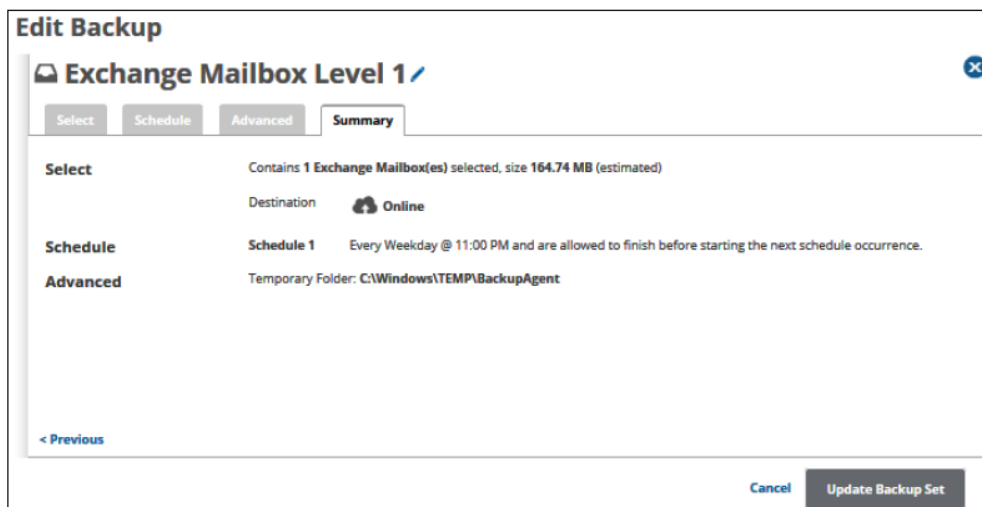
- "Exchange Organization Administrator" role, "Application Impersonation" role

Exchange 2010/2013/2016

- "Organization Management" role, "Application Impersonation" role & "Discovery Management" role (2013 & 2016 only)

Cancel **Confirm**

4. Type your credentials, and then click **Confirm**.
The Backup Set Summary page is displayed.



Edit Backup

Exchange Mailbox Level 1

Select | Schedule | Advanced | **Summary**

Select Contains 1 Exchange Mailbox(es) selected, size 164.74 MB (estimated)

Schedule **Schedule 1** Every Weekday @ 11:00 PM and are allowed to finish before starting the next schedule occurrence.

Advanced Temporary Folder: C:\Windows\TEMP\BackupAgent

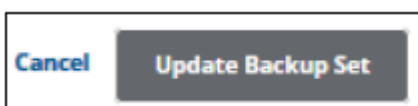
< Previous

Cancel **Update Backup Set**

5. Select any of the tabs to display and edit the current settings. See [Creating Exchange Mailbox Level Backups](#) for details.

Note:

- The backup set name may be edited. See [Changing Backup Set Names](#).
 - To edit existing schedules, see Editing Existing Daily or Weekly Schedules.
 - The Storage Location Destination options on the Select page cannot be changed.
6. After making your edits, click the **Update Backup Set** button at the bottom of any page, as shown below.



Cancel **Update Backup Set**

The Backup Selections page is displayed with the current backup status.

Figures

1. image2019-7-24 12:17:27.png
2. image2019-7-24 12:19:14.png
3. image2019-7-24 12:20:3.png
4. image2019-7-24 12:21:30.png
5. image2019-7-24 12:22:13.png
6. image2019-7-24 12:25:19.png

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