

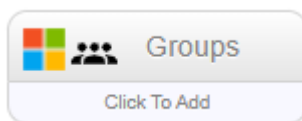
## How to Configure an Office 365 Groups Data Source

<https://campus.barracuda.com/doc/91982380/>

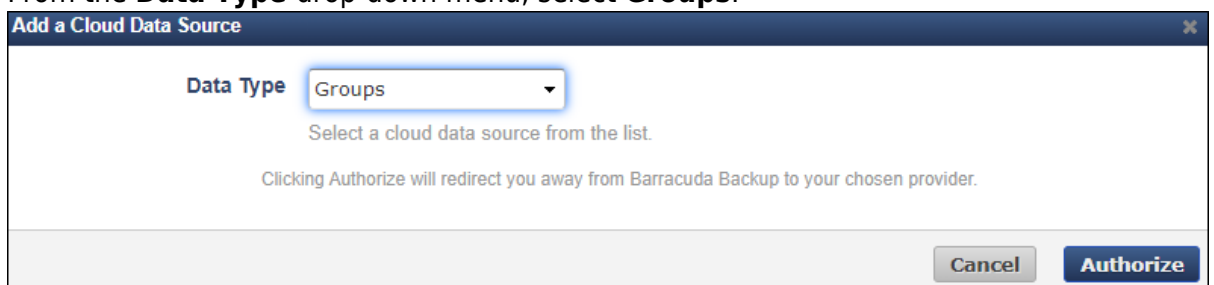
This article applies to Barracuda Cloud-to-Cloud Backup and Microsoft Groups.

Use the following steps to set up Groups backup:

1. Log into Barracuda Backup, and select the Cloud Source in the left pane.
2. In the **Status** page, click **Groups**:



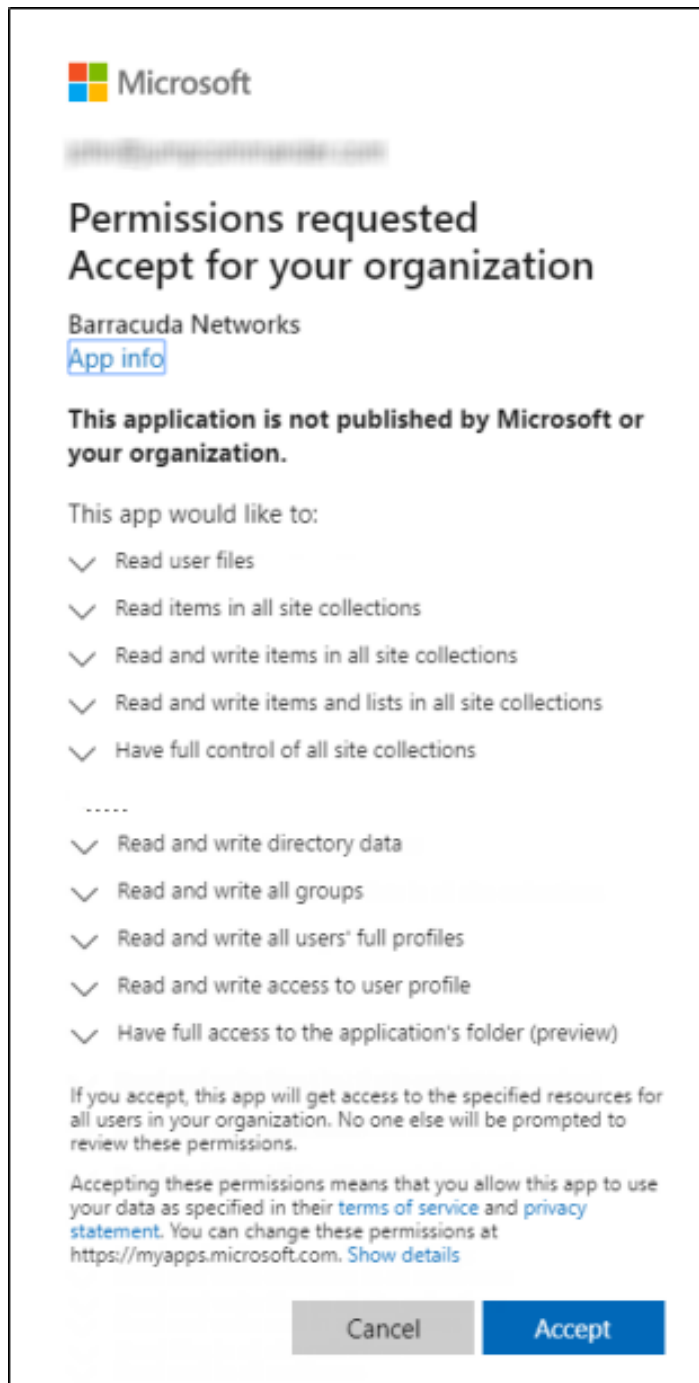
3. The **Data Sources** page displays. Click **Add a Cloud Provider**, and enter the following details:
  1. In the **Cloud Provider description** field, enter a name to represent the data source.
  2. From the **Cloud Provider type** drop-down menu, select **Microsoft Office 365**.
  3. Click **Save**.
4. The **Add a Cloud Data Source** dialog box displays:
  1. From the **Data Type** drop-down menu, select **Groups**.



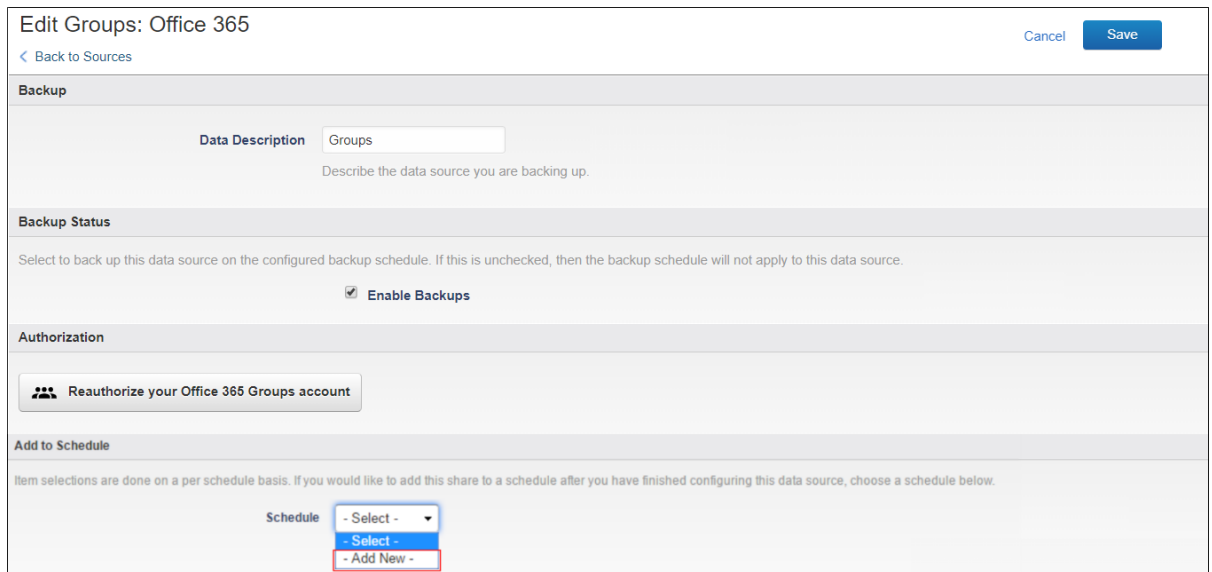
2. Click **Authorize**.

If you are not currently logged in to your Office 365 account, the Microsoft login page displays. Enter your administrator login information, and then click **Sign in**.

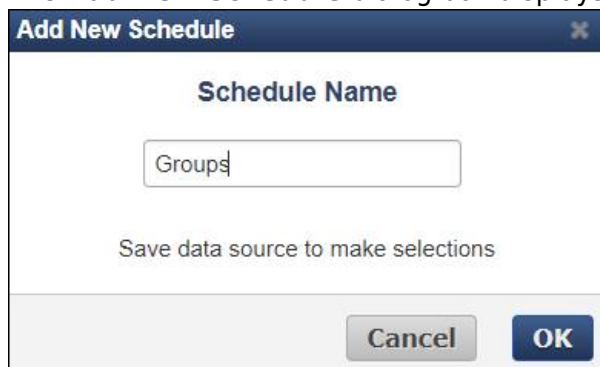
5. In the Groups page, click **Accept** to authorize Barracuda to back up data from Groups:



6. The **Edit Groups** 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:



8. Click **OK**. The **Edit Groups** 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 **Select all** to back up everything in Groups.
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:

### Edit Backup Schedule: Groups

[Back to Schedules](#)

CancelSave

#### 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**

#### Identify the data sources

Set up each SharePoint data source on a separate schedule for optimal performance.

Identify data sources to back up with this schedule. Unselect the checkbox to display a list of all available data sources from which individual ones can be selected.

☐ Select all

☒ Customize

Office 365 Demo

☐ Exchange Online - 0 users selected

☐ OneDrive - 0 users selected

☐ SharePoint Online

☒ Groups

#### 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

#### Daily Backup Timeline

Set the time at which backup runs begin (24-hour time format). Select **repeat** to schedule multiple backups on the same day.

**Start time**  :

**Repeat** ☐

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

## Figures

1. addgroups.png
2. addCloudSource.png
3. authorizeBackup1.png
4. addSchedule.png
5. ScheduleName.png
6. dailyBackup.png

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