

Office 365 Groups Deployment

<https://campus.barracuda.com/doc/91982417/>

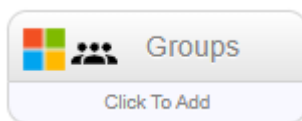
This article applies to Barracuda Cloud-to-Cloud Backup and Microsoft Office 365 Groups.

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

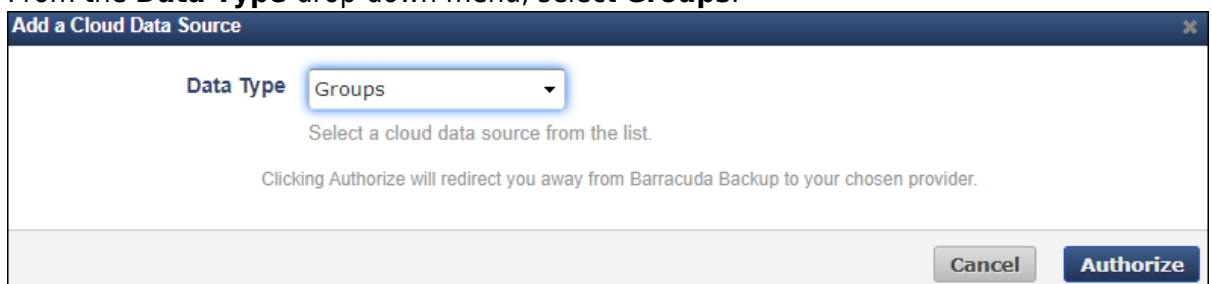
Configure an Office 365 Groups Data Source

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**:



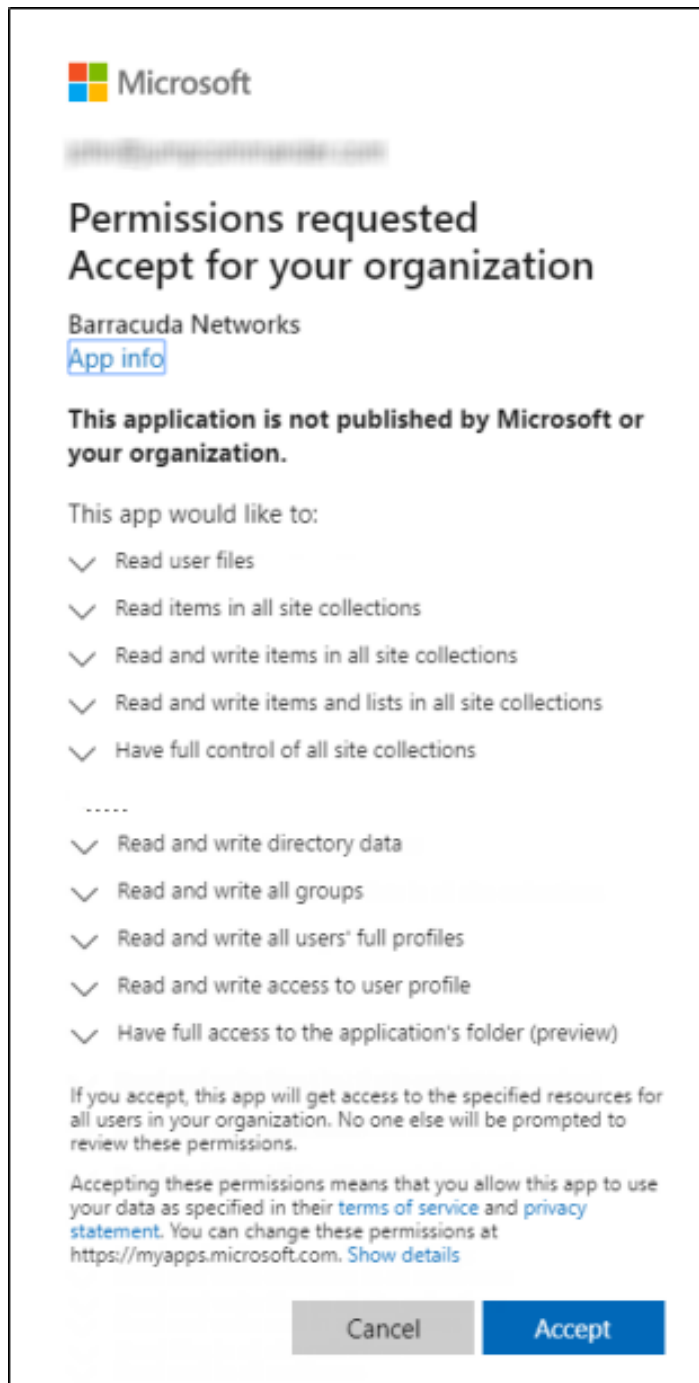
3. The **Data Sources** page displays. Click **Add a Cloud Provider**, and enter the following details:
 1. In the **Cloud Provider description** field, enter a name to represent the data source.
 2. From the **Cloud Provider type** drop-down menu, select **Microsoft Office 365**.
 3. Click **Save**.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

A dialog box titled "Add a Cloud Data Source". It has a "Data Type" dropdown menu with "Groups" selected. Below the dropdown is the text "Select a cloud data source from the list." and a note "Clicking Authorize will redirect you away from Barracuda Backup to your chosen provider." At the bottom right are "Cancel" and "Authorize" buttons.

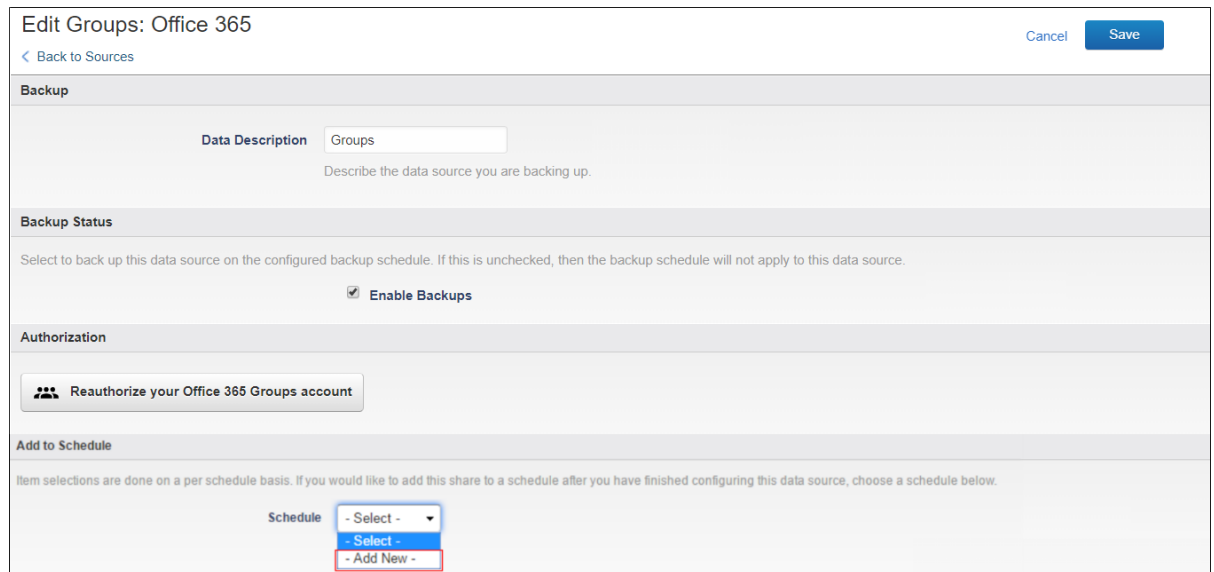
2. Click **Authorize**.

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**.

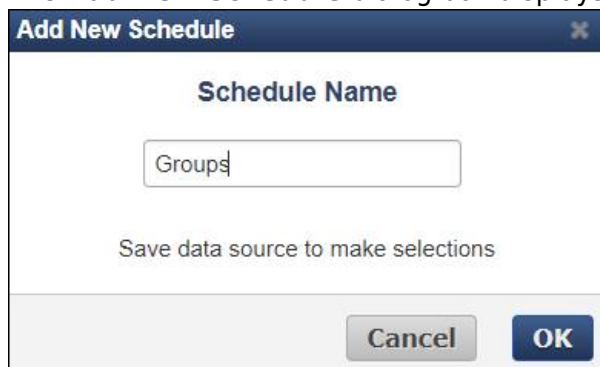
5. In the Groups page, click **Accept** to authorize Barracuda to back up data from Groups:



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.

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 :

Repeat ☒

Every



Until :

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

🕒 8:00am, 12:00pm, 4:00pm, 8:00pm

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

 **Office 365**
 Exchange Online

[Edit](#)
[Remove](#)

Run Backup Now
 

Figures

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