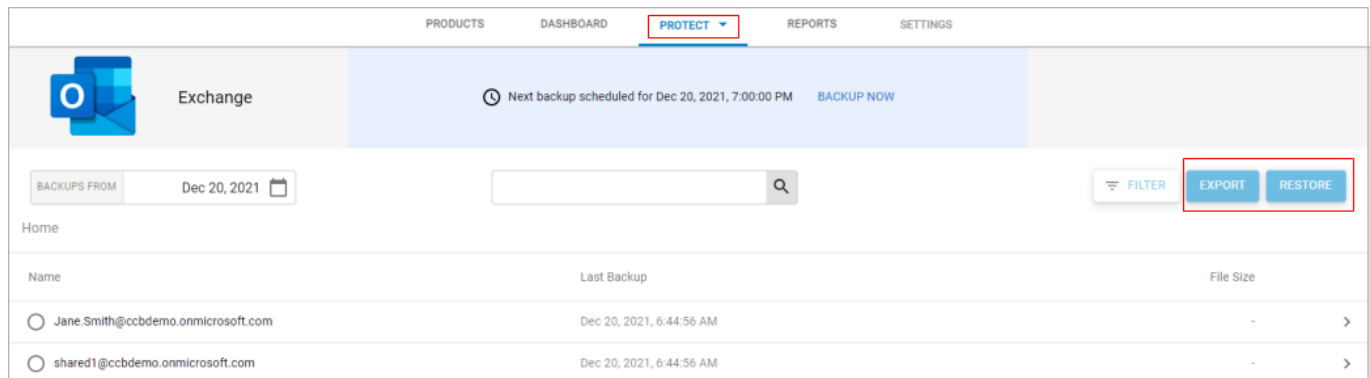


How to Protect Your Microsoft 365 Data

<https://campus.barracuda.com/doc/93197817/>

Use the **Protect** page to view your protected data and to export and restore your data.



Protect

The following Microsoft 365 data sources can be backed up, or protected, in Barracuda Cloud-to-Cloud Backup. For more information on what Microsoft 365 data is backed up, see [Understanding What Data is Backed Up in Microsoft 365](#).

- **Exchange** – Barracuda Cloud-to-Cloud Backup protects all email messages, attachments, and the complete folder structure of each user's mailbox. You can restore messages, folders, or entire mailboxes back to the original account or export via the download feature.

To skip backing up your **Recoverable Items** and **Archive Mailbox Recoverable Items** folders in Exchange Online, contact [Barracuda Technical Support](#). Note that this should only be done if you have a significantly large amount of items in your Recoverable Items and Archive Mailbox Recoverable Items folders.

- **SharePoint** – Barracuda Cloud-to-Cloud Backup provides SharePoint Online protection. With item-level recovery options, items can be restored directly into SharePoint Online from backup.
- **OneDrive** – Barracuda Cloud-to-Cloud Backup protects all files under the Documents Library, including the entire folder structure. Just like with Exchange Online, files, folders, or entire accounts can be restored back to the original account, a different account, or exported via the download feature.
- **Teams** – Barracuda Cloud-to-Cloud Backup protects all your mail, calendar, and site data, along with file data shared within Teams that includes the Group membership associated with Teams.

Protect Options

To change the default backup behavior and add and remove users/groups, sites, or Teams to Microsoft 365 data sources, see [Microsoft 365 Customization on the Settings Page](#).

Folder Hierarchy

The browser allows you to drill down 5 levels into the folder hierarchy (Figure 1) before the folders shift to the left of the screen (Figure 2).

As you drill down the folder hierarchy, you will see the folder breadcrumb at the top. The breadcrumb trail defines your current location in the hierarchy of your data source and enables you to navigate back and forth between different levels in your data. This allows you to easily switch back and forth between different folders.

Figure 1. Browser with 5 Levels Folder Hierarchy

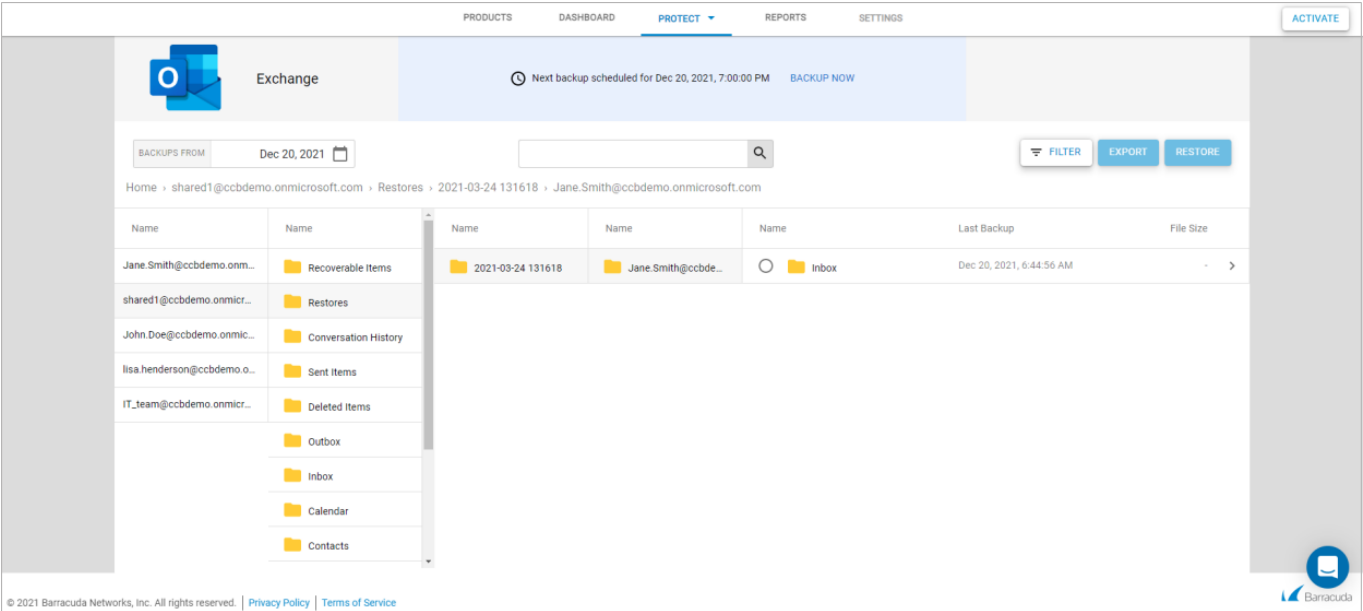
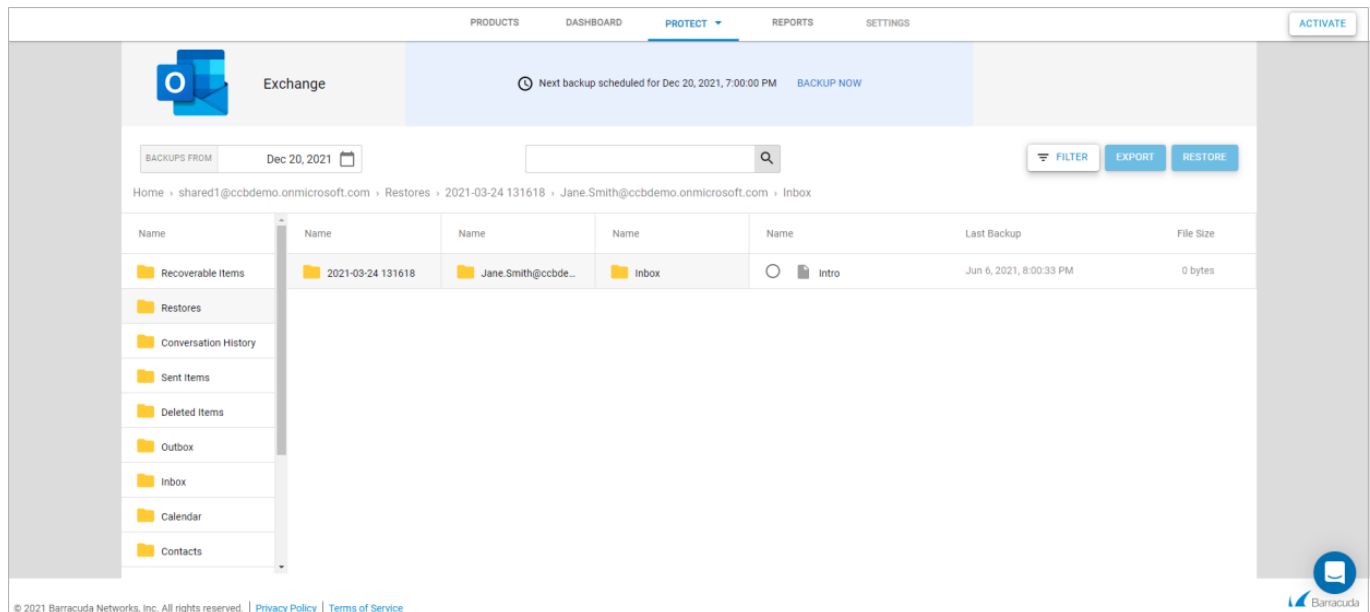


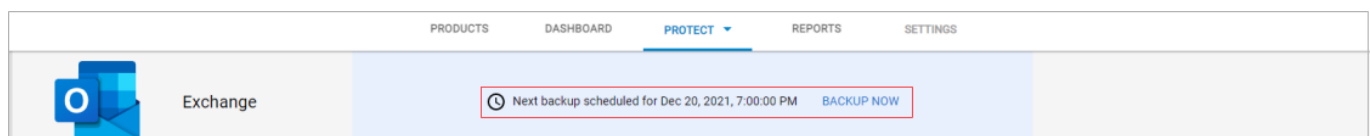
Figure 2. Browser with 5+ Levels Folder Hierarchy



The screenshot shows the Barracuda Cloud-to-Cloud Backup interface. At the top, there are tabs for PRODUCTS, DASHBOARD, PROTECT (selected), REPORTS, and SETTINGS. An ACTIVATE button is in the top right. Below the tabs, the Exchange logo is on the left, and a status bar indicates the next backup is scheduled for Dec 20, 2021, at 7:00:00 PM, with a BACKUP NOW button. A search bar and FILTER, EXPORT, and RESTORE buttons are also present. The main content area shows a breadcrumb trail: Home > shared1@ccbdemo.onmicrosoft.com > Restores > 2021-03-24 131618 > Jane.Smith@ccbdemo.onmicrosoft.com > Inbox. Below this is a table with columns: Name, Name, Name, Name, Name, Last Backup, and File Size. The table contains one row for the 'Inbox' folder, showing it was last backed up on Jun 6, 2021, at 8:00:33 PM, with a file size of 0 bytes. A left sidebar lists various folders: Recoverable Items, Restores, Conversation History, Sent Items, Deleted Items, Outbox, Inbox, Calendar, and Contacts. The footer includes copyright information for Barracuda Networks, Inc. and links to Privacy Policy and Terms of Service.

Backup Schedules

Barracuda Cloud-to-Cloud Backup automatically configures backup schedules to run at the most optimal time for each tenant. The day and time that the next scheduled backup is set to run is posted at the top of the page. To run a backup on demand, click **BACKUP NOW**.



This close-up screenshot focuses on the top section of the Protect page. It shows the Exchange logo on the left and a status bar in the center. The status bar contains a clock icon, the text 'Next backup scheduled for Dec 20, 2021, 7:00:00 PM', and a 'BACKUP NOW' button. The entire status bar is highlighted with a red rectangular box.

Barracuda Networks recommends following the automatic backup schedules. To change to a different backup schedule, contact [Barracuda Networks Technical Support](#).

Restore

You can restore backed up Microsoft 365 data sources to the original location or specify a different user location. Additionally, you can restore data based on historical revision and download data to your local system.

In the **Protect** page, use the **RESTORE** button to restore your backed up data.

Export

As an alternative to restoring data to a restore target, Barracuda Cloud-to-Cloud Backup provides the ability to download data directly to your workstation.

In the **Protect** page, use the **EXPORT** button to export and download your data.

Figures

1. newProtect.png
2. newFolderHierarchy.png
3. newFolderHierarchy1.png
4. newProtectBackup.png

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