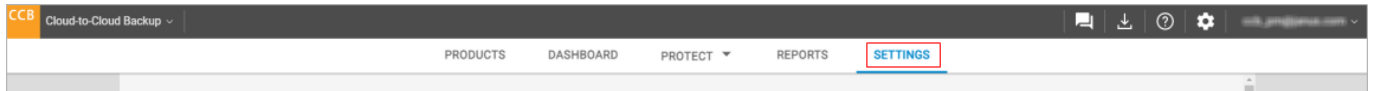


Settings Page

<https://campus.barracuda.com/doc/93198066/>

Use the **Settings** page to manage users and sites, configure Barracuda Cloud-to-Cloud Backup users, and allow support access.

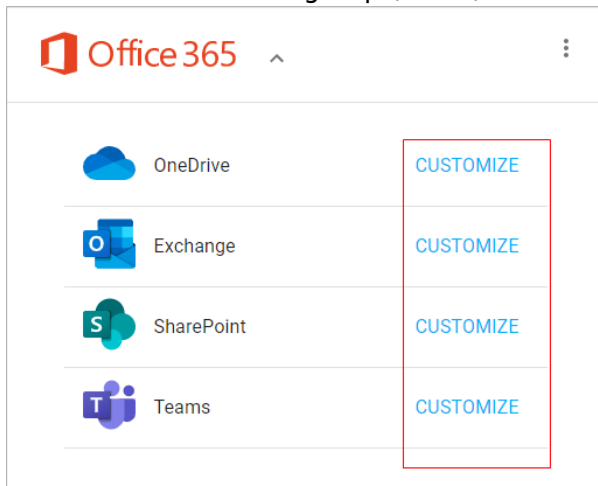


Microsoft 365 Customization

Change the default backup behavior and add and remove users/groups, sites, or Teams to Microsoft 365 data sources.

To add or remove users/groups, sites, or Teams in your organization, click **CUSTOMIZE** next to the data source you want. You can:

- Change the default backup behavior.
- Include/exclude users/groups, sites, and Teams to back up.



Exchange and OneDrive

By default, all Exchange and OneDrive users are automatically backed up, or protected. You can change the default behavior by clicking the **CHANGE** button under the **Default backup behavior** section.

Default backup behavior

Choose what we back up by default. [Learn more](#)




Back up all Microsoft Exchange users

[CHANGE](#)

Select from the following, and then click **SAVE CHANGES**.

- **Automatically back up users** – All new and existing users will be backed up by default. Specific users can be excluded from backups by adding them to the exclude list.
- **Do not automatically back up users** – All new and existing users will not be automatically backed up. Specific users can be added to backups by adding them to the include list.

Note that changing the default behavior will reset any users that you have added manually to the [include](#) or [exclude](#) list.

 **Default backup behavior**

☒

Automatically back up users
New and existing users will be automatically backed up. Specific users can be excluded from backups by adding them to the excluded users list.

☐

Do not automatically back up users
New and existing users will not be automatically backed up. Specific users can be added to backups by adding them to the included users list.

CANCEL

SAVE CHANGES

Exclude Users and Groups

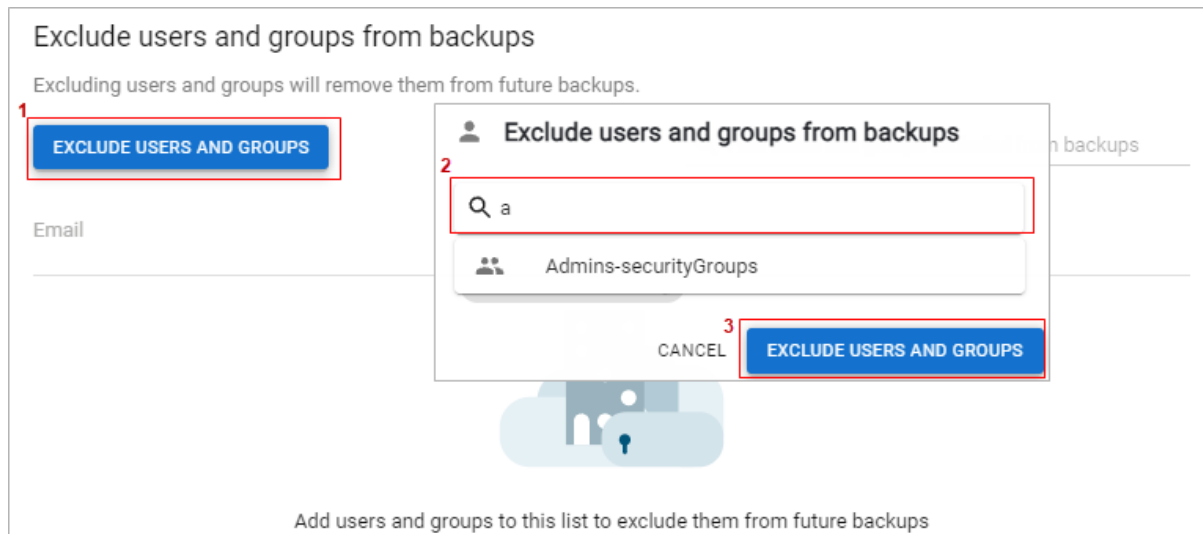
If your default backup behavior is set to **Automatically back up users**, you can exclude users and groups from future backups.

The following types of groups can be selected:

- Microsoft 365 Group
- Distribution Lists
- Mail-Enabled Security Groups
- Security Groups

1. Click **EXCLUDE USERS AND GROUPS**.
2. In the search bar, start typing in an email address or group name to see the results.
3. Select the user(s) and group(s) to exclude and click the **EXCLUDE USERS AND GROUPS** button in the popup window.

Note that nested groups are also supported. For example, if Admins - securityGroups includes a backupadmins - securityGroup subgroup, both are added to the exclude list.



The users and groups are now in the exclude list and will be excluded from future backups. This will be reflected in the next backup schedule automatically.

Include Users and Groups

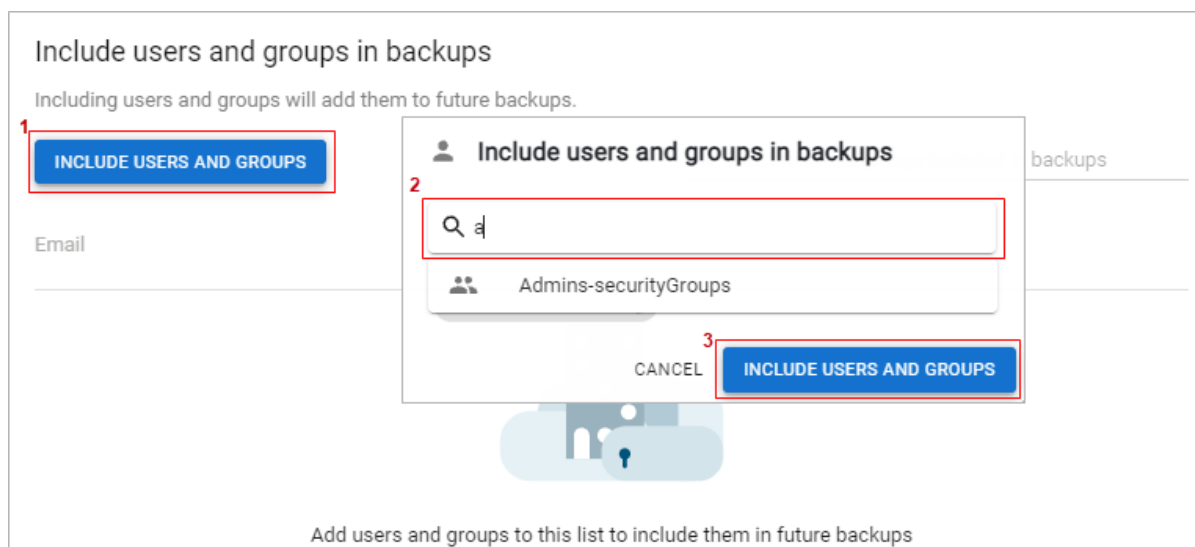
If your default backup behavior is set to **Do not automatically back up users**, you can include users and groups for future backups.

The following types of groups can be selected:

- Microsoft 365 Group
- Distribution Lists
- Mail-Enabled Security Groups
- Security Groups

1. Click **INCLUDE USERS AND GROUPS**.
2. In the search bar, start typing in an email address or group name to see the results.
3. Select the user(s) and group(s) to include and click the **INCLUDE USERS AND GROUPS** button in the popup window.

Note that nested groups are also supported. For example, if Admins - securityGroups includes a backupadmins - securityGroup subgroup, both are added to the include list.



Include users and groups in backups

Including users and groups will add them to future backups.

1 **INCLUDE USERS AND GROUPS**

Email

2

Admins-securityGroups

3 **INCLUDE USERS AND GROUPS**

CANCEL

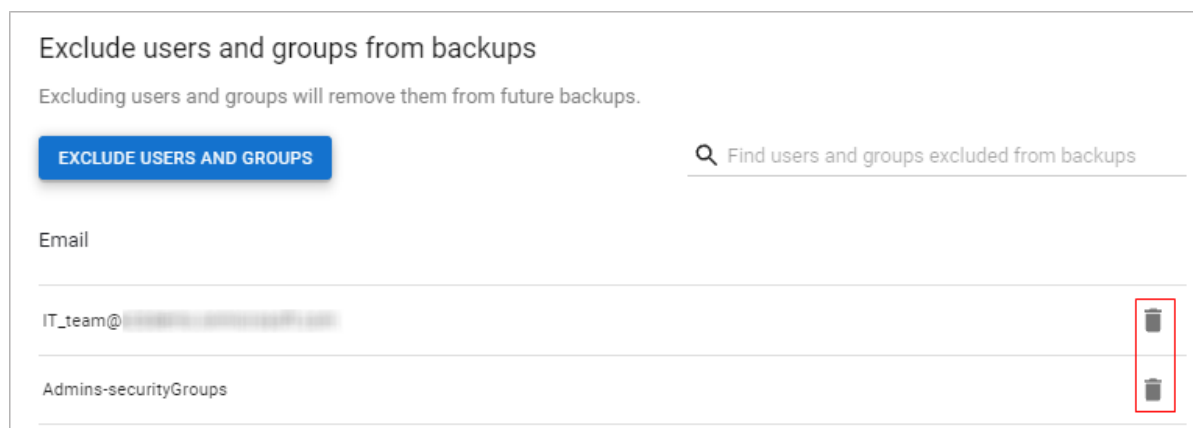
Add users and groups to this list to include them in future backups

The users and groups are now in the include list and will be included in the next backup schedule automatically.

Remove Users and Groups

To remove a user/group from your include or exclude list, click the trash icon next to the email address/group you want to remove.

Exclude List





Exclude users and groups from backups

Excluding users and groups will remove them from future backups.

EXCLUDE USERS AND GROUPS

Email

IT_team@ 

Admins-securityGroups 

The user/group will now be removed from the exclude list and is automatically included in the next backup schedule automatically.



Include List

Include users and groups in backups

Including users and groups will add them to future backups.

INCLUDE USERS AND GROUPS

Find users and groups included in backups

Email	
Admins-securityGroups	
IT_team@barracuda.com	

The user/group will now be removed from the include list and is not automatically included in future backups. This will be reflected in the next backup schedule automatically.

Search Users and Groups



To search for users and groups in your include or exclude list, type in the name of the user or group name in the search bar.

Include users and groups in backups

Including users and groups will add them to future backups.

INCLUDE USERS AND GROUPS

Find users and groups included in backups



Email	
Admins-securityGroups	
IT_team@barracuda.com	

Exclude users and groups from backups

Excluding users and groups will remove them from future backups.

EXCLUDE USERS AND GROUPS

Find users and groups excluded from backups


Email	
IT_team@barracuda.com	
Admins-securityGroups	

SharePoint

By default, all SharePoint sites are automatically backed up, or protected. You can change the default behavior by clicking the **CHANGE** button under the **Default backup behavior** section.

Default backup behavior


Choose what we back up by default. [Learn more](#)

 Back up all Microsoft SharePoint sites [CHANGE](#)

Select from the following, and then click **SAVE CHANGES**.

- **Automatically back up sites** – All new and existing sites will be backed up by default. Specific sites can be excluded from backups by adding them to the exclude list.
- **Do not automatically back up sites** – All new and existing sites will not be automatically backed up. Specific sites can be added to backups by adding them to the include list.

Note that changing the default behavior will reset any sites that you have added manually to the [include](#) or [exclude](#) list.

 **Default backup behavior**

☒ **Automatically back up sites**
New and existing sites will be automatically backed up. Specific sites can be excluded from backups by adding them to the excluded sites list.

☐ **Do not automatically back up sites**
New and existing sites will not be automatically backed up. Specific sites can be added to backups by adding them to the included sites list.

CANCEL

SAVE CHANGES

Exclude Sites

If your default backup behavior is set to **Automatically back up sites**, you can exclude sites from future backups.

1. Click **EXCLUDE SITES**.
2. In the search bar, start typing in a site to see the results.
3. Select the site(s) to exclude and click the **EXCLUDE SITES** button in the popup window.

Exclude sites from backups

Excluding sites will remove them from future backups.

1

EXCLUDE SITES

Site

2

Exclude sites from backups

3

EXCLUDE SITES

CANCEL

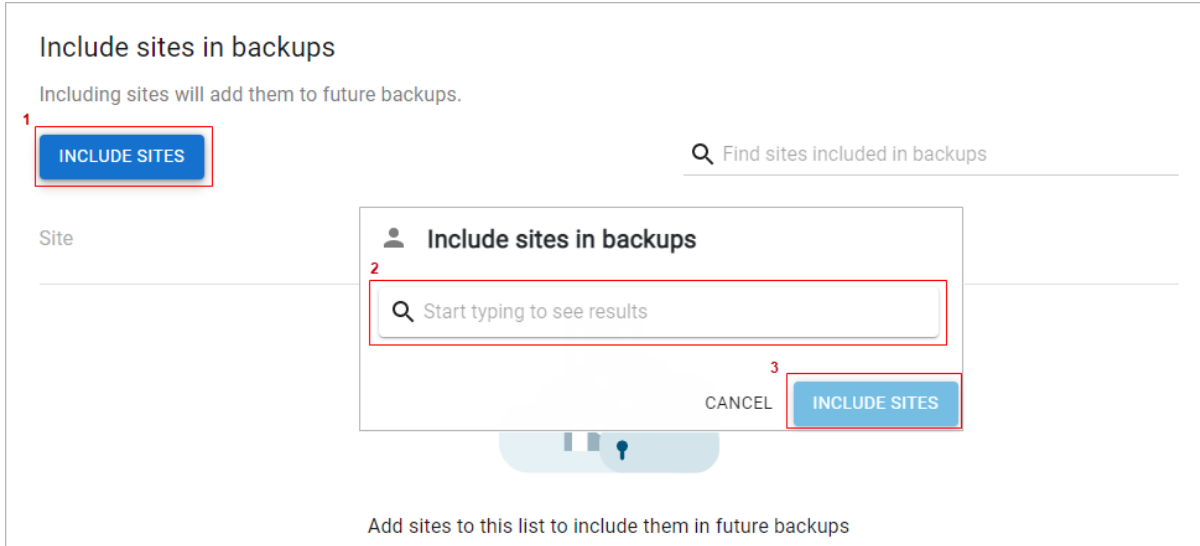
Add sites to this list to exclude them from future backups

The sites are now in the exclude list and will be excluded from future backups. This will be reflected in the next backup schedule automatically.

Include Sites

If your default backup behavior is set to **Do not automatically back up sites**, you can include sites for future backups.

1. Click **INCLUDE SITES**.
2. In the search bar, start typing in a site to see the results.
3. Select the site(s) to include and click the **INCLUDE SITES** button in the popup window.

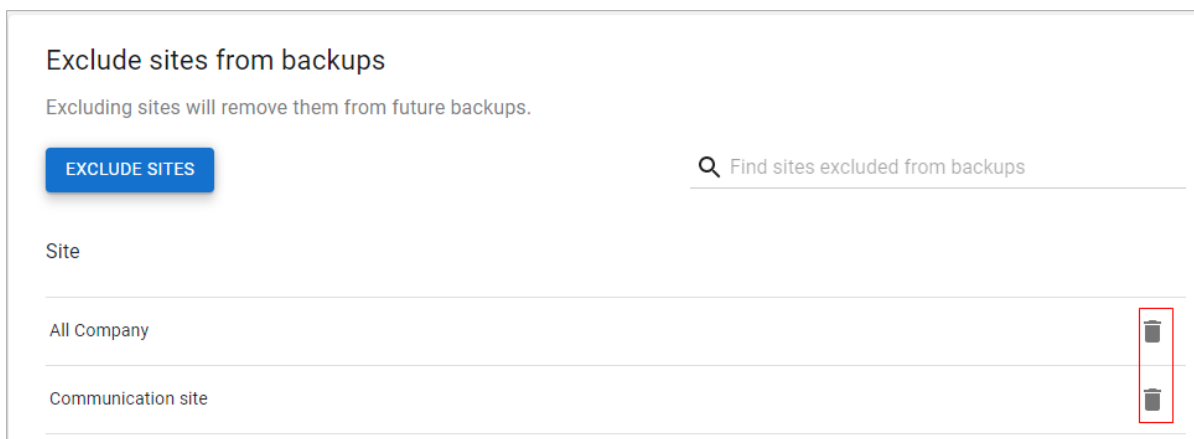


The sites are now in the include list and will be included in the next backup schedule automatically.

Remove Sites

To remove a site from your include or exclude list, click the trash icon next to the site you want to remove.

Exclude List



The site will now be removed from the exclude list and is automatically included in the next backup schedule automatically.



Include List

Include sites in backups

Including sites will add them to future backups.

INCLUDE SITES

Find sites included in backups

Site	
Communication site	
All Company	

The site will now be removed from the include list and is not automatically included in future backups. This will be reflected in the next backup schedule automatically.

Search Sites



To search for sites in your include or exclude list, type in the name of the site in the search bar.

Include sites in backups

Including sites will add them to future backups.

INCLUDE SITES

Find sites included in backups



Site	
All Company	
Communication site	

Exclude sites from backups

Excluding sites will remove them from future backups.

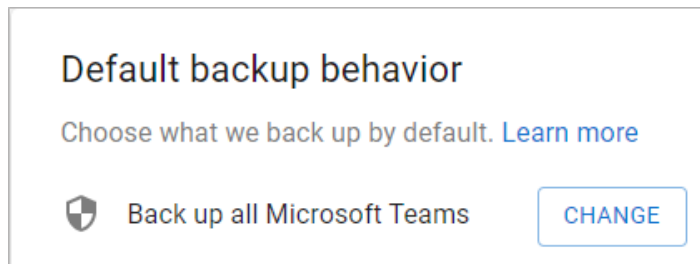
EXCLUDE SITES

Find sites excluded from backups

Site	
All Company	
Communication site	

Teams


By default, all Teams are automatically backed up, or protected. You can change the default behavior by clicking the **CHANGE** button under the **Default backup behavior** section.



Select from the following, and then click **SAVE CHANGES**.

- **Automatically back up teams** – All new and existing teams will be backed up by default. Specific teams can be excluded from backups by adding them to the exclude list.
- **Do not automatically back up teams** – All new and existing teams will not be automatically backed up. Specific teams can be added to backups by adding them to the include list.

Note that changing the default behavior will reset any users that you have added manually to the [include](#) or [exclude](#) list.

 **Default backup behavior**

☒ **Automatically back up teams**
New and existing teams will be automatically backed up. Specific teams can be excluded from backups by adding them to the excluded teams list.

☐ **Do not automatically back up teams**
New and existing teams will not be automatically backed up. Specific teams can be added to backups by adding them to the included teams list.

CANCEL

SAVE CHANGES

Exclude Teams

If your default backup behavior is set to **Automatically back up teams**, you can exclude teams from future backups.

1. Click **EXCLUDE TEAMS**.
2. In the search bar, start typing in a team to see the results.
3. Select the team(s) to exclude and click the **EXCLUDE TEAMS** button in the popup window.

Exclude teams from backups
Excluding teams will remove them from future backups.

1 **EXCLUDE TEAMS**

2

3

Find teams excluded from backups

Team

Exclude teams from backups

2

Start typing to see results

CANCEL

3 EXCLUDE TEAMS

Add teams to this list to exclude them from future backups

The teams are now in the exclude list and will be excluded from future backups. This will be reflected in the next backup schedule automatically.

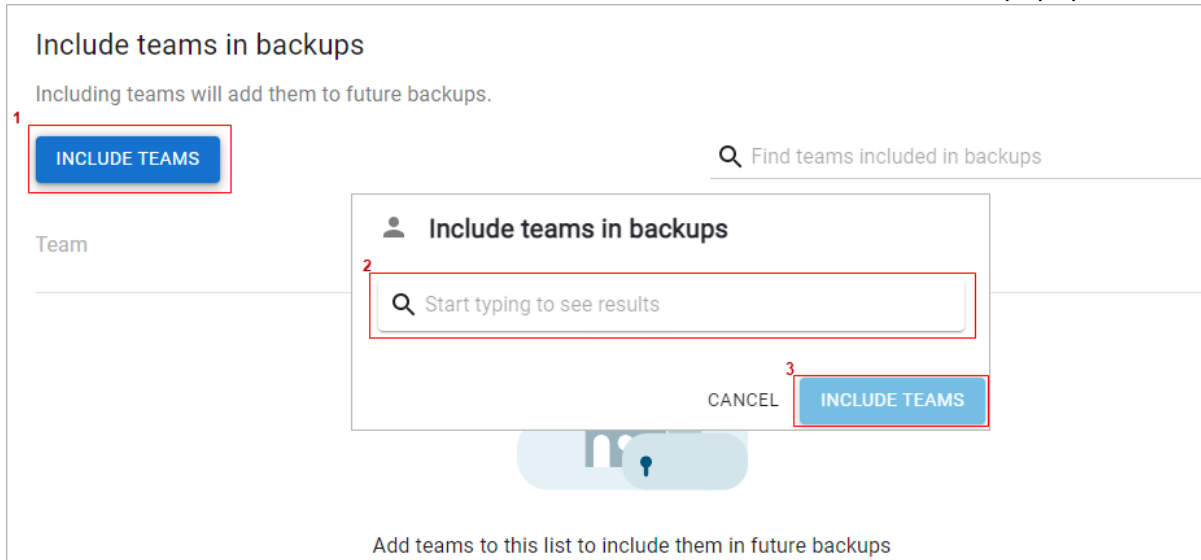
Include Teams

If your default backup behavior is set to **Do not automatically back up teams**, you can include teams for future backups.

[Settings Page](#)

12 / 21

1. Click **INCLUDE TEAMS**.
2. In the search bar, start typing in a team to see the results.
3. Select the team(s) to include and click the **INCLUDE TEAMS** button in the popup window.



Include teams in backups

Including teams will add them to future backups.

1 **INCLUDE TEAMS**

Find teams included in backups

Team

2 **Include teams in backups**

Start typing to see results

CANCEL 3 **INCLUDE TEAMS**

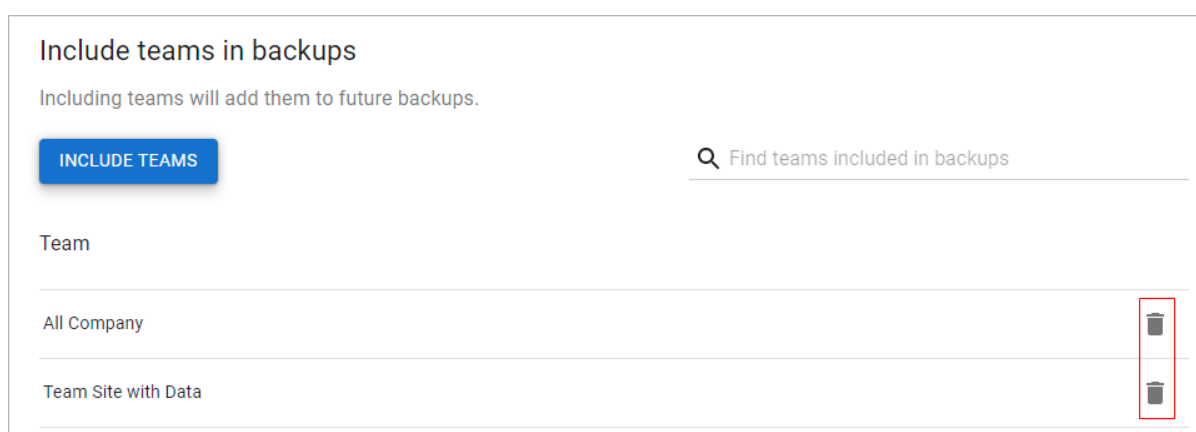
Add teams to this list to include them in future backups

The teams are now in the include list and will be included in the next backup schedule automatically.

Remove Teams

To remove a team from your include or exclude list, click the trash icon next to the team you want to remove.

Exclude List





Include teams in backups

Including teams will add them to future backups.

INCLUDE TEAMS

Find teams included in backups

Team

All Company	
Team Site with Data	

The team will now be removed from the exclude list and is automatically included in the next backup schedule automatically.

Include List

Include teams in backups

Including teams will add them to future backups.

INCLUDE TEAMS

Find teams included in backups

Team
All Company
Team Site with Data

The team will now be removed from the include list and is not automatically included in future backups. This will be reflected in the next backup schedule automatically.

Search Teams

To search for teams in your include or exclude list, type in the name of team in the search bar.

Include teams in backups

Including teams will add them to future backups.

INCLUDE TEAMS

Find teams included in backups

Team
All Company
Team Site with Data

Exclude teams from backups

Excluding teams will remove them from future backups.

EXCLUDE TEAMS

Find teams excluded from backups

Team
Team Site with Data
All Company

Users

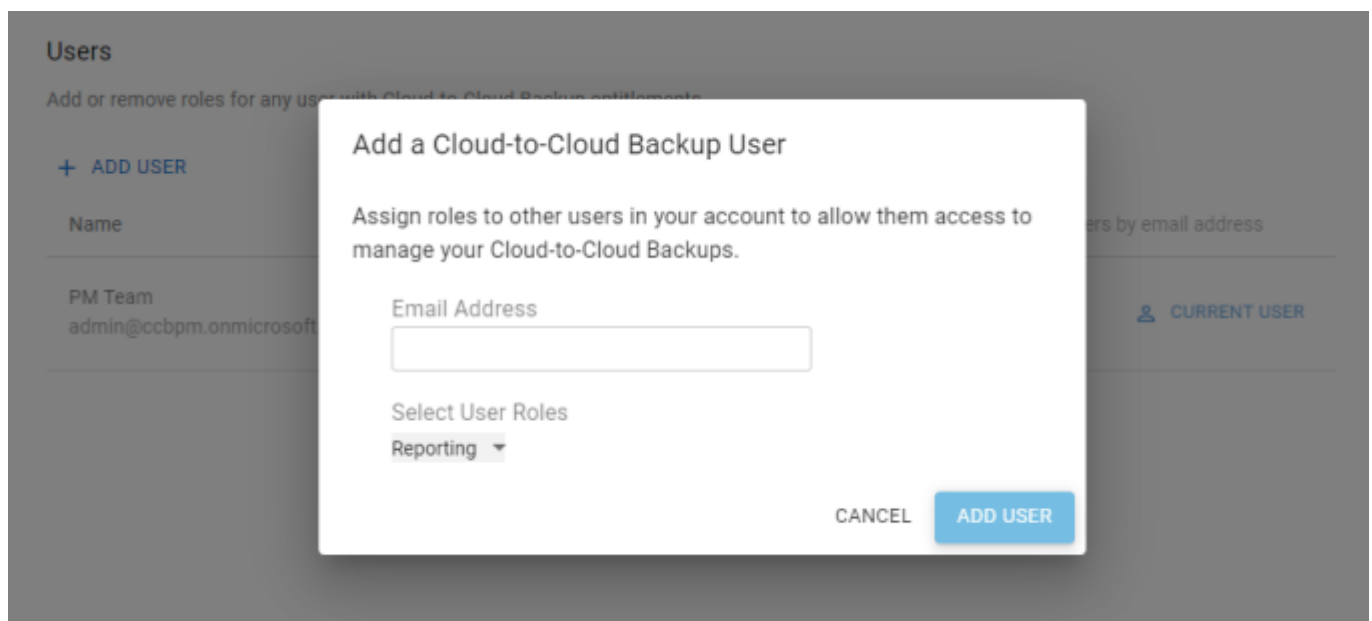
Manage user access to the Barracuda Cloud-to-Cloud Backup user interface.

In the **Users** section, click **MANAGE USERS**.

Users	
2 users have been configured	MANAGE USERS

Add Users

On the **User Management** page, click **+ ADD USER**. Enter the email address, select the user role(s), and click **ADD USER**.



If there are no email addresses available or you encounter an error while adding email addresses, you will first need to add the new users in Barracuda Cloud Control. See [How to Add Users and Configure Product Entitlements and Permissions](#).

You must select the Cloud-to-Cloud Backup product entitlement in Barracuda Cloud Control to grant the user default access to the selected services.

Select from the following user roles:

- **Admin** – Full access to Barracuda Cloud-to-Cloud Backup, including the **Settings** page.
- **Backup** – Access is limited to protecting and unprotecting users and viewing the protect browser.
- **Export** – Access is limited to exporting data out of Barracuda Cloud-to-Cloud Backup. Note that the **Restore** role must also be assigned to allow access to the **Protect** page.
- **Restore** – Access is limited to restoring data to the original/alternate location in the protect browser.
- **Reporting** – Access is limited to viewing the **Reports** and **Dashboard** pages.

Note that you cannot make changes to the current user. This is to ensure that an admin does not accidentally delete their own account, limit their own usage, or lock themselves out of their account.

Edit and Delete Users

Click the role to the right of the user to modify the user roles. Check or uncheck the role(s) for the user and then click anywhere on the screen. The user is now updated with the new role(s).

Users

Add or remove roles for any user with Cloud-to-Cloud Backup entitlements.

[+ ADD USER](#)

Name	Roles	
jane.doe@ccbdemo.onmicrosoft.com jane.doe@ccbdemo.onmicrosoft.com	Reporting ▾	DELETE
john.doe@ccbdemo.onmicrosoft.com john.doe@ccbdemo.onmicrosoft.com	Admin	CURRENT USER

Click **DELETE** to delete a user. To cancel the removal, click **UNDO**.

Users

Add or remove roles for any user with Cloud-to-Cloud Backup entitlements.

[+ ADD USER](#)

Name	Roles	
jane.doe@ccbdemo.onmicrosoft.com (removed) jane.doe@ccbdemo.onmicrosoft.com	Backup	UNDO
john.doe@ccbdemo.onmicrosoft.com john.doe@ccbdemo.onmicrosoft.com	Admin	CURRENT USER

You can also use the search bar to find users by email address.

Email Notifications

Add Email Notifications

Add email notification recipients to receive reports about your backups, restores, and exports.

Click the **+** sign at the top of the **Email Notifications** section. Enter the name, email address, and select the report type(s) and Daily Summary if necessary. Click **SAVE**.

Add Email Notification

☐ Report

Get notifications after a job completes

Receive when:

☐ Any job completes

☐ Only if there are errors or warnings

☐ Only if there are errors

☐ Daily Summary

Get notifications summarizing job activity for the day

Hour of the day

▼

Select hour of the day to run report

Timezone:

No timezone found

Managed by your Barracuda Account

Last Run Time:

Job has not been run yet

CANCEL

SAVE

Edit and Delete Email Notifications

Click the ellipsis (3 dots) to the right of the user to modify the options. Click **EDIT** to edit details for an existing user or **DELETE** to delete a user.

Email Notifications		
Name	Report	
john doe john.doe@barracuda.com	✓	<div>⋮ EDIT DELETE</div>

Privacy

Support Access

Barracuda Networks support access is disabled by default. Click the toggle to enable support access.

Note that you must enable support access to allow Barracuda Networks Technical Support to investigate your account.

Once troubleshooting is complete, click the toggle once again to disable support access. If you do not disable support access manually, support access is automatically disabled after 7 days.

Privacy

Support Access
☐ Allow Barracuda Support to temporarily access your account for troubleshooting
This option will be disabled after 7 days

Cookie Policy
To enhance your experience, this site uses cookies. [Click here to modify your cookie settings.](#)

Cookie Policy

Manage your privacy settings by enabling or disabling cookies for compliance and privacy reasons. Click **Click here to modify your cookie settings** and update your cookies preferences in the pop-up window.

Privacy


Support Access

☐ Allow Barracuda Support to temporarily access your account for troubleshooting

This option will be disabled after 7 days

Cookie Policy

To enhance your experience, this site uses cookies. [Click here to modify your cookie settings.](#)



How Barracuda Uses Cookies

×

Your Privacy

Strictly Necessary Cookies

Performance Cookies

Functional Cookies

Your Privacy

Barracuda Sites may request cookies to be set on your device. We use cookies to let us know when you visit our Barracuda Sites, to understand how you interact with us, to enrich and personalize your user experience, to enable social media functionality and to customize your relationship with Barracuda, including providing you with more relevant advertising. Note that blocking some types of cookies may impact your experience on our Barracuda Sites and the services we are able to offer.

Powered by **OneTrust**

Confirm My Choices

Figures

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21. excludeTeams.png
22. includeTeams.png
23. removeTeamsFromIncludeList.png
24. removeTeamsFromIncludeList.png
25. searchTeamsIncludeList.png
26. searchTeamsExcludeList.png
27. ccbManageUsers1.png
28. ccbAddUserNew.png
29. ccbEditNewUser1.png
30. ccbUndoDelete.png
31. addEmailNotifications.png
32. editEmailNotifications.png
33. ccbSupportAccess.png
34. ccbCookiePolicy.png
35. manageCookies.png

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