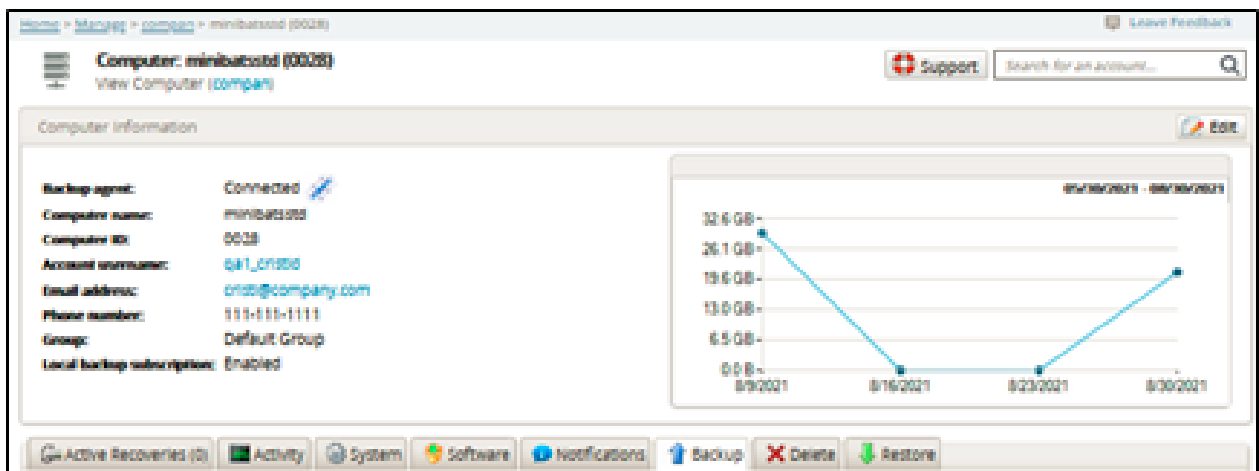


Creating a Mailbox Level Backup Set

<https://campus.barracuda.com/doc/93198848/>

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

1. Log into the [management portal](#) and 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.

Backup Selections

Export Backup Selection

Backup Type	Type	Backup Set	Run	Next Backup	Scheduled	Remove
Files and Folders (1)		Files and Folders 1		11/15/2017 @ 11:00 PM		
Physical Imaging Rapid Recovery		Hyper-V Standard 1		11/15/2017 @ 11:00 PM		
Physical Imaging Standard		Hyper-V Rapid Recovery		—		
Hyper-V Standard (1)		Hyper-V Rapid Recovery 1		Recurring		
Hyper-V Rapid Recovery (2)						
VMware Standard						
VMware QuickSpin						
SQL Server						
Exchange Information Store						
Exchange Mailbox Level						
System State						

1 - 4 of 4 items

In the Backup Type pane, click **Exchange Mailbox Level**.
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)

Ensure you type the required credential permissions based on the Exchange version you are backing up.

Type the EWS URL and the service account's username ([in UPN form](#)) and password.

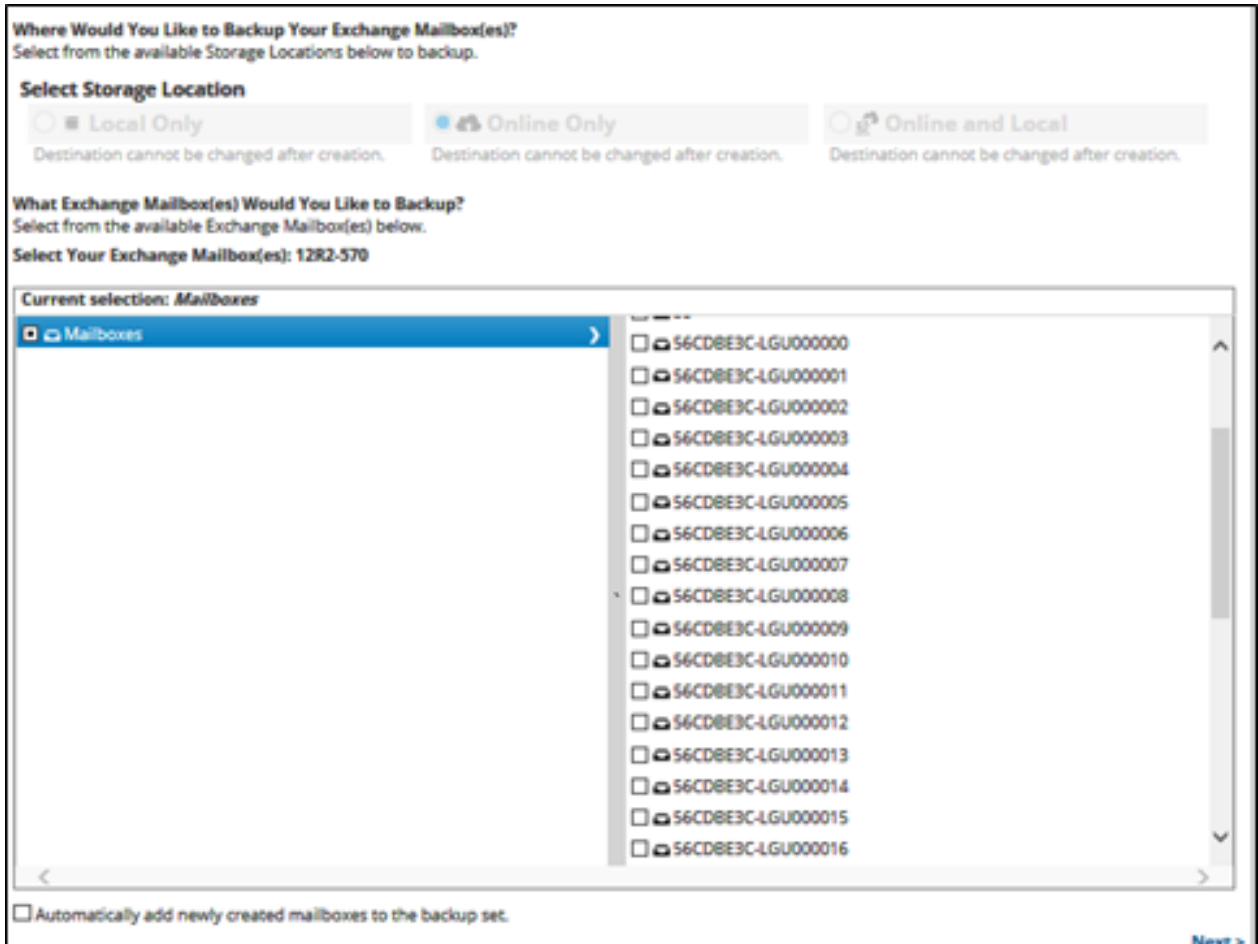
If you do not know the EWS URL, you can find it by opening Exchange Management Shell and entering the following command:

```
Get-WebServicesVirtualDirectory | Select name,*url* | fl
```

It is recommended you use the external URL but others may work.

3. After typing your credentials, click **Confirm**.

The Select page is displayed.



4. Click the Backup Name to provide a new name for the backup set or accept the default. See [Changing Backup Set Names](#).

5. At the Select Storage Location section, click one of the following radio button options.

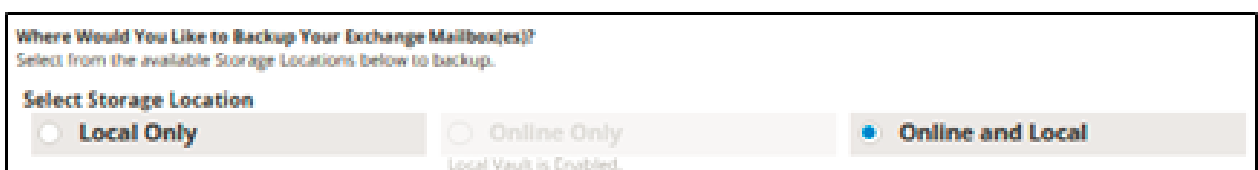
Note: This procedure applies to all options. See [Backup Options](#) for more information.

Local Only (Local Vault must be enabled, and a local subscription is required. Data is not backed up to the cloud.)


Online Only (An enabled Local Vault disables this option.)


Online and Local (Local Vault must be enabled.)

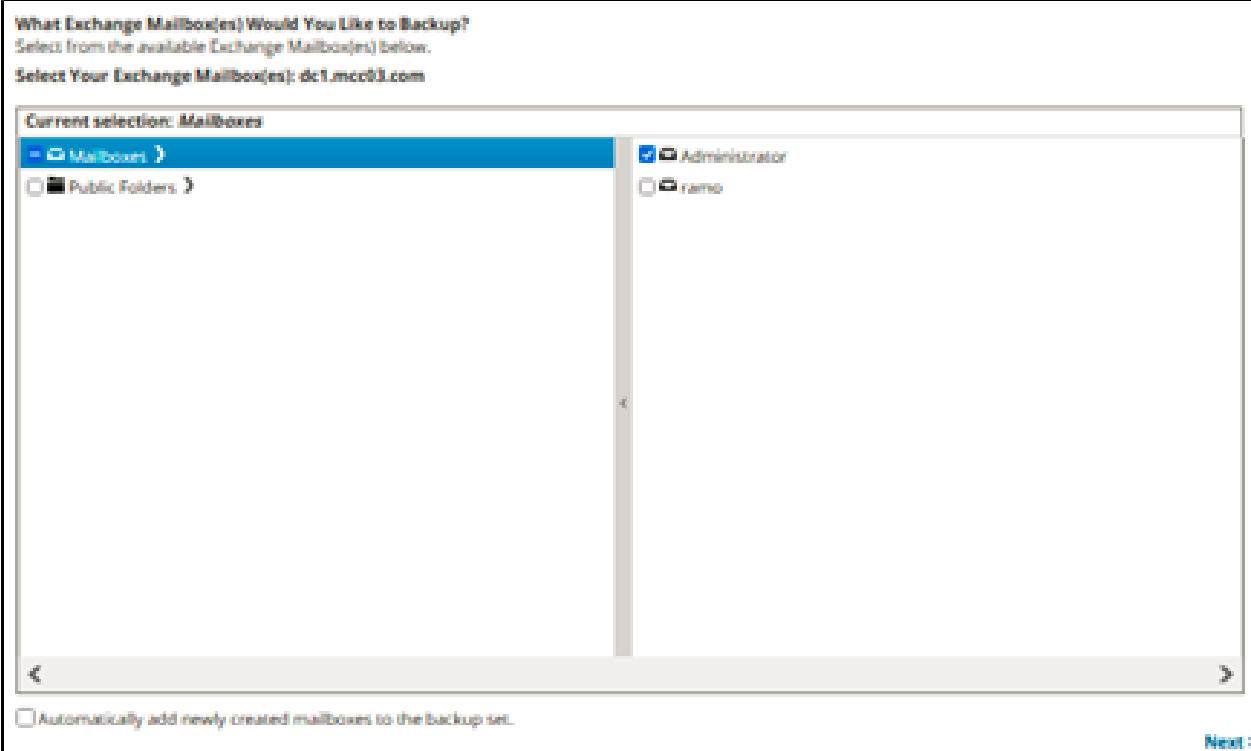
The Online and Local option is used as an example for this procedure, as shown below.



6. At the Current Selection pane, select the mailboxes to be backed up.


Clicking the arrow  at the right of the items displays more mailboxes.
 Your selection is displayed in the right pane.


- Click the remove icon  to remove any selections or clear the item check box.



What Exchange Mailbox(es) Would You Like to Backup?
 Select from the available Exchange Mailbox(es) below.
 Select Your Exchange Mailbox(es): dc1.mcc01.com

Current selection: Mailboxes

☒ Mailbox 

☐ Public Folders 

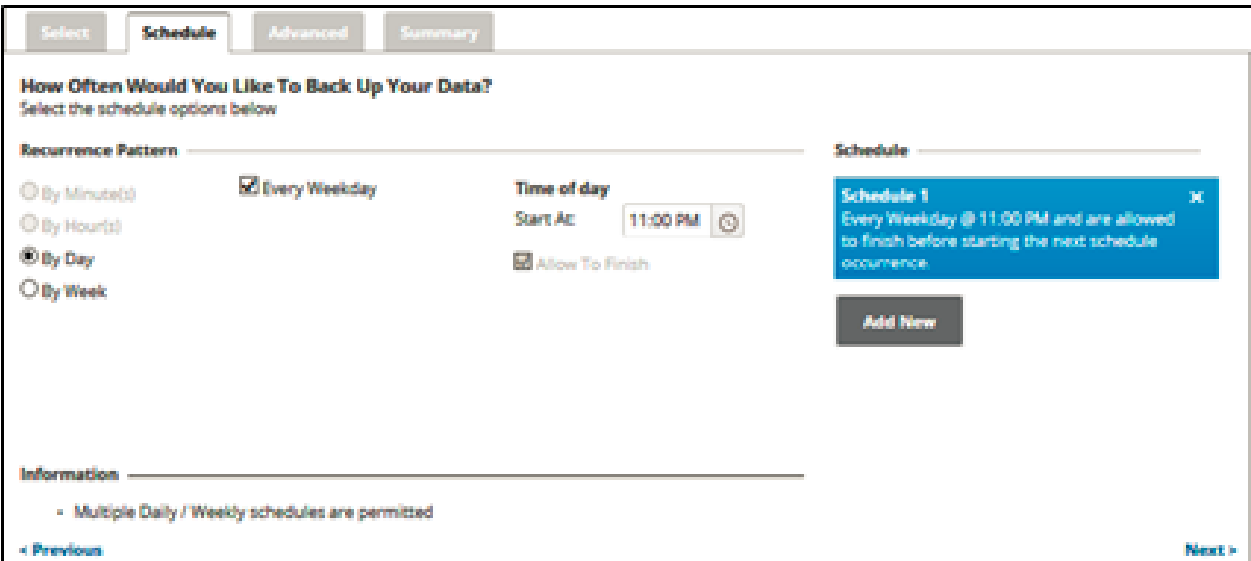
☒ Administrator

☐ ramo

☐ Automatically add newly created mailboxes to the backup set.

[Next](#)

- Optionally select the **Automatically back up newly created mailboxes** check box at the bottom of the page, and then click **Next**.
 The Schedule page is displayed.



Select Schedule Advanced Summary

How Often Would You Like To Back Up Your Data?
 Select the schedule options below

Recurrence Pattern


☐ By Minute(s) ☒ Every Weekday

☐ By Hour(s)

☒ By Day


☐ By Week

Time of day

Start At: 11:00 PM 

☒ Allow To Finish

Schedule

Schedule 1 

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

Add New

Information

Multiple Daily / Weekly schedules are permitted

[Previous](#) [Next](#)

- Accept or edit the default schedule. See [Adding a New Daily or Weekly Schedule](#) for more information.

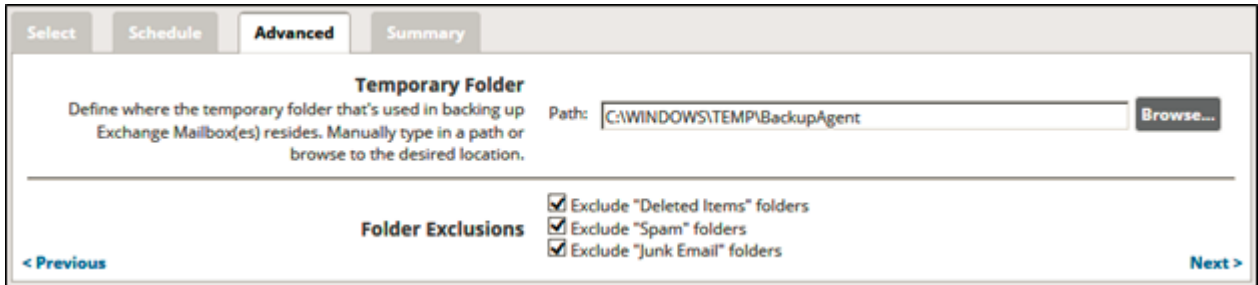
Notes:

Multiple daily/weekly schedules are permitted (if they do not overlap).

The **Allow to Finish** check box is always selected and grayed out.

After setting the schedule, click **Next**.

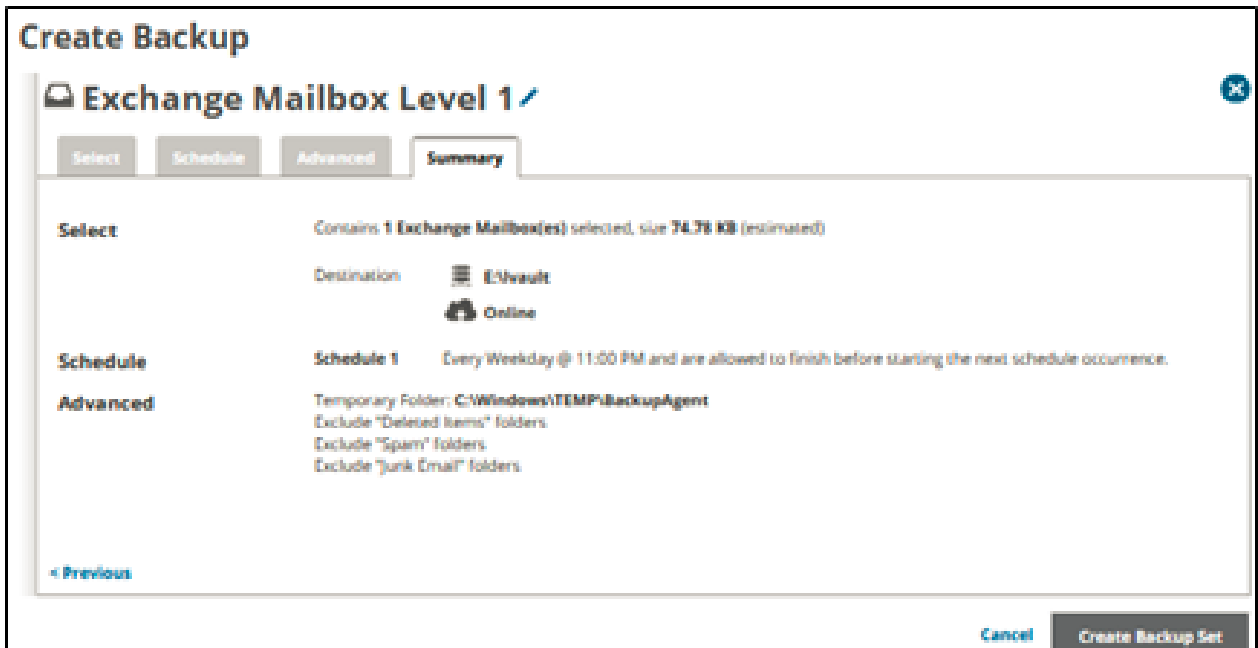
The Advanced page is displayed.



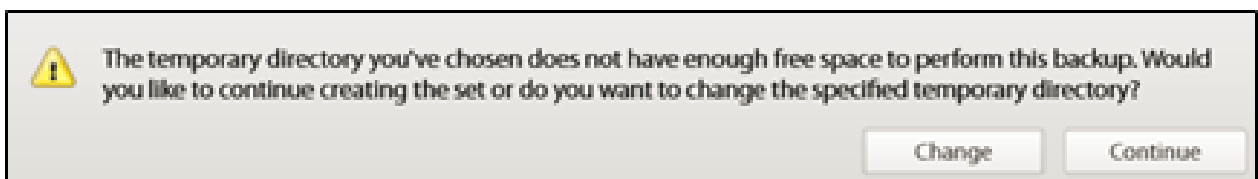
10. At the Temporary Folder field, accept the default, type a new path, or click the **Browse** button to locate the temporary folder that is used in backing up. See [Browsing to a Folder](#).

11. At the Folder Exclusions section, optionally select the check boxes of folders to exclude, and then click **Next**.

The Summary page is displayed.

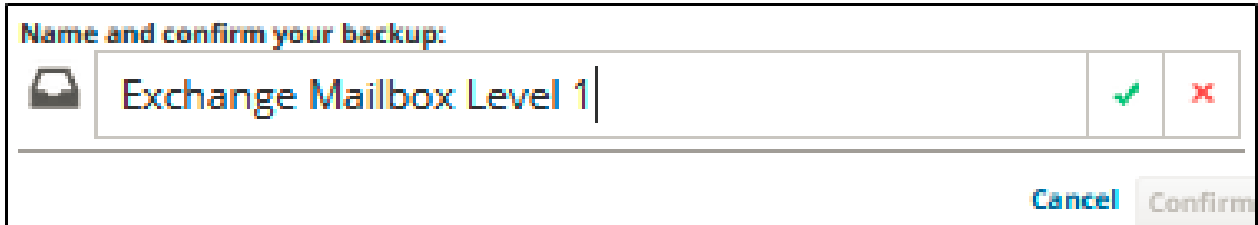


Note: If the directory you selected does not have enough free space, the following pop up is displayed.






12. To change the directory, click the **Change** button. To continue with the backup, click **Continue**.
13. At the Summary page, verify your backup selections, and then click **Create Backup Set**.
If you did not change the default backup set name, a confirmation pop-up is displayed after

clicking the **Create Backup Set** button, as shown in the example below.



Name and confirm your backup:

 Exchange Mailbox Level 1

Cancel Confirm

This feature allows you to create a unique name for the backup set. If you already changed the default backup set name, the pop-up is not displayed. See [Changing Backup Set Names](#).

14. Optionally, change the backup set name, press **Enter**, and then click **Confirm**.

The Backup Selections page is displayed with the latest backup set.

15. To manually run the backup, see [Manual Backups](#).

Figures

1. image2021-9-22 13:32:59.png
2. image2021-9-22 13:36:1.png
3. creds.png
4. select.png
5. image2021-9-22 13:48:32.png
6. image2021-9-22 13:49:39.png
7. image2021-9-22 13:50:16.png
8. image2021-9-22 13:50:43.png
9. image2021-9-22 13:52:31.png
10. image2021-9-22 13:55:37.png
11. image2021-9-22 13:57:53.png
12. image2021-9-22 13:59:9.png
13. image2021-9-22 14:1:14.png

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