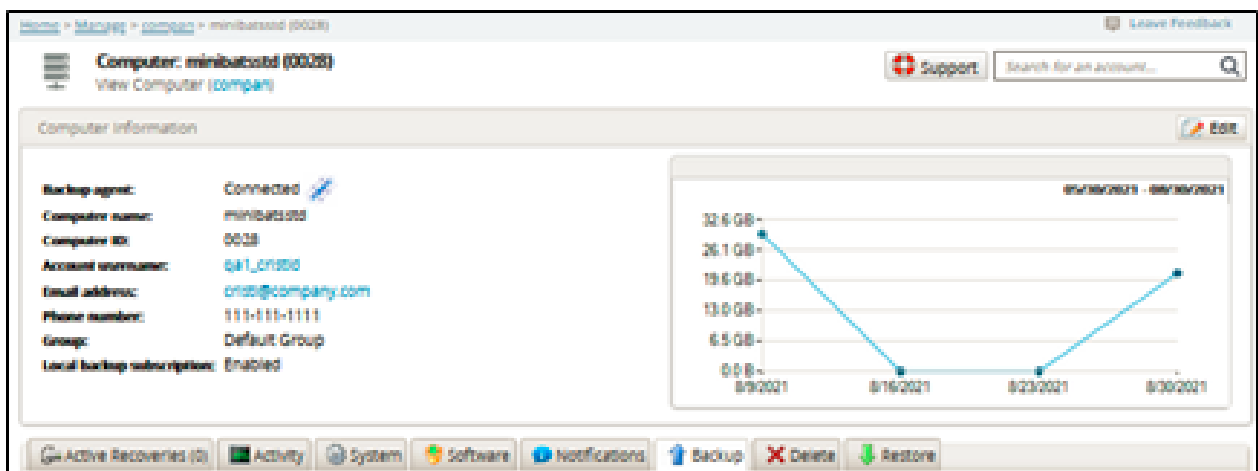


Editing Exchange Mailbox Level Backup Sets

<https://campus.barracuda.com/doc/96016945/>

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

1. Navigate to the Computer page. See [Navigating to the Computer Page](#) for instructions.
The Computer page is displayed



Computer: minibats001 (0028)
View Computer (compar)

Computer Information

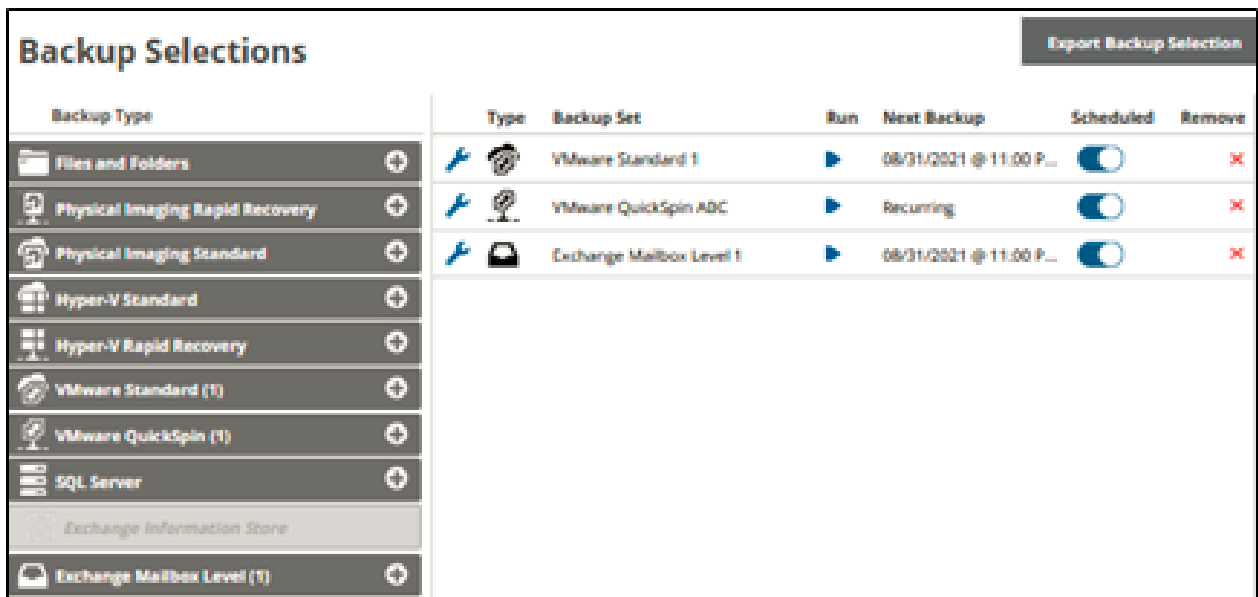
Backup agent: Connected
Computer name: minibats001
Computer ID: 0028
Account username: garl_0185d
Email address: 0185d@company.com
Phone number: 111-111-1111
Group: Default Group
Local backup subscription: Enabled

Backup size graph (05/09/2021 - 05/09/2021):

Date	Backup Size (GB)
05/09/2021	32.6
05/16/2021	26.1
05/23/2021	19.6
05/30/2021	13.0

Buttons: Active Recoveries (2), Activity, System, Software, Notifications, Backup, Delete, Restore


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	🔧	VMware Standard 1	▶	06/01/2021 @ 11:00 P...	🔘	✖
Physical Imaging Rapid Recovery	🔧	VMware QuickSpin ABC	▶	Recurring	🔘	✖
Physical Imaging Standard	🔧	Exchange Mailbox Level 1	▶	06/01/2021 @ 11:00 P...	🔘	✖
Hyper-V Standard						
Hyper-V Rapid Recovery						
VMware Standard (1)						
VMware QuickSpin (1)						
SQL Server						
Exchange Information Store						
Exchange Mailbox Level (1)						

3. Click the edit icon  beside the backup set you want to edit.
The credentials pop-up is displayed.

Note: Exchange EWS URL and Domain Username are both greyed out and cannot be changed during edit.

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 and Later

- "Organization Management" role, "Application Impersonation" role & "Discovery Management" role (2013 & later only)

[Cancel](#) [Confirm](#)

4. Type your password, and then click **Confirm**.
The Backup Set Summary page is displayed.

Edit Backup

Exchange Mailbox Level 1

Select Schedule Advanced **Summary**

Select Contains 1 Exchange Mailbox(es) selected, size 164.74 MB (estimated)

Schedule **Schedule 1** Every Weekday @ 11:00 PM and are allowed to finish before starting the next schedule occurrence.

Advanced Temporary Folder: C:\Windows\TEMP\BackupAgent

[Previous](#)

[Cancel](#) [Update Backup Set](#)

5. Select any of the tabs to display and edit the current settings. See [Creating Exchange Mailbox Level Backups](#) for details.

Notes:

The backup set name may be edited. See [Changing Backup Set Names](#).

To edit existing schedules, see [Editing Existing Daily or Weekly Schedules](#).

The Storage Location Destination options on the Select page cannot be changed.

6. After making your edits, click the **Update Backup Set** button at the bottom of any page, as

shown below.



The Backup Selections page is displayed with the current backup status

Figures

1. image2021-9-23 5:40:54.png
2. image2021-9-23 5:41:54.png
3. image2021-9-23 5:44:11.png
4. image2021-9-23 5:43:14.png
5. image2021-9-23 5:44:52.png
6. image2021-9-23 5:47:4.png

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