

How to Export an Exchange Online Data Source to PST Format

<https://campus.barracuda.com/doc/99615446/>

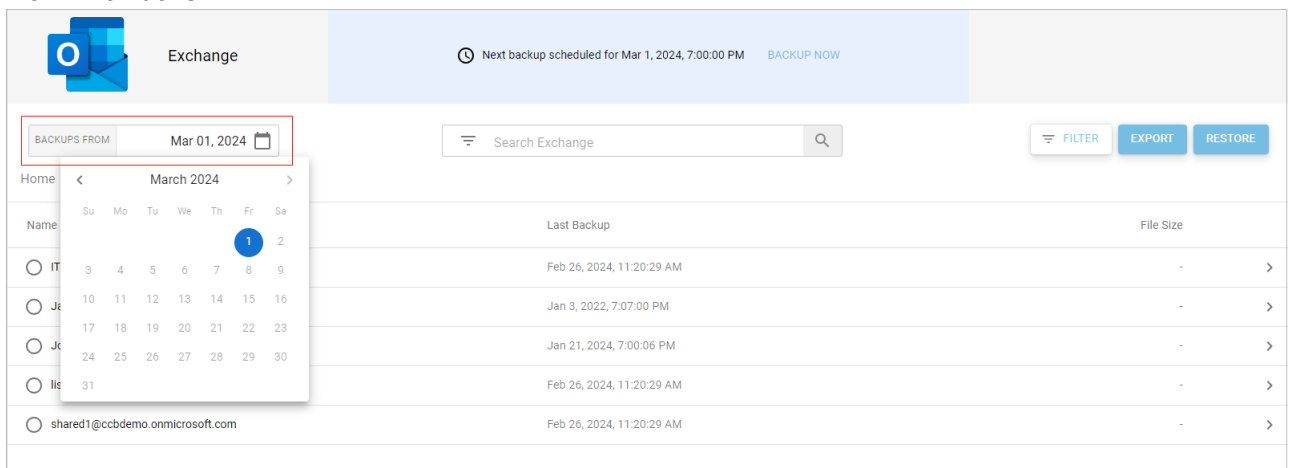
To export multiple files, note the following:

- An export of more than 2 items will result in a ZIP file.
- An export exceeding 10GB or 25,000 items will result in a nested ZIP file.
- Any items previously unable to be exported continue to work as designed.

Note that there is a known issue when using the Windows 10 built-in extraction tool to extract ZIP files. To avoid any issues, use the Windows extraction tool from Windows 11 and older than Windows 10, or other zip tools such as 7-Zip.

Use the following steps to export Exchange Online data:

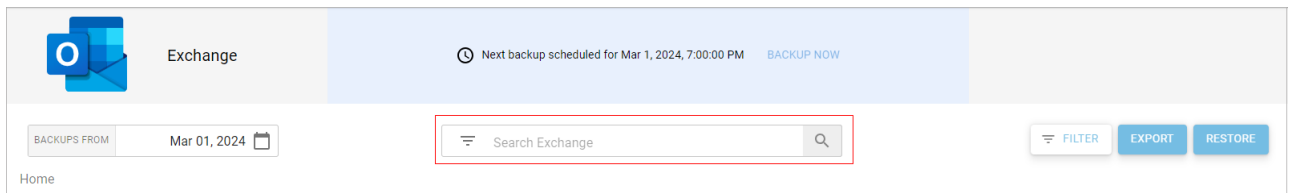
1. Log into <https://login.barracudanetworks.com/>, and select the Cloud-to-Cloud Backup Source in the left pane.
2. Navigate to the **Protect** page from the top navigation menu, and select the **Exchange** data source.
3. To find a historical email or folder revision from a previous date, click the date in the **BACKUPS FROM** calendar. Use the calendar to select the desired day to view data available for restore from that date.



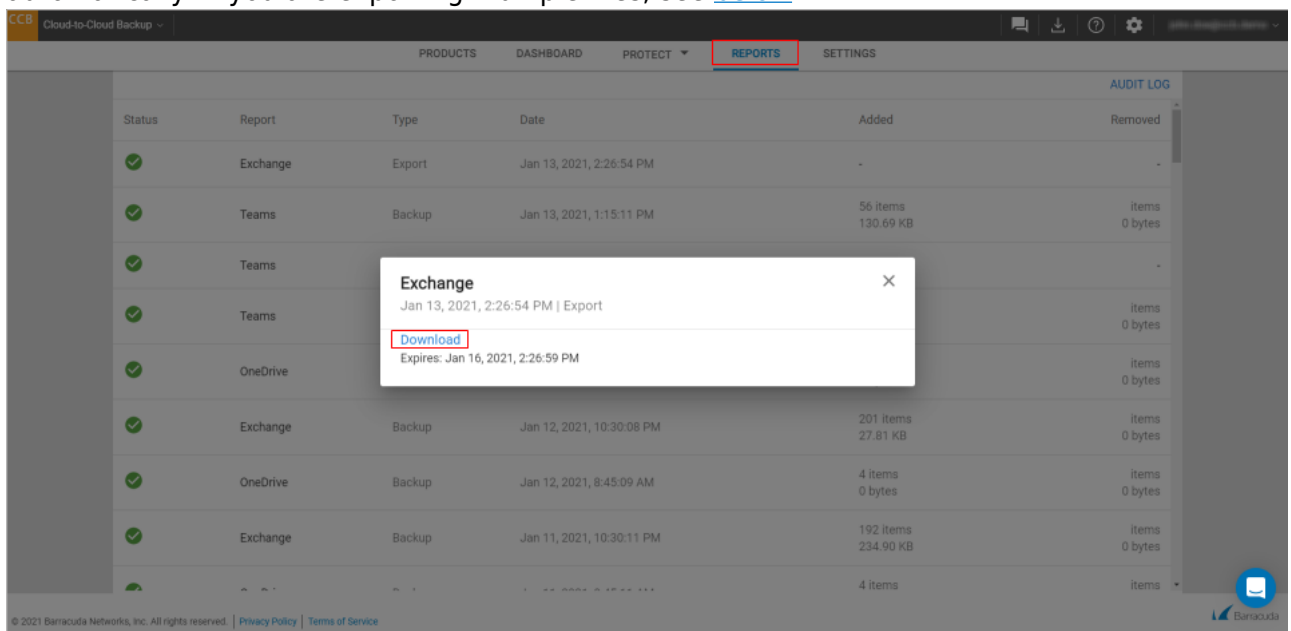
The screenshot shows the Barracuda Cloud-to-Cloud Backup interface for an Exchange data source. At the top, there's a header with the Exchange logo and a status bar indicating the next backup is scheduled for Mar 1, 2024, at 7:00:00 PM, with a 'BACKUP NOW' button. Below the header, there's a 'BACKUPS FROM' section with a calendar widget showing March 2024. The calendar has a red box around the date Mar 01, 2024. To the right of the calendar is a search bar labeled 'Search Exchange' and buttons for 'FILTER', 'EXPORT', and 'RESTORE'. Below these elements is a table with columns 'Name', 'Last Backup', and 'File Size'. The table lists several mailboxes and their last backup times.

Name	Last Backup	File Size
IT	Feb 26, 2024, 11:20:29 AM	-
Ja	Jan 3, 2022, 7:07:00 PM	-
Jc	Jan 21, 2024, 7:00:06 PM	-
lis	Feb 26, 2024, 11:20:29 AM	-
shared1@ccbdemo.onmicrosoft.com	Feb 26, 2024, 11:20:29 AM	-

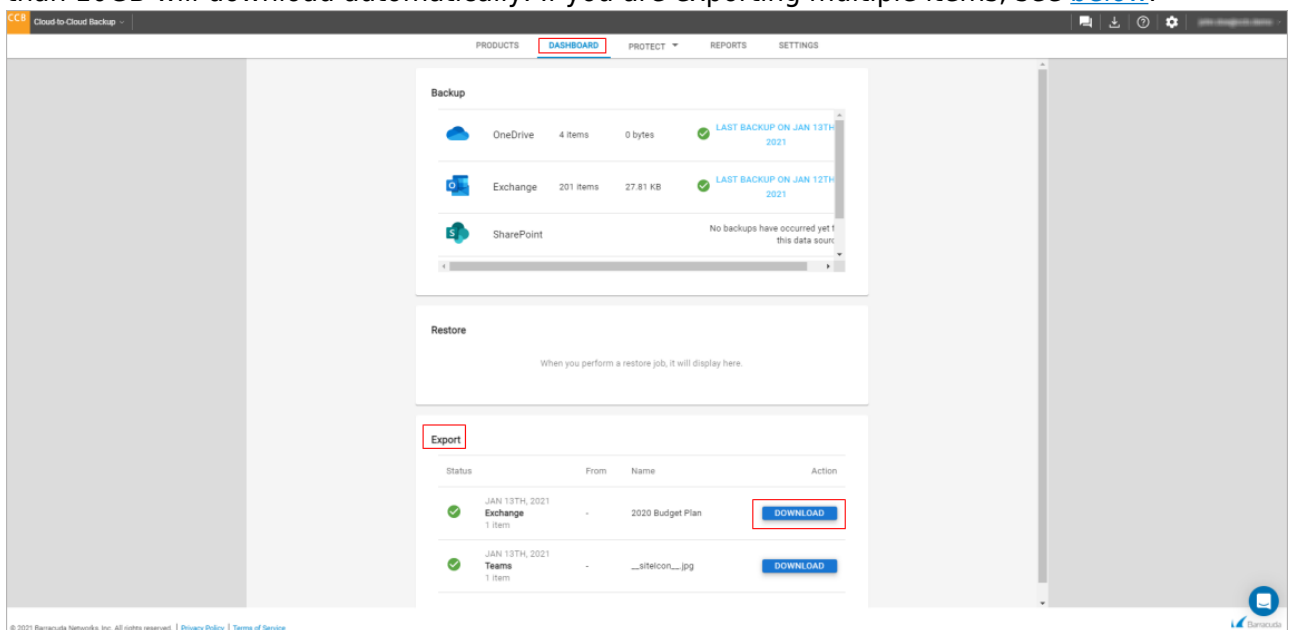
4. Select the user mailbox from which to export data.
5. Select the folder from which to export data and locate the item(s) to export.
Alternatively, using the search bar, type in a search term. The results with the search term in the subject line are displayed.



6. Select the item(s) to export, and click the **EXPORT** button. A notification displays at the bottom of the page.
7. To view the export status, go to the [Reports](#) page.
8. To download the item(s), go to the **Reports** page and click on the item(s) you exported. Click **Download** to download the item(s). A single file export less than 10GB will download automatically. If you are exporting multiple files, see [below](#).



Alternatively, go to the **Export** section in the **Dashboard** to download the item(s). Click **DOWNLOAD** next to the item(s) you want to download. A single file export less than 10GB will download automatically. If you are exporting multiple items, see [below](#).



When exporting multiple files, the **Download** link in the **Reports** page and **Export** section of the **Dashboard** will bring up a new page listing the PST file(s) in the export job. Note that you can only download the PST file(s) from this page. If the export job exceeds 10GB or 25,000 items, the page includes details of each PST file. Use the browser download manager to select one or more download jobs at your convenience.

Note that exports will be available to **DOWNLOAD** for 3 days. The **Dashboard** will display the last 7 export jobs. To view full export history, go to the [Reports](#) page.

Figures

1. updatedExchangeSearch.png
2. updatedExchangeSearchBar.png
3. exchangeExportDownload.png
4. exchangeExportDashboard.png

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