Office 365 Backup Configuration Guide

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Linux is a registered trademark of Linus Torvalds.

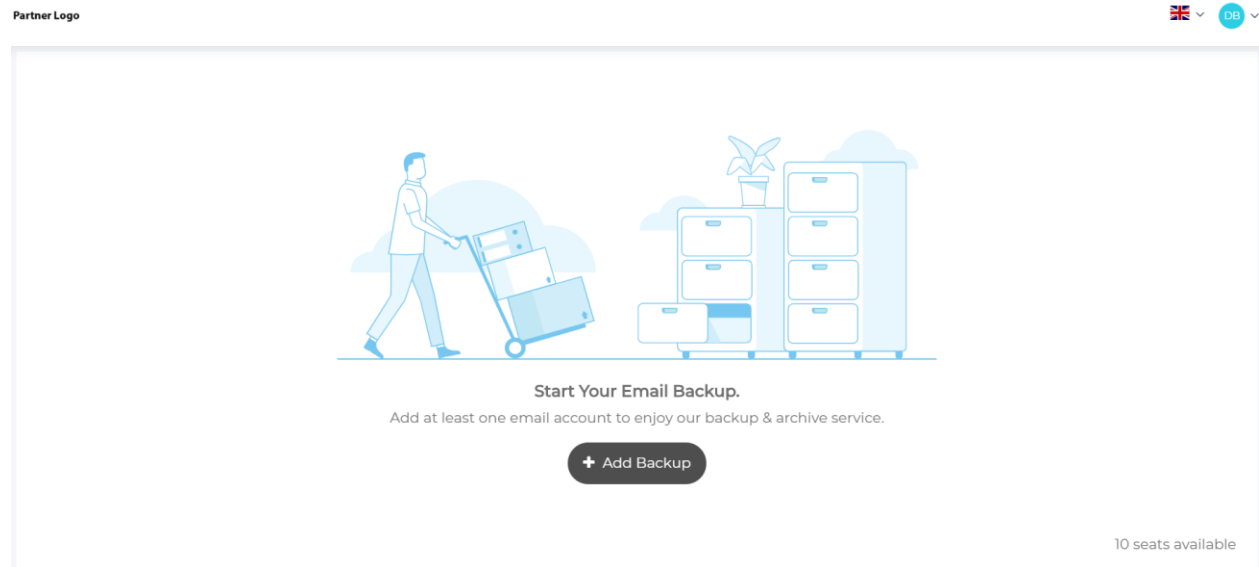Windows and MS-DOS are registered trademarks of Microsoft Corporation.

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Add O365 Backup + Archiving

- Sign in to your account and you will be redirected to your Dashboard.

- Click on the **"Add Backup"** button on the top right-hand corner.
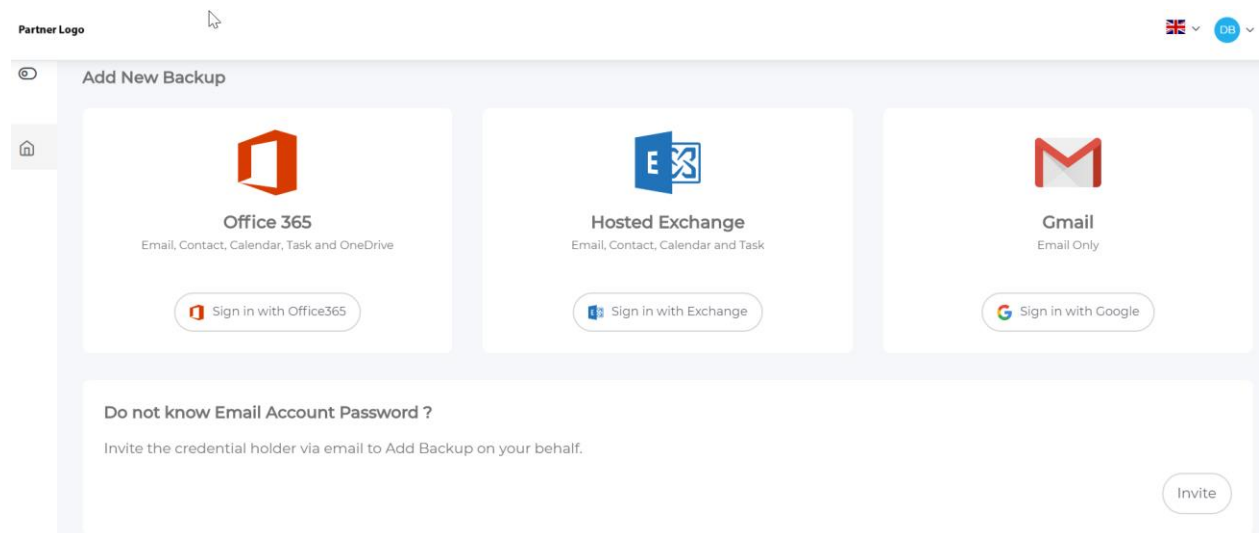
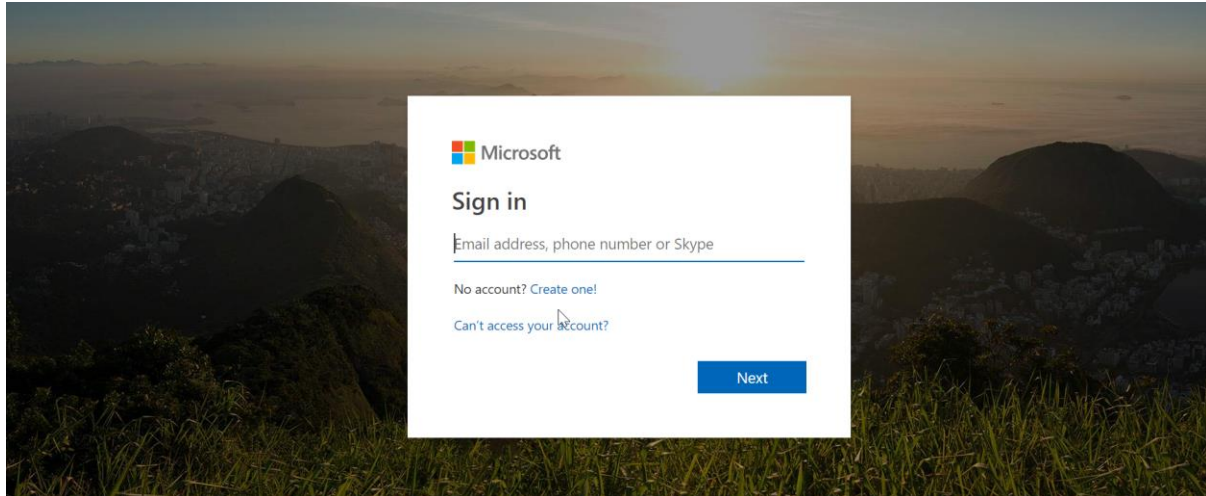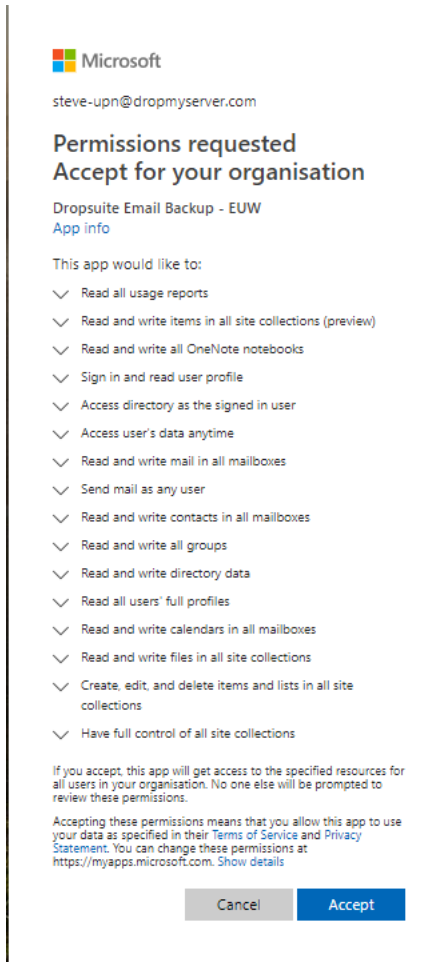- Click on "Sign in with **Office 365".**

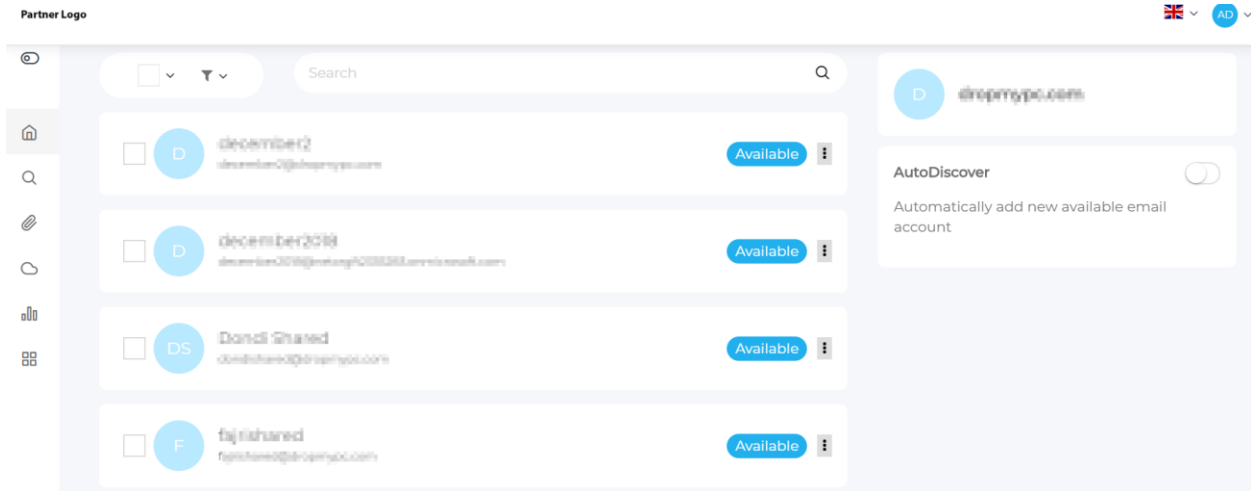**For archiving you must add sign in with the global admin credentials of the O365 tenant account.**
- Sign in to the O365 global admin account accordingly.

- Please accept the permissions

- Once accepted, you will be given a choice:

Add Manually

If you select this option, you will need to select the users that you want to add to backup/archiving.
In future if you add more users to your O365, you will have to add them to the backup/archiving manually.
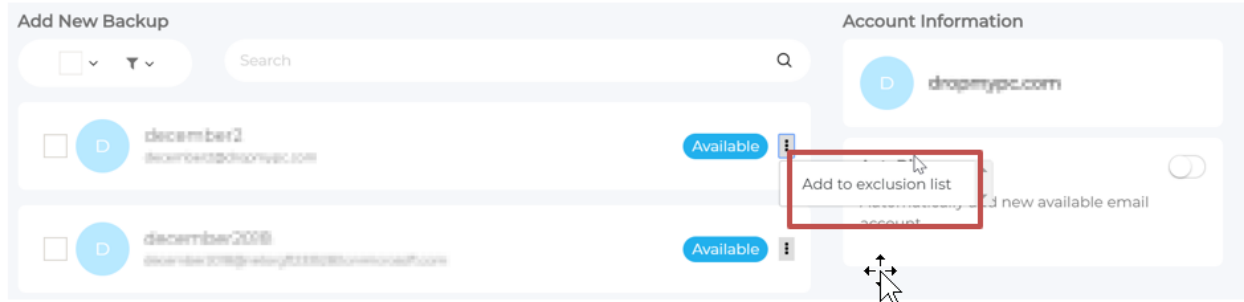
1. In the next step you will need to select the user(s) that you want to add to backup/archiving.
   a. The status "Available" shows that have not yet been added to our backup/archiving.

   b. The status "Added" shows that have already been added to our backup/archiving.
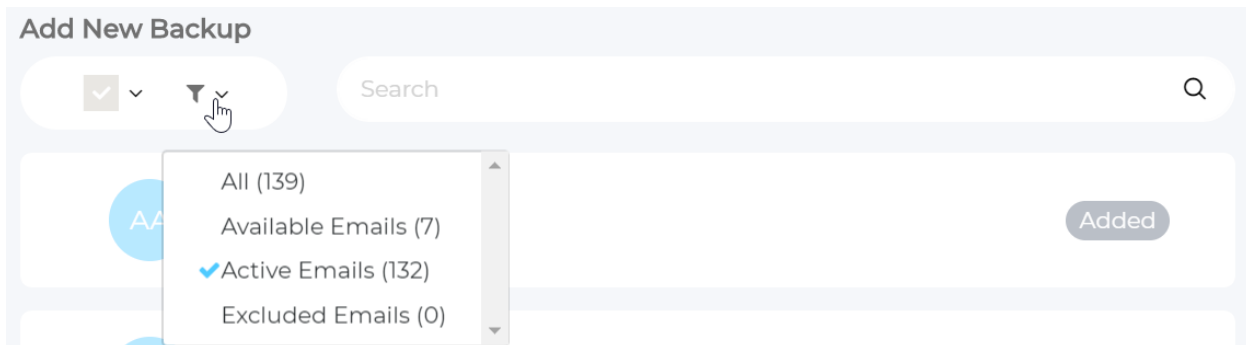
2. You can also choose to add user(s) to exclusion list, if you do not want to be added to archiving ever.

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a. The status will change from Available to Excluded once they have been added to exclusion list.
3. Click Start Backup once you have selected all users.

Add Automatically by AutoDiscover

If you select this option, we will automatically add all the users to the archiving. In future also if you add more users on your O365, we will add them to the archiving automatically.
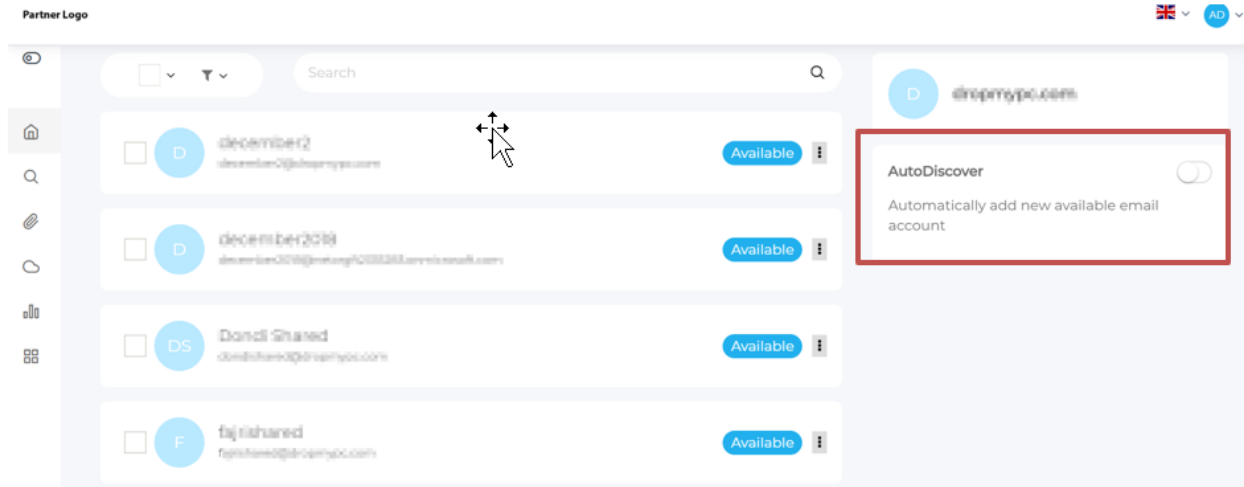
1. You can add users to exclusion list if you don't want them to be excluded from Autodiscover process.
   ▪ Simply select the users from "Select an option" dropdown. This will add them to the exclusion list

Auto Discover

All new and available email account from this domain (▓▓▓▓▓▓▓▓ ▓▓▓▓) will be automatically added by AutoDiscover, except for inactive and excluded account.

139 Total Emails:
7 Available.
132 Added
0 Excluded

Select Excluded Account:

Select Email Account(s)

Excluded status can be edited in Account Settings section after Add Backup process is completed.

Continue

- Click Continue – this will add all remaining users to the backup.

Add O365 Backup Only

- Sign in to your account and you will be redirected to your Dashboard.

- Click on the **"Add Backup"** button on the top right-hand corner.


- Click on "Sign in with **Office 365".**

1. If you are adding multiple accounts in the same tenant please select "Sign In with Office 365" under the "Multiple Account". In this case you need to sign in with global admin credential to add multiple account. **If you want to backup SharePoint you must select this option – this is the preferred method to add users to backup**

2. If you are adding only one account which is not the admin account, please select "Sign In with Office 365" under the "Single Account". **Please note that SharePoint will be not be added to backup under this option.**

- Sign in to the correct O365 account accordingly.
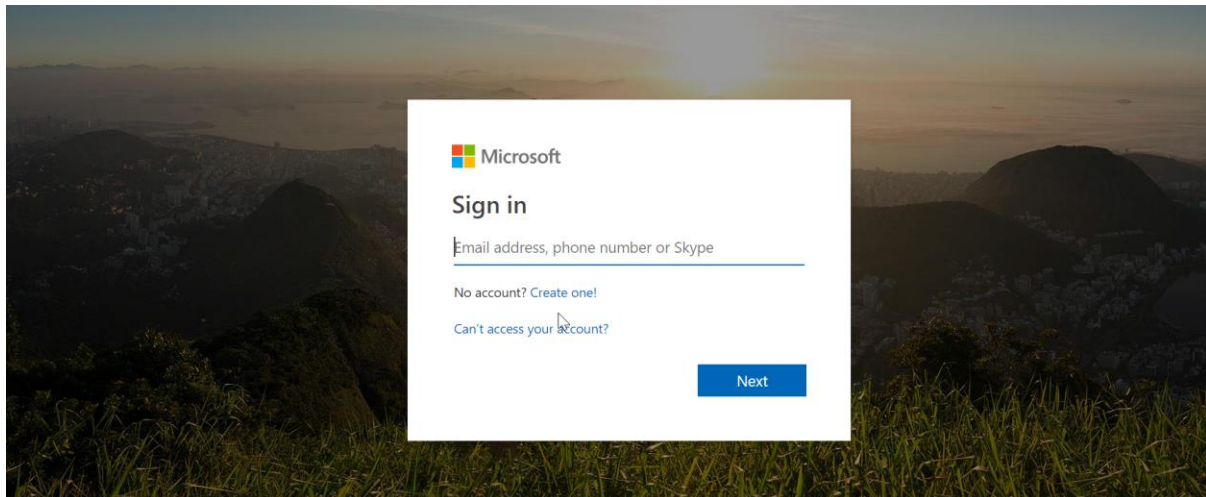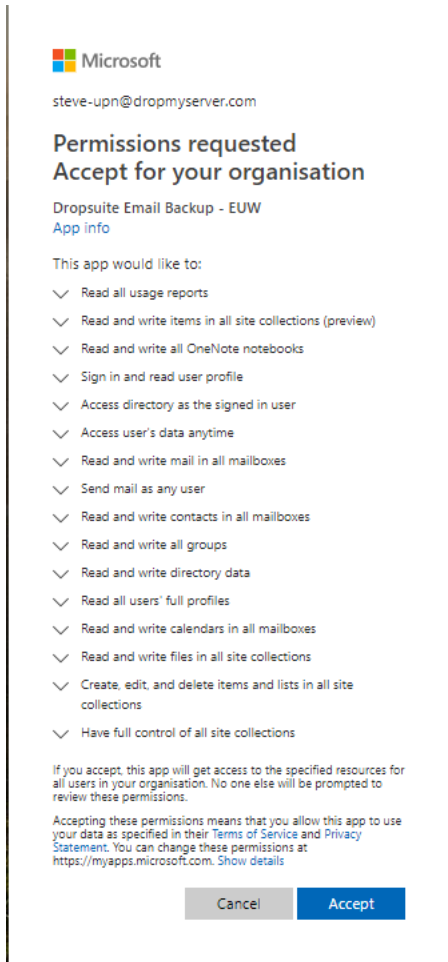
- Please accept the permissions

- Once accepted, you will be given a choice
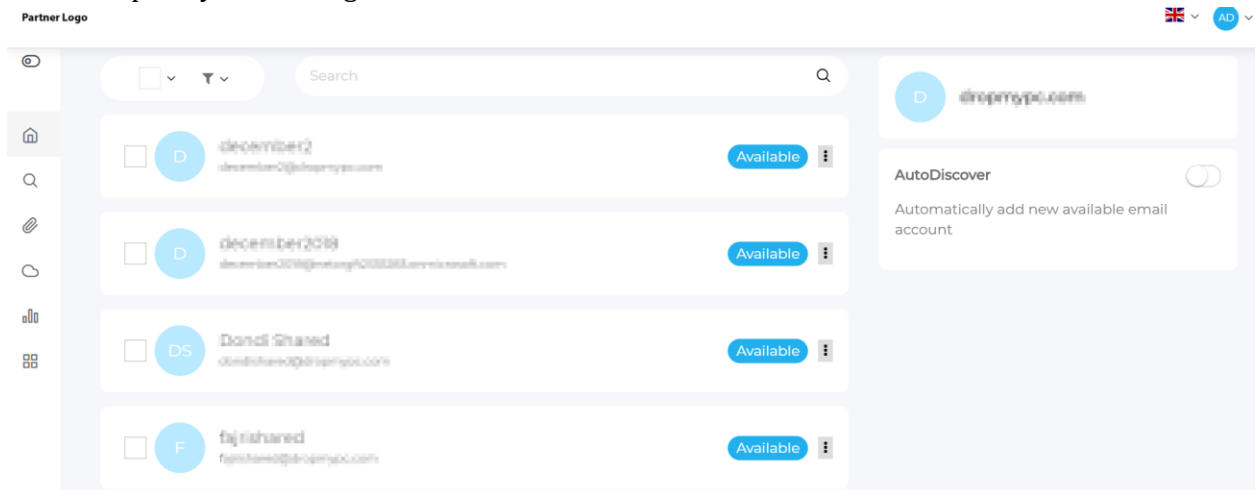
Add Manually

If you select this option, you will need to select the users that you want to add to backup.
In future if you add more users to your O365, you will have to add them to the backup manually.
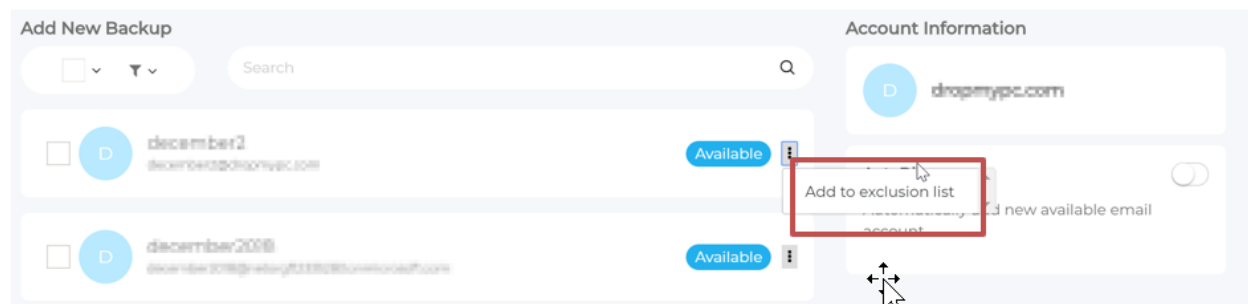
4. In the next step you will need to select the user(s) that you want to add to backup.
   a. The status Available shows that have not yet been added to our backup.

   b. The status Active shows that have already been added to our backup.
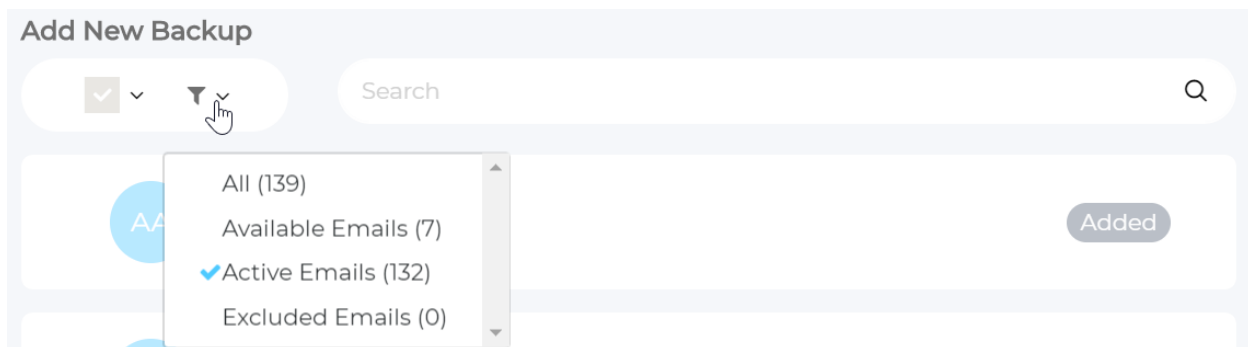
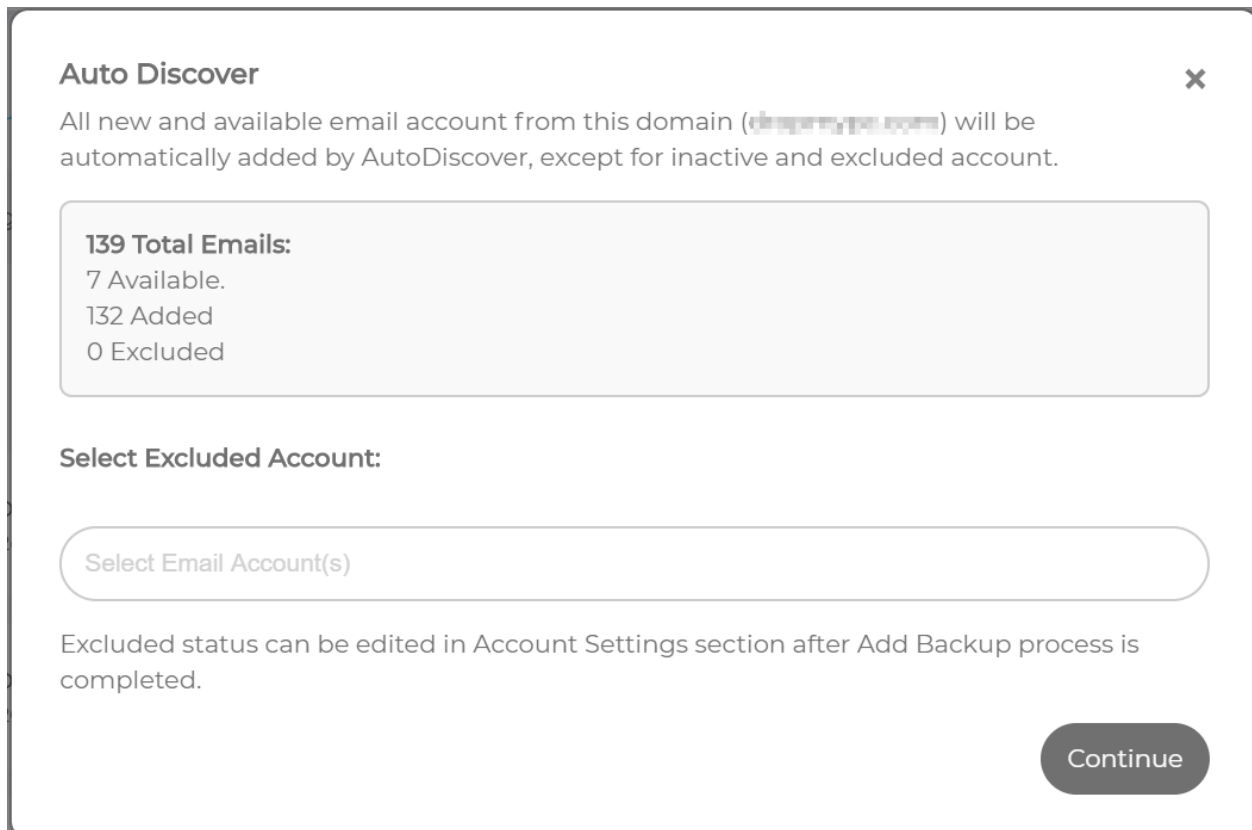5. You can also choose to add user(s) to exclusion list if you do not want to be added to backup ever.

   a. The status will change from Available to Excluded once they have been added to exclusion list.
6. Click Start Backup once you have selected all users.

Add Automatically by AutoDiscover

If you select this option, we will automatically add all the users to the backup. In future also if you add more users on your O365, we will add them to the backup automatically.
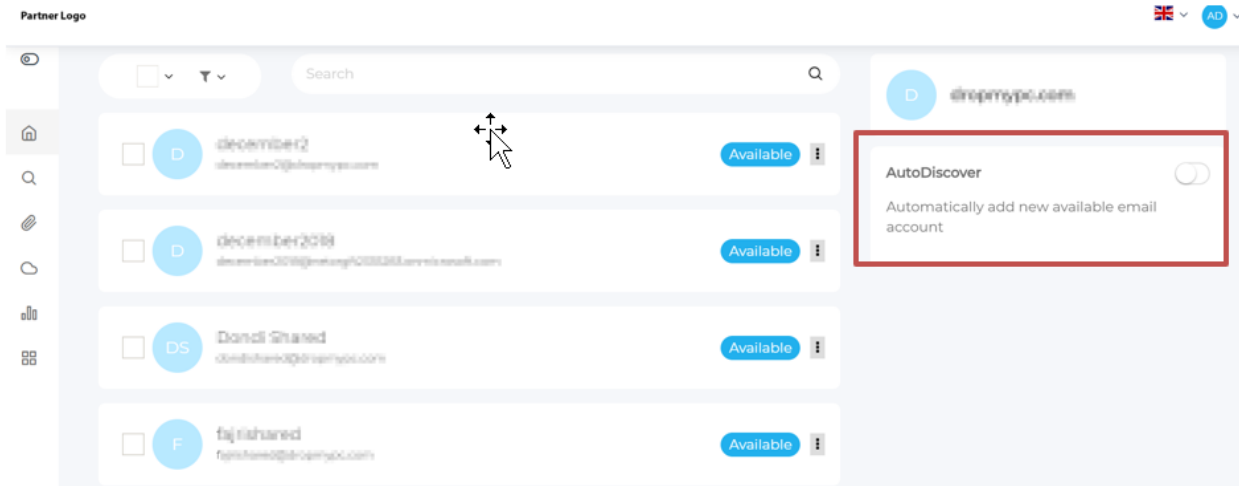
1. You can add users to exclusion list if you don't want them to be excluded from Autodiscover process
   - Simply select the users from "Select an option" dropdown. This will add them to the exclusion list

- Click Continue – this will add all remaining users to the backup.