vembu
Backup & Disaster Recovery

Simplifying Data Protection

Backup for | VMware | Hyper-V | Disk Image | File & Application | AWS | Office 365 | G Suite

Getting Started Guide
Vembu Cloud Backup for Microsoft Office 365

VEMBU TECHNOLOGIES

www.vembu.com

vmware PARTNER TECHNOLOGY ALLIANCE

Microsoft GOLD CERTIFIED Partner

NetApp Alliance Partner

Hewlett Packard Enterprise

amazon web services Partner Network TECHNOLOGY PARTNER

redhat TECHNOLOGY PARTNER

Introduction

This tutorial guides you on how **Vembu Cloud Backup for Microsoft Office 365** helps you to backup your Microsoft Office 365 business-critical data such as emails, contacts, calendars, and OneDrive for Business data to **Vembu Cloud.**

Topics

Supported Environments

Vembu Backup for Microsoft Office 365 supports backup and recovery for :

- Exchange Online Backup
- Calendar Backup
- Contacts/ Peoples Backup
- OneDrive for Business Backup
- SharePoint Online backup (coming soon)
- Teams Backup (coming soon)

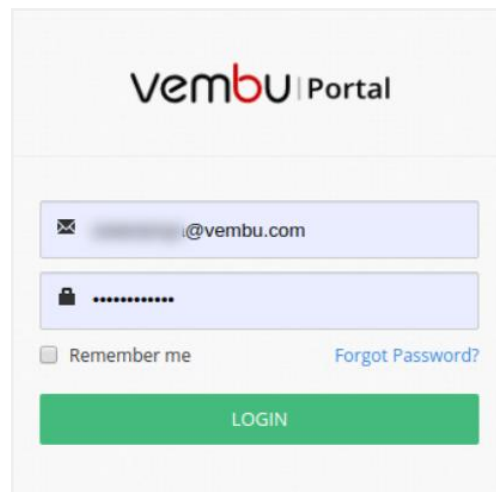## Step 1: Signup for Vembu Cloud Backup for Microsoft Office 365

1. Goto to Vembu Cloud backup forby visiting following link: saasbackup.vembu.com
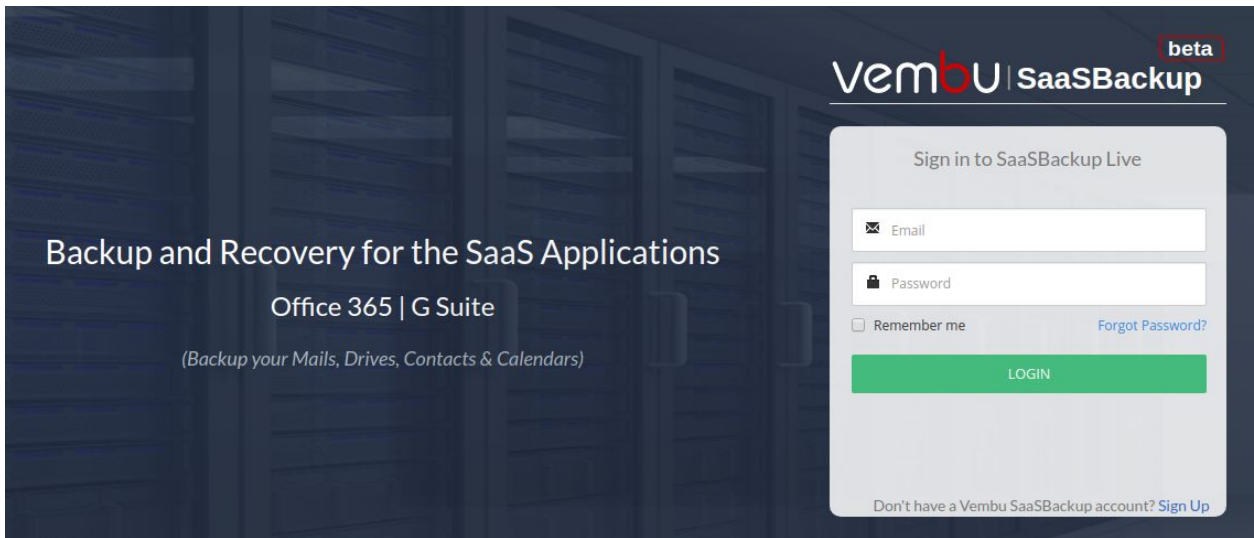
2. Click on the Signup button at the bottom of the page to open a dialog window. Fill the details such as company name, First name, Last anime, Email ID, phone number, country, and state.
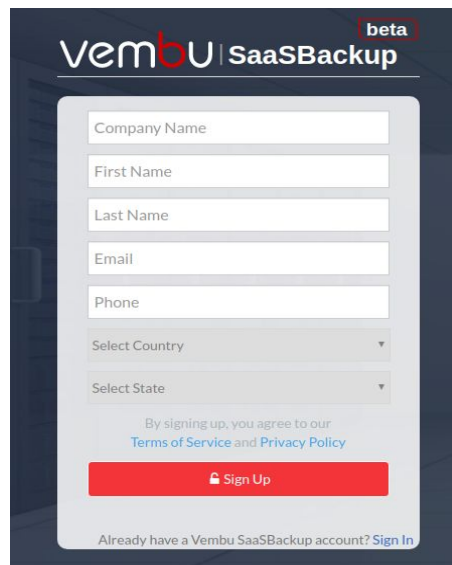
3. Once done click on the Signup button. You will get an account created successfully message.

4. Once you confirm the email address by clicking on Confirm Email button. Your account will be verified and you can set the password to log in to your account and start configuring the backup for your Office 365 data.

5. You can also create a Vembu Portal Account first and then Signup from the SaaS backup from the Vembu Portal Console. To know the steps in detail click here

Note: You will get 30 days free trial to try the product. After your evaluation period (30 days of a free trial), you can log in to this Vembu Portal account to buy and manage the licenses.

Step 2: Understanding the User interface

1. You can log in to BDR Backup Server Web-GUI via the following options:

    a. Entering the URL: https://localhost:6061 (or)

    b. HTTP://<IP_Address_of_Machine>:6060 (or)

    c. View the Supported Browsers here - [Supported Browsers](#).
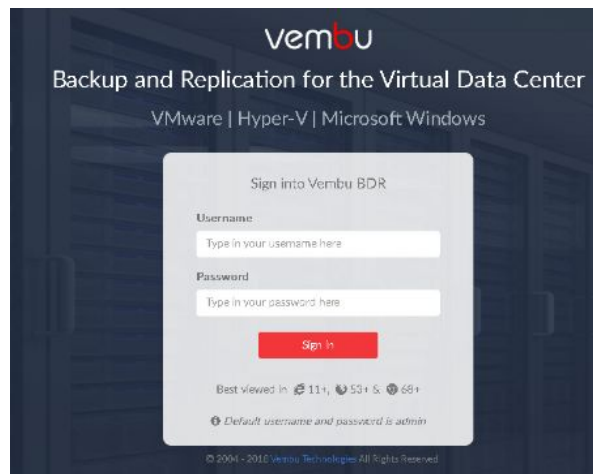
2. Time Zone setting - Choose the required Time Zone from the drop-down list.

3. Enter a unique Vembu BDR ID. The ID should be globally unique as it is with this ID that each installation of Vembu BDR Backup Server is identified.

Step 3: Create a Backup Job

Log in to your BDR Backup Server web console and go to "Backup -> Office 365" and Add your Office 365 Domain to backup Office 365 data.
Enter the generated *Application ID, Secret Key, and domain nam*e and click on *'Add domain'* to add the domain and configure backup later or *'Add domain & Configure Backup'* to add a domain and configure backup immediately.

Once the Office 365 domain is added, you can configure the backup for the users under the domain name. Go to "Backup -> Office 365 Backup -> Configure Backup

1.   Select Configuration Type

   a.   Select the 'Backup Entire Office 365 Domain' option to backup the entire users in the specific domain. Selecting this option, will backup the mails, calendar, contacts, and OneDrive data of all the users.


   b.   Select 'Backup Specific User(s)' option to backup specific user's data manually. Selecting this option, will backup the mails, calendar, contacts, and OneDrive data for specific users.

2. Specify how frequently you want to run the backup job. After the full backup of your Office 365 data, only the incremental backup will be run as per the scheduled time. You can choose the time to schedule daily backups.
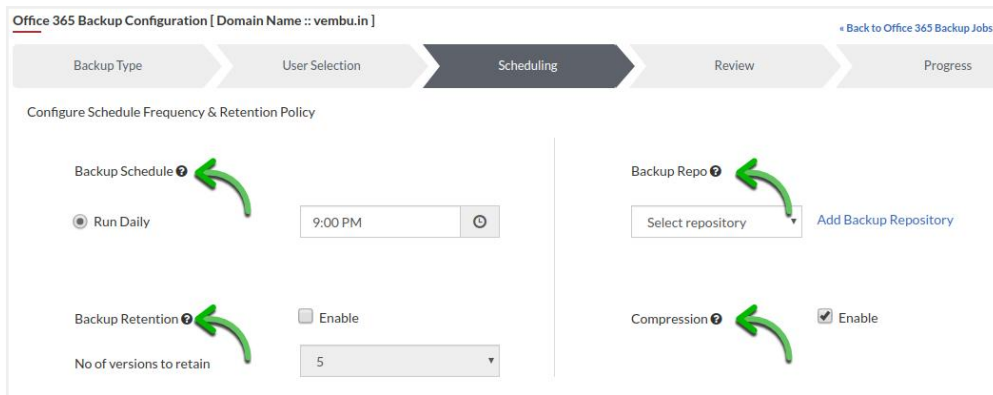
3. Configure retention policies for the backup. The default retention count is set to 5 (which means 5 versions of a specific document will be retained).
    Note: Retention policies are applicable for OneDrive documents only

4. Review the configurations and enable the 'Run Immediately' option to run the job immediately.

Step 4: Restore a backup

Perform granular level restore of Office 365 data (Mails, OneDrive, Calendar, and Contacts) for individual backed up users.

1.   Click on **Restore Now** option alongside the user to be restored.

| User Name	Domain Name	Restore
admin@vembu.in	vembu.in	→

2.   Choose from the list of options

    a.   *Entire mailbox Restore* - Restore the entire mailbox including mail, calendars, and contacts of the user to the same account or different account.

    b.   *Mail Restore* - Restore emails from the user to the same or different account or download it into .PST format.

    c.   *Contacts Restore* - Restore Contacts/people's information to the same or different users.

    d.   *Calendar Restore* - Restore calendar events into the same user account.

    e.   *OneDrive Restore*- restore Onedrive for Business data into the same or different user account.

Select Restore Type

○ Mailbox Restore
   To restore entire mailbox data to any user.

○ Mail Restore
   To restore only mail data to any user.

○ Drive Restore
   To restore only drive data to any user.

○ Calendar Restore
   To restore only calendar data to any user.

○ Contact Restore
   To restore only contact data to any user.

3.   Specify the Restore description and select the restore target.

      a.   If you choose the same user, the backup data will be restored to the same user.

      b.   If you choose a different user, select the user from the list and the data will be
            restored to the selected user.
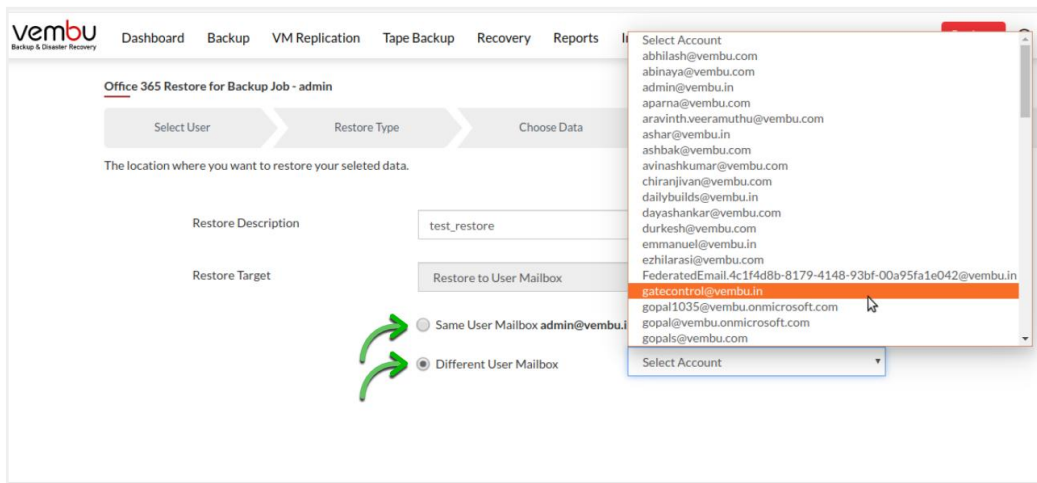
4.   Once done choosing, click restore to initiate the process

Account Name :   admin@vembu.in

Target User :   dayashankar@vembu.com

Restore data :   All Mailbox Items [Mails, OneDrive, Calendar and Contacts]

Step 5: Manage backup jobs

1. Clicking the "Edit Backup" option alongside the configured backup in the list all backup jobs page will edit the scheduled backup job. With this option, you can change the backup configuration completely like adding or removing users, change scheduling frequencies, and retention policies.
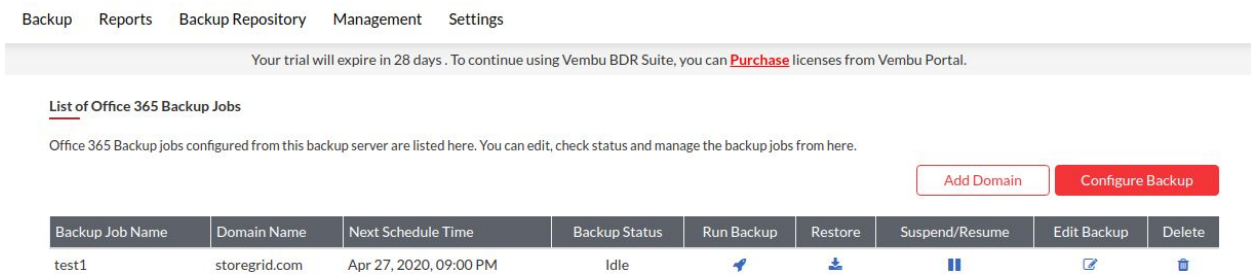

2. Clicking on the delete backup option will delete the backup completely.

Step 6: Monitor backup jobs

Reports tab lists the backup status report for Office 365 backups

1. **Backup Report** - Provides the information about the backup such as *number of users backed up, number of emails, number of contacts, number of calendar events, number of One drive files backed up, Time taken for the backup, size of the backup, etc.*
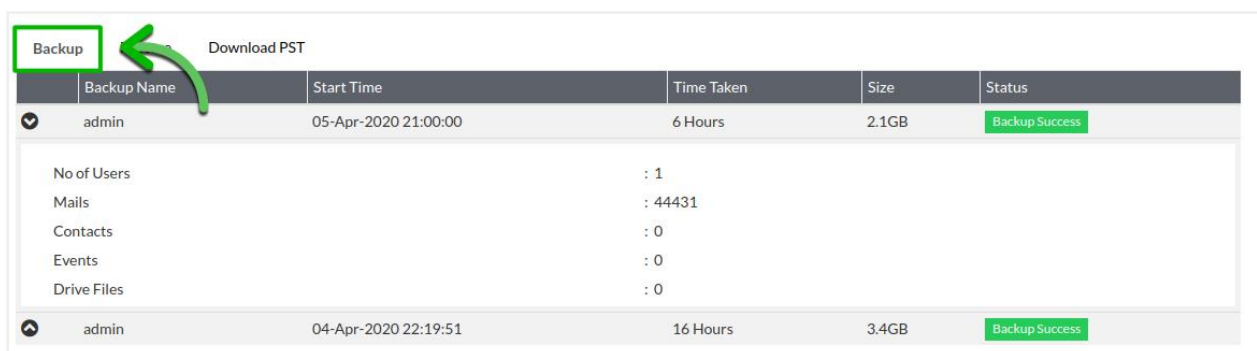
2. **Restore Report -** Provides information about the restore operations like *restore logs, restored user details, start time for the backup, size of the backup, backup status, etc.*

3. **PST export Report** - Provides information about the PST export function   like *mailbox ID, start time for the backup, size of the backup, backup status, download link, etc.*

Contacting Sales and Technical Support

1. Set up a 15-minute call with our product expert by contacting Vembu sales at vembu-sales@vembu.com.
2. In case you are looking for further information or have any trouble, contact our 24/7 support at vembu-support@vembu.com.
    or call us at:
   +1-512-256-8699 (US & Canada)
   +44-203-793-8668 (United Kingdom)

Vembu Office 365 Backup - On-Premise

Download Vembu Backup for Office 365 - On-Premise to store your user data locally and start a 30 days free trial. After the trial period, you can purchase the license to continue using the product.

https://www.vembu.com/vembu-office-365-and-g-suite-backup-download/

Vembu Office 365 Backup - Vembu Cloud

Signup for Vembu Backup for Office 365 - Vembu Cloud and start the 30 days free trial version with 10 GB free cloud storage. After the trial period, you can purchase the license and cloud storage to continue using the product.

https://saasbackup.vembu.com/

USA & CANADA
+1-512-256-8699

UNITED KINGDOM
+1-512-256-8699

Email
vembu-sales@vembu.com
vembu-support@vembu.com

www.vembu.com

Disclaimer