



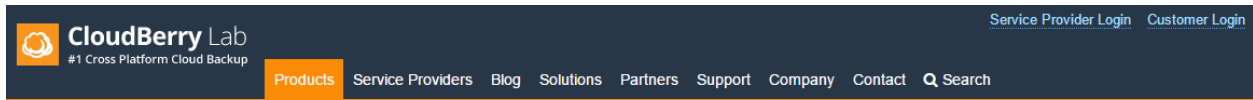
CloudBerry Lab
#1 Cross Platform Cloud Backup

Getting Started with **CloudBerry Office 365 Backup**



Getting Started with CloudBerry Office 365 Backup

1. Go to cloudberrylab.com/backup/office365.aspx . Click Start Free Trial.



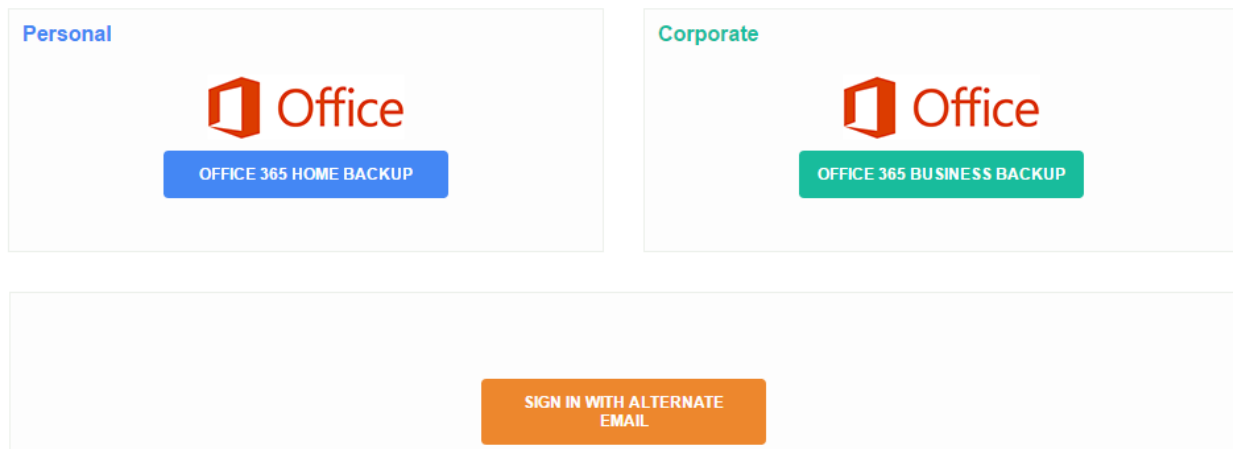
CloudBerry Backup for Microsoft Office 365



CloudBerry Backup for Office 365 is designed for the cloud to cloud backup of your Microsoft Office 365 accounts, including Outlook mailboxes, calendars, and contacts, as well as OneDrive backup. The solution is fully integrated with Amazon S3 and Microsoft Azure for backup storage and allows restoring to the original or new Microsoft account when required.

[Start Free Trial](#)

2. Click Office 365 Business Backup.



Getting Started with CloudBerry Office 365 Backup

3. Sign in as administrator.

Apps Mspbackups Web

Work or school, or personal Microsoft account

Keep me signed in

Sign in

[Can't access your account?](#)

4. Grant permissions to use your data.

Apps Mspbackups Web

App publisher website: apps.mspbackups.com

Apps Mspbackups Web needs permission to:

- Read and write your files ⓘ
- Read your files ⓘ
- Sign you in and read your profile ⓘ

You're signed in as: admin@cloudberrylab365.onmicrosoft.com

[Show details](#)

Accept

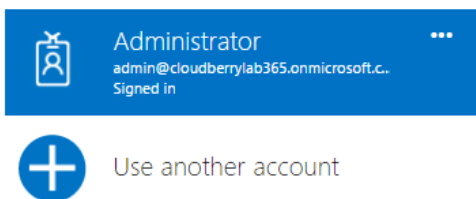
Cancel



Getting Started with CloudBerry Office 365 Backup

5. Select and click on your account again.

Apps Mspbackups



Administrator
admin@cloudberrylab365.onmicrosoft.c...
Signed in

+ Use another account



Getting Started with CloudBerry Office 365 Backup

6. Grant extended permissions to use your data.

Apps Mspbackups

App publisher website: apps.mspbackups.com

Apps Mspbackups needs permission to:

- Read contacts in all mailboxes ?
- Read and write contacts in all mailboxes ?
- Read calendars in all mailboxes ?
- Read mail in all mailboxes ?
- Use Exchange Web Services with full access to all mailboxes ?
- Read and write mail in all mailboxes ?
- Read and write calendars in all mailboxes ?
- Read and write all groups ?
- Read directory data ?
- Read all users' full profiles ?
- Read managed metadata ?
- Read and write user files ?
- Have full control of all site collections ?
- Read and write user profiles ?
- Read and write items and lists in all site collections ?
- Read and write managed metadata ?
- Read items in all site collections ?
- Read user files ?
- Read user profiles ?
- Read and write items in all site collections ?
- Read and write devices ?
- Sign in and read user profile ?
- Read directory data ?
- Read and write directory data ?

You're signed in as: admin@cloudberrylab365.onmicrosoft.com
(admin)

If you agree, this app will be granted the specified application permission(s) to resources belonging to all users in your organization, and delegated permission(s) to resources belonging to the signed-in user. [More details](#)

Accept

Cancel

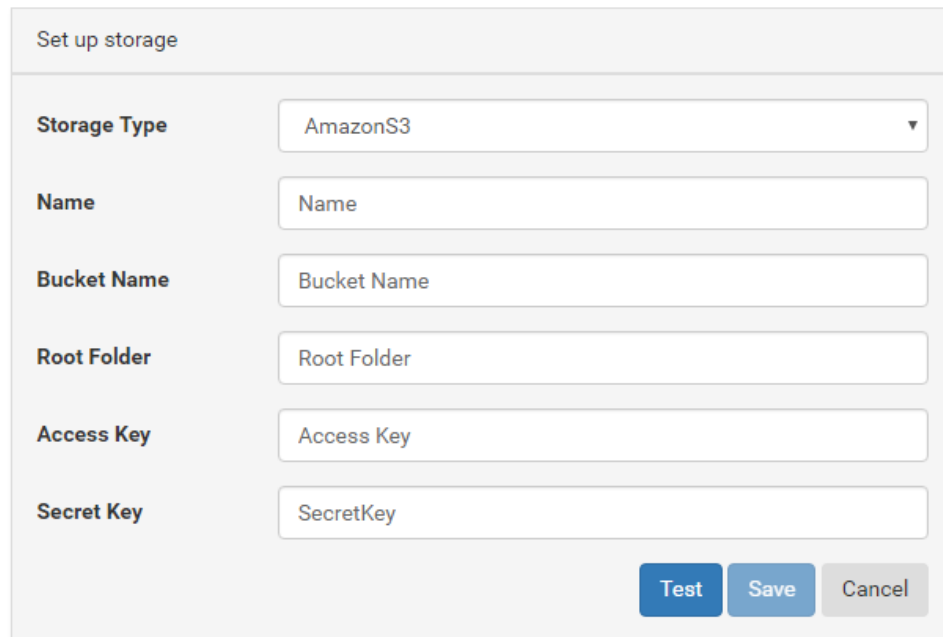
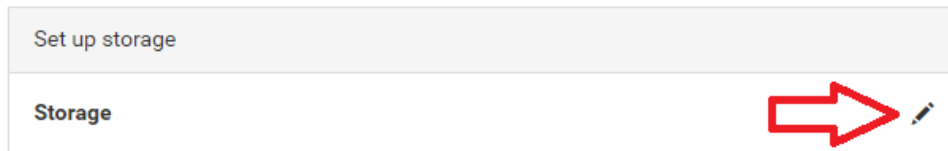
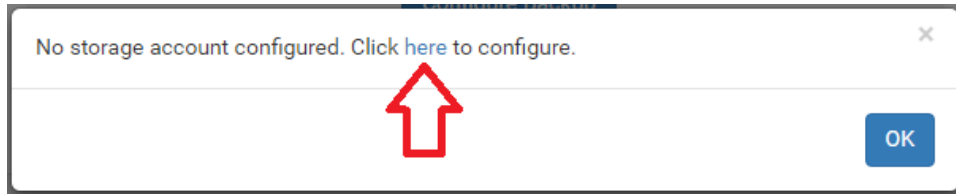


CloudBerry Lab
#1 Cross Platform Cloud Backup

Learn more
www.cloudberrylab.com

Getting Started with CloudBerry Office 365 Backup

7. Add your storage account. Two storage types are available: Amazon S3 and MS Azure.



A form titled "Set up storage" with the following fields:

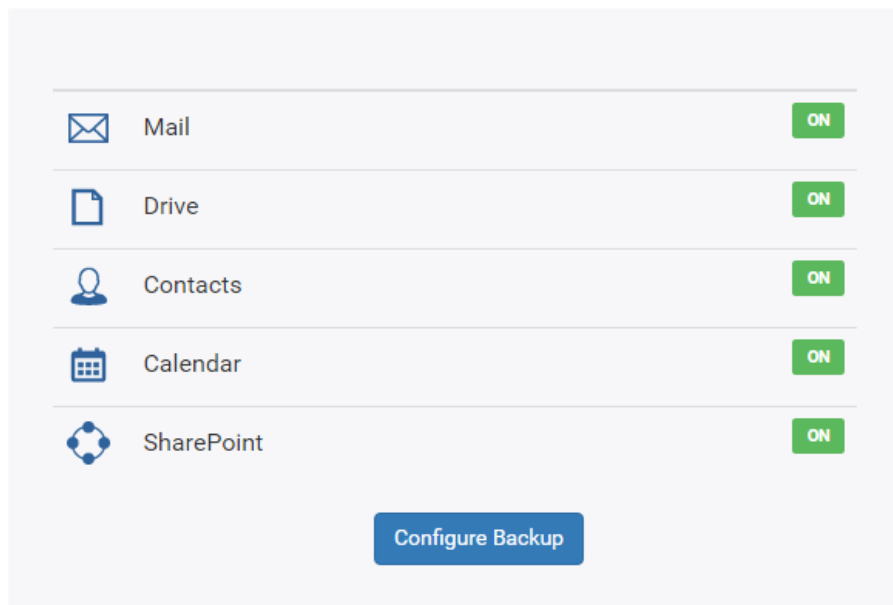
- Storage Type:** A dropdown menu with "AmazonS3" selected.
- Name:** A text input field with "Name" as a placeholder.
- Bucket Name:** A text input field with "Bucket Name" as a placeholder.
- Root Folder:** A text input field with "Root Folder" as a placeholder.
- Access Key:** A text input field with "Access Key" as a placeholder.
- Secret Key:** A text input field with "SecretKey" as a placeholder.

At the bottom right, there are three buttons: "Test", "Save", and "Cancel".



Getting Started with CloudBerry Office 365 Backup

8. On the Dashboard tab you can select services to backup for the domain by clicking **Configure Backup**. Having selected the required services, click **Save**. By default all services are on.



The backup is scheduled to run at least twice a day automatically

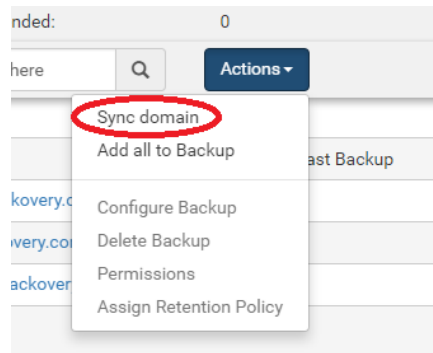
9. On the Users tab you can add users to backup, disable or enable backup services for each or for all users.

The screenshot shows the 'Users' tab in the CloudBerry Lab interface. At the top, there are navigation tabs: Dashboard, Users (selected), Payments, History, Mail, Drive, Contacts, Calendar, and SharePoint. The user 'admin@cloudberrylab365.onmicrosoft.com' is logged in. Below the navigation, there are statistics: 7 users total, 1 included in backup, 6 not in backup, 0 with backup but not in domain, and 0 suspended. A search bar and an 'Actions' button are also present. The main part of the screenshot is a table with the following data:

Name	Email	Last Backup	Storage Size	Services	Backup				License
Administrator	admin@cloudberrylab365.onmicrosoft.com		0 B	☒ ☑ ☑ ☑ ☑	ON	⚙️	🔒	👤	YES
HR	hr@cloudberrylab365.onmicrosoft.com		0 B	☒ ☑ ☑ ☑ ☑	ON	⚙️	🔒	👤	NO
James Smith	james@cloudberrylab365.onmicrosoft.com		0 B	☒ ☑ ☑ ☑ ☑	ON	⚙️	🔒	👤	NO
Manager	manager@cloudberrylab365.onmicrosoft.com		0 B	☒ ☑ ☑ ☑ ☑	OFF	⚙️	🔒	👤	NO
Sales	sales@cloudberrylab365.onmicrosoft.com		0 B	☒ ☑ ☑ ☑ ☑	OFF	⚙️	🔒	👤	NO

Getting Started with CloudBerry Office 365 Backup

10. To add new users, click **Actions** and then click **Sync domain**.



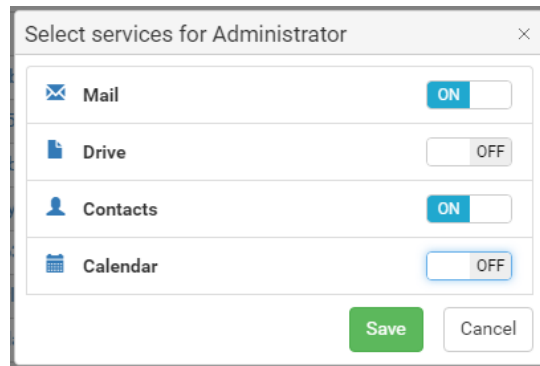
11. To exclude users from the backup, click on the **ON/OFF** button.

Name ▲	Email	Last Backup	Storage Size	Services	Backup				License
Administrator	admin@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	ON	⚙️	🔒	👤	YES
HR	hr@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	ON	⚙️	🔒	👤	NO
James Smith	james@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	ON	⚙️	🔒	👤	NO
Manager	manager@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	OFF	⚙️	🔒	👤	NO
Sales	sales@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	OFF	⚙️	🔒	👤	NO









































12. You can select the services you want to back up for each user. Click on the gear icon to enable/disable services for a particular user.

Name ▲	Email	Last Backup	Storage Size	Services	Backup				License
Administrator	admin@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	ON	⚙️	🔒	👤	YES
HR	hr@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	ON	⚙️	🔒	👤	NO
James Smith	james@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	ON	⚙️	🔒	👤	NO
Manager	manager@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	OFF	⚙️	🔒	👤	NO
Sales	sales@cloudberrylab365.onmicrosoft.com		0 B	✉ 📁 👤 👤	OFF	⚙️	🔒	👤	NO

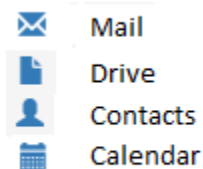
Getting Started with CloudBerry Office 365 Backup



13. Service icons indicate the state of services. Blue means the service is enabled. Gray represents disabled services.

Name	Email	Last Backup	Storage Size	Services	Backup				License	
Administrator	admin@cloudberrylab365.onmicrosoft.com		0 B	   	ON					YES
HR	hr@cloudberrylab365.onmicrosoft.com		0 B	   	ON					NO
James Smith	james@cloudberrylab365.onmicrosoft.com		0 B	   	ON					NO
Manager	manager@cloudberrylab365.onmicrosoft.com		0 B	   	OFF					NO
Sales	sales@cloudberrylab365.onmicrosoft.com		0 B	   	OFF					NO

14. Click on the enabled icon to open a related page.



Getting Started with CloudBerry Office 365 Backup

15. If a user is not selected for backup, then the user will not be able to sign in to Office 365 Backup.

Name	Email	Last Backup	Storage Size	Services	Backup				License
Administrator	admin@cloudberrylab365.onmicrosoft.com		0 B		ON				YES
HR	hr@cloudberrylab365.onmicrosoft.com		0 B		ON				NO
James Smith	james@cloudberrylab365.onmicrosoft.com		0 B		ON				NO
Manager	manager@cloudberrylab365.onmicrosoft.com		0 B		OFF				NO
Sales	sales@cloudberrylab365.onmicrosoft.com		0 B		OFF				NO

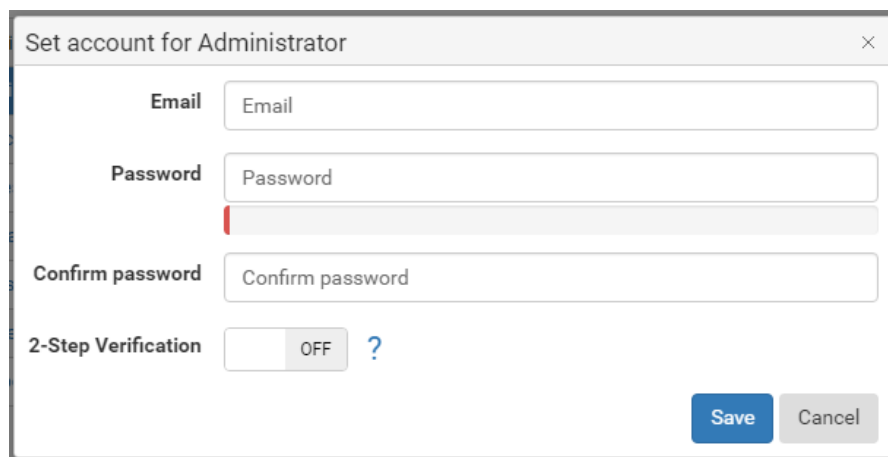
16. You can add alternative email addresses to your users and use them to sign in, recover passwords, delete backups. Click on the key icon next to the user to whom you want to add an alternative address.

Name	Email	Last Backup	Storage Size	Services	Backup				License
Administrator	admin@cloudberrylab365.onmicrosoft.com		0 B		ON				YES
HR	hr@cloudberrylab365.onmicrosoft.com		0 B		ON				NO
James Smith	james@cloudberrylab365.onmicrosoft.com		0 B		ON				NO
Manager	manager@cloudberrylab365.onmicrosoft.com		0 B		OFF				NO
Sales	sales@cloudberrylab365.onmicrosoft.com		0 B		OFF				NO



Getting Started with CloudBerry Office 365 Backup

17. In the pop-up window, enter the alternative email address and password. You can use any email address, it doesn't even have to be a Gmail address. Once you've clicked **Save**, you should receive a verification message at the email address you just entered. Click on the verification link in the email.



The screenshot shows a dialog box titled "Set account for Administrator" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Email:** A text input field containing the placeholder text "Email".
- Password:** A text input field containing the placeholder text "Password". Below this field is a red vertical bar, likely indicating a password strength indicator.
- Confirm password:** A text input field containing the placeholder text "Confirm password".
- 2-Step Verification:** A toggle switch currently set to "OFF" with a blue question mark icon to its right.
- Buttons:** A blue "Save" button and a grey "Cancel" button are located at the bottom right of the dialog.



Getting Started with CloudBerry Office 365 Backup

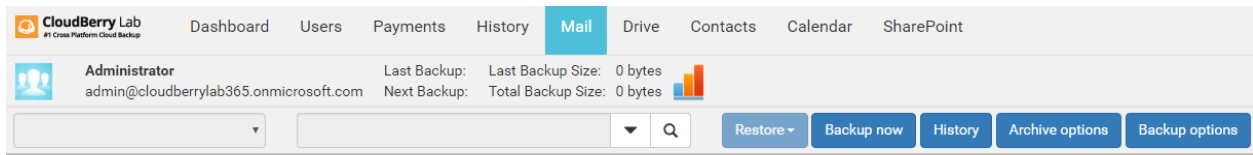
18. You signed up as an administrator only once. To sign in as administrator next time, expand the drop-down menu in the upper right-hand corner of the Dashboard tab to sign in as administrator. Or click **Sign in as Admin** at the bottom of the page.

The screenshot shows the CloudBerry Lab dashboard for user admin@cloudberrylab365.onmicrosoft.com. A green banner at the top states "Backup will soon start automatically". On the left, a trial expiration notice says "Trial expires in 15 days". The central area displays protection status for Mail, Drive, Contacts, and Calendar, all of which are "ON". A "Protection status" section shows a 80% progress indicator and a warning to "Set up an alternate email for emergency access to your backup data". A "Sign in as Admin" button is circled in red at the bottom center. A user menu in the top right corner also has "Sign in as Admin" circled in red.

19. Click on any user in the list and you will be redirected to the Mail backup page. Currently, there are no items to display because we haven't yet performed the backup.

Name	Email	Last Backup	Storage Size	Services	Backup				License
Administrator	admin@cloudberrylab365.onmicrosoft.com		0 B	Mail, Drive, Contacts, Calendar	ON				YES
HR	hr@cloudberrylab365.onmicrosoft.com		0 B	Mail, Drive, Contacts, Calendar	ON				NO
James Smith	james@cloudberrylab365.onmicrosoft.com		0 B	Mail, Drive, Contacts, Calendar	ON				NO
Manager	manager@cloudberrylab365.onmicrosoft.com		0 B	Mail, Drive, Contacts, Calendar	OFF				NO
Sales	sales@cloudberrylab365.onmicrosoft.com		0 B	Mail, Drive, Contacts, Calendar	OFF				NO

Getting Started with CloudBerry Office 365 Backup



CloudBerry Lab #1 Cross Platform Cloud Backup

Dashboard Users Payments History **Mail** Drive Contacts Calendar SharePoint

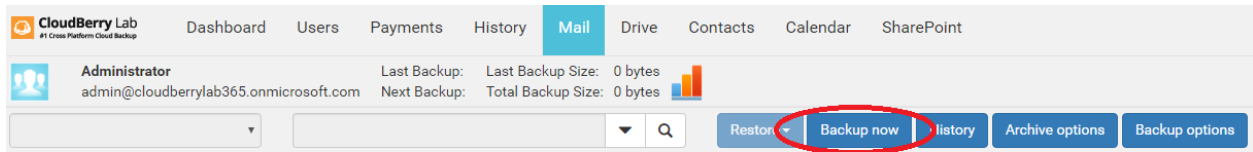
Administrator
admin@cloudberrylab365.onmicrosoft.com

Last Backup: Last Backup Size: 0 bytes
Next Backup: Total Backup Size: 0 bytes

Restore Backup now History Archive options Backup options

No items to display

20. You can manually backup the user. Click **Backup now**. Give it a moment to finish backing up and then you can refresh the page.



CloudBerry Lab #1 Cross Platform Cloud Backup

Dashboard Users Payments History **Mail** Drive Contacts Calendar SharePoint

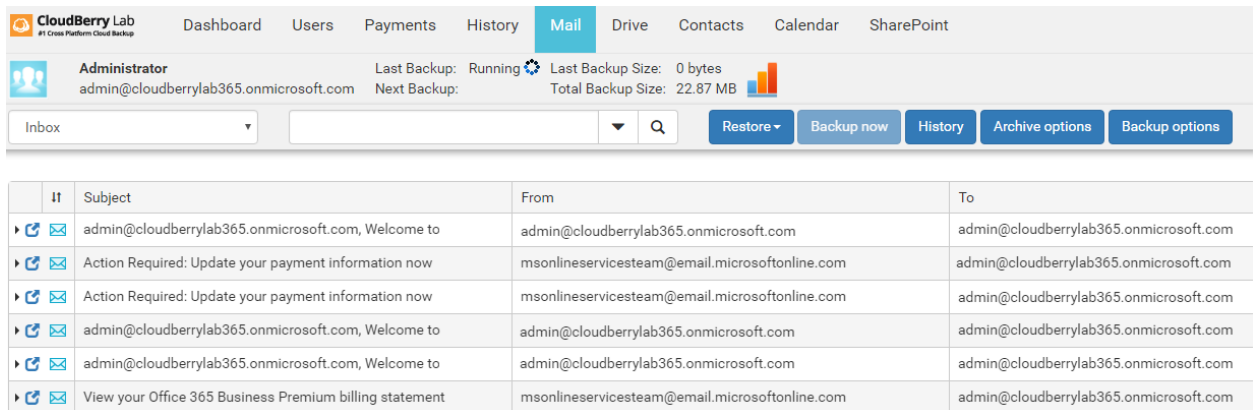
Administrator
admin@cloudberrylab365.onmicrosoft.com

Last Backup: Running Last Backup Size: 0 bytes
Next Backup: Total Backup Size: 22.87 MB

Restore Backup now History Archive options Backup options

No items to display

21. Now you will see a list of all email messages that have been backed up.



CloudBerry Lab #1 Cross Platform Cloud Backup

Dashboard Users Payments History **Mail** Drive Contacts Calendar SharePoint

Administrator
admin@cloudberrylab365.onmicrosoft.com

Last Backup: Running Last Backup Size: 0 bytes
Next Backup: Total Backup Size: 22.87 MB

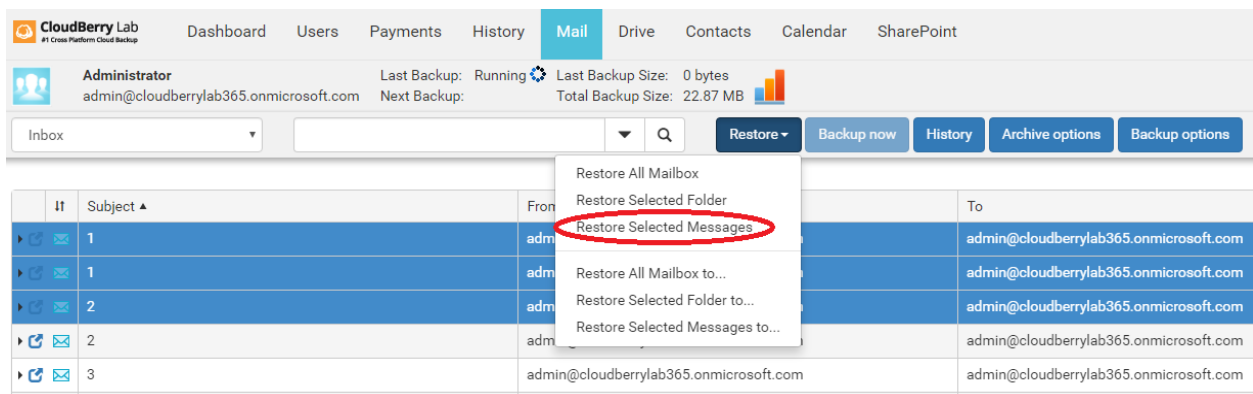
Inbox Restore Backup now History Archive options Backup options

IT	Subject	From	To
✉	admin@cloudberrylab365.onmicrosoft.com, Welcome to	admin@cloudberrylab365.onmicrosoft.com	admin@cloudberrylab365.onmicrosoft.com
✉	Action Required: Update your payment information now	msonlineserviceteam@email.microsoftonline.com	admin@cloudberrylab365.onmicrosoft.com
✉	Action Required: Update your payment information now	msonlineserviceteam@email.microsoftonline.com	admin@cloudberrylab365.onmicrosoft.com
✉	admin@cloudberrylab365.onmicrosoft.com, Welcome to	admin@cloudberrylab365.onmicrosoft.com	admin@cloudberrylab365.onmicrosoft.com
✉	admin@cloudberrylab365.onmicrosoft.com, Welcome to	admin@cloudberrylab365.onmicrosoft.com	admin@cloudberrylab365.onmicrosoft.com
✉	View your Office 365 Business Premium billing statement	msonlineserviceteam@email.microsoftonline.com	admin@cloudberrylab365.onmicrosoft.com

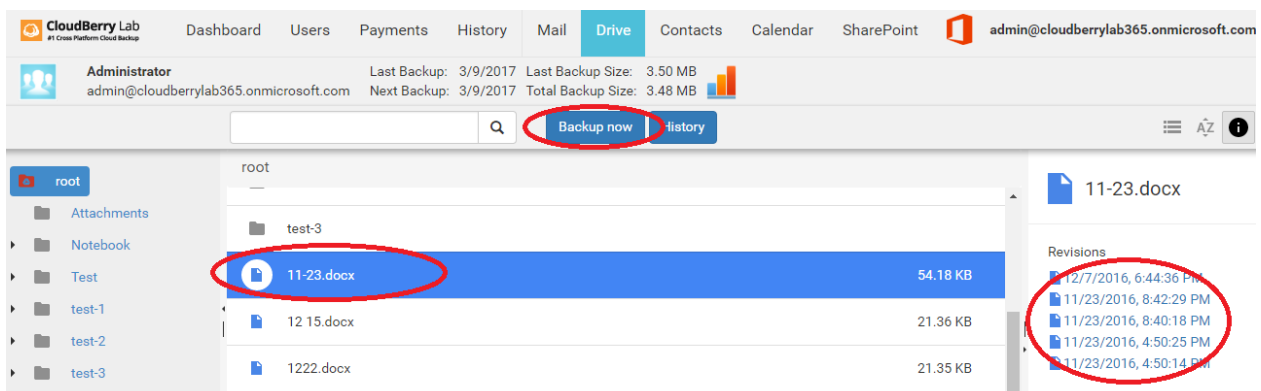


Getting Started with CloudBerry Office 365 Backup

22. Now that your emails have been backed up, you can restore any messages to your Office 365 account. Click on any email message to select it, click **Restore**, and then click **Restore Selected Messages**. The email message now will be restored to your email account. Sign into your email account and navigate to the Restore folder and there you can see the email message we just restored.



23. Click on the Drive tab. Click **Backup now**. You will see the list of your OneDrive items. Each item contains a list of revisions. Each revision can be downloaded to your computer. To do that, select a revision that you want to download.



Getting Started with CloudBerry Office 365 Backup

24. Click on the Contacts tab. Click on **Backup now**. You will see a list of your contacts. Each contact contains a list of revisions.

FirstName	LastName	Primary Email	Phone Number
Ben	Moore	moore@gmail.com	+ 1 111 111 22 44
Don	Nelson	nelson@gmail.com	+ 1 111 222 33 44
John	Davis	wer@wer.com	+ 1 111 222 55 44
Lerry	Bowl		+ 1 222 222 44 44

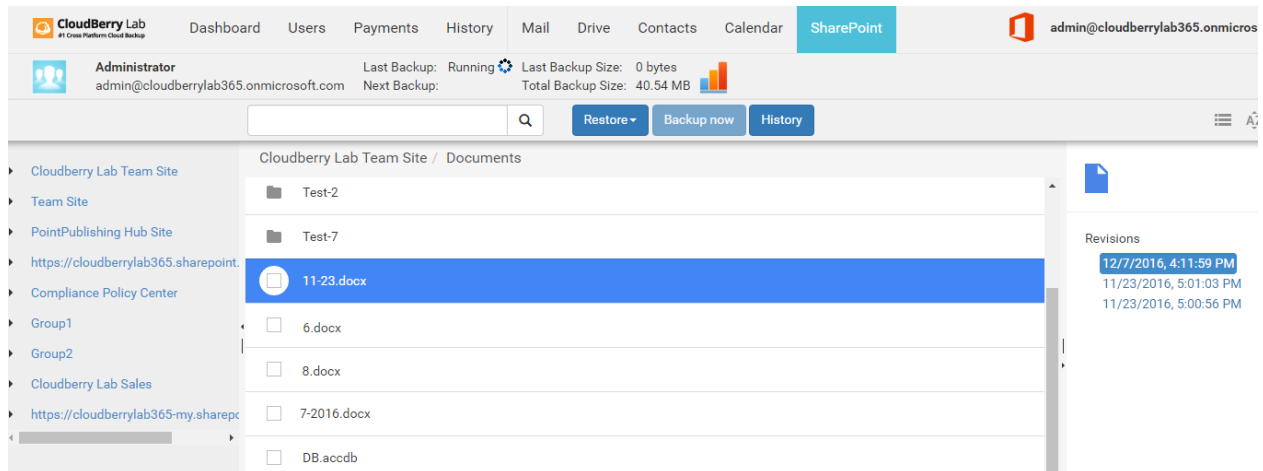
25. Click on the Calendar tab. You will see your Calendar events.

Sunday	Monday	Tuesday	Wednesday
25 Christmas Day	26 Christmas Holiday (Observed)	27	
01 New Year's Day	02 New Year's Day (Observed)	03	



Getting Started with CloudBerry Office 365 Backup

26. To back up O365 SharePoint, you should sign in as a domain administrator. Click on the SharePoint tab. Run backup manually or wait for the scheduled backup to occur. Each item contains a list of changes that can be downloaded.



Getting Started with CloudBerry Office 365 Backup

27. To delete user backups, click on the Bin icon. Enter your alternative email password. Click **Delete Backup**.

Name	Email	Last Backup	Storage Size	Services	Backup			
Administrator	admin@cloudberrylab365.onmicrosoft.com	3/9/2017 4:47 PM	64.74 MB	✉ 👤 📅	ON	⚙️ 🗑️	🔒	👤 👤
HR	hr@cloudberrylab365.onmicrosoft.com	3/9/2017 4:45 PM	0 B	✉ 👤 📅	ON	⚙️ 🗑️	🔒	👤 👤
James Smtih	james@cloudberrylab365.onmicrosoft.com	3/9/2017 4:45 PM	31.34 KB	✉ 👤 📅	ON	⚙️ 🗑️	🔒	👤 👤
Manager	manager@cloudberrylab365.onmicrosoft.co...		0 B	✉ 👤 📅	OFF	⚙️ 🗑️	🔒	👤 👤

Delete backup for Administrator

Service	Size/Count	Clear
✉ Email	48.02 MB / 88	<input checked="" type="checkbox"/>
📁 Drive	3.48 MB / 19	<input checked="" type="checkbox"/>
👤 Contact	5	<input checked="" type="checkbox"/>
📅 Calendar	13.24 MB / 180	<input checked="" type="checkbox"/>

Alternate password:

Getting Started with CloudBerry Office 365 Backup

28. User permissions. There are two non-admin features that are disabled by default: the ability to restore items and sign in to the backup service. A lock icon indicates which features are available. Gray color means all features are disabled. Yellow color means one of the features is disabled. Green color indicates that all features are available.

To set user permissions, click on the corresponding lock icon or the Permissions button.

Name	Email	Last Backup	Storage Size	Services	Backup				License
Administrator	admin@cloudberrylab365.onmicrosoft.com	3/9/2017 4:47 PM	64.74 MB		ON				YES
HR	hr@cloudberrylab365.onmicrosoft.com	3/9/2017 4:45 PM	0 B		ON				NO
James Smith	james@cloudberrylab365.onmicrosoft.com	3/9/2017 4:45 PM	31.34 KB		ON				NO
Manager	manager@cloudberrylab365.onmicrosoft.com		0 B		OFF				NO
Sales	sales@cloudberrylab365.onmicrosoft.com		0 B		OFF				NO

All domain users | Type user name or email here | Actions | 1 - 7 of 7 items

Name	Email	Last Backup	Storage Size	Services	Backup				License
Administrator	admin@cloudberrylab365.onmicrosoft.com	3/9/2017 4:47 PM	64.74 MB		ON				YES
HR	hr@cloudberrylab365.onmicrosoft.com	3/9/2017 4:45 PM	0 B		ON				NO
James Smith	james@cloudberrylab365.onmicrosoft.com	3/9/2017 4:45 PM	31.34 KB		ON				NO
Manager	manager@cloudberrylab365.onmicrosoft.com		0 B		OFF				NO
Sales	sales@cloudberrylab365.onmicrosoft.com		0 B		OFF				NO

- Sync domain
- Add all to Backup
- Configure Backup
- Delete Backup
- Permissions
- Assign Retention Policy

Set permissions for HR

Sign in ON

Restore ON

* The backup is scheduled to run 4 times a day automatically.