CloudBerry Lab
#1 Cross Platform Cloud Backup

Getting Started with
CloudBerry Office 365 Backup

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

2. Click **Office 365 Business Backup.**

3. Sign in as administrator.

Apps Mspbackups Web

Work or school, or personal Microsoft account

Email or phone

Password

☐ 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

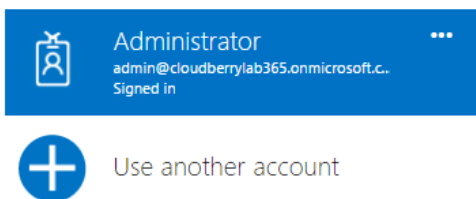**Accept** Cancel

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Learn more
www.cloudberrylab.com

5. Select and click on your account again.

Apps Mspbackups

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

➕ Use another account

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
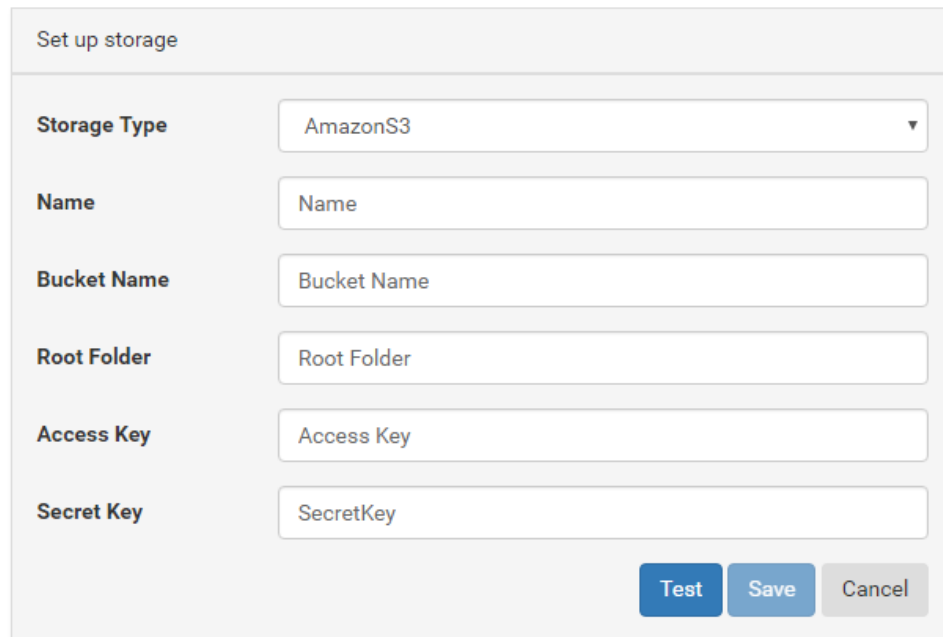
7. Add your storage account. Two storage types are available: Amazon S3 and MS Azure.
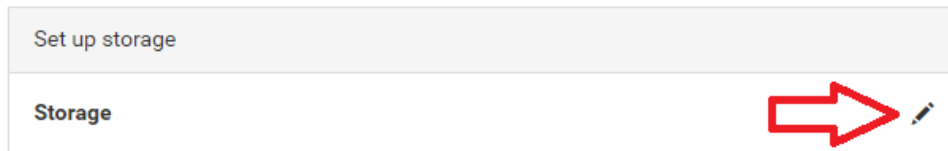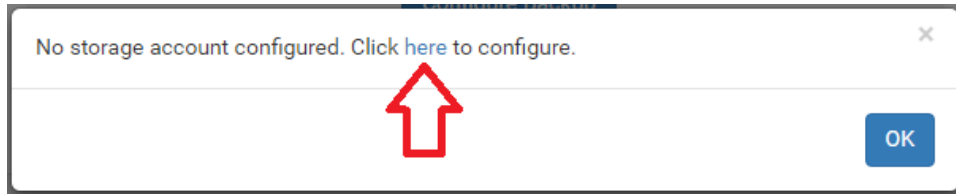
No storage account configured. Click here to configure.   ×

OK

Set up storage

Storage

Set up storage

Storage Type	AmazonS3 ▾
Name	Name
Bucket Name	Bucket Name
Root Folder	Root Folder
Access Key	Access Key
Secret Key	SecretKey

Test   Save   Cancel

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www.cloudberrylab.com

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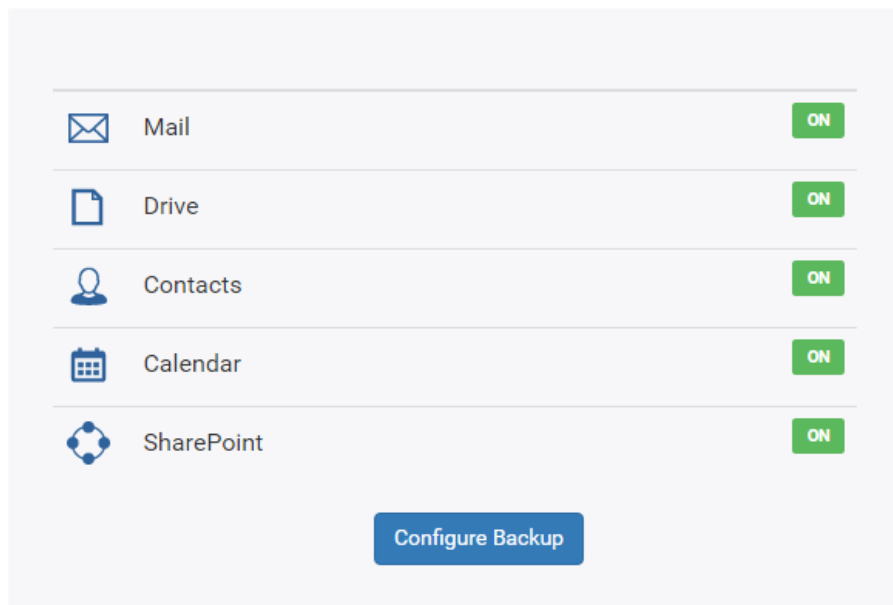
9. On the Users tab you can add users to backup, disable or enable backup services for each or for all users.

10. To add new users, click **Actions** and then click **Sync domain**.
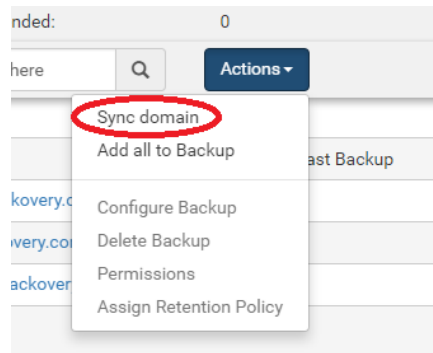
11. To exclude users from the backup, click on the **ON/OFF** button.

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.

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

14. Click on the enabled icon to open a related page.
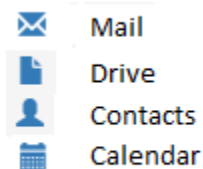
15. If a user is not selected for backup, then the user will not be able to sign in to Office 365 Backup.
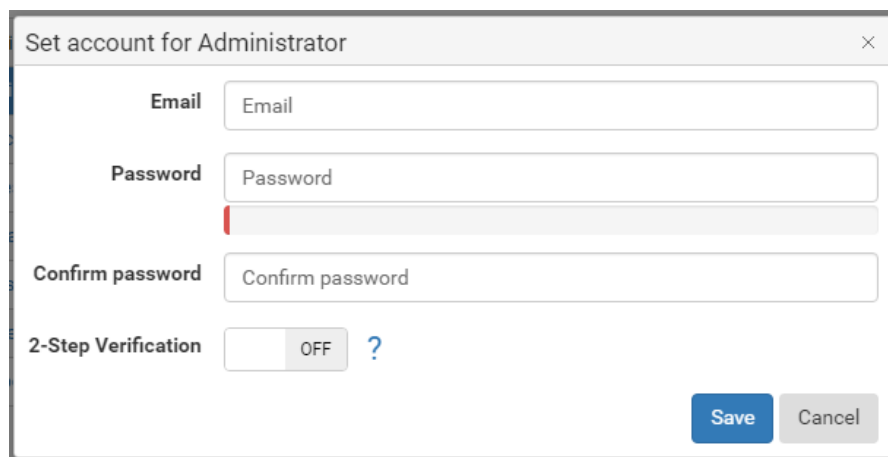

16. You can add alternative email addresses to your users and use them to sign in, recover passwords, delete backups. Click on the key icon next to the user to whom you want to add an alternative address.

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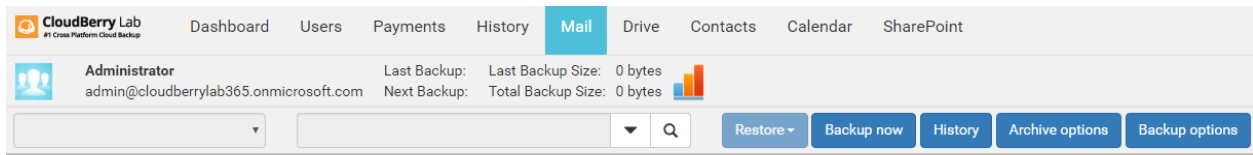
18. You signed up as an administrator only once. To sign in as administrator next time, expand the drop-down menu in the upper right-hand corner of the Dashboard tab to sign in as administrator. Or click **Sign in as Admin** at the bottom of the page.

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.

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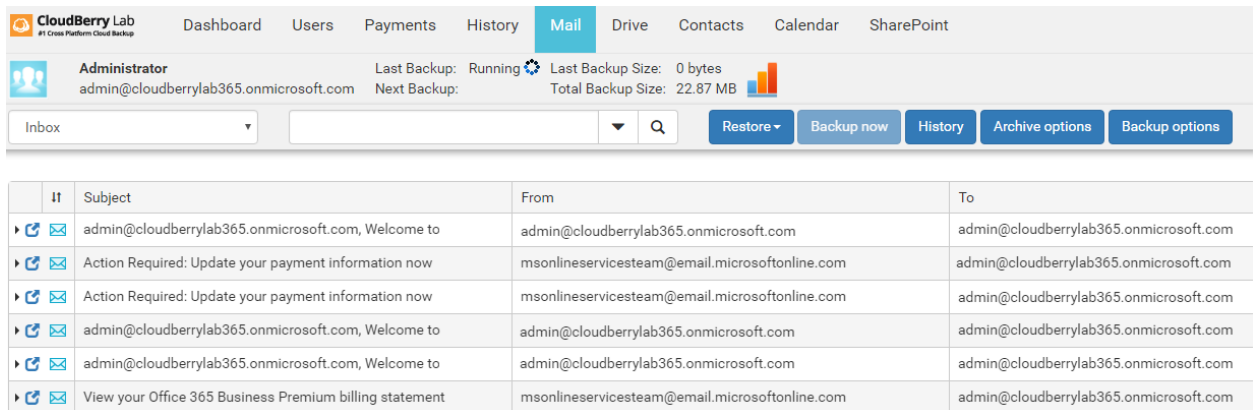
21. Now you will see a list of all email messages that have been backed up.

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.
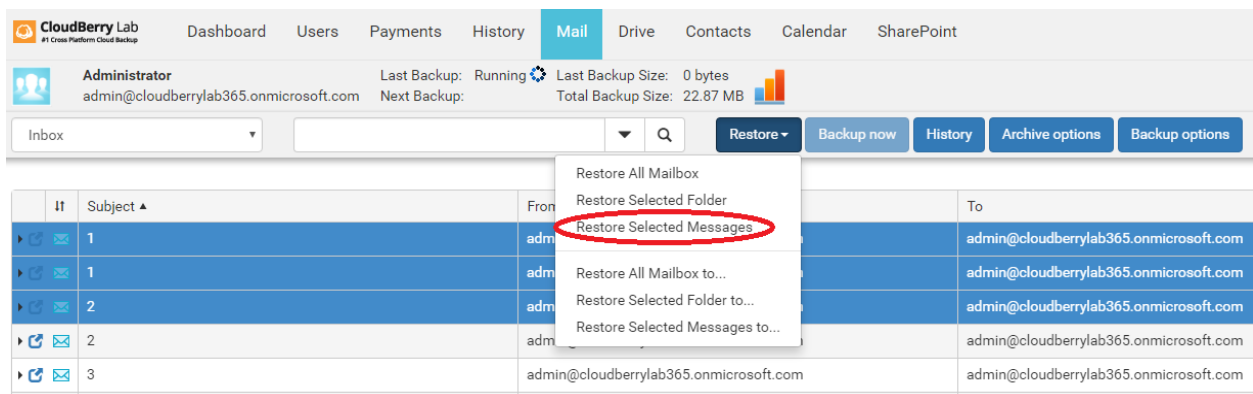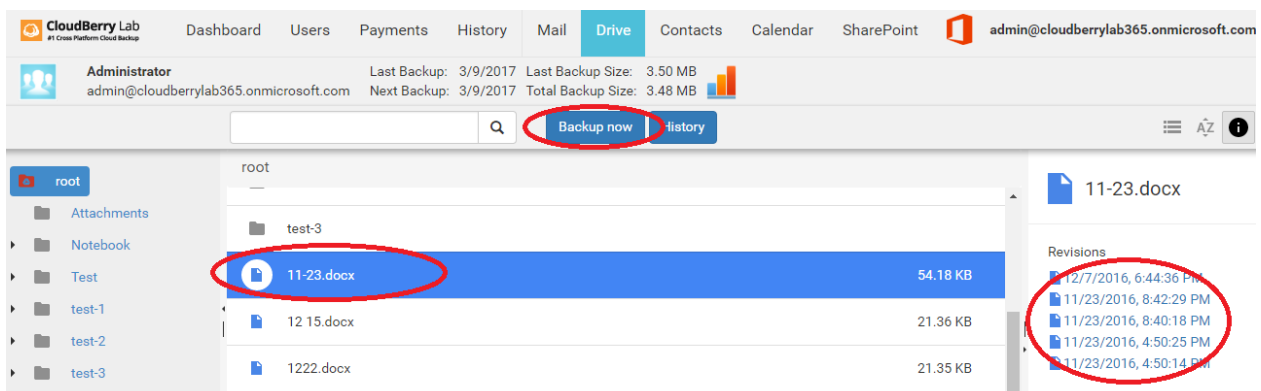

23. Click on the Drive tab. Click **Backup now.** You will see the list of your OneDrive items. Each item contains a list of revisions. Each revision can be downloaded to your computer. To do that, select a revision that you want to download.

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.

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

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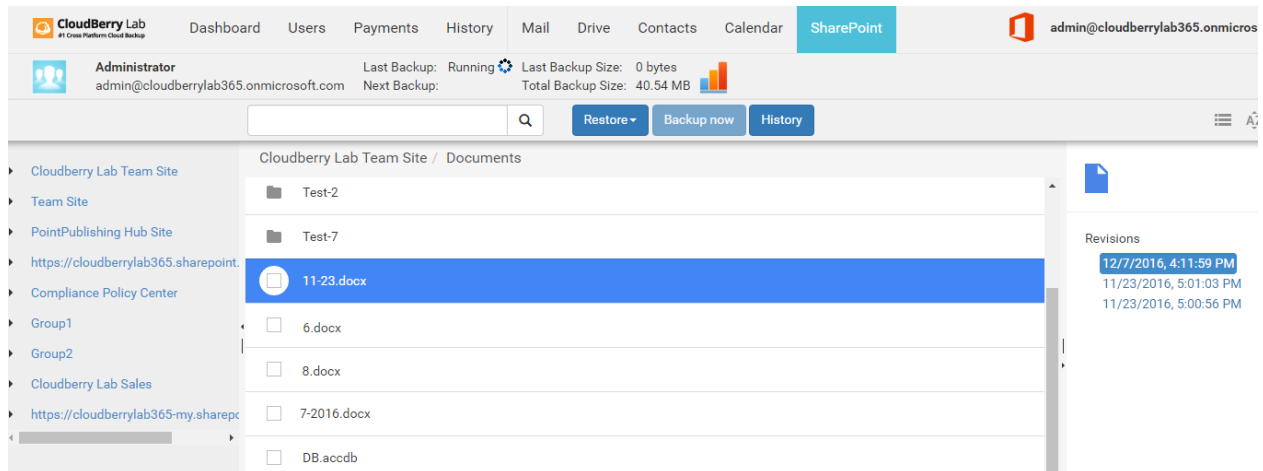
27. To delete user backups, click on the Bin icon. Enter your alternative email password. Click **Delete Backup**.

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.

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