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Backup & Disaster Recovery

Simplifying Data Protection

Getting Started Guide
Vembu Backup for Microsoft Office 365

VEMBU TECHNOLOGIES

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Introduction

This tutorial guides you on how **Vembu Backup for Microsoft Office 365** helps you to backup your Microsoft Office 365 business-critical data to your **On-Premise** data center**.**

Topics

- [Supported environments](#)
- [Step 1: Download and Install Vembu Office 365 backup](#)
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- [Step 3: Set up the Backup Infrastructure](#)
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Supported Environments

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

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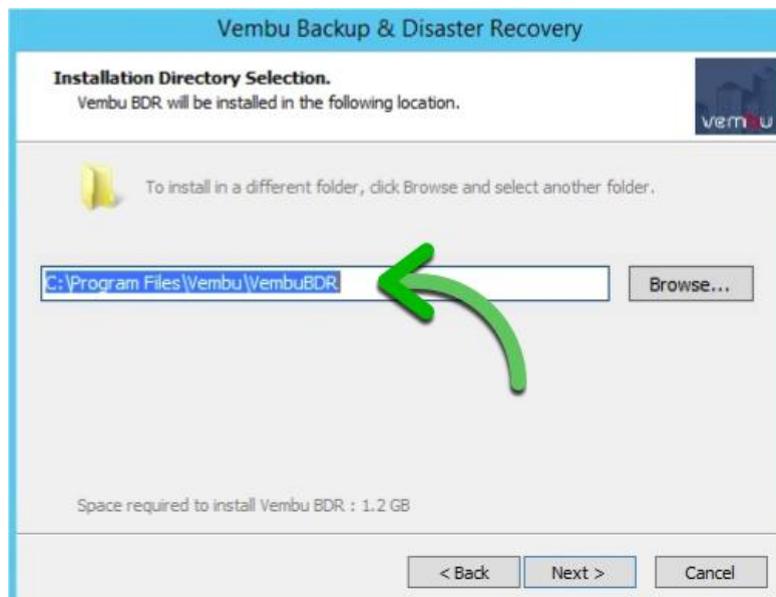- Teams Backup (coming soon)

Step 1: Download and Install

To back up Office 365 data to your on-premise data center, you need to install the Vembu BDR Backup Server on a Windows machine. Check supported OS for Vembu BDR Backup Server installation here.

1. Go to https://www.vembu.com/vembu-bdr-suite-download/ to download the Vembu BDR backup server.

2. Choose the Vembu BDR backup server installation location.

Note: *Make sure you have 1.2 GB of free space for installing a Vembu BDR Backup Server.*

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Backup for   🔲 **VMware**   ⊞ **Hyper-V**   🔲 **Disk Image**   🖥 **File & Application**   🐙 **AWS**   🗇 **Office 365**   Ⓖ **G Suite**

3. Choose the type of installation. This step involves the option of either proceeding with the default configuration settings or customize them as desired.
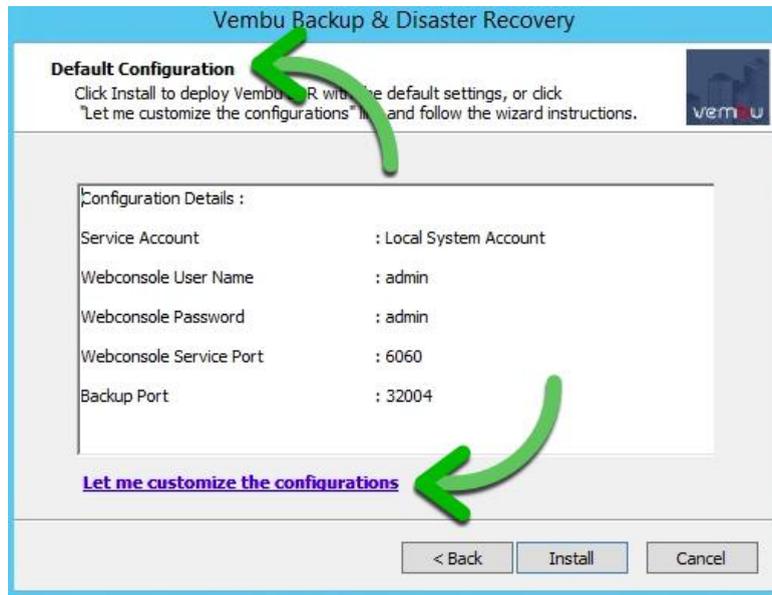

(i) *Default Configuration*

Vembu BDR Backup Server will be installed with default configurations. The default username and password are *admin and admin,* respectively.

(ii) *Custom configuration*

    a)   You can customize all the options on this page, such as *Service Account, Web Console User Name, Web Console Password, Backup Port.*
    b)   Specify the Windows Logon user account.
    c)   Choose the database location.
    d)   Configure web console port and credentials.

4. Review and Finish Setup Wizard.
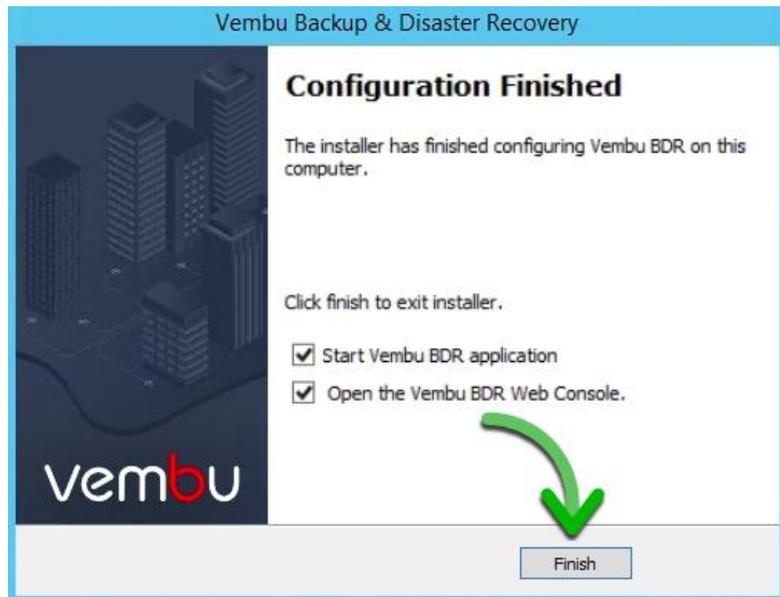
5. Go to portal.vembu.com to register the Vembu BDR backup server.

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.
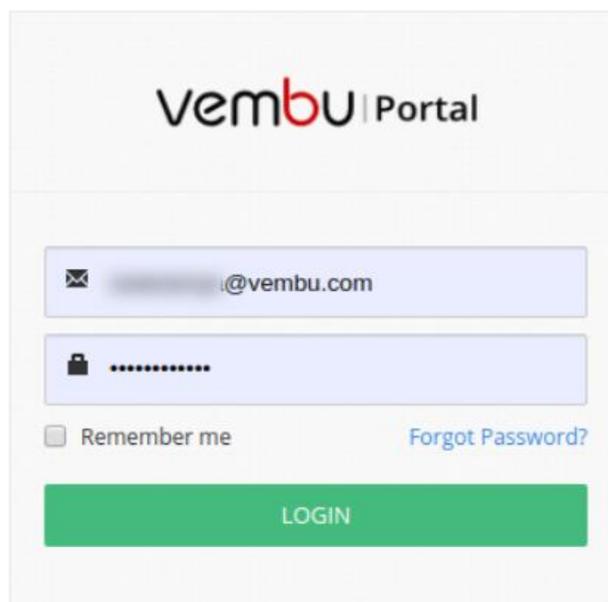
You can find an in-depth product installation guide for Vembu BDR Backup Server here.

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.
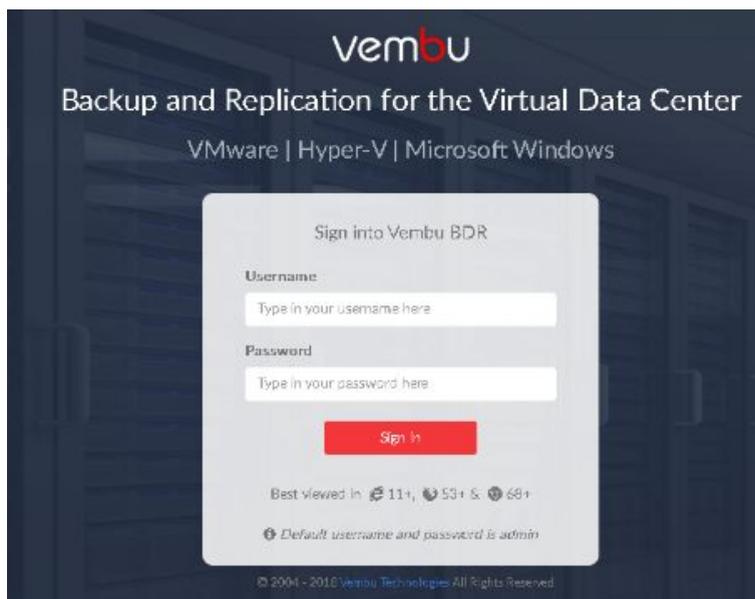
2. Time Zone setting - Choose the required Time Zone from the drop-down list.

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: Set up the Backup Infrastructure

1. You must configure a storage pool before you schedule your backup jobs.
Use any combination of storage devices such as Local, NAS, SAN, and Directly Attached Storage as backup targets for storing the Office 365 backup data.

(i) *Create Storage pool*

a) Go to "Management -> Repository Management" and create a new storage repository by selecting the local disk.

b) Give the storage pool a name and select any set of volumes from the available storage volumes
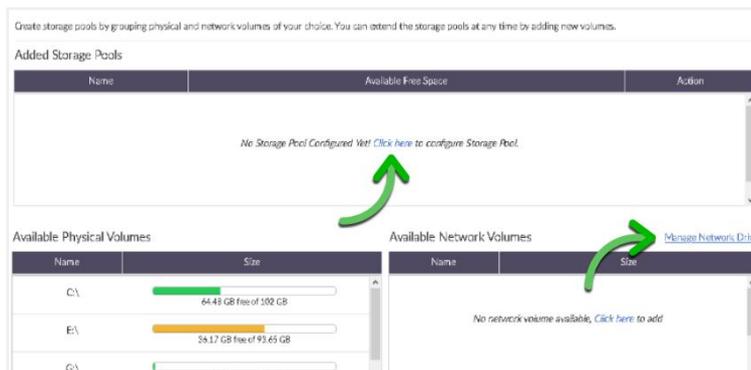
(ii) *Configure Network Drive*

a) Go to the Management tab and select the Storage Pool option. In the Network Volume section, select the Click here option for the Manage Network Drive option.

b) To add a network drive, provide the following attribute details:
    *   Drive Name: Provide a drive letter/name for the network drive.
    *   Drive Path: Network path of the drive.
        Ex: \\<MACHINE_NAME OR IP_ADDRESS>\<SHARE_NAME>
    *   Enter the username & password, if the network drive requires login authentication, provide the username and password to authenticate drive addition.

*   Refer the help documentation for more details, [click here](link).

2. Register Vembu Office 365 software to [Azure portal](#) to generate Application ID, Secret Key, etc
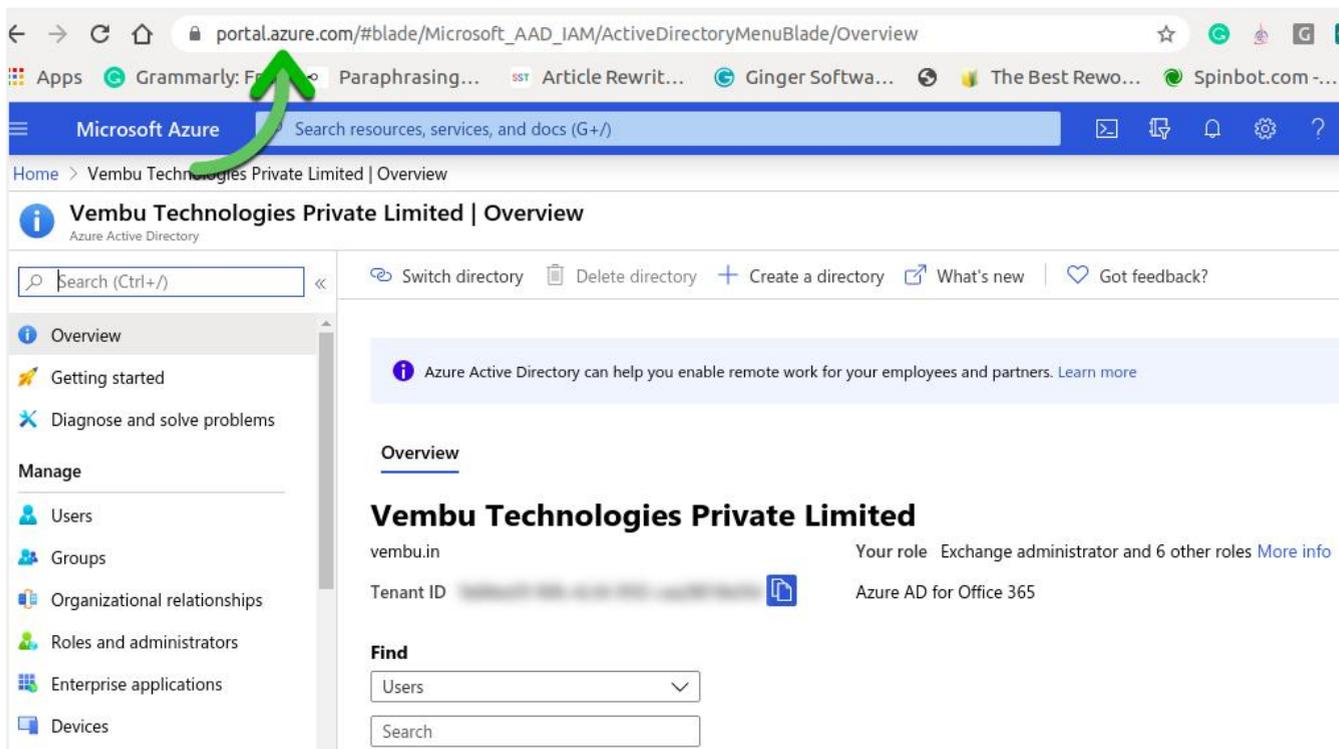
[Click here](#) for the steps to generate the Application ID and Password.

3. Then 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 name* 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.

Step 4: Create a Backup Job

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.

Select Configuration Type

◉ Backup Entire Domain

    Configure backups for all the users and their mail accounts under the selected domain. **Included items:** Inbox, Drafts, Sent Items, Deleted mails, Calendar, Contacts, and OneDrive for business.

◯ Select Users Manually

    Configure backups only for selected users. **Included items:** Inbox, Drafts, Sent Items, Deleted mails, Calendar, Contacts, and OneDrive for business.

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    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.

Select Configuration Type

◯ Backup Entire Domain

    Configure backups for all the users and their mail accounts under the selected domain. **Included items:** Inbox, Drafts, Sent Items, Deleted mails, Calendar, Contacts, and OneDrive for business.

◉ Select Users Manually

    Configure backups only for selected users. **Included items:** Inbox, Drafts, Sent Items, Deleted mails, Calendar, Contacts, and OneDrive for business.

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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.

Office 365 Backup Configuration [Domain Name :: vembu.in]   « Back to Office 365 Backup Jobs

| Backup Type | User Selection | **Scheduling** | Review | Progress |

Configure Schedule Frequency & Retention Policy

Backup Schedule ❓

⦿ Run Daily   9:00 PM   🕐

Backup Repo ❓

Select repository ▾   Add Backup Repository

Backup Retention ❓   ☐ Enable

No of versions to retain   5   ▾

Compression ❓   ☑ Enable

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.

Backup Name :	test_backup
	☑ Run this backup immediately after saving
Selected Domain Name :	vembu.in
Selected User(s) :	All Users
Schedule :	9:00 PM
Retention Policy :	Disabled
Data Folders :	Mails, Calendar, Contacts and OneDrive

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Step 5: 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.
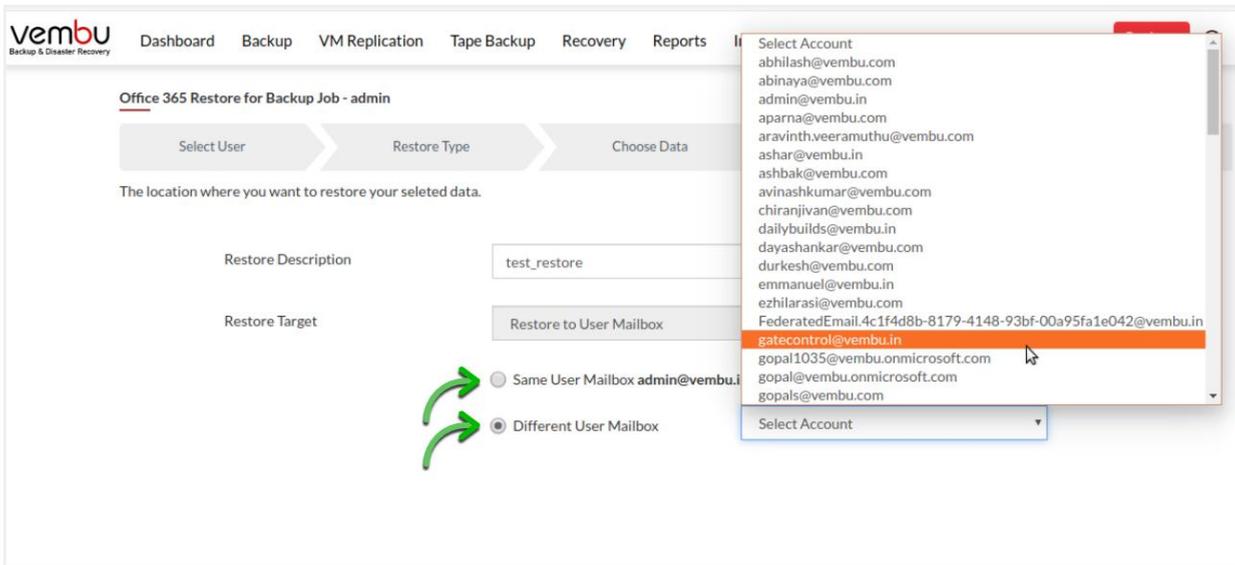
4. Once done choosing, click restore to initiate the process

Account Name :   admin@vembu.in

Target User :   dayashankar@vembu.com

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

Step 6: 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.

Backup Job Name	Domain Name	Next Schedule Time	Backup Status	Run Backup	Restore	Suspend/Resume	Edit Backup	Delete
admin	vembu.in	06-Apr-2020 09:00:00 PM	Idle	✈	⬇	⏸	✎	🗑

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

Step 7: 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.*

Backup		Download PST			
	Backup Name	Start Time	Time Taken	Size	Status
⊙	admin	05-Apr-2020 21:00:00	6 Hours	2.1GB	Backup Success
	No of Users		: 1		
	Mails		: 44431		
	Contacts		: 0		
	Events		: 0		
	Drive Files		: 0		
⊙	admin	04-Apr-2020 22:19:51	16 Hours	3.4GB	Backup Success

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.*

Backup	Restore	...load PST				
Description	**Restore To**	**Start Time**	**Size**	**Status**	**Restore Logs**
test_restore	admin@vembu.in	06-Apr-2020 18:13:48	0 bytes	Restore Success	⌄ Logs

06-Apr-2020 18:13:48
|
Restore job started.

06-Apr-2020 18:13:49
|
Domain ID:1

06-Apr-2020 18:13:50
|
Restore job completed successfully.

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.*

Backup	Res...	Download PST				
Description	**MailBox ID**	**Start Time**	**Size**	**Status**	**Download Link**
test_restore		06-Apr-2020 18:13:48	0 bytes	Download In Progress	Download
mail_restore		06-Apr-2020 18:15:44	0 bytes	Download In Progress	Download

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.

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.

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