

🗇 VMware

Simplifying Data Protection

Backup for

Hyper-V

File & Application

₩ AWS

🕝 G Suite

Disk Image

① Office 365

Getting Started Guide Vembu Backup for Microsoft Office 365

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Backup & Disaster Recovery for Virtual and Physical Data Center



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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
- <u>Step 1: Download and Install Vembu Office 365 backup</u>
- Step 2: Understand User Interface
- <u>Step 3: Set up the Backup Infrastructure</u>
- <u>Step 4: Create a Backup Job</u>
- <u>Step 5: Restore a backup</u>
- <u>Step 6: Manage backup activities</u>
- <u>Step 7: Monitor backup activities</u>
- <u>Contacting Sales and Technical Support</u>

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)



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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 <u>here</u>.

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



2. Choose the Vembu BDR backup server installation location.

Vembu Backup & Disaster Recovery	
Installation Directory Selection. Vembu BDR will be installed in the following location.	vemiu
To install in a different folder, click Browse and select another fo	older.
C:\Program Files\Vembu\VembuBDR	Browse
Space required to install Vembu BDR : 1.2 GB	
< Back Next >	Cancel

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



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

Configuration Details :	U
Service Account	: Local System Account
Webconsole User Name	: admin
Webconsole Password	: admin
Webconsole Service Port	: 6060
Backup Port	: 32004

(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.



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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.

vem <mark>b</mark>	U Portal
.@vembu	I.com
a	
Remember me	Forgot Password
LO	GIN

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



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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.

Ventul Backup and Replication for the Virtual Data Center VMware Hyper-V Microsoft Windows
Sign into Vembu BDR
Username
Type in your usemanie here
Password
Type in your password here
Best viewed in Ø 11+, 🕹 53+ & 🕲 68+
O Default username and password is admin
R 2004 - 2016 Veribu Technologies All Rights Reserved

- 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.





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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

idded Storage Pools			
Name		Available Free Space	Action
vailable Physical Volumes	No Stange Pool Cordgu	od Vetl Citick here to configure Storage Pool.	Manager Network
Name	Size	Name	Size
C\	64.48 GB free of 102 GB	~	
E\		No network volume av	silable, Click here to add
	20.17 GB 199 01 93.05 GB		

(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.

Mapped Drive Settings	×
DriveName	
Driva Path	
Username	
Password	
	Save

Refer the help documentation for more details, <u>click here</u>.

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2. Register Vembu C Secret Key, etc	Office 365	software to <u>Az</u>	<u>zure portal</u> to ge	enerate Applica	ition ID,	
← → C ① 🔒 portal.azure	.com/#blade/Mid	crosoft_AAD_IAM/Activ	eDirectoryMenuBlade/Ove	erview	x 🕒	G
‼ Apps 🔞 Grammarly: F	Paraphrasin	g ss Article Rewi	it 🕒 Ginger Softwa	a 😧 🧃 The Best	Rewo 🕘 Spinbot	.com
= Microsoft Azure	arch resources, sei	rvices, and docs (G+/)				\$?
Home > Vembu Technoogres Private L	imited Overview					54 B2
Yembu Technologies P	rivate Limite	d Overview				
Azure Active Directory	© Switch	directory 🗐 Delete di	ectory + Create a directo	orv 🗗 What's new	Got feedback?	
pearen (em+/)	«			, .		
Overview	Α. Δ.711	re Active Directory can belo	vou enable remote work for voi	ir employees and partners 1	arn more	
 Getting started Diagness and solve problems 	- ALU	The Active Directory carrier	you chable remote work for you	ar employees and particles. ee		
 Diagnose and solve problems 	Overview	N				
Manage						
L Users	Vemb	ou Technologi	es Private Limi	ted		10000
A Groups	vembu.in		r ID	our role Exchange admini	strator and 6 other roles w	Nore Into
Organizational relationships	Tenant ID		<u>qu</u> A	zure AD for Office 365		
Roles and administrators	Find					
Enterprise applications	Users		\sim			
Devices	Search					

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.

Add Domain		
Configure Office 365 backup by regist	ering Vembu Office 365 application in th	e Microsoft Azure portal.
Domain Name 😧		
Tenent ID 😧		
How to generate Application ID and A	oplication Secret Key?	
Application Secret 😧		
	Cancel Add Domain	Add Domain & Configure Backup



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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

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- 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 Co	nfiguration Type
۲	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.
0	Select Users Manually
	Configure backups only for selected users. Included items: Inbox, Drafts, Sent Items, Deleted mails, Calendar, Contacts, and OneDrive for business.

 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.

e <mark>ct Co</mark>	nfiguration Type
C	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



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 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 [Do	omain Name :: vembu.in]		-	« Back to Office 365 Backup Jobs
Backup Type	User Selection	Scheduling	Review	Progress
Configure Schedule Frequency & Re	etention Policy			
Backup Schedule 🛛			Backup Repo 🛛	
Run Daily	9:00 PM	O	Select repository	Add Backup Repository
Backun Retention	F nable		Compression 9	Fnable
No of versions to retain	5	¥		

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	O

- 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 T	уре
۲	Mailbox Restore
	To restore entire mailbox data to any user.
0	Mail Restore
	To restore only mail data to any user.
0	Drive Restore
	To restore only drive data to any user.
0	Calendar Restore
	To restore only calendar data to any user.
0	Contact Restore
	To restore only contact data to any user.



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- 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.

Select User Restore Type Choose Data aravinth.veeranuthu@vembu.com The location where you want to restore your seleted data. ashar@vembu.in ashar@vembu.com Restore Description test_restore chiranjivan@vembu.com Restore Target Restore to User Mailbox gopal1035@vembu.in Same User Mailbox gopal@vembu.com gopal@vembu.com Sole Characted Email.4c1f4d8b-8179-4148-93bf-00a95fa1e042@vembu.in gopal035@vembu.com FederatedEmail.4c1f4d8b-8179-4148-93bf-00a95fa1e042@vembu.in gopal035@vembu.com Some User Mailbox gopal@vembu.com Some User Mailbox Select Account	Office 365 Restore for Backup Job - admir	n		abinaya@vembu.com admin@vembu.in aparna@vembu.com	
The location where you want to restore your seleted data. ashbak@vembu.com Restore Description test_restore Restore Target Restore to User Mailbox @ Same User Mailbox admin@vembu. gopal@vembu.com gopal@vembu.com gopal@vembu.com gopal@vembu.in gopal@vembu.in gate_ontrol@vembu.in gopal@vembu.com gate_ontrol@vembu.in gopal@vembu.com Some User Mailbox gopal@vembu.com gopal@vembu.com gopal@vembu.com gopal@vembu.omicrosoft.com gopal@vembu.com gopal@vembu.com Select Account	Select User	Restore Type	aravinth.veeramuthu@vembu.com ashar@vembu.in		
Restore Description test_restore dayashankar@vembu.com Restore Target Restore to User Mailbox exhilarasi@vembu.in @ Same User Mailbox admin@vembu.in gopal@vembu.om gopal@vembu.om @ Different User Mailbox Select Account Image: Control Contro Contro Control Control Control Control Control Control Control C	The location where you want to restore yo	our seleted data.		ashbak@vembu.com avinashkumar@vembu.com chiranjivan@vembu.com dailybuilds@vembu.in	
Restore Target Restore to User Mailbox FederatedEmail.4c1f4d8b-8179-4148-93bf-00a95fa1e042@vembu.in Same User Mailbox admin@vembu. gopal1035@vembu.onmicrosoft.com gopal@vembu.onmicrosoft.com Different User Mailbox Select Account V	Restore Description	test	restore	dayashankar@vembu.com durkesh@vembu.com emmanuel@vembu.in	
Same User Mailbox admin@vembu. gopal1035@vembu.onmicrosoft.com gopal@vembu.onmicrosoft.com Different User Mailbox Select Account vembu.com	Restore Target	Res	tore to User Mailbox	FederatedEmail.4c1f4d8b-8179-4148-93bf-00a95fa1e042@vembu.i gatecontrol@vembu.in	
O Different User Mailbox Select Account		Sar	ne User Mailbox admin@vemb u	gopal1035@vembu.onmicrosoft.com gopal@vembu.onmicrosoft.com gopals@vembu.com	
		Dif	ferent User Mailbox	Select Account T	

- 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]



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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/Resum	Edit Backup	Delete
admin	vembu.in	06-Apr-2020 09:00:00 PM	Idle	4	*	"	Ø	Û

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.

Bac		Download PST				
	Backup Name	Start Time	Time Taken	Size	Status	
>	admin	05-Apr-2020 21:00:00	6 Hours	2.1GB	Backup Success	
٦	No of Users		: 1			
M	Mails		: 44431			
0	Contacts		: 0			
E	Events		: 0			
[Orive Files		: 0			
,	admin	04-Apr-2020 22:19:51	16 Hours	3.4GB	Backup Success	



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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	C 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	3 9 D 1 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 Rec	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 <u>vembu-sales@vembu.com</u>.
- 2. In case you are looking for further information or have any trouble, contact our 24/7 support at <u>vembu-support@vembu.com</u>.



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Vembu Office 365 Backup - On-Premise

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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

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