

VEMBU TECHNOLOGIES www.vembu.com







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Introduction

Vembu SaaSBackup is a comprehensive data protection solution designed to meet the needs of small and medium businesses protecting their mail servers with domain and user level backups. Vembu SaaSbackup currently provide backup support to Microsoft Office 365 and Google Apps. With backup data stored over Vembu cloud, users are provided with the option of restore anywhere-anytime with the least possible downtime.

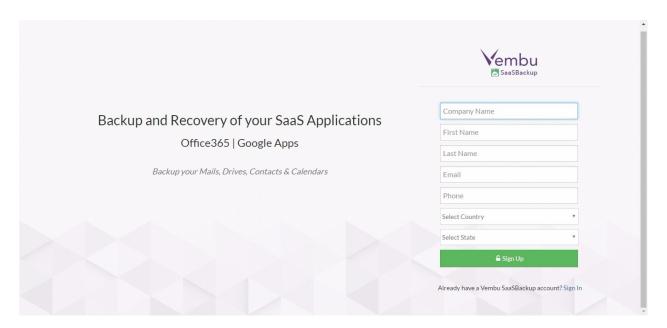
Vembu SaaSBackup User Guide

Registering Vembu SaaSBackup:

To get started with Vembu SaaSBackup, users have to first get registered to Vembu Portal (or) signup with Vembu SaaSBackup.

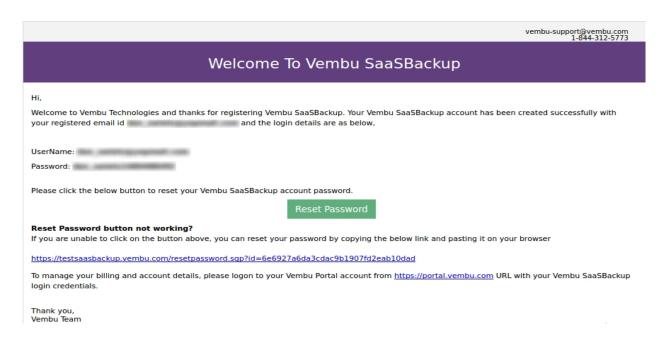
Sign-up for Vembu SaaSBackup:

- Go to <u>saasbackup.vembu.com</u> and click on Signup.
- You will be required to provide the following details in order to create your account:
 - o Company Name
 - o First Name and Last Name
 - o Email ID
 - Contact Number
 - Country and State

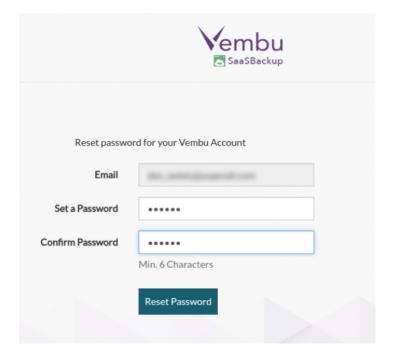


- Once done providing the requested details click Sign up to register.
- A verification Email will be sent to the registered Email ID. Kindly check your Inbox(Spam folder, if not found in Inbox) for verification email and click on 'Verify my email address'. If the button doesn't work copy-paste the link given below the 'Verify'

button in your browser.



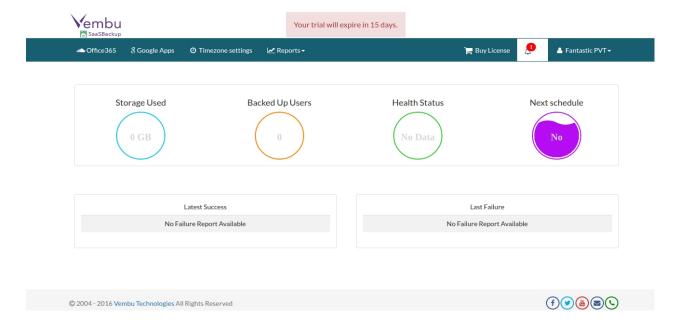
• You will be directed to a page with the registered email ID and you will be requested to create a password for your account. Once done providing password, click Activate.



- Vembu SaaSBackup account is now created successfully and you will be redirected to <u>saasbackup.vembu.com</u>. Login with the registered email id and password.
- User logging in for the first time will be requested to choose timezone settings of his preference.



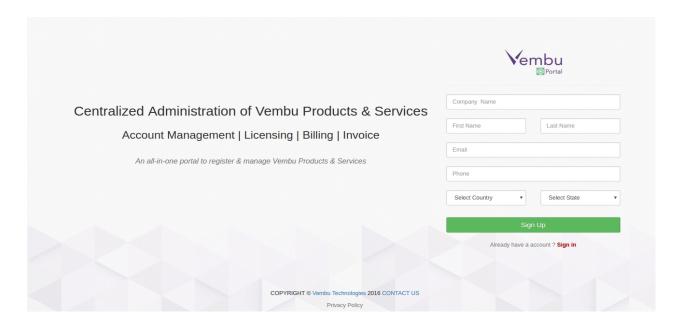
• On proceeding with timezone selection, you will get the below dashboard of Vembu SaaSBackup.



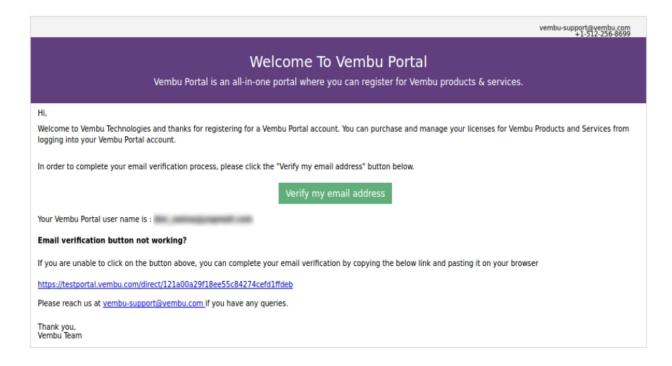
Registering in Vembu Portal:

Vembu portal is an all-in-one hub spot for managing your registered Vembu products and services where you can get started. To register in Vembu portal, follow the steps given below:

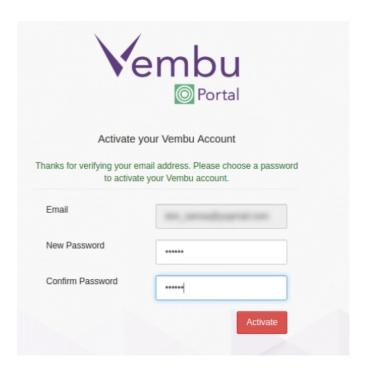
- Go to <u>portal.vembu.com</u> and click on <u>Signup</u>.
- You will be required to provide the following details in order to create your account:
 - o Company Name
 - o First Name and Last Name
 - o Email ID
 - Contact Number
 - Country and State



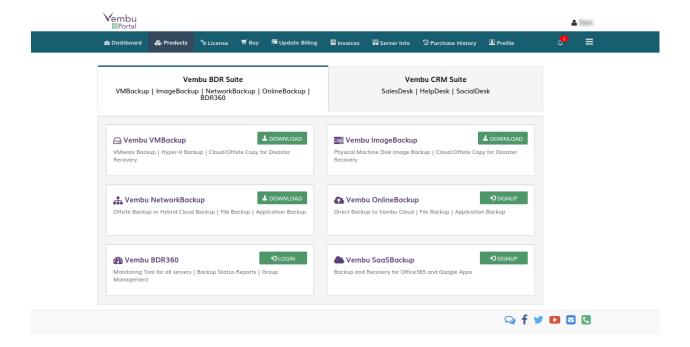
- Once done providing the requested details click Sign up to register.
- A verification Email will be sent to the registered Email ID. Kindly check your Inbox(Spam folder, if not found in Inbox) for verification email and click on 'Verify my email address'. If the button doesn't work copy-paste the link given below the 'Verify' button in your browser.



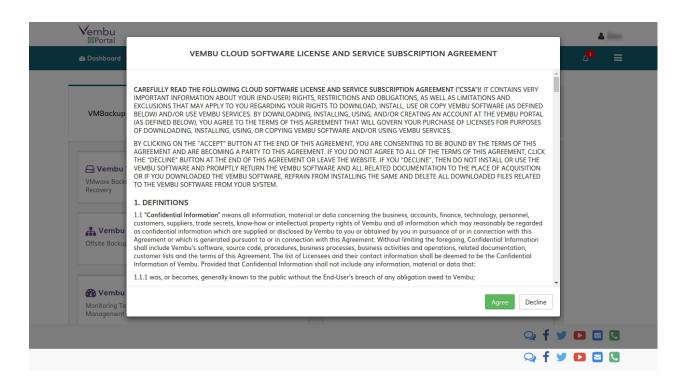
• You will be directed to a page with the registered email ID and you will be requested to create a password for your account. Once done providing password, click Activate.



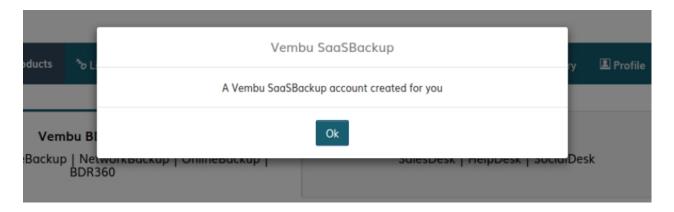
- Vembu portal account is now created successfully and you will be redirected to Vembu Portal login page. Login to Vembu portal account with the registered email id and password.
- To signup for Vembu SaaSBackup, click Products tab. From the list of products, click the 'Sign Up' option alongside Vembu SaaSBackup.



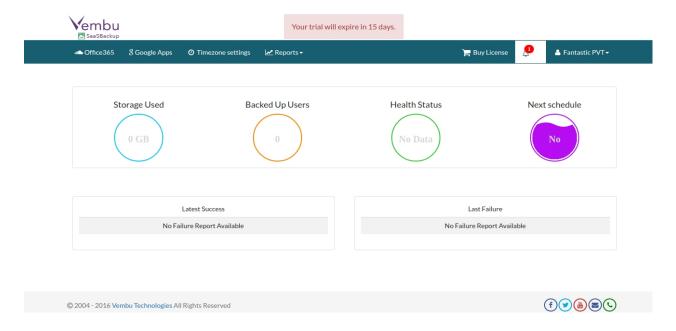
 You will be required to read and agree the 'Software license and subscription agreement'- Read and agree.



• Your Vembu SaaSBackup account is now successfully created.



• Click Ok and you will be redirected to dashboard of Vembu SaaSBackup.



 You can also login to Vembu SaaSBackup by visiting following link: saasbackup.vembu.com

Vembu SaaSBackup User Guide

Backup:

- Office 365 Backup
- Google Apps Backup

Vembu SaaSBackup User Guide

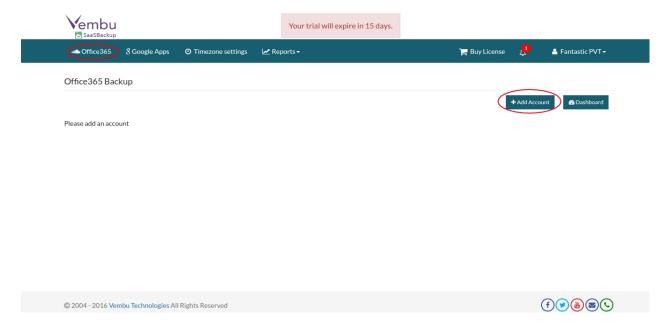
Office 365 Backup:

A user can backup their Office 365 data(mails, calendar events and contacts) by adding domain level access to Vembu SaaSBackup application. Backup jobs can be configured either at domain level or at user level by selecting specific set of users. This process of configuring and managing Office 365 backup is done in 4 steps:

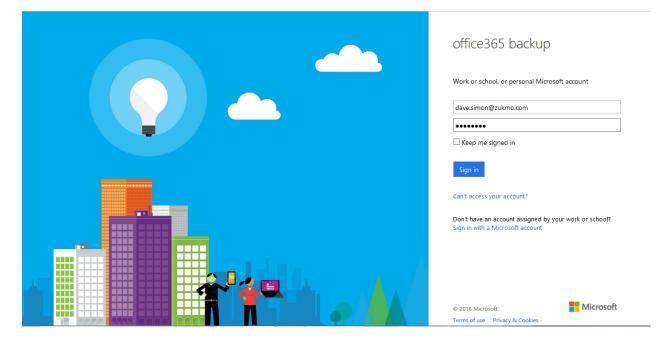
- Add Domain
- Add OneDrive
- Add Backup
- Office 365 View and Edit page

Add Domain:

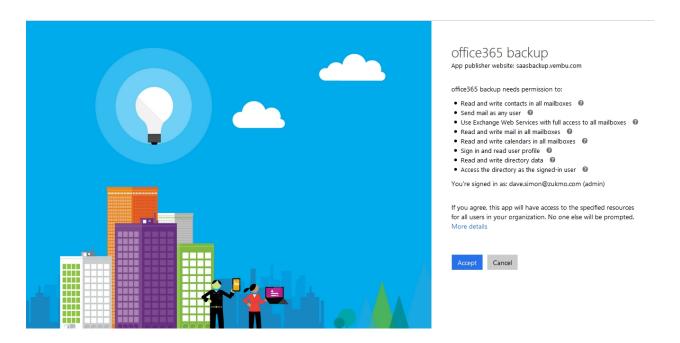
- Login to Vembu SaaSBackup and click on Office 365 tab.
- User can register a new Vembu 365 domain by clicking on Add Account option.



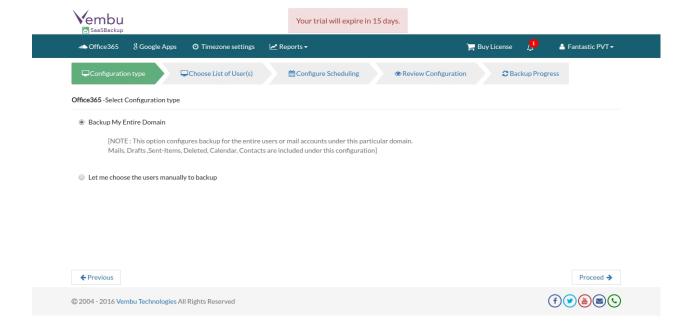
Once clicked, user will be redirected to login page of Microsoft Office 365.



- User will be required to provide the account credentials of user/admin that is required to be taken as backup.
- Once logged in, user will be requested to allow permission to Vembu SaaSBackup to access account for performing backup job.



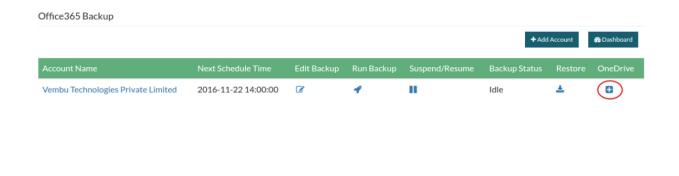
 Read the details mentioned and Click 'Accept', you will be redirected to Office 365 backup page.



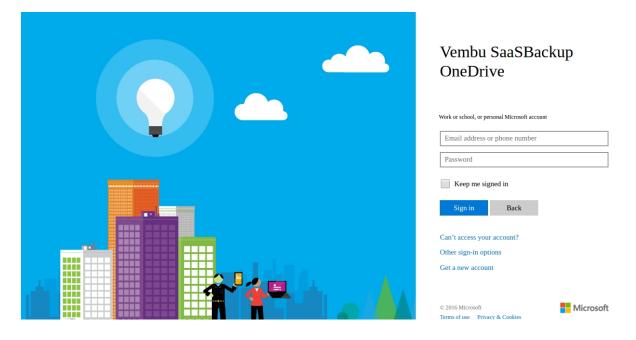
Add OneDrive:

To enable OneDrive access to any newly added Office 365 domain:

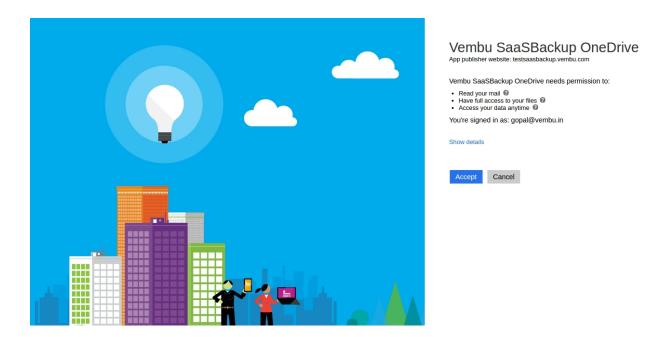
• User need to click on OneDrive option available under the particular domain.



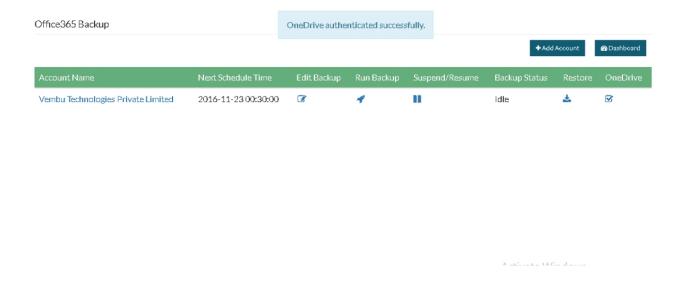
• Once clicked, user will be redirected to login page of Microsoft OneDrive.



- User will be required to provide the account credentials of OneDrive that is to be backed up.
- Once logged in, user will be requested to allow permission to Vembu SaaSBackup to access account for performing backup job.

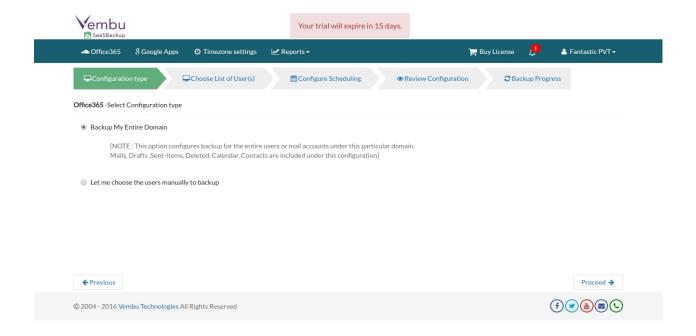


- Read the details mentioned and Click 'Accept', you will be redirected to Office 365 backup page.
- On successful completion, you will also be notified with the following message: "OneDrive authenticated successfully". You can also see a 'tick' mark denoting OneDrive is enabled for the particular Office 365 account.

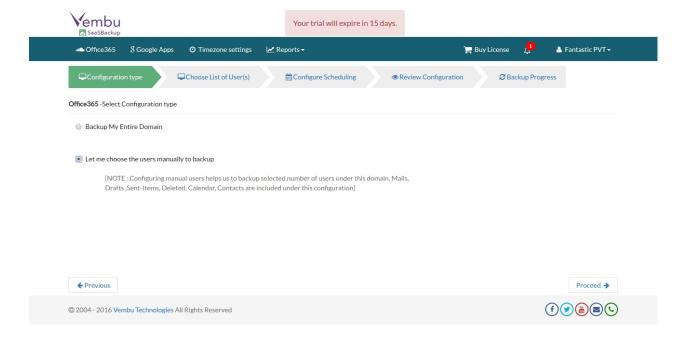


Add Backup:

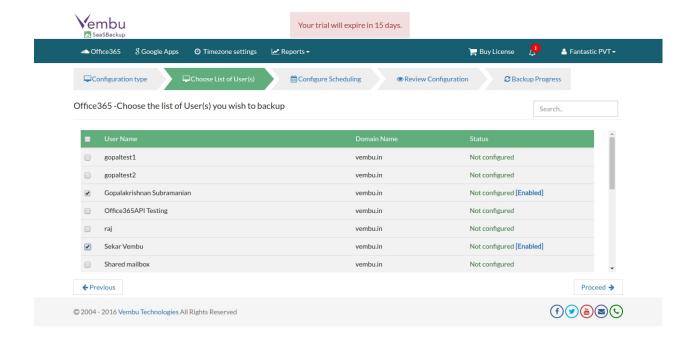
- On successful completion of Adding Domain and OneDrive, user will be redirected to configure office 365 backup.
- User will be given two options to backup:
 - o Backup my entire Domain
 - o Let me choose the users manually to backup



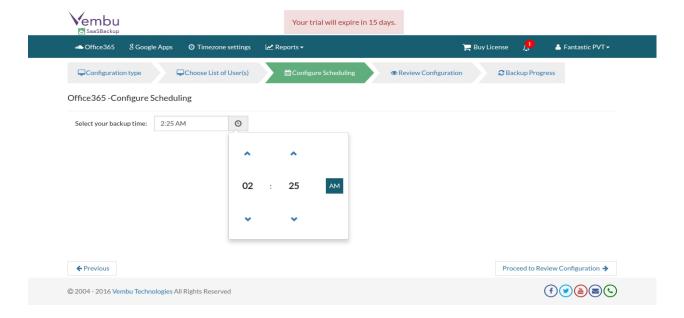
 Proceeding with 'Let me choose the users manually to backup' option will let users list users at domain level by choosing a domain which in turn let users 'Choose list of users' to be backed up.



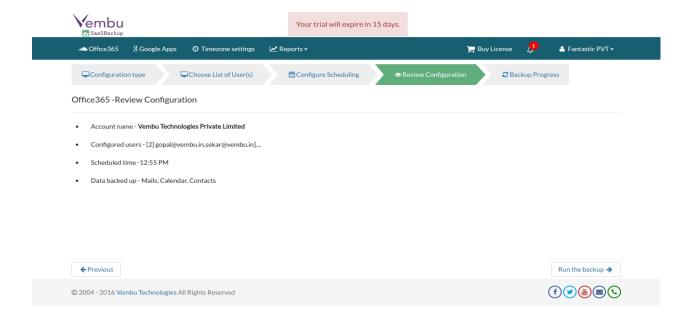
 Select the set of users to be backed up under each domain and proceed to configure scheduling.



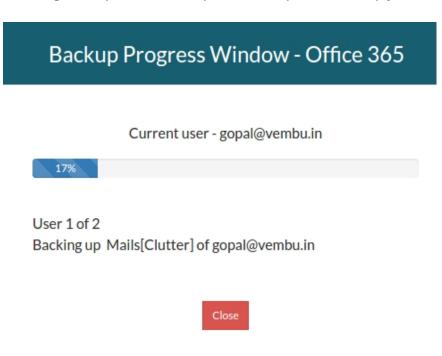
 Proceeding with 'Backup my entire Domain' option will direct user to configure schedule page. Specify the time for backup job to perform on a daily basis and proceed.



• Review the configurations chosen and proceed to run backup job.



 You can monitor the backup progress from backup list in Office 365 page. Click on 'Progress' option in backup status of specific backup job.



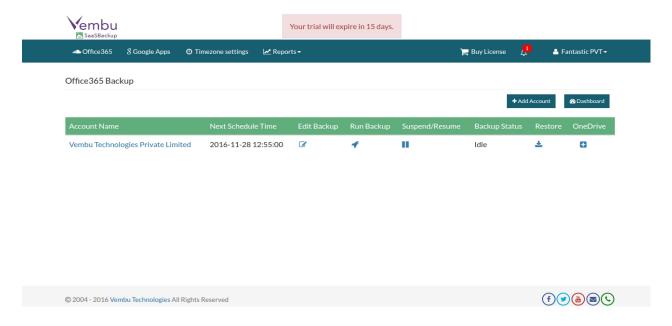
Once done, backup status will become idle in domain list page.

Office 365 View and Edit Backup:

Office 365 domain listing page will list the Office 365 accounts added for backup job with options in following order:

- Account Name
- Next Schedule Time
- Last Schedule Time
- Edit Backup

- Run Backup
- Suspend/resume
- Backup status and
- Restore



Account Name

• This option will display the list of added domain account names.

Next Schedule Time

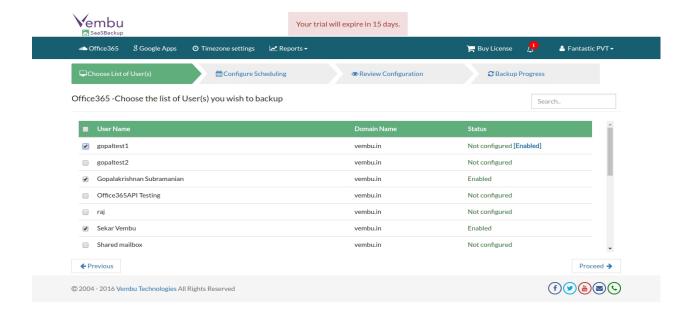
• This option will display the next backup schedule time.

Last Schedule Time

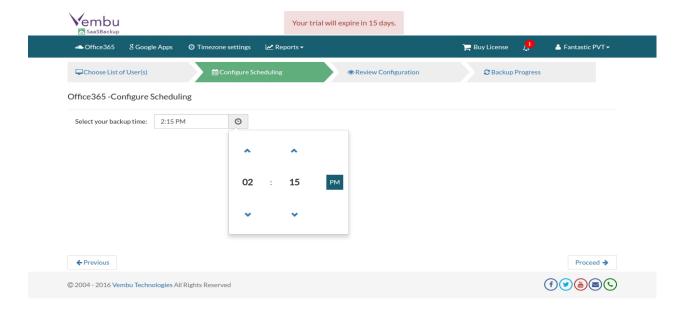
• This option will display the time of last successful backup schedule.

Edit Backup

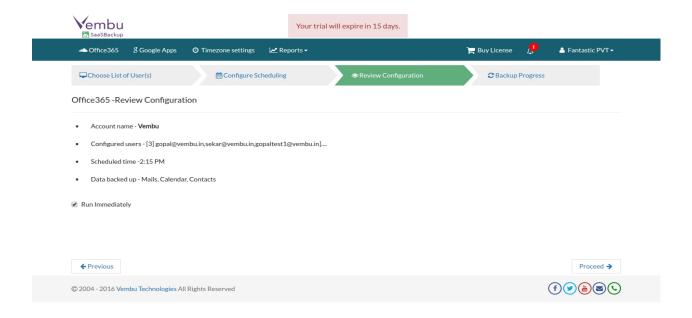
- Click on Edit option alongside an added account, you will be directed to the page with list of users to be backed up(both configured/ Not configured).
- You can add/remove user accounts to/from backup job by enabling/disabling check-box simultaneously. Once done, click proceed.



Configure backup schedule time and proceed.



• Review configuration and run backup job.



Run backup

• This option allows users to instant schedule backup job to run immediately.

Suspend/Resume

• This option allows user to suspend/resume a backup job as per requirements.

Backup Status

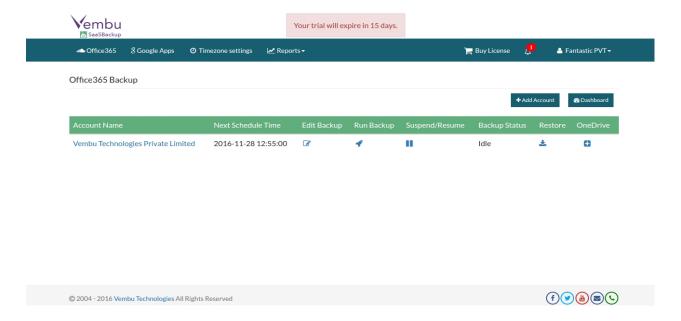
Shows the current status of backup job- Backup in Progress/Idle

Restore

• This option lets you proceed with the restore process

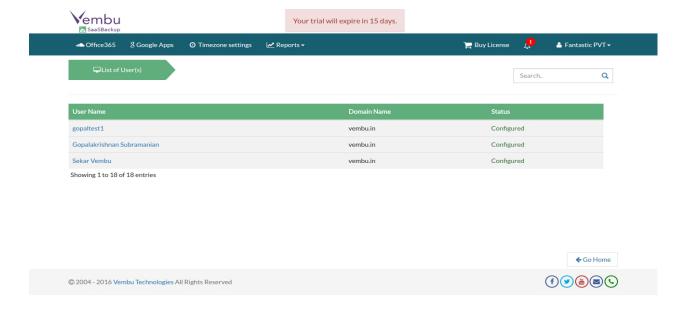
View Backup data

Users can review their backed up data under each added account whenever required, even without proceeding with restore.



User View

This can be done with a click over respective admin account name that lists the backed up user list.

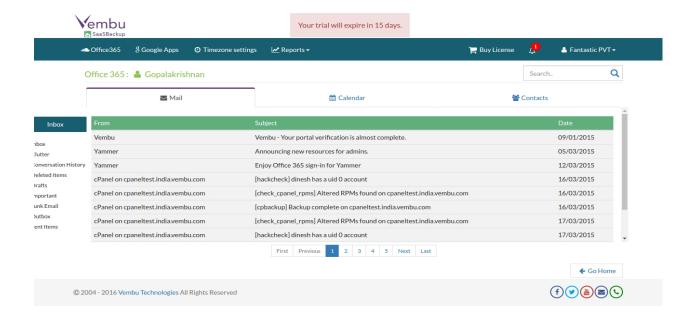


Further clicking on individual users will direct to the list of backed up data page, where users can view Mail, Calendar and Contacts that are backed up from the particular user.

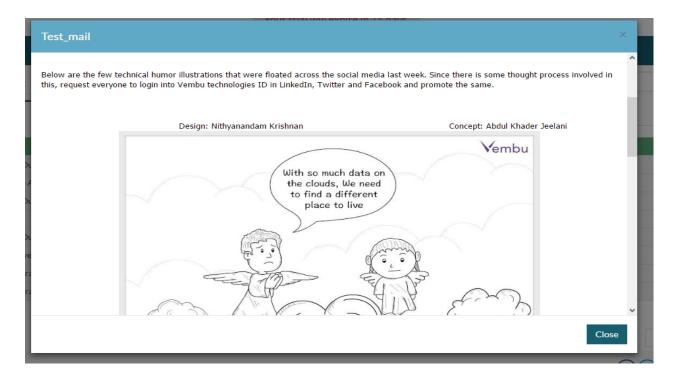
Mail View

Click on any particular user from the list of users and you will be directed to the Mail box(Default tab chosen) listing mails from Inbox. The Mail tab displays mails from following tags:

- Inbox displays user's incoming mails
- Drafts displays saved drafts
- Sent displays user's outbox
- Trash displays the trashed mails

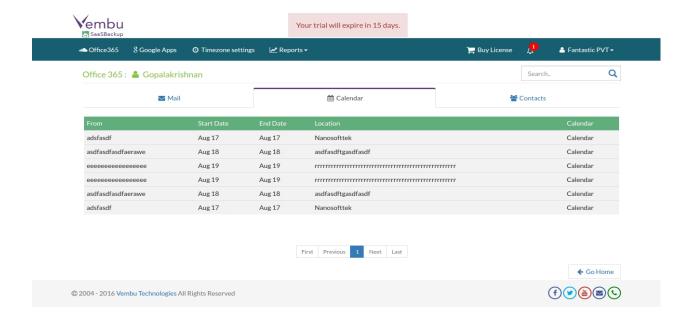


Clicking on any particular mail will open a pop-up window displaying the mail content along with the sender-recipient details. Trying to open a spam content will not display mail content.



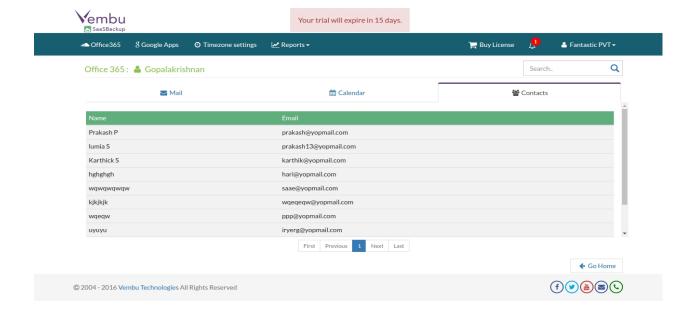
Calendar View

Clicking on Calendar tab(Next to Mail Tab) will show the list of scheduled events created by particular user. The tab displays event details such as the start and end time along with the location of event.



Contacts View

The contacts tab displays the list of contacts associated with the particular users email account.



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Google Apps Backup:

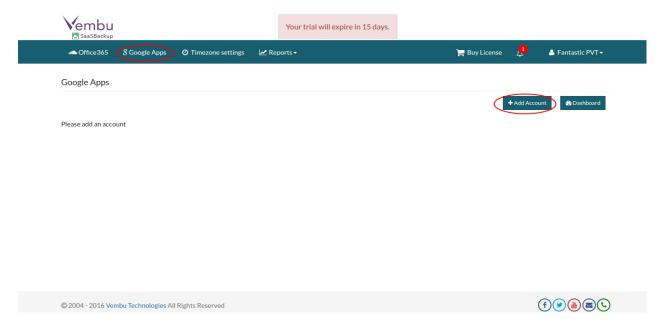
A user can backup their Google Apps data(mails, Google Drive, calendar events and contacts) by adding domain level access to Vembu SaaSBackup application. Backup jobs can be configured either at domain level or at user level by selecting specific set of users. This process of configuring and managing Google Apps backup is done in 3 steps:

- Add Domain
- Add Backup

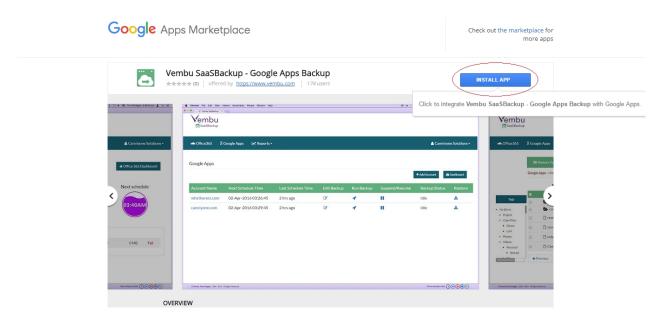
Google Apps View and Edit page

Add Domain:

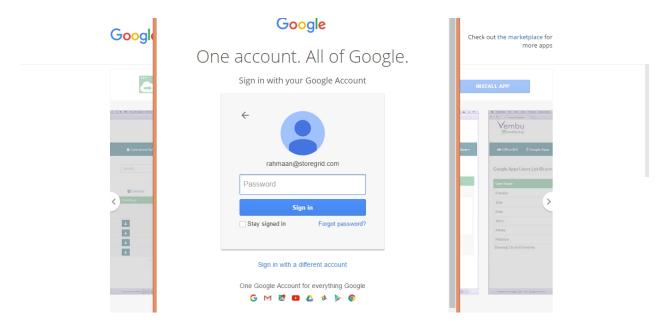
- Login to Vembu SaaSBackup and click on Google Apps tab.
- User can register a new Vembu 365 domain by clicking on Add Account option.



• Once clicked, user will be redirected to install Vembu SaaSBackup app from Google Apps Marketplace.



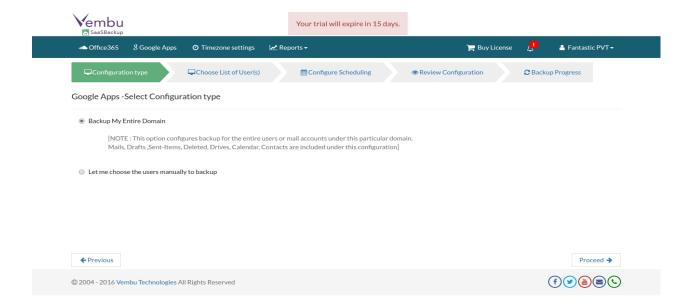
• Click install app and you will be requested to provide login details.



• Once logged in user will be requested to allow offline access to Vembu SaaSBackup.

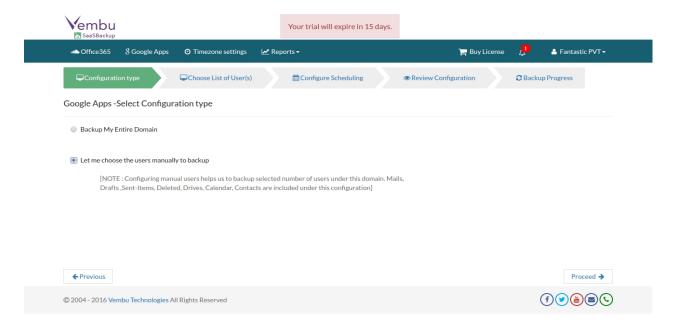


• Click allow and proceed. You will be redirected to Google Apps backup page.

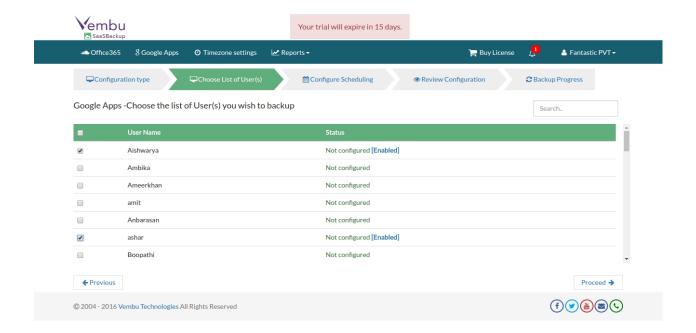


Add Backup:

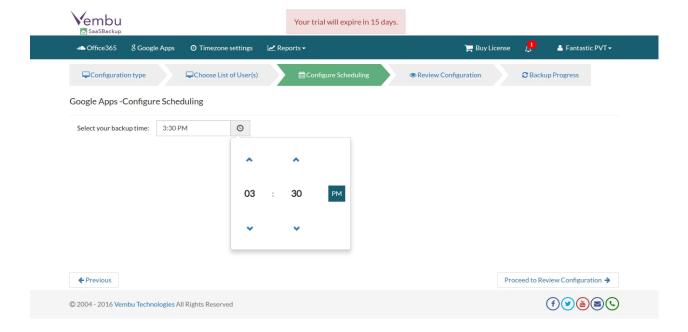
- On successful completion of Adding Domain, user will be redirected to configure Google Apps backup.
- User will be given two options to backup:
 - Backup my entire Domain
 - Let me choose the users manually to backup



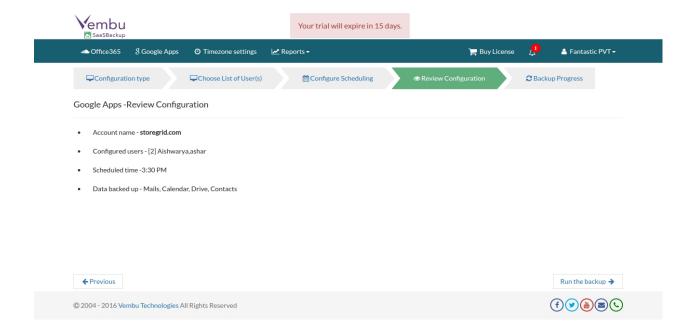
• Proceeding with 'Let me choose the users manually to backup' option will let 'Choose list of users' to be backed up. Select the users and proceed to configure scheduling.



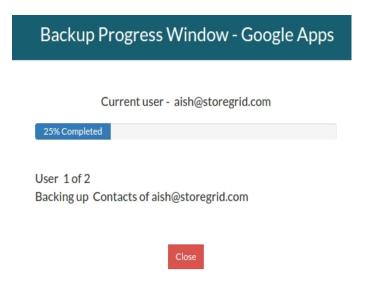
 Proceeding with 'Backup my entire Domain' option will direct user to configure schedule page. Specify the time for backup job to perform on a daily basis and proceed.



Review the configurations chosen and proceed to run backup job.



• You can monitor the backup progress from backup list in Google Apps page. Click on 'Progress' option in backup status of specific backup job.



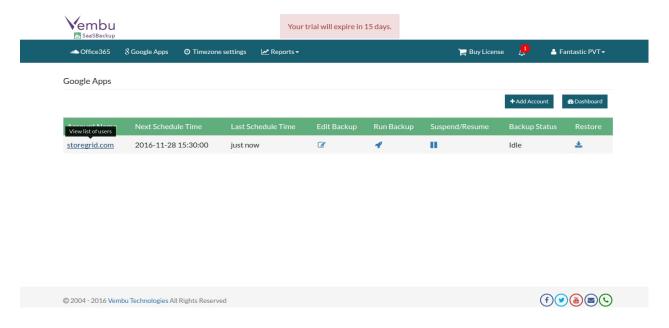
• Once done, backup status will become idle in domain list page.

Google Apps View and Edit Backup:

Google Apps domain listing page will list the Google Apps accounts added for backup job with options in following order:

- Account Name
- Next Schedule Time
- Last Schedule Time
- Edit Backup
- Run Backup
- Suspend/resume

- Backup status and
- Restore



Account Name

• This option will display the list of added domain account names.

Next Schedule Time

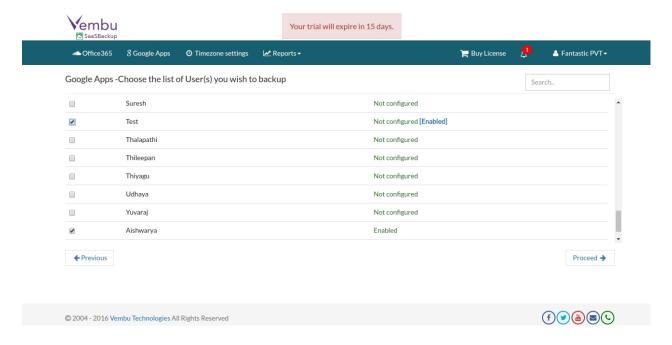
• This option will display the next backup schedule time.

Last Schedule Time

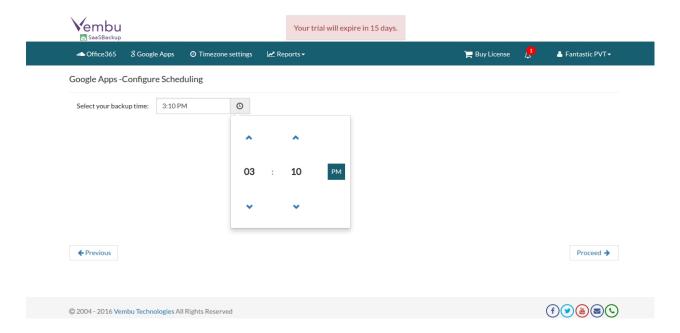
• This option will display the time of last successful backup schedule.

Edit Backup

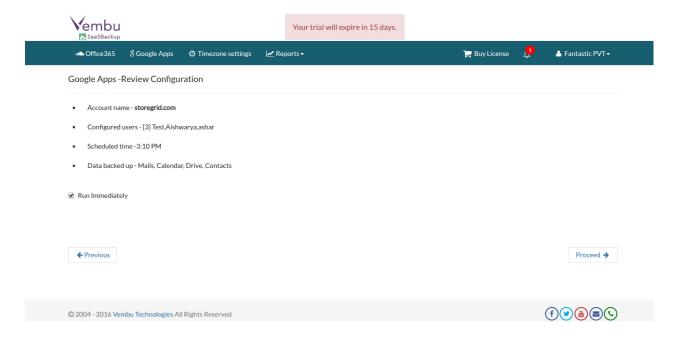
- Click on Edit option alongside an added account, you will be directed to the page with list of users to be backed up(both configured/ Not configured).
- You can add/remove user accounts to/from backup job by enabling/disabling checkbox simultaneously. Once done, click proceed.



• Configure backup schedule time and proceed.



• Review configuration and run backup job.



Run backup

• This option allows users to instant schedule backup job to run immediately.

Suspend/Resume

• This option allows user to suspend/resume a backup job as per requirements.

Backup Status

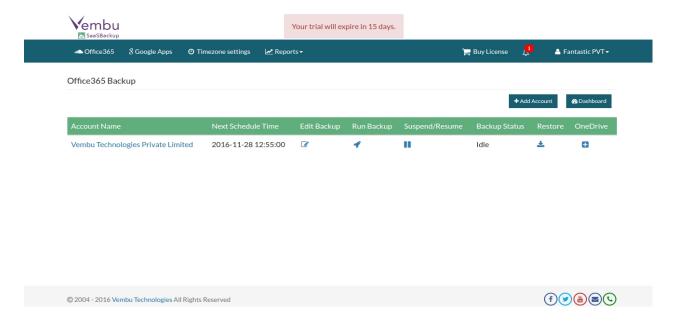
Shows the current status of backup job- Backup in Progress/Idle

Restore

• This option lets you proceed with the restore process

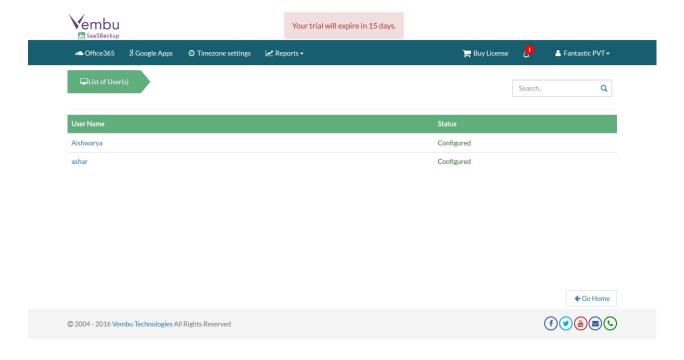
View Backup data

Users can review their backed up data under each added account whenever required, even without proceeding with restore.



User View

This can be done with a click over respective admin account name that lists the backed up user list.



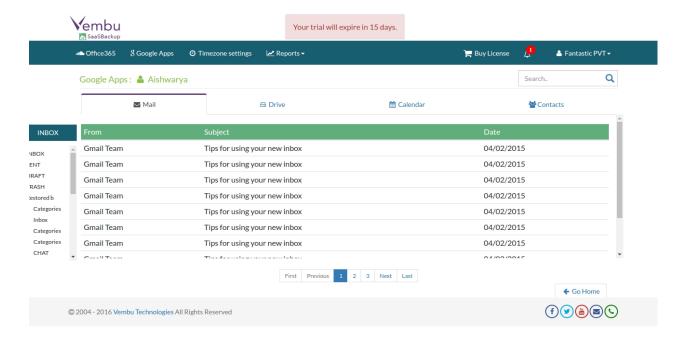
Further clicking on individual users will direct to the list of backed up data page, where users can view Mail, Calendar and Contacts that are backed up from the particular user.

Mail View

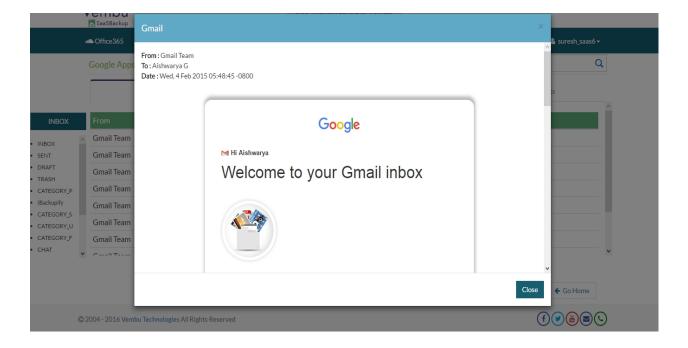
Click on any particular user from the list of users and you will be directed to the Mail box(Default tab chosen) listing mails from Inbox. The Mail tab displays mails from following tags:

- Inbox displays user's incoming mails
- Drafts displays saved drafts
- Sent displays user's outbox

- Chat displays individual message of each conversation along with the sender details
- Trash displays the trashed mails

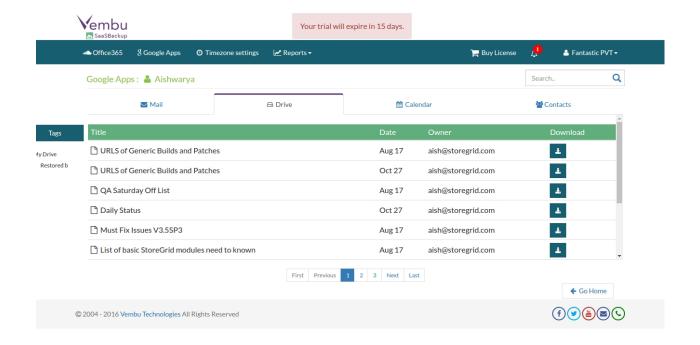


Clicking on any particular mail will open a pop-up window displaying the mail content along with the sender-recipient details. Trying to open a spam content will not display mail content.



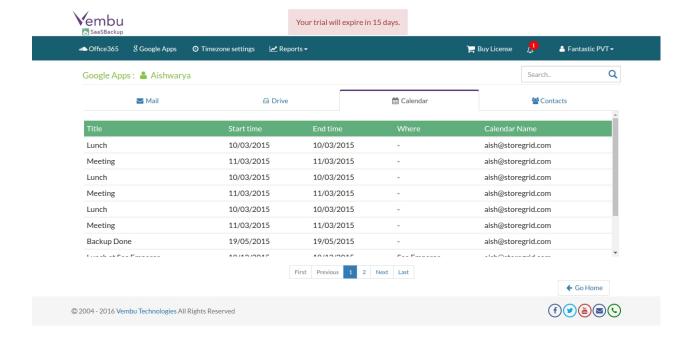
Drive View

The Drive tab lists all the files and folders owned by the user and shared with the user account. User will also have the option to download the listed files to their machines.



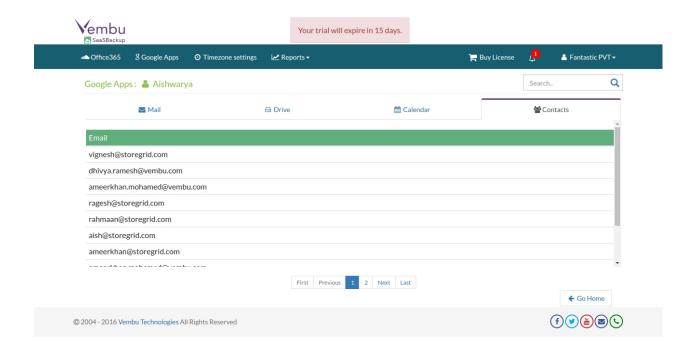
Calendar View

Clicking on Calendar tab(Next to Mail Tab) will show the list of scheduled events created by particular user. The tab displays event details such as the start and end time along with the location of event.



Contacts View

The contacts tab displays the list of contacts associated with the particular users email account.



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Restore:

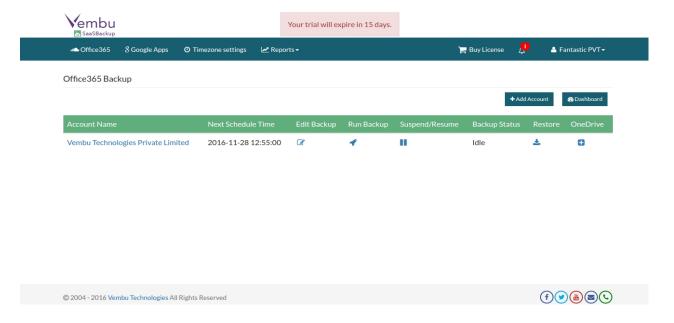
- Office 365 Restore
- Google Apps Restore

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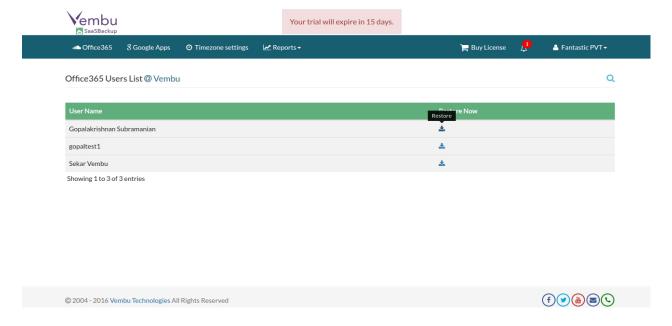
Office 365 Restore:

Users can now perform granular level restore of Office 365 data(Mails, Calendar and Contacts) for individual users. Please do follow below steps to proceed with restore:

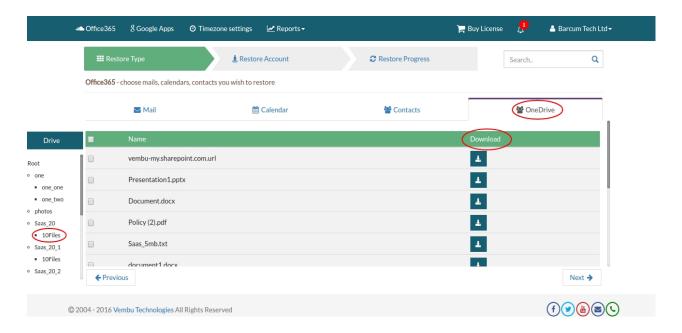
- Click Office 365 tab and you will have all the added accounts listed along with various options.
- Click restore option alongside the respective account you want to restore data from.



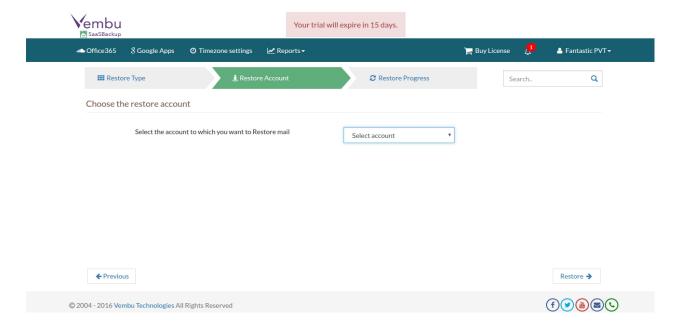
 You will be directed to a page with the list of users, where you can choose different domain. Choose the domain and a user you wish to restore and click restore Now option.



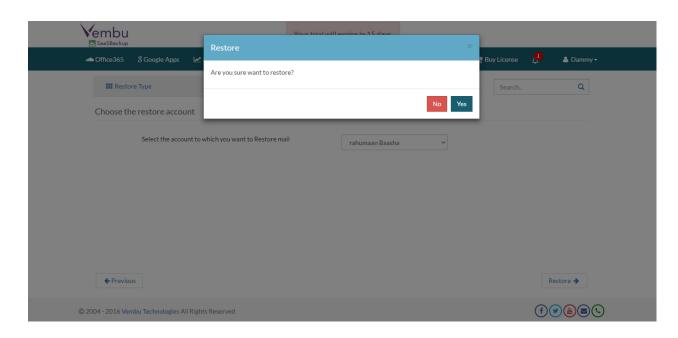
- You will be directed to a page where the backed up mails, calendar events and contacts
 of the particular user will be listed for restore.
- User can either select specific set of mails or calendar events or contacts or files from OneDrive to restore and proceed with Next.



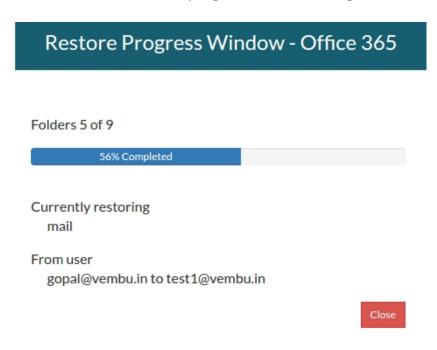
- Users can also filter mailbox, contacts and calendar using search option and select specific mails/contacts/documents/calendar for restore.
- Once done selecting the data for restore, proceed with Next.
- Now choose the account you want the data to be restored.



• Once done choosing, click restore to initiate the process.



• Do monitor the restore progress and ensure it gets successful.

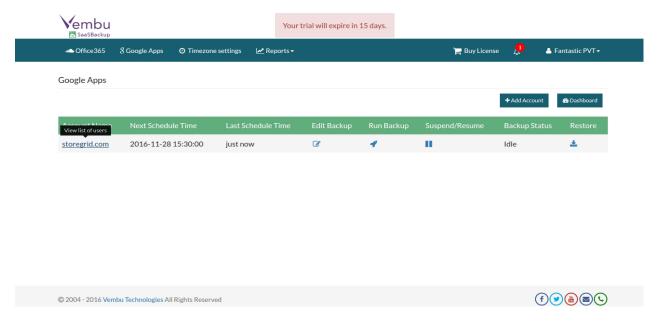


Vembu SaaSBackup User Guide

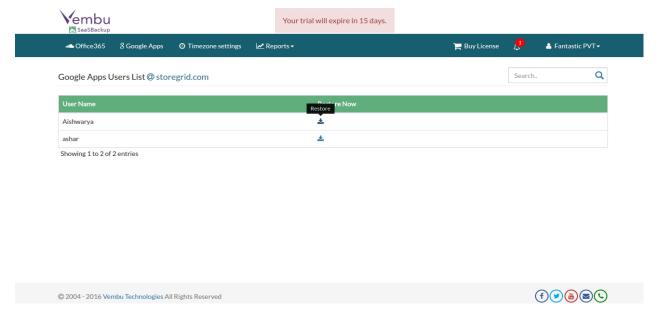
Google Apps Restore:

Users can now perform granular level restore of Google Apps data(Mails, Google Drive, Calendar and Contacts) for individual users. Please do follow below steps to proceed with restore:

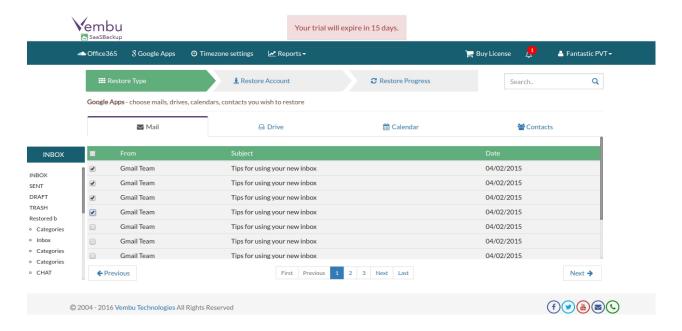
- Click Google Apps tab and you will have all the added accounts listed along with various options.
- Click restore option alongside the respective account you want to restore data from.



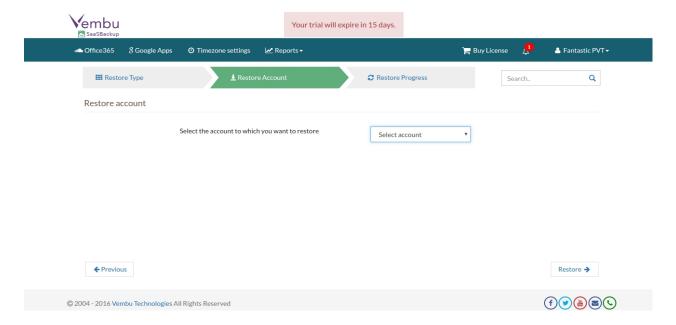
 You will be directed to a page with the list of users, where you can choose different domain. Choose the domain and a user you wish to restore and click restore Now option.



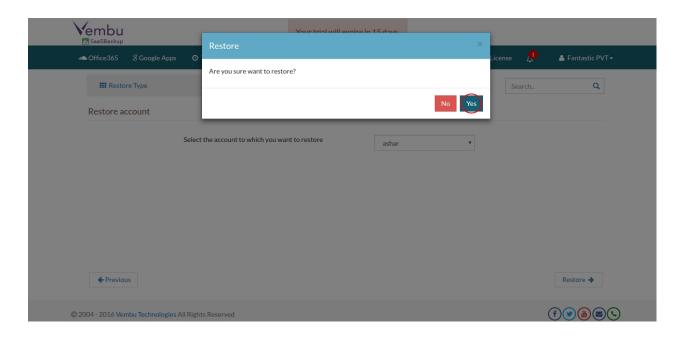
- You will be directed to a page where the backed up mails, Google drive documents, calendar events and contacts of the particular user will be listed for restore.
- User can either select specific set of mails or calendar events or contacts to restore and proceed with Next.



- Users can also filter mailbox, contacts, Google drive and calendar using search option and select specific mails/contacts/documents/calendar for restore.
- Once done selecting the data for restore, proceed with Next.
- Now choose the account you want the data to be restored.



• Once done choosing, click restore to initiate the process.



• Do monitor the restore progress and ensure it gets successful.

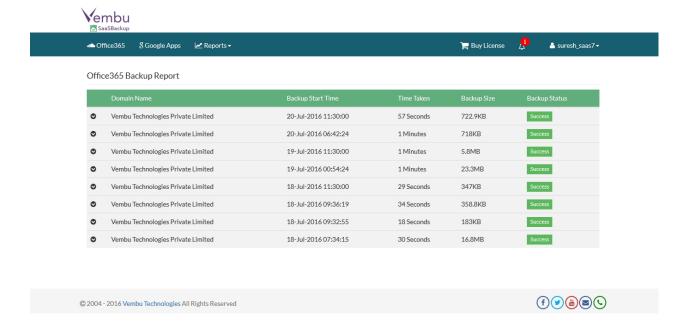
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Reports:

Reports tab lists the backup status report of both Office 365 backups and Google Apps backups.

Office 365 Backup Report:

- Go to Reports → Office 365 Report
- The page lists all the Domain names added along with the following details:
 - o Domain Name Domain name which a user added via Office365 account.
 - o Backup Start Time Time at which the backup was last scheduled.
 - o Backup End Time Time at which the backup schedule completed backing up the data.
 - o Backup Size Total size of the backup before compression.
 - o Backup Status Status will report the success or failure of backup process.



Google Apps Backup Report:

- Go to Reports → Office 365 Report
- The page lists all the Domain names added along with the following details:
 - o Domain Name Domain name which a user added via Office365 account.
 - o Backup Start Time Time at which the backup was last scheduled.
 - Backup End Time Time at which the backup schedule completed backing up the data.
 - o Backup Size Total size of the backup before compression.
 - Backup Status Status will report the success or failure of backup process.

