



Get started

SaaS Backup For Office 365

NetApp
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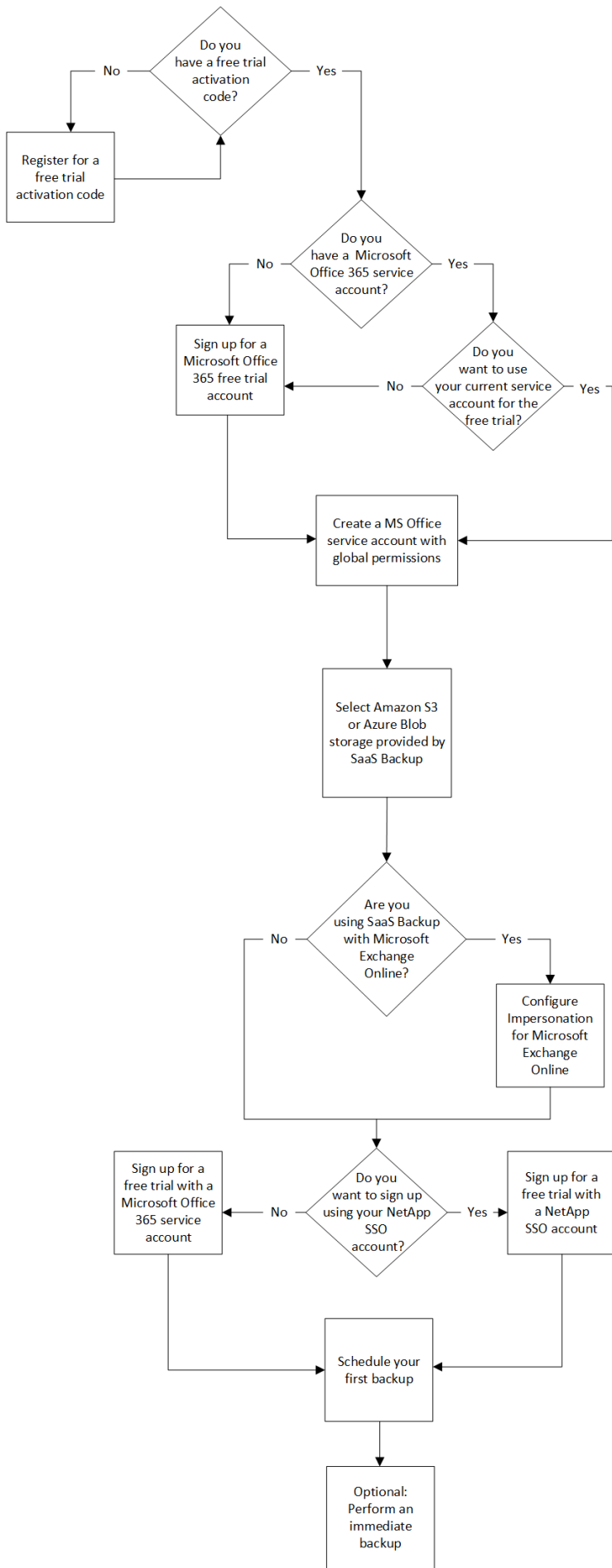
Get started

Get started with a free trial

Workflow to get started with a free trial of SaaS Backup for Microsoft 365

To get started with a free trial of SaaS Backup for Microsoft 365, you must do the following:

1. Be aware of the [free trial restrictions](#).
2. Have a [free trial activation code](#).
3. If needed, [sign up for a Microsoft 365 test account](#).
4. [Create a MS Office service account with global permissions](#).
5. Decide if you will use Amazon S3 or Azure Blob storage provided by SaaS Backup.
6. [Configure Impersonation for Microsoft Exchange Online](#).
7. [Sign up for SaaS Backup for Microsoft 365](#) using your Microsoft 365 account or your NetApp SSO account.
8. [Schedule your first backup](#).
9. [Optional: Immediately back up your data](#).



Free trial restrictions

The following restrictions apply to free trial accounts:

- A maximum of 25 users for Microsoft Exchange Online and 25 site collections for Microsoft SharePoint Online.
- A maximum of 3 immediate backups per day.
- Automated backups for only the first 30 days.
- No scheduled backups are allowed during the 15 day grace period after the free trial ends.
- A maximum of 10 restores are allowed in a 24-hour period for all services.
- TeamsChat backup is disabled by default and can be enabled upon request by sending an email to SaaS Backup Support at saasbackupsupport@netapp.com. To enable TeamsChat, all active Teams users must be licensed in SaaS Backup.

Register for a free trial activation code

You must have an activation code in order to sign up for a free trial of SaaS Backup for Microsoft 365. An activation code may have been provided to you by your channel partner or sales representative. If not, you must register to receive one.

Steps

1. Click [here](#) to go to the SaaS Backup for Microsoft 365 free-trial URL.
2. Enter the requested registration information and click **Submit**.
You will receive an email containing your free-trial activation code.

Sign up for a Microsoft 365 free trial account

With a free 30-day trial of Microsoft 365 for Business, you can discover the latest features of Microsoft 365 and SaaS Backup for Microsoft 365.

Steps

1. Go to the [Microsoft 365 for business site](#) to start your trial subscription.
2. Click **Try 1 month free**.
3. Follow the on-screen instructions to create your Microsoft 365 free trial account.

Create a new Microsoft Office 365 service account

When you create your new Microsoft Office 365 account, this account must have global administration permissions with a valid and assigned Microsoft Office 365 license.

This is not the only service account used to manage SaaS Backup for Microsoft Office 365. The following image points out the different service account types with descriptions below.

Service account descriptions

- 1 The account used to sign up for SaaS Backup; it requires global administration permissions with a valid Microsoft Office 365 license during signup. It can be used for backup and restore operations.
- 2 A **zzzCCconfigacct** is automatically created as a service account to discover Office 365 Groups.
- 3 An additional service account can be added to enhance performance of backup and restore operations.

Create a new MS Office 365 service account with global administrator permissions

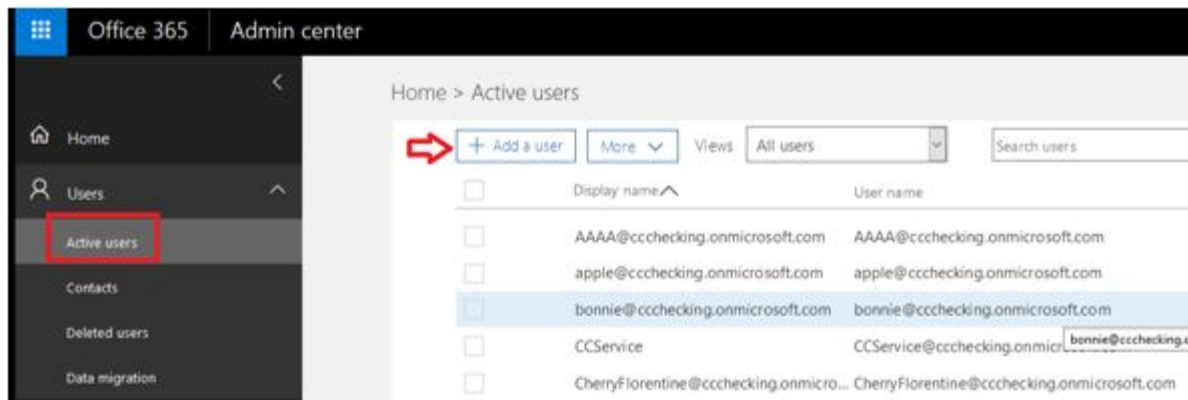
During signup, create an account with global permissions and a valid Microsoft Office 365 license. You can remove the global administration permissions and the license from this account after you complete signup.

Steps

1. Log in to your Microsoft 365 Management portal using an account with administrative privileges.
2. Click **Users**.



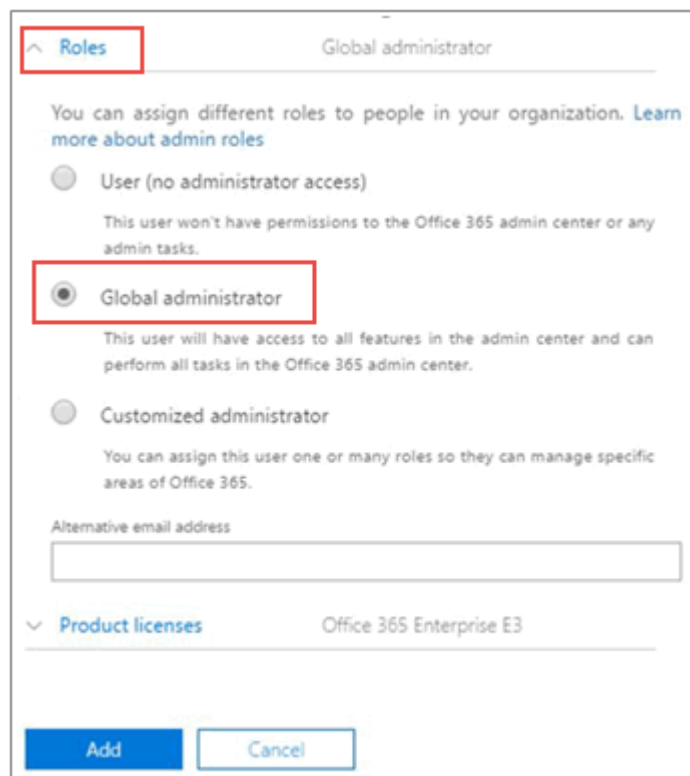
3. Select **Active users**, and then click **Add a user**.



4. Enter the details of the new service account.

- First name
- Last name
- Display name
- User name
The user name is the name of the service account.

5. Expand **Roles**, select **Global administrator** as the role, and then click **Add**.



The service account details are sent to the administrator.

6. Log in to your Microsoft 365 Management Portal with the new account to activate it.

7. After signup, ensure this service account maintains three permissions:

- Exchange Administrator
- SharePoint Administrator
- Application Impersonation Role

This is especially important if you restrict the individual licenses for the Global administrator role.

ZZZ Config account

As part of your SaaS Backup subscription, a new account is created with ZZZ CC Config [GUID].

This auto-created account is used for discovering Shared/Archive mailboxes and private groups. It should have Exchange and SharePoint permissions (customized administrator in O365). It is recommended that you exclude this account from MFA policies.

To avoid any discovery or backup failures, leave the account as is.

Create additional service accounts

Service Accounts can be added in SaaS Backup for Microsoft Office 365 to improve the backup performance for a customer. A service account is a Microsoft Office 365 user account without a license; it is used for backup and restore operations.

This type of account requires 3 permissions:

- Exchange administrator
- SharePoint administrator
- Application impersonation role

To add an additional service account, the service account must already exist in your Microsoft Office 365 environment. If you do not have an existing account, then create one.



To optimize performance, it is recommended that you have 1 service account added per 1000 users in Office 365.

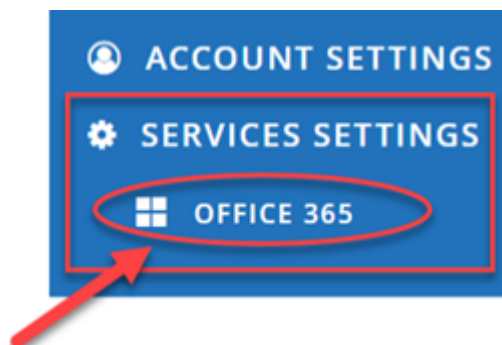
Steps

1. Log in to SaaS Backup for Microsoft Office 365.

2.

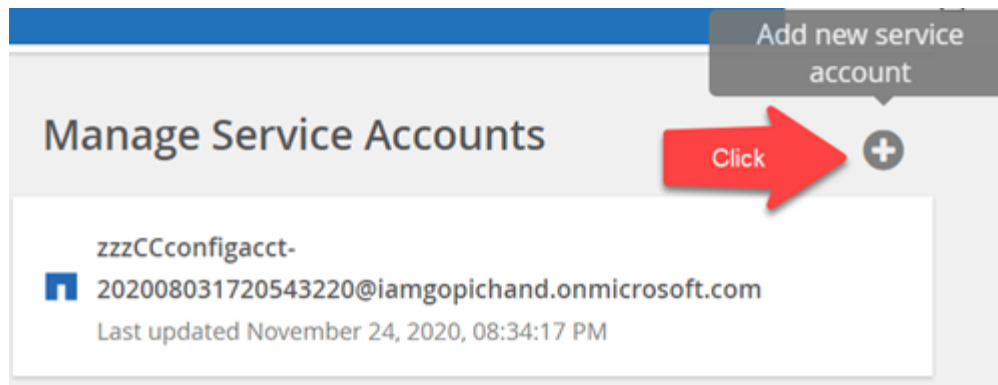


3. Click **Service Settings**.

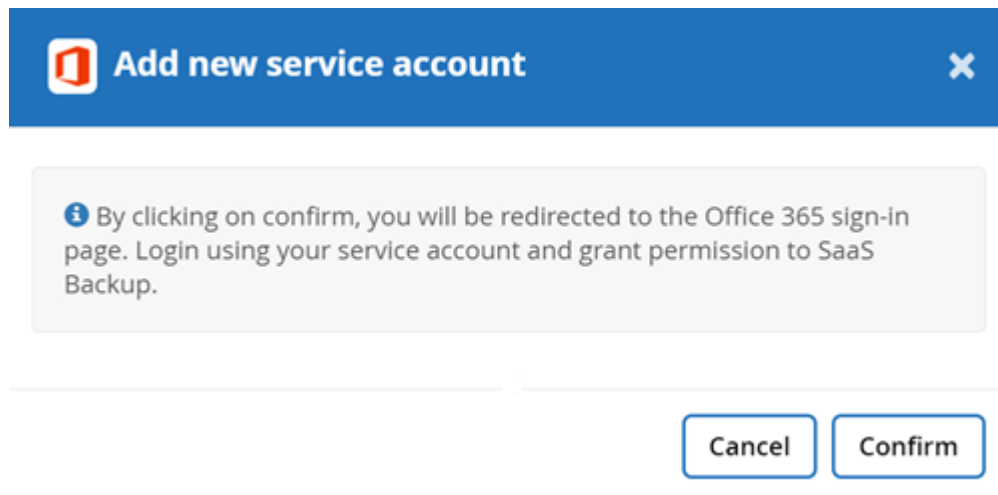


4.

To add a service account, click  under **Manage service accounts**.



A confirmation message pops up.



5. Click **Confirm**.
6. On the Microsoft Office 365 sign-in page, provide the credentials of the above mentioned service account to add it to SaaS Backup.

Configure Impersonation for Microsoft Exchange Online

If you plan to use SaaS Backup with Microsoft Exchange Online, you must configure impersonation. Impersonation allows your Microsoft 365 service account to impersonate user accounts and access associated permissions.

Automatically configure impersonation

To automatically configure impersonation, run [MSDN PowerShell Commands](#).

Manually configure impersonation


You can manually configure impersonation with your Microsoft 365 administrator account as well as with added Microsoft 365 service accounts in SaaS Backup. For more information about Microsoft 365 service accounts, go to [creating a Microsoft 365 service account with global permissions](#).

To manually configure impersonation do the following:

Steps


1. Log in to your Microsoft 365 service account.
2. Select the **Exchange** tab.
3. On the left, under Dashboard, select **Permissions**.
4. Click **Admin roles**.
5. Double-click in the right pane to select **Discovery management**.
6. Under **Roles**, click the **+** symbol.

Write scope:

Default 

Roles:

+ **-**

NAME 
ApplicationImpersonation
Legal Hold
Mailbox Search

7. Select **ApplicationImpersonation** from the drop-down menu.
8. Click **Add**.
9. Click **OK**.
10. Verify that **ApplicationImpersonation** was added under **Roles**.
11. Under Members, click the **+** symbol.

Members:



NAME	DISPLAY NAME ▲
AirBender	Air Bender

A new window appears

12. Choose the user name.
13. Click **Add**.
14. Click **OK**.
15. Verify that the user name appears in the **Members** section.
16. Click **Save**.

Sign up for a free trial of SaaS Backup for Microsoft 365

You can sign up for SaaS Backup for Microsoft 365 with your Microsoft 365 service account or with your NetApp SSO account.

Sign up for a free trial with a Microsoft 365 service account

Users who sign up for a free trial with a Microsoft 365 service account need to enable Basic Authentication to use SaaS Backup. SaaS Backup supports Basic Authentication only. If your Microsoft 365 tenant was created beginning in October 2020, and it has no recorded usage, you may encounter authentication failures. Ensure that you disable Modern Authentication for your Microsoft 365 service account.

[Learn how to disable Modern Authentication](#)

Steps


1. Enter the SaaS Backup for Microsoft 365 URL into your web browser:
<https://saasbackup.netapp.com>
2. Select your region.
Your tenancy is created in the selected region. Your data will be stored in that datacenter location and cannot be changed later.
3. Click **Sign up** at the bottom of the landing page.
4. Accept the End-User License Agreement.
5. Click **Sign Up with Office 365**.



6. Enter the email address and password for your Microsoft 365 test or trial account, and then click **Sign in**. A list of the permissions requested by SaaS Backup for Microsoft 365 is displayed.
7. Click **Accept**.
8. Enter the requested user information.
9. Click **Sign up**.
Your user name and a list of permissions given to SaaS Backup for Microsoft 365 is displayed.
10. Click **Next**.
A list of the available Microsoft 365 services is displayed.
11. Select the Microsoft 365 services that you want to activate.
12. Click **Next**.
13. Select **Free Trial** for the subscription type.
14. Enter your free trial activation code provided by your channel partner or sales representative, or obtained through the registration email.
15. Click **Next**.
16. Select your backup storage option.
 - a. Click **SaaS Backup Provided Storage**.
 - b. Select the storage option.
 - c. Click **Next**.
 - d. Review your configuration, and then click **Save**.

Sign up for a free trial with a NetApp SSO account

Steps

1. Enter the SaaS Backup for Microsoft 365 URL into your web browser:
<https://saasbackup.netapp.com>
2. Click Sign up at the bottom of the landing page.
3. Accept the End-User License Agreement.
4. Click **Sign Up with NetApp SSO**.

 Sign Up with NetApp SSO

5. Enter your NetApp SSO and password, and then click **LOGIN**.
6. Enter the requested user information, and then click **Sign Up**.
The free trial activation code you received from your channel partner, sales representative or in the registration email is required.
7. Click the  icon.
8. Click the  to select the SaaS service.
9. Click **Add Microsoft Office 365 Account**.
10. Enter the email address and password for your Microsoft 365 test or trial account, and then click **Sign in**.

A list of the permissions requested by SaaS Backup for Microsoft 365 is displayed.

11. Click **Accept**.

12. Click **Next**.

A list of the available Microsoft 365 services is displayed.

13. Select the Microsoft 365 services that you want to activate.

14. Click **Next**.

15. Select **Free Trial** for the subscription type.

Enter the activation code provided by your channel partner or sales representative, or obtained from a marketing representative through email.

16. Click **Next**.

17. Select your backup storage option.

a. Click **SaaS Backup Provided Storage**.

b. Select the backup storage option.

c. Click **Next**.

d. Review your configuration, and then click **Save**.

Schedule your first backup

When you set up SaaS Backup for Microsoft 365, by default, your data is unprotected. You must move your data from the unprotected tier to one of the protected tiers so that your data will be backed up during the next scheduled back up of the selected tier.

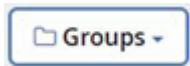
Steps

1. From the Dashboard, select the service containing the unprotected data.

2. Click **view** next to the number of unprotected mailboxes, MySites, sites or groups.

3. Select the items that you want to protect.

4. Click the **Groups** menu.



5. Select the **tier** for the backup policy that you want to assign.

See [Backup Policies](#) for a description of the backup policy tiers.

6. Click **Apply**.

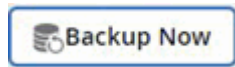
Perform an immediate backup of a specific backup policy

When you set up SaaS Backup for Microsoft 365, by default, all of your data is unprotected. After you move your data to a protected tier, you can perform an immediate backup of the tier to which you moved your data. This prevents your data from being at risk until the first scheduled backup occurs. If you can wait for the first scheduled backup, performing an immediate backup is not necessary.

You can perform an immediate backup any time you deem necessary for data protection. If you are running a trial version of SaaS Backup for Microsoft 365, you can only perform three immediate backups per day, per service.

Steps

1. From the Dashboard, select the service for which you want to perform an immediate backup.
2. Under **Backup Policies**, click the tier that you want to back up.
3. Click Backup Now.



A message is displayed indicating that the services under the selected tier will be placed in the job queue for immediate backup.

4. Click **Confirm**.
A message is displayed indicating that the backup job was created.
5. Click **View the job progress** to monitor the progress of the backup.

Upgrade from a trial subscription

Upgrading from a trial subscription

When you upgrade from a trial subscription to a licensed subscription, your trial data is only preserved if you keep the same backup storage destination type and the same backup storage region. To associate the license to the correct SaaS Backup account when you upgrade, use the same email address for both trial and licensed subscriptions.

If you change your backup storage destination type, your trial data is lost. Any change to your backup destination region also results in data loss.

If the backup destination of your trial subscription is...	And the backup destination of your licensed subscription is...	Your trial data is...
Amazon S3 provided by SaaS Backup	Amazon S3 provided by SaaS Backup	Preserved
Azure Blob provided by SaaS Backup	Azure Blob provided by SaaS Backup	Preserved


Before you begin

To validate your subscription, you must have a NetApp SSO user ID and password. If you do not have a NetApp SSO account, go to <https://mysupport.netapp.com/eservice/public/now.do> to register for one. After your request has been processed, you will receive an email notification containing your NetApp SSO credentials. It will take approximately 24 hours to process the request and send the notification email.

Steps

1. Click  **SERVICES** from the left navigation pane.
2. Click the Microsoft 365 link.



3. Under **Subscription details**, click  .
4. Select your upgrade option, and then click **Next**.
If you are purchasing through AWS Marketplace, select **AWS Marketplace**. Otherwise, select **NetApp License**.
5. If you selected **NetApp License**:
 - a. Enter the license information, and then click **Validate Subscription**.
A confirmation of your license information is displayed.
 - b. Click **Next**.
Your subscription storage information and including your storage destination and region is displayed.
 - c. If you want to change your destination storage type or destination storage region, do the following:
 - i. Select your new destination storage type and/or region.





If you change the destination of your storage or your destination region, NetApp SaaS Backup for Microsoft 365 does not migrate the trial data. You must agree to proceed.

- ii. If you are changing the destination storage type, enter the required information and click **Test Connection**.
 - iii. Click **Next**.
 - iv. Review your configuration, and then click **Save**.
 - d. If you want to keep the same destination storage type and destination storage region, review your configuration and click **Save**.
6. If you selected **AWS**, **AppDirect**, or **StreamOne**:
 - a. Click the link to go to the selected Marketplace.
 - b. Follow the Marketplace instructions.
To associate the license to the correct SaaS Backup account, use the same email address used for the free trial.



Licensed subscriptions through AWS marketplace can only use the Amazon S3 storage provided by SaaS Backup.

- c. Sign in to SaaS Backup for Microsoft 365 with your Microsoft 365 account.
 - d. Click the Microsoft 365 settings icon  .
 - e. Under Subscription details, click  .
If you selected a backup storage that is different from your trial subscription, a warning is displayed. SaaS Backup for Microsoft 365 does not migrate the trial data to the new destination. You must agree to proceed.



If you select to have fewer users in your licensed subscription than in your trial subscription, all user accounts are moved to the unprotected tier when the licensed subscription is activated. After activation, you must manually move the desired accounts into a protected tier.

f. Click **Save**.

g. If you haven't already done so, [activate support](#).

Activate support



If you purchased SaaS Backup through NetApp, support is activated by default. If you purchased SaaS Backup through a Cloud Marketplace such as AWS, you must activate support. Activating support enables you to access technical support over the phone, online chat, or web ticketing system.

If you are upgrading from a trial version of SaaS Backup, you can activate support either before or after you complete the upgrade process.

Before you begin

In order to activate support, you must have a NetApp SSO user ID and password. If you do not have a NetApp SSO account, go to <http://register.netapp.com> to register for one. After your request has been processed, you will receive an email notification containing your NetApp SSO credentials. It will take approximately 24 hours to process the request and send the notification email.

Steps

1. Click  **SERVICES** from the left navigation pane.
2. Click the settings icon .
3. In the **Activate Support** box, click **Activate**.
4. Enter your NetApp SSO username and password.
5. Click **Activate**.

The support status is now **Active**.

Free trial data deletion

If you do not upgrade to a licensed version of SaaS Backup for Microsoft 365, the data used during your free trial period is deleted as follows:

If your SaaS Backup free trial is...	Number of days after end of trial	Your data is...
Expired	1-15 days	Available: The administrator has normal access and can perform manual backups and restores. SaaS Backup continues to display alerts and send out notifications.

If your SaaS Backup free trial is...	Number of days after end of trial	Your data is...
Disabled	16-30 days	Deactivated: The administrator does not have access to the SaaS Backup portal. If subscription is updated during this period, data can be reactivated.
Deprovisioned	31 or more days	Deleted: All data is deleted and your tenant account is removed.

Get started with a Paid Subscription

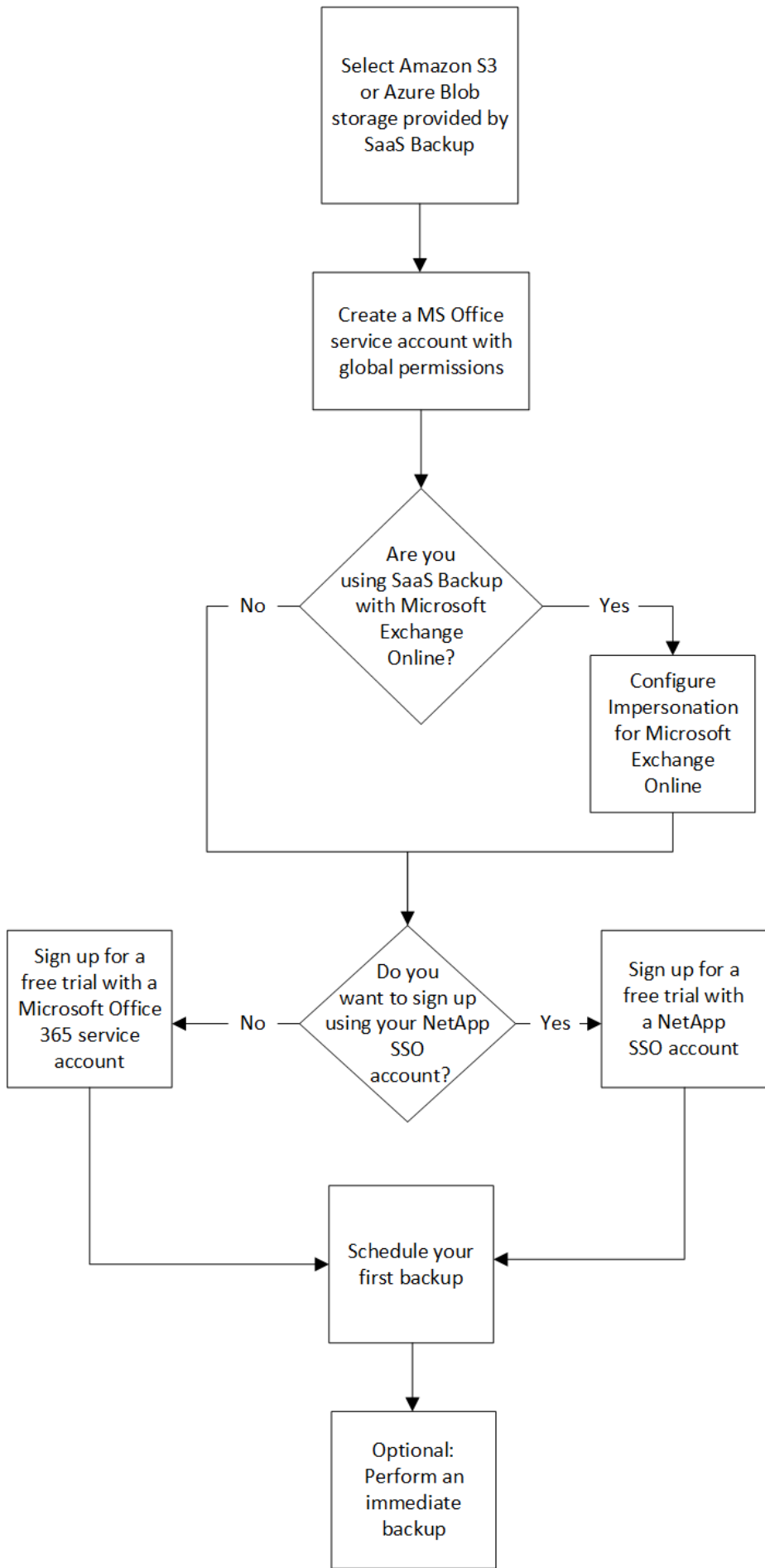
Workflow for getting started with a paid subscription to SaaS Backup for Microsoft 365

To get started with a paid subscription to SaaS Backup for Microsoft 365, you must do the following:

1. Decide if you will use Amazon S3 or Azure Blob storage provided by SaaS Backup.

[Storage types you can use with SaaS Backup.](#)

2. [Create a MS Office service account with global permissions.](#)
3. If needed, [configure Impersonation for Microsoft Exchange Online.](#)
4. [Sign up for SaaS Backup for Microsoft 365](#) using your Microsoft 365 account or your NetApp SSO account.
5. [Schedule your first backup](#)
6. [Optional: Immediately back up your data](#)



Create a new Microsoft Office 365 service account

When you create your new Microsoft Office 365 account, this account must have global administration permissions with a valid and assigned Microsoft Office 365 license.

This is not the only service account used to manage SaaS Backup for Microsoft Office 365. The following image points out the different service account types with descriptions below.

Service account descriptions

The screenshot displays the 'Microsoft Office 365 Service Settings' page. At the top, the account name is highlighted with a red circle 1. Below, the 'Manage Service Accounts' section shows two accounts: 'zzzCCconfigacct' (highlighted with red circle 2) and 'admin@starkdc.onmicrosoft.com' (highlighted with red circle 3). The page also includes sections for 'Manage Services' and 'Subscription Details'.

1 The account used to sign up for SaaS Backup; it requires global administration permissions with a valid Microsoft Office 365 license during signup. It can be used for backup and restore operations.

2 A **zzzCCconfigacct** is automatically created as a service account to discover Office 365 Groups.

3 An additional service account can be added to enhance performance of backup and restore operations.

Create a new MS Office 365 service account with global administrator permissions

During signup, create an account with global permissions and a valid Microsoft Office 365 license. You can remove the global administration permissions and the license from this account after you complete signup.

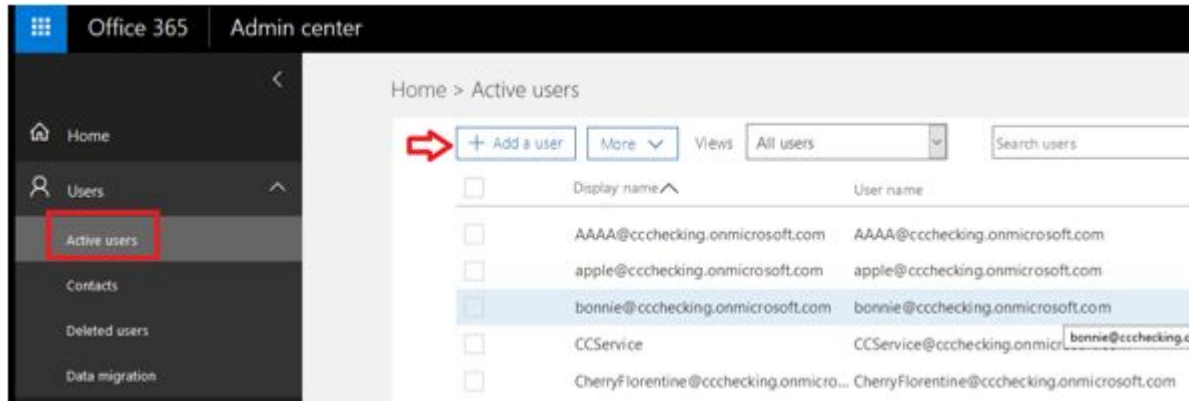
Steps

1. Log in to your Microsoft 365 Management portal using an account with administrative privileges.

2. Click **Users**.



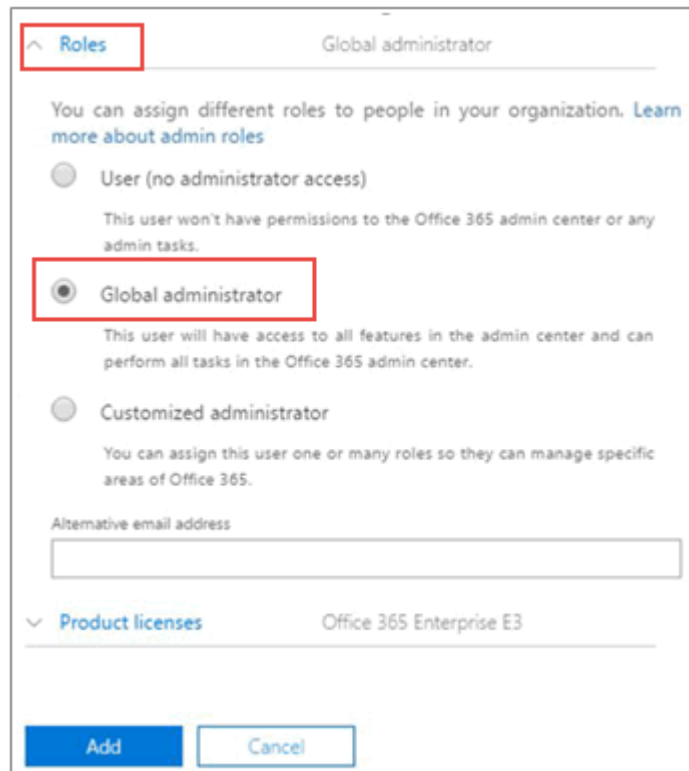
3. Select **Active users**, and then click **Add a user**.



4. Enter the details of the new service account.

- First name
- Last name
- Display name
- User name
The user name is the name of the service account.

5. Expand **Roles**, select **Global administrator** as the role, and then click **Add**.



The service account details are sent to the administrator.

6. Log in to your Microsoft 365 Management Portal with the new account to activate it.
7. After sign-up, ensure this service account maintains three permissions:
 - Exchange Administrator
 - SharePoint Administrator
 - Application Impersonation Role

This is especially important if you restrict the individual licenses for the Global administrator role.

ZZZ Config account

As part of your SaaS Backup subscription, a new account is created with ZZZ CC Config [GUID].

This auto-created account is used for discovering Shared/Archive mailboxes and private groups. It should have Exchange and SharePoint permissions (customized administrator in O365). It is recommended that you exclude this account from MFA policies.

To avoid any discovery or backup failures, leave the account as is.

Create additional service accounts

Service Accounts can be added in SaaS Backup for Microsoft Office 365 to improve the backup performance for a customer. A service account is a Microsoft Office 365 user account without a license; it is used for backup and restore operations.

This type of account requires 3 permissions:

- Exchange administrator
- SharePoint administrator
- Application impersonation role

To add an additional service account, the service account must already exist in your Microsoft Office 365 environment. If you do not have an existing account, then create one.



To optimize performance, it is recommended that you have 1 service account added per 1000 users in Office 365.

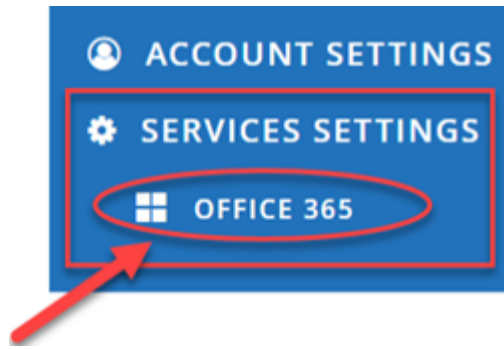
Steps

1. Log in to SaaS Backup for Microsoft Office 365.

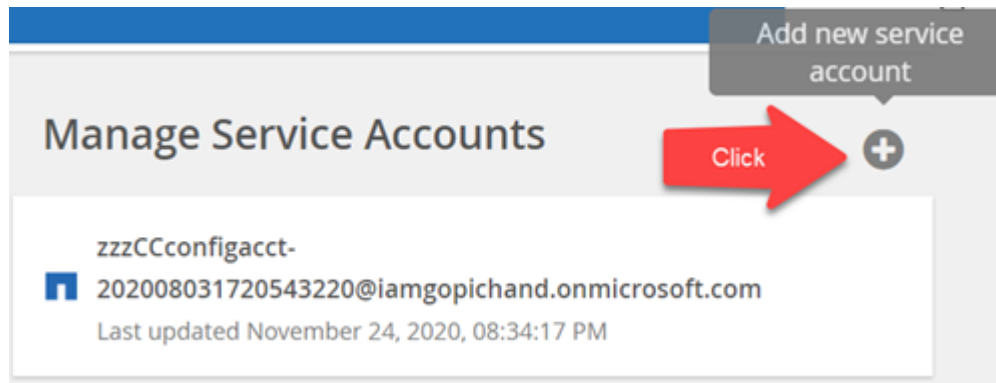
2.



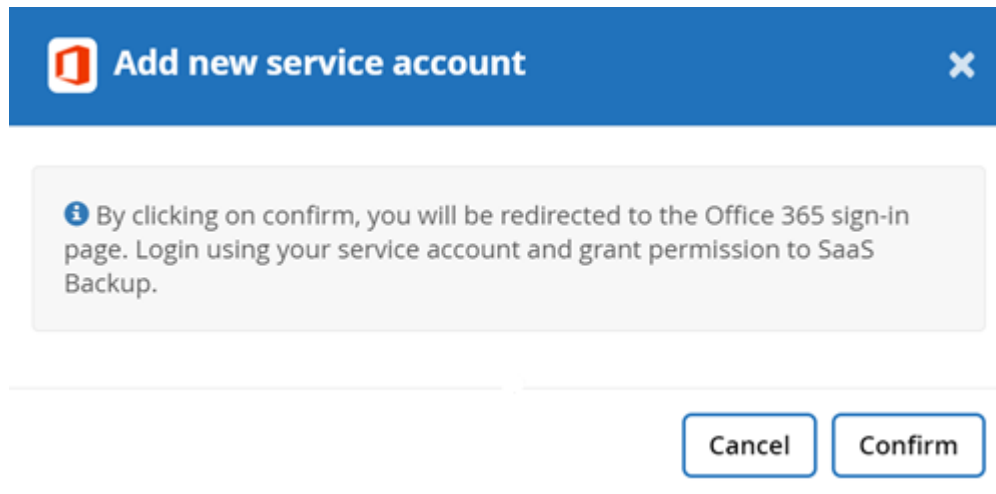
3. Click **Service Settings**.



4. To add a service account, click  under **Manage service accounts**.



A confirmation message pops up.



5. Click **Confirm**.
6. On the Microsoft Office 365 sign-in page, provide the credentials of the above mentioned service account to add it to SaaS Backup.

Configure Impersonation for Microsoft Exchange Online

If you plan to use SaaS Backup with Microsoft Exchange Online, you must configure impersonation. Impersonation allows your Microsoft 365 service account to impersonate user accounts and access associated permissions.

Automatically configure impersonation

To automatically configure impersonation, run [MSDN PowerShell Commands](#).

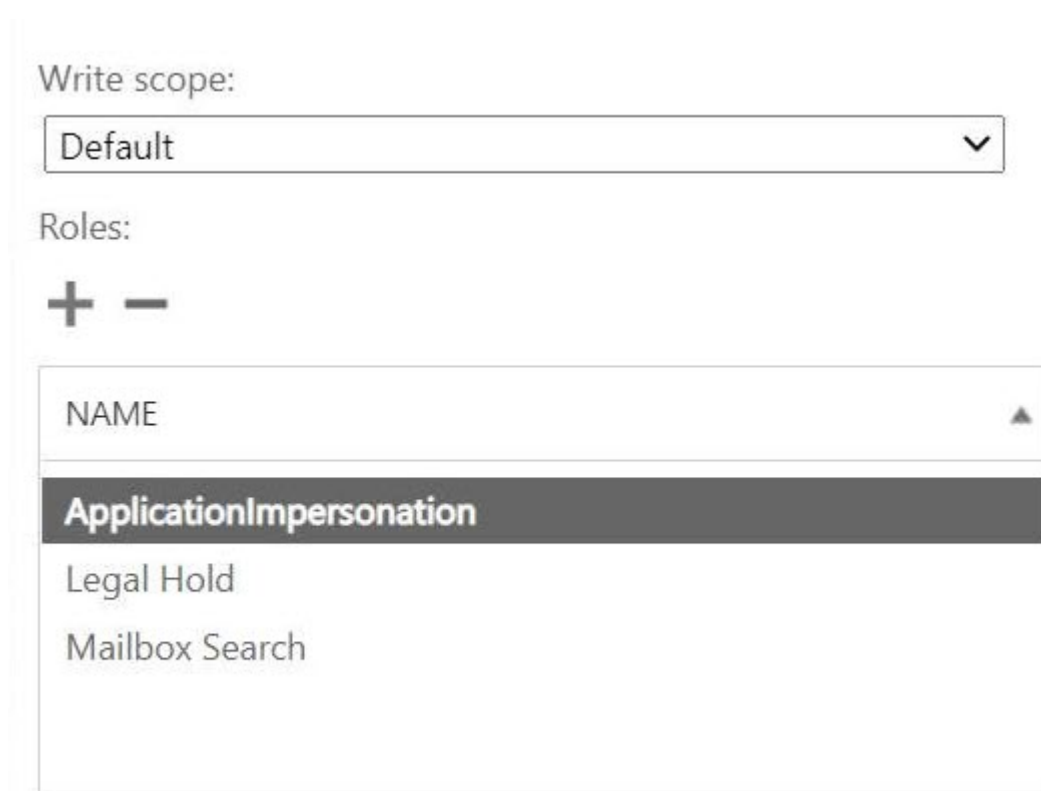
Manually configure impersonation

You can manually configure impersonation with your Microsoft 365 administrator account as well as with added Microsoft 365 service accounts in SaaS Backup. For more information about Microsoft 365 service accounts, go to [creating a Microsoft 365 service account with global permissions](#).

To manually configure impersonation do the following:

Steps

1. Log in to your Microsoft 365 service account.
2. Select the **Exchange** tab.
3. On the left, under Dashboard, select **Permissions**.
4. Click **Admin roles**.
5. Double-click in the right pane to select **Discovery management**.
6. Under **Roles**, click the **+** symbol.



Write scope:

Default

Roles:

+ -

NAME
ApplicationImpersonation
Legal Hold
Mailbox Search

7. Select **ApplicationImpersonation** from the drop-down menu.
8. Click **Add**.
9. Click **OK**.
10. Verify that **ApplicationImpersonation** was added under **Roles**.
11. Under Members, click the **+** symbol.

Members:



NAME	DISPLAY NAME ▲
AirBender	Air Bender

A new window appears

12. Choose the user name.
13. Click **Add**.
14. Click **OK**.
15. Verify that the user name appears in the **Members** section.
16. Click **Save**.

Sign up for a paid subscription of SaaS Backup for Microsoft 365

You can sign up for SaaS Backup for Microsoft 365 with your Microsoft 365 service account or with your NetApp SSO account.

Sign up for a paid subscription with a Microsoft 365 service account

Users who sign up for a paid subscription with a Microsoft 365 service account need to enable Basic Authentication to use SaaS Backup. SaaS Backup supports Basic Authentication only. If your Microsoft 365 tenant was created beginning in October 2020, and it has no recorded usage, you may encounter authentication failures. Ensure that you disable Modern Authentication for your Microsoft 365 service account.

[Learn how to disable Modern Authentication](#)

Steps

1. Enter the SaaS Backup for Microsoft 365 URL into your web browser:
<https://saasbackup.netapp.com>
2. Select your region.
Your tenancy is created in the selected region. Your data will be stored in that datacenter location and cannot be changed later.
3. Click **Sign up** at the bottom of the landing page.
4. Accept the End-User License Agreement.
5. Click **Sign Up with Office 365**.

6. Enter the email address and password for your Microsoft 365 global administrator service account, and then click **Sign in**.
A list of the permissions requested by SaaS Backup for Microsoft 365 is displayed.
7. Click **Accept**.
8. Enter the requested user information.
9. Click **Sign up**.
Your user name and a list of permissions given to SaaS Backup for Microsoft 365 is displayed.
10. Click **Next**.
A list of the available Microsoft 365 services is displayed.
11. Select the Microsoft 365 services that you want to activate.
12. Click **Next**.
13. If you purchased your license through NetApp, your subscription types are displayed
Click [here](#) for additional steps.
14. If you purchased your license through a Cloud Marketplace, such as AWS, your license information is displayed.
Click [here](#) for additional steps.

Sign up for a paid subscription with a NetApp SSO account

Before you begin

To validate your subscription, you must have a NetApp SSO user ID and password. If you do not have a NetApp SSO account, go to <https://mysupport.netapp.com/eservice/public/now.do> to register for one. After your request has been processed, you will receive an email notification containing your NetApp SSO credentials. It will take approximately 24 hours to process the request and send the notification email.



Before you begin

To validate your subscription, you must have a NetApp SSO user ID and password. If you do not have a NetApp SSO account, go to <https://mysupport.netapp.com/eservice/public/now.do> to register for one. After your request has been processed, you will receive an email notification containing your NetApp SSO credentials. It will take approximately 24 hours to process the request and send the notification email.

Steps

1. Enter the SaaS Backup for Microsoft 365 URL into your web browser:
<https://saasbackup.netapp.com>
2. Click Sign up at the bottom of the landing page.
3. Accept the End-User License Agreement.
4. Click **Sign Up with NetApp SSO**.



5. Enter your NetApp SSO and password, and then click **LOGIN**.
6. Enter the requested user information, and then click **Sign Up**.
7. Click the **Services**  icon.
8. Click the Microsoft 365  icon to select the SaaS service.

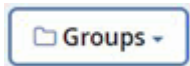
9. Click **Add Microsoft Office 365 Account**.
10. Enter the email address and password for your Microsoft 365 global administrator service account, and then click **Sign in**.
A list of the permissions requested by SaaS Backup for Microsoft 365 is displayed.
11. Click **Accept**.
12. Click **Next**.
A list of the available Microsoft 365 services is displayed.
13. Select the Microsoft 365 services that you want to activate.
14. Click **Next**.
15. Select **Licensed** for the subscription type.
16. Enter the requested information, and then validate the subscription.
17. Click **Next**.
18. Select your backup storage option.
 - a. Click **SaaS Backup Provided Storage**.
 - b. Select the **Amazon S3** or **Azure Blob** storage option.
 - c. Select the **AWS S3** or **Azure Blob** region for your backup.
You should select the region that is the closest to the physical location of the data you are backing up.
 - d. Click **Next**.
 - e. Review your configuration, and then click **Save**.

Schedule your first backup

When you set up SaaS Backup for Microsoft 365, by default, your data is unprotected. You must move your data from the unprotected tier to one of the protected tiers so that your data will be backed up during the next scheduled backup of the selected tier.

Steps

1. From the Dashboard, select the service containing the unprotected data.
2. Click **view** next to the number of unprotected mailboxes, MySites, sites or groups.
3. Select the items that you want to protect.
4. Click the **Groups** menu.



5. Select the **tier** for the backup policy that you want to assign.
See [Backup Policies](#) for a description of the backup policy tiers.
6. Click **Apply**.

Perform an immediate backup of a specific backup policy

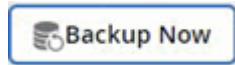
When you set up SaaS Backup for Microsoft 365, by default, all of your data is unprotected. After you move your data to a protected tier, you can perform an immediate backup of the tier to which you moved your data. This prevents your data from being at risk until the first scheduled backup occurs. If you can wait for the first scheduled backup,

performing an immediate backup is not necessary.

You can perform an immediate backup any time you deem necessary for data protection. If you are running a trial version of SaaS Backup for Microsoft 365, you can only perform three immediate backups per day, per service.

Steps

1. From the Dashboard, select the service for which you want to perform an immediate backup.
2. Under **Backup Policies**, click the tier that you want to back up.
3. Click Backup Now.



A message is displayed indicating that the services under the selected tier will be placed in the job queue for immediate backup.

4. Click **Confirm**.
A message is displayed indicating that the backup job was created.
5. Click **View the job progress** to monitor the progress of the backup.

Paid subscription data deletion

If you do not renew your licensed version of SaaS Backup for Microsoft 365, the data used during your subscription is deleted as follows:

If your SaaS Backup paid subscription is...	Number of days after paid subscription ends	Your data is...
Expired	1-30 days	Available: The administrator has normal access and can perform manual backups and restores. SaaS Backup continues to display alerts and send out notifications.
Disabled	31-60 days	Deactivated: The administrator does not have access to the SaaS Backup portal. If subscription is renewed during this period, data can be reactivated.
Deprovisioned	61 or more days	Deleted: All data is deleted and your tenant account is removed.

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