# Backup Administration for Microsoft 365 Manual – version 7.0



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## Introduction to Backup Administration for Microsoft 365

Backup Administration for Microsoft 365 is a user-friendly solution designed to address various backup scenarios encountered by organizations. It provides support for email, OneDrive, Share-Point, and Teams management, and it even offers cloud backup solutions. This tool simplifies task implementation and data backup procedures, offering a straightforward approach to securely storing essential data.

With Backup Administration, users can seamlessly configure plugin instances (jobs) in the background to manage tasks efficiently without interrupting their workflow or compromising access to critical data. Moreover, the platform ensures unified access to stored content, regardless of the target destination, streamlining data retrieval processes.

In addition, Backup Administration is seamlessly integrated with contentACCESS framework. This synchronization mechanism ensures that any configuration changes made in either platform are automatically reflected in the other. For instance, creating a storage in Central Administration will promptly appear in Backup Administration, and vice versa, enhancing consistency and efficiency across the backup infrastructure.

## Installation of the Backup Administration

Backup Administration is part of the contentACCESS setup package. To install Backup Administration (and the other components), **download** and **run** the setup package (contentACCESS X.X Setup.exe). By default, it unzips to the **C:\TECH-ARROW\contentACCESS\_Package** folder, but you can use the **Browse** button to change the directory. After the files are successfully unzipped, click **OK**.

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To unzip all files in this self-extractor file to the specified folder press the Unzip button.	<u>U</u> nzip	WinZip Self-Extractor ×
Unzip to folder: ARROW\contentACCESS_Package	Run <u>W</u> inZip <u>C</u> lose	208 file(s) unzipped successfully
<ul> <li>✓ Overwrite files without prompting</li> <li>✓ When done unzipping open: .\Utils\DotNet\GATE.NET.Check.exe</li> </ul>	<u>A</u> bout <u>H</u> elp	ОК

After this, the contentACCESS **installation wizard** opens and leads you through the steps of the deployment process. Click **Installation** on the Welcome page.

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🯹 contentACCESS	TECH SOLUTIONS MOVING YOUR LIFE FORWARD
Welcome Planning	Welcome
Documentation Installation	Welcome to the contentACCESS setup!
Products	contentACCESS is an information management and collaboration platform, where you can migrate, collaborate, access and transform data from different sources anytime from any devices.
techarrow	

After you have carefully read the End User License Agreement and clicked **NEXT** to accept the terms of the agreement, you will be redirected to the **Components** page. Please be aware that we

will only describe the Backup Administration configuration here; the step-by-step configuration of the other contentACCESS components can be viewed in the <u>contentACCESS Manual</u>.

In this section, we will only guide you through the installation process of the Backup Administration component.

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Upon reaching the Backup Administration for Microsoft 365 page, you can define the port number that the Backup Administration for Microsoft 365 will use.

**Port**: This port is the physical port of Backup Administration used by the Internet Services (IIS) on the current server.

**Fully qualified domain name**: FQDN allows the user to access the given component (in tis case Backup Administration) from everywhere (from home, from the office, etc.). The FQDN that's defined here is written in the Application settings (**System** tab => **Client applications** group => **Application settings** page) in the Central Administration and can be changed from there any time.

During the next update, the setup will automatically read the value defined in the **Application set-tings**.

**contentACCESS service connection**: This URL is used by Backup Administration to communicate with the contentACCESS server. If contentACCESS server is installed on the same machine, you can use "localhost" as host name. There are 2 communication types that can be used between Backup Administration and the contentACCESS server:

- http use this if you want to establish a direct connection with contentACCESS. If direct connection should be used, do not change the port number that's prefilled by the setup package (8735), otherwise contentACCESS proxy connection will be used automatically.
- https use this to establish a secure connection through the contentACCESS Proxy server

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Once all components are set, click Install on the <u>Installation</u> page, and Backup Administration will be installed along with the other components.

When all required components are installed, click **Finish** to complete the installation process. If you want to continue with further settings and configurations in contentACCESS (Central Administration or Backup Administration), choose one of the two available buttons to select the administration page you wish to configure.



## User interface of Backup Administration

Backup Administration for Microsoft 365 is a user interface for administrators, allowing them to configure the server, create new automatically running jobs to process company data, configure these jobs, adjust framework feature settings, set up schedulers, manage databases and storages, and create clusters.

The user interface of Backup Administration is divided into the following sections:

- 1. **Tenant selector** you can switch between the available tenants on the left side of the page by clicking the Tenant selector dropdown menu
- 2. **Side menu** the menu on the left side of the user interface provides navigation between the different tabs and features available in the Backup Administration system. This menu

X

is divided into three sections: **Common features** (Home, Storages, Schedules, Microsoft 365 connection, Jobs), **Microsoft 365 Backup** (General settings, Address book), and **Logs and auditing** (System logs and Configuration auditing). All features will be described in detail in the subsequent chapters.

- 3. **Settings** the gear icon opens a pop-up window that allows you to set the language, choose between light mode and dark mode, and check or clear the logs. Currently, only English and German languages are supported on the server.
- 4. **Help** the question mark icon opens the Backup Administration documentation in Tech-Arrow's Documentation center.
- 5. **User information** this pop-up window contains information about the logged-in user. Additionally, you can easily sign out by clicking the **Sign out** button.



Screenshot: The preview of the user interface in light theme





## Tenant selector

The **Tenant selector** dropdown menu provides easy navigation between different tenants within the Backup Administration for Microsoft 365 system. It's important to note that tenant configuration **cannot be done** within Backup Administration; only the tenants configured on the contentACCESS server will appear in the system.

By selecting from the available options in the dropdown menu, users can efficiently manage multiple tenants and streamline their workflow within the contentACCESS environment. The tenant selection is also **refreshable**, and users can **search** through the available tenants by typing a keyword into the search textbox.

For more detailed information about tenant configuration and tenants in general, please refer to the <u>Tenants in contentACCESS</u> chapter in the contentACCESS documentation.

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# Backup Administration menu

The Backup Administration for Microsoft 365 menu lists various tabs and features that allow you to navigate through different aspects of the system. For instance, you can access tabs such as Storages, Schedules, and General settings, enabling you to customize your Backup Administration experience.

Additionally, you can explore other tabs like Address book or Jobs, where you can configure backup and restore jobs, or monitor system activities through the tabs like System logs and Configuration auditing.

You can also access features related to contentACCESS through the menu in Backup Administration. If you want to check system settings, statistics, available users, or licensing, you can do this without having to open Central Administration in your browser. Select the desired function in the System section (<u>System settings</u>, <u>Licensing</u>, <u>Users</u>, <u>Statistics</u>), and with one click, the corresponding page will open immediately in a new window.

Each tab and feature will be described in detail in the following subsections.



# Home

The **Home** section in the left-side menu provides an overview of the following modules:

- Modules activated for the selected tenant in Backup Administration, such as Microsoft
   365 Backup modul
- Modules that cannot be activated because they are already activated and used for archiving in the contentACCESS
- Modules where the user can request a license by filling out contract form



You can find out more about each module by clicking the **More** button below its short introduction.

## **Storages**

The **Storages** page is initially empty. The first storage will be created automatically after the Microsoft 365 connection is secured. However, you can also set up new storages on this page to be selected as a destination for the processed binaries when configuring a specific Backup Administration job.

Backup Administration for Microsoft 365 supports **Disk** storage (the most frequently used type), **S3**, or **Azure** storage.

To read more about the automatically created storage, refer to the <u>Microsoft 365 connec-</u> <u>tion</u> chapter in this documentation. To configure a new storage, click on the **+** New button on the Storages page. The **Storage** window will appear, where the user can enter a storage **name**, set the **role** as **Primary** and select the storage **type** (disk, SE, or Azure). Additional required storage settings depend on the selected storage type.

Configurations of the storage types will be detailed in the following subsections of this chapter.

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From the context menu of a selected storage, you can modify (Edit/Delete/Set default) the storage settings by clicking on the ellipsis (...). Additionally, you can add a replica to the selected storage. When a storage is selected from the list, the Delete option will appear next to the + New button, allowing you to delete the storage.

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Microsoft 365 connection	Ŭ	🖒 Edit					
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Address book							

*Important:* Deleting the default storage or the one used by a job (backup, restore) is not allowed and highly not recommended! Doing so will cause massive data loss!

The configurations set in the Storages window can be viewed in the grid. You can **filter** or **search** this information by keywords. To search, simply click into the **search textbox**, and start typing the desired keyword. To filter, click on the **Funnel** icon, and an additional row will appear above the list of storages. If you wish to filter through the **Name** or **Priority** columns, simply enter the filter text, and it will be executed automatically. On the other hand, if you would like to filter by **types**, **roles**, or **statuses**, you can either open the dropdown menu and select the schedule types, or manually enter the by clicking into the search textbox.

The default storage can be filtered out by clicking into the item selector in that column. To close the filtering section, click the Funnel icon again.



#### Azure storage

Azure Storage is a cloud storage solution for modern data storage scenarios. It also provides the storage foundation for Azure Virtual Machines and is accessible from anywhere in the word, from any type of application and any type of device.

Azure storage uses blob storage to store its metadata. For more information about the Azure Storage, please refer to <u>this</u> article about Azure Storage.

If the user is using a **German cloud** (a dedicated and isolated Microsoft Azure version for Germany), the Azure storage account name must contain the **core.cloudapi.de** suffix. This is displayed in the Azure configuration when the user creates the storage.

During the Azure storage configuration, in addition to the basic settings (Name, Role, Type), you also need to configure your <u>Azure account</u> and key. The **Primary role** means, that the storage acts as the main repository for the selected workflow or task (e.g., email backup or document management). It is prioritized for data storage and retrieval. If multiple storages are defined, the one marked as "Primary" will take precedence over others (e.g., for storing live or frequently accessed data).

Next, you can decide if you want to use the **Compression** function. By enabling this option, all files larger than the defined size will be compressed to reduce storage space usage.

In addition, if you wish to keep only one copy of a physical file in the storage (e.g. the same file can be found in multiple folders, or you have list items on SharePoint with the same amount of attachments where only the metadata changes), enable the **Use single instancing** option.

We advise verifying the connection using the **Test storage** button. If you have finished the configuration, press the **Save** button, or click **Cancel** if you do not wish to save the changes.

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After creating the storage, opening it for the first time or selecting the **Edit** option from the context menu will display an additional feature in the **Storage Repository** window: the **Status** option, which can be:

- Enabled: The storage is active and ready for use in the system. It can accept new data, perform retrieval operations, and serve as part of workflows like archiving, backup, or file storage.
- Disabled: The storage is temporarily turned off and will not be used by Backup Administration. It remains in the system but cannot accept new data or participate in workflows until re-enabled. The backup will still function if there is an allowed writable replica storage. In this case, documents will be stored in the replica storage, and when the storage is re-enabled, the Storage Replication Job will duplicate the files to the primary storage.
- Unavailable: You no longer wish to use the storage. In this case, it will not be able to receive anything. No operations can be performed with this storage until the issue is resolved and its status returns to Enabled.
- **Removed**: The storage has been deleted or disconnected from the system. It is no longer available for any operations or workflows.

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#### Disk storage

The **Disk storage** type is used to store the binaries on a single local or remote disk. If this storage type is selected, the user must fill in the **Path** (the target destination for the binaries) and enter credentials (if required) by enabling the **Use explicit credentials** option. You also need to set the Role as **Primary** in this window. In this case, the storage acts as the main repository for the selected workflow or task (e.g., email backup or document management). It is prioritized for data storage

and retrieval. If multiple storages are defined, the one marked as "Primary" will take precedence over others (e.g., for storing live or frequently accessed data).

Additionally, you can configure the following options in this window:

- 1. **Compression** enable this option to compress files larger than the defined size to reduce storage space usage.
- SnapLock use this function to prevent the deletion of files until the specified retention expires.
- 3. Use single instancing enable this option to keep only one copy of a physical file in the storage; useful for scenarios like files in multiple folders, or SharePoint list items with the same attachments where only the metadata changes.
- 4. Use file encryption enhance storage security storing files in encrypted form on the disk storage. Ensure the encryption key is stored securely to prevent file unreadability in case of database failure. Download the key by clicking on the **Download** link in this section.

We advise verifying the connection using the **Test storage** button. After finishing the configuration, press the **Save** button to save changes, or click **Cancel** if you do not wish to save the changes.

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After creating the storage, opening it for the first time or selecting the **Edit** option from the context menu will display an additional feature in the **Storage Repository** window: the **Status** option, which can be:

- **Enabled**: The storage is active and ready for use in the system. It can accept new data, perform retrieval operations, and serve as part of workflows like archiving, backup, or file storage.
- Disabled: The storage is temporarily turned off and will not be used by Backup Administration. It remains in the system but cannot accept new data or participate in workflows until re-enabled. The backup will still function if there is an allowed writable replica storage. In this case, documents will be stored in the replica storage, and when the storage is re-enabled, the Storage Replication Job will duplicate the files to the primary storage.
- Unavailable: You no longer wish to use the storage. In this case, it will not be able to receive anything. No operations can be performed with this storage until the issue is resolved and its status returns to Enabled.

 Removed: The storage has been deleted or disconnected from the system. It is no longer available for any operations or workflows.

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Use explicit credentials		
Compression		
Enable SnapLock		
Use single instancing		
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### Amazon S3 storage

*Important:* This storage type in the backup depends on the licensing. If your license does not include the Amazon S3 storage type, you won't be able to configure it in Backup Administration.

Amazon S3 (Simple Storage Service) is a cloud-based storage solution by Amazon Web Services (AWS) that allows you to store and retrieve any amount of data from anywhere on the web. It is highly scalable, durable, and cost-effective, making it ideal for a variety of use cases like backups, archiving, content delivery, and data analytics.

S3 organizes data into **buckets**, which act like folders, and stores individual files as objects identified by unique keys. It supports flexible storage classes for different needs, from frequently accessed data (S3 Standard) to long-term backup (S3 Glacier). S3 is also highly secure, offering encryption, access controls, and integration with other AWS services.

Key features include its pay-as-you-go pricing, and ease of integration with tools and services. It's used for tasks like hosting static websites, streaming media, and providing storage for applications. Whether you need high-speed access or affordable backup storage, Amazon S3 adapts to your needs, ensuring reliable and secure data management.

#### How to configure the Amazon S3 Storage

First, you set the storage **Name**, the **Type** (Amazon S3), the **Role** (Primary), and the **Priority**. The Primary role means, that the storage acts as the main repository for the selected workflow or task (e.g., email backup or document management). It is prioritized for data storage and retrieval. If multiple storages are defined, the one marked as "Primary" will take precedence over others (e.g., for storing live or frequently accessed data).

Once the storage type (Amazon S3) is selected and the Role and Status are set, you can choose **Amazon S3** from the service dropdown menu.

The store connects to the **endpoint** that you select for a specific service. In Backup Administration for Microsoft 365, the service endpoint can be Wasabi, Amazon Simple Storage Service (Amazon S3), and Alibaba Cloud Object Storage, which also uses Amazon S3 interface. If you want to use a different cloud service, which supports Amazon S3 interface, it is possible to select [Custom Service] URL for the service and then enter a custom URL for that service endpoint. In Backup Administration, the service endpoints are preconfigured.

The **version** specifies which communication version to use for the service endpoint (the service version is specified by the endpoint service). All services support Service Version 2 or 4. The **access key** and **secret access key** are used to authenticate the caller with the cloud service. These keys are provided by the cloud storage service.

This storage type also supports **compression** and **single instancing**, which can save you a lot of space.

Storage	
Name	-
Amazon S3 storage	
Role	
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S3	~
Service	
Amazon S3 🗸	
Endpoint	
Asia Pacific (Hong Kong) 🗸 🗸	
Service version	
Version 2 🗸	
Access key	
your access key	
Secret access key	
	۲
Compression	
Use single instancing Only one instance of the physical file will be present in the storage.	
Ignore SSL errors	
	-
✓ Test storage Save	⊘ Cancel

Screenshot: configuring Amazon S3 storage with Amazon S3 service URL

Storage	
Name	<b>^</b>
Amazon S3 storage	
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S3	~
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Alibaba Cloud Object Storage 🗸	
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Screenshot: configuring Amazon S3 storage with Alibaba Cloud Object Storage service URL

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Screenshot: configuring Amazon S3 storage with Dell ECS service URL

Storage	
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Amazon S3 storage	
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Primary	~
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53	~
Service [Custom Service]	
Custom endpoint	
https://oss-ap-southeast-1.aliyuncs.com	
Use custom bucket name	
Bucket position in url	
Subdomain (http://bucketname.domain.com)	
Service authentication identifier	
Service version	
Version 2 🗸	
Access key	
your access key	
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Use single instancing Only one instance of the physical file will be present in the storage.	
Ignore SSL errors	
	-
☑ Test storage	⊘ Cancel

Screenshot: configuring Amazon S3 storage with [Custom Service] service URL

After creating the storage, opening it for the first time or selecting the **Edit** option from the context menu will display an additional feature in the **Storage Repository** window: the **Status** option, which can be:

- Enabled: The storage is active and ready for use in the system. It can accept new data, perform retrieval operations, and serve as part of workflows like archiving, backup, or file storage.
- Disabled: The storage is temporarily turned off and will not be used by Backup Administration. It remains in the system but cannot accept new data or participate in workflows until re-enabled. The backup will still function if there is an allowed writable replica storage. In this case, documents will be stored in the replica storage, and when the storage is re-enabled, the Storage Replication Job will duplicate the files to the primary storage.
- Unavailable: You no longer wish to use the storage. In this case, it will not be able to receive anything. No operations can be performed with this storage until the issue is resolved and its status returns to Enabled.
- **Removed**: The storage has been deleted or disconnected from the system. It is no longer available for any operations or workflows.

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Amazon S3 🗸 🗸					
Endpoint					
EU Central 1 (Frankfurt)	~				
Bucket name					
Service version					•
☑ Test configuration			Save	⊘ Cancel	

#### Wasabi storage

Wasabi is a high-performance, cost-effective, and Amazon S3-compatible cloud storage service designed to provide fast, reliable, and affordable storage solutions. Positioned as a direct alternative to Amazon S3, Wasabi offers highly durable and scalable object storage with a simple pricing model—free from egress fees or API request charges often associated with other cloud providers.

Wasabi is an excellent storage option for Backup Administration, especially for managing backedup data. With its combination of scalability, cost-efficiency, and robust security features, Wasabi ensures that your valuable data is safely stored and easily accessible whenever needed. Its Amazon S3 compatibility allows seamless integration with Backup Administration, leveraging existing workflows and configurations to create a reliable and efficient data backup solution.

The storage demands of modern businesses often include the need for cost-efficient yet highperformance options. Wasabi excels in these areas by providing a storage platform designed for large-scale archiving and backup tasks. Backup Administration users can leverage Wasabi to keep backed-up data organized, safe, and accessible over the long term, aligning with best practices for data compliance, governance, and disaster recovery.

For more details about Wasabi's capabilities, features, and configuration options, visit the official <u>Wasabi website</u> and its <u>documentation</u> section.

#### How to configure the Wasabi Storage

First, you set the Storage name, the Type (Amazon S3), the Role (Primary), and the Priority. The Primary role means, that the storage acts as the main repository for the selected workflow or task (e.g., email backup or document management). It is prioritized for data storage and retrieval. If multiple storages are defined, the one marked as "Primary" will take precedence over others (e.g., for storing live or frequently accessed data).

Once the storage type (Amazon S3) is selected and the Role and Priority is set, you will be able to choose **Wasabi** from the service dropdown menu. In Backup Administration, the service endpoints for Wasabi are preconfigured, but you can choose a more fitting option from the menu.

Next, configure the **Bucket name** you created on the Wasabi store.

The **version** specifies which communication version to use for the service endpoint (the service version is specified by the endpoint service). If you are using Amazon S3, you can use Service Version 2 or 4. Wasabi supports both Version 2 and Version 4 of the Amazon S3 communication protocol. Choose the version that matches your needs or the one specified in Wasabi's documentation. In this configuration, Version 2 is selected.

The Access Key and Secret Access Key are required to authenticate with Wasabi storage. They are provided when you create an access key in the Wasabi Console.

This store type also supports compression and single instancing, which can save you a lot of space. Always use the **Test configuration** button to verify the connection to the Wasabi bucket. Once the test succeeds, click **Save** to finalize the setup.

Storage	
Name	<b>•</b>
Wasabi storage	
Role	
Primary	~
Туре	
S3	$\sim$
Service	
Wasabi 🗸	
Endpoint	
US East 1 (N. Virginia) 🗸	
Bucket name	
wasabi-bucket-01	
Service version	
Version 2 🗸	
Access key	
Secret access key	
	۲
Compression	
Use single instancing Only one instance of the physical file will be present in the storage.	- 1
Ignore SSL errors	
☑ Test configuration	⊘ Cancel

After creating the storage, opening it for the first time or selecting the **Edit** option from the context menu will display an additional feature in the **Storage Repository** window: the **Status** option, which can be:

- Enabled: The storage is active and ready for use in the system. It can accept new data, perform retrieval operations, and serve as part of workflows like archiving, backup, or file storage.
- Disabled: The storage is temporarily turned off and will not be used by Backup Administration. It remains in the system but cannot accept new data or participate in workflows until re-enabled. The backup will still function if there is an allowed writable replica storage. In this case, documents will be stored in the replica storage, and when the storage is re-enabled, the Storage Replication Job will duplicate the files to the primary storage.
- Unavailable: You no longer wish to use the storage. In this case, it will not be able to receive anything. No operations can be performed with this storage until the issue is resolved and its status returns to Enabled.
- **Removed**: The storage has been deleted or disconnected from the system. It is no longer available for any operations or workflows.

Storage	
Name	•
Wasabi_Storage	
Role	
Primary	$\sim$
Status	
Enabled	~
Enabled	
Disabled	
Unavailable	
Removed	
Service	
Service	
[Custom Service]	
Custom endpoint	
http://s3.eu-central-2.wasabisys.com	
Bucket name	
Bucket position in url	-
☑ Test configuration	e 🛇 Cancel

## Databases

On this page, you can view the databases configured for your selected tenant, or you can **config-ure** existing databases. The databases configured in contentACCESS through the Central Administration will also be displayed here, ensuring a comprehensive view of all databases associated with your tenant.

The database grid contains the following information: server name, type of database (MSSQL), database name on SQL, schema, database user name, and status (default or not). The Administrator can configure a connection on this page, where the processed metadata of this particular tenant will be stored.

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Schedules							
Microsoft 365 connection							
S Jobs							
Microsoft 365 Backup							
General settings							
Address book							
System							
System settings							
🔑 Licensing							
<sup>2</sup> Users							
Statistics							
Logs and auditing							
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If an existing database needs to be configured, click on the **+Configure existing database** button and fill in the required fields in the **Database** window. If the system database server will be used, check the **Use system database server** checkbox. Type the already existing SQL database name into the **Database** textbox.

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Storages	Connection name 1 Server	Backup database				
Databases	SKE Backup 2! ···· .	Use system database server				
🛱 Schedules		Server				
Microsoft 365 connection		DB server				
Jobs		Database				
Microsoft 365 Backup		BackupDB				
छि General settings		Schema				
Address book		DB				
System		Use explicit credentials				
😥 System settings						
🖉 Licensing						
쑫 Users						
Statistics						
Logs and auditing						
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<b>W</b> techarrow		☑ Test database connection		Save	⊘ Cano	el

By default, Backup Administration for Microsoft 365 is connected to the database with the credentials of the user running Backup Administration. If you want to use other credentials, check the **Use explicit credentials** checkbox and enter the user name and password you want to use for connecting to the tenant database.

You can also run a test connection with the **Test database connection** button in the left corner of the window.
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Home		Connection name				<b>^</b>
Storages	Connection name † Server	Backup database				
Databases	SKE Backup 2! ···· .	Use system database server				
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Microsoft 365 connection		DB server				
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Microsoft 365 Backup		BackupDB				
General settings		Schema				
Address book		DB				
System		Use explicit credentials				
System settings		User				
🖉 Licensing		user				
쑫 Users		Password				
Statistics						
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It is also possible to modify the settings, delete the database (if it is not set to default), or set the database as default on the Databases page from the database's context menu, as shown in the screenshot below.

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Storages	○ Connection name ↑ ≦	Server	Туре	Database	Schema	User	ls default	
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# **Schedules**

Jobs in Backup Administration for Microsoft 365 can be automatically triggered with using schedules. Schedules define when processing tasks should start, end, and restart automatically. Administrators can schedule jobs based on their scheduler settings. Multiple schedulers can be set up, and users can select the appropriate one from a dropdown menu when configuring a job. Schedulers help users avoid manually starting jobs each time they need to run a specific task. To view previously created schedules or add a new one, navigate to the **Schedules** option on the left-side menu.

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l t	Schedules	Every hour	 Periodical	Runs every 60 minute(s)	
	Microsoft 365 connection	Just in time	 Periodical	Runs every 60 minute(s)	
0	S lobs	Manual	 One time	Running on Sat Jan 01 2000 21:00:00 GMT+0100 (Central European Standard Time)	
ر بر	icrosoft 365 Backup	New schedule	 Week schedule with repeat	Running based on the week schedule and continuously repeat in every 5 minute(s)	
2	General settings	Repeat in every 5 minutes	 Periodical	Runs every 5 minute(s)	
Sy	stem	Restore job for TEA - schedule	 One time	Running on Tue Mar 05 2024 13:21:55 GMT+0100 (Central European Standard Time)	
Ę	System settings	Restore job schedule SPA	 Periodical	Runs every 24 minute(s)	
b	Licensing	Restore job schedule SPA 1	 Week schedule with repeat	Running based on the week schedule and continuously repeat in every 5 minute(s)	
20	Sec. Users	Test	 One time	Running on Tue Jul 23 2024 12:38:31 GMT+0200 (Central European Summer Time)	
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Click on the **+** New button. In the Schedule window, enter the schedule Name and select the Type of schedule from the dropdown list.

In Backup Administration, there are 3 types of schedules that can be set: **One time**, **Periodical**, and **Week schedule with repeat**.

**One time** schedule runs only once on the specified date and time. With this type of schedule, the user specifies the start date only and the job ends when the processing completed. One time schedules are often used for restore jobs (jobs that run occasionally).

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Schedules	Every hour	Periodical	Runs every 60 minute	Type One time					~
Microsoft 365 connection	Just in time	Periodical	Runs every 60 minute	Date					
Sopo Contraction C	Manual	One time	Running on Sat Jan 01	11/07/2024 16:23					Ē
Microsoft 365 Backup	New schedule	Week schedule with repeat	Running based on the						
Address book	Repeat in every 5 minutes	Periodical	Runs every 5 minute(s						
	Restore job for TEA - schedule	One time	Running on Tue Mar (						
System settings	Restore job schedule SPA	Periodical	Runs every 24 minute						
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Logs and auditing									
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							ଟି Save	6	Cancel
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**Periodical** schedules run repeatedly. Jobs using this type start immediately after configuration and saving. The **Frequency in minutes** function allows the user to set time intervals for the schedule to check if the job is running. For example, if the schedule is set to 5 minutes, the schedule wakes up every five minutes to verify if the job is still running. If it is, checks again 5 minutes later. If not, then the job restarts to process any new items. This schedule type is most effective for backup jobs.

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Microsoft 365 Backup	New schedule	Week schedule with repeat	Ru				× ,
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System settings	Restore job schedule SPA	Periodical	Ru				
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Week schedule with repeat runs at the same hours every week, regularly. In the scheduling tab, click on the fields to set the days and hours when the processing should start. Each cell represents one hour. Using the **Running frequency in minutes** option, the user can set time intervals for the schedule to check if the job is running. Similar to the Periodical type, setting a Running frequency in minutes for 5 minutes, means the checks the job does in every 5 minutes. If the job is running, it will wait; if not, the job starts again.

This option is useful for continuous processing, such as from morning to evening. Checking the **Run only once per interval** checkbox deactivates the running frequency, causing the job to run only once during the specified time period. This option is recommended for tasks like end-of-day processing.

To stop a job after a set time interval, check the **Stop job at interval end** checkbox. The job will be forcibly stopped, even if the process is unfinished, and restarted according to the schedule settings.

The blue cells in the **Schedule** section marks the time intervals when the job is running. Exact start and end times are displayed beneath the calendar.

Easily set the time range by clicking cells or moving the cursor over the desired period. The blue color of the **Schedule** section's cells mark the time intervals, when the job is running. Moreover, the exact start and end times will be displayed beneath the calendar.

The time range can be easily set by clicking into the cells or by moving the cursor over the desired time range.

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	Home Storages	Name †≞	Туре	De	Week schedule	
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	Microsoft 365 connection	Every hour Just in time	Periodical Periodical	Ru Ru	Schedule	l
	Jobs Microsoft 365 Backup	Manual	One time	Ru	Monday Tuesday Wednesday	ł
	General settings	New schedule Repeat in every 5 minutes	Week schedule with repeat Periodical	Ru Ru	Friday	
	System	Restore job for TEA - schedule	One time	Ru	⊄ Clear	ł
	<ul> <li>System settings</li> <li>Licensing</li> </ul>	Restore job schedule SPA Restore job schedule SPA 1	Periodical Week schedule with repeat	Ru Ru	Run only once per interval Running frequency in minutes	
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	Statistics				Stop job on interval end	Ŧ
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It is possible to edit or delete a schedule from the list using the selected schedule's context menu. When a schedule is selected from the list, the Delete option will appear next to the + New button, allowing you to delete the schedule. The schedule type and its description can also be viewed on the Schedules page.

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Home Storages	◯ Name †≞	Туре	Description
Databases	Every 4 hours	··· Periodical	Runs every 240 minute(s)
Schedules	Every hour	··· Periodical	Runs every 60 minute(s)
S Jobs	Just in time	··· Periodical	Runs every 60 minute(s)
Microsoft 365 Backup	New schedule	··· Week schedule with repeat	Running based on the week schedule and continuously repeat in every 5 minute(s)
Address book	Repeat in every 5 minutes	🖉 Edit	Runs every 5 minute(s)
System	Restore job for TEA - schedule	U Delete	Running on Tue Mar 05 2024 13:21:55 GMT+0100 (Central European Standard Tim
🐼 System settings	Restore job schedule SPA	··· Periodical	Runs every 24 minute(s)
🖉 Licensing	Restore job schedule SPA 1	··· Week schedule with repeat	Running based on the week schedule and continuously repeat in every 5 minute(s)
쑫 Users	Test	··· One time	Running on Tue Jul 23 2024 12:38:31 GMT+0200 (Central European Summer Time)
Statistics	4		•
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In addition, you can **search** on this tab by clicking into the search textbox or filter schedules by the **Name**, **Type**, and **Description** columns. Simply click the **Funnel** icon to start filtering.

To filter through the **Name** or **Description** columns, enter the filter text, and it will be executed automatically. To filter by **type**, either open the dropdown menu and select a schedule type or enter the keyword manually by clicking into the **search textbox**.

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Microsoft 365 Backup	O Repeat in every 5 minutes	··· Periodical	Runs every 5 minute(s)				
General settings							
Address book							

The **Refresh** button will refresh the Schedules page.

# Microsoft 365 connection

In this section, we will explain how to register an application on the <u>Azure portal</u>, enabling Backup Administration for Microsoft 365 to authenticate and connect to the Microsoft Dataverse environment using modern authentication. **Modern authentication** is a category of several different protocols (rather than a single method like username and password) that aim to enhance the security posture of cloud-based resources. It relies on token-based claims to authenticate with an identity provider and generate an access token. OAuth, an open standard, is used by many applications and websites to grant access to other systems' information without sharing the passwords.

Backup Administration uses modern authentication to connect to Exchange Online, SharePoint, OneDrive, and Teams. This requires an <u>Azure App registration</u> configured on the Microsoft 365 tenant.

Manual configuration through the Azure portal is not required; you can either use an **existing application** to set up the connection, or the **Application registration** process will automatically handle the connection and permissions on the Microsoft 365 connection page in Backup Administration.



#### Use existing application

Navigate to the **Microsoft 365 connection** page and click the **Use explicit application** button. A pop-up window appears, where the administrator needs to establish the connection with the Microsoft 365 services by configuring a previously registered application.

It is also possible and recommended to test the connection by clicking on the Test connection but-

ton.

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SKE Backup 2!         Image: Backup 2! <th>Use existing application + Regist Application (client) ID : Tenant (directory) ID : Certificate :</th> <th>Use existing application Application (client) ID Tenant (directory) ID Client secret Certificate file Please select a file to upload</th> <th></th> <th>+ Browse</th> <th>•</th>	Use existing application + Regist Application (client) ID : Tenant (directory) ID : Certificate :	Use existing application Application (client) ID Tenant (directory) ID Client secret Certificate file Please select a file to upload		+ Browse	•
<ul> <li>System settings</li> <li>Licensing</li> <li>Users</li> <li>Statistics</li> <li>Logs and auditing</li> <li>System logs</li> <li>Configuration auditing</li> </ul>		Certificate password		Test connection	
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To enable contentACCESS to authenticate and connect to Microsoft 365 services through a previously registered application, certain permissions are required. The required permissions will be collected in the following <u>subsection</u>.

#### **Register application**

This option will create a new Azure application for contentACCESS with all the required permissions. Click the **+ Register application** button. The Register application window will appear. Here, press **Next** to start the registration process.



The next step is **authentication**. First, copy the generated code before clicking Next or verify it in the window that appears (upon clicking the "here" link).



Enter the code, sign into your Azure account, and accept the requested permissions.

• • C      • Iogin.microsoftonline.com/common/oauth2/deviceauth     • • • C     • • • C     • • • • • •	▼     M365 Connection settings - SKE     ★ <b>↓</b>		- 🗆 X
Microsoft Enter the code displayed on your app or device.          CS2AVIKSU	← → ♂ S login.microsoftonline.com/common/oauth2/deviceauth	९ 🛧 🖸	다 = 🔹 :
Terms of use Privacy & cookies ····	Microsoft Enter code Enter the code displayed on your app or device. GS2AV/KSU		



After this, return to the Microsoft 365 page to continue the registration process. App registration will begin as the third step. This may take some time, so please do not close this window or leave the page in the meantime!



Once processing is finished, the Azure application will be created, and you should grant the **requested permissions** for the app.







Backup Administration Manual | Version 7.0 || ALL RIGHTS RESERVED TECH-ARROW, a. s. | Kazanská 5B, 821 06 Bratislava, Slovakia, EU | E-mail: <u>sales@tech-arrow.com</u> | <u>www.tech-arrow.com</u> 53/142 Additionally, the M365 connection can create an **Azure login provider** if it doesn't already exist. (Please note that the **User.Read.All** permission must be consented to on the Azure portal for this to work. Find out more about the Azure app registration <u>here</u>.) When the user starts to configure the M365 connection, the wizard checks for an Azure login provider. If it's not configured, it will create 2 Azure applications: one for **contentACCESS login** (for the login provider) and one for the **contentACCESS Data access** (for the backup itself). You need to consent to both permissions.

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Home			1	2	3	4	
Storages	Application (client) ID :	(not set)	Start	Authenticate	Register applications	Finished	
	Tenant (directory) ID :	(not set)					
	Certificate :	(not set)	,	The Azure applications h Now you should grant the regu	ave been created successfully. ired permissions for the application	s.	
Jobs					$\odot$		
System							
🕄 System settings						_	
Licensing			contentACCESS	5 Login created on 07/15/2024	09:27:53 from QA02-CA-03	Consent	
쑫 Users			contentACCESS	5 Data access created on 07/15,	/2024 09:27:54 from QA02-CA-03	Consent	
Statistics							
Logs and auditing							
System logs							
Configuration auditing							
<b>V</b> techarrow						⊘ Cancel	Next >

The login provider is created when you save the M365 connection settings changes. This login type is necessary for processing Azure users. If the Azure login provider is already configured, the activation process will skip this step.

After granting the requested permissions, return to the Backup Administration and complete the registration by clicking on the **Save** button. Once the registration is complete, the **Modify applica-tion** button will replace the Use existing application button, allowing you to modify your registered application if necessary.



Once the M365 connection is set up, the M365 Backup activation wizard will guide you through setting up the backup storage and activating the module. Clicking the 'Activate' button on the Home page will guide you only through the storage configuration and tenant activation.

You can easily configure the **backup storage** in Step 2 and **activate** the module on the Summary page.



Activate module
 Scancel

**X**techarrow



After this, you can create a backup job directly from the activation wizard or from the Jobs page.

After the app registration is completed, you can proceed with creating the **backup jobs**.

# Permissions requested for Microsoft 365 connection

To enable contentACCESS to authenticate and connect to Microsoft 365 services through a previously registered application, certain permissions are required:

### **Requested permissions**

Name	Description	Requested for
full_access_as_app	use Exchange Web Services with full access to all mailboxes	Exchange Online

Exchange.Man- ageAsApp	manage Exchange as Applica- tion	Exchange Online				
Group.Read.All	read all groups	Email, Teams, and SharePoint				
GroupMember.Read.All	read all group memberships	Email, Teams, and SharePoint				
Sites.FullControl.All	have full control of all site col- lections	Teams and SharePoint				
Sites.Manage.All	read and write items and lists in all site collections	Teams and SharePoint				
Sites.ReadWrite.All	read and write items in all site collections	Teams and SharePoint				
Sites.Read.All	read items in all site collections	Teams and SharePoint				
TermStore.Read- Write.All	read and write managed metadata	Teams and SharePoint				
User.Read.All	read user profiles	Teams and SharePoint				
Files.Read.All	read files in all site collections	Teams and SharePoint				
Notes.ReadWrite.All	read and write all OneNote notebooks	Teams and SharePoint				

Channel.Create	create channels	Teams
ChannelMes- sage.Read.All	read user cannel messages	Teams
Directory.Read.All	read directory data	Teams
TeamsTab.Read- Write.All	read and write tabs in Mi- crosoft Teams.	Teams
Teamwork.Migrate.All	create chat and channel mes- sages with anyone's identity and with any timestamp	Teams
TeamworkTag.Read- Write.All	read and write tags in Teams	Teams
Team.Create	create teams	Teams
TeamMember.Read- Write.All	add and remove members from all teams	Teams
TeamSettings.Read- Write.All	read and change all teams' set- tings	Teams
TeamsAppInstalla- tion.ReadWriteAndCon- sentForTeam.All	manage installation and permis- sion grants of Teams apps for all teams	Teams

Chat.Read.All	read all chat messages	Teams chat
Chat.ReadBasic.All	read names and members of all chat threads	Teams chat

Learn more about permissions and consent here.

## Jobs

The **Jobs** page in Backup Administration for Microsoft 365 allows you to set up jobs customized to manage specific data management processes. You can create new jobs from a range of options to keep your data operations running smoothly. Each job has its own settings, such as scheduling, filtering, and objects to process. These configurations assign specific data processing tasks to the job. It is possible to create countless jobs of the same type, providing you the flexibility to manage your data just the way you want.

In Backup Administration, two types of jobs can be created:

- Backup job allows you to copy any physical or virtual files from the selected source (mailbox, SharePoint site, MS Teams) to a secondary location. It offers secured data storage and protection against data lost due equipment failures, malicious actions, disasters, etc. You can back up all selected files, versions, and data, or only the changes made since the last backup. This includes updating items and creating versions.
- Restore job the restore jobs in the Backup Administration is used to regenerate a mailbox, a SharePoint site, a OneDrive, or a team from the backup. This type of job is useful if an entire mailbox/site/OneDrive/team was deleted; or if one or more folders/items were deleted from the entity(ies) and the user wants to restore these items from the backup storage.

~		ኛ Jobs - SKE	Backup 2!	×	+													-		×
÷		→ C	test-cd-03.te	ech-arro	ow.co	m/adı	min/#/jobs					Q	☆	G	≏	۲	New	Chrom	ie availat	ole :
×	7	Backup Adm	ninistration for M	licrosof	t 365												ŝ	?	ADM	^
	SKE	Backup 2!	c ~	С	Refre	esh	+ New ~							Q	Search I	keyword			$\bigtriangledown$	
	@ ⊟	Home Storages	Î		All		Backup Mailbox restore SharePoint restore	Storage replication	Ir	ndexing										
	₿	Databases				ld	OneDrive restore			Туре	Status	Last start			La	st durat	ion			
	Ö	Schedules				248	Teams restore			Indexing	Idle	48 minutes	ago		4	seconds				
	<b></b>	Microsoft 365	connection			589	Indexing Backup indexing 2			Indexing	Idle	3 days ago			1:	second				
		JODS				249	Backup job			Backup	Idle	3 months a	go		11	second	s			
N	Aicr ഹ	Conoral sottin	ckup			310	Backup job - all ODA sit	es		Backup	Idle	5 months a	go		3	minutes	and 26 s	econds		
	@ [R]	Address book	igs :			251	Backup job - all SharePo	pint sites		Backup	Idle	4 months a	go		43	minute	s and 32	second	s	
						270	Backup job - all Teams			Backup	Idle	4 months a	go		4	minutes	and 54 s	econds		
	ல் ஜ	System setting	qs			275	Backup job - all Teams (	chats		Backup	Idle	4 months a	go		53	second	s			
	Þ	Licensing				342	Backup job - Clark Kent	SP site and team		Backup	Idle	5 months a	go		2	minutes	and 29 s	econds		
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Users				309	Backup job - OneDrive	selected		Backup	Idle	2 months a	go		1	minute a	nd 17 se	conds		
	~	Statistics	-			281	Backup job - selected N	1ailbox D L	<u>~</u>	Backup	Idle	3 days ago			4	minutes	and 29 s	econds		
_						259	Backup job - selected S	harePont sites		Backup	Idle	3 days ago			1	minute a	nd 14 se	conds		
1	te	charrow				260	Backup job - selected S	harePont sites (Clone	d)	Backup	Idle	6 months a	go   Ma	ar 2024	1	minute a	nd 56 se	conds		

To create a new job from any of these options, you need to navigate to the Jobs page and click on **+ New**. A dropdown menu will be open where you can select the desired job type (Backup, Mailbox restore, SharePoint restore, OneDrive restore, Teams restore). The job configuration window will appear, allowing you to set the selected job based on your preferences. Further information about configuring jobs can be found in the respective subsection.

On the same page, you can refresh the list of available jobs by pressing the Refresh button.

The grid contains the following columns: **ID** number, **Name**, **Type**, and **Status**. If the job is in Idle status, it means that the job has completed the task and is not running.

The next columns provide information about the **Last start**, **Last duration** and **Progress**. The Progress column shows the volume of the items already processed, while the **Summary** column gives an overview of the processed, skipped, and failed items.

The **Next start** column indicates when the job will restart the processing (if the schedule is set to Periodical or Week schedule with repeat).

The **Is active** column whether the job is active or deactivated. Active jobs will run based on the schedule; deactivated jobs are not running and cannot be manually started.

In the **Cluster node** column, you can see the node where the selected job can run.

The Running on column informs the user about the node where the job is currently running.

All	Microsoft 365 Backup Storage replicat	tion	Indexing									
Id	Name †⊾		Туре	Status	Last start	Last duration	Progress	Summary	Next start	Is active	Cluster node	Running on
24	8 Backup indexing		Indexing	Idle	1 minute ago	35 seconds	0 %	121 entities processed, 0 items processed	Never	$\odot$	Any available	-
58	9 Backup indexing 2		Indexing	Idle		-	-			$\odot$	Any available	-
24	9 Backup job		Backup	Idle	1 month ago	11 seconds	100 %	1 mailbox backed up, 3 emails backed up	Never	$\odot$	Any available	-
31	0 Backup job - all ODA sites		Backup	Idle	3 months ago	3 minutes and 26 seconds	22 %	19 OneDrives backed up 104 documents backed up	Never	$\odot$	Any available	-
25	1 Backup job - all SharePoint sites		Backup	Idle	2 months ago	43 minutes and 32 seconds	7 %	17 sites backed up, 1732 documents backed up	Never	$\odot$	Any available	-
27	0 Backup job - all Teams		Backup	Idle	2 months ago	4 minutes and 54 seconds	100 %	12 Teams backed up (13 failed), 1 message backed up	Never	$\odot$	Any available	-
27	5 Backup job - all Teams chats		Backup	Idle	2 months ago	53 seconds	100 %	19 users backed up, 28 chats backed up, 0 messages backed up	Never	$\odot$	Any available	-
34	2 Backup job - Clark Kent SP site and team		Backup	Idle	3 months ago	2 minutes and 29 seconds	10 %	1 site backed up, 19 documents backed up	Never	$\odot$	Any available	-
30	9 Backup job - OneDrive selected		Backup	Idle	1 week ago	1 minute and 17 seconds	7 %	1 OneDrive backed up, 136 documents backed up	Never	$\odot$	Any available	-
28	1 Backup job - selected Mailbox		Backup	Idle	2 months ago	16 seconds	100 %	1 mailbox backed up, 2 emails backed up	Never	$\odot$	Any available	-
25	9 Backup job - selected SharePont sites		Backup	Idle	2 months ago	4 minutes and 54 seconds	8 %	12 sites backed up, 1575 documents backed up	Never	$\odot$	Any available	-
27	3 Backup job - Teams chat selected		Backup	Idle	2 months ago	25 seconds	100 %	3 users backed up, 11 chats backed up, 0 messages backed up	Never	$\odot$	Any available	-
40	6 Backup job - Teams chat selected (Clone	d)	Backup	Idle	2 months ago	34 seconds	100 %	1 Team backed up, 9 messages backed up	Never	$\odot$	Any available	-
26	9 Backup job - Teams selected sites		Backup	Idle	2 months ago	25 seconds	100 %	1 Team backed up, 0 messages backed up	Never	$\odot$	Any available	-
28	2 Mailbox restore job		Mailbox restore	Idle	3 months ago	7 seconds	100 %	1 mailboxes recovered 0 emails recovered (228 existing mails)	Never	$\odot$	Any available	-

Any changes to a job can be made from the job context menu. To access this menu, select the corresponding job from the list and left click on the ellipses (...). The context menu of a job contains the following options:

- 1. **Start/Stop** by default, only the Start button is displayed in the context menu, allowing you to start the job manually. Once the job is started, the Stop button will appear in the menu, enabling you to stop the selected job.
- 2. **Show progress** this option relocates you to the **Job progress page**, where you can monitor the job's progress, and check the session logs.
- 3. Show last logs selecting this option redirects you to the System logs page. Here, the last run of the selected job will be preselected, and the corresponding events will be displayed in the table of events
- 4. Clone use this option to create a clone of an already configured job. The clone will have the same configuration as the original job. Upon clicking the Clone option, the Clone job window appears, with the display name automatically filled out. You can change or edit the name as desired, then press the Clone button

- 5. Edit opens the Job configuration window, where you can modify an already configured job
- 6. **Assign to cluster node** the Assign job to cluster node pop-up window appears, allowing you to assign a cluster node to the selected job
- 7. **Deactivate** this option lets you deactivate jobs that are not in use for a long time but may be used in the future. Deactivating a job does not delete it permanently; it will only be marked as inactive and will not run according to the schedule, nor can it be manually started. Running and waiting jobs cannot be deactivated
- 8. **Delete** you can permanently delete selected jobs from the list with this option. Running and waiting jobs cannot be deleted.

Jobs - SKE Backup 21	× +							- 0
← → C test-cd-03	3.tech-arrow.co	om/admin/#/jobs					@ ☆	© Ď ₹ 4
V Backup Administration for Mic	rosoft 365							③ ? ADM
SKE Backup 21	C Refresh	+ New ~					9.9	learch keyword
Home	AB	Microsoft 365 Backup Storage replicatio	n Indexing					
Databases	O id	Name 1.	Туре	Status	Last start	Last duration	Progress	Summary
Schedules	O 248	Backup indexing D 🗠	Indexing	Idle	39 minutes ago	13 seconds	0%	121 entities processed, 0 item
Microsoft 365 connection	589	Backup indexing 2	Processing	Idle	4		2	12
adol. 🕰	249	Backup job	D Start 1.	idle	1 month ago	11 seconds	100 %	1 mailbox backed up, 3 emails
licrosoft 365 Backup	310	Backup job - all ODA sites	🗠 Show progress 2.	idle	3 months app	3 minutes and 26 seconds	22.%	19 OneDrives backed up 104 i
General settings	571	Oralize into all Charateriat sites	Show logs 3.	Laff.e	2 months and	12 min day and 22 controls		17 oku hadad as 1772 day
Address book	201	packup job - an snarevoint sites	Configuration	TOPE	2 months ago	43 minutes and 32 seconds	1.70	17 sites backed up, 1732 docu
stem	270	Backup job - all Teams	Clone 4.	idle	2 months ago	4 minutes and 54 seconds	100 %	12 Teams backed up (13 failec
System settings	275	Backup job - all Teams chats	/ Edit <mark>5.</mark>	Idle	2 months ago	53 seconds	100 %	19 users backed up, 28 chats I
P Licensing	342	Backup job - Clark Kent SP site and team	S Assign to cluster 6.	Idle	3 months ago	2 minutes and 29 seconds	10 %	1 site backed up, 19 documen
S <sup>R</sup> Users	309	Sackup job - OneDrive selected	⊙ Deactivate 7.	Idle	1 week ago	1 minute and 17 seconds	7 %	1 OneDrive backed up, 136 dc
Statistics	281	Backup job - selected Mailbox	Other	Idle	2 months ago	16 seconds	100 %	1 mailbox backed up, 2 emails
gs and auditing	259	Backup job - selected SharePont sites	E Delete 8.	Idle	2 months ago	4 minutes and 54 seconds	8%	12 sites backed up, 1575 docu
System logs	273	Backup job - Teams chat selected	··· Backup	Idle	2 months ago	25 seconds	100 %	3 users backed up, 11 chats b:
Configuration auditing	406	Backup job - Teams chat selected (Cloned)	··· Backup	Idle	2 months ago	34 seconds	100 %	1 Team backed up, 9 message
	269	Backup job - Teams selected sites	··· Backup	Idle	2 months ago	25 seconds	100 %	1 Team backed up, 0 message
	282	Mailbox restore job	···· Mailbox restore	Idle	3 months ago	7 seconds	100 %	1 mailboxes recovered 0 emai
techarrow	4							•

It is also possible to search through the jobs using the search textbox in the top right corner of the page or to filter out specific types of jobs from the list. Filtering can be done by clicking on the available options (All, Microsoft 365 Backup, Indexing, etc.) or by clicking on the funnel icon.

If you press the funnel icon, an extra row will appear under the column titles, allowing you to filter different values with using various methods.

V 🛛 Jobs - SKE Backup 2!	× +								- 🗆
$\leftrightarrow$ $\rightarrow$ C = test-cd-03.ted	arrow.com/admin/#/job	5					ବ୍	☆ ⓒ	) 🗅   🗐 😩
Backup Administration for Microsc	365								段 ? ADM
SKE Backup 2!	Refresh + New > D	Start 🚫 Deactivate	🗊 Delete	imes Clear selectio	'n			Q Search key	word
Home Storages	All S Microsoft 365 Backup	Storage replication	Indexing						
Databases	ld Name †⊾		Туре		Status	Last start	Last duration	Progress	Summary
Schedules	backup	A R	backup	A R	Idle $\times$ $\checkmark$	30/06/2024 🍸 🕅			Enter filter text
Jobs	O 249 Backup job		Backup		Idle	1 month ago	11 seconds	100 %	1 mailbox backed up,
Microsoft 365 Backup	310 Backup job - all OD	A sites	Backup		Idle	3 months ago	3 minutes and 26 seconds	22 %	19 OneDrives backed
General settings	251 Backup job - all Sha	rePoint sites	Backup		Idle	2 months ago	43 minutes and 32 seconds	7 %	17 sites backed up, 11
Address book	O 270 Backup job - all Tea	ms	Backup		Idle	2 months ago	4 minutes and 54 seconds	100 %	12 Teams backed up (
System	O 275 Backup job - all Tea	ms chats	Backup		Idle	2 months ago	53 seconds	100 %	19 users backed up, 2
System settings	O 342 Backup job - Clark H	ent SP site and team	Backup		Idle	3 months ago	2 minutes and 29 seconds	10 %	1 site backed up, 19 c
Licensing	281 Backup job - selecte	d Mailbox	Backup		Idle	2 months ago	16 seconds	100 %	1 mailbox backed up,
See Users	O 259 Backup job - selecte	d SharePont sites	Backup		Idle	2 months ago	4 minutes and 54 seconds	8 %	12 sites backed up, 15
Statistics	273 Backup job - Teams	chat selected	Backup		Idle	2 months ago	25 seconds	100 %	3 users backed up, 11
Logs and auditing	🔘 406 🛛 Backup job - Teams	chat selected (Cloned)	Backup		Idle	2 months ago	34 seconds	100 %	1 Team backed up, 9 I
System logs	269 Backup job - Teams	selected sites	Backup		Idle	2 months ago	25 seconds	100 %	1 Team backed up, 0 i
Configuration auditing	SP backup for bug #	51674	Backup		Idle	1 month ago	2 minutes and 7 seconds	9 %	1 site backed up, 42 c
	4								•
				1 - 12 / 12	« < 1	> >> 15 ¥			
<b>V</b> techarrow									

### Backup job

As it was mentioned before, the purpose of the backup job is to securely store data and prevent or aid any potential data loss. A backup job can be easily created from the **Jobs** page by clicking the **+ New** button. Then, select the **Backup** option from the dropdown menu. The **Job configuration** page will appear, where you can configure the backup job according to your preferences.

Jobs - SKE Backup 2!	× +							- 0	×
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🏹 Backup Administration for Micr	rosoft 365						段 (	ADM	<b>A</b>
SKE Backup 2!	C'Refresh	+ New	Micro	soft Delete × Clear selection	n		Q Search keyword		
Home Storages	All	Backup So's Exchang SharePoint, C Mailbox restore or Teams. Storage replicati	e, DneDri ion	Indexing					
Databases	Id	OneDrive restore		Туре	Status	Last start	Last duration	Progr	
Chedules		Teams restore раскир У У		backup 🛛 🍸	Idle X $\vee$	30/06/2024 🍸 🕅			
Jobs	249	Backup job		Backup	ldle	1 month ago	11 seconds	100 %	
Microsoft 365 Backup	O 310	Backup job - all ODA sites		Backup	ldle	3 months ago	3 minutes and 26 seconds	22 %	
General settings	O 251	Backup job - all SharePoint sites		Backup	Idle	2 months ago	43 minutes and 32 seconds	7 %	
Address book	O 270	Backup job - all Teams		Backup	ldle	2 months ago	4 minutes and 54 seconds	100 %	
System	0 275	Backup job - all Teams chats		Backup	Idle	2 months ago	53 seconds	100 %	
🐼 System settings	342	Backup job - Clark Kent SP site and team		Backup	ldle	3 months ago	2 minutes and 29 seconds	10 %	
Licensing	0 281	Backup job - selected Mailbox		Backup	Idle	2 months ago	16 seconds	100 %	
Succession of the second secon	0 259	Backup job - selected SharePont sites		Backup	Idle	2 months ago	4 minutes and 54 seconds	8 %	
Statistics	273	Backup job - Teams chat selected		Backup	Idle	2 months ago	25 seconds	100 %	
Logs and auditing	0 406	Backup job - Teams chat selected (Cloned	i)	Backup	Idle	2 months ago	34 seconds	100 %	
System logs	<ul><li>⊘ 269</li></ul>	Backup job - Teams selected sites		Backup	Idle	2 months ago	25 seconds	100 %	
<b>∀</b> techarrow	540	SP backup for bug #51674		Backup	Idle	1 month ago	2 minutes and 7 seconds	9 %	
•	4							•	

On the job's configuration page, you need to go through the following sections:

✓ **Name** – each backup job requires a unique name to distinguish it from other backup jobs. It is recommended to give the job a name that clearly indicates the model's backup it was created for.

Name

SharePoint backup job

✓ **Cluster nodes** – here, you can set the node, where the backup job will run.

Cluster nodes	
Any available	~
Any available	
TEST-CD-03	

 $\checkmark$  Schedule – in this step, you must select the running times of the backup job. You can either select a schedule from the list or create a new one by pressing the + button in the Schedule row. For backup jobs, it is recommended to set up a schedule that will run continuously, or at certain times during the week. For more information about setting schedules, please refer to the section <u>Schedules</u> above.

Schedule						
Select schedule	~ +					
Every 4 hours	<b>^</b>					
Every hour	~					
Just in time						
Manual						
New schedule						
Repeat in every 5 minutes						
Postoro joh for TEA - schodulo	•					

 $\checkmark$  **Storage** – the processed binaries will be stored here. This section cannot be edited on the Job configuration page because the default storage set on the Storages tab will automatically be used for the backup job. For more information on setting storages, refer to the section <u>Storages</u>.

Sto	prage	
S	SKE Backup 2!	$\sim$

✓ Objects to backup – in this section, you can select mailboxes and mailbox groups, SharePoint and OneDrive sites, teams and private chats to be processed by the backup job. There are two options to choose from: + Add organization (in this case, the whole organization or all mailboxes/SharePoint sites/OneDrive/teams/private chats will be processed) and + Add selected (where only the selected mailboxes / mailbox groups / SharePoint sites / OneDrive / Teams / Private chats will be processed).

Objects to backup + Add organizatio	n v + Add selec	cted ×
Туре	Display name	Details
Mailbox	Emma Kent	Emma.Kent@2h2hx3.onmicrosoft.com
OneDrive	Emma Kent	https://2h2hx3-my.sharepoint.com/personal/emma_kent_2h2hx3_onmi

If you select the whole organization or all mailboxes / SharePoint sites / etc., the chosen entities will be listed in the Object to backup section. If you wish to back up only selected entities, click the **+ Add selected** option first, then choose from the dropdown menu.

Objects to	backup			
+ Add o	organization  ×		+ Add selected ~	
	Turne	Di	🕵 Mailbox	
	туре	Di	🕵 Mailbox group	
	Mailbox	En	SharePoint site	it@2h2hx3.onmicrosoft.com
	OneDrive	En	<ul> <li>OneDrive</li> </ul>	2hx3-my.sharepoint.com/personal/emma_kent_2h2hx3_onmi
Notification settings			📫 Teams	
Send when			📫 Private chats	

Upon selecting an option, a repository of mailboxes or mailbox groups / SharePoint sites / OneDrive / teams or private chats will appear in a pop-up window. Check the desired entities, then click **Select**.



It is also possible to remove the chosen entities by selecting them. In this case, a Remove option will appear in the Object to backup section, allowing you to remove the previously selected entity.

Objects to backup + Add organization ~ + Add selected ~					
🔿 Туре	Display name	Details			
<ul> <li>Mailbox</li> </ul>	Emma Kent	Emma.Kent@2h2hx3.onmicrosoft.com			
OneDrive	OneDrive Emma Kent https://2h2hx3-my.sharepoint.com/personal/emma_kent_2h2hx3_onmi				

*Note:* You can select multiple entities from different models. For example, you can back up mailboxes and teams at the same time with the same backup job.

### $\checkmark$ Notification settings

Here, select the cases when you need to receive notification emails from the backup job. You can choose to receive notifications always, never, or only if an error/warning occurs during the backup process. For example, if the backup of one or more items fails, you may get a notification email about this error. In the **Recipient list** textbox, insert the email address(es) of the person/people to whom you would like to send these emails.

Notification settings	
Send when	
On errors	~
Recipient list	
Emma.Kent@2h2hx3.onmicrosoft.com	
Separate email addresses using ';' character.	

### ✓ Resource settings

Set the value, that will determine how many items will be processed simultaneously by the backup job. The recommended value is 2.

Resources settings		
Worker thread count		
2		Û,

Never forget to save your job configurations at the end. Click the **Save** button at the bottom of the UI to be redirected to the Jobs page.

If you want to start the processing immediately, press the **Save and run** button. This action will start the backup job, and you will be redirected to the Job progress page.

Job configur	ation <sub>②</sub>		
Name			
SharePoint backup	job		
Cluster nodes			_
Any available			~
Schedule			
Every 4 hours			~ +
Storage			
SKE Backup 2!			~
Objects to backup			_
+ Add organizatio	n v + Add sele	ected >	
Turne	Dianlay name	Detaile	
Type		Details	
Site	CA Backup 2!	https://2n2nx3.snarepoint.com/sites/CABackup2	
Notification setting	js		- 1
Notification setting Send when	js		
Notification setting Send when Always	js		~
Notification setting Send when Always Recipient list	js		~
Notification setting Send when Always Recipient list Emma.Kent@2h2hx	<b>js</b> (3.onmicrosoft.com		~
Notification setting Send when Always Recipient list Emma.Kent@2h2hx Separate email address	JS (3.onmicrosoft.com es using ';' character.		~
Notification setting Send when Always Recipient list Emma.Kent@2h2hx Separate email address Resources settings	JS K3.onmicrosoft.com les using ';' character.		~
Notification setting Send when Always Recipient list Emma.Kent@2h2hx Separate email address Resources settings Worker thread count	JS K3.onmicrosoft.com les using ';' character.		~
Notification setting Send when Always Recipient list Emma.Kent@2h2hx Separate email address Resources settings Worker thread count	JS (3.onmicrosoft.com les using ';' character.		~
Notification setting Send when Always Recipient list Emma.Kent@2h2hx Separate email address Resources settings Worker thread count 2	JS (3.onmicrosoft.com les using ';' character.		~
Notification setting Send when Always Recipient list Emma.Kent@2h2hx Separate email address Resources settings Worker thread count 2	JS (3.onmicrosoft.com les using ';' character.		<ul> <li>✓</li> <li>✓</li> </ul>

In the **Job progress window**, you can check the progress bar, which shows the current state of the job (if it's running or done) and the progress of the backup.

Moreover, you can restart a finished job or stop a running job by clicking the Start/Stop button on the Job progress window, as well as check the last logs by clicking the Show last logs option.

This window also contains the **session logs** for the currently running job.

Additionally, it is also possible to modify the job from this page. Upon pressing the Modify job button, you will be redirected to the Job configuration page.

Job p	rogress			×	
ShareP	oint backup job				
Status:	ldle				
Progress:	1 site back	ed up, 195 documents backed up			
	Share	Point backup 15 folders processed	, 195 documents processed (48 newly backed up)		
▷ Star	t 🔅 Show logs				
Logs					
C Refi	resh				
	15/07/2024 14·24·18	I Itle	Plugin M365Packup		
	1 site backed up, 195 do	cuments backed up	Fidgittivisosbackup	- 1	1
$\odot$	15/07/2024 14:24:18	(i) Root url processing succeeded	https://2h2hx3.sharepoint.com/sites/CABackup2		
	Site: 'https://2h2hx3.sha	repoint.com/sites/CABackup2'. Total items	: 195. Items processed: 195. Failed items: 0. Skipped items: 0		
>	15/07/2024 14:24:18	(i) Processing information	SharePoint processing finished	-	Ŧ
			ピ Modify job × 0	Close	

### Indexing job

The content indexing jobs:

 assign the default index zone(s) to the files, emails, Teams messages, and Teams chat messages of the selected entities

- use Elasticsearch as the back end server (a third-party index server) to manage and store indexes and perform searches
- crawl Backup Administration and send document text and metadata to the Elasticsearch server

*Note:* Document text is extracted from various document formats through IFilter components. The appropriate IFilter pack should be installed on the server where Backup Administration for Microsoft 365 is also installed. These filters are used to extract plain text content from binary formats such as .docx, .pdf, etc.

On the configuration page of the given job, you are required to specify the following settings:

#### √ Name

Each backup indexing job requires a unique name to distinguish it from the other indexing jobs. It is recommended to give the job a name that clearly indicates for what purpose the indexing job was created for. By default, the automatically created indexing job is called "Backup indexing".

Name			
Backup indexing			

### ✓ Cluster nodes

Here, you can set the node, where the indexing job will run.

Cluster nodes	
Any available	~
Any available	
TEST-CD-03	

### ✓ Schedule
In this step, you must select the running times of the indexing job. You can either select a schedule from the list or create a new one by pressing the + button in the Schedule row. For indexing jobs, it is recommended to set up a schedule that will run continuously, or at certain times during the week. For more information about setting schedules, please refer to the section <u>Schedules</u> above.

Schedule	
Every hour	~ +
Every 4 hours	A
Every hour	~
Just in time	
Manual	
New schedule	
Repeat in every 5 minutes	•

#### ✓ Index zone

The index zone that will be assigned to items by the indexing job is set here. Currently, only the default index zone is available from the dropdown menu; it is not possible to create a new index zone manually.

Index zone	
Default index zone	~
Default index zone	

## $\checkmark$ Entities to index

Set the entities that will be processed by the indexing job here.

There are two options to choose from: **+** Add organization (in this case, all mailboxes, SharePoint or OneDrive sites, teams, or private chats will be processed) or **+** Add selected options (where only the selected entities will be processed).

Entities to index + Add organization ~ + Add	selected ~		
Туре	Name		Tenant
Enter filter text	Enter filter text	Y	
<ul> <li>OneDrive</li> </ul>	All entities		SKE Backup 2!
SharePoint site	CA Backup 2!		SKE Backup 2!

If you choose + Add organization and All mailboxes/SharePoint sites/etc., all entities will be listed in the Entities to index section.

Entities to index				
+ Add organization ×	+ Add s	selected ~		
All mailboxes		Nama		Topont
📫 All teams		Name		lenant
🐗 All private chats	t T	Enter filter text	Y	
📽 All sharing				
<ul> <li>OneDrive</li> </ul>		All entities		SKE Backup 2!
SharePoint site		All entities		SKE Backup 2!

If you wish to index only the **selected entities**, click **+ Add selected** option first, then choose items from the dropdown menu. Upon selecting an option, a **repository of entities** will appear in a pop-up window. Check the desired ones, then click **Save**.

Entities to i	ndex				
+ Add o	organization ~	+ Add selected ~			
	Turne	🕵 Mailbox			Tonont
	туре	🕵 Mailbox group			lenant
	Enter filter text	SharePoint site	text	Y	
		<ul> <li>OneDrive</li> </ul>			
		📫 Team	ng selected.		
Filtering s	ettings	🐝 Private chat			

Sele	ct sharepoint site				×
	https://2h2hx3.sharepoint.com/sites/AnalysisTool-Shared		Analysis Tool-Shared	SKE Backup 2!	-
	https://2h2hx3.sharepoint.com/sites/AT_Teamsite		AT_Team site	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup4		Backup 4	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup1		Backup1	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup2		Backup2	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup3		Backup3	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup5		Backup5	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/CABackup2		CA Backup 2!	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/CAEA_Backup		CAEA_Backup	SKE Backup 2!	
	https://2h2hx3.sharepoint.com		Communication site	SKE Backup 2!	
0	https://2h2hx3.sharepoint.com/sites/Recoveryanalysis		Recovery analysis	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/SampleTeamSite		Sample Team Site	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/SKEBackupDemo		SKE Backup Demo	SKE Backup 2!	
		1 of 2	≪ < 1 2 >	» 15 V	
					-
					Save Cancel

It is also possible to remove the chosen entities by selecting them from the list. In this case, a **Remove** option will appear in the Entities to index section, allowing you to remove them.

Entities to	index organization	ected V 🕅 Remove	
	Туре	Name	Tenant
	Enter filter text	Enter filter text	
۵	SharePoint site	CAEA_Backup	SKE Backup 2!
0 🔹	SharePoint site	CA Backup 2!	SKE Backup 2!

*Note*: You can select multiple entities from different modules at once. For example, indexing can run on both mailboxes and teams simultaneously with the same indexing job.

# ✓ Filtering settings

Set the file types that should and shouldn't be processed here, or run the index job without any filters applied. File types can be added individually, but grouping functionality is also provided. The advanced filtering option allows you to select a group of file extensions at once instead of selecting each required file type individually. Currently, two extension groups are predefined and ready to use:

- All text documents contains extensions like txt, log, config, rtf, zip, 7z, eml, json, mhtm, etc.
- Office documents contains extensions like docx, pptx, xlsx, pdf, html, etc.

The index job can run in three modes

- No filter the Process only the following file types textbox is hidden, and the indexing will
  process all items from the selected entities
- Process only the index job will only process items matching the criteria set in the Process only the following file types textbox
- Don't process the index job will exclude the items with the extensions specified in the Process only the following file types textbox

Filtering settings		
Mode		
No filter	Process only	Don't process
Process only the following file types		
pdf 🛞		
		Clear all

The advanced filtering works in both **Process only** and **Don't process** modes. Simply click into the **Process only the following file types** textbox, and a pop-up window will appear with all the groups and individual extensions. In this window, multiple file types and groups can be selected at once. Extensions can be selected in three ways:

• using the search bar, you can search for individual extensions or groups

- you can scroll down the list
- you can manually add extensions to the Process only the following file types textbox

0	Name	Description	•
	Enter filter text	Enter filter text	
0	All text documents	txt, log, config, rtf, zip, 7z, vcf, rar, msg, eml, ics, mhtm, mhtml, odt, csv, htm, html, docx, doc, pptx, ppt, sldx, xls, xlsx, pdf, xml, json	
0	Office documents	docx, doc, pptx, ppt, sldx, xls, xlsx, pdf, htm, html, csv, odt, msg, eml, mhtm, mhtml, rtf, zip, rar, 7z	
0	3g2		
0	3gp		
0	3gp2		
0	3gpp		
0	7z		
0	AAC	✓ Done	e
pdf ⊗			
		Clear	əll

## ✓ Notification settings

Here, select when you want to receive notification emails from the indexing job. You can choose to receive notifications always, never, or only if an error/warning occurs during the indexing. For example, if the indexing fails on one or more items, you will get a notification email about this error. In the **Recipient list** textbox, enter the email address(es) of the person/people to whom you would like to send these emails.

Notification settings	
Send when	
On errors	~
Recipient list	
Emma.Kent@2h2hx3.onmicrosoft.com	
Separate email addresses using ',' character.	

## ✓ Resource settings

Set the value, that will determine how many items will be processed simultaneously by the indexing job. The recommended value is 2.

Resources settings		
Worker thread count		
2		<b>Î</b>

Never forget to save your job configurations at the end. Click the **Save** button at the bottom of the UI to be redirected to the **Jobs** page.

If you want to start the processing immediately, press the **Save and run** button. This action will start the indexing job, and you will be redirected to the **Job progress** page.

# Job configuration $\bigcirc$

Backup i	ndexing 2			I
Cluster noo	des			I
Any avai	lable		~	I
Schedule				I
Manual			~ +	I
Index zone				I
Default i	ndex zone		~	I
Entities to i	index			I
+ Add o	organization × + Add s	elected ×		I
	Туре	Name	Tenant	I
	Enter filter text $\nabla$	Enter filter text	$\nabla$	I
<b>\$</b>	SharePoint site	CA Backup 2!	SKE Backup 2!	I
-	OneDrive	Emma Kent	SKE Backup 2!	I
Filtering				
Filtering s	settings			
Mode	ettings			l
Mode	ettings No filter	Process only	Don't process	
Mode Process on	No filter	Process only	Don't process	
Mode Process on pdf 🛞	No filter ly the following file types All text documents 🛞	Process only	Don't process	
Mode Process on pdf 🛞	No filter ly the following file types All text documents 🛞	Process only	Don't process Clear all	
Mode Process on pdf 🛞	No filter Iv the following file types All text documents on settings	Process only	Don't process Clear all	
Mode Process on pdf ® Notification	No filter No filter ly the following file types All text documents $\circledast$	Process only	Don't process Clear all	
Mode Process on pdf ® Notification Send when Never	No filter Iy the following file types All text documents ③	Process only	Don't process Clear all	
Mode Process on pdf ® Notification Send when Never Resources	No filter No filter ly the following file types All text documents (2) on settings	Process only	Don't process Clear all	
Mode Process on pdf Notification Send when Never Resources Worker thr	No filter No filter ly the following file types All text documents (2) on settings s settings ead count	Process only	Don't process Clear all	
Mode Process on pdf ® Notification Send when Never Resources Worker thr 2	No filter Sections Sect	Process only	Don't process Clear all	
Mode Process on pdf Notification Send when Never Resources Worker thr 2	No filter Sections Sect	Process only	Don't process Clear all	
Mode Process on pdf Notification Send when Never Resources Worker thr 2	No filter No fil	Process only	Don't process Clear all	Ţ

In the **Job progress** window, you can check the progress bar, which shows the current state of the job (if it's running or done) and the progress of the index job.

Moreover, you can restart a finished job or stop the running one by clicking the **Start/Stop** button on the Job progress window, as well as check the last logs by clicking the **Show last logs** option.

This window also contains the session logs for the currently running job.

Additionally, it is also possible to modify the job from this page. Upon pressing the **Modify job** button, you will be redirected to the Job configuration page.

Jop bi	rogress			×
Backup	indexing			•
Status:	Idle			
Progress:	121 entit	ies processed, 73 items processed		
▷ Start	i Show logs			
logs				
C Refr	resh			
	Date	Title	Description	
>	13/09/2024 10:16:41	i Entity indexing finished	Indexing of 'Clark Kent' in 'OneDrive backup' finished.	
>	13/09/2024 10:16:41	(i) Plugin was finished successfully	Plugin.Index	
>	13/09/2024 10:16:41	(i) Entity indexing finished	Indexing of 'SKEDemo user' in 'OneDrive backup' finished.	
>	13/09/2024 10:16:41	(i) Entity indexing finished	Indexing of 'Megan Bowen' in 'OneDrive backup' finished.	
>	13/09/2024 10:16:41	(i) Entity indexing finished	Indexing of 'Emma Kent' in 'OneDrive backup' finished.	
>	13/09/2024 10:16:41	(i) Entity indexing finished	Indexing of 'Pradeep Gupta' in 'OneDrive backup' finished.	
`	40 /00 /000 4 40 45 44	🔿 Entity indexing finished		•
			ピ Modify job × C	lose

# Restore job

The **restore job** in Backup Administration for Microsoft 365 is used to regenerate a mailbox, Share-Point site, OneDrive, or team from the backup. This processing type is useful if:

- an entire mailbox/site/OneDrive/team was deleted,
- one or more folders were deleted from the mailbox/SharePoint site/OneDrive/team,
- one or more items were deleted from the mailbox/SharePoint site/OneDrive /team,

and the user wants to restore these backed up items from the backup storage.

*Important:* Please note that the restore job is not accessible for private chat.

To create a restore job, navigate to the **Jobs** page on the left-side menu, click on **+ New**. In the dropdown menu, select the restore job for the model from which you want to restore the deleted items. Once you have selected the desired option, the **Job configuration** window will appear on the screen. The UI of the Job configuration page slightly changes based on what would you want recover.

The configuration of the different models will be described in detail in the following subsections.

V 🛛 Jobs - SKE Backup 2!	× +							- 🗆 ×
← → C = test-cd-03.tech	n-arrow.com/adi	min/#/jobs					९ ☆ ⓒ छ	₹ 😩 :
V Backup Administration for Micro	osoft 365						<u>ن</u> ان ال	ADM
SKE Backup 2!	C Refresh	+ New ~					Q Search keyword	
Home	All	Backup Mailbox restore SharePoint restore	5	exing				
Databases	Id	OneDrive restore SharePoint sit	tes fro	e	Status	Last start	Last duration	Progr
Schedules		Teams restore раскир У У		backup 🛛 🍸	ldle × $\vee$	30/06/2024 🍸 🕅		
Jobs	249	Backup job		Backup	ldle	1 month ago	11 seconds	100 %
Microsoft 365 Backup	310	Backup job - all ODA sites		Backup	ldle	3 months ago	3 minutes and 26 seconds	22 %
😥 General settings	251	Backup job - all SharePoint sites		Backup	ldle	2 months ago	43 minutes and 32 seconds	7 %
Address book	270	Backup job - all Teams		Backup	ldle	2 months ago	4 minutes and 54 seconds	100 %
System	275	Backup job - all Teams chats		Backup	ldle	2 months ago	53 seconds	100 %
System settings	342	Backup job - Clark Kent SP site and team		Backup	ldle	3 months ago	2 minutes and 29 seconds	10 %
Licensing	281	Backup job - selected Mailbox		Backup	ldle	2 months ago	16 seconds	100 %
Construction	259	Backup job - selected SharePont sites		Backup	ldle	2 months ago	4 minutes and 54 seconds	8 %
Statistics	273	Backup job - Teams chat selected		Backup	ldle	2 months ago	25 seconds	100 %
Logs and auditing	406	Backup job - Teams chat selected (Cloned)	)	Backup	ldle	2 months ago	34 seconds	100 %
System logs	269	Backup job - Teams selected sites		Backup	ldle	2 months ago	25 seconds	100 %
<b>V</b> techarrow	540	SP backup for bug #51674		Backup	ldle	1 month ago	2 minutes and 7 seconds	9%

## Mailbox restore job

The function of the Mailbox restore job is to regenerate an Exchange mailbox from the backup. This processing type is useful in the following cases:

- the entire mailbox was deleted,
- one or more folders were deleted,
- one or more items were deleted,

and the user wants to recover these already backed up items from the backup storage.

The mailbox restore can reconstruct the mailbox from the backup system: the backed up items will be restored to the mailbox exactly in their original location. The mailbox restore will also create any folders that no longer exist in the selected mailbox. It is possible to recover any part of the mailbox:

- Entire mailbox
- One single folder
- Multiple folders
- Recursive, starting from a single folder
- Multiple recursive, starting from a single folder

To create a mailbox restore job, click the **+ New** button on the Jobs page. In the dropdown menu, select the mailbox restore job, and the **Job configuration** window will appear on the screen.

V V Jobs - SKE Backup 2! X +						-	- 0	×
← → C test-cd-03.tech-arrow.com/ac	lmin/#/jobs					९ 🛧 🕒 🖸	=1	÷
₹ Backup Administration for Microsoft 365						ŵ (	ADM	A
SKE Backup 2!  C Refresh	+ New ~					Q Search keyword	7	
Home     Storages     All	Backup Restore your Mailbox restore Microsoft 365 mailboxes fro SharePoint restore backup.	5 om the	exing					
Databases Id	OneDrive restore		Туре	Status	Last start	Last duration	Progr	
<ul> <li>Schedules</li> <li>Microsoft 365 connection</li> </ul>	Teams restore раскир У К		backup 🍸 🍸	Idle X $\vee$	30/06/2024 🍸 🕅			
S Jobs 249	Backup job		Backup	ldle	1 month ago	11 seconds	100 %	
Microsoft 365 Backup 310	Backup job - all ODA sites		Backup	ldle	3 months ago	3 minutes and 26 seconds	22 %	
영 General settings 251	Backup job - all SharePoint sites		Backup	ldle	2 months ago	43 minutes and 32 seconds	7 %	
Address book 270	Backup job - all Teams		Backup	ldle	2 months ago	4 minutes and 54 seconds	100 %	
System 275	Backup job - all Teams chats		Backup	ldle	2 months ago	53 seconds	100 %	
System settings         342	Backup job - Clark Kent SP site and team		Backup	ldle	3 months ago	2 minutes and 29 seconds	10 %	
281	Backup job - selected Mailbox		Backup	Idle	2 months ago	16 seconds	100 %	
See Users 259	Backup job - selected SharePont sites		Backup	ldle	2 months ago	4 minutes and 54 seconds	8 %	
Statistics 273	Backup job - Teams chat selected		Backup	Idle	2 months ago	25 seconds	100 %	
Logs and auditing 406	Backup job - Teams chat selected (Cloned)	)	Backup	ldle	2 months ago	34 seconds	100 %	
System logs	Backup job - Teams selected sites		Backup	ldle	2 months ago	25 seconds	100 %	
<b>∀</b> techarrow 540	SP backup for bug #51674		Backup	ldle	1 month ago	2 minutes and 7 seconds	9 %	

On the job's configuration page, the user is required to configure the following settings:

#### √ Name

Each restore job requires a unique name to distinguish it from other restore jobs. By default, the system assigns a name to the new restore job, but the user can change this name.

Name Mailbox restore job

#### ✓ Cluster nodes

Set the node where the restore job will run.

Cluster nodes	
Any available	~
Any available	, i i i i i i i i i i i i i i i i i i i
TEST-CD-03	

#### ✓ Schedule

Here, select the running times of the restore job. You can either select a schedule from the list or create a new one by pressing the + button in the Schedule row. For restore jobs, it is recommended to set a **One time** schedule or to start the job manually. For more information about setting schedules, refer to the section <u>Schedules</u> above.

Schedule	
Select schedule	~ +
Every 4 hours	<b>^</b>
Every hour	~
Just in time	
Manual	
New schedule	
Repeat in every 5 minutes	
Desters ich for TEA - schodula	-

## ✓ Processing settings

In this section, the user configures what will be restored and how it will be restored:

#### What to restore

• Last known version - the job will restore the latest version of the item from the backup

 Version at specific date – restores the version that was valid at a specific time, meaning the version with modification date older or equal to the specific date

Processing settings	
What to restore	
Latest known version	~
Latest known version	
Version at specific date	

#### Address book objects to restore

Here you can select the mailboxes, groups, or the entire organization to be processed by the restore job. Click the **+** Add button, check the groups or mailboxes in the Select mailbox/mailbox group window, then click **OK**.

Address book objects to restore									
+ Add 🗸 🛍 Re	+ Add ~ 🔟 Remove								
<ul><li>Organization</li><li>Mailbox</li></ul>	Name †≞		Email address						
Kailbox group	Enter filter text	Y	Enter filter text	Y					
Ø 05	Emma Kent		Emma.Kent@2h2hx3.onr	microsoft.com					

Sele	ct mailbox			×	
0	Display name ↑≞	Email	Storage		•
	Enter filter text	Enter filter text	Any	~	l
0	Alex Wilber	 AlexW@2h2hx3.onmicrosoft.com	SKE Backup 2!		
0	Clark Kent	 Clark.Kent@2h2hx3.onmicrosoft.com	SKE Backup 2!		
0	Diego Siciliani	 DiegoS@2h2hx3.onmicrosoft.com	SKE Backup 2!		
	Emma Kent	 Emma.Kent@2h2hx3.onmicrosoft.com	SKE Backup 2!		
0	Isaiah Langer	 lsaiahL@2h2hx3.onmicrosoft.com	SKE Backup 2!		
0	Lee Gu	 LeeG@2h2hx3.onmicrosoft.com	SKE Backup 2!		
0	Miriam Graham	 MiriamG@2h2hx3.onmicrosoft.com	SKE Backup 2!		
0	Nestor Wilke	 NestorW@2h2hx3.onmicrosoft.com	SKE Backup 2!		
0	Patti Fernandez	 PattiF@2h2hx3.onmicrosoft.com	SKE Backup 2!		
$\bigcirc$	SKEDemo user	 SKEDemouser@2h2hx3.onmicrosoft.com	SKE Backup 2!		
0	Szilvia Kelemen	 SKE_admin@2h2hx3.onmicrosoft.com	SKE Backup 2!		
0	Vanessa Kent	 Vanessa.Kent@2h2hx3.onmicrosoft.com	SKE Backup 2!		+
				Save Save	

## **Include folders**

The restore job can restore any folders of the mailbox, such as the entire mailbox, one single folder, multiple folders, recursive folder structures, etc. Before entering the folder name(s) to be crawled, it is necessary to select the folder filtering mode. The folder options will automatically be offered upon clicking into the **Folders** section.

Include folders	
Folder filtering mode	
One single folder	$\sim$
Folder	
Required	
%INBOX% %OUTBOX% %DELETEDITEMS% %SENTITEMS% %CALENDAR% %CONTACTS% %TASKS %JOURNAL% %NOTES% %DRAFTS%	%

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 TECH-ARROW, a. s. | Kazanská 5B, 821 06 Bratislava, Slovakia, EU | E-mail: <a href="mailto:sales@tech-arrow.com">sales@tech-arrow.com</a> | <a href="mailto:www.tech-arrow.com">www.tech-arrow.com</a> | <a href="mailto:sales@tech-arrow.com">86/142</a>

## ✓ Filtering settings

Click the **Change filter** button and set the filtering according to your needs and/or regulations. For more information on working with filtering settings, refer to the relevant <u>section</u> section of our documentation.

Filtering settings	
Sender starts with <b>Emma</b> AND Subject contains <b>test</b>	
	🖉 Change filter

# $\checkmark$ Notification settings

Here, you can select the cases when you will need to get notification emails from the Restore job. You can choose to receive notifications always, never, or only if an error/warning occurred during the restore process. For example, if the restore of one or more items fails, you may get a notification email about this error. In the **Recipient list** textbox, insert the email address(es) of the person/people, to whom you would like to send these emails.

I	Notification settings	
	Send when	
	On errors	$\sim$
I	Recipient list	
	Emma.Kent@2h2hx3.onmicrosoft.com	
	Separate email addresses using ';' character.	

## ✓ Resource settings

Set the value, that will determine how many items will be processed simultaneously by the restore job. The recommended value is 2.

Resources settings	
Worker thread count	
2	<b>\$</b>

Remember to save your job configurations at the end by clicking the **Save** button at the bottom of the UI. You will be redirected to the Jobs page.

If you want to start the processing immediately, press the **Save and run** button. This action will start the restore job, and you will be redirected to the Job progress page.

Job configuration ③			
Name			
Mailbox restore job			
Cluster nodes			
Any available			~
Schedule			
Manual			~ +
Processing settings			
What to restore			
Latest known version			$\sim$
Address book objects to restore			
+ Add ~ 🛍 Remove			
Type Name †≞		Email address	
Any Enter filter tout	$\nabla$	Enter filter text	$\nabla$
	U	Enter Inter text	U
Contraction Emma Kent		Emma.Kent@2h2hx3.onmicrosoft.	com
Include folders			
Folder filtering mode			
One single folder			~
Folder			
%INBOX% &			
Filtering settings			
Sender starts with <b>Emma</b> AND Subject contains <b>test</b>			
		Cha	inge filter
Notification settings			
Send when			
ivever			~
Resources settings			
2			^
-			~
		Save Save and run	⊗ Cancel

In the **Job progress window**, you can check the progress bar, which shows the current state of the job (if it's running or done) and the progress of the restore.

Moreover, you can restart a finished job or stop a running one by clicking the Start/Stop button on the Job progress window, as well as check the last logs by clicking the Show last logs option. This window also contains the **session logs** for the currently running job.

Additionally, it is also possible to modify the job from this page. Upon pressing the **Modify job** button, you will be redirected to the Job configuration page.

Job p	rogress			$\times$
Mailbo	ox restore job			<b>^</b>
Status:	ldle			
Progress	: 1 mailbox	xes restored 6 emails restored (192 existin	g mails)	
▷ Star	(1) Show logs			
Logs				
C' Ref	fresh			
	Date	Title	Description	
>	15/07/2024 17:41:57	i Plugin was finished successfully	Plugin.M365Backup.MailboxRestore	
>	15/07/2024 17:41:56	(i) Mailbox processing succeeded	Mailbox restore finished for Emma Kent.	
>	15/07/2024 17:41:56	(i) Mailbox processing information	Mailbox restore process has finished	
>	15/07/2024 17:41:47	(i) Mailbox processing information	Mailbox restore was started. Number of mailboxes: 1.	
>	15/07/2024 17:41:47	(i) Processing was started	Plugin.M365Backup.MailboxRestore	
				~
			🗹 Modify job 🛛 × Cla	se

## SharePoint restore job

The SharePoint restore is used to restore previously backed up SharePoint items that have been deleted from their original SharePoint location. All items that can be backed up by Backup Administration are also restorable. The restore job can restore subsites, libraries, and folders, so there is no need to create them manually for the restore job to work.

To create a SharePoint restore job, create a SharePoint restore job instance first on the Jobs page, then configure it:

#### √ Name

Each restore job requires a unique name to distinguish it from other restore jobs. By default, the system assigns a name to the new restore job, but the user can change this name.

Name		
SharePoint restore job		

# ✓ Cluster nodes

Set the node where the restore job will run.

Cluste	er nodes	
Any	y available	~
Any	y available	
TEST	ST-CD-03	

# ✓ Schedule

Here, select the running times of the restore job. You can either select a schedule from the list or create a new one by pressing the + button in the Schedule row. For restore jobs, it is recommended to set a **One time** schedule or to start the job manually. For more information about setting schedules, refer to the section <u>Schedules</u> above.

Schedule	
Select schedule	~ +
Every 4 hours	A
Every hour	~
Just in time	
Manual	
New schedule	
Repeat in every 5 minutes	
Destars job for TEA - schodule	•

## ✓ Processing settings

In this section, the user configures what will be restored and how it will be restored:

# Overwrite existing file

When to overwrite the item if it already exists in the target location. The restore follow the logic depending on the settings:

- Never if the item exists, it will not be processed
- Always always overwrite existing items with the backed up version
- If older/newer than the archived version the item will be processed only if its latest version in SharePoint is older/newer than the backed up one

Processing settings	
Overwrite existing files	
Always	~
Never	
If older than backup version	
If newer than backup version	
Always Version at specific date	~

## Set the modification date of recovered items to

• Original - the modification date of the backed up item will be set on the restored file

Recovery date – the date when the restore job is running will be set on the restored file

Set the modification date of restored items to	
Restore date	~
Original	
Restore date	

#### What to recover

- All versions restore the full version history of items or the missing versions if the items exist
- Last known version restore the latest backed up version of the item if it doesn't exist in SharePoint
- Specific date restore the version from the specified (modification) date or before of the item if it does not exist in the SharePoint

What to restore	
Version at specific date	~
All versions	
Latest known version	
Version at specific date	

## Address book objects to restore

Here you can select the SharePoint sites or the entire organization to be processed by the restore job. Click the **+** Add button, check the groups or mailboxes in the Select mailbox/mailbox group window, then click **OK**.

Ad	ldress book o	objects to	restore			
	+ Add ~					
E	<ul> <li>Organization</li> <li>SharePoint</li> </ul>	on site	Name †≞		Url	
	Any	~	Enter filter text	Y	Enter filter text	Y
	đ		CA Backup 2!		https://2h2hx3.sharepoint.com/	sites/CABackup2

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Sele	ct site			×
0	Url	Display name  † 🛓	Storage	<b>^</b>
	Enter filter text	Enter filter text	Any 🗸	
	https://2h2hx3.sharepoint.com/sites/AnalysisTool	 Analysis Tool	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/AnalysisTool-Private	 Analysis Tool - Private	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/AnalysisTool-Shared	 Analysis Tool-Shared	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/AT_Teamsite	 AT_Team site	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup4	 Backup 4	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup1	 Backup1	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup2	 Backup2	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup3	 Backup3	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/Backup5	 Backup5	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/CABackup2	 CA Backup 2!	SKE Backup 2!	
	https://2h2hx3.sharepoint.com/sites/CAEA_Backup	 CAEA_Backup	SKE Backup 2!	
	https://2h2hx3.sharepoint.com	 Communication site	SKE Backup 2!	•
			ⓓ Save ⊘ Cance	el

## ✓ Filtering settings

Click the **Change filter** button and set the filtering according to your needs and/or regulations. For more information on working with filtering settings, refer to the relevant <u>section</u> section of our documentation.



## ✓ Notification settings

Here, you can select the cases when you will need to get notification emails from the Restore job. You can choose to receive notifications always, never, or only if an error/warning occurred during the restore process. For example, if the restore of one or more items fails, you may get a notification email about this error. In the **Recipient list** textbox, insert the email address(es) of the person/people, to whom you would like to send these emails.

Notification settings	
Send when	
On errors	$\checkmark$
Recipient list	
Emma.Kent@2h2hx3.onmicrosoft.com	
Separate email addresses using ';' character.	

# ✓ Resource settings

Set the value, that will determine how many items will be processed simultaneously by the restore job. The recommended value is 2.

Resources settings		
Worker thread count		
2		

Remember to save your job configurations at the end by clicking the **Save** button at the bottom of the UI. You will be redirected to the Jobs page.

If you want to start the processing immediately, press the **Save and run** button. This action will start the restore job, and you will be redirected to the Job progress page.

Job configuration	on 💿					×
Name						
SharePoint restore job						
Cluster nodes						
Any available					$\sim$	
Schedule						
Manual					~ +	
Processing settings						
Overwrite existing files						
Always					~	
Set the modification date o	f restored items to					
Restore date					~	
What to restore						
All versions					~	
Address book objects to	restore					
+ Add ~						
Tune	Name tr					
Туре	Name 🖻		011			
Any 🗸	Enter filter text	Y	Enter filter text	T	7	
ø	CA Backup 2!		https://2h2hx3.sharepoint.c	com/sites/CAB	Backup2	
Filtering settings						
All text contains <b>test</b> OR	Creation date older than <b>202</b>	4-02-14 OR Ext	tension contains <b>jpg</b>			
				🖉 Chang	ge filter	
Notification settings						
Send when						
Never					$\sim$	
Resources settings						
Worker thread count						
2					Û,	
						•
			I Save Save	and run	⊘ Cance	

In the **Job progress window**, you can check the progress bar, which shows the current state of the job (if it's running or done) and the progress of the restore.

Moreover, you can restart a finished job or stop a running one by clicking the Start/Stop button on the Job progress window, as well as check the last logs by clicking the Show last logs option.

This window also contains the **session logs** for the currently running job.

Additionally, it is also possible to modify the job from this page. Upon pressing the **Modify job** button, you will be redirected to the Job configuration page.

Job p	rogress			×
ShareP	oint restore job			<b>^</b>
<b>.</b>				
Status:	Idle			
Progress	: 12 folders	scanned 73 items processed (194 skippe	d, 3 items recovered, 19 versions recovered)	
Star	t 🔅 Show logs			
Logs				
C Ref	resh			
	Date	Title	Description	
>	15/07/2024 19:14:01	(i) Processing information	SharePoint recovery processing was started. Number of sites: 1.	
>	15/07/2024 19:14:01	(i) Processing was started	Plugin.M365Backup.SharePointRestore	
				-
			Close X Close	;e

## OneDrive restore job

The OneDrive restore is used to restore already backed up OneDrive items that have been deleted from their original OneDrive location. All items that can be backed up by Backup Administration are also restorable.

To create a OneDrive restore job, create a OneDrive restore job instance first on the Jobs page. Further, configure the job as follows.

#### √ Name

Each restore job requires a unique name to distinguish it from other restore jobs. By default, the system assigns a name to the new restore job, but the user can change this name.

Name	
OneDrive restore job	

# ✓ Cluster nodes

Set the node where the restore job will run.

Cluster nodes			
Any available		~	)
Any available			í
TEST-CD-03			l
			J

## ✓ Schedule

Here, select the running times of the restore job. You can either select a schedule from the list or create a new one by pressing the + button in the Schedule row. For restore jobs, it is recommended to set a **One time** schedule or to start the job manually. For more information about setting schedules, refer to the section <u>Schedules</u> above.

Schedule	
Select schedule	~ +
Every 4 hours	<b>^</b>
Every hour	~
Just in time	
Manual	
New schedule	
Repeat in every 5 minutes	
Postoro ich for TEA - schodulo	•

## ✓ Processing settings

In this section, the user configures what will be restored and how it will be restored:

## **Overwrite existing file**

When to overwrite the item if it already exists in the target location. The restore follow the logic depending on the settings:

- Never if the item exists, it will not be processed
- Always always overwrite existing items with the backed up version
- If older/newer than the archived version the item will be processed only if its latest version in OneDrive is older/newer than the backed up one

Processing settings	
Overwrite existing files	
Always	~
Never	
If older than backup version	
If newer than backup version	
Always Version at specific date	~

Set the modification date of recovered items to

- Original the modification date of the backed up item will be set on the restored file
- Recovery date the date when the restore job is running will be set on the restored file

Set the modification date of restored items to	
Restore date	$\sim$
Original	Ĩ
Restore date	

#### What to recover

- All versions restore the full version history of items or the missing versions if the items exist
- Last known version restore the latest backed up version of the item if it doesn't exist in OneDrive
- Specific date restore the version from the specified (modification) date or before of the item if it does not exist in the OneDrive

٧	Vhat to restore	
	Version at specific date	~
	All versions	
	Latest known version	
	Version at specific date	

#### Address book objects to restore

Select the OneDrive or the entire organization to be processed by the restore job. Click the + Add button, check the OneDrive sites in the Select OneDrive window, then click **Save**.



## ✓ Filtering settings

Click the **Change filter** button and set the filtering according to your needs and/or regulations. For more information on working with filtering settings, refer to the relevant <u>section</u> section of our documentation.



## $\checkmark$ Notification settings

Here, you can select the cases when you will need to get notification emails from the Restore job. You can choose to receive notifications always, never, or only if an error/warning occurred during the restore process. For example, if the restore of one or more items fails, you may get a notification email about this error. In the **Recipient list** textbox, insert the email address(es) of the person/people, to whom you would like to send these emails.

Notification settings	
Send when	
On errors	$\sim$
Recipient list	
Emma.Kent@2h2hx3.onmicrosoft.com	
Separate email addresses using ';' character.	

# ✓ Resource settings

Set the value, that will determine how many items will be processed simultaneously by the restore job. The recommended value is 2.

Resources settings	
Worker thread count	
2	<b>\$</b>

Remember to save your job configurations at the end by clicking the **Save** button at the bottom of the UI. You will be redirected to the Jobs page.

If you want to start the processing immediately, press the **Save and run** button. This action will start the restore job, and you will be redirected to the Job progress page.

Job configura	tion ?		
Name			1
OneDrive restore job			
Cluster nodes			
Any available			~
Schedule			
Manual			~ +
Processing settings			_
Overwrite existing files			
Never			~
Set the modification da	te of restored items to		
Restore date			~
What to restore			
Latest known version			~
Address book objects	s to restore		
+ Add ~			
Tuno	Namo ta	114	
type			
Any 🗸	Enter filter text	Enter filter text	
٠	Clark Kent	https://2h2hx3-my.sharepoint.com/personal/clark_l	ent_2h2hx3_
			•
Filtering settings	name CS starts with Atlantic ANI	D le file – ver AND Medification date has value ver	
SIZE > I INID AND FILE	name CS starts with <b>Atlantic</b> And		ango filtor
			ange linter
Send when			
Never			~
Pasauraas sattings			
Worker thread count			
2			
		I Save Save and run	S Cancel

Backup Administration Manual | Version 7.0 || ALL RIGHTS RESERVED TECH-ARROW, a. s. | Kazanská 5B, 821 06 Bratislava, Slovakia, EU | E-mail: <u>sales@tech-arrow.com</u> | <u>www.tech-arrow.com</u> 103/142 In the **Job progress window**, you can check the progress bar, which shows the current state of the job (if it's running or done) and the progress of the restore.

Moreover, you can restart a finished job or stop a running one by clicking the Start/Stop button on the Job progress window, as well as check the last logs by clicking the Show last logs option.

This window also contains the **session logs** for the currently running job.

Additionally, it is also possible to modify the job from this page. Upon pressing the **Modify job** button, you will be redirected to the Job configuration page.

Jop b	orogress			×	
OneD	rive restore job			*	
Status:	ldle				
Progress	s: 3 folders	scanned 17 items processed (17 skipped)			
▷ Sta	rt ③ Show logs				
Logo					
C' Bo	frash				
⊂ Re	aresn				
	Date	Title	Description		
>	16/07/2024 8:03:25	i Plugin was finished successfully	Plugin.M365Backup.OneDriveRestore		
>	16/07/2024 8:03:25	(i) Root url processing succeeded	Plugin.M365Backup.OneDriveRestore		
>	16/07/2024 8:03:25	(i) Processing information	SharePoint recovery finished		
>	16/07/2024 8:03:13	(i) Processing information	SharePoint recovery processing was started. Number of sites: 1.		
>	16/07/2024 8:03:13	<ol> <li>Processing was started</li> </ol>	Plugin.M365Backup.OneDriveRestore		
				-	
			🖄 Modify job 🛛 × Cl	ose	

# Teams restore job

The teams restore job in Backup Administration is used to restore deleted or clone existing teams in MS Teams. This process can restore various components of the team, including:

- Team name and team configuration
- Membership information
- Channels
- Tab configurations
- Messages and shared files
- SharePoint data linked to the Team

The restore job can reconstruct the entire team structure: messages and items that have already been backed up will be restored to their source location, the structure of the channels will be created in the restored team, and the SharePoint data related to the selected team will also be restored.

To create a recovery job, navigate to the **Jobs** page, and click the **+ New** button. In the dropdown menu, select the Teams restore job. The **Job configuration** window will appear on the screen.

On the job's configuration page set the following:

## √ Name

Each restore job requires a unique name to distinguish it from other restore jobs. By default, the system assigns a name to the new restore job, but the user can change this name.

Teams restore job	Name		
	Teams restore job		

## ✓ Cluster nodes

Set the node where the restore job will run.

Cluster nodes	
Any available	~
Any available	
TEST-CD-03	

# ✓ Schedule

Here, select the running times of the restore job. You can either select a schedule from the list or create a new one by pressing the + button in the Schedule row. For restore jobs, it is recommended to set a **One time** schedule or to start the job manually. For more information about setting schedules, refer to the section <u>Schedules</u> above.

Schedule	
Select schedule	~ +
Every 4 hours	A
Every hour	~
Just in time	
Manual	
New schedule	
Repeat in every 5 minutes	
Postoro job for TEA - schodulo	•

# ✓ Processing settings

In this section, the user configures what will be restored and how it will be restored:

## Recover - what will be recovered

- **Everything** the restore job will create the backed up team structure and restore the messages and files/items from the database
- Structure and files only restores the backed up team structure and the files and items (uploaded and SharePoint files) including contents of tabs (Wiki, Tasks, Calendars), but doesn't restore messages!

Processing settings	
Restore	
Everything	~
Everything	
Structure and files only	

## What to restore

- Last known version the job will restore the latest version of the item/message
- Specific date restores the version that was valid at the specified time (modification date older or equal to the specified date

What to restore	
Latest known version	~
Latest known version	Ĵ
Version at specific date	

## Additional team owner

The restore job restores users as they were in the original team (the owners will be restored as owners, and the members will be restored as members). You can also add and additional team owner to the team. These users will be added automatically to the restored team. Just type in the email address or the first name, press Enter, and the selected user will be added to the restore job. **Limitation**: users who are already members of the team can't be restored as owners; this change must be done manually in the team.

Additional team owner						
emma						
Emma Kent (Emma.Kent@2h2hx3.onmicrosoft.com)						

## $\checkmark$ Address book objects to restore

Here you can select teams or the entire organization to be processed by the restore job. Click on the **+ Add** button, check the teams in the Select team window, then click **Save**.

	Address book objects	s to	resto	ore					
	+ Add ×	5 10	1050						
	• Organization								
	🔹 Team		Na	me ∱≞	SI	harePoint site			
	Any 🗸		E	nter filter text		Enter filter text	Ŷ		
	ų		Bac	ckup team					
ele	ct Team								
	Display name			SharePoint site		Storage			
	team 🕅			Enter filter text		Any			~
0	AT_team			https://2h2hx3.sharepoint.com/sites/AT_team		SKE Backup 2!			
0	Backup team			https://2h2hx3.sharepoint.com/sites/Backupte	am	SKE Backup 2!			
0	Backup team			https://2h2hx3.sharepoint.com/sites/Backupte	am272	SKE Backup 2!			
9	Backup team			https://2h2hx3.sharepoint.com/sites/Backupte	am77	SKE Backup 2!			
0	Backup team			https://2h2hx3.sharepoint.com/sites/Backupte	am556	SKE Backup 2!			
0	Backup team			https://2h2hx3.sharepoint.com/sites/Backupte	am2	SKE Backup 2!			
0	Backup team			https://2h2hx3.sharepoint.com/sites/Backupte	am499	SKE Backup 2!			
0	Backup team for invited user			https://2h2hx3.sharepoint.com/sites/Backupte	amforinviteduser	SKE Backup 2!			
0	Mark 8 Project Team			https://2h2hx3.sharepoint.com/sites/Mark8Prc	ojectTeam686	SKE Backup 2!			
0	Mark 8 Project Team			https://2h2hx3.sharepoint.com/sites/Mark8Prc	ojectTeam77	SKE Backup 2!			
0	Mark 8 Project Team			https://2h2hx3.sharepoint.com/sites/Mark8Prc	ojectTeam9	SKE Backup 2!			
0	Mark 8 Project Team			https://2h2hx3.sharepoint.com/sites/Mark8Prc	ojectTeam800	SKE Backup 2!			
								Save	⊗ Car

#### $\checkmark$ Notification settings

Here, you can select the cases when you will need to get notification emails from the Restore job. You can choose to receive notifications always, never, or only if an error/warning occurred during the restore process. For example, if the restore of one or more items fails, you may get a notification email about this error. In the **Recipient list** textbox, insert the email address(es) of the person/people, to whom you would like to send these emails.
Notification settings	
Send when	
On errors	~
Recipient list	
Emma.Kent@2h2hx3.onmicrosoft.com	
Separate email addresses using ';' character.	

# ✓ Resource settings

Set the value, that will determine how many items will be processed simultaneously by the restore job. The recommended value is 2.

Resources settings		
Worker thread count		
2		l î

Remember to save your job configurations at the end by clicking the **Save** button at the bottom of the UI. You will be redirected to the Jobs page.

If you want to start the processing immediately, press the **Save and run** button. This action will start the restore job, and you will be redirected to the Job progress page.

Job configurat	ion ⑦			
Name				
Teams restore job				
Cluster nodes				
Any available				~
Schedule				
Restore job for TEA - so	chedule			~ +
Processing settings				
Restore				
Everything				~
What to restore				
Latest known version				~
Additional team owner				
Emma Kent				
Address book objects + Add ~ Type	to restore Name †≞		SharePoint site	
Any 🗸	Enter filter text	Y	Enter filter text	V
<b>u</b> ji	Analysis Tool		https://2h2hx3.sharepoint.com/sites,	/AnalysisTool
Notification settings				
Never				~
Resources settings				
2				^
2				~
			Save Save and run	⊘ Cancel

In the **Job progress window**, you can check the progress bar, which shows the current state of the job (if it's running or done) and the progress of the restore.

Moreover, you can restart a finished job or stop a running one by clicking the Start/Stop button on the Job progress window, as well as check the last logs by clicking the Show last logs option.

This window also contains the **session logs** for the currently running job.

Additionally, it is also possible to modify the job from this page. Upon pressing the **Modify job** button, you will be redirected to the Job configuration page.

Job p	orogress			×
Teams	restore job			•
Status:	Idl	2		
Progress	s: 1 te	eam scanned 3 folders scanned 19 files pr	rocessed (19 recovered, 20 messages recovered)	
N Sta	(i) Shaw las			
L Sta		5		
Logs	;			
C Re	fresh			
	Date	Title	Description	
>	16/07/2024 8:16:	i) Team created	New team was created for recovery	
>	16/07/2024 8:16::	4 (i) Processing information	Teams recovery processing was started. Number of teams: 1.	
>	16/07/2024 8:16:	3 (i) Processing was started	Plugin.M365Backup.TeamsRestore	
				-
			🗹 Modify job 🗡	Close

# Filtering in jobs

In Backup Administration, the filtering settings feature allows users to refine and filter among items based on various conditions. This functionality is only available in restore jobs, and not applicable to backup jobs.

Important: Please note that every model has its own filtering settings and filter categories.

## Mailbox restore job:

- All text Body, Recipients, Sender, Subject, Attachment filenames and content
- BCC
- Body content of the email
- Category –
- CC
- End date the end date of the calendar item(s) or task(s)
- Folder path folder path of the parent folder, where the item is located
- Has attachment Yes/No
- Importance
- Is from In-Place Archive this option is present only if there is at least one In-Place Archive in the Address book
- Is recurring
- Message class
- Recieved date
- Recipients
- Sender
- Sensitivity
- Sent date

- Size the size of the item
- Start date the start date of the meeting(s), task(s), and other calendar item(s)
- Subject
- Task completed whether the task is completed or not (Yes/No)
- Task completed date
- Task due date
- To

#### SharePoint and OneDrive restore jobs:

- All text file content and also metadata
- Creation date the creation date of the file
- Extension important to specify also with the dot, like: .jpg, .docx, .pdf
- File name
- Is file Yes/No
- Modification date the modification date of the file
- Path folder/list path, were the item is located
- Size the size of the item
- URL the path to the file

To **specify a filter**, click the **Change filter** button in the Job configuration window. The **Filtering settings** pop-up window will open, where you can set filtering options in a user-friendly way (filter tab) or in a more technical way (data tab). It doesn't matter which tab you work with – if you change something on one, it will be changed on the other too. In this section, we will explain how to set filtering by working with the **filter** tab.

By default, the 'AND All text (contains) ' condition is displayed in the Filtering settings window. You can change this easily by picking a **type** from the first dropdown list (one of the conditions

_	··· Sharel	Point restore	Idle	1: Filtering setti	ngs				
Filt	ering setting	gs					×	Cha	nge filter
	AND V	All text    Add condition	Ƴ ⊕ Add	contains d group	×		8		~
L	∜ Clear filte	r		_		ਤਿ Save	S Cancel	. Save and run	Cancel

mentioned above), then an **operator** from the second, and specifying the **value** in the third box.

To add a new filtering condition, click the **+** add condition button.

Filtering setting	gs							×
Filter Data								
	All text	$\sim$	contains	~	ocean		-	
AND 🗸	Extension	~	contains	~	docx			
	$\oplus$ Add condition	⊕ Ad	d group				_	
⊕ Add grou	p							
≪ Clear filte	r					Save	<sup>⊗</sup> Cancel	

# Filtering conditions can also be merged into groups. To add a new group, click the + add

group button.

Filtering settin	igs									×
Filter Data										
	All text	~	contains		~	ocean	1		-	
AND V	⊕ Add co	ondition $\oplus$ A	dd group							
	OR 🗸	Path	~	CS contains		$\sim$	emma			
		Add conditi	on 🕀 Add	d group						
① Add gro	up									
🚿 Clear filt	er							🗟 Save	⊘ Cancel	

There are **3 different operators** that can be set for a group by clicking on the arrow in the operator dropdown list:

- AND by using this operator, items meeting all set conditions will be processed
- OR if you use this operator, items that meet one OR another condition will be processed
- NOT by using this operator, items meeting the conditions will be excluded from processing. If you want to add more than one NOT condition, they have to be added as shown on screenshot below.

Filtering settings			×
Filter Data			
All text	✓ contains	~	
AND   AND  AND  AND  AND  AND  AND  AND	Add group		
OR Jp NOT			
≪ Clear filter			Save Save

Filtering settin	gs							×
Filter Data								
	① Add co	ondition $\oplus$ Add gr	oup					
	NOT	Creation date	✓ older than	~	2024-07-09		Ö	-
AND 🗸		$\oplus$ Add condition	① Add group					
	NOT	Modification date	∽ younger t	han 🗸	2024-07-10		Ö 🛛	-
		Add condition	(+) Add group					
⊕ Add grou	qı							
≪ Clear filte	er					Save	🛇 Can	cel

Filtering conditions and groups can be removed by clicking the - icon.

Filtering settin	gs						×
Filter Data							
	① Add co	ondition $\oplus$ Add gr	oup				
	NOT	Creation date	✓ older than	~	2024-07-09	Ö	
AND 🗸	NOT V	$\oplus$ Add condition	⊕ Add group				
	NOT	Modification date	✓ younger than	$\sim$	2024-07-10	Ö	
	NUT V	Add condition	⊕ Add group				
Add grou	up						
≪ Clear filte	er					🗟 Save 🛇	Cancel

The set filtering settings can be saved by clicking the **Save** button, or you can easily remove them by pressing the **Clear filter** button in the pop-up window.

Filtering settin	gs							×
Filter Data								
	File name	~	CS starts with	~	The		E	
and 🗸	ls file	$\sim$	=	~	Yes		~ -	
	Add condition	🕀 Add <u>o</u>	group					
Add group	up							
≪ Clear filt	er					E	Save 🛇 Can	ncel

# Microsoft 365 Backup

The **Microsoft 365 connection** section includes the **General settings** and **Address book** features. These features allow the user to enable end-user access or allow just-in-time backup on the General settings page. The Address book contains the list of read-only objects processed during the backup job run(s). Each tab and feature will be described in detail in the following subsections.

# General settings

In the General settings tab, you can enable the following two options:

- 1. Allow end-user access By enabling this option on the General settings page, the user access with the Standard user role can be explicitly created. This is a Backup+ feature tied to a license and can be configured at the tenant level. If the Backup+ is enabled on the license, the Administrator can turn on or off the "Allow end-user access" option. Users will see all backed up entities in <u>contentACCESS Portal</u>, which is the user interface for contantACCESS Administration. If this checkbox is disabled, the roles will be removed from the users automatically. Important: Upon enabling this option, user access will be created on the next run of a backup job, and only for those entities selected in that backup job. If this feature is disabled on the license server, the checkbox will be inactive, and the user won't be able to turn on or off the "Allow end-user access" option.
- 2. Allow just-in-time email backup if this option is enabled, the system is ready to back up emails sent to predefined email addresses. This function automatically generates the mappings and the backup job. To use the Allow just-in-time email backup function, the administrator needs to set up the journaling in Exchange Online. The required steps are listed and described in our contentACCESS documentation, in the Microsoft 365 journaling section.

V W M365 Backup - General setting X +	- 0 ×
← → C t= test-cd-03.tech-arrow.com/admin/#/m365backup-general-settings	☆ 💿 🗅 🗦 🔹 🗄
V Backup Administration for Microsoft 365	鐐 ? ADM
SKE Backup 2! C V 🗟 Save 🛍 Discard changes	
Image: Constraint of the set of the s	
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#### What happens if you enable the Allow just-in-time email backup?

1. On the **General settings** tab, specific domain and email address will be generated to which you can forward the emails you want to back up. If multiple options are available, you must always choose one for forwarding.

2. After saving the changes, a mailbox with a system-generated email address will appear in the **Address book** (left-side menu => Address book). The emails will be forwarded to this email address.

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3. The **Just in time backup job** will be created and configured automatically on the **Jobs** page. The job will run periodically based on the schedule configuration and will process all mailboxes from the selected tenant.

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# Address book objects

*Important:* To be able to see objects in the Address book, you need to run the b**ackup job** first! Otherwise, the page will be empty.

The **Address book** tab contains a list of read-only objects that are processed during the backup job run(s). These objects are organized on the page into five tabs: Mailboxes and groups, Share-Point, OneDrive, Teams, and Private chats. A more detailed description of these five tabs can be found in the following subsections of this chapter.

The page also contains the **Create restore job from selection** button, which will be active and available when you select an object from the list below. For more information about this option, please refer to the <u>Restore job</u> section in the documentation.

## Mailboxes and mailbox groups tab

The **Mailboxes and groups** tab displays all mailboxes and mailbox groups processed by the backup job. This tab is further divided into two sections: Mailboxes and Mailbox groups.

## **Mailboxes**

This panel includes the following columns:

- **Display name** shows the username associated with the email address.
- **Email** displays the email address of the user processed by the backup job. Users are listed under their respective email address in the contentACCESS Portal.
- **Storage** indicates the assigned storage for the objects, automatically assigned during the initial backup job run.

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By selecting a mailbox and using its context menu, you can view detailed information by clicking "**Show details**". This action opens, where mailbox **details**, backup and index **statistics** are accessible.

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#### Mailbox groups

This tab contain the following details:

- **Display name** shows the name of the mailbox groups.
- Group DN specifies the distinguished name of the groups processed by the backup job.



Clicking the Show details options (select a group => context menu (...) => Show details) opens a pop-up window where additional details about the selected group can be viewed.



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**Sorting** functionality available on both the Mailboxes and Mailbox groups tabs. Click on a column name (Display name, Email, Group DN) to sort items in ascending or descending order. Entities can also be **filtered** by entering filter text (in the Display name, Email, or Group DN columns), selecting from listed storages via the dropdown menu, or using **keywords** in the search textbox.

## SharePoint tab

The **SharePoint** tab displays all SharePoint sites processed by the backup job. The following columns are shown here:

- URL displays the URL of the SharePoint site, where its content is stored
- Display name shows the name under which the SharePoint site is listed in the Address book and the Portal after the backup job
- **Storage** indicates the assigned storage to the objects, automatically assigned during the initial backup job run.

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To view details of a selected SharePoint site, use the **context menu** and click on the **Show de-tails** option. A pop-up window opens, where you can view basic information about the site (Details tab) or check backup statistics for the selected SharePoint site.

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Both sorting and filtering options are available on the SharePoint tab.

To sort items in reverse order, simply click on a column name (URL, Display name).

Please note, that sorting is enabled only on the Storage column if multiple storages are present.

**Filtering** can be performed by entering filter text (URL and Display name columns), selecting from the listed storages via the dropdown menu, or using keywords in the search textbox.

# OneDrive tab

The **OneDrive** tab shows all OneDrive sites that were processed by the backup job. The following columns are displayed here:

- Display name owner of the OneDrive account. The OneDrive entity is listed under this name in the Address book and the Portal after the backup job
- URL shows the URL of the OneDrive account where the content is stored

• **Storage** – indicates the assigned storage for the objects. It is assigned automatically during the first run of the backup job.

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Using a selected OneDrive site's **context menu**, you can view the site details by clicking the **Show details** option. A pop-up window will open, where you can view basic information about the site (Details tab) or check the backup statistics of the currently selected OneDrive site.

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Both sorting and filtering options are available on the OneDrive tab.

To see the items in the reverse order, simply click on a column name (URL, Display name).

Please note, that sorting is only enabled on the Storage column if there is more than one storage.

**Filtering** can be done by entering the filter text (URL and Display name columns), by using the dropdown menu to select from the listed storages, or by entering the keyword into the search textbox.

# Teams tab

The **Teams** tab shows all teams that were processed by the backup job. The following columns are displayed here:

- Display name shows the name of the team. The entities are listed under this name in the Address book and the Portal after the backup job
- SharePoint site displays the SharePoint site where the content of the team is stored.
- **Storage** indicates the assigned storage for the objects, automatically assigned during the first run of the backup job.

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Address book	<ul> <li>Analysis</li> <li>Tool</li> </ul>	https://2h2hx3.sharepoint.com/sites/AnalysisTool209	SKE Backup 2!
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<b>V</b> techarrow	Backup team	https://2h2hx3.sharepoint.com/sites/Backupteam556	SKE Backup 2!

By selecting a team and using its**context menu**, you can view detailed information by clicking on the **Show details** option. This action opens a pop-up window, where team details and backup statistics are accessible.

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Backup Administration Manual | Version 7.0 || ALL RIGHTS RESERVED TECH-ARROW, a. s. | Kazanská 5B, 821 06 Bratislava, Slovakia, EU | E-mail: <u>sales@tech-arrow.com | www.tech-arrow.com</u> 133/142 Both **sorting** and **filtering** options are enabled on the Teams tab.

Click on a column name (Display name or SharePoint site), and the items will be displayed in reverse order.

Sorting is only available on the Storage column if multiple storages are present.

**Filtering** can be performed by entering the filter text (Display name and SharePoint site columns), by using the dropdown menu to select from the listed storages, or by entering the keyword into the search textbox.

# Private chats tab

The **Private chats** tab shows all private chats processed by the backup job. The following columns are displayed here:

- Display name shows the name of the team. The entities are listed under this name in the Address book and the Portal after the backup job
- **Principal name** displays the email address that the user is using to log into Teams
- AAD user type this column shows the user type of the selected user in Azure Active directory. There are 4 options: Unspecified, Other, Member, and Guest
- License status indicates if a license is assigned to the user. There are 4 types: Allowed, Licensed, Deactivated, and Guest.

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SKE Backup 2!	Mailboxes and groups	sharePoint	📥 OneDrive 📫 Teams 📫	Private chats	
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Backup Administration Manual | Version 7.0 || ALL RIGHTS RESERVED TECH-ARROW, a. s. | Kazanská 5B, 821 06 Bratislava, Slovakia, EU | E-mail: <u>sales@tech-arrow.com</u> | <u>www.tech-arrow.com</u> 135/142 **Sorting** and **filtering** options are available on the Private chats tab. Click on a column name (Display name or Principal name), and the items will be displayed in reverse order.

**Filtering** can be done by entering the filter text (Display name and Principal name columns), by using the dropdown menu to select from the listed AAD user types and License statuses, or by entering a keyword into the search textbox.

# Logs and auditing

The **Logs and auditing** tab includes the **System logs** and **Configuration auditing** features. These features allow users to review current or past system or job-related events and capture configuration changes in Backup Administration. Further details regarding these features will be provided in the following subsections.

# System logs

The **System logs** feature allows the users to review current or past system or job-related events in Backup Administration. Here, users can check all desired system events and also access any potential failure details that may occur during job execution. This review can assist in troubleshooting.

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Microsoft 365 Backup	$\bigcirc$ $\rightarrow$	16/07/2024 11:06:38	16/07/2024 11:06:42	4 seconds	Backup indexing		16/07/2024	<ol> <li>Plugin was</li> </ol>	Chebrive backup ministieu.			
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<b>W</b> techarrow	$\circ$	16/07/2024	16/07/2024	2 minutes,	Teams restore job	,	11:06:42	finished	backup' finished.	Backup indexing		-

Components of the **System logs** user interface:

## Export all and Export selection buttons

The Export all button is always visible, while the Export selected button will only be activated when single or multiple items are selected. These functions make it easier to review running events by saving the logs into CSV, HTML, or JSON files. The report contains all necessary information (Code, Title, Date, Type, Instance, Description, Details) to quickly identify potential failures.

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		Start		CSV HTML	Duration	Job
			$\mathbb{Y}$	JSON		Any 🗸
		>	16/07/2024 11:06:38	16/07/2024 11:06:42	4 seconds	Backup indexing
	0	>	16/07/2024 11:01:22	16/07/2024 11:01:26	4 seconds	Backup indexing
	0	>	16/07/2024 11:00:01	16/07/2024 11:01:18	1 minute, 18 seconds	SharePoint backup job
	0	>	16/07/2024 11:00:01	16/07/2024 11:06:37	6 minutes, 37 seconds	Just in time backup
	0	>	16/07/2024 10:07:22	16/07/2024 10:07:26	4 seconds	Backup indexing
	0	>	16/07/2024 10:00:03	16/07/2024 10:00:15	12 seconds	Backup indexing
	0	>	16/07/2024 10:00:03	16/07/2024 10:07:21	7 minutes, 17 seconds	Just in time backup

#### Sessions and Session logs sections

These columns allow you to monitor job and system **runs** on the left side (Sessions column) and check system and job **events** on the right side (Session logs column). Clicking on the **Refresh** button reloads the current runs/events from the database. With a single click on the **collapse/ex-pand** buttons, you can expand or collapse all sessions (or session logs) for all jobs. It is also enabled to list events at the bottom of columns on the **System logs** page.

Sess	ions					Logs				
C	C Refresh 🕒 Export all 🗸 🕒 Export selection 🗸						fresh			
×	× Clear selection					Date	Title	Description	Job	
		Start	End	Duration	Job		$\nabla$	Any Y	Description	
		$\nabla$	Y		Any 🗸	>	16/07/2024 10:00:15	Entity indexing finished	Indexing of 'Clark Kent' in 'OneDrive backup' finished.	Backup indexing
0	⊘ 1	16/07/2024 11:06:38 21 entities proce	16/07/2024 11:06:42 ssed, 0 items pr	4 seconds ocessed	Backup indexing	>	16/07/2024 10:00:15	<ul> <li>Plugin was finished successfully</li> </ul>	, Plugin.Index	Backup indexing
0	$\odot$	16/07/2024 11:01:22	16/07/2024 11:01:26	4 seconds	Backup indexing	>	16/07/2024 10:00:15	<ul> <li>Entity indexing finished</li> </ul>	Indexing of 'SKEDemo user' in 'OneDrive backup' finished.	Backup indexing
0	1	21 entities proce 16/07/2024	16/07/2024	ocessed 1 minute, 18	SharePoint backup	>	16/07/2024 10:00:15	(i) Entity indexing finished	Indexing of 'Megan Bowen' in 'OneDrive backup' finished.	Backup indexing
		11.00.01	11.01.10	seconds 6	100	$\triangleright$	16/07/2024 10:00:15	<ul> <li>Entity indexing finished</li> </ul>	Indexing of 'Emma Kent' in 'OneDrive backup' finished.	Backup indexing
0	>	16/07/2024 11:00:01	16/07/2024 11:06:37	minutes, 37 seconds	Just in time backup	>	16/07/2024 10:00:15	(i) Entity indexing finished	Indexing of 'Pradeep Gupta' in 'OneDrive backup' finished.	Backup indexing
0	>	16/07/2024 10:07:22	16/07/2024 10:07:26	4 seconds	Backup indexing	>	16/07/2024 10:00:15	<ul> <li>Entity indexing finished</li> </ul>	Indexing of 'Isaiah Langer' in 'OneDrive backup' finished.	Backup indexing
0	$\odot$	16/07/2024 10:00:03	16/07/2024 10:00:15	12 seconds	Backup indexing	>	16/07/2024	<ul> <li>Entity indexing finished</li> </ul>	Indexing of 'Lidia Holloway' in 'OneDrive backup'	Backup indexing
	1	21 entities proce	ssed, 0 items pr	ocessed			10.00.15	misned	finished.	
0	>	16/07/2024 10:00:03	16/07/2024 10:07:21	7 minutes, 17	Just in time backup	>	16/07/2024 10:00:15	<ul> <li>Entity indexing finished</li> </ul>	Mueller' in 'OneDrive backup' finished.	Backup indexing

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## Sorting in System logs:

The **sorting** option is enabled in both the **Sessions** and **Session logs** tables. Click on the particular column name (Start and End columns in the Sessions table and Date column in the Session logs table), and the items will be displayed in reverse order.

Ses	sior	ns					Logs					
C	C Refresh (> Export all > (> Export selection >				C' Ref	C' Refresh						
×	× Clear selection							Date ↓≞	Title	Description	Job	
			Start ↑≞	End	Duration	Job		Y	Any 🗸	Description		
			Y	Y		Any 🗸	>	06/03/2024	Plugin was finished	Plugin M365Backup	Backup iob	
			05/03/2024	06/03/2024	13 hours, 20			4:50:57	successfully	, laginini oo backap	Succup job	
		>	15:30:39	4:50:57	minutes, 18 seconds	Васкир Јов	>	06/03/2024 4:50:57	(i) Root url processing succeeded	Plugin.M365Backup	Backup job	
0	>	>	05/03/2024 16:14:08	05/03/2024 16:31:43	17 minutes, 35	Backup job - all SharePoint sites	>	06/03/2024 4:50:57	<ul> <li>Root url processing succeeded</li> </ul>	Plugin.M365Backup	Backup job	
0	>	>	05/03/2024 16:33:31	05/03/2024 16:35:32	2 minutes, 1 second	System	>	06/03/2024 4:50:57	<ul> <li>Root url processing succeeded</li> </ul>	Plugin.M365Backup	Backup job	
0	>	>	06/03/2024 2:00:03	06/03/2024 2:01:35	1 minute, 32	System	>	06/03/2024 4:50:57	Root url     processing     succeeded	Plugin.M365Backup	Backup job	
0	>	>	06/03/2024	06/03/2024	7 minutes,	Backup job - all	>	06/03/2024 4:50:57	<ul> <li>Root url processing succeeded</li> </ul>	Plugin.M365Backup	Backup job	
			10:38:41	11:00:11	seconds	SHAREMOINT SITES	>	06/03/2024 4:50:57	<ul> <li>Root url processing succeeded</li> </ul>	Plugin.M365Backup	Backup job	
0		>	06/03/2024 11:20:55	06/03/2024 11:27:38	minutes, 43 seconds	Backup job - all SharePoint sites	>	06/03/2024 4:50:57	<ul> <li>Root url processing succeeded</li> </ul>	Plugin.M365Backup	Backup job	

# Filtering in the System logs:

The user can filter on the System logs page by:

- clicking on the funnel icon setting the condition and value in the dropdown list (e.g.: "Date is before 25/04/2024")
- opening the dropdown menu and selecting from the available options, or by typing in a keyword (e.g. shown in the screenshot below).



# Configuration auditing

The **Configuration auditing feature** captures the configuration changes in Backup Administration. With this feature, you can discover which user made changes, what changes were made, and when they occurred.

To view and search the auditing data, navigate to the **Configuration auditing** page.

Configuration auditing - SKE Ba >	< 🔻 contentACCE	ESS Portal	×   +					- 0 ×
← → C 😁 test-cd-03.tech-	arrow.com/admin/#	ŧ/config-auditing				Q	☆ ⓒ	요   💷 😩 :
V Backup Administration for Micro	soft 365							lô ? ADM
SKE Backup 2!	C'Refresh 🕒 🗈	Export all						
Storages								
Databases	Sco	pe	Object	Operation name	Date	Initiated by	Access IP	State
🛱 Schedules	A-		Ami	Anna A.A.	Fature data	Anni Ad		
Microsoft 365 connection	Ar	ny 🗸	Any 🗸	Any 🗸	Enter date	Any 🗸		
S Jobs	> Job	configuration	M365BackupGeneralConfiguration	Update	16/07/2024 9:48:53	Administrator	::1	Succeeded
Microsoft 265 Packup	dol <	configuration	M365BackupGeneralConfiguration	Update	16/07/2024 9:46:32	Administrator	:1	Succeeded
Microsoft 305 Backup	> Job	configuration	M365BackupGeneralConfiguration	Update	16/07/2024 9:46:23	Administrator	::1	Succeeded
tos General settings	> Job	configuration	M365BackupGeneralConfiguration	Update	16/07/2024 9:46:14	Administrator	:1	Succeeded
Address book	> Job	actions	Teams restore job	Update	16/07/2024 8:16:33	Administrator	::1	Succeeded
System	> Job	configuration	Teams restore job	Update	16/07/2024 8:16:33	Administrator	::1	Succeeded
System settings	> Job	management	Teams restore job	Update	16/07/2024 8:16:33	Administrator	:1	Succeeded
	> Job	actions	OneDrive restore job	Update	16/07/2024 8:03:13	Administrator	:1	Succeeded
202 Licens	dol <	configuration	OneDrive restore job	Update	16/07/2024 8:03:13	Administrator	:1	Succeeded
- Sers	dol <	management	OneDrive restore job	Update	16/07/2024 8:03:13	Administrator	:1	Succeeded
Statistics	> Job	actions	OneDrive restore job	Update	16/07/2024 8:02:07	Administrator	::1	Succeeded
Logs and auditing	> Job	configuration	OneDrive restore job	Update	16/07/2024 8:02:07	Administrator	:1	Succeeded
System logs	> Job	management	OneDrive restore job	Update	16/07/2024 8:02:07	Administrator	::1	Succeeded
Configuration auditing	> Job	actions	SharePoint restore job	Update	15/07/2024 19:14:01	Administrator	:1	Succeeded
· · · · · · · · · · · · · · · · · · ·	> Job	configuration	SharePoint restore job	Update	15/07/2024 19:14:00	Administrator	::1	Succeeded
Techarrow			1 of	f97 << < 1 2 3	4 5 > » 15 V			

The components of the **Configuration auditing** user interface:

## Export all and Export selection buttons

The Export all button is always visible, while the Export selected button will only be activated when **single** or **multiple items** are selected. These functions make it easier to review the running operations by saving the logs into CSV, HTML, or JSON files. The report contains all necessary information (Scope, Object, Operation name, Date, Initiated by, Access IP, State) to provide the desired information.

SKE Backup 2!	$\mathbb C$ Refresh	Export all V	Export selection					
Storages Databases		HTML JSON	Object	Operation name	Date	Initiated by	Access IP	State
Microsoft 365 connection		Any 🗸	Any 🗸	Any 🗸	Enter date	Any 🗸		
dot 😁	$\bigcirc$ >	Job configuration	M365BackupGeneralConfiguration M365BackupGeneralConfiguration	Update Update	16/07/2024 9:48:53 16/07/2024 9:46:32	Administrator Administrator	:1 :1	Succeeded Succeeded
Microsoft 365 Backup	$\circ$	Job configuration	M365BackupGeneralConfiguration	Update	16/07/2024 9:46:23	Administrator	:1	Succeeded
Address book	0 >	Job actions	Teams restore job	Update	16/07/2024 8:16:33	Administrator	:1	Succeeded
System	0 > 0 >	Job configuration Job management	Teams restore job Teams restore job	Update Update	16/07/2024 8:16:33 16/07/2024 8:16:33	Administrator Administrator	::1 ::1	Succeeded Succeeded
Licensing	$\circ$ > $\circ$ >	Job actions Job configuration	OneDrive restore job OneDrive restore job	Update Update	16/07/2024 8:03:13 16/07/2024 8:03:13	Administrator Administrator	::1 ::1	Succeeded Succeeded

#### Auditing data

This grid allows you to monitor the configuration changes in Backup Administration. Clicking the **Refresh** button reloads and catches the changes currently happening. With a single click on the **collapse/expand** button, you can see the changes that were made. If the old values/settings are known, both previous and new values/settings are displayed, allowing you to view all settings.

The filtering option is also available on the Configuration auditing tab. You can filter the **auditing entries** by:

- Scope the aspects or areas of the changes in the Backup Administration (e.g. Storage configuration, Login management, Role assignment, etc.)
- Object type of object (e.g. role, job, user, storage configuration)
- Operation name monitored actions (such as create, update, delete)
- Date when did the changes occurred
- Initiated by the user who made the changes

C Refresh	Export all V Export select	ction					
	Scope	Object	Operation name	Date ↑≞	Initiated by	Access IP	State
	Job configuration $~~$ $\sim~$	Backup job 🗙 🗸	Update X V	Enter date	Administrator $\times$ $\checkmark$		
$\circ \rightarrow$	Job configuration	Backup job	Update	05/03/2024 15:30:39	Administrator	::1	Succeeded
$\circ$ >	Job configuration	Backup job	Update	05/04/2024 15:49:26	Administrator	::1	Succeeded
$\circ$ >	Job configuration	Backup job	Update	05/04/2024 15:49:45	Administrator	::1	Succeeded
$\circ$ >	Job configuration	Backup job	Update	05/04/2024 16:23:41	Administrator	::1	Succeeded
$\circ \rightarrow$	Job configuration	Backup job	Update	26/04/2024 8:46:35	Administrator	::1	Succeeded
<ul> <li>O</li> </ul>	Job configuration	Backup job	Update	21/05/2024 12:49:15	Administrator	::1	Succeeded
	Old v	value	New value				
	Objects to backup Đis Ad	-1 play-name Organization ditional-data pe Organization	id Display n Addition type	882d6178-5ee9-4c28-ae85-a5e6d9dt Iame Vanessa Kent al data Vanessa Kent@2h2hx3 Onmicrosoft ( Mailbox	9751 iom		
	Show all settings						