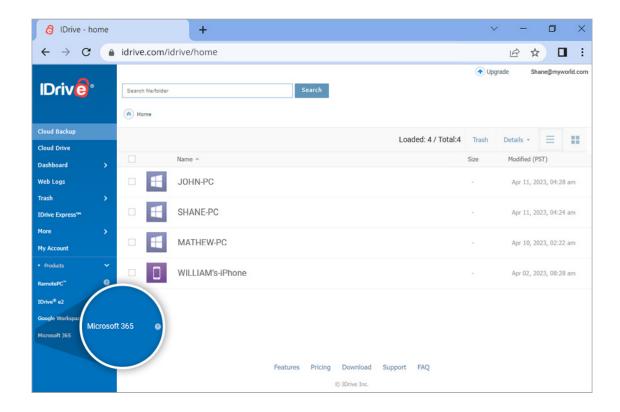
# **IDrive**<sup>®</sup> Microsoft Office 365 Backup

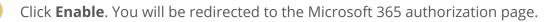
### **Get started**

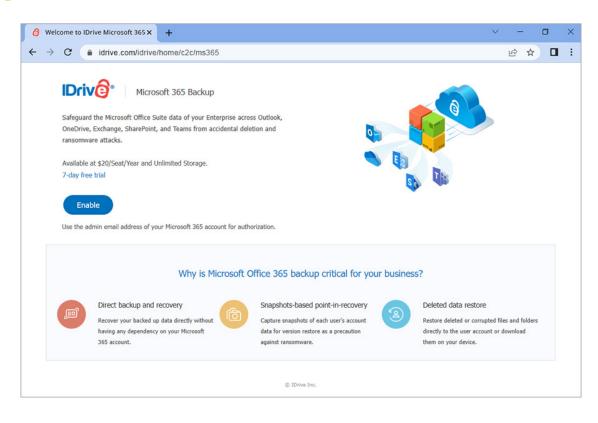
The Super Administrator of the Microsoft 365 account needs to authorize the IDrive<sup>®</sup> Microsoft 365 Backup application to access all the user's data available in the account. Once done, your Microsoft Office Suite will be automatically synced with IDrive<sup>®</sup> Microsoft 365 Backup application for backup.

To get started with Microsoft 365 Backup,

- Sign in to your IDrive account.
- Enter the encryption key set by you during your first login.
- Click **Microsoft 365** on the LHS menu in the dashboard.







- 5 Select the email address of the Super Administrator of the Microsoft account that you want to backup. The permission screen will appear.
  - Select the desired permissions and click Accept.

Once access is allowed, all the users and their data across OneDrive, Exchange, Teams, and Sharepoint will be backed up and displayed on your IDrive<sup>®</sup> Microsoft 365 Backup dashboard. You can now manage the backups and restores for all the users in your Microsoft account from the web console.

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Driv <mark>@</mark> °≡	Microsoft 365 Backup					A
3 Overview	OneDrive			Total data: 58 GB	Backup summar	v
🖇 Seat Management >	OneDrive			Total data. 50 GB	Total data backed up	-
) Recovery >	Total users:	29	Backup history:		62 GB	8
j Activity Logs	Users protected:	20	Backups in progress:	0	Total users	8
	Users not protected:	9	Exports in progress:	0	29	-
	Last backup activity: 02-09-2023 04:5	6 PM	Restores in progress:	0	Total sites 62	5
	Exchange			Total data: 848 KB	Total teams	
	Total users:	29	Backup history:		Account informa Registration date	tion
	Users protected:	25	Backups in progress:	0	09-19-2022 01:26 PM Provider	
	Users not protected:	4	Exports in progress:	0	Email: admin@myworld Super Admin	.com
	Last backup activity: 02-06-2023 03:1	7 PM	Restores in progress:	0	Name: John Email: john@myworld.c	om

## Run backup for a Microsoft 365 user

To perform backup for any specific user,



Go to the **Recovery** tab on your IDrive<sup>®</sup> Microsoft 365 Backup dashboard.

- Select the required application from which you want to backup data for the user:
  - **Drive** To backup the user's drive data.
  - **Gmail** To backup the user's mail, contacts, and calendar data.
  - Shared Drives To backup the user's shared drive data.
  - Calendar To backup the user's calendar schedules and events.
  - **Contacts** To backup the user's contact cards.
- 3 Click the user account or shared drive for which you want to backup data.
  - Select the files or folder that you want to backup by clicking the checkbox against the files/folders.

#### Click Backup now.

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IDriv <mark>@</mark> °≡	Microsoft 365 Backup			A
Overview	OneDrive			
🛞 Seat Management ゝ	Users Search Exports Restores	Backups	Search users Q	
Recovery     V	Name Email John john@myworld.com	Last Backup 29-12-2022 05:45 PM	Status Storag Active 13 GB	
Exchange     SharePoint	Snapshots 29-12-2022 05:45 PM 📺	Enter 3 or more characters	Q 🔿 Restore 🛃 Exp 💦 Backup now	
Teams	All users > john@myworld.com			_
Activity Logs	Name	Size Type	Last Modified	
	(Restore 2023-01-10 09;36;51)	NA Folder	01-10-2023 03:06 PM	
	(Restore 2023-01-21 22;02;55 UTC)	NA Folder	01-22-2023 03:32 AM	
	(Restore 2023-02-01 15;40;53 UTC)	NA Folder	02-01-2023 09:10 PM	
	(Restore 2023-02-01 15;45;56 UTC)	NA Folder	02-01-2023 09:15 PM	
	(Restore 2023-02-01 15;48;50 UTC)	NA Folder	02-01-2023 09:18 PM	
	(Restore 2023-02-01 15;53;10 UTC)	NA Folder	02-01-2023 09:23 PM	
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The backup progress will be displayed in real time. The backup details can be viewed under **Backups**.

Running a manual backup does not affect the auto-scheduled backups.

## Restore backed-up Microsoft 365 data

To restore the backed-up data,

- Go to the **Recovery** tab on your IDrive<sup>®</sup> Microsoft 365 Backup dashboard.
- Select the required application from which you want to restore data.
- Click the user account from which you want to restore data.
- Select the appropriate recovery point under **Snapshots** if you want to perform a point-in-time restore. To restore a specific file or folder, select the item from the list of backed-up items. You can also search for a specific file or folder.
- 5 Click **Restore**. A popup window will appear.
- 6 Select **Snapshot** or **Selected Item** as required.
- 7 Select the user account from the **Restore to** drop-down menu to which you want to restore the snapshot or the selected item. You can restore the data to the same user account or a different user account.
  - Click **Restore**.

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IDrive° ≡	Microsoft 365 Backup						A
Overview	OneDrive						
Seat Management >	Users Search Exports Restores	Backups			Search users	Q	
Recovery     V     OneDrive	Name John Restore			×	1	Storag 13 GB	e
Exchange     SharePoint	Snapshots 29-12 Selection				port 🔗	Backup now	
Teams	All users > john@m  Snapshot  Selected Name	Items (1)					
Activity Logs	(Restore 2     Restore to*     Brian			•			
	Restore 2     Restore 2     Restore 2     Restore 2		Cancel	Restore			
	(Restore 2023-02-01 15:48:50 UTC)	NA	Folder	02-01-2023 09:18 PI	м		
	C III (Restore 2023-02-01 15;53;10 UTC)	NA	Folder	02-01-2023 09:23 PI	M		
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The restore progress will be displayed on the screen.

### Access user management tools

Access the records of all the users under the **Seat Management** tab in your IDrive<sup>®</sup> Microsoft 365 Backup web console regardless of their backup status. Navigate to the **Users** tab under **Seat Management** to access the following management tools:

- Auto-add: Discover and auto-add all users added to your Microsoft Office account.
- Activate all users: Activate backup for all unprotected users.
- **Filter all users:** Filter records of users according to their backup status- active, paused, unprotected.
- Search: Lookup specific users among the records.
- **Download CSV:** Download list of all users in CSV format.
- **Restore/ Export backed up data:** Restore/ export backed-up data for users by clicking le clicking it clicking a state of the clicking it clicking i
- **Backup status:** Hover over **View Details** to view summary of backup status, or click **View Details** to view detailed backup status summary.
- **Backup actions:** Pause, add or remove users from backup set. For details, refer to this FAQ.

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Driv <mark>@</mark> °≡	Micr	osoft 3	65 Backup					A
3 Overview	Users	Auto-add	Activa	ite all users		All users	- Search users	Q Download CSV ()
🖇 Seat Management 🗸	Name †		Email	Storage used	Last backup	Backup status	Backup actions	Úser details
Users     SharePoint	Brian	6	brian@myworld.com	23 MB	01-20-2023 04:38 PM	\rm View details	Paused -	
Teams	John	6	john@myworld.com	0 bytes	NA	View details	Active -	
) Recovery >	Jack	6	jack@myworld.com	14 GB	02-09-2023 04:56 PM	View details	Active •	
Activity Logs	Oliver	6	oliver@myworld.com	11 bytes	11-23-2022 08:01 PM	View details	Active •	
	Jorge	6	jorge@myworld.com	8.395 MB	01-20-2023 04:39 PM	View details	Active •	Active: 28     Paused: 1
	Peter	6	peter@myworld.com	3 bytes	11-23-2022 08:07 PM	View details	Active •	Unprotected: 0 • Archived:     Total Discovered in last 24hrs
	Robin	60	robin@myworld.com	16 GB	02-06-2023 03:19 PM	<ol> <li>View details</li> </ol>	Active •	0 Users
	Paul	60	paul@myworld.com	170 MB	02-06-2023 03:17 PM	View details	Active •	Total Protected 29 Users
	Thomas	6	thomas@myworld.com	0 bytes	11-23-2022 08:04 PM	<ol> <li>View details</li> </ol>	Active •	29 05815
	Steven	6	steven@myworld.com	0 bytes	11-23-2022 08:05 PM	<ol> <li>View details</li> </ol>	Active •	Total Unprotected     O Users
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