

User Guide

# Microsoft 365:

Exchange, OneDrive, SharePoint, Teams & Groups

## Backup and Recovery



Microsoft 365



## Table of Contents

<b>1</b>	<b>Preface</b>	<b>3</b>
1.1	About this Guide	3
1.2	Audience	3
1.3	What's in this Guide	3
<b>2</b>	<b>Creating and Accessing Your Backup Account</b>	<b>4</b>
2.1	Prerequisites	4
2.2	Sign Up/Sign In from Our Backup Service Home Page	4
2.3	Resetting Your Password	6
<b>3</b>	<b>Backing Up Your Microsoft 365 Data</b>	<b>8</b>
3.1	Microsoft 365 Exchange	8
3.1.1	Creating a New Backup Task	8
3.1.2	Configuring a Backup Task: Microsoft Exchange	10
3.1.3	Activating Your Backups	12
3.1.4	Bulk Activation and Management	14
3.1.5	Backing Up a Public Folder	18
3.1.6	Modifying the Settings of an Existing Backup	18
3.1.7	Removing a Backup	19
3.2	Microsoft 365 OneDrive	21
3.2.1	Adding a OneDrive Backup Task	21
3.2.2	Configuring a OneDrive Backup Task	23
3.2.3	Activating a Backup Task	25
3.2.4	Modifying the Settings of an Existing Backup	25
3.2.5	Removing a Backup	25
3.3	Microsoft 365 SharePoint	26
3.3.1	Adding a Microsoft 365 SharePoint Backup Task	26
3.3.2	Configuring a Microsoft 365 SharePoint Task	28
3.3.3	Activating a Backup Task	30
3.3.4	Modifying the Settings of an Existing Backup	30
3.3.5	Removing a Backup	30
3.4	Microsoft 365 Teams & Groups	30
3.4.1	Adding a Microsoft 365 Teams & Groups Backup Task	30
3.4.2	Configuring a Microsoft 365 Teams & Groups Backup Task	32
3.4.3	Activating a Backup Task	34
3.4.4	Modifying the Settings of an Existing Backup	34
3.4.5	Removing a Backup	34
<b>4</b>	<b>Recovering Your Backed Up Data</b>	<b>35</b>
4.1	Microsoft 365 Exchange: Performing a One-Click Full Mailbox Recovery	35
4.1.1	Exporting Your Backed Up Data	36

4.1.2	Restoring Your Backed Up Data	40
4.2	Microsoft 365 Exchange: Using the New Recovery Page	45
4.2.1	Navigating to the Recovery Page	45
4.2.2	Choosing a Backup Date	47
4.2.3	Browsing Your Backups	48
4.2.4	Restore	53
4.2.5	Export	56
4.2.6	Advanced Search	58
4.3	How to Restore a Deleted Microsoft Exchange Mailbox	60
4.4	Using the Recovery Menu: Microsoft 365 OneDrive and Microsoft 365 SharePoint	61
4.4.1	Restore or Download Via Snapshot - OneDrive or SharePoint	62
4.4.2	Restore or Download Via Item Search - OneDrive or SharePoint	67
4.4.3	How to Restore Deleted SharePoint Collections	68
4.4.4	How to Restore Deleted OneDrive Sites	69
4.5	Using the Recovery Menu: Microsoft 365 Teams & Groups	70
4.5.1	Restore or Download Via Snapshot	71
4.5.2	Restore or Download Via Item Search - Teams & Groups	72
4.6	How to Restore Deleted Teams Sites	74
4.6.1	First Step: Restore a Public Channel	74
4.6.2	Second Step: Restore the Teams Sub-Services	75
4.6.3	How to Restore Deleted Groups	76
4.7	Tracking Recovery Tasks on the Jobs Page	77
4.7.1	High-Level Summary	77
4.7.2	Filtering	78
4.7.3	Description of Each Job	79
<b>5</b>	<b>Filtering and Viewing Drill-Down Details</b>	<b>81</b>
5.1	Filtering by Account, Team or Site	81
5.1.1	Filtering Using Names or Statuses	82
5.1.2	Filtering Using Tags	82
5.1.3	Creating a New Tag	83
5.1.4	Filtering by Tag	83
5.1.5	Actions	84
5.2	Viewing Backup Statistics with the Drill-down Feature	84
<b>6</b>	<b>Managing Your Account</b>	<b>86</b>
6.1	Viewing Account Activity	86
6.1.1	System Activity	87
6.1.2	Security Audit	88
6.2	Managing Your Account Settings	89
6.2.1	Account Settings	90
6.2.2	Canceling Your Our backup service Subscription	90
6.3	User Management	91

---

6.4	Security Settings .....	92
6.4.1	Changing Your Password for Credential-Based Authorization .....	93
6.4.2	Two-Factor Authentication .....	94
6.4.3	SAML .....	95
6.4.4	IP Restrictions .....	98
6.4.5	Email Notifications .....	102
6.5	Notifications Settings .....	102
<b>7</b>	<b>Managing Subscriptions and Payments .....</b>	<b>104</b>
7.1	Subscribing to Our Backup Service .....	104
7.1.1	Monthly Subscriptions .....	105
7.1.2	Annual Subscriptions .....	105
7.2	Payment Details .....	107
7.2.1	Monthly Subscriptions .....	107
7.2.2	Annual Subscriptions .....	111
7.3	Billing Status .....	112
7.4	History .....	114
7.5	Billing Notification Messages .....	115

---

# 1 Preface

## 1.1 About this Guide

Thank you for selecting our backup service for Microsoft 365. Relax! All your Microsoft 365 data is now securely protected with easy recovery from data loss. Our backup service comprehensively backs up your Microsoft 365 Exchange, OneDrive, SharePoint, OneNote, Teams & Groups data on industry-leading AWS S3 storage. Our product's ethos is to provide feature-rich backup and recovery with security, ease of use, and flexibility woven in.

Our backup service is cloud-native, a full cloud-to-cloud solution. No installation is required, the setup is hassle-free, backup is easy, and there are flexible recovery and export options. Read on for instructions about how to activate and manage your backups, restore your data by keyword, from any point-in-time, and at any granular/hierarchical level, export your backups to your own storage, activate summary/exception reporting, and set up MFA and other helpful features.

## 1.2 Audience

This guide is intended for individuals who administer our backup service for Microsoft 365.

## 1.3 What's in this Guide

This guide is organized to help you find the information you need to manage our backup service for Microsoft 365. It is divided into functional parts intended to support you as you manage your environment:

- [Creating and Accessing Your Backup Account](#)
- [Backing Up Your MS 365 Data](#)
- [Recovering Your Backed Up Data](#)
- [Filtering and Viewing Drill-Down Details](#)
- [Managing Your Account](#)
- [Managing Subscriptions and Payments](#)

## 2 Creating and Accessing Your Backup Account

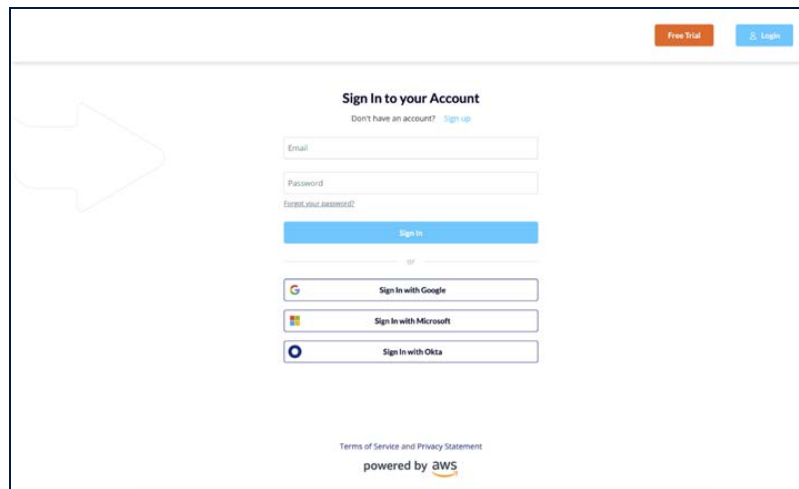
### 2.1 Prerequisites

To administer the backup for Microsoft 365 environment, the following is required:

- Microsoft license
- Global Administrator account in Microsoft Office - online version

### 2.2 Sign Up/Sign In from Our Backup Service Home Page

1. In your Internet browser, open our backup service's website and click **Login**.
2. Click **Customers**. The *Sign In* page is displayed.



3. If you don't have an account yet, click **Sign Up**. The *Sign Up* page is displayed.

4. Complete the form, and then click Sign up.

**Note:** Our backup service gives you the choice of numerous AWS data centers available in the dropdown menu “Location.” These include locations in Australia, Canada, EU (France, Germany, and Ireland), US, UK, and Japan. The ability to choose from a wide range of data centers helps our customers comply with local data sovereignty laws that regulate the physical location and movement of data. In addition, we also offer a “Bring Your Own Storage” (BYOS) option on request. This allows you to backup sensitive data in your own AWS S3 buckets, S3 compatible storage service, Azure, or Google Cloud Platform. Please contact our support team for more information.

5. Your trial account is created, and an email containing your activation link is sent to your email address. Click on the activation link contained in the email you received to activate your account. If you sign up with Google, Azure, or Okta, the activation link will not be sent to you.
6. Once your account is activated, you are redirected to the backup service *login* page. Enter your email address/password and click **Sign In** to login and access your account.

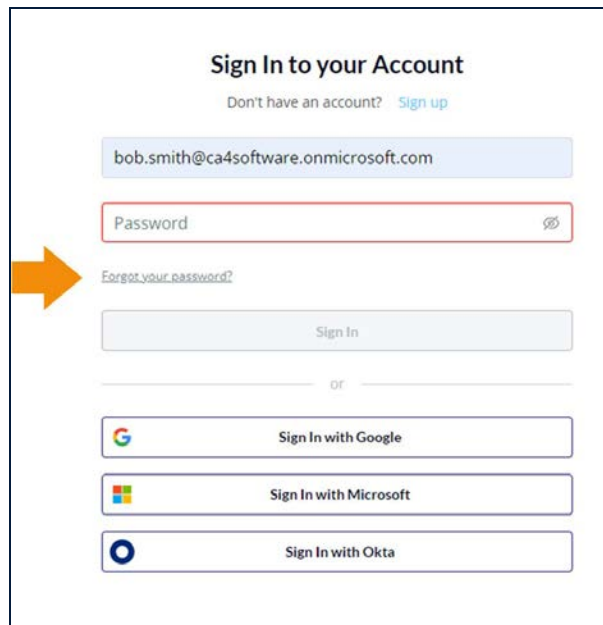
You can also enable Two-Factor authentication to provide additional security. For more information, see [Managing Your Account](#) .



## 2.3 Resetting Your Password

If you do not remember your password, you can easily reset it using the **Password Reset** function.


1. On the sign-in page, click **Forgot your password?** to start the process of resetting your password.



**Sign In to your Account**

Don't have an account? [Sign up](#)


bob.smith@ca4software.onmicrosoft.com


Password 


[Forgot your password?](#)

Sign In

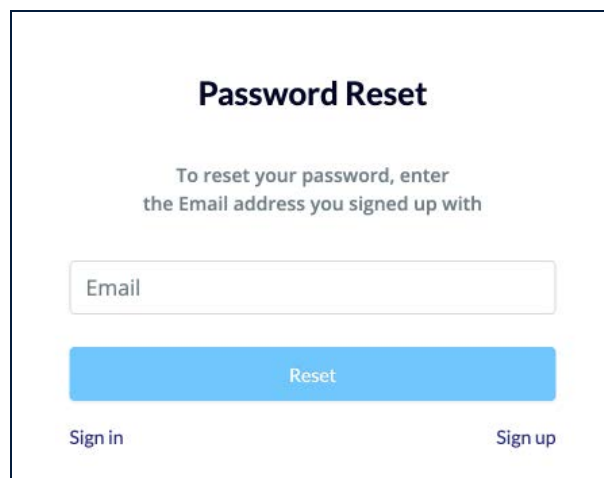
or

 Sign In with Google

 Sign In with Microsoft

 Sign In with Okta

2. The *Password Reset* page will appear.



**Password Reset**

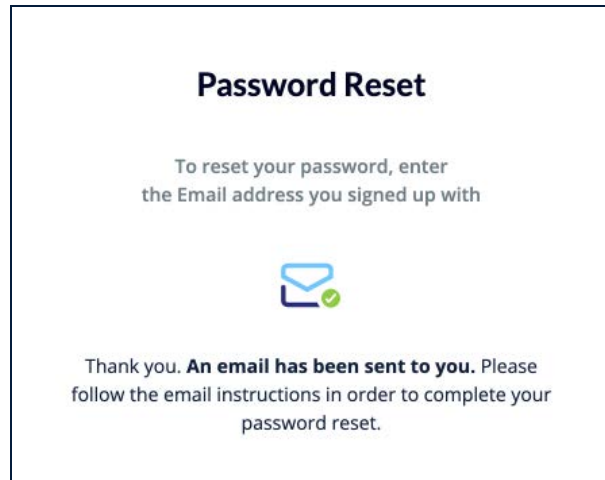
To reset your password, enter the Email address you signed up with

Email

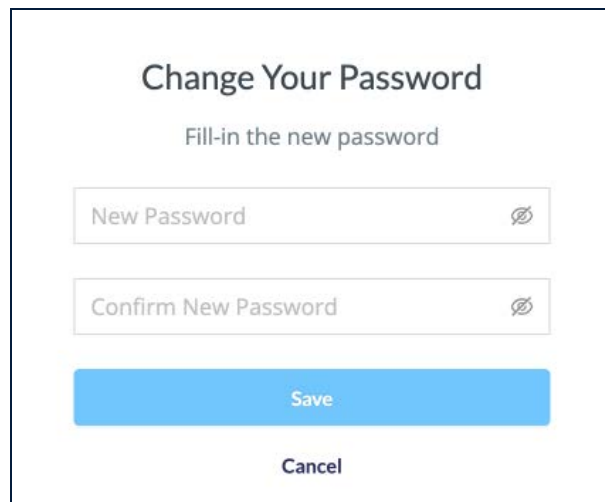
Reset

[Sign in](#) [Sign up](#)

3. In the Email field, enter the email address that you used to sign up.
4. Click **Reset**, and the *Password Reset* window will appear.



5. In the email, click **Reset Backup Service Password** to confirm the password reset, and the *Change Your Password* window will appear.



6. Enter your new password in the **New Password** field and again in the **Confirm New Password** field, and click **Save**.

After resetting the password, you will be directed back to the *Sign In to your Account*.

## 3 Backing Up Your Microsoft 365 Data

Microsoft 365 lacks the daily backup and archiving process necessary for you to restore data after it has been manually or automatically removed from the recycle bin. Our backup service's automated daily Microsoft 365 backup service ensures that you can both quickly recover data from any point in time as well as export your archives for local storage.

Our backup service's Microsoft 365 service backs up data from:

- Mail, Calendar, Contacts, Tasks and Notes (Microsoft Exchange)
- Conversations, Sites, Calendars and Channels (Microsoft Teams and Groups)
- All of your sites, files, and libraries (Microsoft OneDrive and Microsoft SharePoint)

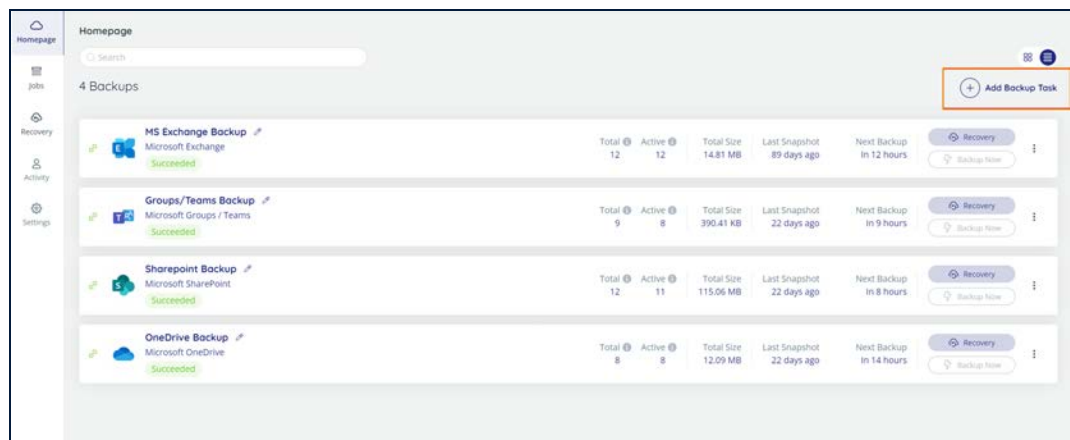
With a few simple clicks, you can activate backups for all or selected users.

### 3.1 Microsoft 365 Exchange

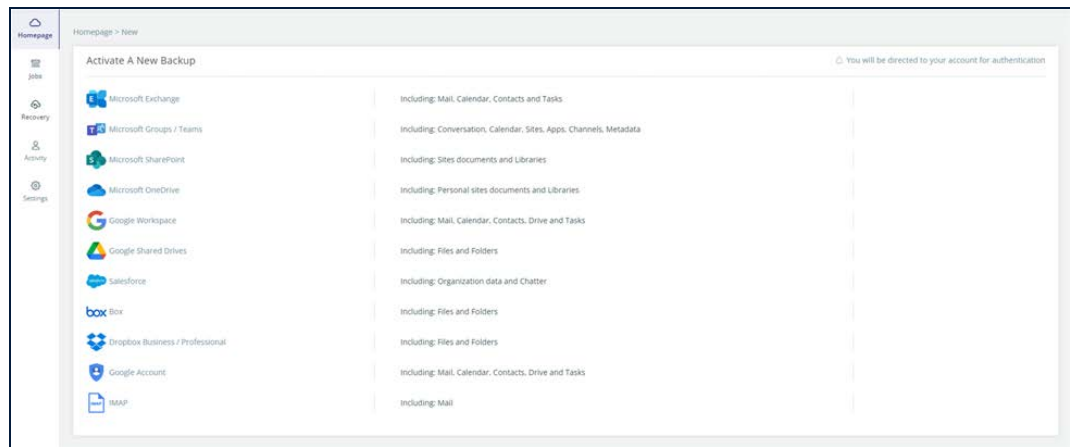
#### 3.1.1 Creating a New Backup Task

To create a new backup task:

1. Sign in to your account, or if you are already signed in, click the **Homepage** option in the Navigation Panel.
2. On the Homepage, click **+ Add Backup Task**.



The *Activate A New Backup* page is displayed:



3. Click the name of the service you would like to back up.

**E** Enter your admin details

\* Backup Name

Enter your backup name

Use OAuth based authorization  Use credential based authorization

Please note that our authorization process uses OAuth and requires a Global Admin account.

Cancel **Authenticate**


1. Fill in the name of the backup task. This name is used in the notifications and reports, and it can be changed later.
2. You will see the OAuth based authorization. Click **Authenticate** to start the process of granting the access token. You will be redirected to the *Microsoft sign-in* page. Enter Global Admin credentials to sign in to your Microsoft account.

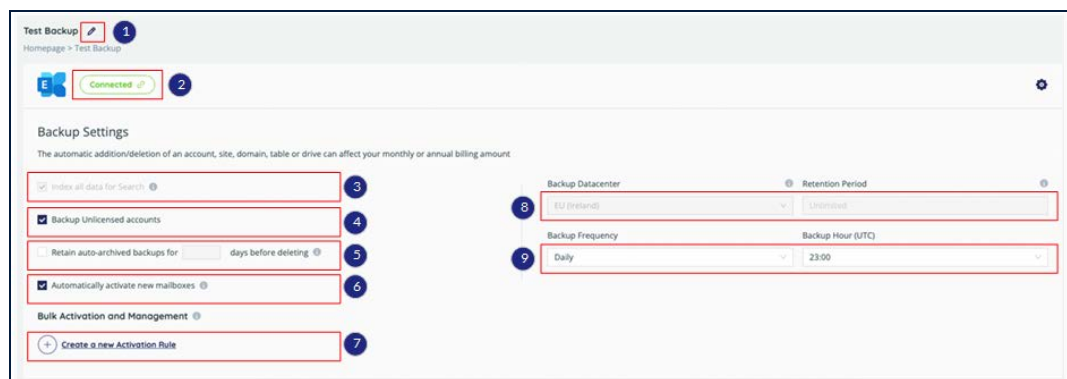
## IMPORTANT!


The user that you enter must have Global Admin permissions.

**Note:** "Use credential-based authorization" is not active by default, and we don't recommend it. If you would like to use this, contact our support team.

### 3.1.2 Configuring a Backup Task: Microsoft Exchange

This set of options enables you to select the backup settings for the account, team or site. Click the settings  icon on the top right side of the screen.



1. You can change the name of the backup task by clicking .
2. The icon to the right of the Microsoft 365 logo displays whether the application was able to connect to the specified Microsoft 365 account. If the authentication token granted for the application becomes invalid (e.g., it expires due to inactivity because you put the backup task on pause for a long time), the green Connected icon changes to the red Disconnected icon. To grant the application a new token, click on the icon to open the authentication dialog, and repeat the authentication process.
3. By default, the **Index all data for Search** option is selected, which enables our backup service to provide you with its granular search and restore functionality. In the process, your data is temporarily decrypted for a brief period of time, and then re-encrypted once the index is built. If this goes against your company

policy and you would like to disable automatic indexing, please contact our support team.

4. In the Microsoft Exchange system, accounts can have an “Unlicensed” status (not to be confused with “Unlicensed product”). These can be the external accounts invited by users with an active license, accounts automatically generated for shared file storage, etc. You can find the license status of an account using the Admin Center. Check **Backup Unlicensed accounts** if you want to back up such unlicensed accounts.

**Note:** “Unlicensed” accounts have limited permissions, and we don’t advise using “Unlicensed” administrator accounts.

5. Backups are automatically archived when an entire account is deleted. The **Retain auto-archived backups** option allows you to retain them for a specified number of days, after which they will be automatically deleted. Otherwise, the backups will be retained indefinitely.
6. The **Automatically activate new mailboxes** option instructs the system to detect new mailboxes, and begin backing them up automatically.
7. Create a new activation rule - see explanation [below](#).

**Note:** The **Backup Datacenter** and **Retention Period** fields are “display only,” and their values can’t be changed here.

8. The **Backup Datacenter** field displays the Datacenter location you selected when you signed up with your registration.
9. The **Retention Period** field displays whether a retention period has been set up. By default, we provide unlimited retention of your daily backups for as long as you maintain your account subscription. You can override this default and specify a retention period in days, months, or years by submitting a support ticket. Backups older than the retention period specified will be automatically deleted.

**Note:** Your backup storage datacenter cannot be changed once it's been set during the account setup process. Contact our support team if you need to move backups to a different geographic region, or if you'd like more information on our “Bring Your Own Storage” (BYOS) option.

## 10. Backup Frequency and Backup Hour

- a. Click the drop-down list adjacent to the **Backup Frequency** field and select how often you would like the backups to occur. The available options include:
  - i. Daily
  - ii. Every 3 Days
  - iii. Weekly
- b. Click the drop-down list adjacent to the **Backup Hour (UTC)** field and select the backup hour. Click **Save**.

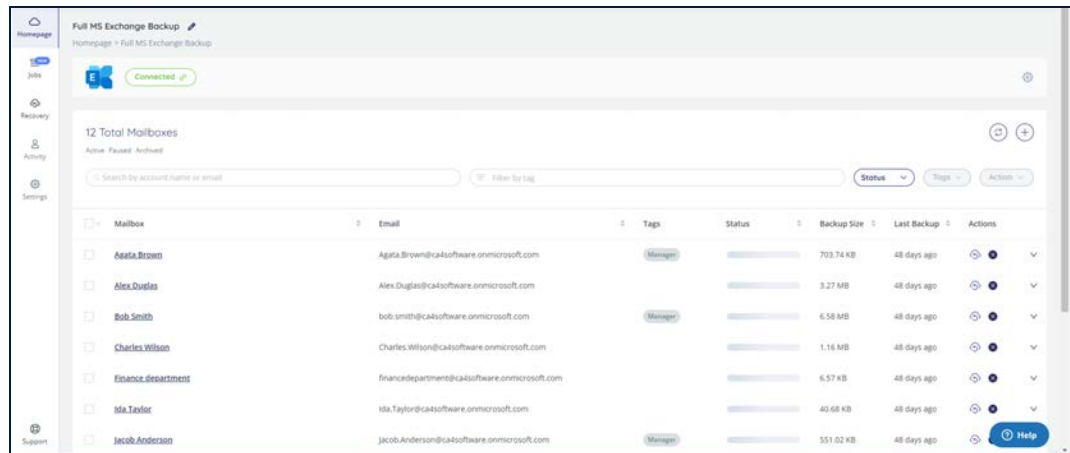
**Note:** Adding more frequent backups is possible via a support request.

### 3.1.3 Activating Your Backups

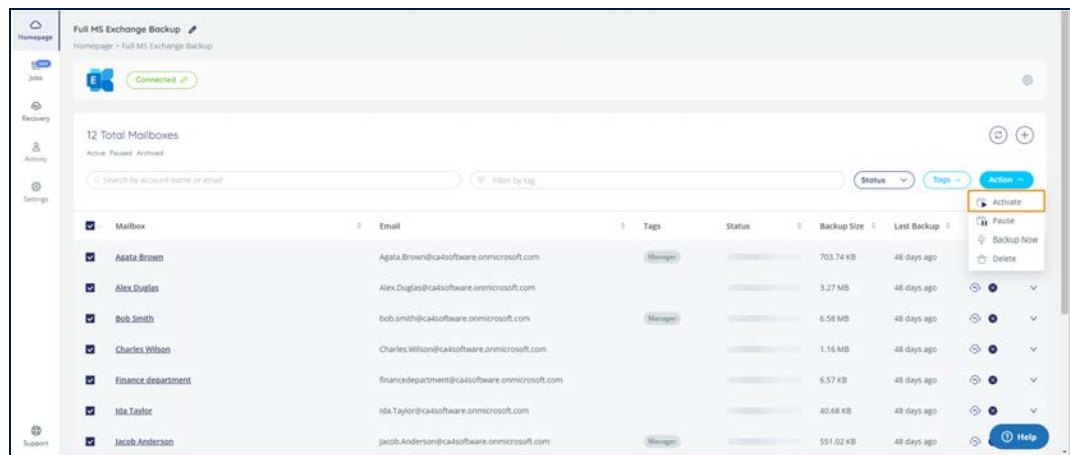
Once you have configured your backup settings, you need to **Activate** them, in order for them to begin backing up your data.

1. Scroll down to the bottom of the screen where all of your account, team or site are listed.

**Note:** The screens below are from Microsoft 365 Exchange, but the functionality is identical for all of the Microsoft 365 applications.




2. Select one or more account, team or site(s).
3. Click **Action > Activate**. The status of your backups will now be "Scheduled."  
This means that they will be backed up at the time that you selected on the Configuration screen.

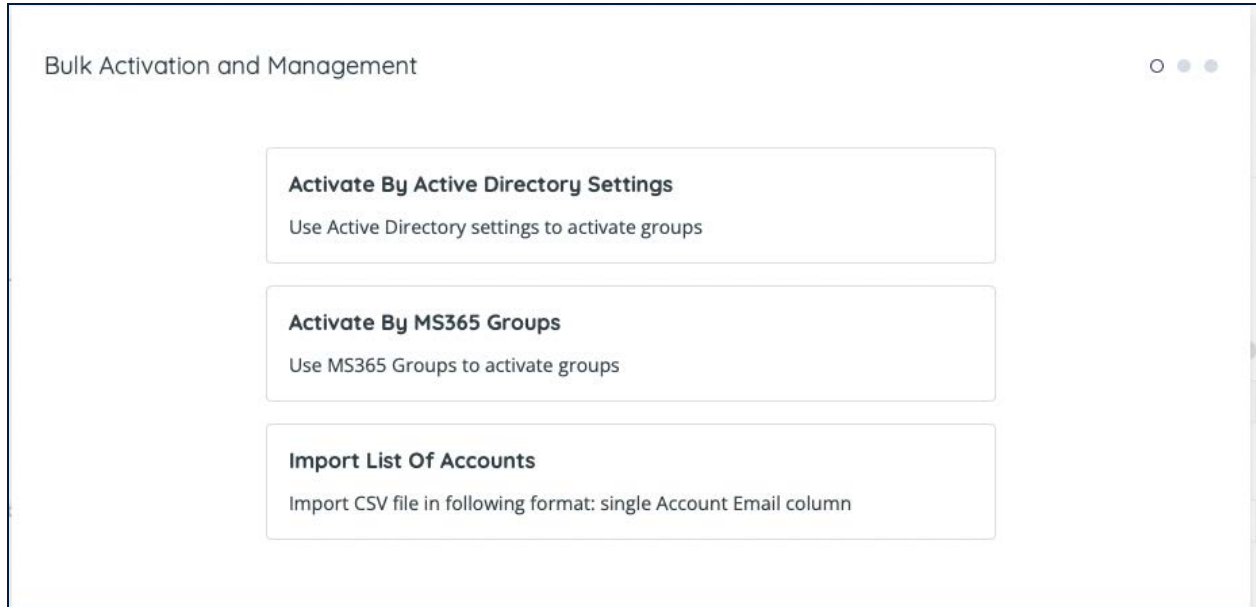


4. Alternatively, if you prefer to perform an immediate, on-demand backup, click **Action > Backup Now**.



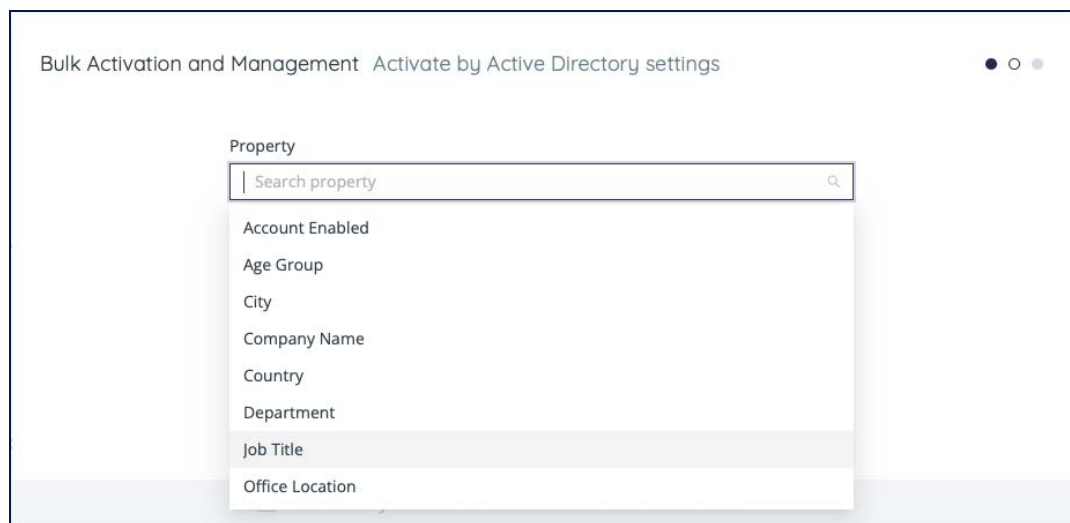
### 3.1.4 Bulk Activation and Management

To create a new Activation Rule, click . The following *Bulk Activation and Management* screen appears:

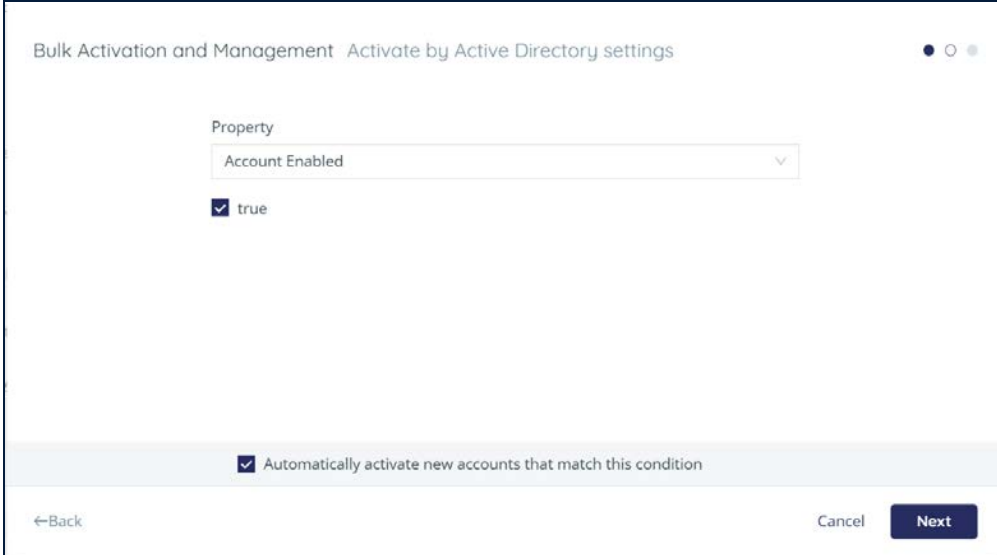


#### 3.1.4.1 Activate by Active Directory Settings

If you choose to activate by directory settings, the following screen appears next. Select the property that will be the basis for your new Activation Rule.



If you want to create a conditional activation rule, click **Automatically activate new accounts that match this condition**, and then click **Next**.



Bulk Activation and Management Activate by Active Directory settings

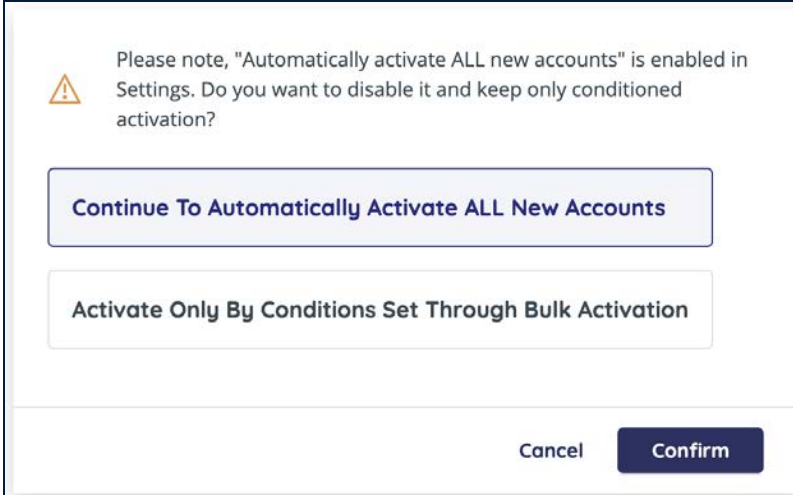
Property  
Account Enabled


true

Automatically activate new accounts that match this condition

←Back Cancel **Next**

The following pop up will appear.



 Please note, "Automatically activate ALL new accounts" is enabled in Settings. Do you want to disable it and keep only conditioned activation?

**Continue To Automatically Activate ALL New Accounts**

**Activate Only By Conditions Set Through Bulk Activation**

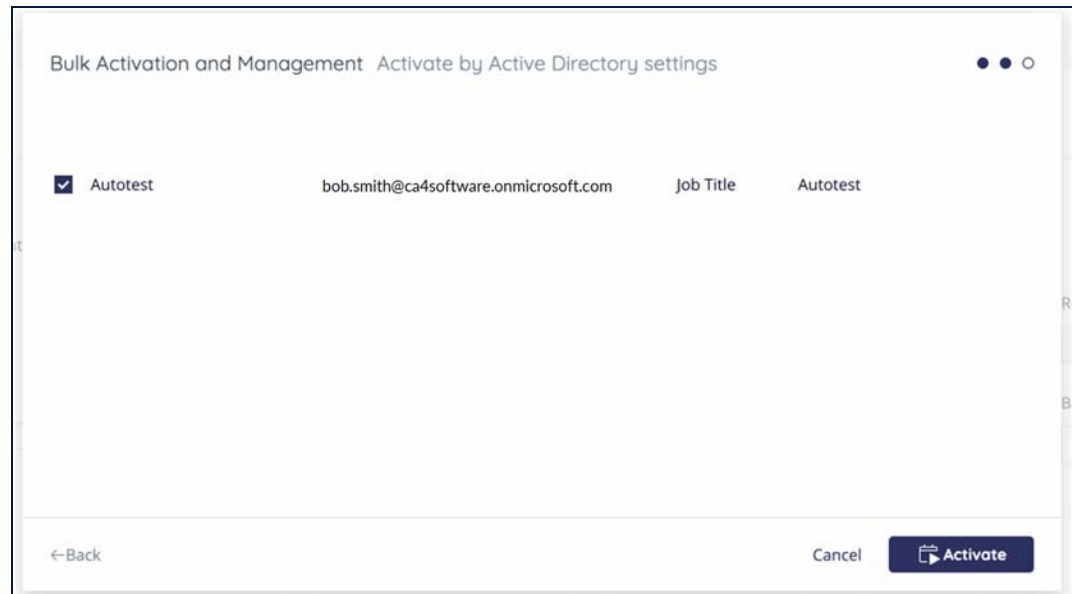
Cancel **Confirm**

The pop up includes two available options for activation:

- Continue To Automatically Activate ALL New Accounts
- Activate Only By Conditions Set Through Bulk Activation

New accounts matching the selected Property will be automatically detected and activated in the backup system. This does not affect the already existing accounts.

- Click **Next** once you have selected the desired Property and its values. The list of accounts matching the selected Property is displayed. Review the list of accounts that will be activated. You can clear the check boxes next to an account to exclude it from the activation process.

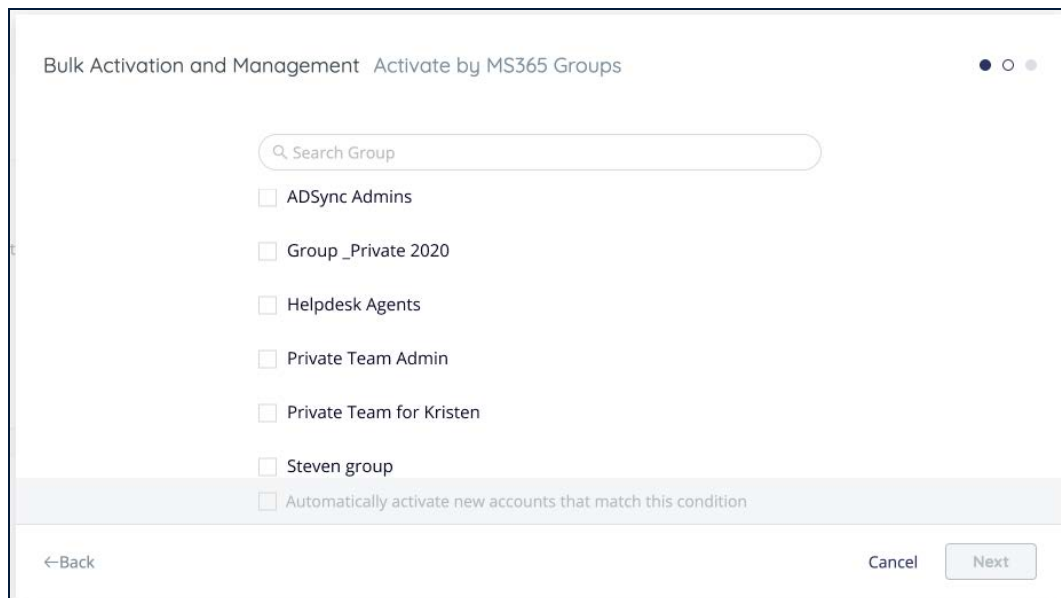


- Click **Activate**. The selected accounts are activated, and if you have selected the **Automatically activate new accounts that match this condition** check box, the conditional activation rule is created.

### 3.1.4.2 Activate by MS365 Groups

If you choose to activate by Microsoft 365 Groups, the following screen appears next. Select the group(s) you would like to back up:

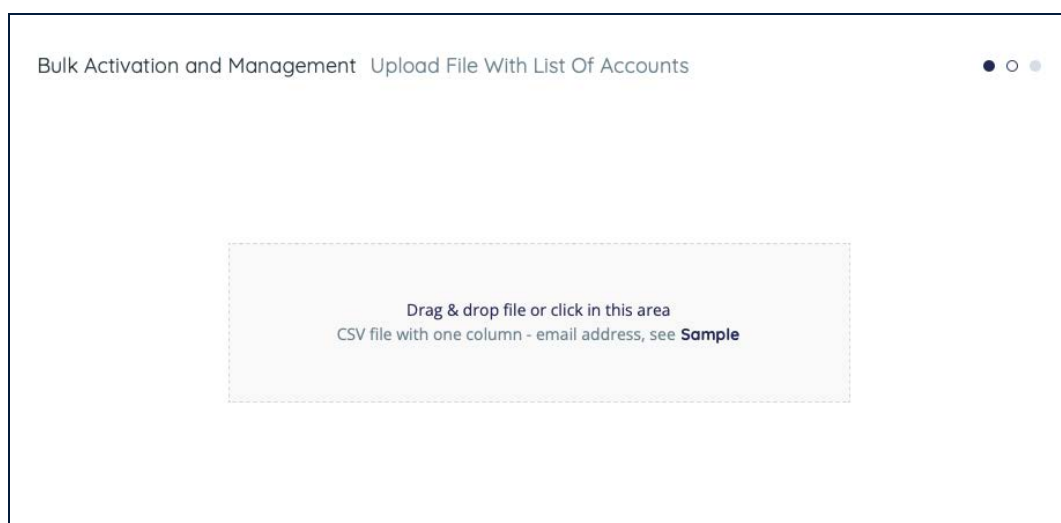
**Note:** Activation by Microsoft Groups works for already-existing mailboxes.



**Note:** Selecting the **Activate ALL new accounts** check box in the Backup Settings removes all conditional activation rules.

### 3.1.4.3 Import a List of Accounts

If you choose to **Import a List of Accounts**, you will be prompted to upload a CSV file with a single column titled “Account Email.”



### 3.1.5 Backing Up a Public Folder

In order to back up a Public Folder, the Admin account must have a mail Microsoft 365 Exchange license and needs to have read/write permissions for the Public Folder.

**To back up a Public Folder:**

1. From the Exchange Admin Center, click **Public Folders**.
2. Select the Public Folder that you want to back up and click '...' to select Root Permissions.
3. Verify that the Admin account used for the backup service backups has read/write access to the Public Folder. If not, click '+' to add the Admin account.

Public Folders data will be available for recovery under the PublicFoldersAccount record, listed among other backed up Exchange users.

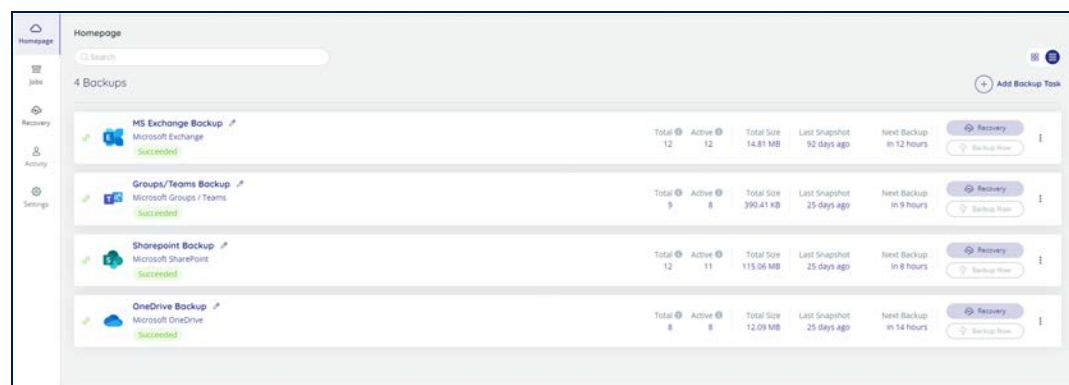
The restore process for a Public Folder creates a sub-folder. Add the generated restore folder as a new Public Folder in order to allow access to the restored data.


Follow the normal Microsoft 365 Exchange Online procedures to create a public folder, using the backup service restored sub-folder as the path, as well as any additional sub-folders that are included in the restore.

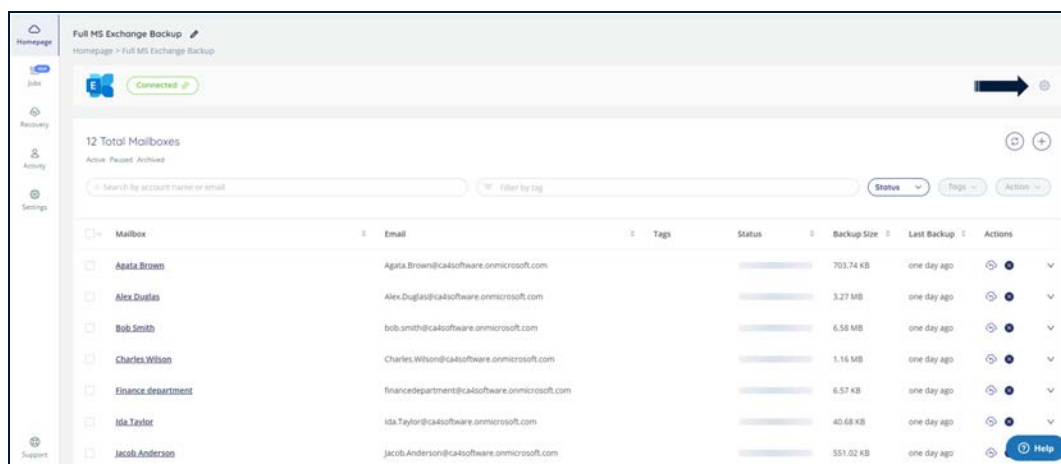
### 3.1.6 Modifying the Settings of an Existing Backup

**To modify an existing backup task:**

1. Click the *Homepage* option from the Navigation Panel. The *Homepage* screen appears.



- Click the particular Microsoft 365 icon from the list or enter a keyword in the Search field to find a specific task. The *Microsoft 365 Backup* page is displayed.
- Click **Settings**  on the top-right section of the screen to see the backup settings.




From here, it is possible to modify the fields described in ["Configuring a Backup Task: Microsoft Exchange."](#)

### 3.1.7 Removing a Backup

You can delete individual user backups or the entire backup service from your account if you do not want to use them further. The following sections guide you through the process of removing backup services and individual user backups.

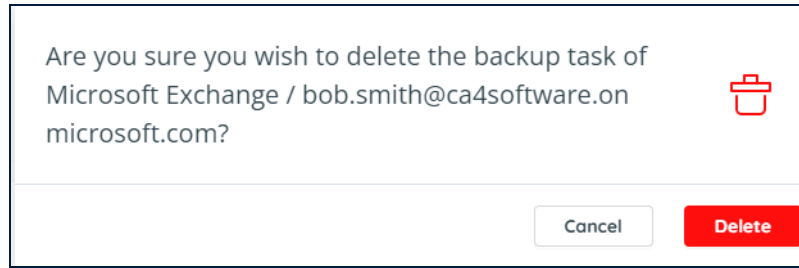
#### 3.1.7.1 Removing an Entire Backup Service

To remove an entire backup service, click  **Delete Backup** adjacent to the backup service you want to remove.

#### Microsoft 365 Exchange



The Confirm Delete pop-up window is displayed with a warning message.

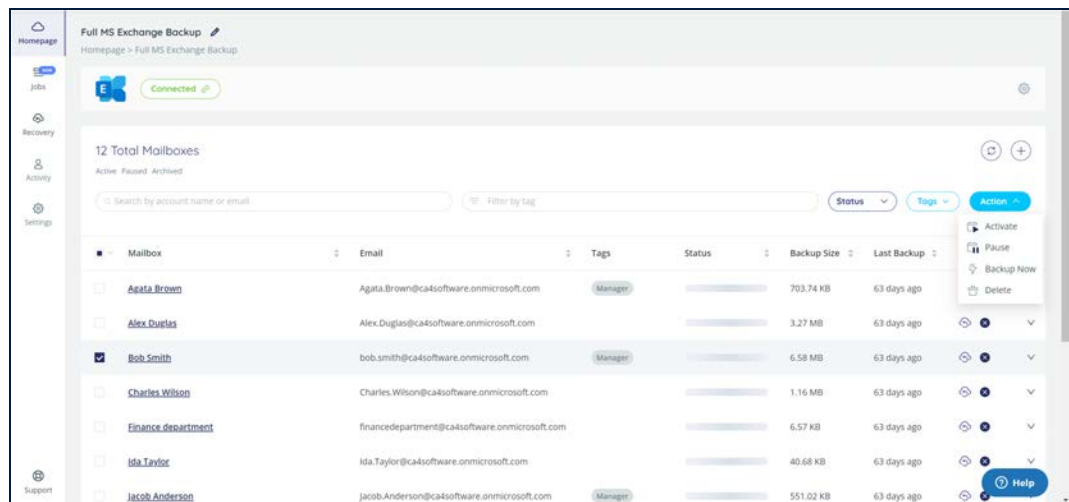


Click **Delete**. The selected backup service is removed from your account.

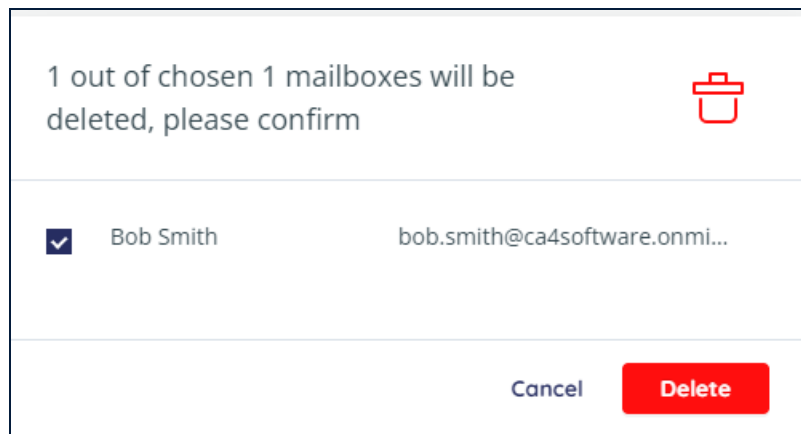
To prevent mistaken deletions, there is a grace period of 7 days, during which your data is still maintained and you can cancel the operation.

### 3.1.7.2 Removing an Individual Account, Team or Site

1. Click the backup service from which you want to remove the account, team or site. The backup task settings page is displayed.
2. Add a check next to the item that you want to remove. Click **Delete** in the **Actions** menu.



3. A pop-up window is displayed with a list of accounts selected for removal. Click **Delete**. The selected account, team or site are removed from your account.



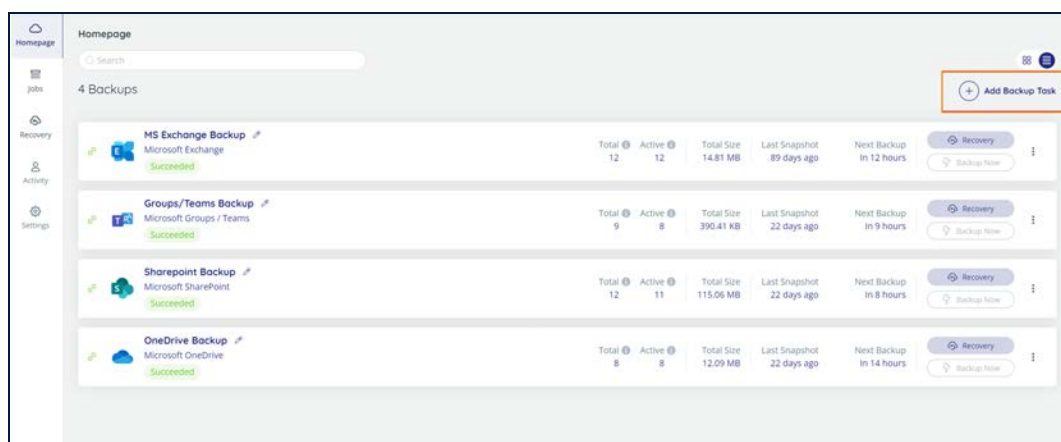
To prevent mistaken deletions, there is a grace period of 7 days, during which your data is still maintained and you can cancel the operation.

## 3.2 Microsoft 365 OneDrive

### 3.2.1 Adding a OneDrive Backup Task

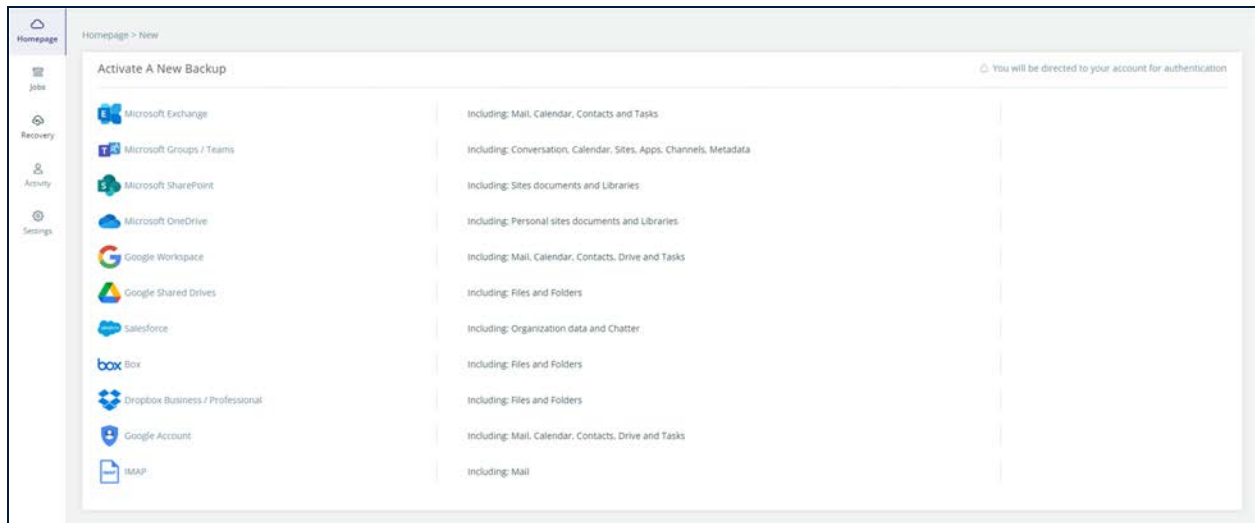
To create a new backup task:

1. Sign in to your account, or if you are already signed in, click the **Homepage** option in the Navigation Panel.
2. On the Homepage, click **+ Add Backup Task**.






The *Activate A New Backup* page is displayed:



4. Click the name of the service you would like to back up.

 Enter your admin details

---

\* Backup Name

Use OAuth based authorization  Use credential based authorization

\* OneDrive URL

Our authorization process uses OAuth and requires a Global Admin account.

5. Fill in the name of the backup task. This name is used in the notifications and reports, and it can be changed later.
6. Add the OneDrive URL.

**Note:** You can copy the OneDrive URL by opening OneDrive and copying it from the address bar in your browser.

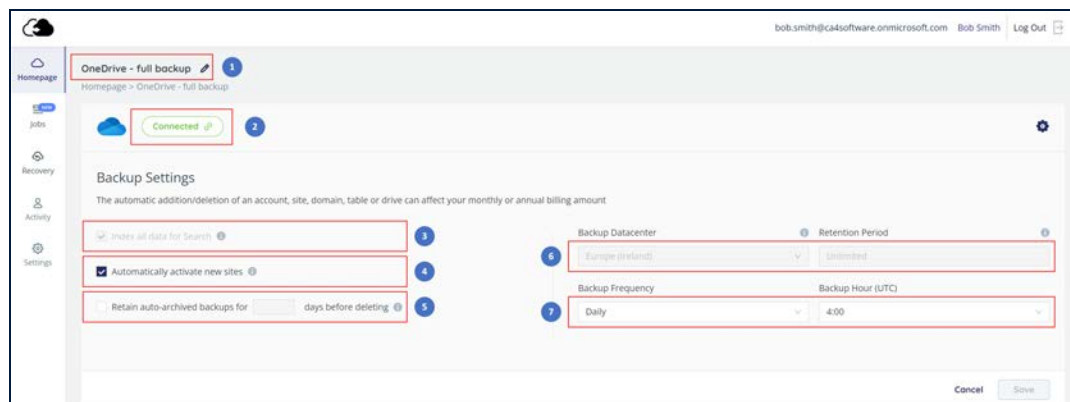
7. You will see the OAuth based authorization Click **Authenticate** to start the process of granting the access token. You will be redirected to the *Microsoft sign-in* page. Enter Global Admin credentials to sign in to your Microsoft account.


### IMPORTANT!

The user that you enter must have Global Admin permissions.

**Note:** "Use credential-based authorization" is not active by default, and we don't recommend it. If you would like to use this, contact our support team.

## 3.2.2 Configuring a OneDrive Backup Task



1. You can change the name of the backup task by clicking the pencil icon .
2. The icon to the right of the Microsoft 365 logo displays whether the application was able to connect to the specified Microsoft 365 account. If the authentication token granted for the application becomes invalid (e.g., it expires due to inactivity because you put the backup task on pause for a long time), the green Connected icon changes to the red Disconnected. To grant the application a new token, click on the icon to open the authentication dialog, and repeat the authentication process.
3. By default, the “Index all data for Search” option is selected, which enables Our backup service to provide you with its granular search and restore functionality. In the process, your data is temporarily decrypted for a brief period of time, and then re-encrypted once the index is built. If this goes against your company policy and you would like to disable automatic indexing, please contact our support team.
4. The Automatically activate new sites option instructs the system to detect new teams and groups, and activate them automatically.
5. Backups are automatically archived when an entire site is deleted. The **Retain auto-archived backups** option allows you to retain them for a specified number of days, after which they will be deleted. Otherwise, the backups will be retained indefinitely.

**Note:** The **Backup Data Center** and **Retention Period** fields are “display only,” and their values can’t be changed here.

6. The **Backup Data Center** field displays the Data Center location you selected when you signed up with your registration.

The **Retention Period** field displays whether a retention period has been set up. By default, we provide unlimited retention of your daily backups for as long as you maintain your account subscription. You can override this default and specify a retention period in days, months, or years by submitting a support ticket. Backups older than the retention period specified will be automatically deleted.

**Note:** Your backup storage location cannot be changed once it's been set during the account setup process. Contact Our backup service if you need to move backups to a different geographic region, or if you'd like more information on our "Bring Your Own Storage" (BYOS) option

## 7. Backup Frequency and Backup Hour

- a. Click the drop-down list adjacent to the **Backup Frequency** field and select how often you would like the backups to occur. The available options include:
  - i. Daily
  - ii. Every 3 days
  - iii. Weekly
- b. Click the drop-down list adjacent to the **Backup Hour (UTC)** field and select the backup hour. Click **Save**

**Note:** Adding more frequent backups is possible via a support request.

### 3.2.3 Activating a Backup Task

Once you have configured your backup settings, you need to **Activate** them, in order for them to begin backing up your data.

For instructions, see "[Activating Your Backups.](#)"

### 3.2.4 Modifying the Settings of an Existing Backup

See instructions in "[Modifying the Settings of an Existing Backup.](#)"

### 3.2.5 Removing a Backup

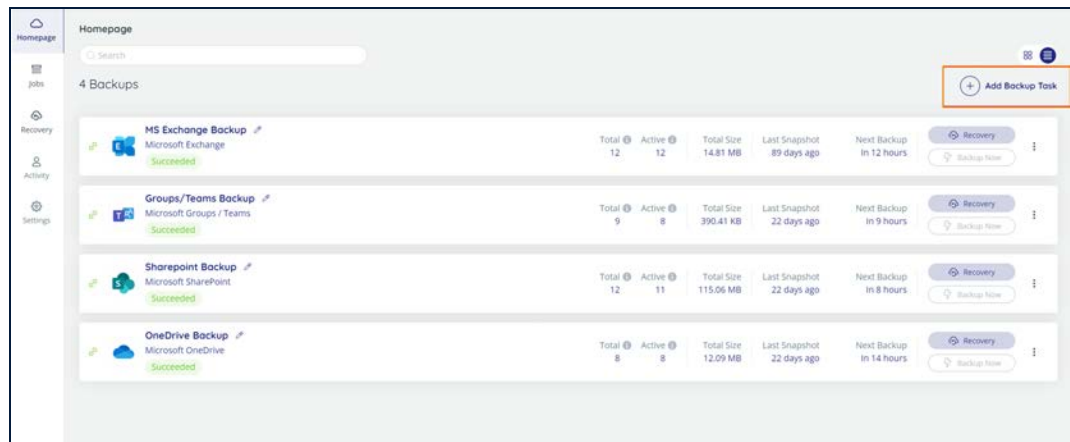
See instructions in "[Removing a Backup.](#)"

## 3.3 Microsoft 365 SharePoint

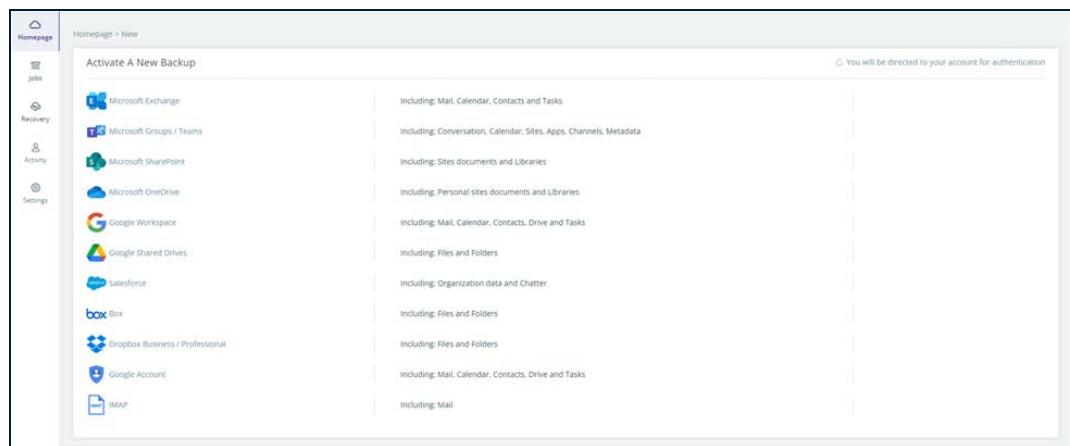
### 3.3.1 Adding a Microsoft 365 SharePoint Backup Task

To create a new CloudAlly backup task:

1. Sign in to your Account, or if you are already signed in, click the **Homepage** option in the Navigation Panel.
2. On the Homepage, click **+ Add Backup Task**.



The *Activate A New Backup* page is displayed:



3. Click the name of the service you would like to back up.

**S** Enter your admin details

\* Backup Name

Enter your backup name

Use OAuth based authorization  Use credential based authorization

\* SharePoint URL

Our authorization process uses OAuth and requires a Global Admin account.

Cancel Authenticate

1. Fill in the name of the backup task. This name is used in the notifications and reports, and it can be changed later.
2. Add the SharePoint URL.

**Note:** You can copy the SharePoint URL by opening SharePoint and copying it from the address bar in your browser.

3. You will see the OAuth based authorization Click **Authenticate** to start the process of granting the access token. You will be redirected to the *Microsoft sign-in* page. Enter Global Admin credentials to sign in to your Microsoft account.

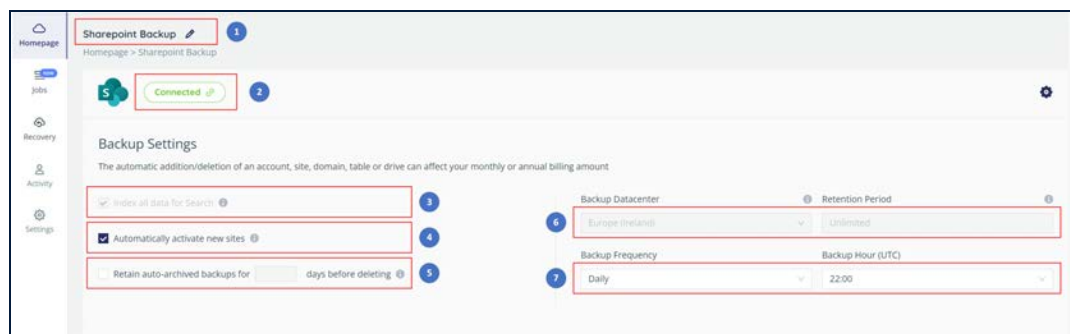
## IMPORTANT!


The user that you enter must have Global Admin permissions.

**Note:** "Use credential-based authorization" is not active by default, and we don't recommend it. If you would like to use this, contact our support team.

### 3.3.2 Configuring a Microsoft 365 SharePoint Task

This set of options enables you to select the backup settings for the account, team or site. Click the settings icon on the top right side of the screen.



1. You can change the name of the backup task by clicking the pencil icon .
2. The icon to the right of the Microsoft 365 logo displays whether the application was able to connect to the specified Microsoft 365 account. If the authentication token granted for the application becomes invalid (e.g., it expires due to inactivity because you put the backup task on pause for a long time), the green Connected icon changes to the red Disconnected icon. To grant the application a new token, click on the icon to open the authentication dialog, and repeat the authentication process.
3. By default, the "Index all data for Search" option is selected, which enables our backup service to provide you with its granular search and restore functionality. In the process, your data is temporarily decrypted for a brief period of time, and then re-encrypted once the index is built. If this goes against your company policy and you would like to disable automatic indexing, please contact our support team.

4. The **Automatically activate new sites** option instructs the system to detect new teams and groups, and activate them automatically.
5. Backups are automatically archived when an entire site is deleted. The **Retain auto-archived backups** option allows you to retain them for a specified number of days, after which they will be deleted. Otherwise, the backups will be retained indefinitely.

**Note:** The **Backup Datacenter** and **Retention Period** fields are “display only,” and their values can’t be changed here.

6. The **Backup Datacenter** field displays the Datacenter location you selected when you signed up with your registration.

The **Retention Period** field displays whether a retention period has been set up. By default, we provide unlimited retention of your daily backups for as long as you maintain your account subscription. You can override this default and specify a retention period in days, months, or years by submitting a support ticket. Backups older than the retention period specified will be automatically deleted.

**Note:** Your backup storage datacenter cannot be changed once it's been set during the account setup process. Contact our backup service if you need to move backups to a different geographic region, or if you'd like more information on our “Bring Your Own Storage” (BYOS) option.

## 7. Backup Frequency and Backup Hour

- a. Click the drop-down list adjacent to the **Backup Frequency** field and select how often you would like the backups to occur. The available options include:
  - i. Daily
  - ii. Every 3 days
  - iii. Weekly



- b. Click the drop-down list adjacent to the **Backup Hour (UTC)** field and select the backup hour. Click **Save**

**Note:** Adding more frequent backups is possible via a support request.

### 3.3.3 Activating a Backup Task

Once you have configured your backup settings, you need to **Activate** them, in order for them to begin backing up your data.

For instructions, see "[Activating Your Backups.](#)"

### 3.3.4 Modifying the Settings of an Existing Backup

See instructions in "[Modifying the Settings of an Existing Backup.](#)"

### 3.3.5 Removing a Backup

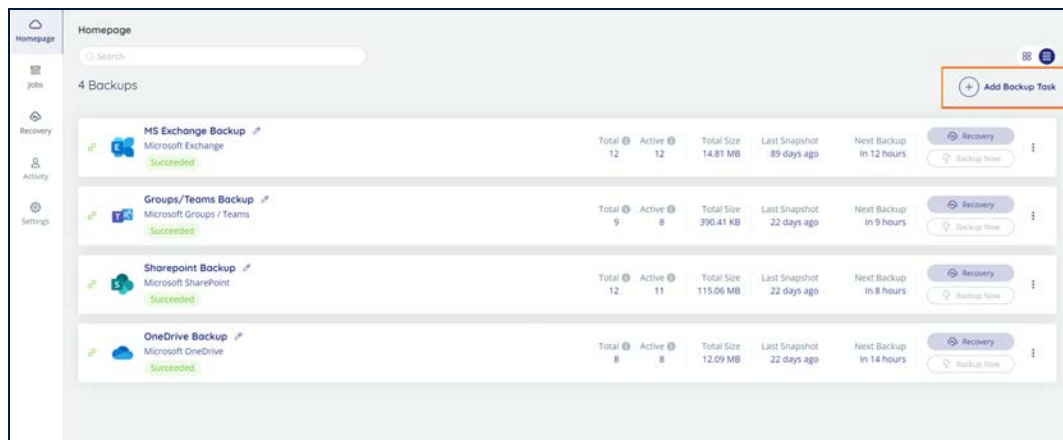
See instructions in "[Removing a Backup.](#)"

## 3.4 Microsoft 365 Teams & Groups

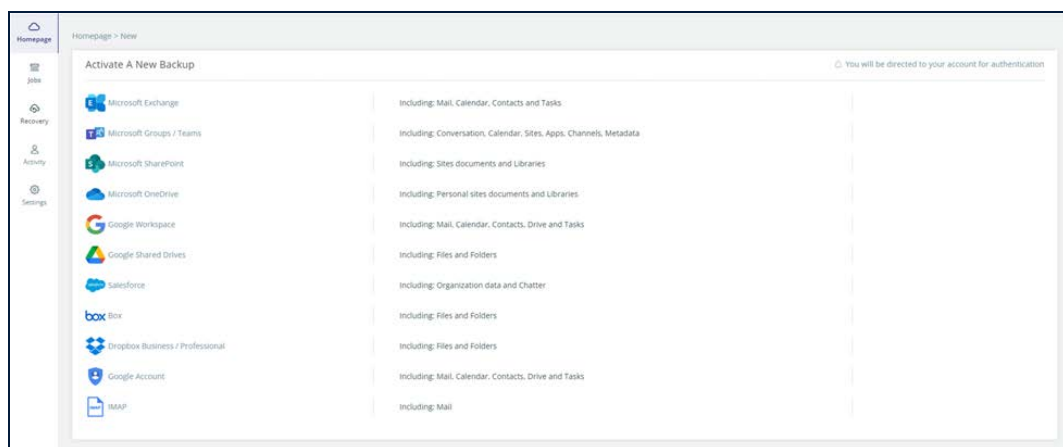
### 3.4.1 Adding a Microsoft 365 Teams & Groups Backup Task

To create a new CloudAlly backup task:

1. Sign in to your Account, or if you are already signed in, click the **Homepage** option in the Navigation Panel.
2. On the Homepage, click **+ Add Backup Task**.



The *Activate A New Backup* page is displayed:



3. Click the name of the service you would like to back up.

The screenshot shows a form titled 'Enter your admin details'. It includes a 'Backup Name' field with the text 'Teams/Groups backup' entered. Below the field is a note: 'Please note that our authorization process uses OAuth and requires a Global Admin account.' At the bottom, there are 'Cancel' and 'Authenticate' buttons.

1. Fill in the name of the backup task. This name is used in the notifications and reports, and it can be changed later.
2. You will see the OAuth based authorization Click **Authenticate** to start the process of granting the access token. You will be redirected to the *Microsoft sign-in* page. Enter Global Admin credentials to sign in to your Microsoft account.

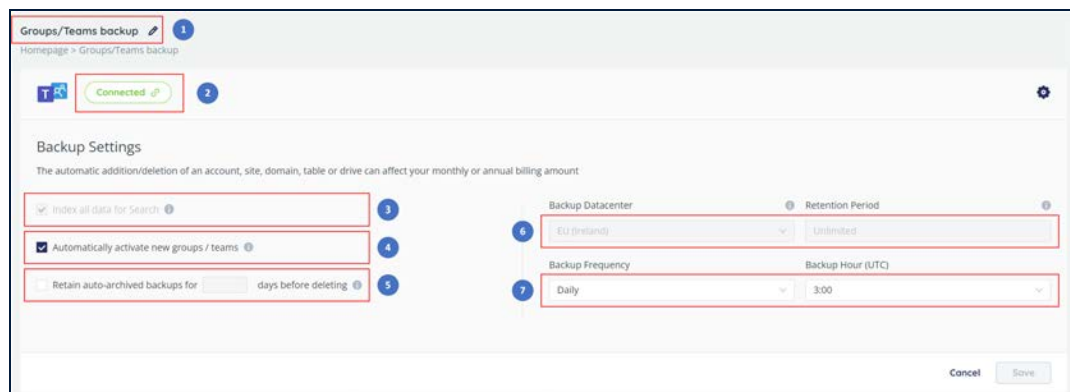
### IMPORTANT!

The user that you enter **must** have Global Admin permissions, as well as a Microsoft 365 Teams license.

**Note:** "Use credential-based authorization" is not active by default, and we don't recommend it. If you would like to use this, contact our support team.

## 3.4.2 Configuring a Microsoft 365 Teams & Groups Backup Task

This set of options enables you to select the backup settings for the account, team or site. Click the settings icon on the top right side of the screen.



1. You can change the name of the backup task by clicking [edit](#) .
2. The icon to the right of the Microsoft 365 logo displays whether the application was able to connect to the specified Microsoft 365 account. If the authentication token granted for the application becomes invalid (e.g., it expires

due to inactivity because you put the backup task on pause for a long time), the green Connected icon changes to the red Disconnected icon. To grant the application a new token, click on the icon to open the authentication dialog, and repeat the authentication process.

3. By default, the **Index all data for Search** option is selected, which enables our backup service to provide you with its granular search and restore functionality. In the process, your data is temporarily decrypted for a brief period of time, and then re-encrypted once the index is built. If this goes against your company policy and you would like to disable automatic indexing, please contact our support team.
4. The **Automatically activate new groups/teams** option instructs the system to detect new teams and groups, and activate them automatically.
5. Backups are automatically archived when an entire team or group is deleted. The **Retain auto-archived backups** option allows you to retain them for a specified number of days, after which they will be deleted. Otherwise, the backups will be retained indefinitely.

**Note:** The **Backup Datacenter** and **Retention Period** fields are “display only,” and their values can’t be changed here.

6. The **Backup** field displays the Datacenter location you selected when you signed up with your registration.

**Note:** Your backup storage datacenter cannot be changed once it's been set during the account setup process. Contact our support team if you need to move backups to a different geographic region, or if you'd like more information on our “Bring Your Own Storage” (BYOS) option.

- a. The **Retention Period** field displays whether a retention period has been set up. By default, we provide unlimited retention of your daily backups for as long as you maintain your account subscription. You can override this default and specify a retention period in days, months, or years by submitting a support ticket. Backups older than the retention period specified will be automatically deleted.

## 7. Backup Frequency and Backup Hour

- a. Click the drop-down list adjacent to the **Backup Frequency** field and select how often you would like the backups to occur. The available options include:
  - i. Daily
  - ii. Every 3 Days
  - iii. Weekly
- b. Click the drop-down list adjacent to the **Backup Hour (UTC)** field and select the backup hour. Click **Save**.

**Note:** Adding more frequent backups is possible via a support request.

### 3.4.3 Activating a Backup Task

Once you have configured your backup settings, you need to **Activate** them, in order for them to begin backing up your data.

For instructions, see "[Activating Your Backups](#)."

### 3.4.4 Modifying the Settings of an Existing Backup

See instructions in "[Modifying the Settings of an Existing Backup](#)."

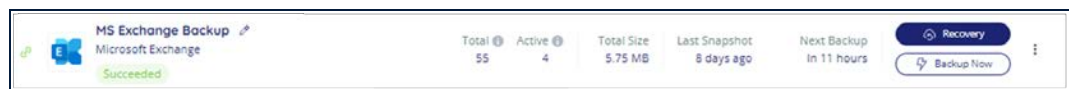
### 3.4.5 Removing a Backup

See instructions in "[Removing a Backup](#)."

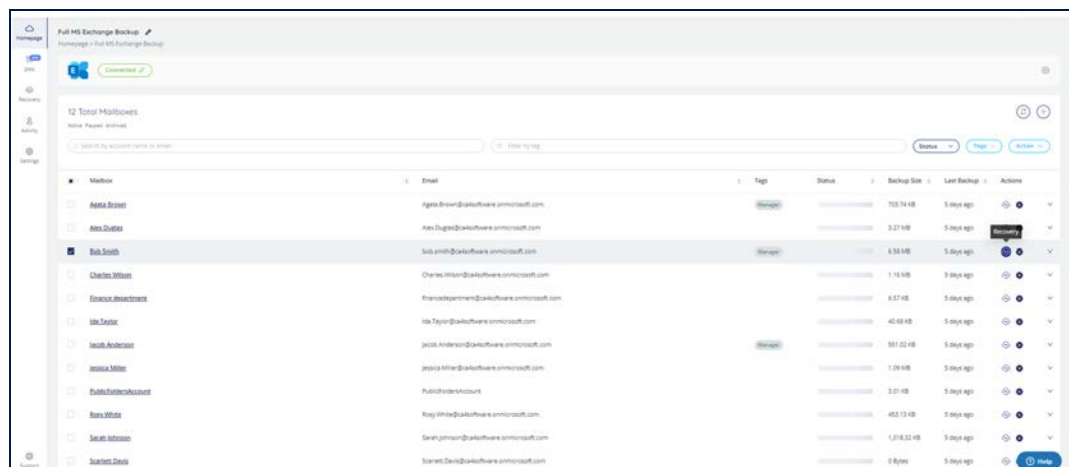
## 4 Recovering Your Backed Up Data

### 4.1 Microsoft 365 Exchange: Performing a One-Click Full Mailbox Recovery

1. There are two ways to perform a one-click full mailbox recovery:
  - a. From the Homepage, on the Microsoft 365 backup that you would like to restore or export, click **Recovery**.



- b. OR: From the Homepage, click the backup you would like to restore. Locate the user account you want to restore, and click the **Recovery** icon in the **Actions** column.



3. Click Full Mailbox Recovery.



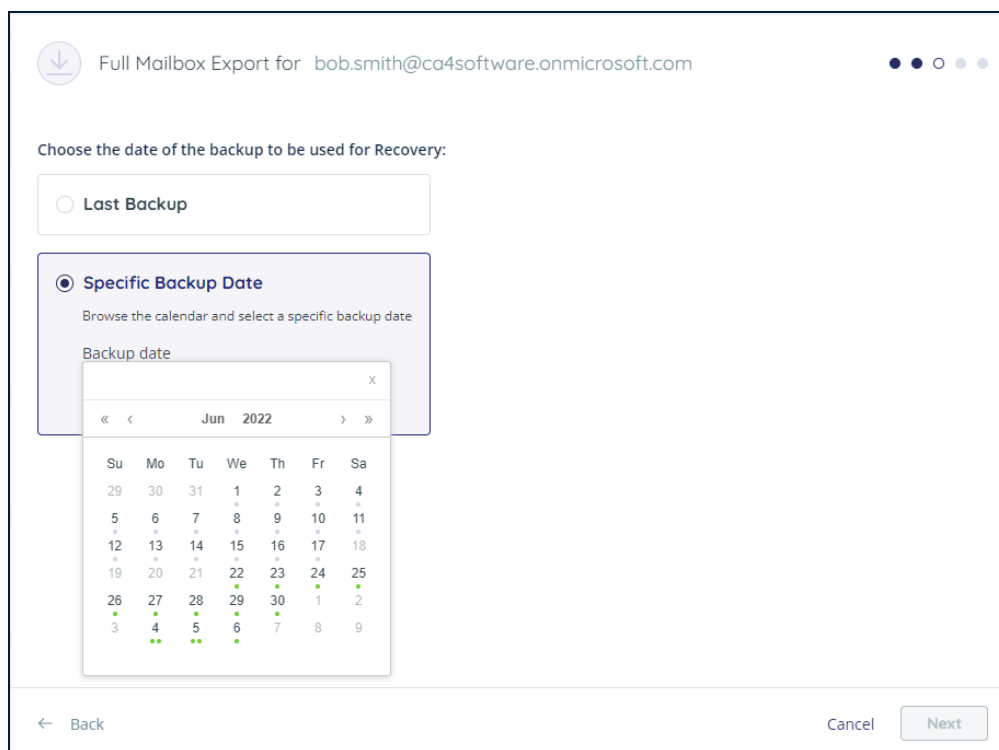
The subsections below explain about the two options: [Export](#) or [Restore](#).




#### 4.1.1 Exporting Your Backed Up Data

1. Click **Export** to download a .zip file of your backed up data.



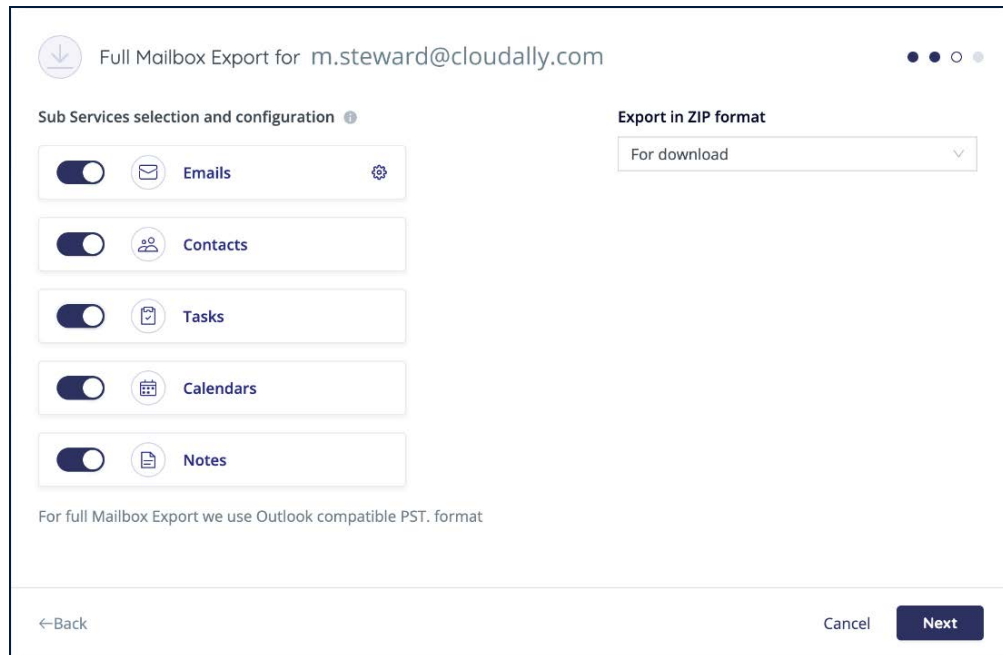
2. Choose the backup you want to export.
  - a. First option: restore the **Last Backup**.
  - b. Second option: click **Specific Backup Date** and select a backup date from the calendar with a backup status indication.




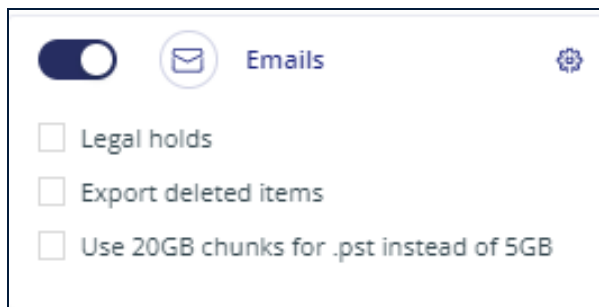
Dot Color		Meaning
	Green	Successful backup
	Orange	Partially successful backup
	Two dots	Multiple backups on that date

3. Select which sub-services to export.
  - a. The default is all sub-services.
  - b. Click a toggle to the "off" position to remove individual sub-services.

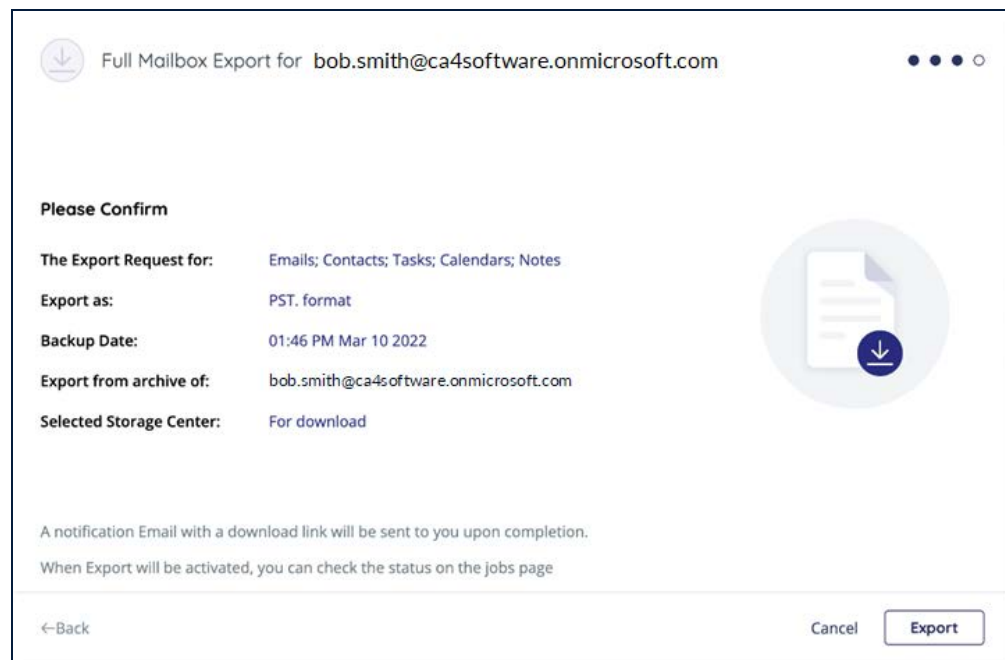




4. Select the settings icon  next to the Emails sub-service. The following options are available:
  - a. **Legal holds:** Choose this option if you want to export all legal / litigation holds placed on this mailbox using Microsoft's Exchange Online Archive (EOA) service.
  - b. **Export deleted items:** recover items that were deleted in the past, even those that are no longer in the Deleted or Recoverable Items folders.
  - c. **Use 20 GB chunks for .pst:** if the mailbox is very large, this option has the benefit of generating fewer files that are each 20 GB, rather than the default size of 5 GB.



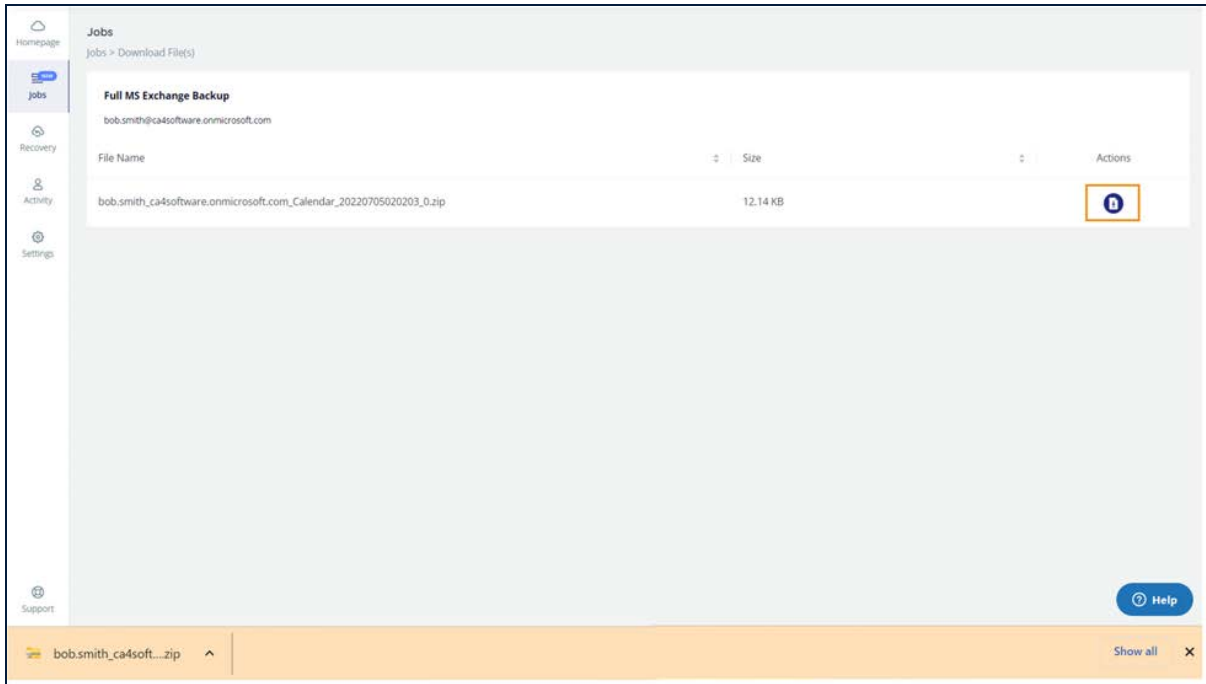
5. Select the export ZIP destination, such as direct download, Amazon S3, Azure Blob, Box, Dropbox, AWS S3 Compatible (if you are bringing your own storage) or Google Cloud Platform. Depending on which option you choose, there will be other data to complete (e.g., Bucket Name, Access Key and Secret Key for Amazon S3).
6. Review the information on the confirmation screen. If the information is correct, click **Export** to begin the recovery task. (If the information is not correct, click **Cancel**.)



7. Check the *Jobs* page to track the progress of your job. See "Tracking Recovery Tasks on the Jobs Page" on page 77 for details.
8. When the export is complete, click **Download Results**.



A new page will open which will enable you to download your data file.

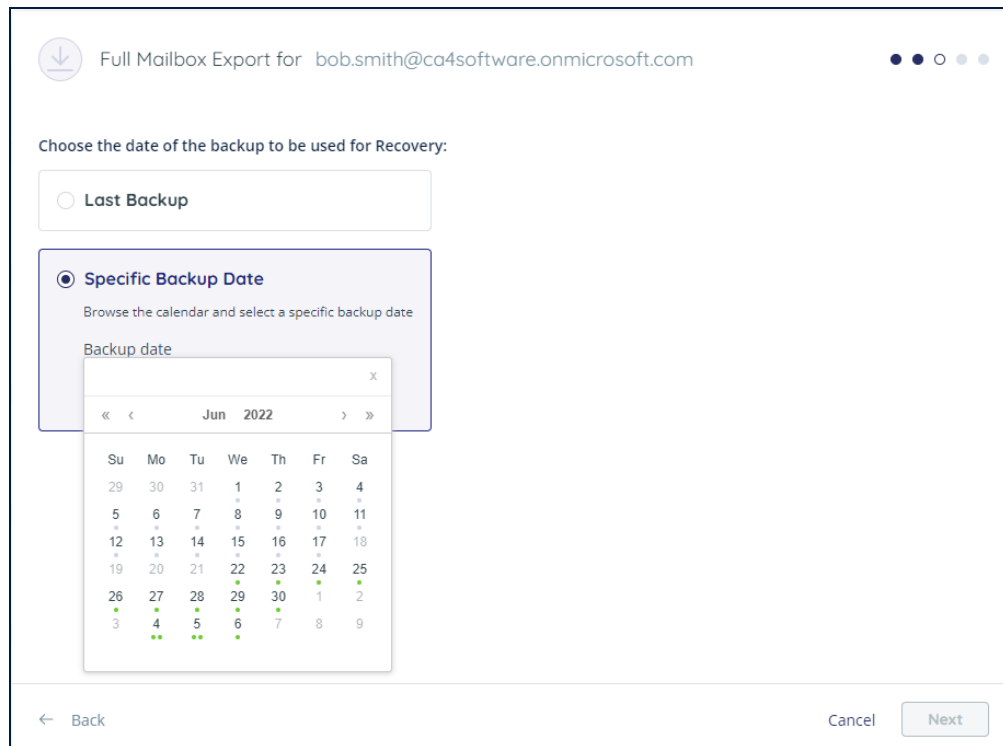





### 4.1.2 Restoring Your Backed Up Data

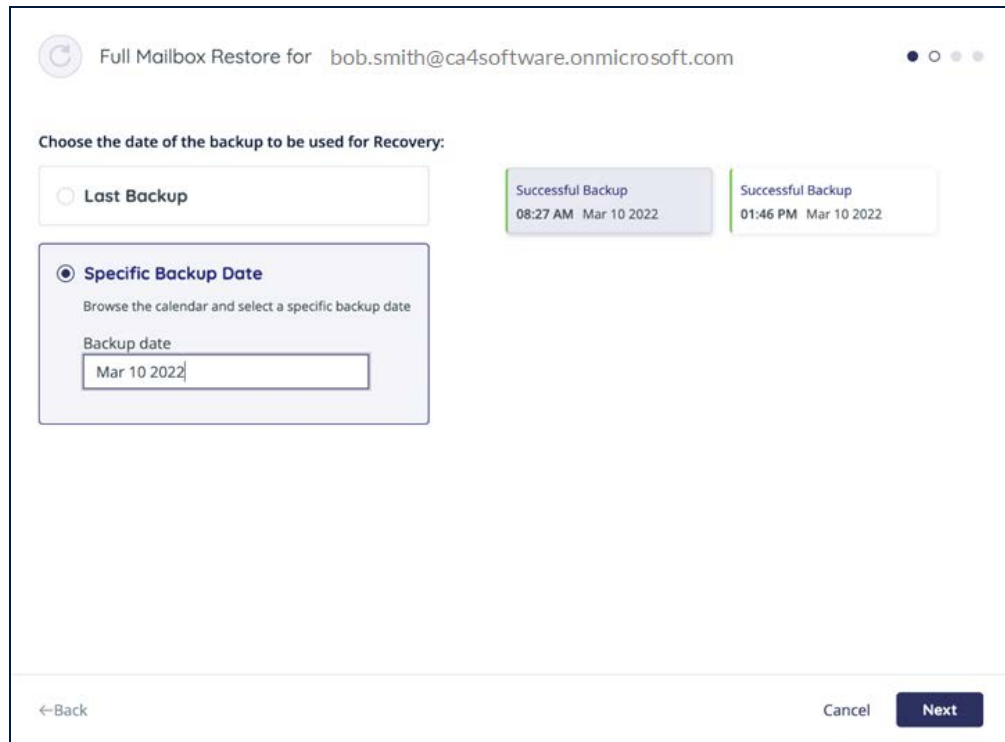
1. Click **Restore** to recover your backed up data and store it either in its original location or a different one.



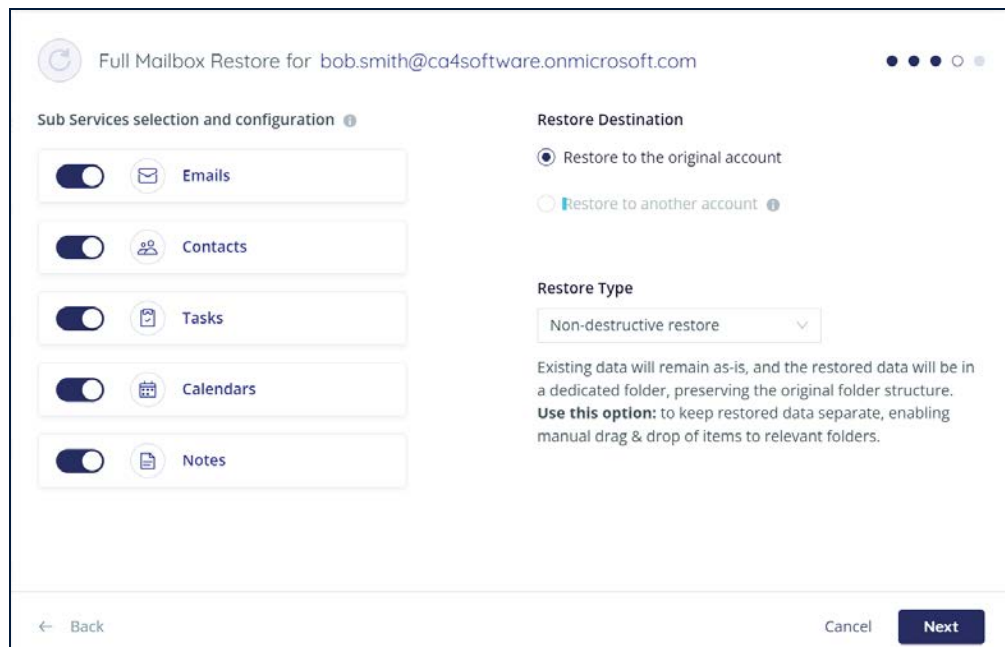
2. Choose the backup you want to restore.
  - a. First option: restore the **Last Backup**.
  - b. Second option: click **Specific Backup Date** and select a backup date from the calendar with a backup status indication.



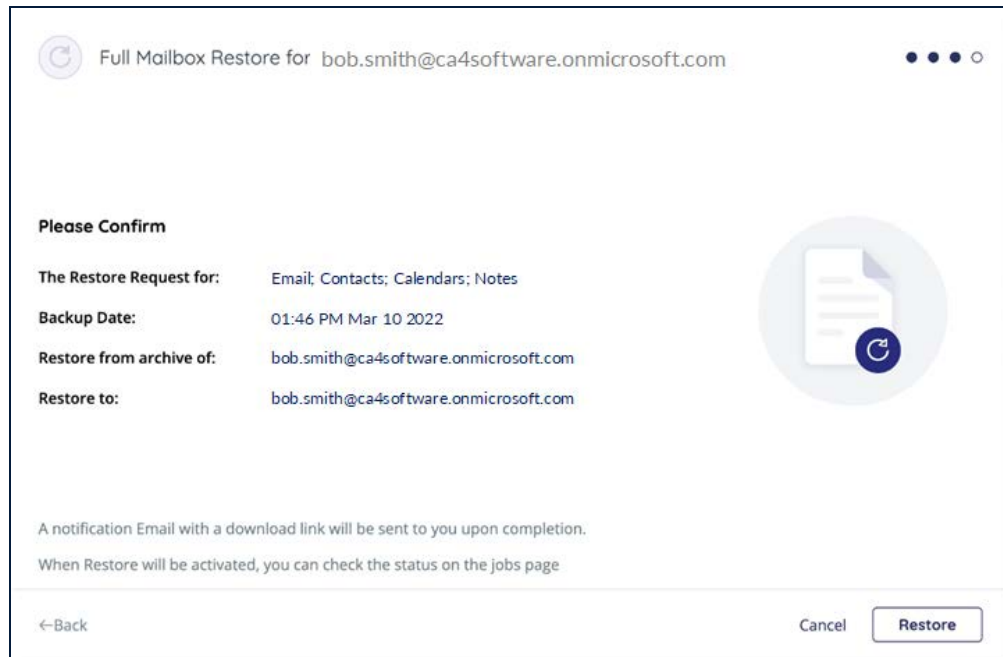
Dot Color		Meaning
	Green	Successful backup
	Orange	Partially successful backup
	Two dots	Multiple backups on that date



3. Select which sub-services to restore.
  - a. The default is to restore all sub-services.
  - b. Click a toggle to the “off” position to remove individual sub-services.



4. **Restore Destination:** Choose where to restore your backup to:
  - a. The default is to restore to the original account.
  - b. Alternatively, you could restore to a different account, provided it is within the same domain. Click that option, and select an account from the drop-down list.
  
5. **Restore Type:** Choose one of the following:
  - a. **Non-destructive restore:** Existing data will remain as-is, and the restored data will be in a dedicated folder, preserving the original folder structure.  
**Use this option:** to keep restored data separate, enabling manual drag & drop of items to relevant folders
  - b. **Replace restore:** Restored content will be merged with existing data.
    - i. Deleted items and folders will be restored from the snapshot.
    - ii. Existing items will be overwritten with the snapshot version.
    - iii. **Use this option:** to restore or repair deleted / modified items
  - c. **Bypass restore:** Restored content will be merged with existing data.
    - i. Deleted items and folders will be restored from the snapshot.
    - ii. Existing items will be skipped.
    - iii. **Use this option:** to restore deleted data
  
6. Review the information on the confirmation screen. If the information is correct, click **Next** and then **Restore** to begin the recovery task. (If the information is not correct, click **Cancel**.)



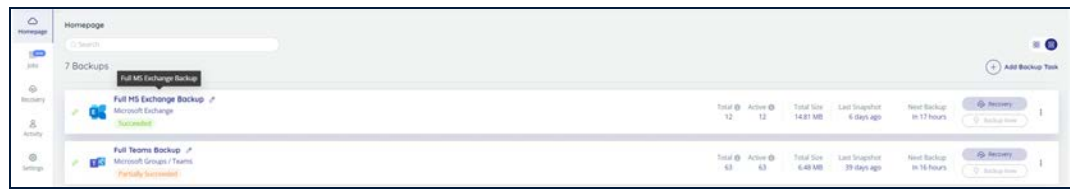
7. Check the *Jobs* page to track the progress of your job. See ["Tracking Recovery Tasks on the Jobs Page"](#) for details.
8. After the restore task completes, you will receive a Confirmation Report by email.

## 4.2 Microsoft 365 Exchange: Using the New Recovery Page

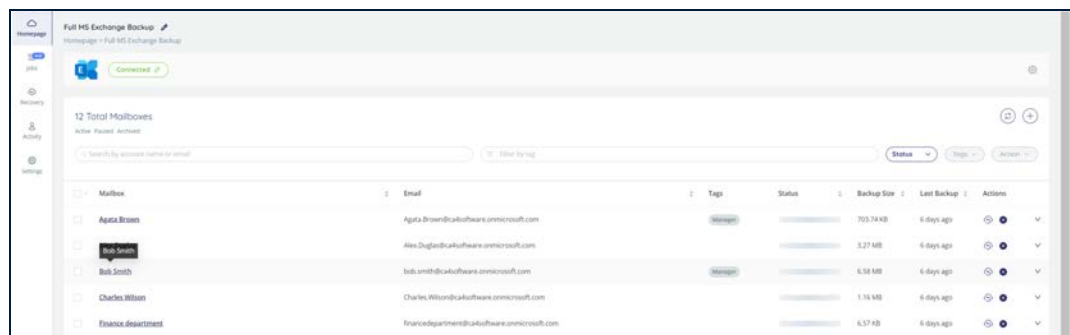
### 4.2.1 Navigating to the Recovery Page

There are two ways to get to the recovery page:

- From the *Homepage*, locate a backup task, and click its name.

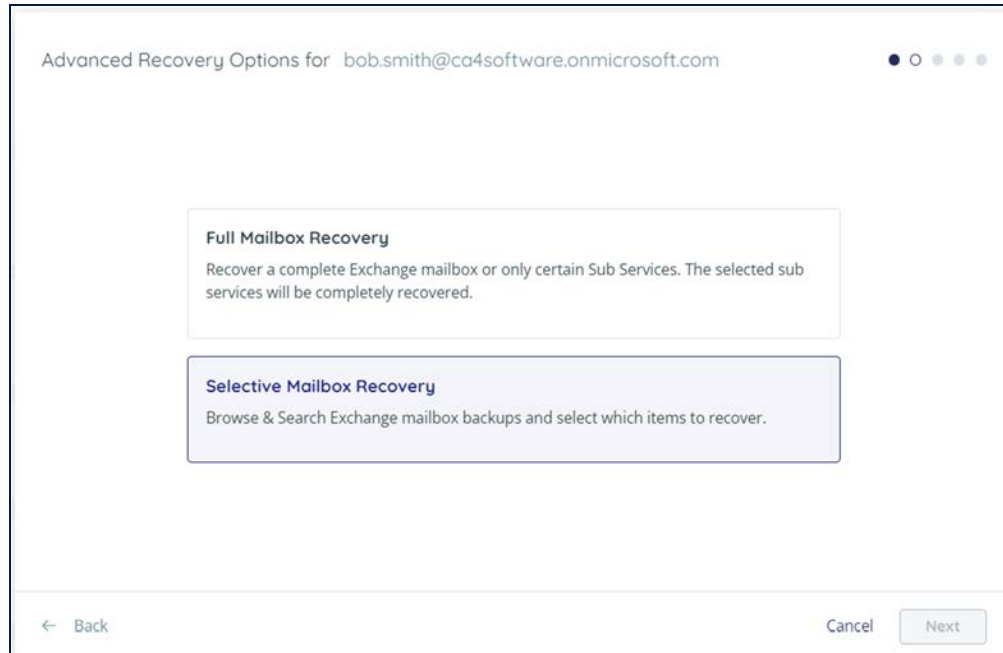


- And then click the name of the mailbox.



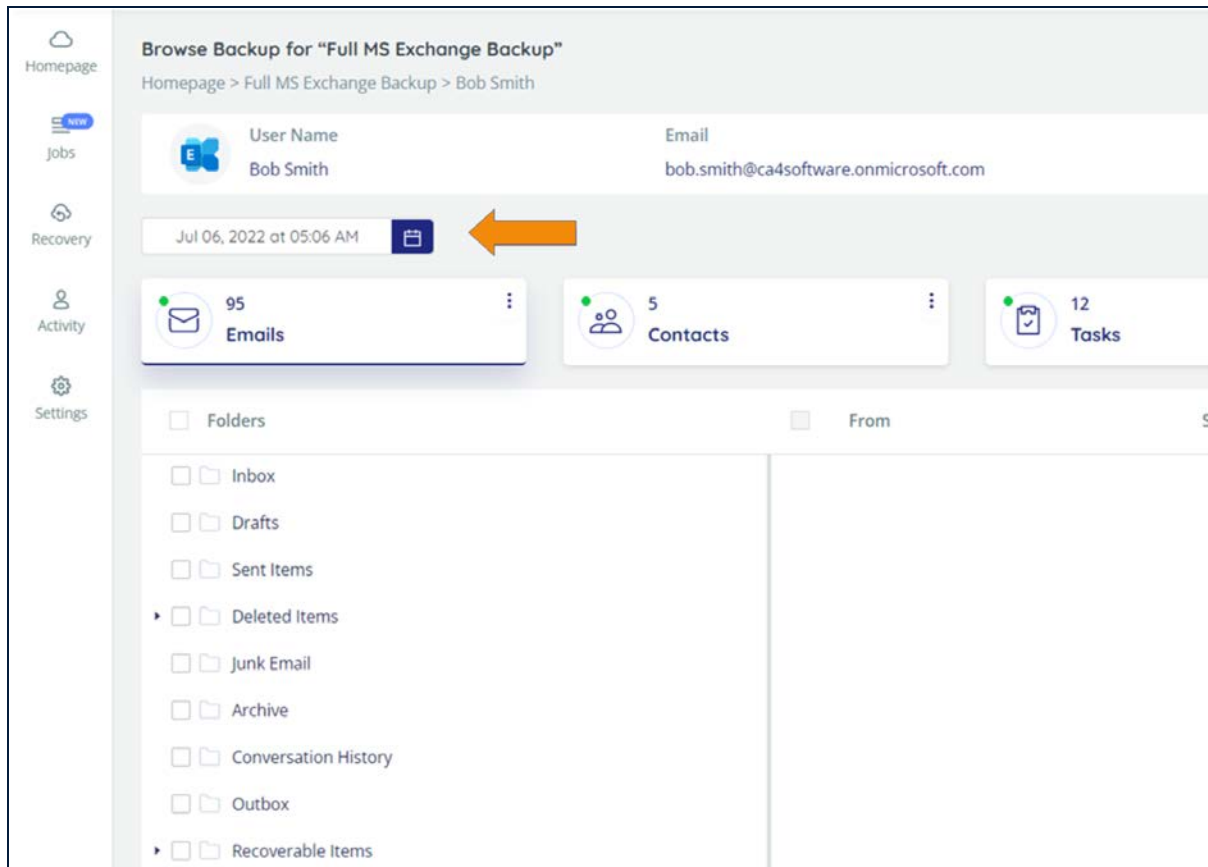
- Or, if you are on the home page, click **Recovery**
  - Look for the desired mailbox using the search bar, or scroll down the list until you find the one that you'd like to recover.
  - On the next screen, click **Selective Mailbox Recovery**



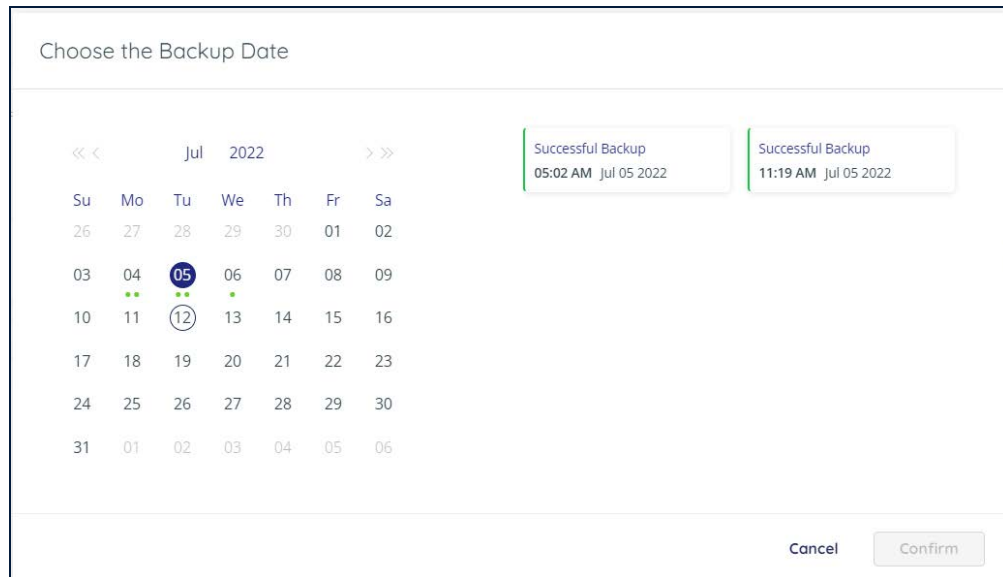


## 4.2.2 Choosing a Backup Date

Which backup are you looking for? The default is the last backup date, but if you'd like to change to an earlier date, click the calendar icon.



The green dots indicate that one or more successful backups were performed on that day, and an orange dot indicates a partial backup. Two dots indicate that multiple backups were performed on that day.

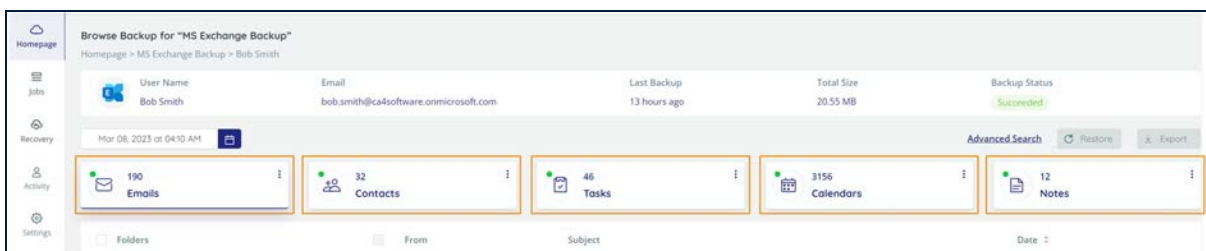


Dot Color		Meaning
	Green	Successful backup
	Orange	Partially successful backup
	Two dots	Multiple backups on that date

- Select your desired date, and click **Confirm**.

### 4.2.3 Browsing Your Backups

Each of the backed up sub-services has a card at the top of the screen: Emails, Contacts, Tasks, Calendars and Notes.

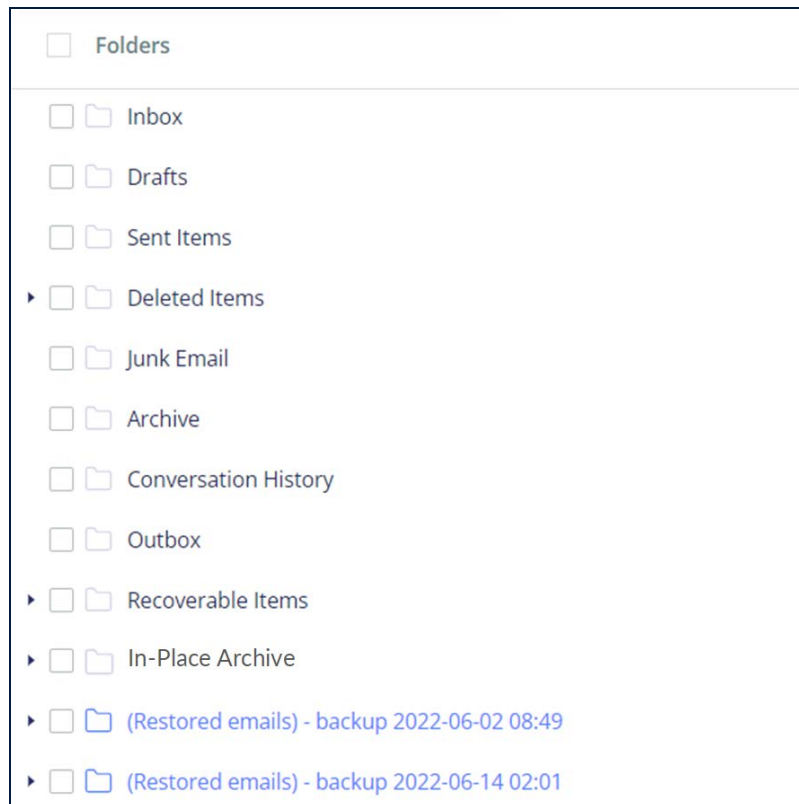


- Each of the cards has a number on it, which shows how many items there are on that date – in the mailbox, in the list of contacts, in the list of tasks, in the calendar, or in the list of notes.
- Each of the cards also has a green or red status indicator, which lets you know whether the sub-service was successfully backed up.

## Choosing Items to Restore or Export

After you have selected the date of the backup, and the sub-service to recover, you need to choose which items to restore or export.

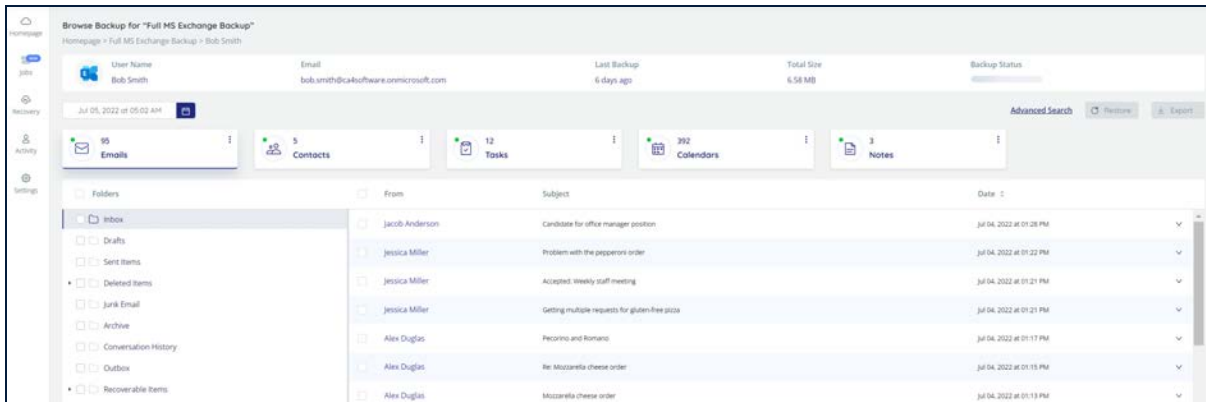
The Recovery folders are in the same familiar order as they are in Outlook, to make it easy for you to find the item you are looking for.



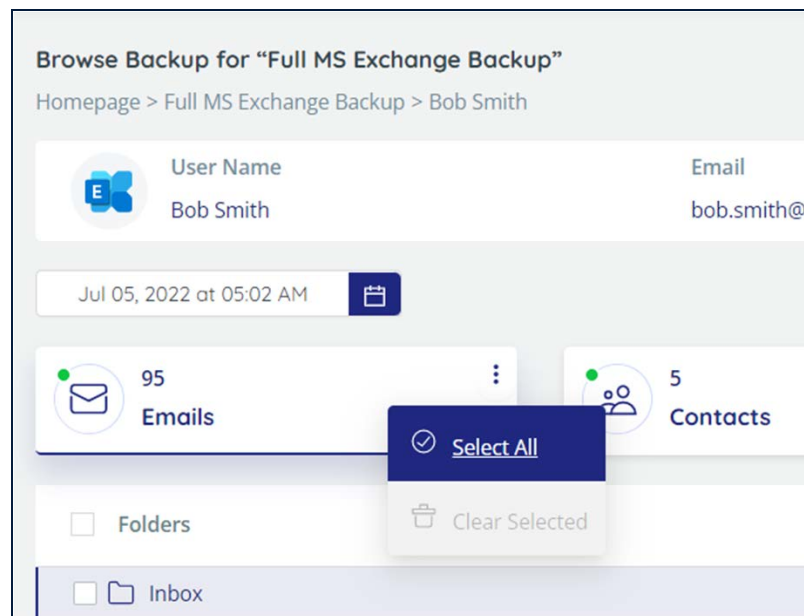
In addition to the usual folders, such as Inbox, Sent Items, and Deleted Items, at the bottom of the list you will find the Recoverable Items folder, and the In-Place Archive folder (if it has been activated) followed by our backup service Restored folders with a blue label.

### 4.2.3.1 Email

- Select the Inbox to see its contents.

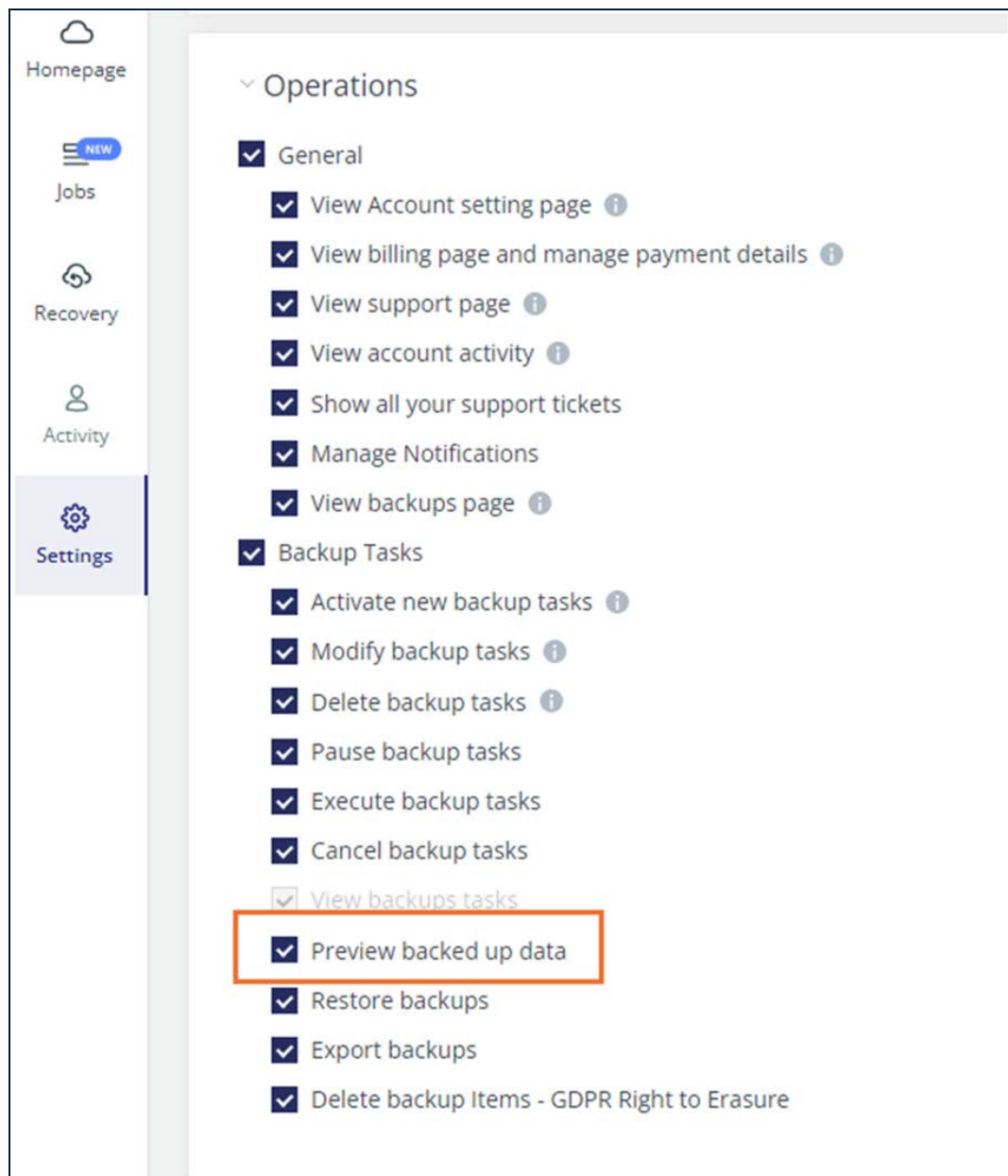


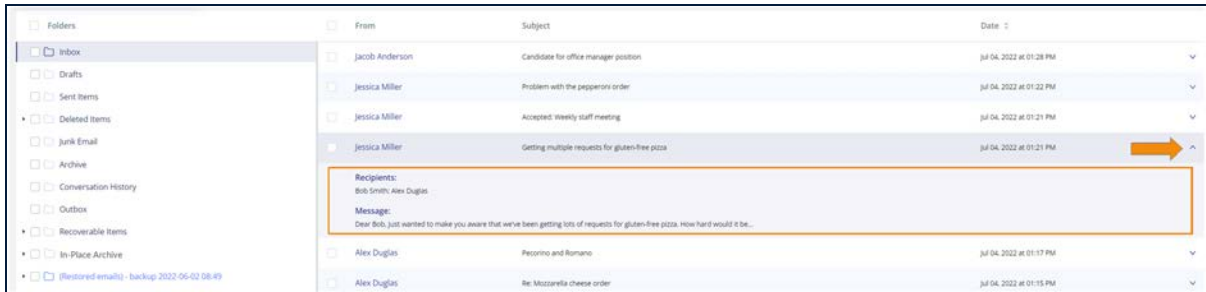
- You can choose one or more messages, or you can choose the entire Inbox.
  - To restore everything, all of the folders and their contents, click **Folders**.
  - Or, select the menu in the Email card, and then **Select All**.



- If you looking for a specific email, click the arrow of the email to see the first line of the message.

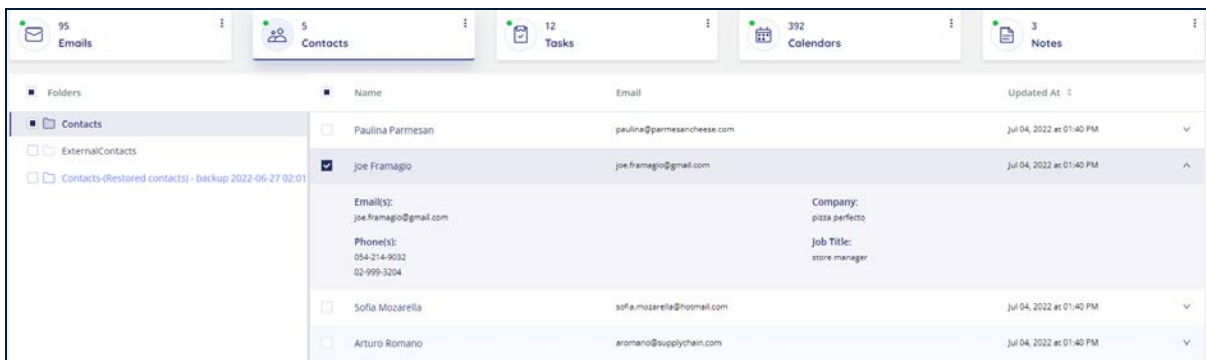
**Note:** The option to expand a sub-service item and view additional information, such as the first line of an email message, is only available for users with "Preview backed up data" permission. This feature is set by the backup account administrator.





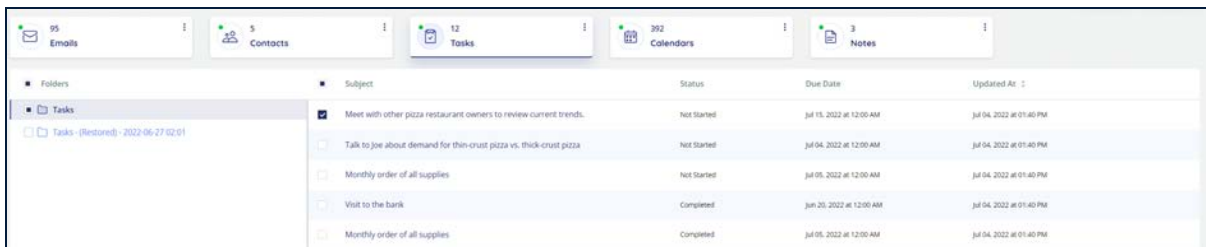
### 4.2.3.2 Contacts

When you select Contacts, you can see all of the details about the people in your list: Name, Email, Phone, Address, Job Title, and Company name.



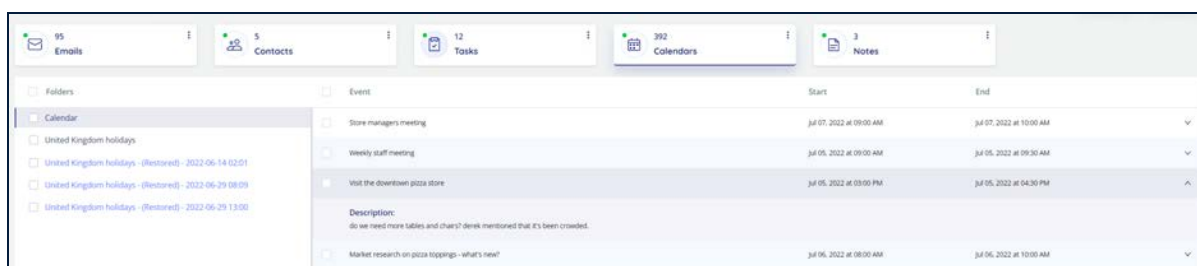
### 4.2.3.3 Tasks

When you select the Tasks sub-service, you can see the Subject, Status and Due date.



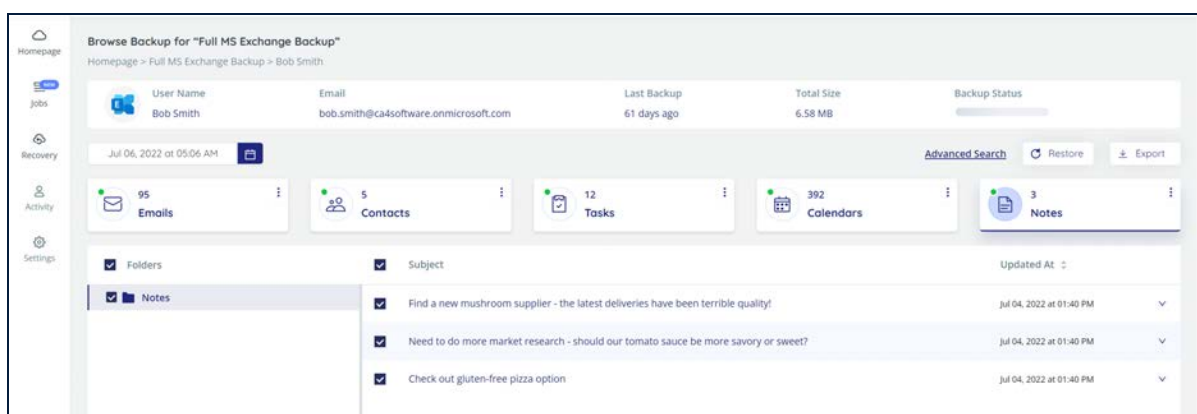
### 4.2.3.4 Calendar

When you select a Calendar event, you can see the start and end dates, and if you select it, you can see the description.



### 4.2.3.5 Notes

When you choose a note, you can preview its contents.



## 4.2.4 Restore

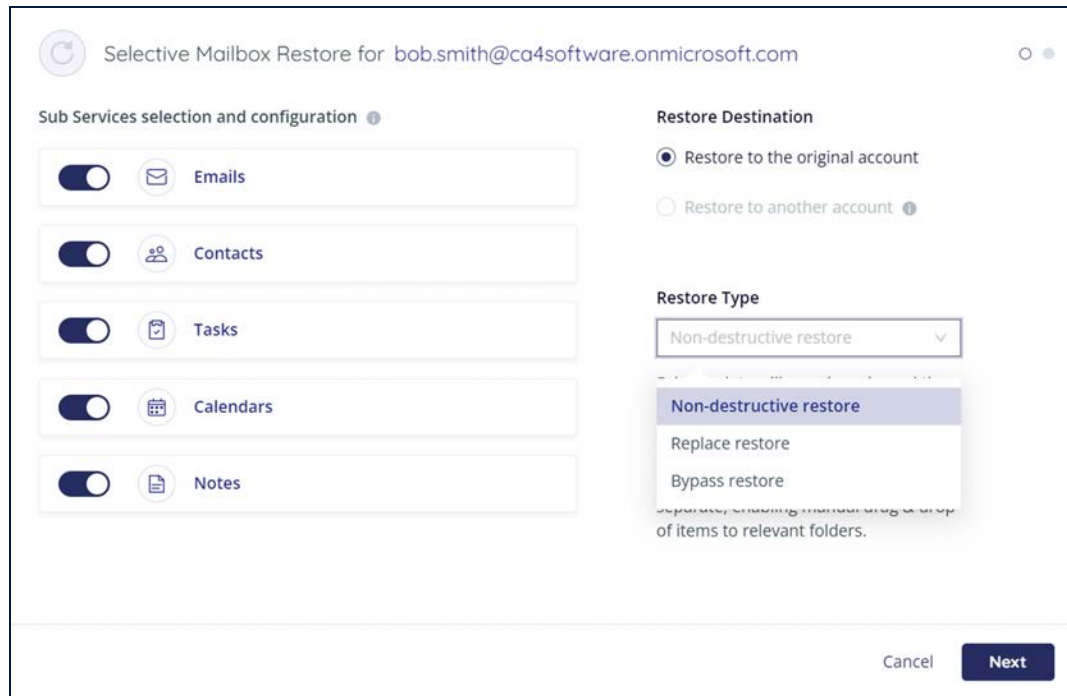
Once you select one or more items, the **Restore** button becomes active. When you click **Restore**, you will see all of the sub-services that you selected.

- You can choose to remove any of the sub-services by sliding the toggle bar to the left.
- By default, our backup service assumes you want to restore to the original account, or you can restore to a different account, as long as it is in the same domain.



### 4.2.4.1 Restore Options

When you click Restore, you will see the following screen:



#### Restore Destination

You will have the option of:

- Restoring to the original account
- Restoring to another account in the same domain.

#### Restore Type

Choose one of the following:

- **Non-destructive restore:** Existing data will remain as-is, and the restored data will be in a dedicated folder, preserving the original folder structure.
  - **Use this option:** to keep restored data separate, enabling manual drag & drop of items to relevant folders
- **Replace restore:** Restored content will be merged with existing data.
  - Deleted items and folders will be restored from the snapshot.
  - Existing items will be overwritten with the snapshot version.

- **Use this option:** to restore or repair deleted / modified items
- **Bypass restore:** Restored content will be merged with existing data.
  - Deleted items and folders will be restored from the snapshot.
  - Existing items will be skipped.
  - **Use this option:** to restore deleted data

### Restore Options

If you choose Replace Restore, the following options become available:

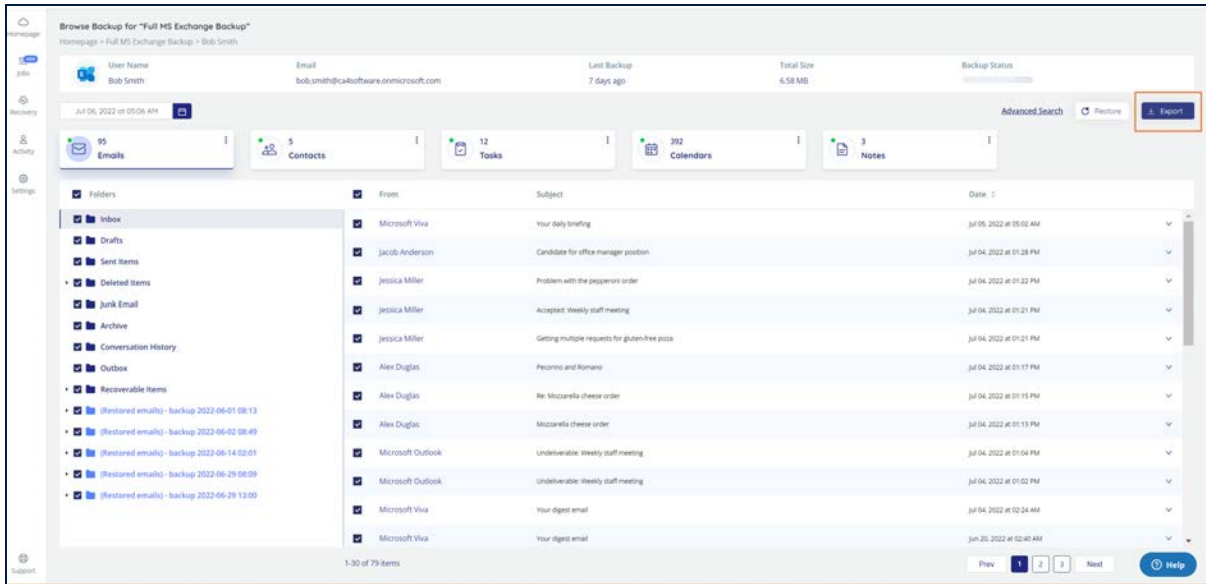
- Add a "restored..." tag to restored items, so you will be able to identify which items were added to your account.
- Add "restored..." to Outlook folders and calendars that the Restore process created.
- Create a snapshot of the restore endpoint prior to data upload - This is a local backup of the current contents of your account before the restore is implemented.

After you choose all of your **Restore** options, you can check the *Jobs* page to see the status of your job. See [Tracking Recovery Tasks on the Jobs Page](#) for details.

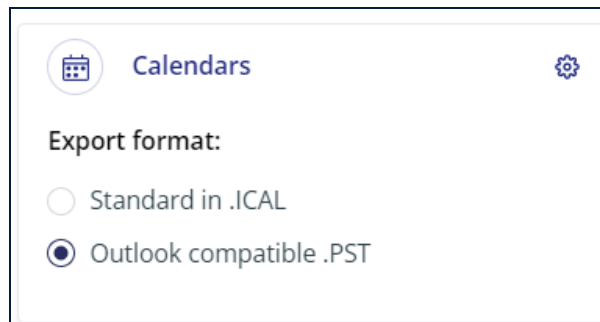
When the restore is complete, you will receive a notification email .

## 4.2.5 Export

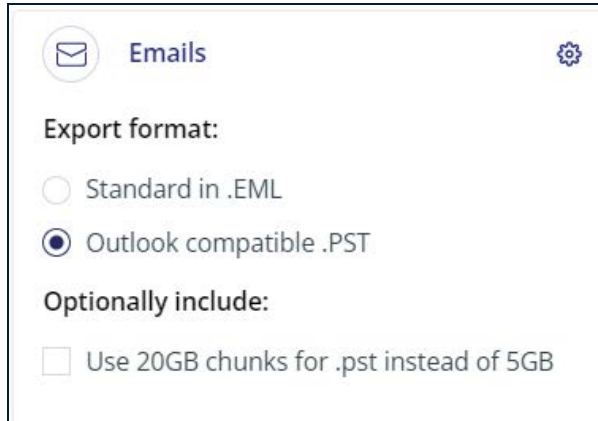
Once you select one or more items, the **Export** button becomes active. Click **Export**.




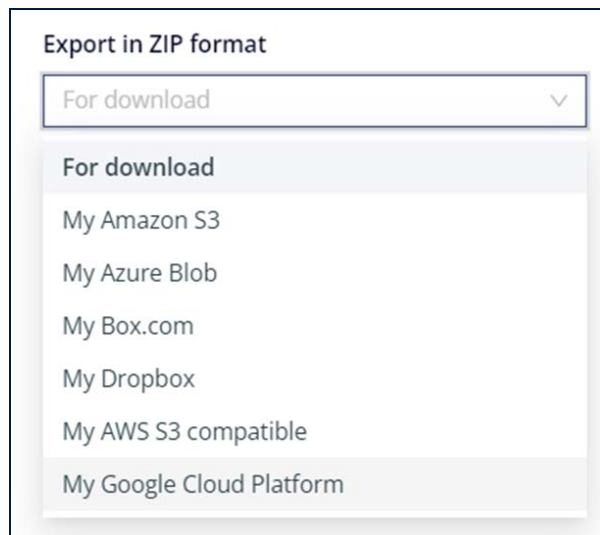
- When you export multiple sub-services, the format will be a single PST file.



- When you export a single sub-service, you can choose to customize the export format in the following ways.
  - If you click the settings icon next to the Email sub-service, you can choose the export format: EML or PST.
  - You can also choose to have larger, 20 GB .pst files, instead of 5 GB files.



- The settings icon  next to calendars allows you to choose the format of the download file: iCAL or PST.
- The other option that you have when you export is to choose the destination: Amazon S3, Azure Blob, Box, DropBox, AWS S3 Compatible (if you are bringing your own storage), Google Cloud Platform, or a simple Zip file.



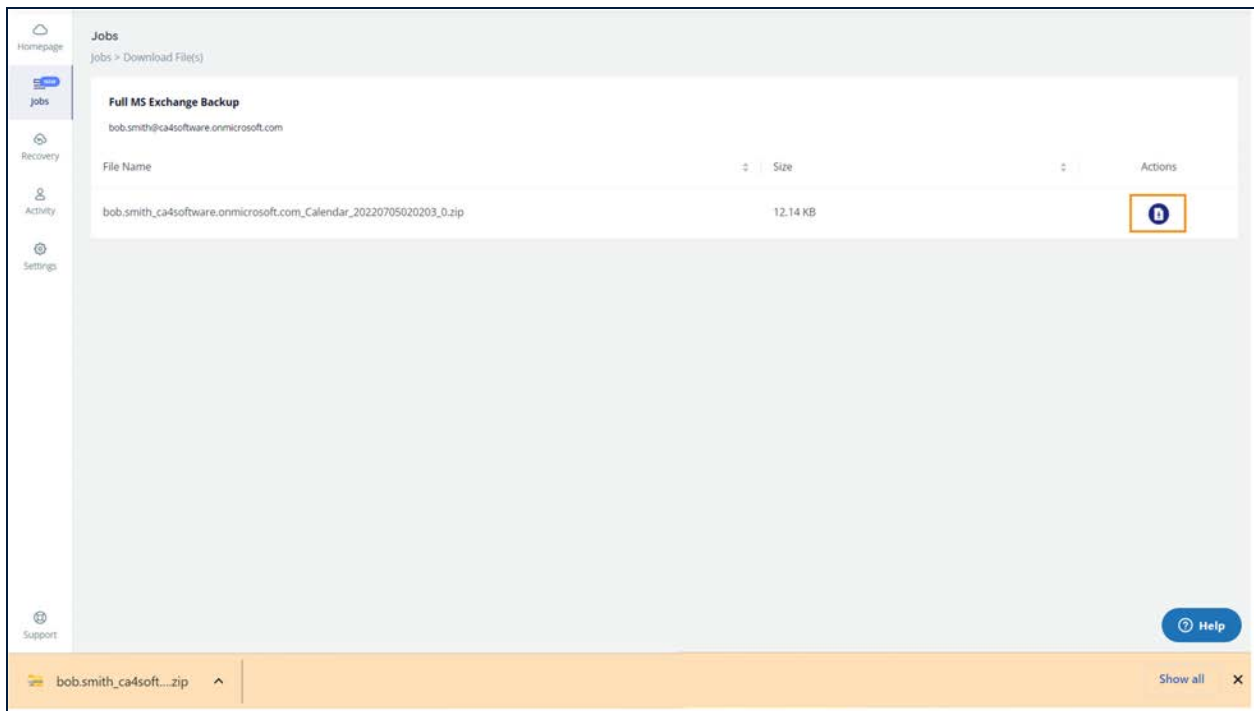
**Note:** The default "for download" option exports the file to your local storage device.

- Check the *Jobs* page to track the progress of your job. "Tracking Recovery Tasks on the Jobs Page" on page 77

- When the export is complete, click **Download Results**.

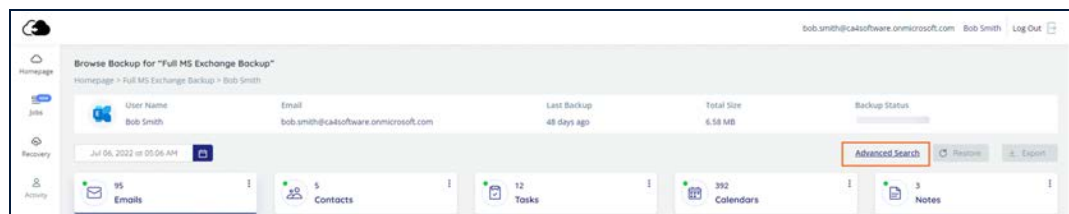


A new page will open which will enable you to download your data file.

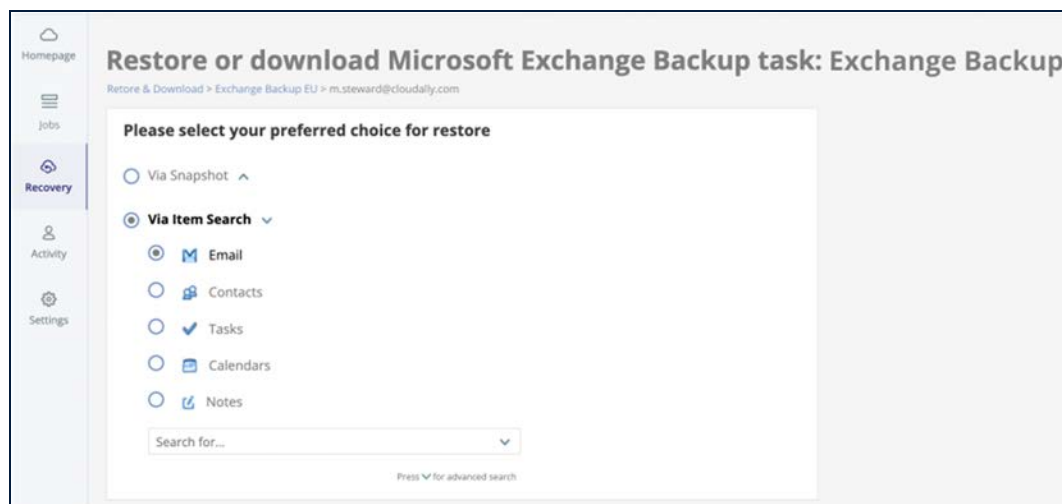


## 4.2.6 Advanced Search

To perform a granular, keyword search, click **Advanced Search**.



You will see the following screen:



Enter your search criteria for any of these sub-services:

- **Email** – Enter a keyword in the Search for field. For advanced search options, click v and provide the following details in the drop-down form:
  - **From:** Enter a name or email address from which the email was received.
  - **To:** Enter a name or email address to which the email was sent.
  - **Subject:** Enter a keyword that matches any text in the email subject.
  - **Date from / Date to:** Enter the date range of the emails you would like to restore.
- **Contacts:** Enter a name in the Search for field.
- **Tasks:** Enter a keyword in the Search for field.
- **Calendars:** Enter a keyword in the Search for field. For advanced search options, click v and provide the following details in the drop-down form:
  - **Description:** Enter all or part of the event description.
  - **Owner:** Enter the user name or the email address
  - **Date from / Date to:** Enter the date range of the calendar you would like to restore.

## 4.3 How to Restore a Deleted Microsoft Exchange Mailbox

1. The Admin needs to recreate all users in the Active Directory that have been deleted.
2. The Admin needs to recreate their mailboxes. Alternatively, the Admin could restore to an existing user, but needs to ensure that the users have a license with a mailbox.
3. From the Homepage, locate the MS Exchange backup task you would like to restore, and then click the Recovery icon on the right.
4. Select one of the active mailboxes on the list, and click Next.
5. In the Full Mailbox Recovery box, click Restore, and then Next.
6. Choose the backup you want to restore.
  - a. First option: restore the Last Backup.
  - b. Second option: click Specific Backup Date and select a backup date immediately prior to when the mailbox was deleted.
7. Select which sub-services to restore, or accept the default of restoring all services (recommended).
8. Choose where to restore your backup to:
  - a. The default is to restore to the original account.
  - b. Alternatively, you could restore to a different account, provided it is within the same domain. Click that option, and select an account from the drop-down list.
9. Review the information on the confirmation screen. If the information is correct, click **Next** and then **Restore** to begin the recovery task. (If the information is not correct, click **Cancel**.)
10. Check the *Jobs* page to track the progress of your job. After the restore task completes, you will receive a Confirmation Report by email.
11. The restored data will be in a newly created “(Restored)” folder. After the recovery, move the recovered data back into the appropriate mailbox folders.

**Note:** For multiple MS Exchange mailboxes, please contact our support team for assistance.

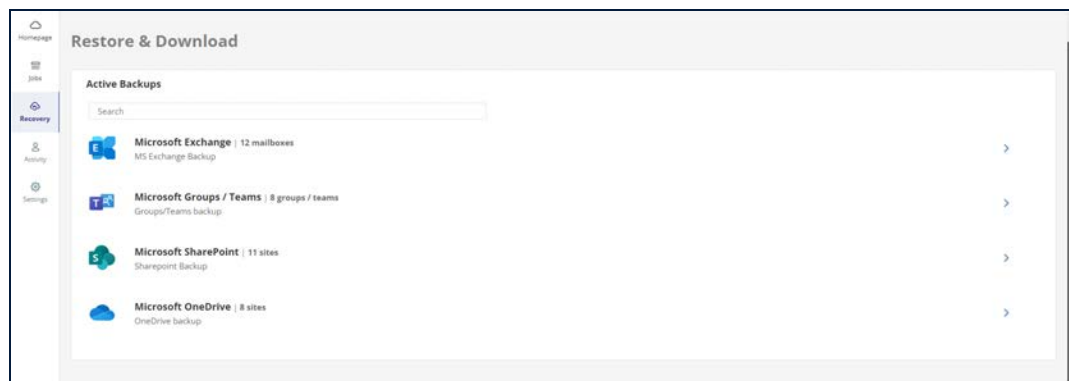
## 4.4 Using the Recovery Menu: Microsoft 365 OneDrive and Microsoft 365 SharePoint

**Note:** The screens below are from a OneDrive recovery, but the functionality is identical for SharePoint.

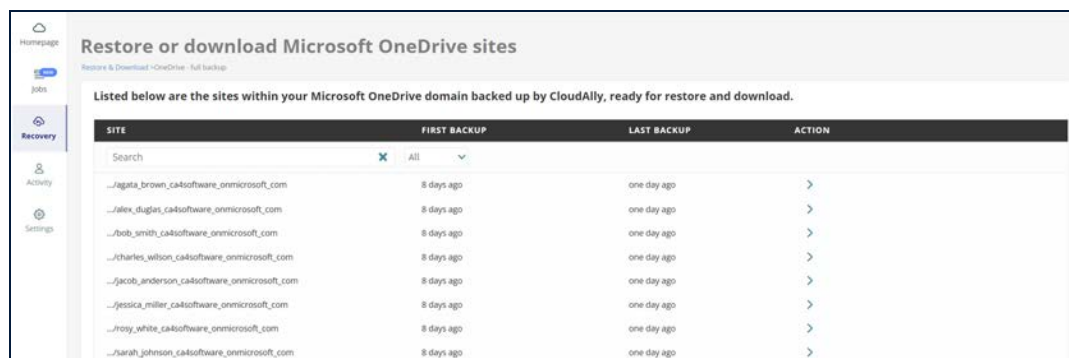
The Recovery Menu provides you with options at a fine granularity for selecting which sites to restore or export.

To recover your backed up data:

1. Click **Recovery** from the Navigation Panel. The *Restore & Download* page is displayed with all your active-backup account details.



2. Click the OneDrive or SharePoint backup task from which you wish to recover the data. The *Restore or Download Active Mailboxes* page is displayed.

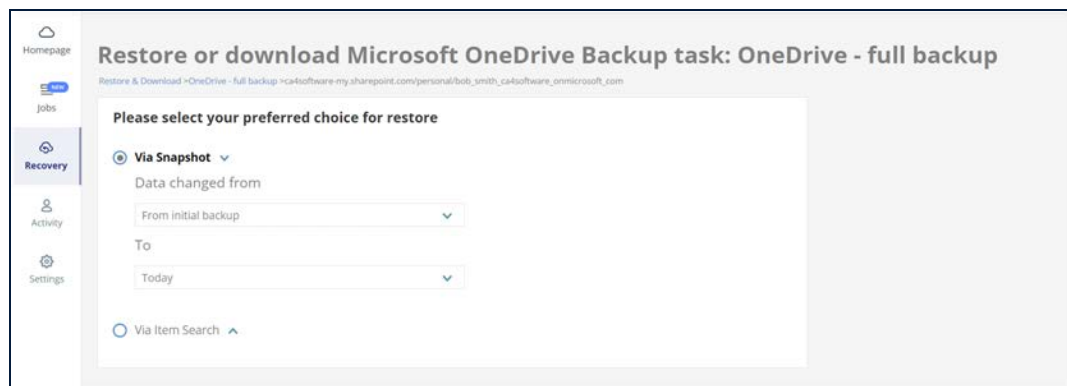




This page displays all your OneDrive and SharePoint domains backed up with the details such as Site name, First Backup date, Last Backup date, and available Actions. Your backed-up data is ready for download, from this page.

- You can filter the list using the following options:
  - Filter by statuses such as All, Active, In Process, Not Active, Scheduled, Paused, Backed-up in another task, or Archived, from the drop-down list.
  - Or: search by part or all of the Site name.
- Click the > icon at the end of the line of the site which you want to restore or export (download).

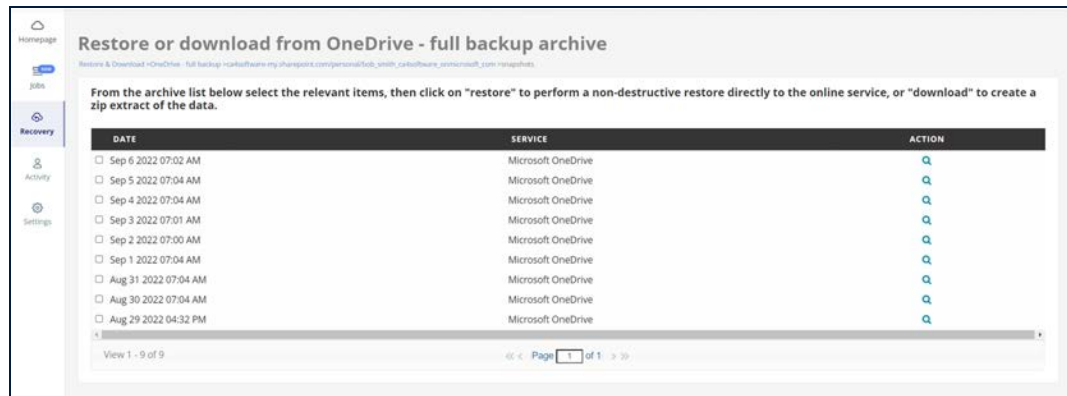
The *Restore or download Microsoft* page is displayed.




- Select the radio button for your preferred restore method:
  - [Via Snapshot](#)
  - [Via Item Search](#)

#### 4.4.1 Restore or Download Via Snapshot - OneDrive or SharePoint

1. Enter the date range that you would like to restore using the *Data changed from* and *To* fields, and press **Continue**.
2. The list of backup snapshots within that date range is displayed. Select the snapshot you want to recover.



3. Alternatively, you can click  in the Action column to drill down into the snapshot and view the structure of the backed up data. There you can select one or more items for recovery.
4. Once you select a snapshot (if you wish to recover all the data in the backup), or one or more items (if you wish to recover only selected items), the **Restore** and **Download** buttons become available.

#### 4.4.1.1 Restore - OneDrive or SharePoint

1. If you click **Restore**, the restore confirmation window appears, asking you about the following:
  - a. Do you want to restore to another tenant? If so, provide the email address of the administrator, the password, and the site to restore to.  
  

Note: The administrator should have read/write access to the destination site, therefore we suggest using a Microsoft account that has a Global Admin or SharePoint Admin role.
  - b. Do you want to perform a **non-destructive restore**, where the existing data will remain as-is, and the restored data will be in a dedicated folder, preserving the original folder structure? NOTE: The non-destructive restore option only works when you are restoring from OneDrive to a SharePoint sub-site, and the option to create a SharePoint sub-site is enabled in Microsoft.

**Use this option** to keep restored data separate, enabling manual drag & drop of items to relevant folders.

- c. Or do you want to perform an **in-place restore**? You have three options for doing so:
- i. **Replace**: the restored content will be merged with existing data. Deleted items and folders will be restored from the snapshot. Existing items will be overwritten with the snapshot version.  
**Use this option**: to restore or repair deleted / modified items.
  - ii. **Bypass**: the restored content will be merged with existing data. Deleted items and folders will be restored from the snapshot. Existing items will be skipped.  
**Use this option**: to restore deleted data.
  - iii. **Duplicate**: the restored data will be duplicated in the same location as the existing data, with a suffix that indicates that it is a copy. (The suffix contains the year, month, day, hour, minutes, and seconds, e.g., 20230401000525.) Deleted items and folders will be restored from the snapshot.  
**Use this option**: to compare both versions of each file, to ensure the correct version is preserved.
- d. When you have completed the confirmation form, click **OK**.

**Please confirm the restore request** ✕

You are about to restore items from the archive of **ca4software-my.sharepoint.com/personal/bob\_smith\_ca4software\_onmicrosoft\_com**

Restore to another tenant / Perform a cross site recovery

*Notice: If the endpoint and source are in different domains - permissions, site groups and users will not be restored.*

**Please select your restore method:**

Non-destructive: Data will be restored to a sub-site.

**In-place restore to the live site is also available, please select how you want to handle existing data:**

Replace: Restore will overwrite existing live data.

Bypass: Existing data will be bypassed and not restored.

Duplicate: Existing data will be duplicated.

A confirmation Email will be sent to you upon completion.

CancelOK

2. The backup data that you selected will be restored to the location that you specified. When the recovery process is complete, a summary will be sent to your email. You can also check the Jobs page to see the progress of your task. See ["Tracking Recovery Tasks on the Jobs Page."](#)

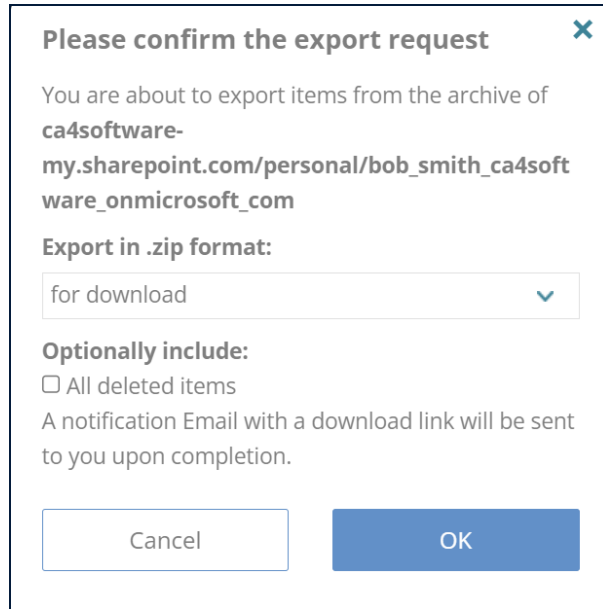
### **A Note About OneNote**

Our backup service is able to back up and restore OneNote, both from within SharePoint and within OneDrive. Our backup service backs up and restores all content, except for the following items:

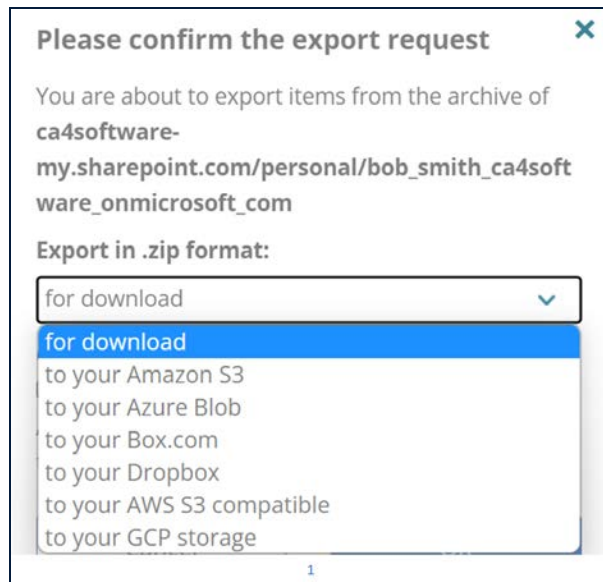
- Audio recordings (\*.wav files)
- Images created with the Draw menu
- Tables
- Page color
- Rule lines
- Text styles (e.g., Headings, Normal, etc.)
- Attachments, except for image files, which are restored (Microsoft limitation)
- Tags

#### **4.4.1.2 Export/Download - OneDrive or SharePoint**

1. If you click **Download**, the following confirmation window appears.



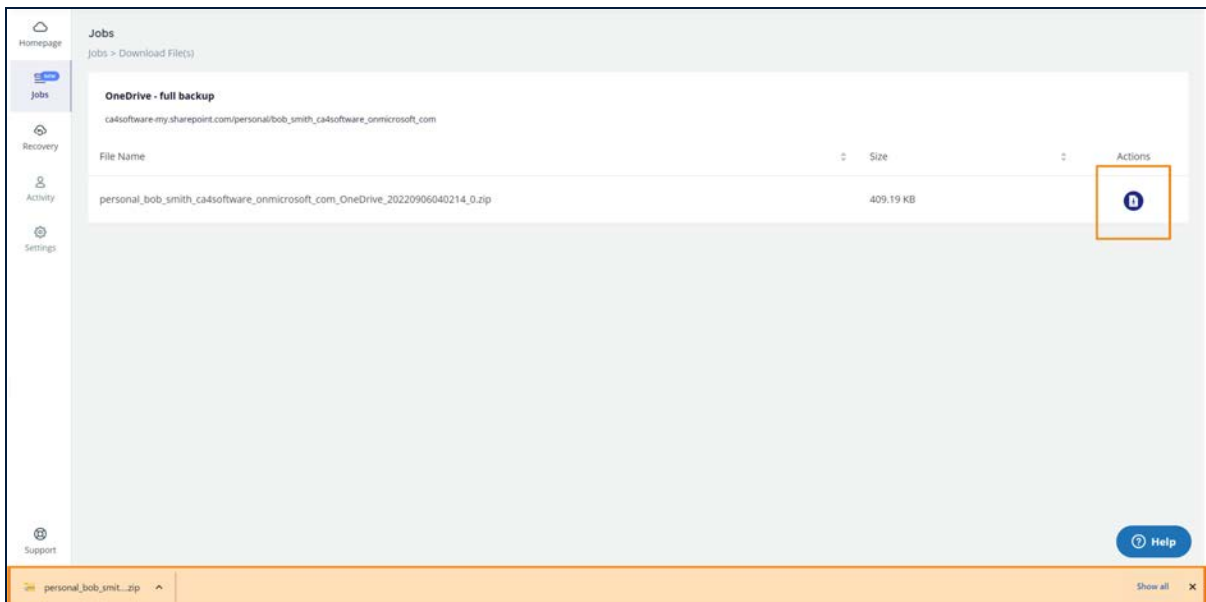
2. Click the drop-down list and select one of the following storage locations:




3. If you select options other than “for download,” you may be asked for additional credentials and/or access tokens for the selected storage locations.
4. Click **OK**. The download instructions are sent to your registered email address. The download link is only valid for 72 hours.
5. Or, you can check the Jobs page. (See ["Tracking Recovery Tasks on the Jobs Page."](#)) When the task is completed, the **Download Results** button will be active.

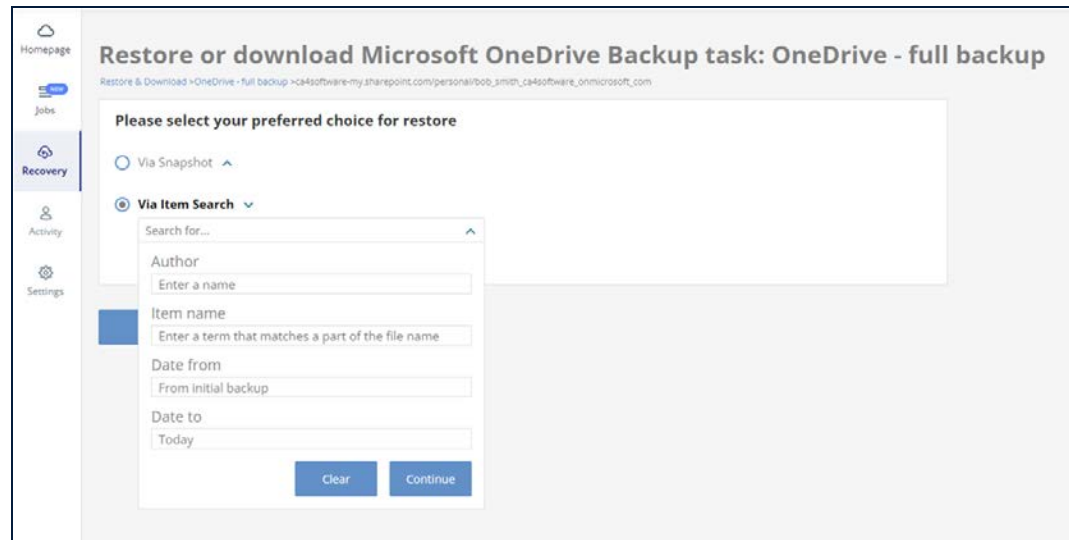


6. Click **Download Results**, and a page will open, where you can access your backup file.



#### 4.4.2 Restore or Download Via Item Search - OneDrive or SharePoint

1. Select **Via Item Search**, and enter a word or phrase to search on.
2. Or, click the arrow  to the right of the search bar, and enter search criterion in any of the Advanced fields: Author, filename or date.



3. Click **Continue**. The *Restore or download* page is displayed, showing the search results with details such as **Date**, **Subject**, and **Folder Type, Name and Date**. The details columns are different for different types of restored items.
4. Select items you would like to restore or download. When at least one item is selected, **Restore** and **Download** become available.
5. Follow the instructions in the [Restore](#) or [Export/Download](#) sections to complete the recovery process.

#### 4.4.3 How to Restore Deleted SharePoint Collections

1. Recreate all of the deleted site Collections in Microsoft SharePoint.
2. Click **Recovery** from the Navigation Panel and then click on the SharePoint backup task.
3. Locate the Site Collection that you want to restore and then click the icon to the right of the site. The Restore or download page is displayed.
4. Select the **Via Snapshot** radio button
5. Enter the date range that you would like to select from, or just click **Continue** for a full list of backups.
6. Select the backup you want to recover – the one closest to the date that all of your SharePoint data was deleted.

- a. Scroll down to the bottom of the page, and click **Restore**.
- b. From the pop-up dialog, click **Replace: Restore will overwrite existing live data** and then click **OK**.
- c. Click **Yes** to the question about overwriting live data.

**Note:** You will receive an email notification when the restore is complete and can view the job status from the Jobs page.

#### 4.4.4 How to Restore Deleted OneDrive Sites

1. Click **Recovery** from the Navigation Panel and then click on the OneDrive backup task.
2. Locate the Site that you want to restore and then click the icon to the right of the site. The Restore or download page is displayed.
3. Select the **Via Snapshot** radio button
4. Enter the date range that you would like to select from, or just click **Continue** for a full list of backups.
5. Select the backup you want to recover – the one closest to the date that all of your OneDrive data was deleted.
  - a. Scroll down to the bottom of the page, and click **Restore**.
  - b. From the pop-up dialog, click **Replace: Restore will overwrite existing live data** and then click **OK**.
  - c. Click **Yes** to the question about overwriting live data.

**Note:** You will receive an email notification when the restore is complete and can view the job status from the *Jobs* page.

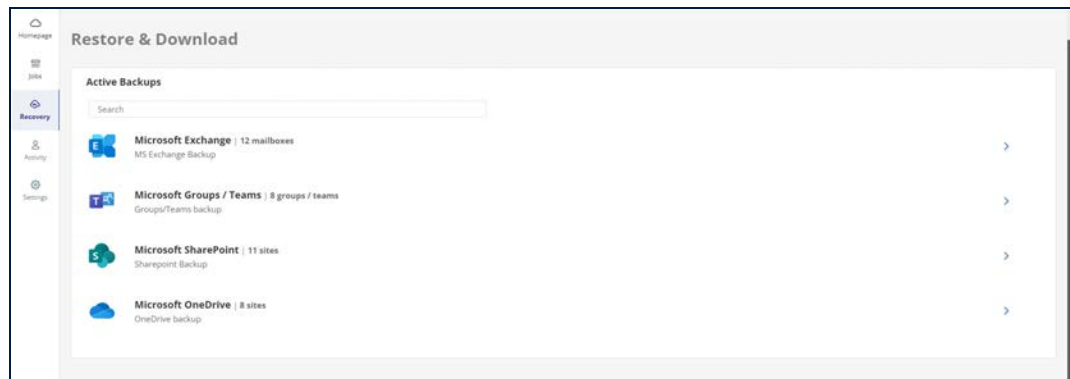


## 4.5 Using the Recovery Menu: Microsoft 365 Teams & Groups

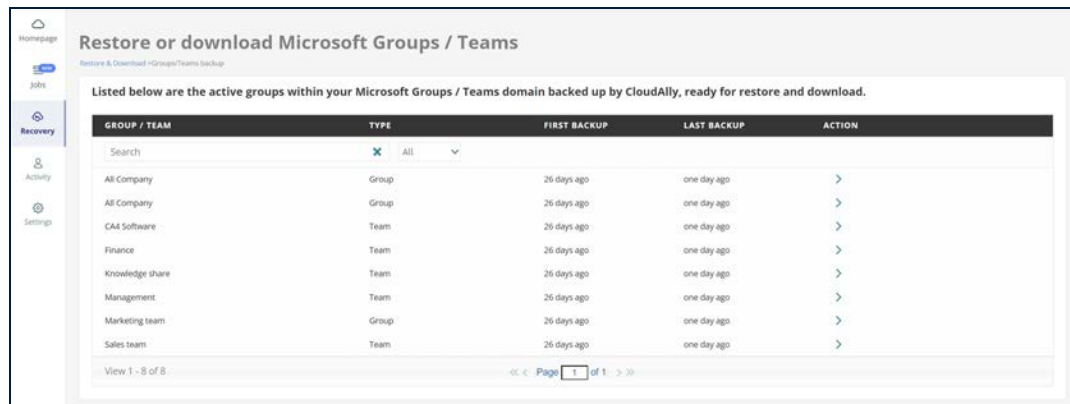
The Recovery Menu provides you with options at a fine granularity for selecting which account, team or site to restore or export.

To recover your backed up data:

1. Click **Recovery** from the Navigation Panel. The *Restore & Download* page is displayed with all your active-backup account details.



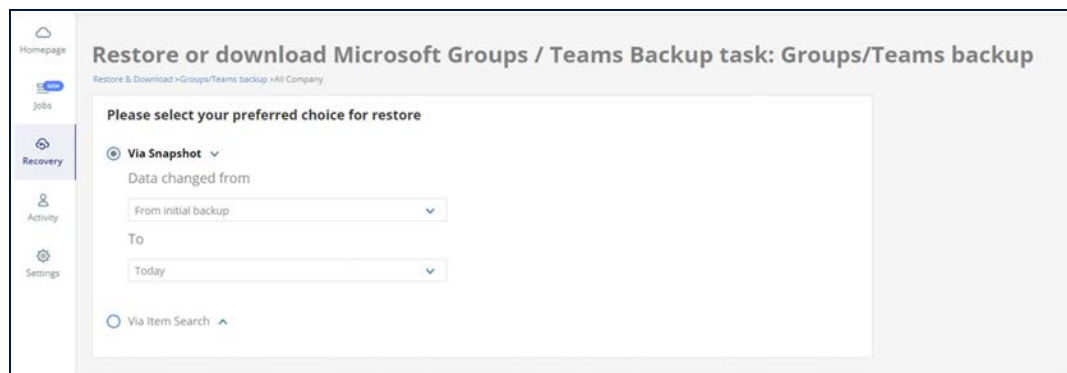
2. Click the Teams / Groups backup task from which you wish to recover the data. The *Restore or Download Microsoft 365 Active Mailboxes* page is displayed.



This page displays all your Teams & Groups backed up with the details such as Team/Group name, First Backup date, Last Backup date, and available Actions. Your backed-up data is ready for download, from this page.

- You can filter the list using the following options:
  - Filter by statuses such as All, Active, In Process, Not Active, Scheduled, Paused, Backed-up in another task, or Archived, from the drop-down list.
  - Or: search by part or all of the Team/Group name.
- Click the > icon at the end of the line of the account, team or site which you want to restore or export (download).

The *Restore or download Groups/Teams* page is displayed.



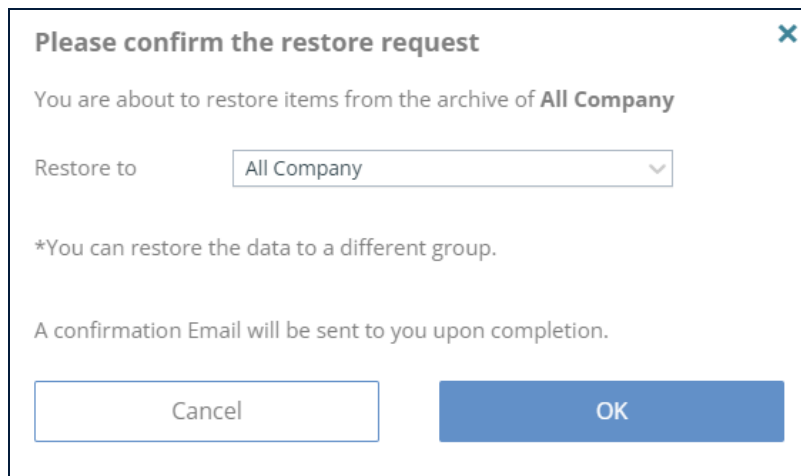
- Select the radio button for your preferred restore method:
  - [Via Snapshot](#)
  - [Via Item Search](#)

## 4.5.1 Restore or Download Via Snapshot

See the instructions in ["Restore or Download Via Snapshot."](#)

### 4.5.1.1 Restore - Teams & Groups

1. If you click **Restore**, the restore confirmation window appears, asking for the group/team to which you would like to restore the data. Enter the address, and click **OK**.



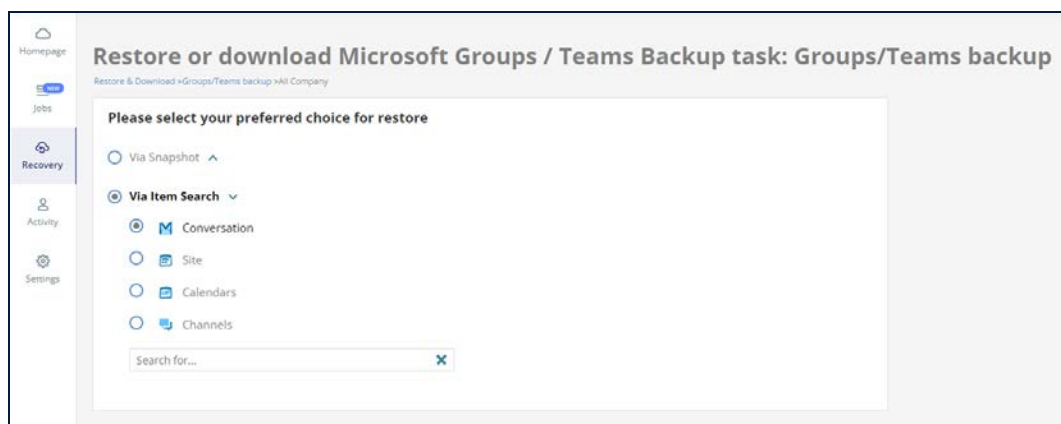
2. The backup data that you selected will be restored to the location that you specified. When the recovery process is complete, a summary will be sent to your email. You can also check the Jobs page to see the progress of your task. See ["Tracking Recovery Tasks on the Jobs Page."](#)

#### 4.5.1.2 Export/Download - Teams & Groups

See the instructions in ["Export/Download OneDrive or SharePoint."](#)

#### 4.5.2 Restore or Download Via Item Search - Teams & Groups

1. Select one of the following options:



- **Conversation:** Enter a keyword in the Search for field.
  - **Site:** Sites refer to the SharePoint site where Teams files are stored. Enter a keyword in the Search for field. For advanced search options, click the arrow and provide the following details in the drop-down form:
    - **Author:** Enter the name of the person who created the file in the Teams channel.
    - **Item Name:** Enter a term that matches part of the file name.
    - **Date from / Date to:** Enter the date range during which files were sent in the Teams channel.
  - **Calendars:** Enter a search keyword in the Search for field. For advanced search options, click the arrow and provide the following details:
    - **Description:** Enter a keyword that matches part of the event description.
    - **Owner:** Enter a name or email address of the calendar owner.
    - **Date from / Date to:** Enter the date range of the calendars you would like to restore.
  - **Channels:** Enter a search keyword in the Search for field. For advanced search options, click the arrow and provide the following details:
    - **Date from / Date to:** Enter the date range of the data you would like to restore.
    - **Sender:** Enter a name of the person who sent messages within that channel.
    - **Channel:** Enter part or all of the channel name.
2. Click **Continue**. The *Restore or download* page is displayed, showing the search results with details such as **Date**, **Subject**, and **Folder**. The details columns are different for different types of restored items.
  3. Select items you would like to restore or download. When at least one item is selected, **Restore** and **Download** become available.
  4. Follow the instructions in the [Restore](#) or [Export/Download](#) sections to complete the recovery process.

## 4.6 How to Restore Deleted Teams Sites

Each of the deleted teams needs to be restored one at a time. If you need to restore a large number of teams, you can open a backup service support ticket to help with the restore process.

### 4.6.1 First Step: Restore a Public Channel

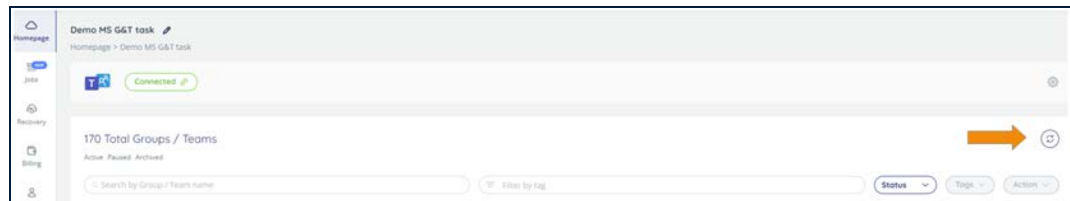
**Note:** Private channels need to be exported and then restored.

1. Click the Recovery element from the Navigation Panel. The Restore & Download page is displayed with all your active-backup account details.
2. Click the Microsoft Groups/Teams backup task from which you wish to recover the data. The Restore or download Microsoft Groups & Teams page is displayed.
3. Locate the Team (not the Group – that will come later) that you would like, to restore. Click the arrow under the Action column to navigate to the Restore or Download
4. Enter the appropriate date immediately before the Teams data was deleted, or simply click Continue without filling in the date fields to view all backups.
5. Locate the most recent Channel backup prior to the ransomware attack and select it. Scroll down to the bottom of the page, click Restore, and then OK.

**Note:** This is a non-destructive restore – the data will be placed into a newly created Team called (Restored [date]).

6. Check the Jobs page to determine when the restore is complete.
7. Click the Homepage element from the Navigation Panel, and then click on the Teams backup task to return to the Teams backup. Click the backup service refresh icon on the top-right of the screen in order to display the newly restored Team. You will need to perform the following steps.

**Note:** The refresh icon is not to be confused with the browser refresh button on the top left.



## 4.6.2 Second Step: Restore the Teams Sub-Services

Perform the following steps for each of these Teams sub-services in this order:

1. Sites
2. Calendars
3. Conversations
4. Metadata – this will finalize the restore, by recovering the Members, Owners, and most importantly, the Team Name.

**For each sub-service perform the following steps:**

1. Click the **Recovery** element from the Navigation Panel, and then click the Microsoft Teams backup task from which you wish to recover the data.
2. Locate the most recent Team backup prior to the loss of your data. Click the arrow under the Action column to navigate to the **Restore** or **Download**
3. Locate the most recent Site, Calendar, Conversation, or Metadata (in that order) and select it. Scroll down to the bottom of the page and click
4. Click the **Restore To** field and select the (Restored) channel.
5. For Sites, select the **Replace: Restore will overwrite existing live data** option.
6. Click **OK** to complete the restore.
7. Repeat these steps for the remaining sub-services.

### 4.6.3 How to Restore Deleted Groups

Groups are created by Microsoft when the Teams are created. When you restored the Channel, both the Team and the Group were created at the same time. Before you begin, verify that the Group was indeed created in Microsoft.

**Note:** If you want to restore a Group, it can only be restored into a Group; Teams are restored into Teams.

Perform the following steps for each of these Group sub-services in this order:

1. Sites
2. Calendars
3. Conversations
4. Metadata – this will finalize the restore, by recovering the Members, Owners, and most importantly, the Group Name.

**For each sub-service perform the following steps:**

1. Click the **Recovery** element from the Navigation Panel, and then click the **Microsoft Groups** backup task from which you wish to recover the data.
2. Locate the most recent Group backup prior to the loss of your data. Click the arrow under the Action column to navigate to the **Restore** or **Download**.
3. Locate the most recent Site, Calendar, Conversation, or Metadata (in that order) and select it. Scroll down to the bottom of the page and click
4. Click the **Restore To** field, and select the (Restored) channel.
5. For **Sites**, select the **Replace: Restore will overwrite existing live data** option.
6. Click **OK** to complete the restore
7. Repeat these steps for remaining sub-services.

## 4.7 Tracking Recovery Tasks on the Jobs Page

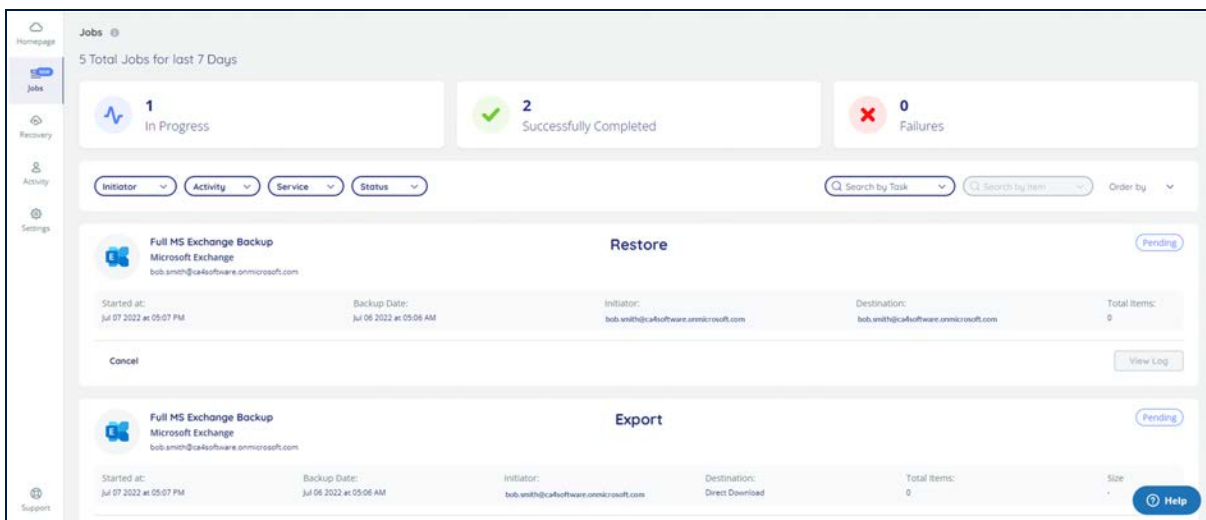
The Jobs page provides you with both high-level and drill-down views of your restore and export jobs over the last seven days.

**Note:** To see the status of your Backups, click the name of the backup from the *Homepage*.

From the Navigation pane, click **Jobs**.

### 4.7.1 High-Level Summary

- The top portion of the Jobs dashboard summarizes how many of your jobs are in progress, how many have successfully completed, and how many have failed over the past 7 days.



To see a list of jobs that have any of these 3 statuses, click on the status, and your results will be filtered accordingly



## 4.7.2 Filtering

The next section allows you to filter by numerous criteria:

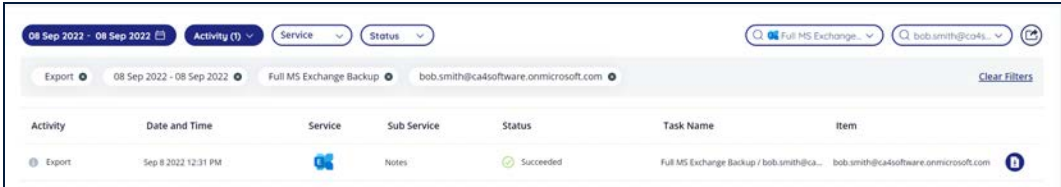
- **Initiator:** Who initiated the backup / restore?
- **Activity:** Filter by restores or exports.
- **Service:** Filter by one of the following services, such as:
  - Microsoft Exchange
  - Microsoft SharePoint
  - Microsoft Groups / Teams
  - Microsoft OneDrive
  - Google Workspace
  - Google Shared Drives
  - Salesforce
  - Box
  - Dropbox
  - Google Account
  - IMAP
- **Status:** Filter by one of the following:
  - In progress
  - Succeeded
  - Failed
  - Pending
  - Canceled
- **Search by Task:** Filter by a task, such as:
  - Microsoft Exchange
  - Teams/Groups
  - One Drive
  - SharePoint

If you choose to filter using a particular service, then you can focus on a specific item in the search bar. You can also order by:

- Latest First
- Oldest First

### 4.7.3 Description of Each Job


- The rest of the screen provides a detailed description of each individual job that you ran.
  - **Type of Job:** Export, or Restore – this appears as a title within each job description.
  - **Name, Service, and Account** of the job.
  - Start date, backup date, initiator, destination, total items backed up or restored, and the size of the file(s).
- **Cancel** enables you to stop a job that is in progress.
- **Download Results** enables you to download a zip file with your recovery data.
- **View Log** redirects you to the System Activity page, which displays your account activity with details such as Activity, Date and Time, Service, Sub-Service, Status, Task Name, and Item.

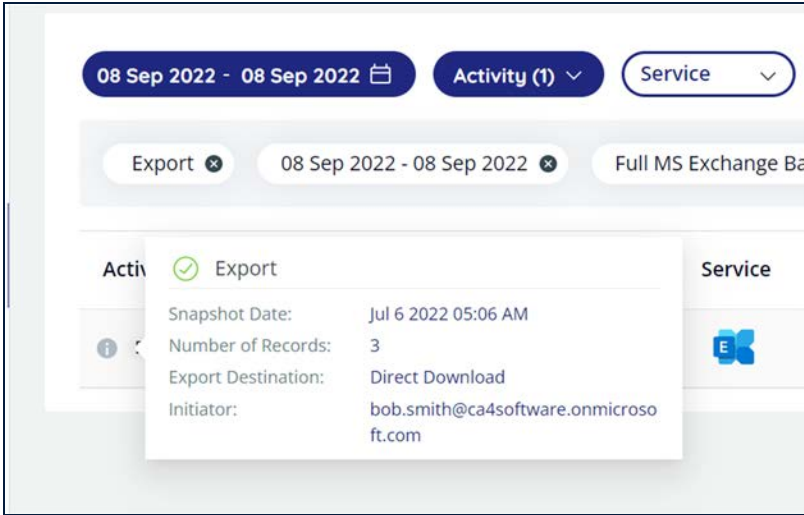


The screenshot shows a web interface for backup activity. At the top, there are filters for 'Activity (1)', 'Service', and 'Status'. Below the filters, there are search bars for 'Full MS Exchange' and 'bob.smith@ca4s.com'. A table with the following columns is displayed: Activity, Date and Time, Service, Sub Service, Status, Task Name, and Item. The table contains one row with the following data: Activity: Export, Date and Time: Sep 8 2022 12:31 PM, Service: (Microsoft 365 icon), Sub Service: Notes, Status: Succeeded, Task Name: Full MS Exchange Backup / bob.smith@ca..., Item: bob.smith@ca4ssoftware.onmicrosoft.com. There is an 'Export' button and a 'Clear Filters' link.

Activity	Date and Time	Service	Sub Service	Status	Task Name	Item
Export	Sep 8 2022 12:31 PM		Notes	Succeeded	Full MS Exchange Backup / bob.smith@ca...	bob.smith@ca4ssoftware.onmicrosoft.com

This page enables you to filter and search the list of backup tasks, export the list as a CSV file, and view more details on any backup task.

The latter can be achieved by clicking  in the Activity column. The Info pop-up displays the backup execution time, the size of the stored data, and the number of entities, and the summary of the backup execution:

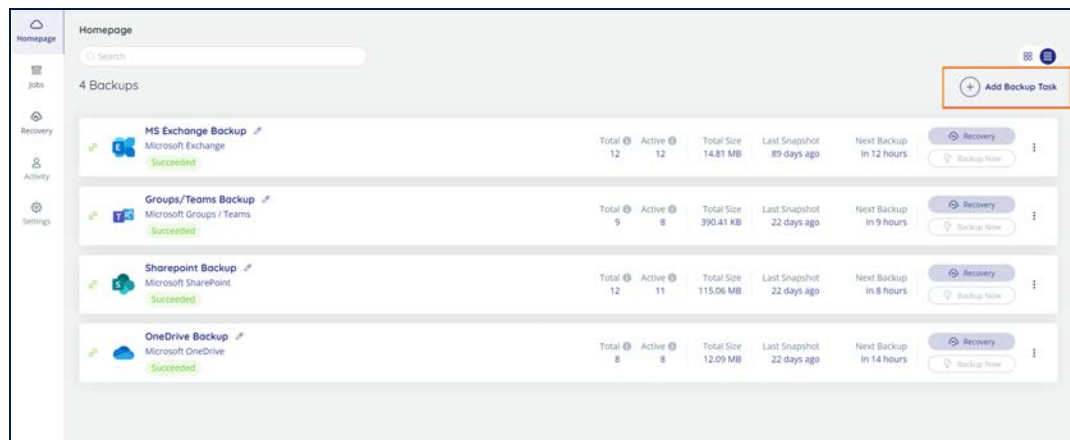


## 5 Filtering and Viewing Drill-Down Details

This section explains the process of finding the exact backup data you are looking for using filtering.

### 5.1 Filtering by Account, Team or Site

1. Click the *Homepage* option from the Navigation Panel. The *Homepage* screen appears.



2. Click the Microsoft 365 icon from the list or enter a keyword in the Search field to find a specific task. The *Microsoft 365 Backup* page is displayed.

The *Microsoft 365 Backup* page displays all the Microsoft 365 account, team or sites available for the administrator account you are using. The page displays the details such as:

- **Microsoft Exchange:** Mailbox name, Email, Status, Backup Size, and Last Backup date
- **Microsoft Teams & Groups:** Group/Team Name, Type (Group or Team), Tags, Status, Backup Size, and Last Backup date
- **Microsoft SharePoint and OneDrive:** Site name, Tags, Status, Backup Size, and Last Backup date

It also provides the means to filter and control the associated backup tasks.

### 5.1.1 Filtering Using Names or Statuses

You can filter accounts using the following options:

- Enter a search phrase in the *Search by* field to view all the accounts, teams or sites with the entered keyword.
- Filter by statuses such as Not Active, Scheduled, Success, In Process, Failed, Paused, Archived, or Partial.

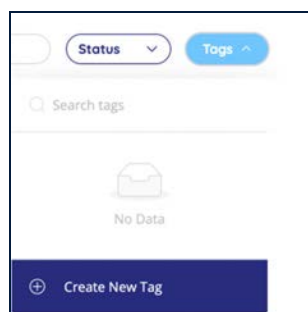
### 5.1.2 Filtering Using Tags

Our backup service provides you with the means to add extra metadata to your backed up data in the form of "tags." For example, you might want to denote all account, team or sites that belong to Managers, or all those that belong to the Sales Team.

You can use tags to quickly filter your list of account, team or sites.

The **Tags** option is used to search for existing tags. By default, it is not active. To activate **Tags**:

1. Select at least one account, team or site.
2. Click **Tags**, and the following screen appears.

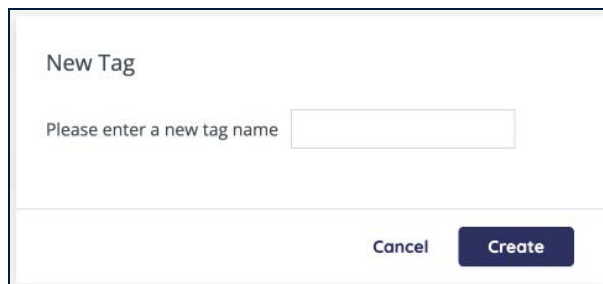


3. To search your existing tags, enter a tag name in the **Search tags** field.

### 5.1.3 Creating a New Tag

To create a new tag:

1. Click **Create New Tag**. A pop-up appears where you can enter a new tag name.



A pop-up dialog box titled "New Tag". It contains the text "Please enter a new tag name" followed by a text input field. At the bottom right, there are two buttons: "Cancel" and "Create".

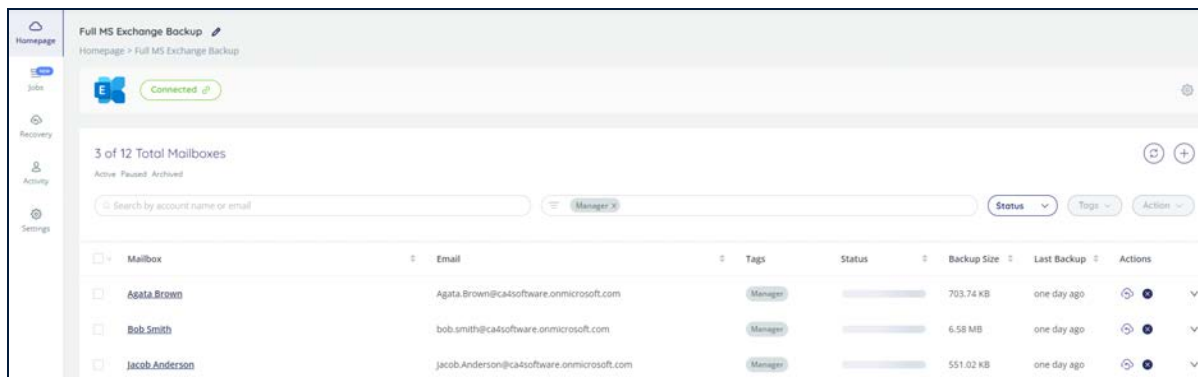
2. Enter a new tag name and click **Create**.

To apply tags to your account, team or sites:

1. Select at least one account, team or site.
2. Click **Tag**.
3. Choose the desired tag for your account, team or site s.
4. Click **Apply**.

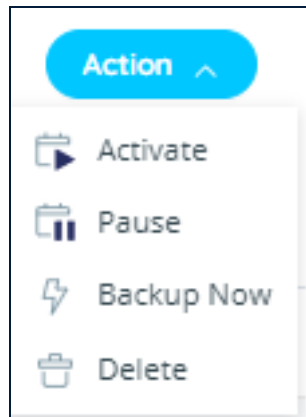
### 5.1.4 Filtering by Tag

In the **Filter by tag** field, enter a tag name. The accounts, teams or sites with those tags will appear.




### 5.1.5 Actions

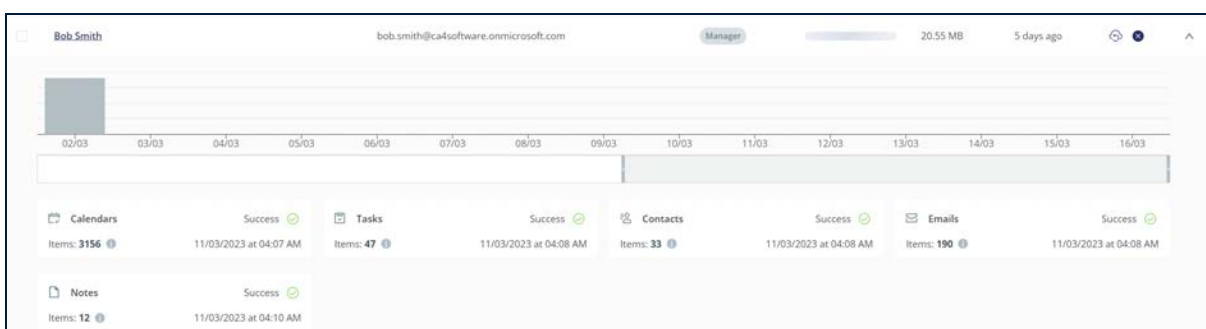
To perform actions on a account, team or site, select at least one of them on the list, and the **Action** button will be enabled. Click **Action** to see the following drop-down menu:



- **Activate** enables backup in all the selected account, team or sites.
- **Pause** halts the backup procedures on the selected account, team or sites.
- **Backup now** starts the backup immediately. The backup in this case starts as soon as a backup processing machine is available, which may take several minutes.
- **Delete** removes the backup task and backup data for the selected account, team or sites.

## 5.2 Viewing Backup Statistics with the Drill-down Feature

Select an account, team or site, and click the  button on the right-hand side of the row. This option enables you to drill down to the backup history dashboard.



When you drill down, you can find a diagram describing past backups, and a brief summary of the backup outcomes.

The diagram depicts the number of items backed up each day. By hovering your mouse over a column in the diagram, you can see the number of items backed up in each service. This number includes all new and changed items, so it may be greater than the total number of items in the backup. You can select the date range of the chart with the sliders underneath it. The maximum range displayed is 30 days.

The summary tiles below the chart provide at-a-glance information about the backup: for each sub-service, they display the total number of items in the backup, the date of the last backup, and the outcome.

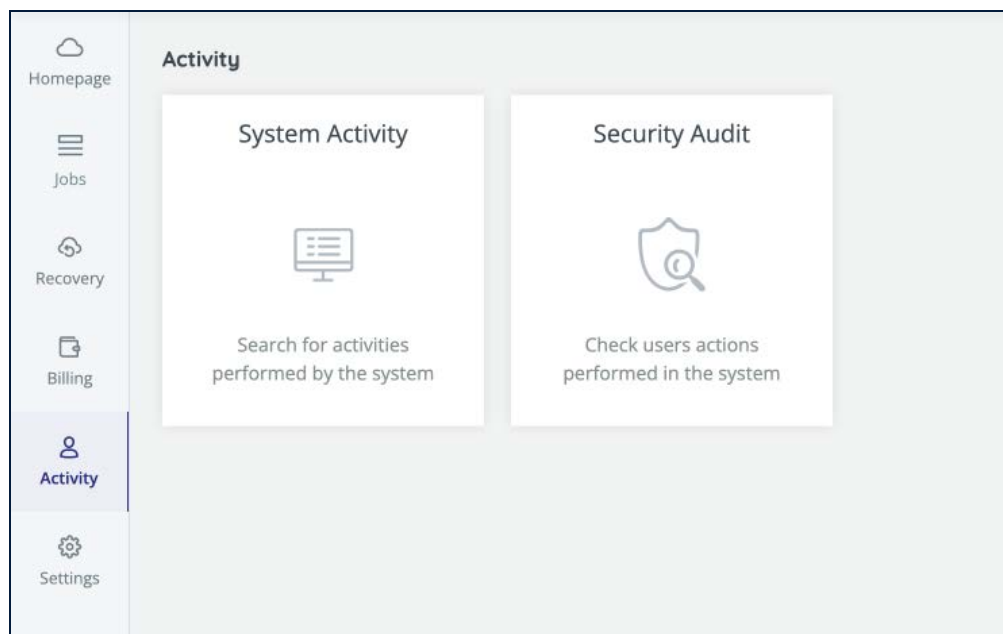


## 6 Managing Your Account

This section guides you through the processes of managing your Account activity, account settings, password, setting up two-factor authentication, and managing users.

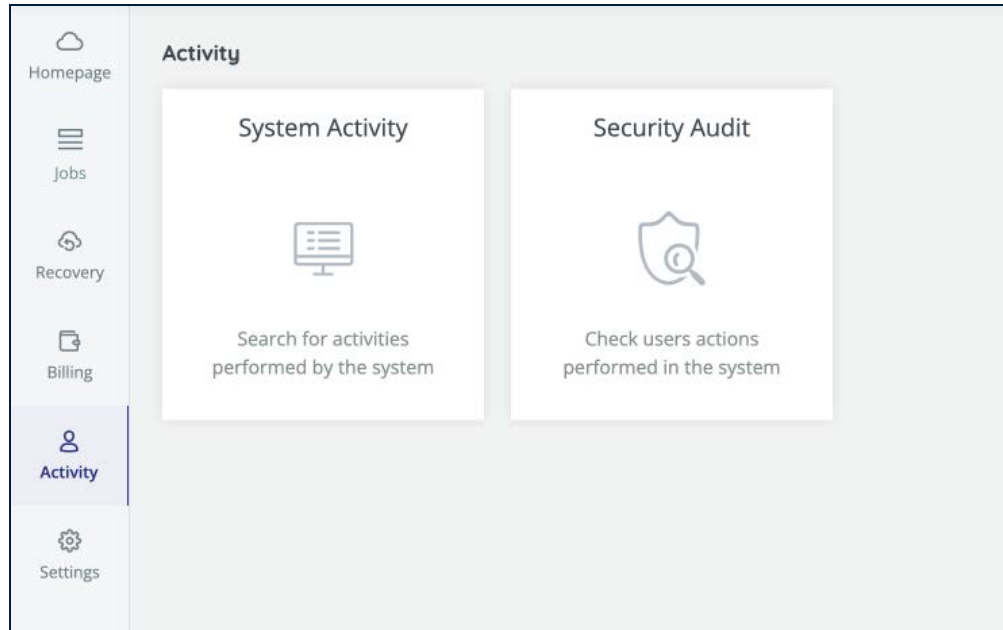
### 6.1 Viewing Account Activity

The Activity menu enables you to view your account activity, including System Activity and Security Audit. Click *Activity* on the navigation pane.



### 6.1.1 System Activity

Click **System Activity**.

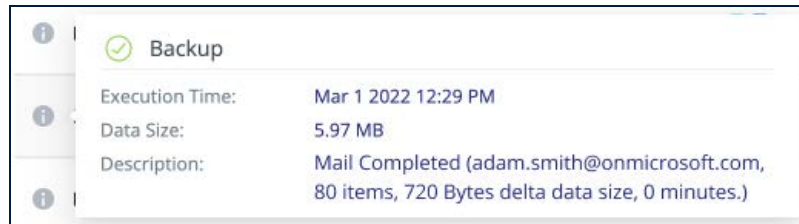


The **System Activity** page displays your account activity, with details such as Activity, Date and Time, Service, Sub-Service, Status, Task Name, and Item.

The screenshot shows the Microsoft 365 Activity page with a list of system activities. The page includes a navigation sidebar, a header with filters for Start date, End date, Activity, Service, and Status, and a search bar. The main content is a table with the following columns: Activity, Date and Time, Service, Sub Service, Status, Task Name, and Item.

Activity	Date and Time	Service	Sub Service	Status	Task Name	Item
Export	Jul 12 2022 04:08 PM	Calendars		Succeeded	Full MS Exchange Backup / bob.smith@ca...	bob.smith@ca4software.onmicrosoft.com
Backup	Jul 11 2022 01:01 PM			Succeeded	Sharepoint backup	.../sites/AltaroRestored_Shared_mailbox_2021_08_31_11_05
Export	Jul 11 2022 01:00 PM	Channels		Succeeded	Full Teams Backup / AltaroRestored_Linda	AltaroRestored_Linda_Fuller_2021_08_31_05_36
Restore	Jul 11 2022 01:00 PM			Succeeded	One Drive / cloudally1-my.sharepoint.co...	.../Zsepo_kazandev_pro
Backup	Jul 11 2022 05:04 AM	Calendars		Failed	Full MS Exchange Backup	Mila.Scott@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes		Succeeded	Full MS Exchange Backup	Jacob.Anderson@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes		Succeeded	Full MS Exchange Backup	Agata.Brown@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes		Succeeded	Full MS Exchange Backup	Alex.Duglas@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes		Succeeded	Full MS Exchange Backup	Sarah.Johnson@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes		Succeeded	Full MS Exchange Backup	Jessica.Miller@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes		Succeeded	Full MS Exchange Backup	Charles.Wilson@ca4software.onmicrosoft.com

This page enables you to filter and search the list of backup tasks, export the list as a CSV file, and view more details on any backup task. The latter can be achieved by clicking ⓘ. The Info pop-up displays the backup execution time, the size of the stored data, and the number of entities, and the summary of the backup execution:



## 6.1.2 Security Audit

The *Security Audit* page provides information about all the security-related actions that have happened in your account. The user activity that is displayed includes:

- Backup deleted
- User deactivated
- Settings changed
- Sign-in success or failure
- Permissions changed
- Notifications.

The page includes the date of the event, the type of activity, the service involved, the status of the activity, the account performing the activity, and the description.

Date	User Activity	Service	Status	Task	Performed By	Description
Mar 14 2023 04:15 PM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmicro...	Native Sign in (OK) Chrome from ip 212.143...
Mar 14 2023 03:44 PM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmicro...	Native Sign in (OK) Chrome from ip 212.143...
Mar 13 2023 06:05 PM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmicro...	Native Sign in (OK) Chrome from ip 77.137.1...
Mar 13 2023 04:35 PM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmicro...	Native Sign in (OK) Chrome from ip 77.137.1...
Mar 13 2023 02:27 PM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmicro...	Native Sign in (OK) Chrome from ip 77.137.1...
Mar 13 2023 10:32 AM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmicro...	Native Sign in (OK) Chrome from ip 77.137.1...
Mar 10 2023 07:00 AM	Notification	Google Shared Drives	Completed	Google Shared Drives		Backup for the drive test has been deactivat...
Mar 10 2023 07:00 AM	Backup Deleted	Google Shared Drives	Completed	Google Shared Drives		The backup for the drive test has been mark...
Mar 10 2023 07:00 AM	Backup Deleted	Google Shared Drives	Completed	Google Shared Drives		The backup for the drive IADD123 has been ...
Mar 10 2023 07:00 AM	Notification	Google Shared Drives	Completed	Google Shared Drives		Backup for the drive Akash-Test has been de...
Mar 10 2023 07:00 AM	Notification	Google Shared Drives	Completed	Google Shared Drives		Backup for the drive IADD123 has been deac...
Mar 10 2023 07:00 AM	Backup Deleted	Google Shared Drives	Completed	Google Shared Drives		The backup for the drive Akash-Test has bee...
Mar 10 2023 07:00 AM	Notification	Google Shared Drives	Completed	Google Shared Drives		Backup for the drive tar has been deactivated.
Mar 10 2023 07:00 AM	Backup Deleted	Google Shared Drives	Completed	Google Shared Drives		The backup for the drive tar has been marke...
Mar 9 2023 11:46 AM	Notification	MS OneDrive	Completed	OneDrive - full backup	bob.smith@ca4software.onmicro...	Backup for bob.smith@ca4software.onmicro...
Mar 9 2023 11:42 AM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmicro...	Native Sign in (OK) Chrome from ip 77.137.1...

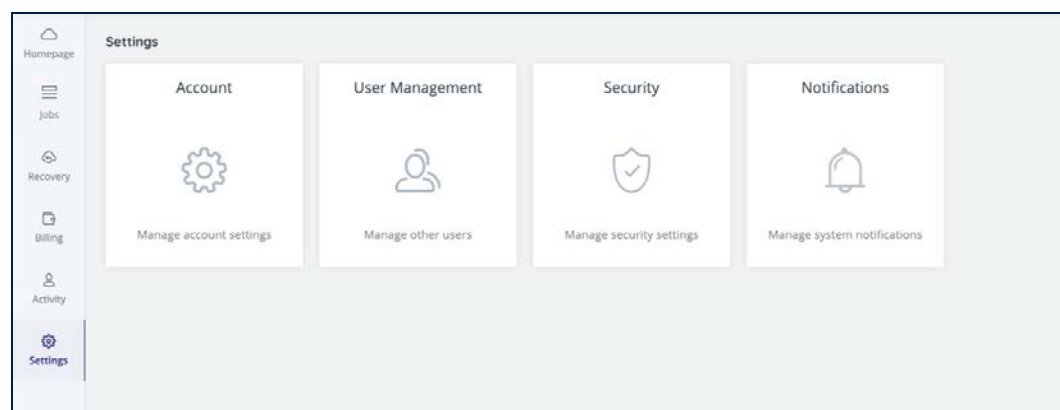
The Security audit table can be exported as a CSV file by clicking **Export**.

## 6.2 Managing Your Account Settings

The *Settings* page provides you with tools to control both your account and the accounts of users whose external credentials are linked to your account. The *Settings* section consists of the following sub-sections:

- Account
- User Management
- Security
- Notifications

You can find more details on each of the *Settings* pages below.



## 6.2.1 Account Settings

This page allows you to change the name of your account and the email address. You can only change the Data Center Location by contacting our support team. Finally, this page also allows you to terminate your account.

To update or change your account details:

1. From the Navigation Panel, click Settings and then click **Account** . The *Settings > Account* page is displayed.

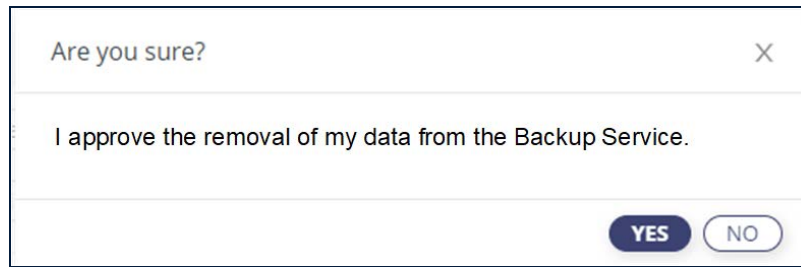
The screenshot shows the 'Settings > Account' page. It features three input fields: 'Account Name' (Bob Smith), 'Email' (bob.smith@ca4software.onmicrosoft.com), and 'Data Center Location' (US East (Northern Virginia)). Below these fields are 'SAVE' and 'Cancel' buttons. A section below contains the text 'To terminate your Backup Service subscription, click on the REMOVE ACCOUNT button.' followed by 'This includes removing all your data at Backup Service.' and a checkbox labeled 'I approve the removal of my data from the Backup Service.' which is currently unchecked. A 'REMOVE ACCOUNT' button is located at the bottom right of this section.

1. You can update the Account Name and/or Email.
2. Click **SAVE**.

## 6.2.2 Canceling Your Our backup service Subscription

To cancel your subscription:

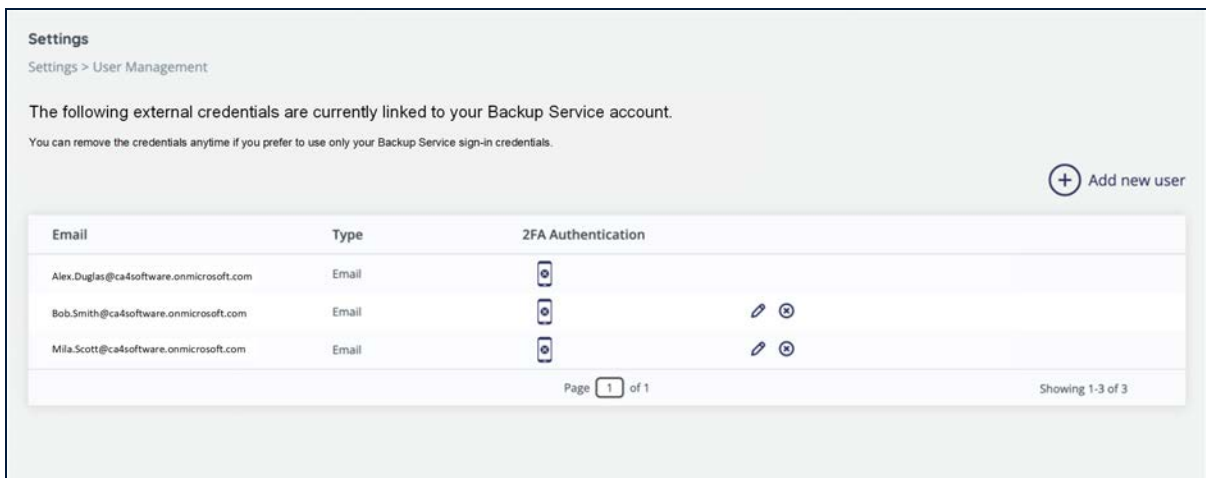
1. Select the check adjacent to the "I approve the removal of my data from Our backup service" field and click **REMOVE ACCOUNT**.
2. The *Are you sure?* pop-up window is displayed with a confirmation request.
3. Click **YES** to confirm the cancellation.



**Note:** To prevent mistaken deletions, there is a grace period of 7 days after your account is terminated. After the grace period, if your account is not reactivated, all data from all your backups will be deleted.

## 6.3 User Management

The page provides tools for fine-level control of the permissions and access levels of your users.



Click **+ Add new user** to create a new user and start the configuration procedure for that user, or to edit an existing user's settings. The settings include the operations permitted to the user and the list of available services:

**Note:** Selecting the role "Administrator" enables permissions to all services and operations.

Settings  
Settings > User Management > New user

Email:  Type:

Password:  Role:

**Operations**

General

- View Account setting page
- View billing page and manage payment details
- View support page
- View account activity
- Show all your support tickets
- Manage Notifications
- View backups page

Backup Tasks

- Activate new backup tasks
- Modify backup tasks
- Delete backup tasks
- Pause backup tasks
- Execute backup tasks
- Cancel backup tasks
- View backups tasks
- Preview backed up data
- Restore backups
- Export backups
- Delete backup items - GDPR Right to Erasure

**Services**

All

- Microsoft Exchange
- Microsoft Groups / Teams
- Microsoft SharePoint
- Microsoft OneDrive
- Google Account
- Salesforce
- Dropbox
- Box
- Google Workspace
- Google Shared Drives
- IMAP

**SAVE** Cancel

To save changes, scroll to the bottom of the page and click **SAVE**.

## 6.4 Security Settings

The *Security Settings* page enables you to:

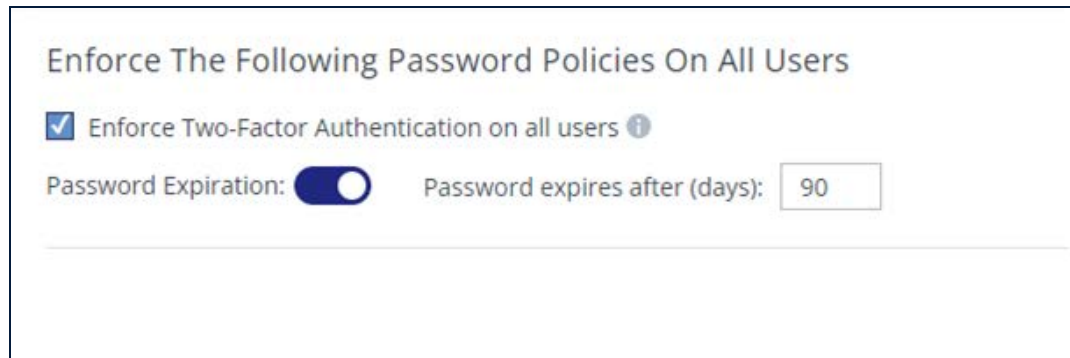
Personal Password Policies

Change your account password

You can also use Two-Factor Authentication

- Update your password
- Set up two-factor authentication

The bottom section allows you to enforce certain security policies for your users' accounts.

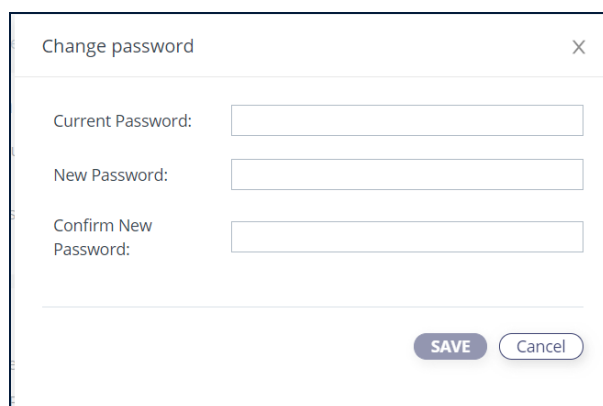


- With the **Enforce Two-Factor Authentication** option, you can make two-factor authentication mandatory for all the users in your account.
- By setting the **Password Expiration**, you can enable the password expiration option for all your users – you will be also be asked for the number of days before the users' passwords expire.

### 6.4.1 Changing Your Password for Credential-Based Authorization

You can change your existing account password by performing the following procedure:

1. From the **Settings > Security** page, in the Personal Password Policies panel, click **Change Password**.
2. The *Change password* pop-up is displayed.

A screenshot of a "Change password" dialog box. It has a title bar with "Change password" and a close button (X). The dialog contains three text input fields labeled "Current Password:", "New Password:", and "Confirm New Password:". At the bottom right, there are two buttons: "SAVE" and "Cancel".

3. Enter the current password in the *Current Password* field.
4. Enter the new password in the *New Password* field.



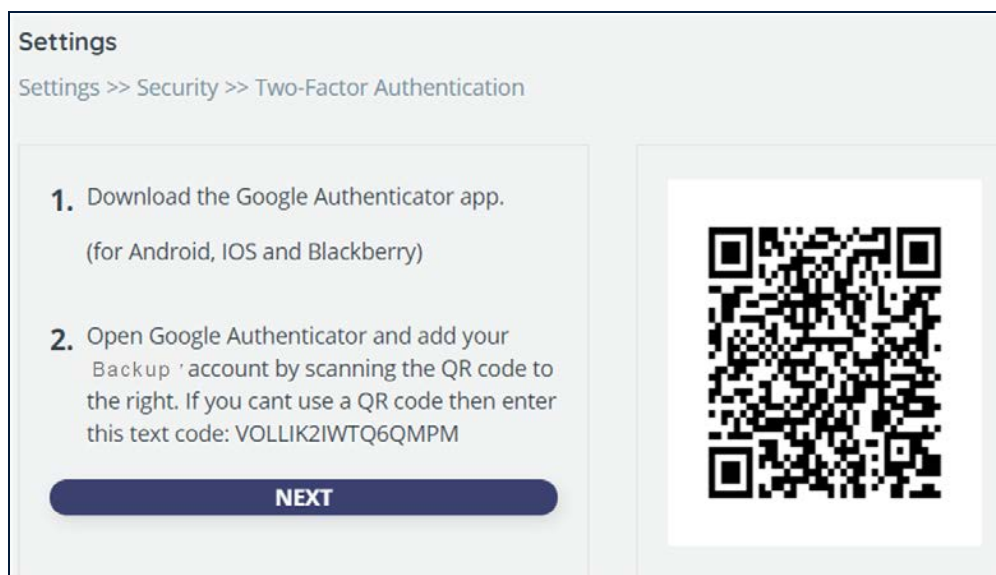
5. Re-enter the new password in the *Confirm New Password* field.
6. Click **SAVE**. You can now use this password to access your account.

## 6.4.2 Two-Factor Authentication

Two-factor authentication provides additional security to your account and your backup data.

**To enable two-factor authentication:**

1. Click **Activate 2FA**. The Two-Factor Authentication page is displayed.



2. Download an Authenticator app, depending on your platform.
3. Open the Authenticator app and add your account by scanning the QR code provided in the web application.
4. If you cannot use a QR code, then enter the text code provided in the web application.
5. A six-digit code is generated.
6. Click **NEXT**.
7. Enter the 6-digit code that the application generated.
8. Click **ENABLE** to complete the process of activating the Two-factor authentication.

From now on, every time you sign in to your Account, you are asked to enter a 6-digit code from your authentication app, after you click **SIGN IN**. Click **VERIFY** to verify the code and access the application.

### 6.4.3 SAML

The Security Assertion Markup Language (SAML) is an open federation standard that allows an identity provider (IdP) to authenticate users and then pass an authentication token to another application known as a service provider (SP).

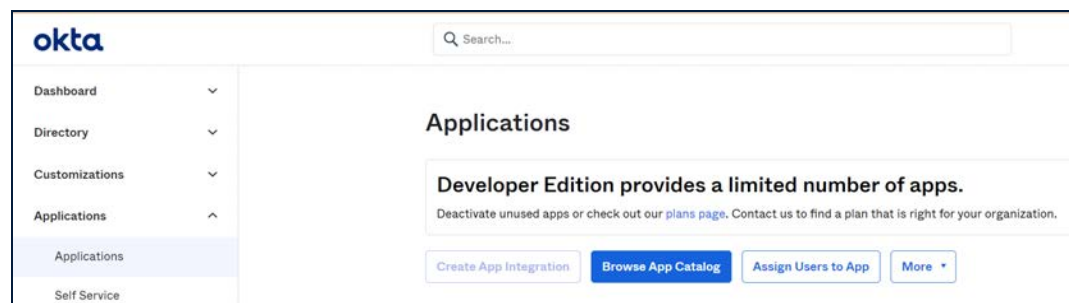
Our backup service supports Okta as its SAML provider.

There are two steps to setting up Okta so that you can use it to log in to our backup service:

- Setting up Okta in our backup service application
- Setting up our backup service in the Okta Application

#### 6.4.3.1 Setting up our Backup Service in the Okta Application

- In the Okta application, click Applications > Applications > Browse App Catalog.



- In the search bar, enter our backup service.
- Click the triangle next to Backup Service SAML, and **Assign to Users or to Groups**.
- Click Backup Service SAML, and on the next page, click the **General** tab.
- Scroll down until you see the **App Embed Link** section. Copy the URL that is displayed - you will need this to set up Okta in our backup service app.

### App Embed Link Edit

#### Embed Link

You can use the URL below to sign into the Backup Service from a portal or other location outside of Okta.

`https://Bob.smith@okta.com/home/123456789_Backup_service/Ooa2refp3!s2091Re09c`

#### Application Access Error Page

If someone who is not assigned to the application attempts to use an embed link, they will be redirected to a default error page or one that can be customized. An application level setting will override default URL settings.

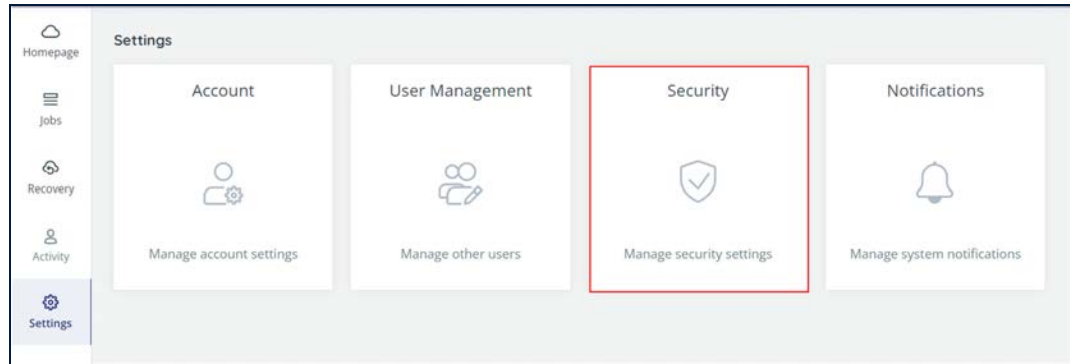
- Use the error page setting on the [global settings](#) page
- Use a custom error page for this application

### 6.4.3.2 Setting Up Okta in our Backup Service Application

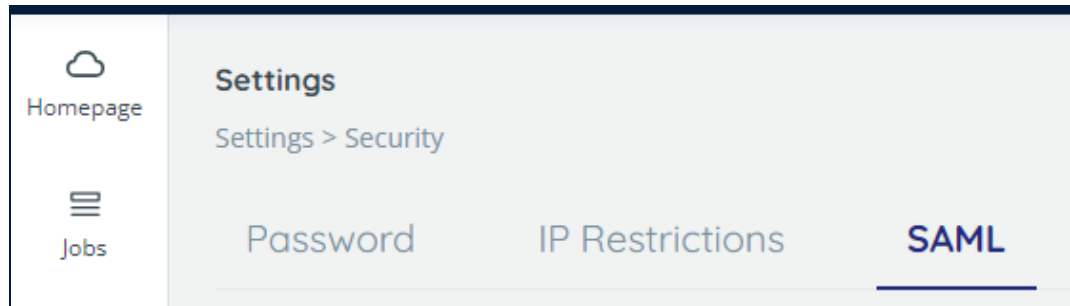
1. From the Homepage, click **Settings** in the Navigation panel.



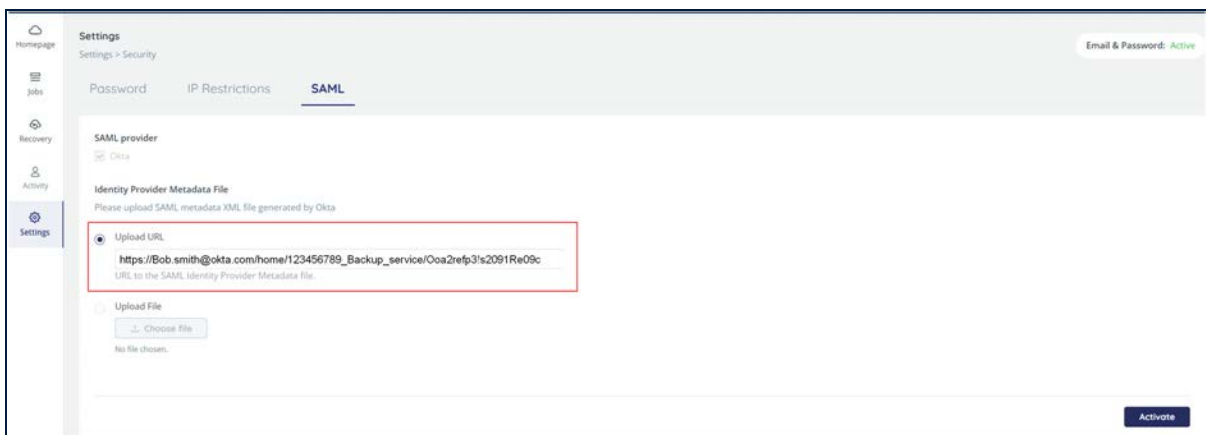
2. On the Settings page, click **Security**.



3. Click the SAML tab.

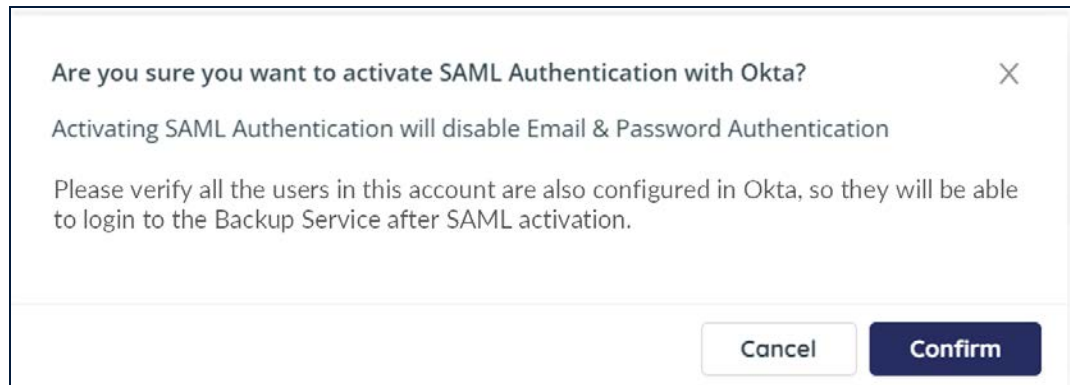


4. Paste the URL that you copied from the Okta site.

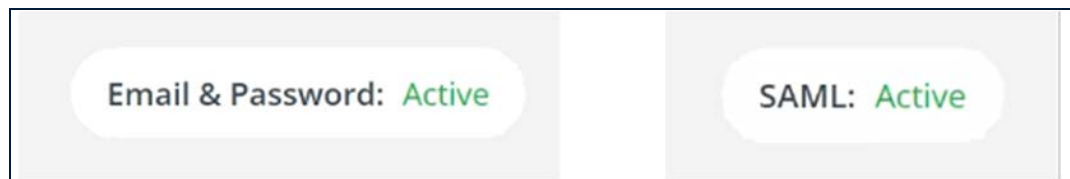


5. Click **Activate**.

6. Read the text in the next window, and click **Confirm**.



After clicking Confirm, the Activate state (top right corner of the screen) changes from **Email & Password: Active** to **SAML: Active**.



#### 6.4.4 IP Restrictions

Need fine-grained access control of your endpoints? You can restrict access to the Portal based on the users' IP addresses. This is especially helpful to enforce security policies and prevent unauthorized access by limiting backup/restore requests to company-approved IP addresses, such as an office IP, or a particular VPN.

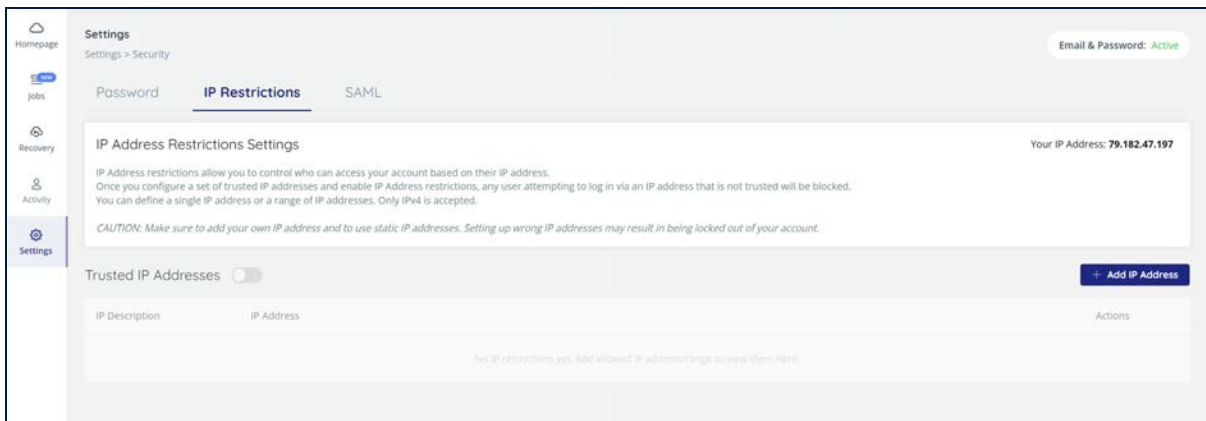
##### Setting Up IP Restrictions

To enable IP restrictions in your account, first create the list of trusted IP addresses.

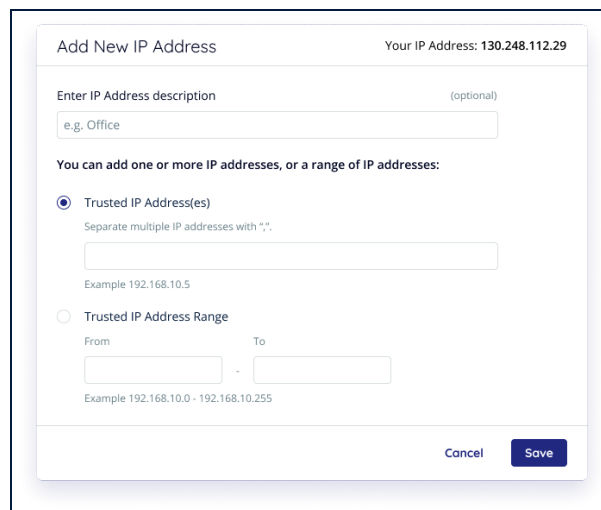
##### IMPORTANT!

It is strongly recommended to use this feature only if you have a static IP address, to prevent users from being locked out.

1. In the *Settings* panel, click **Security**, and then **IP Restrictions**.



2. Click **+ Add IP Address**.
3. Enter one or more IP addresses:
  - a. Enter individual addresses separated by commas, and an optional description.



- b. Or, enter a one or more ranges of contiguous addresses, and an optional description. Multiple ranges could be used to accommodate VPN and internal networks.

Add New IP Address Your IP Address: 79.181.255.0

Enter IP Address description (optional)

Secondary office

You can add one or more IP addresses, or a range of IP addresses:

Trusted IP Address(es)

Separate multiple IP addresses with ",".

79.181.255.0

Example 192.168.10.5

Trusted IP Address Range

From  - To

Example 192.168.10.0 - 192.168.10.255

Cancel Save

- Once you enter at least one address, the **Trusted IP Addresses** toggle will be turned on. You can always return to disable IP restrictions later on.

Security Settings Email & Password: Active

Settings > Security

Password SAML **IP Restrictions**

IP Address Restrictions Settings Your IP Address: 130.248.112.29

IP Address Restrictions allow you to control who can access your account based on their IP address. Once you have configured a set of trusted IP addresses and enabled IP Address restrictions, any user attempting to log in via an IP address that is not trusted will be blocked. You can define a single IP address or a range of IP addresses. Only IPv4 is accepted.

**CAUTION:** Make sure to add your own IP address and to use static IP addresses. Setting up wrong IP addresses may result in being locked out of your account.

Trusted IP Addresses  + Add IP Address

IP Description	IP Address	Actions
Office	192.168.10.5, 192.168.10.120, 192.168.40.157, 192.168.60.180	<span style="color: #0070c0;">✎</span> <span style="color: #808080;">🗑️</span>

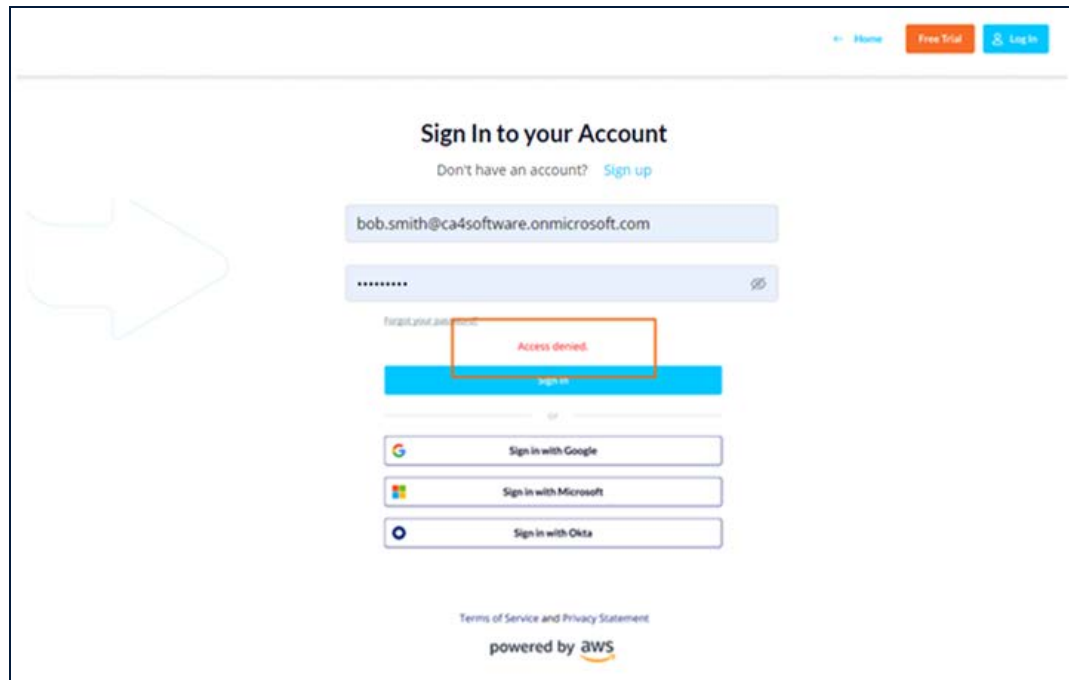
You can edit your list of addresses by clicking [✎](#), or delete ones that you no longer want on your trusted list by clicking [🗑️](#).

**Note:** If you forget to include your own IP address on the trusted list, IP restrictions cannot be enabled.

Your backup service account is now protected from access by users who are not on your list.

### Blocking Access

If a user tries to access your backup service account from an untrusted IP address, the following "access denied" error message will appear:





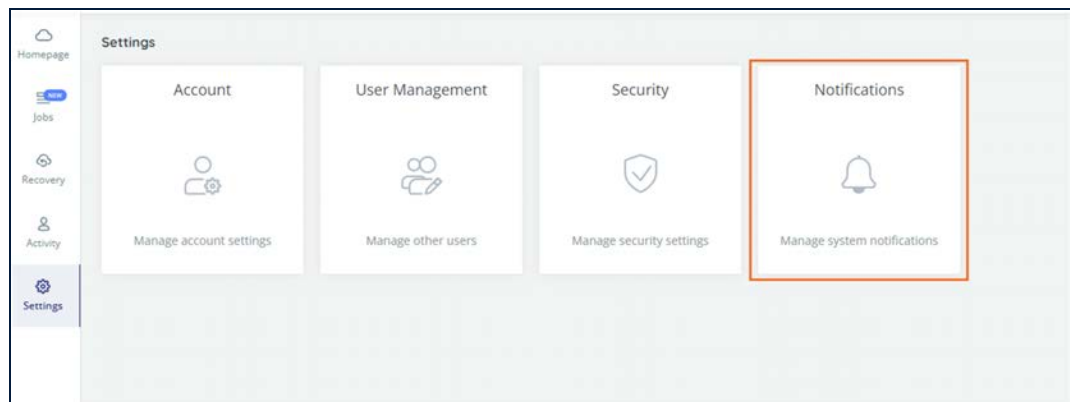
## 6.4.5 Email Notifications

Whenever you enable or disable IP restrictions, or modify the addresses, our backup service will send you an email notification, letting you know what has changed.

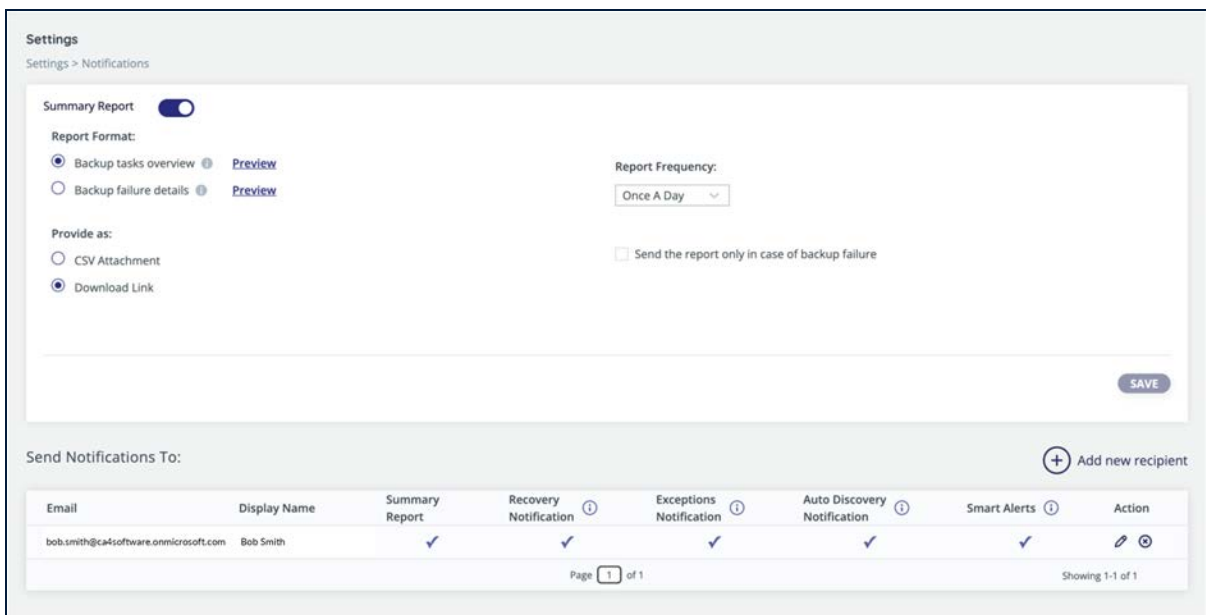
## 6.5 Notifications Settings

This menu option enables you to manage your system notifications.

From the Navigation Panel, click **Settings** > **Notifications**.



The following screen will appear:



The top of the screen enables you to configure the following options:

- Report Format: Backup tasks overview vs. backup failure details
- CSV Attachment vs. Download Link
- Report Frequency: daily, weekly or monthly
- Send the report only in case of backup failure

**To set up a new recipient:**

1. Click **+ Add new recipient**.
2. Enter the Email of the recipient and the Display name. The Display name is used in the report email to address the recipient.
3. Select the desired notification types:
  - a. Summary Report
  - b. Recovery Notification
  - c. Exceptions Notification
  - d. Auto Discovery Notification
  - e. Smart Alerts
4. Click **SAVE** to create the new recipient. You may need to scroll to the bottom of the page to find **SAVE**.

The screenshot shows a web interface for configuring a new email report recipient. The title is 'Settings > Notifications > New Email report'. Under the 'User Info' section, there are two text input fields: 'Email' and 'Display Name'. Below that, the 'Notifications' section contains five checkboxes: 'Summary Report', 'Recovery Notification', 'Exceptions Notification', 'Auto Discovery Notification', and 'Smart Alerts'. At the bottom right of the form, there are two buttons: 'SAVE' and 'Cancel'.

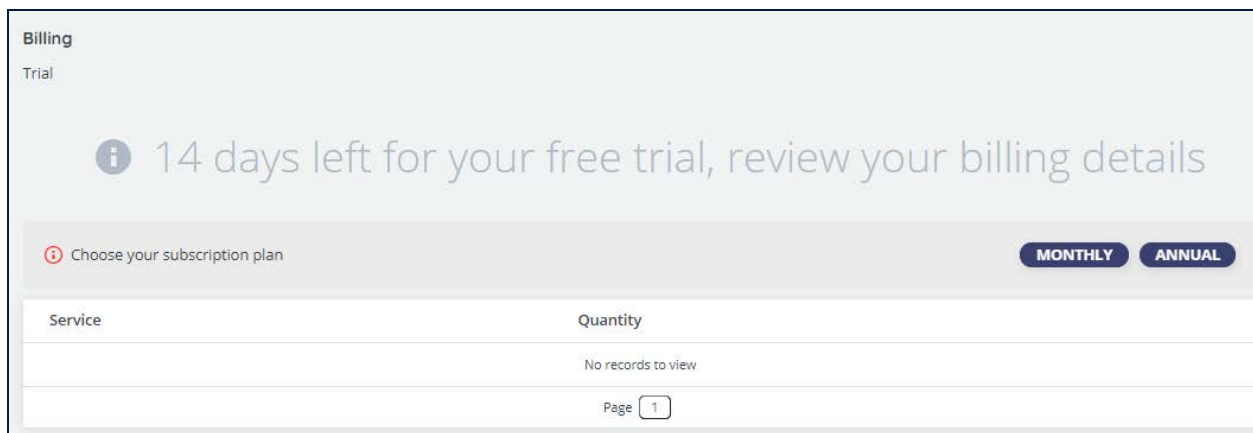
## 7 Managing Subscriptions and Payments

### 7.1 Subscribing to Our Backup Service

Once the trial period has ended, you need to subscribe to our backup service to access and manage your backups, otherwise your backed up data will be deleted.

**To subscribe to a plan:**

1. Click the Subscribe link displayed in your account. Alternatively, you can click the Billing option of the Navigation Panel.



The *Review Billing* page is displayed with the option to select either **MONTHLY** or **ANNUAL** billing options.

**Note:** You can subscribe before the end of the trial period, and the payment period will start after the trial period is over.

2. Click **MONTHLY** or **ANNUAL**, depending on your preference.

You are redirected to the *Payment Details* page. Fill in the billing and credit card details to finish the subscription process. Refer to [Payment Details](#) for more information.

## 7.1.1 Monthly Subscriptions

When you subscribe to a monthly plan, the credit card that you registered in the *Billing > Payment Details* page will be charged the amount that you owe.

Our backup service's billing is handled by a PCI-compliant payment processor.

To finalize your subscription, enter your credit card details and general billing information, and then click **Subscribe**.

The initial payment will be charged at the end of your 2-week trial period.

A receipt will be emailed to you each month after you are charged.

If our backup service is unable to charge your credit card (e.g., because it has expired), you will be notified by email. Additionally, a message will appear in the application that you need to go to the *Billing Status* page so you can review your billing details, and then update your credit card information if necessary.

**Note:** The payment status is updated every 24 hours, so if you update your credit card details but the reminder is still there, check again tomorrow.



**Note:** The monthly payments are processed automatically once you provide the required information in the Payment Details section, and it has been verified that your credit card is valid. To disable automatic payment processing, please contact our support team. Instead, you will start receiving monthly invoices for the payments.

## 7.1.2 Annual Subscriptions

When you subscribe to an annual plan, you will receive a confirmation message that your request has been submitted, and then our support team will send you an email, asking that you confirm your annual subscription request.

Once you have confirmed, our backup service will email an invoice to you, payable in 30 days by credit card, PayPal, or bank transfer.

After the initial payment, our backup service will send you an invoice 30 days before your payment is due, in 11 months. You will also be reminded that your annual subscription is due online:

**Note:** The payment status is updated every 24 hours, so if you update your credit card details but the reminder is still there, check again tomorrow.

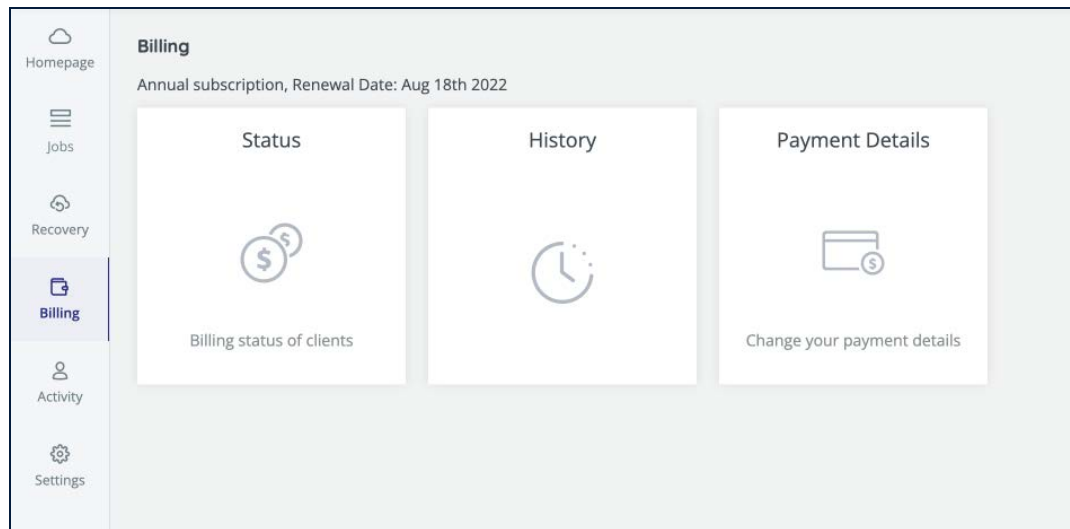


Should you fail to make your annual payment, you will be reminded with a message like this:



After you finalize your subscription, the *Billing > Payment Details* page displays additional billing management options and provides a brief summary of the payment information for the current period and the next payment date.

## 7.2 Payment Details



The *Payment Details* page contains the information used for billing.

### 7.2.1 Monthly Subscriptions

If you have chosen a monthly payment plan, you can update your credit card and billing details here:

A screenshot of the 'Billing - Payment' page. It features a 'Credit Card Details' section with a dropdown menu for 'Card Number' showing 'CREDIT: XXXXX-XXXX-XXXX-1111 (12/2023)'. Below this are buttons for 'ADD NEW CARD', 'ACTIVATE CARD', and 'Delete Card'. The 'Billing Details' section contains various input fields: 'Currency' (EUR), 'Title' (Mr), 'First Name' (Bob), 'Last Name' (Smith), 'Billing Email' (bob.smith@ca4software.onmicrosoft.com), 'Company Tax Id' (12345), 'Company Name' (12345), 'Address Line 1' (123 Main Street), 'Country' (United Kingdom), 'City' (Anytown), 'Zip Code/Postal Code' (12345), 'Phone number' (2011234567), and 'Payment Day' (9). There are also fields for 'Address Line 2', 'Address Line 3', and 'State'. At the bottom right is an 'UPDATE BILLING DETAILS' button.

### 7.2.1.1 Add New Card

The **ADD NEW CARD** option enables you to define your card information for a monthly subscription payment.

The screenshot displays the 'Billing' section of the Microsoft 365 user interface. At the top, it shows 'Billing >> Payment details' and 'Monthly subscription, next payment: Dec 13th 2020'. Below this, there are two main sections for card management. The first section, 'Credit Card Details', shows a dropdown menu for 'Card Number' with the placeholder text 'undefined: XXXX-XXXX-XXXX-444...'. Below this are three buttons: 'ADD NEW CARD', 'ACTIVATE CARD', and 'Delete card'. The second section, 'Add new card details', contains input fields for 'Card Holder's Name' and 'Card Number'. The 'Card Number' field is split into three parts: 'Card Number', 'MM / YY', and 'CVV'. At the bottom right of this section is an 'ADD NEW CARD' button.

To create a new payment method:

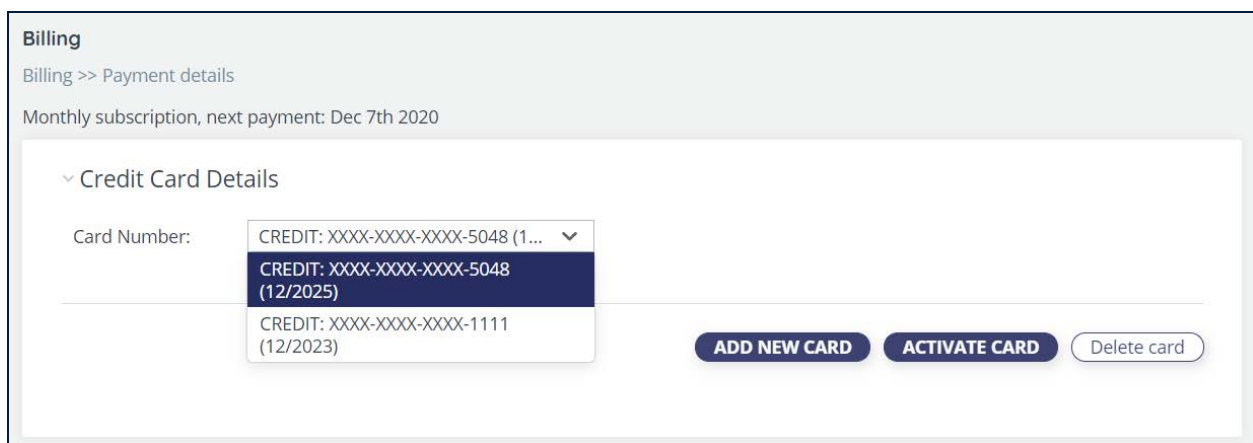
1. Click **ADD NEW CARD**.
2. Enter the card details such as Card Number, CVV, Card holder's name, and card expiry date.
3. Click **ADD NEW CARD**.

The new card information is saved and activated, and you can use this card.

## 7.2.1.2 Change Payment Method

To change your existing payment method:

1. Click the drop-down list and select the payment method from the Cards Number drop-down list.
2. Click the payment method from the list (the screen shot below depicts choosing a different credit card).
3. Click **ACTIVATE CARD** to set the selected card as the preferred payment method.



The screenshot shows a 'Billing' section with the following content:

- Billing**
- Billing >> Payment details
- Monthly subscription, next payment: Dec 7th 2020
- ▼ Credit Card Details
- Card Number: CREDIT: XXXX-XXXX-XXXX-5048 (1... ▼)
- Dropdown menu items:
  - CREDIT: XXXX-XXXX-XXXX-5048 (12/2025)
  - CREDIT: XXXX-XXXX-XXXX-1111 (12/2023)
- Buttons: ADD NEW CARD, ACTIVATE CARD, Delete card

The details section displays billing information such as Currency, Title, Name, and Billing email.

4. Scroll down for more fields in the Billing details section. The Company Tax ID field indicates your company tax ID. (This is mandatory for Israeli companies.)

**Note:** Due to Value-added tax (VAT), Israeli companies must include their Tax ID. Therefore, the Company Tax ID field is mandatory for Israel, and if this field is not completed, our company will not be able to provide you with backup services.



▼ Billing Details

* Currency:	<input type="text" value="USD"/>	Title:	<input type="text"/>
* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
* Billing Email:	<input type="text"/>	Company Tax Id:	<input type="text"/>
* Company Name:	<input type="text"/>	* Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>	Address Line 3:	<input type="text"/>
* Country:	<input type="text"/>	State:	<input type="text"/>
* City:	<input type="text"/>	* Zip Code/Postal Code:	<input type="text"/>
* Phone number:	<input type="text"/>	Email Invoice/Receipt:	<input type="radio"/> Link <input checked="" type="radio"/> Attachment

[UPDATE BILLING DETAILS](#)

5. Update the required fields. The fields marked with the \* symbol are mandatory.
6. Click **UPDATE BILLING DETAILS**.
7. The updates are saved.

At the bottom of the page, you can choose whether you want to receive the Invoices or Receipts as a link or as an attachment to the email.

**Note:** You can change the billing currency by contacting our support team.

## 7.2.2 Annual Subscriptions

If you have chosen an annual payment plan, you can update your billing details here. When you are done, click **SAVE**.

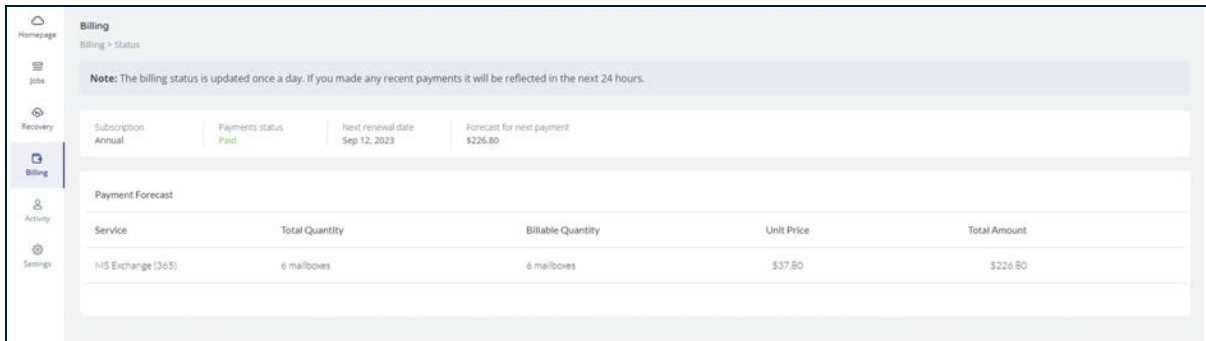
The screenshot displays the 'Billing' section of the Microsoft 365 user interface. The page title is 'Billing - AnnualSubscription' and it indicates an 'Annual subscription, Renewal Date: Oct 19th 2023'. The form is organized into two main sections: 'Billing Details' and 'Billing contact'. The 'Billing Details' section includes fields for 'Subscription Starting Date' (November 3, 2022), 'Currency' (USD), 'Country' (United States), 'State' (New York), 'City' (New York), 'Zip Code/Postal Code' (01234), 'Company Name' (Pizza Perfecto), 'Company Tax Id' (987654321), 'Company Address' (14652 Broadway), and 'Purchase Order Number (Optional)' (4350123). The 'Billing contact' section includes fields for 'First Name' (Bob), 'Last Name' (Smith), and 'Billing Email' (Bob.smith@ca4software.onmicrosoft.com). A 'Help' button is located in the bottom right corner of the form area.

Field	Value
Subscription Starting Date	November 3, 2022
Currency	USD
Country	United States
State	New York
City	New York
Zip Code/Postal Code	01234
Company Name	Pizza Perfecto
Company Tax Id	987654321
Company Address	14652 Broadway
Purchase Order Number (Optional)	4350123
First Name	Bob
Last Name	Smith
Billing Email	Bob.smith@ca4software.onmicrosoft.com

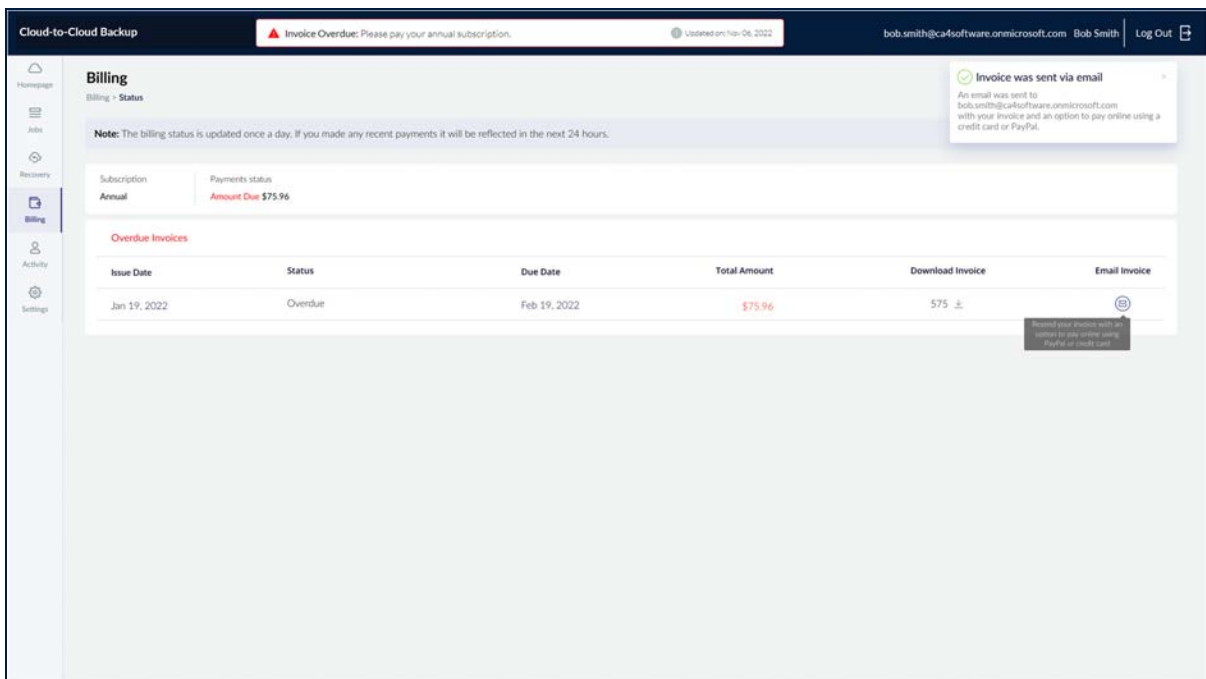
## 7.3 Billing Status

### Annual Subscription

When you have paid your annual subscription, this page displays the next payment forecast for the upcoming payment date. The details include Service type and backup name, Quantity, Unit Price, and the Total Amount.



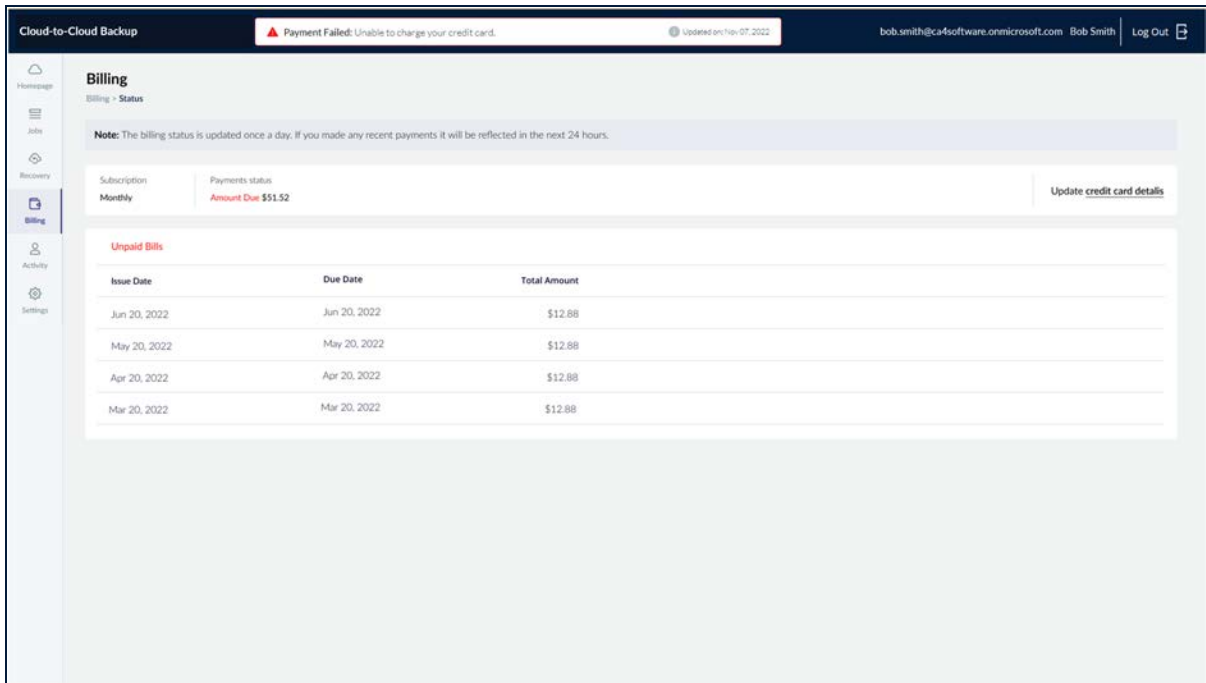
If you have neglected to pay your annual subscription, the status will look like this:



You can click ⌵ to download the invoice, or you can click ⓧ to receive an email version of your invoice, with the option to pay online either by PayPal or credit card.

## Monthly

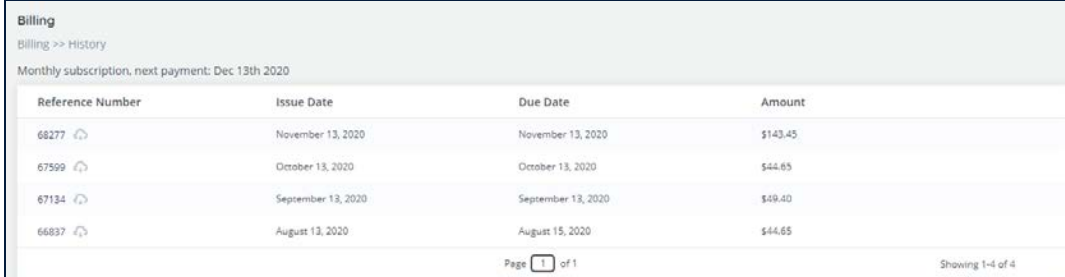
Similarly, if you neglected to pay your monthly subscription fee, the status will look as follows:



From here, click **Update credit card details** and provide the new information.

## 7.4 History

This page displays the history of payments.



The screenshot shows a web interface for 'Billing >> History'. It includes a sub-header 'Monthly subscription, next payment: Dec 13th 2020' and a table with four columns: Reference Number, Issue Date, Due Date, and Amount. The table lists four payment entries. At the bottom, it shows 'Page 1 of 1' and 'Showing 1-4 of 4'.

Reference Number	Issue Date	Due Date	Amount
68277	November 13, 2020	November 13, 2020	\$143.45
67599	October 13, 2020	October 13, 2020	\$44.65
67134	September 13, 2020	September 13, 2020	\$48.40
66837	August 13, 2020	August 15, 2020	\$44.65

By clicking on the reference number, you can download the receipt, which provides details about the number of backed-up accounts or the amount of stored data, and the total amount paid. It also displays the payment method used.

An example of a receipt is displayed below.

**To: pizza-perfecto.com – PPV001**

**Backup Service, Inc.**  
Tax ID: 5145966667  
123 Commerce Lane  
Anytown, USA 12345  
www.backupservice.com

**Invoice / Receipt 51646**  
Certified Copy

26 April 2023

**Invoice / Receipt for admin@pizza-perfecto.com, 1 year backup starting April 22, 2021, GBP**

QTY	Description	Price	Total
70	Dropbox 696.56 GB	16.25 GBP	1,137.50 GBP
	Subtotal		1,137.50 GBP
	VAT 0%		0.00 GBP
	<b>Total payable</b>		<b>1,137.50 GBP</b>

**Payments Details**

Type	Description	Date	Amount
PayPal	Account 12345678 / Transaction # 987654321	26 April 2021	1,137.50 GBP

**Total 1,137,50 GBP**

\*  
Invoice / Receipt for Proforma Invoice 11392  
Paid with PayPal  
Merchant Account: KQMTW2PHR5CUG

Signature: CloudAlly Ltd  
c.n 514596667


**Secured Electronic Signature**  
Digital Document Signed by **Green Invoice #**

Created 26/04/2021 16:29 | Invoice / Receipt 51646 | page 1 of 1

## 7.5 Billing Notification Messages

Administrators can define whether individual users will see the Billing Notification Messages on their screens (e.g., Payment Due, Payment Overdue, Payment Failed).

**To turn notifications on or off:**

1. From the Navigation Panel, click **Settings > User Management**.
2. For an existing user, click the pencil icon  to the right of the user's name. For a new user, the notification options will appear when you define the new user's details.
3. Click "View billing notification messages" on or off.

