

Cheat Sheet for Office 365



Getting started and installation

Step 1 Create a dedicated "Backup User" login.

We highly recommend creating an unlicensed user login into M365/O365 to allow BackupAssist 365 to perform backups. (Do not use the system administrator's personal user login.)

To do this, create a new unlicensed user in your M365/O365 tenant, and assign it these roles:

- > Exchange Administrator
- > SharePoint Administrator
- > Application Administrator

Do this first, because sometimes propagating permissions can take 15 minutes.

The only time you should use a regular user login is if you need to back up public folders.

[Read more](#)

Step 2 Download and install BackupAssist 365

Download the installer program from our website, at <https://www.backupassist.com/365/downloads>.

You will receive a 30-day trial key in your email inbox. Enter the trial key into the software, and receive unlimited functionality for 30 days.

If you prefer an anonymous trial, skip the previous step and get 7 days of full usage.

System requirements:

- > Any modern Windows operating system
- > 8 GB RAM
- > Storage for your backups – we recommend a minimum of 1.5x the size of your tenant.



Setting up your backup jobs

Mailbox backups

- > Select "Office 365" in the source selection
- > Select all users, or specific users, to be backed up
- > Alternatively choose a date range for the backup

Helpful hints:

- > User & shared mailboxes: one backup task for all user & shared mailboxes is fine. Authenticate with the newly created "Backup User"
- > Public folders: use a separate backup task. Public folders can only be accessed via a user login. Set up a separate backup task and authenticate with a licensed user.

OneDrive for Business backups

- > Select "OneDrive for Business" in the source selection screen
- > Select all users, or specific users, to back up
- > Alternatively include / exclude specific folders

SharePoint backups

- > Select "SharePoint" in the source selection screen
- > Choose files and folders to back up

Helpful hints:

- > **Subsites:** you can backup subsites by pressing the "Find subsites" button when selecting your site.

What about Microsoft Teams?

- > Files & wiki pages in Channels are stored in SharePoint. If you back up the corresponding SharePoint site, you will also get automatic backups of those files in Teams.
- > Files in user Chat sessions are stored in OneDrive for Business. If you back up all users' OneDrive for Business accounts, you will get automatic backups of those files in Teams.
- > [Support for backing up chats and Channels Posts – coming soon.](#)

Read more: [Files in Teams](#) and [Wiki Pages in Teams](#)



Scheduling, backup windows and your first full backup

Scheduling and backup windows

- > Microsoft recommends running the backups outside business hours.
- > To implement a backup window, schedule your backup to run after the work day finishes (e.g. 6pm) and stop before the next work day starts (e.g. 8:45am).

[Read more](#)

How long will the first backup take?

- > It varies, depending on the amount of data you have.
- > In our benchmarks, over a 60 hour weekend (Friday evening to Monday morning), we averaged 75GB of emails and 1.5TB of files.
- > Interruptions are no problem – the next backup continues where the previous one left off.

[Read more](#)

Backup History, Deleted Items, Old Versions, and Restore

Mailboxes

- > Old and deleted versions of items get moved to a "Historical Items" folder in the user's PST file.
- > These items can be easily retrieved – simply open a copy of the PST file and drag & drop the items back.
- > Whole mailbox restore: use the BackupAssist 365 tools to batch restore mailboxes to the same or different cloud.

[Read more](#)

Files

- > Using the "Versioning" feature enables deleted files and old versions of files to be retained in the backups.
- > Each backup becomes like a "snapshot" of the data, enabling a point-in-time restore.
- > Use the BackupAssist 365 GUI to restore to cloud or local destination.

[Read more](#)

Managing your backup destination

Using a Network Share to store backups

- > Simply enter the UNC path and valid credentials (username / password) into the BackupAssist 365 GUI.
- > If multiple backup tasks go to the same network device (even if on different shares), the same username / password credentials must be used.

[Read more](#)

Moving backups to a different place

- > It is straightforward to move your backup data from one place to another.
- > It is also a simple process to install BackupAssist 365 on a different machine and transfer the workload there.
- > Simply follow our documented procedures.

[Read more](#)

Data security

Securing mailbox backups

- > Add a password to the PST file to prevent unauthorized users from opening the file in Outlook.



Securing file backups

- > Use file encryption to prevent data leaks if the storage drive is compromised.
- > File names and contents are encrypted.

[Read more](#)

Getting support

- > Request support using the automated diagnostics submission system. Click on "Get support" from the main menu.
- > We will reply within 1 business day.



Providing feedback

- > Do you have a feature request?
- > A business use-case you want us to solve?
- > Requests to support backing up other cloud data?
- > Email us at 365support@backupassist.com