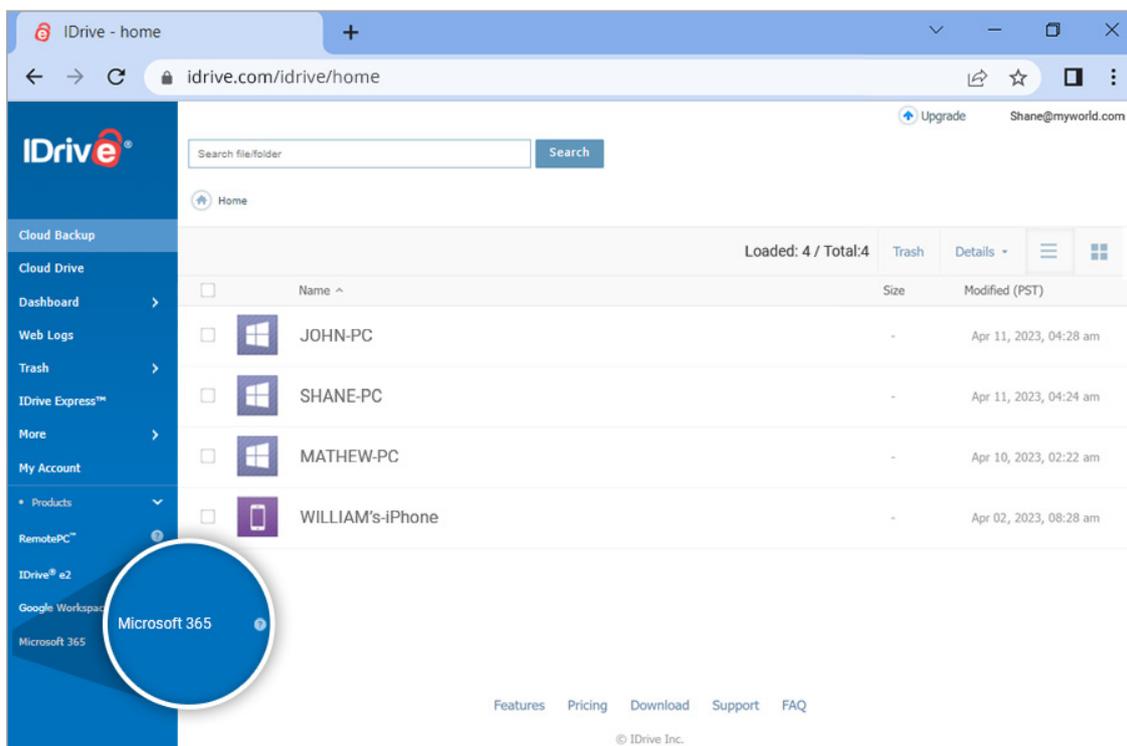


Get started

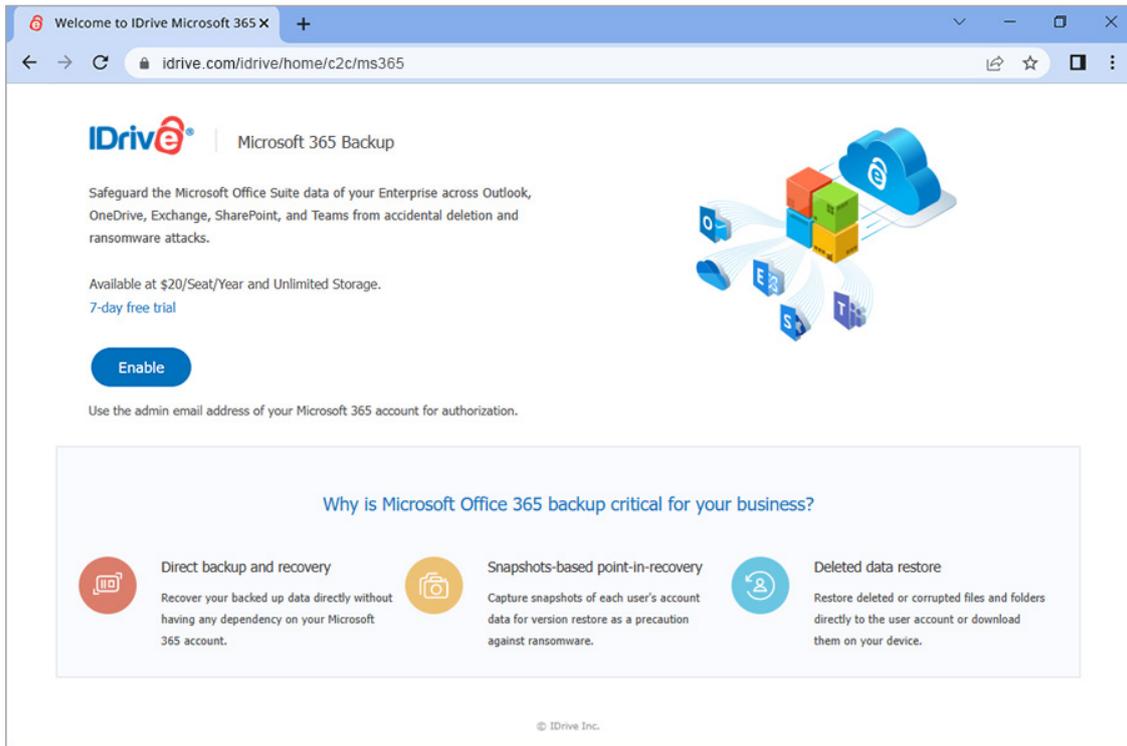
The Super Administrator of the Microsoft 365 account needs to authorize the IDrive® Microsoft 365 Backup application to access all the user's data available in the account. Once done, your Microsoft Office Suite will be automatically synced with IDrive® Microsoft 365 Backup application for backup.

To get started with Microsoft 365 Backup,

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

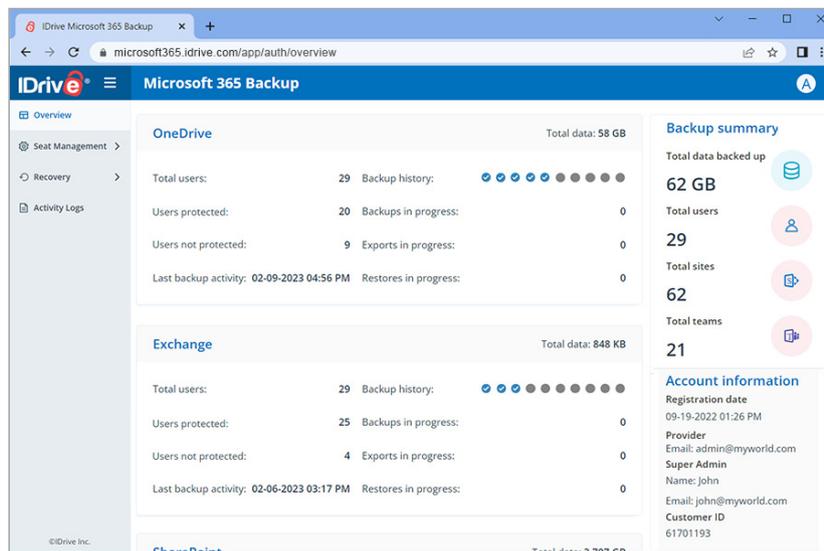


- 4 Click **Enable**. You will be redirected to the Microsoft 365 authorization page.



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

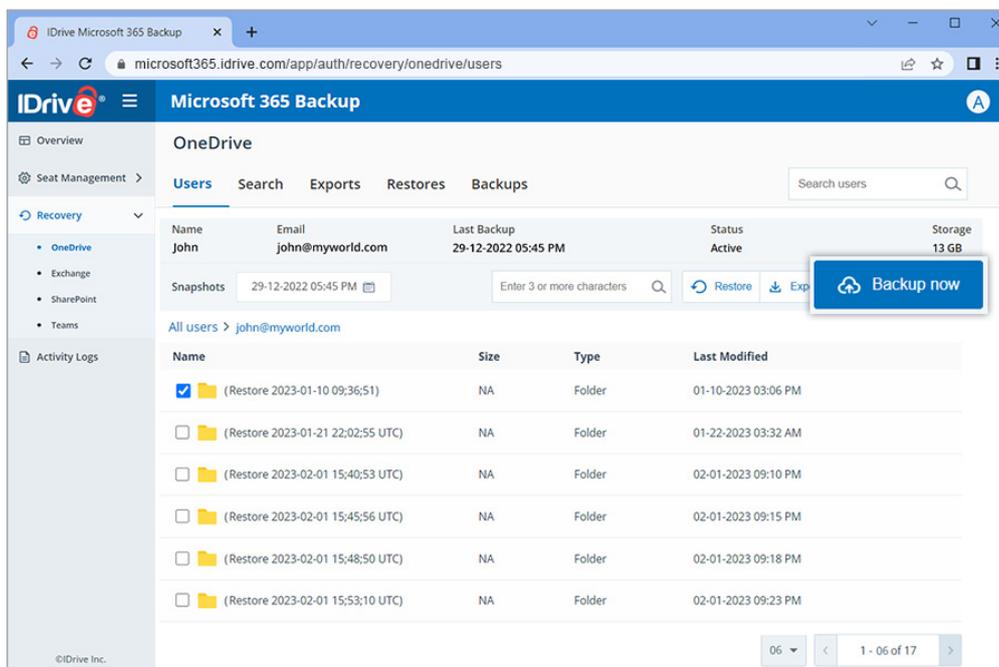
Once access is allowed, all the users and their data across OneDrive, Exchange, Teams, and Sharepoint will be backed up and displayed on your IDrive® Microsoft 365 Backup dashboard. You can now manage the backups and restores for all the users in your Microsoft account from the web console.



Run backup for a Microsoft 365 user

To perform backup for any specific user,

- 1 Go to the **Recovery** tab on your IDrive® Microsoft 365 Backup dashboard.
- 2 Select the required application from which you want to backup data for the user:
 - **Drive** - To backup the user's drive data.
 - **Gmail** - To backup the user's mail, contacts, and calendar data.
 - **Shared Drives** - To backup the user's shared drive data.
 - **Calendar** - To backup the user's calendar schedules and events.
 - **Contacts** - To backup the user's contact cards.
- 3 Click the user account or shared drive for which you want to backup data.
- 4 Select the files or folder that you want to backup by clicking the checkbox against the files/folders.
- 5 Click **Backup now**.



The backup progress will be displayed in real time. The backup details can be viewed under **Backups**.

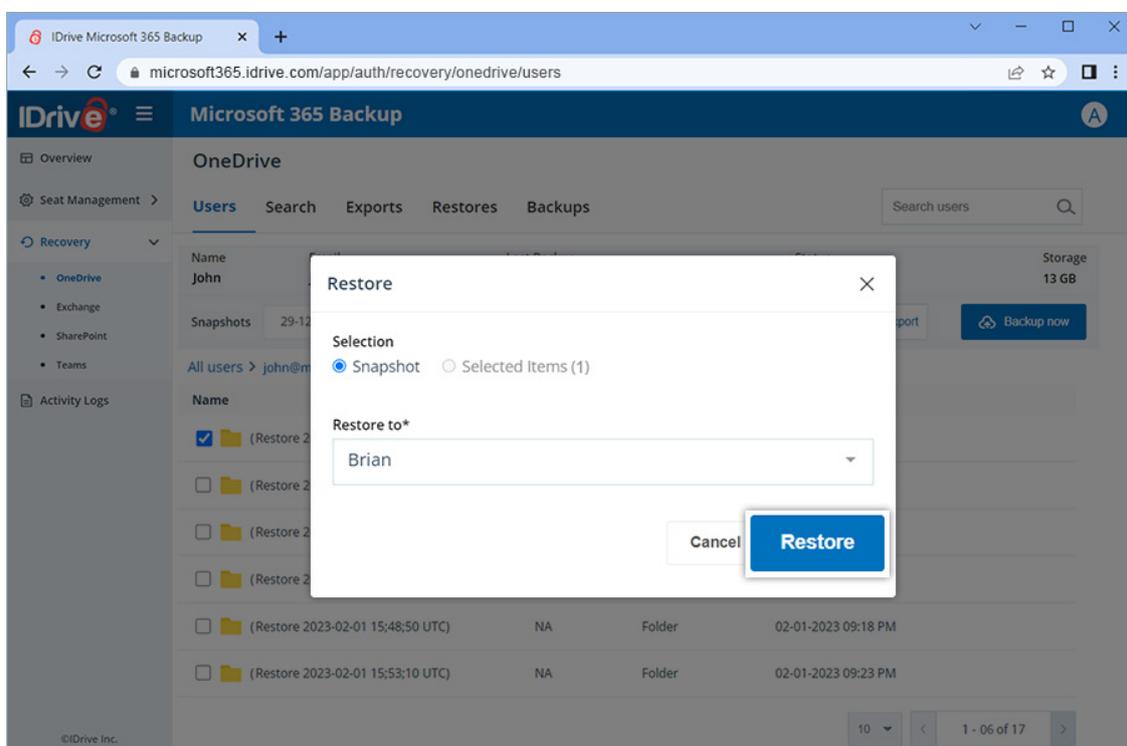


Running a manual backup does not affect the auto-scheduled backups.

Restore backed-up Microsoft 365 data

To restore the backed-up data,

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

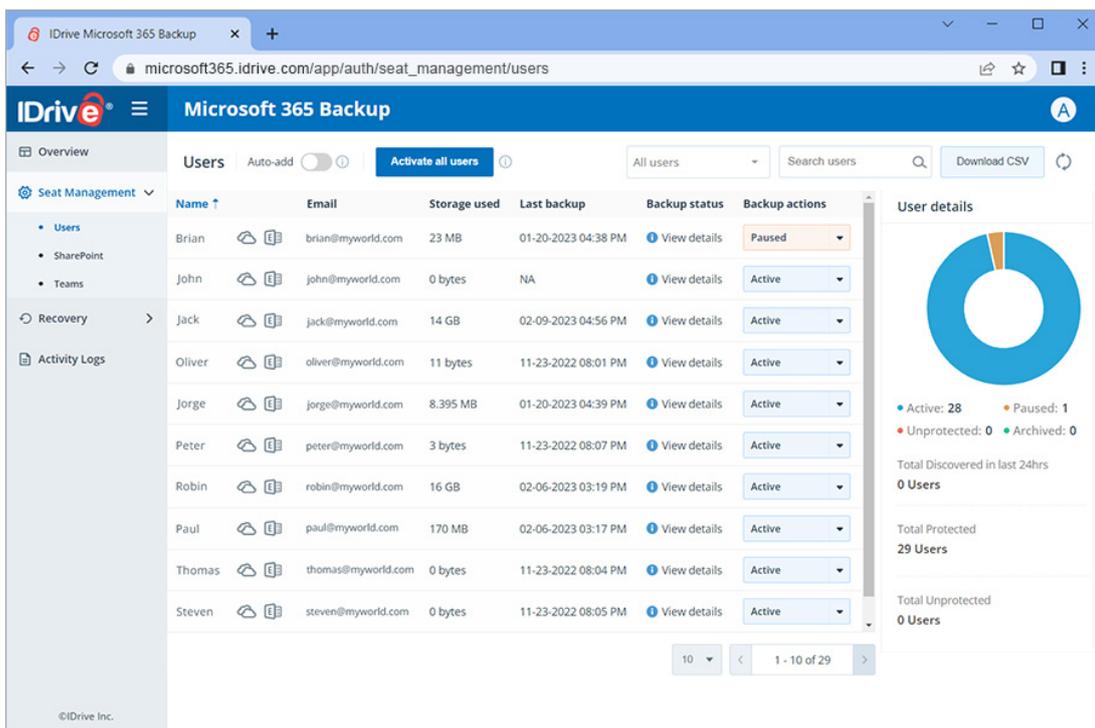


The restore progress will be displayed on the screen.

Access user management tools

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

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



Name	Email	Storage used	Last backup	Backup status	Backup actions
Brian	brian@myworld.com	23 MB	01-20-2023 04:38 PM	View details	Paused
John	john@myworld.com	0 bytes	NA	View details	Active
Jack	jack@myworld.com	14 GB	02-09-2023 04:56 PM	View details	Active
Oliver	oliver@myworld.com	11 bytes	11-23-2022 08:01 PM	View details	Active
Jorge	jorge@myworld.com	8.395 MB	01-20-2023 04:39 PM	View details	Active
Peter	peter@myworld.com	3 bytes	11-23-2022 08:07 PM	View details	Active
Robin	robin@myworld.com	16 GB	02-06-2023 03:19 PM	View details	Active
Paul	paul@myworld.com	170 MB	02-06-2023 03:17 PM	View details	Active
Thomas	thomas@myworld.com	0 bytes	11-23-2022 08:04 PM	View details	Active
Steven	steven@myworld.com	0 bytes	11-23-2022 08:05 PM	View details	Active

User details

- Active: 28
- Paused: 1
- Unprotected: 0
- Archived: 0

Total Discovered in last 24hrs: 0 Users

Total Protected: 29 Users

Total Unprotected: 0 Users

[Read more FAQs](#)