

Online Backup Manager v8

Office 365 Backup & Restore Guide for
Windows

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Revision History

Date	Descriptions	Type of modification
21 January 2019	First Draft	New
14 February 2019	Updated the Java heap size requirement with formula and examples on Ch. 2.4;	Modifications
12 April 2019	Updated the Add-on Module Requirement by adding the detailed calculation for Office 365 license in Ch. 2.4; Updated the Supported Services of Office 365 Backup module in Ch. 2.5; Updated the screen shot for Ch. 4.1; Updated the screen shot for Ch. 4.2; Updated the screen shot on Manual Backup using OBM in Ch. 6.1; Updated the screen shot and added additional procedures for the restoration options in Ch. 7.1; Updated the screen shot and added additional procedures for the restoration options in Ch. 7.2; Added the procedure for the Restore – Search Items with OBM in Ch. 7.3; Added example scenarios for Office 365 license requirement and usage in Appendix B; Added examples for Java Heap Size in Appendix C; Added example scenarios for number of users to backup in Appendix D; Added example scenario for restore filter using OBM.	New / Modifications

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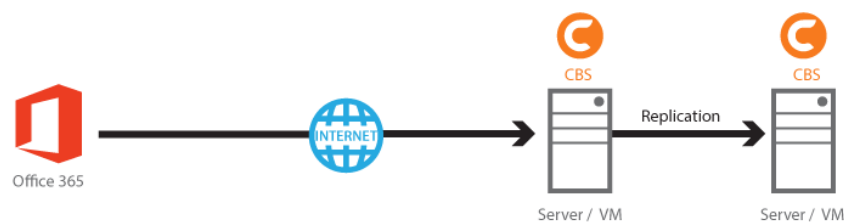
1 Overview

System Architecture

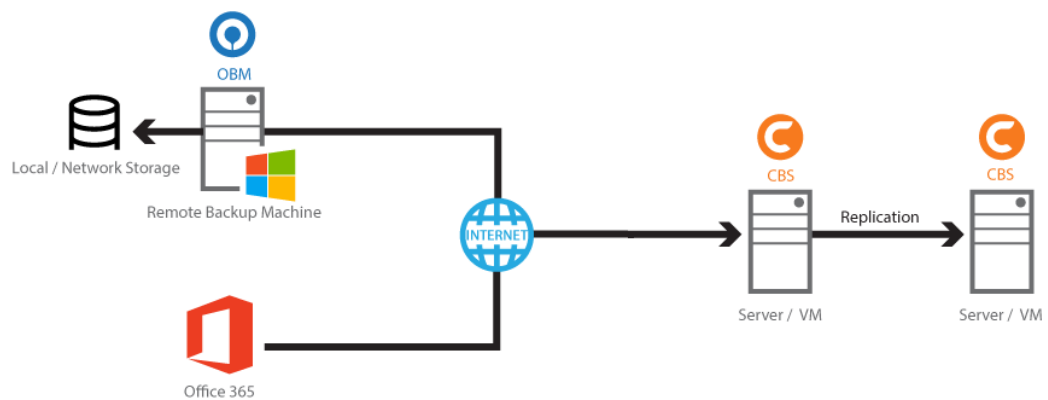
Below is the system architecture diagram illustrating the major elements involved in the backup process among the Office 365 service, OBM and CBS.

In this user guide, we will focus on the software installation, as well as the end-to-end backup and restore process using both CBS User Web Console (Agentless) and the OBM (Agent-based).

1. **Agentless:** No need to install OBM. The CBS backup server connects to the Office 365 directly through the Internet.



2. **Agent-based:** The latest version of OBM is installed on the remote backup machine which is connected to Office 365 and CBS backup server through internet.



Selectable Backup Run Type

You can choose to either run the backup set you created on Server (CBS User Web Console) or Client (OBM).

NOTE

The run type of an Office 365 backup set can only be set if you create a backup set via the CBS Admin / User Web Console. For backup set created via the backup client application (i.e. OBM), the run type is set to Run on Client by default.

Run on Server

A Run on Server Office 365 backup set provides you with an agentless backup solution. Manual or scheduled backup job is performed on the backup server (i.e. CBS User Web Console); you do not need to install a backup agent on your personal computer in order to backup your data on cloud storage. The advantages of agentless backup technology make it a good option for users who want to simplify the backup and restore management.

Run on Client

A Run on Client Office 365 backup set provides you with an agent-based backup solution. Manual or scheduled backup job is performed on the client computer (i.e. OBM); you need to install a backup agent on your personal computer in order to back up your data on cloud storages. The advantages of agent-based backup technology make it a good option for users who want to have more control on individual backup / restore and resources management.

Comparison between Run on Server and Run on Client

With both **Run on Server** (agentless) and **Run on Client** (agent-based) backup options available and the freedom to use different setting on different backup sets according to your needs, our backup solution offers you with high level of flexibility and efficiency for Office 365 backup and restore.

Below is the comparison between backup and restore job Run on Server and Run on Client.

	Run on Server (CBS User Web Console)	Run on Client (OBM)
Installation	➤ No need to install the client backup agent on your computer or upgrade it when a newer version becomes available, which can fulfill some regulatory requirements of compliance during backup or restore. ➤ Only a web browser and internet connection are needed.	➤ Need to install the latest version of OBM on computer with internet access for connection to Office 365 account.

Backup	➤ Backup operation of all users are performed on the backup server, which means multiple jobs may run at the same time leading to slower performance. ➤ Backup period will be shorter as the backup data are transferred directly from Office 365 to CBS backup server. ➤ Backup destination is restricted to CBS backup server.	➤ Backup job is performed on your computer with resources that is dedicated to yourself. ➤ In the event of a failure to a single backup agent, it fails in isolation to other users' environment. ➤ Backup period will be longer as the backup data are transferred from Office 365 to OBM, then to CBS backup server. ➤ Backup destination can be CBS backup server, local and FTP.
Large Number of User Backup Sets	➤ Backup of large number of user backup set may take more time. As it will increase the CBS server load a lot if run multiple user backup sets concurrently and may affect the server performance, so it will make backup speed slower and period longer.	➤ Backup of large number of user backup sets may take less time. As backup sets can be run concurrently over several machines as distributed solution, the resource will be more and will make backup speed faster and period shorter.
Cost	➤ Do not require provision of additional Windows machine.	➤ May require the provision of an additional Windows machine.
Restore	➤ Restore operation of all users are performed on the backup server which may have multiple jobs to run at the same time, resulting in slower performance. ➤ Restore period should be shorter as the backed-up items are transferred directly from CBS backup server to Office 365.	➤ Restore job is performed on your computer with resources that is dedicated to yourself. ➤ In the event of a failure to a single backup agent, it fails in isolation to other users' environment. ➤ Restore period should be longer as the backed-up items are transferred from CBS backup server to OBM first and then to Office 365.

Differences between a Run on Server and Run on Client Backup Set

The following table summarizes the differences in backup options available for a Run on Server or Run on Client, and the tool to use (client agent or user web console) when performing a backup and restore:

	Run on Server Office 365 Backup Set	Run on Client Office 365 Backup Set
General Settings	Yes	Yes
Backup Source	Yes	Yes
Backup Schedule	Yes	Yes
Continuous Backup	Yes	Yes
Destination	Yes (Restricted to CBS and Predefined destination)	Yes
In-File Delta	Yes	Yes
Retention Policy	Yes	Yes
Command Line Tool	N/A	Yes
Reminder	N/A	Yes
Bandwidth Control	Yes	Yes
IP Allowed for Restore	N/A	Yes
Other	Yes	Yes
To Run a Backup	CBS User Web Console Only	OBM
To Run a Restore	CBS User Web Console Only	OBM

Fast and Efficient

We understand that backup could be a time and resources consuming process, which is why OBM is designed with advanced technologies to make backup a fast and efficient process.

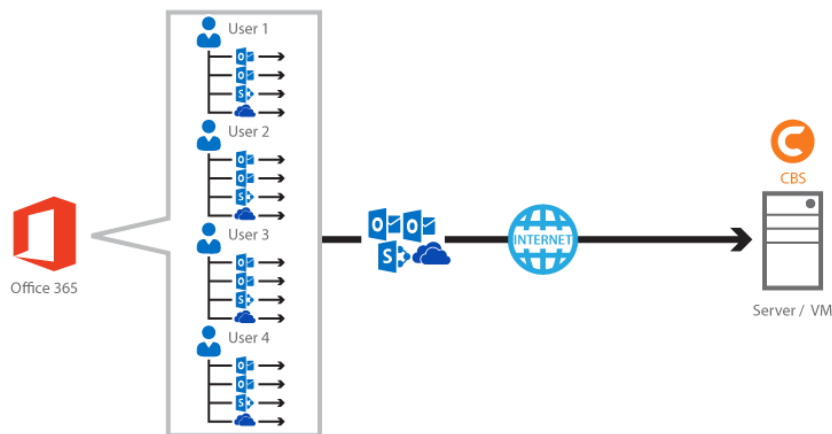
We also understand that you may wish to run backup at a specified time interval of your choice, that's why we also allow you to set your own backup schedules so that you can take full control of the time when to perform backup.

- **Multi-threading** – this technology utilizes the computing power of multiple CPU cores for creating multiple backup and restore threads to produce fast backup and restore performance.

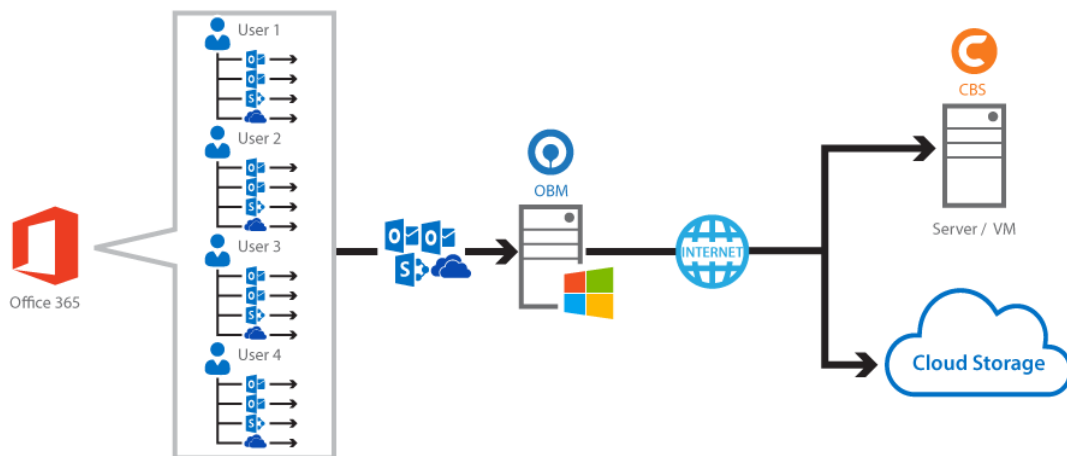
The default setting for Office 365 backup sets supports

- Backup of 4 users concurrently (4 threads).
- For each of the 4 users, now supports a maximum 4 items concurrently (4 threads).

For Agentless Option:



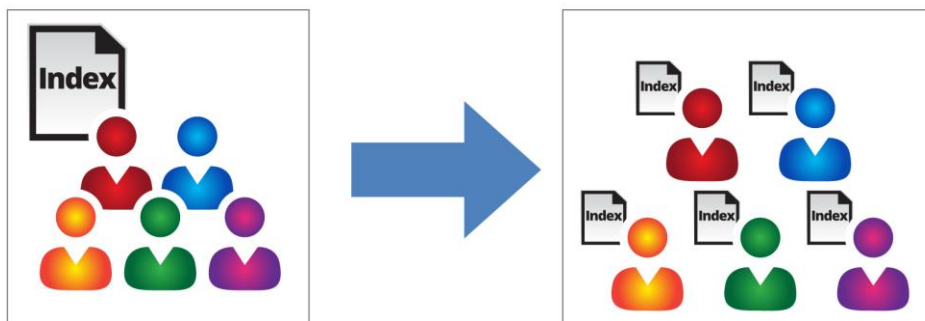
For Agent-based Option:



As shown the technology translate into a total of 16 concurrent threads.

- **Index File Structure** – The index file structure has been re-designed to improve the backup and restore performance.

Each Office 365 user will have its own individual index file instead of a single index file for all users within the backup set.



This new design eliminates any potential I/O performance bottlenecks when the index files are updated during each backup job, which can occur when using single index file structure for multi-thread concurrent backup.

- ▶ **Block Level Incremental Backup** – this technology breaks down the backup files into multiple blocks and only the changed blocks will be backed up each time.

Backup of Selected Items

To back up the Office 365 user accounts, the backup resources can be user level, site collection level and even item level.

- ▶ Flexible backup options:
 - ◉ Only select the required users, specific site collection or items for backup.
- ▶ Flexible restore options:
 - ◉ Restore all the users or just one user or restore the whole site collection or just one site or restore the whole user contents or just one item.
 - ◉ Restore items to the original location or an alternate location.

High Level of Security

We understand your Office 365 users may contain sensitive information that requires to be protected, that is why your backup data will be encrypted with the highest level of security measure.

- ▶ **Un-hackable Encryption Key** – to provide the best protection to your backup data, you can turn on the encryption feature which will by default encrypt the backup data locally with AES 256-bit truly randomized encryption key.

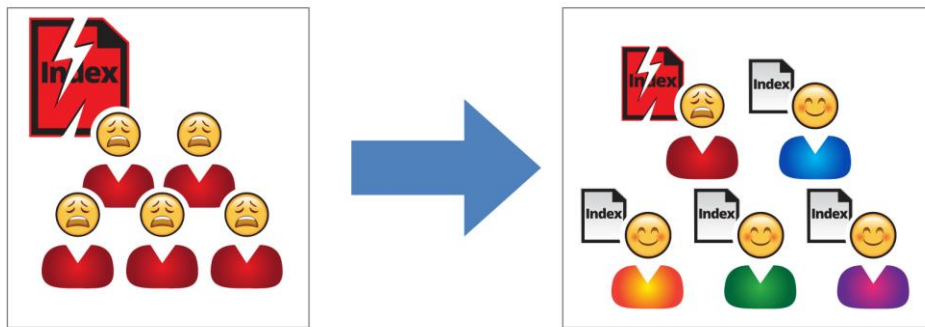
Centralized Management Console

Our enriched features on the centralized web console offers you a one-stop location for monitoring and managing your backup and restore. Below is an overview of what you can do with it:

- ▶ Create/ update/ delete backup set
- ▶ Restore backup set
- ▶ Configure user settings
- ▶ Configure backup settings
- ▶ View and download backup and restore reports
- ▶ Monitor backup and restore live activities
- ▶ Monitor storage statistic

Higher Reliability

The implementation of one index file per user can significantly improve the overall resilience of backup and restore from index related issues.



For example, if a single index file corrupted, it will only affect corresponding user, while other users selected for backup are unaffected.

About This Document

What is the purpose of this document?

This document aims at providing all necessary information for you to get started with setting up your system for Office 365 backup and restore, followed by step-by-step instructions on creating backup set, running backup job and restoring backed up data, using both the OBM and CBS Web User Console.

The document can be divided into 3 main parts.

Part 1: Preparing for Office 365 Backup & Restore

Requirements

Requirements on hardware & software for installation

Best Practices and Recommendations

Items recommended to pay attention to before backup and restore

Part 2: Performing Office 365 Backup

Logging in to Client Agent or User Web Console

Log in to OBM or User Web Console

Creating a Backup Set

Create a backup set using the OBM or User Web Console

Running a Backup Set

Run a backup set using the OBM or User Web Console

Configuring an Automated Backup

Configure backup schedule for automated backup

Part 3: Restoring Office 365 Backup

Restoring a Backup Set using OBM & User Web Console

Restore a backup using the OBM or User Web Console

What should I expect from this document?

After reading through this documentation, you can expect to have sufficient knowledge to set up your system to backup Office 365 on OBM, as well as to carry out an end-to-end backup and restore process.

Who should read this document?

This documentation is intended for backup administrators and IT professionals who are responsible for the Office 365 backup and restore.

2 Preparing for Backup and Restore

Hardware Requirement

To achieve the optimal performance when the Online Backup Manager (OBM) is running on your machine, the following hardware requirements list is the minimum and recommended:

CPU	Dual Core architecture or above
Memory	A Minimum of 2 GB - 4 GB or more is Recommended
Installation Space	Minimum 500MB
Network Protocol	TCP/IP
Java Version	Java 1.7u76 or above

Other Requirements

• OBM Installation

For agent-based backup and restore, make sure that the latest version of OBM is installed on your computer with Internet access for connection to your Office 365 account.

• Office 365 Add-on Module Requirement

Make sure that the Office 365 Backup feature has been enabled as an add-on module in your OBM user account and there is enough Office 365 Backup license quota to cover the backup of your users.

Please contact your backup service provider for more details.

The licenses for the Office 365 module are calculated by the number of *unique* Office 365 accounts. If same Office 365 account is backed up on multiple backup sets with an OBM user account would be counted a one Office 365 license.

If you are trying to backup SharePoint Sites under the Site Collections and/or files or folders under Public Folder, only one Office 365 license module is required.

However, If you are trying to backup Items from Outlook, Items from OneDrive, Personal Sites under Users, the Office 365 license count will be calculated based on the number of the user account selected.

For more detailed examples about the Office 365 license requirement and usage, refer to [Appendix B: Example Scenarios for Office 365 License Requirement and Usage](#).

• Access for CBS User Web Console

It is now possible to perform agentless backup and restore, which can be done via the CBS User Web Console without using the OBM client agent. In order to access the User Web

Console, make sure you have Internet connection and a web browser installed on your computer or mobile device.

▶ **OBM Licenses**

OBM licenses are calculated on a per device basis:

For Agent-based:

To backup users with one (1) backup client computer

Example: If one OBM is installed then, one OBM license is required.

- i. To backup users with multiple backup client computers, the number of OBM licenses required is equal to the number of devices.

Example: If there are ten (10) users to be backed-up with three (3) backup client computers, then 3 OBM licenses are required.

For Agentless:

- i. To backup users using CBS User Web Console, one OBM license is required.

Please contact your backup service provider for more details.

▶ **Backup Quota Requirement**

Make sure that your OBM user account has sufficient quota assigned to accommodate the storage of the Office 365 users for the new backup set and retention policy.

Please contact your backup service provider for more details.

▶ **Java Heap Size**

The default Java heap size setting for OBM is 2048 MB / 2.048 GB. To avoid any inconvenience and ensure smooth operation when performing large Office 365 backup, it is highly recommended to allot extra memory.

Below is the table for the memory requirement:

Per OneDrive Account	100 MB
Per SharePoint Site Collection	150 MB

Note: The memory requirement is dependent on the number of OneDrive or SharePoint Site Collections selected for backup.

For more detailed examples about the Office 365 license requirement and usage, refer to [Appendix C: Example Setting for Java Heap Size](#).

NOTE:

The Java heap size to be configured should not exceed 2/3 of the RAM available, to allow sufficient resources for the operating system.

For more detailed information on how to change the Java heap size, please speak to your service provider.

▶ **Office 365 Subscription Plan**

The following subscription plans with Office 365 email services are supported to run backup and restore on OBM or CBS User Web Console.

Office 365 Business	Office 365 Business Essentials
Office 365 Business Premium	Office 365 Enterprise E1
Office 365 Enterprise E3	Office 365 Enterprise E4
Office 365 Enterprise E5	Office 365 Education

▶ **Office 365 Subscription Status**

Make sure your Office 365 subscription with Microsoft is active in order to enjoy all privileges that come along with our backup services.

When your account is expired, depending on your role, certain access restrictions will be applied to your account. Refer to the URL below for more details.

[Microsoft Office 365 Subscription Status](#)

▶ **Granting Permission to Accounts for Creating Backup Set**

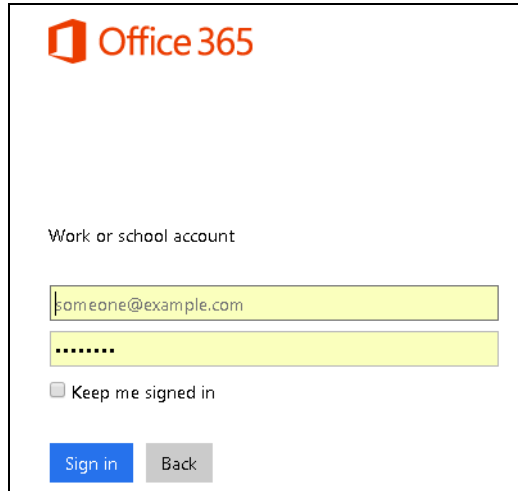
Before the Office 365 account administrator or other accounts can create a backup set, the administrator has to grant permission to the account(s) which are going to create backup set. The account must be a member of the following security groups:

- ◉ Discovery Management
- ◉ Public Folder Management

Follow the steps below to grant permission to user account.

- Open <https://outlook.office365.com/ecp>

- ii. Login to the **Office 365 admin center** as an account administrator.



Office 365

Work or school account

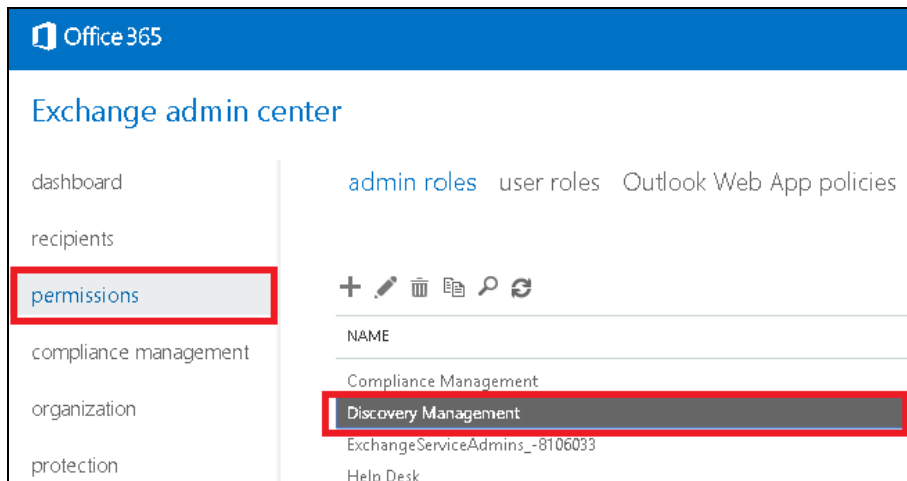
someone@example.com

.....

☐ Keep me signed in

Sign in Back

- iii. Select the **permissions** menu on the left, then double click on **Discovery Management** or **Public Folder Management** on the right.



Office 365

Exchange admin center

dashboard admin roles user roles Outlook Web App policies

recipients

permissions

compliance management

organization

protection

+ ✎ 🗑️ 📄 🔍 ↺

NAME

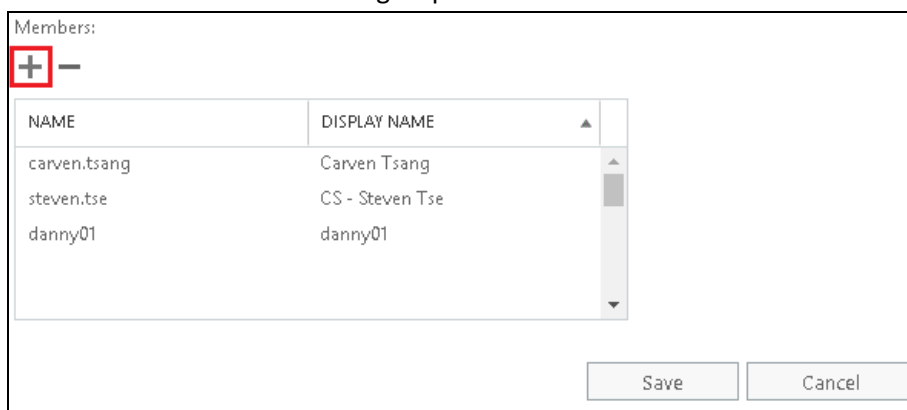
Compliance Management

Discovery Management

ExchangeServiceAdmins_-8106033

Help Desk

- iv. You can now add users to this group. Click the **+** icon under the **Members** section.



Members:

+ -

NAME	DISPLAY NAME
carven.tsang	Carven Tsang
steven.tse	CS - Steven Tse
danny01	danny01

Save Cancel

- v. Look for the username(s) of the account that you would like to add permission for, then click **add** > **OK** to add the corresponding user(s) to the permission group.

NAME	DISPLAY NAME
UM Management	
user-management-administrator	user-management-administrator
user01	user01
user02	user02
user03	user03
user04	user04
user05	user05
user06	user06
user07	user07
user08	user08
user09	user09

1 selected of 71 total

add ->

OK Cancel

- vi. Click **Save** to confirm and exit the setting.

Granting Permission for Application Impersonation & Mailbox Search

This permission allows users added under the **Members** section of the **Discovery Management** group (refer to the previous section for setup) to back up and/or restore user item(s) not only for their own account, but also the accounts of other users in the same **Members** section. To grant permission for this feature, you have to add the **Application Impersonation & Mailbox Search** roles by following the steps below.

- Open <https://outlook.office365.com/ecp>
- Login to the **Office 365 admin center** as an account administrator.

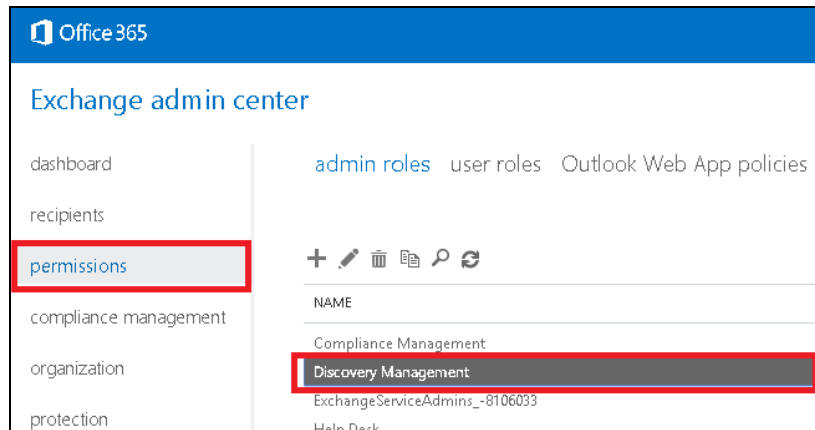
Office 365

Work or school account

☐ Keep me signed in

Sign in Back

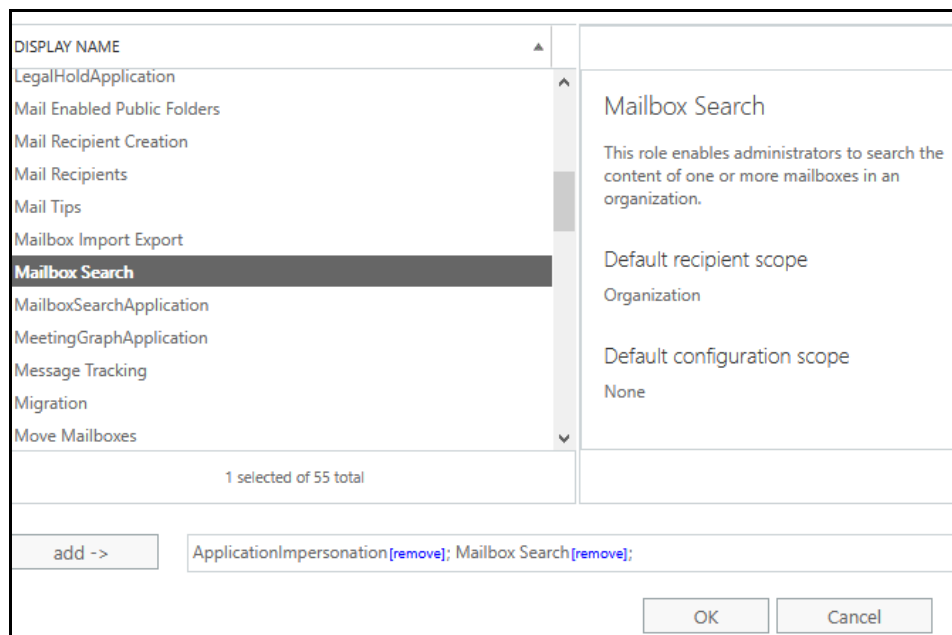
- iii. Select the **permissions** menu on the left, then double click on **Discovery Management** on the right.



- iv. Click the **+** icon under the **Role** section.



- v. Select the **ApplicationImpersonation & Mailbox Search** roles, then click the **add** button. Click **OK** afterward.



- vi. Click **Save** to confirm and exit the setting.

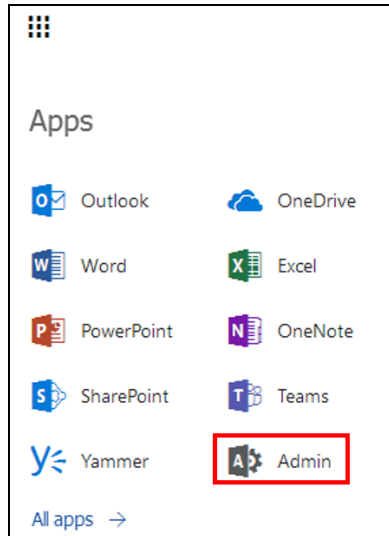


Granting Permission for SharePoint Global Admin

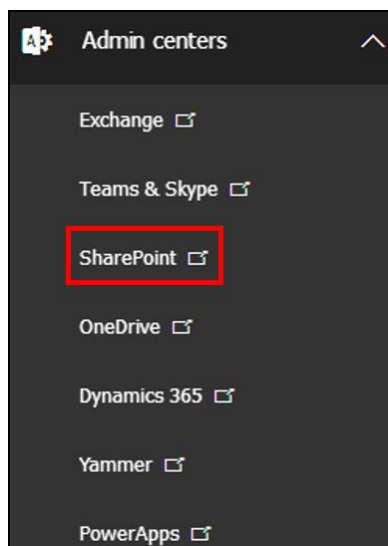
The Global Admin permission allow SharePoint account to list other account's Personal Site and OneDrive in the backup source tree. So before using OBM to create backup set, please ensure the SharePoint account has already owned the permission in order to apply OBM to back up and/or restore user item(s) not only for their own account, but also the accounts of other users.

- i. Open <https://outlook.office365.com/owa> to sign in Office 365 as a global admin or SharePoint admin.

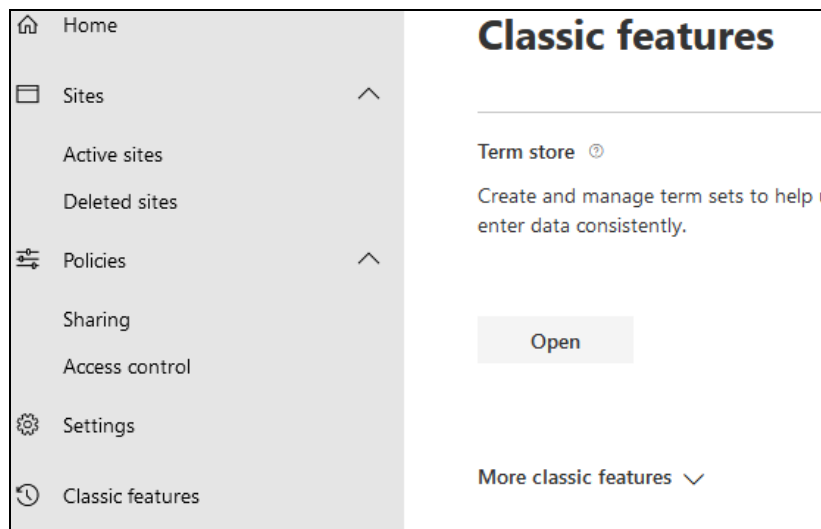
- ii. Click  in the upper-left and choose **Admin** to open the Office 365 admin center.



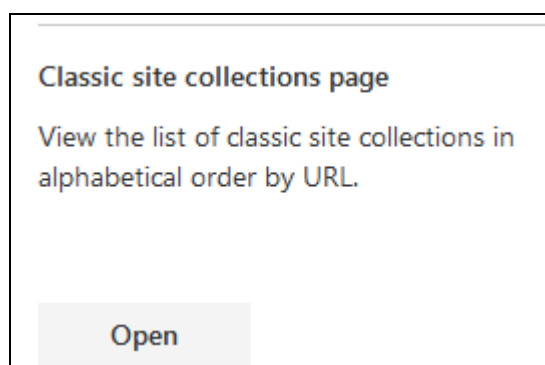
- iii. In the left pane, choose **Admin Centers > SharePoint**.



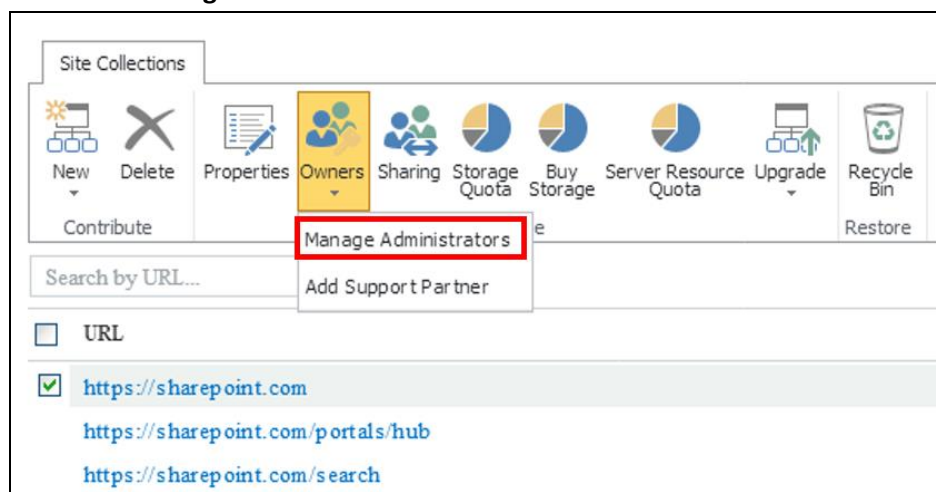
- iv. In the left pane, click **Classic Features** then **More classic features**



Select **Classic site collections page**



- v. Check the box of the site collection you want to grant Global Admin and click Owners to choose **Manage Administrators**.



- vi. Add **Global Admin** in the **Site Collection Administrators** box.

manage administrators

Primary Site Collection Administrator User name:

Specify the administrator for this site collection. Only one user login can be provided; security groups are not supported.

Site Collection Administrators

Site Collection Administrators are given full control over all Web sites in the site collection. They may also receive site use confirmation mail. Enter users separated by semicolons.

- vii. Click **OK** to confirm.

Supported Services

Below are the supported services of Office 365 Backup module. It is also specified in the table some services that are currently not yet supported by the Office 365 Backup module.



Services		Supported?	Services		Supported?
Outlook		✓	OneDrive		✓
SharePoint		✓	Microsoft Teams		✗
Yammer		✗	Microsoft Stream		✗
Power BI		✗	Microsoft Power Apps		✗

Below are the supported Outlook Mailbox types of Office 365 Backup.

Outlook Mailbox



Item	Supported?	Item	Supported?
User mailbox	✓	Room Mailbox	✓
Public Folder	✓	Equipment Mailbox	✓
Public Folder Mailbox	✓	Shared Mailbox	✓

Below are the items that you can backup or restore from an Outlook mailbox.

Folder Level			
Item	Supported?	Item	Supported?
Inbox	✓	RSS Feeds	✓
Drafts	✓	Junk Email	✓
Sent Items	✓	Tasks	✓
Deleted Items	✓	Calendar	✓
Archive	✓	Contacts	✓
Notes	✓		

Below are the items that you can backup or restore from OneDrive.

OneDrive



Item	Supported?	Item	Supported?
Folders	✓	Files	✓
Access Permissions	✓	Albums	✗
Recycle Bin	✗	Tags	✗

Below are the SharePoint items that you can backup or restore from an Office 365 backup set.

SharePoint



Item	Supported?	Item	Supported?
Lists and Libraries	✓	Subsites	✓

Below are the SharePoint Site Collections template that you can backup or restore from an Office 365 backup set.

SharePoint Site Level Collection			
Item	Supported?	Item	Supported?
Team Site	✓	Team Site (Classic Experience)	✓
Blog	✓	Project Site	✓
Developer Site	✓	Community Site	✗
Document Center	✗	eDiscovery Center	✗
Records Center	✗	Business Intelligence Center	✗
Compliance Policy Center	✗	Enterprise Search Center	✗
Community Portal	✗	Basic Search Center	✗
Visio Process Repository	✗	My Site Host	✓
Publishing Portal	✗	Enterprise Wiki	✗
Modern Team Site	✓	Modern Communication Site	✗

Below is the Site Column Type that you can backup or restore from an Office 365 backup set.

Item Level			
Item	Supported?	Item	Supported?
Single line of text	✓	Number (1, 1.0, 100)	✓
Multiple lines of text	✓	Date and Time	✓
Choice (menu to choose from)	✓	Yes / No (checkbox)	✓

Below are the items from the Public Folder that you can backup and restore from an Office 365 backup set.

Public Folder			
Item	Supported?	Item	Supported?
Folders	✓	Files	✓

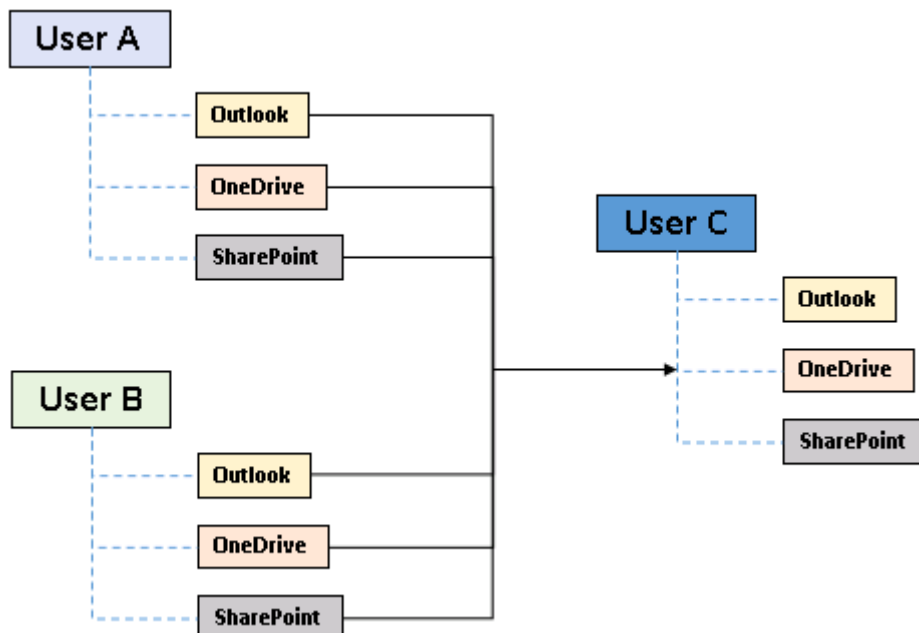
Limitation

For backup and restoration of Office 365 backup set, there are some limitations.

1. OBM and CBS User Web Console currently do not support Office 365 user accounts with enabled Multi-Factor Authentication (MFA). If you are trying to backup Office 365 user accounts with MFA enabled, you have to disable it.
2. Restore filter using CBS User Web Console is not yet supported.
3. If you are trying to restore item(s) from multiple office 365 user account to an alternate office 365 user account, OBM can only restore one office 365 user account at a time.
4. Restore to Local Machine is not supported using CBS User Web Console. It is only available using OBM.
5. If you are trying to restore item(s) from one user to an alternate location user, OBM will restore the item(s) to their respective destination folder(s) with the same name of the original folder(s).

Example: Item from Outlook of User-A will be restored to the Outlook of the alternate location User-B; Item from SharePoint of User-A will be restored to the SharePoint of the alternate location User-B.

6. If you are trying to restore item(s) from several users to an alternate location user, OBM will restore the item(s) to their respective destination folder(s) in alternate location user with the same name of the original folder(s).



Example: Item from Outlook of User-A and User-B will be restored to the Outlook of the alternate location User-C.

7. Only administrator account or user account with administrative authority can restore backup items to an alternate location.
8. Restore of item(s) in public folder to an alternate location public folder is not supported.

Example: Restore of item(s) in public folder from User-A to alternate location User-B is not supported.

Best Practices and Recommendations

The following are some best practices or recommendations we strongly recommend you follow before you start any Office 365 backup and restore.

▶ **Temporary Directory Folder Location (For backup and restore running on OBM only)**

Temporary directory folder is used by OBM for storing backup set index files and any incremental or differential backup files generated during a backup job. To ensure optimal backup/restoration performance, it is recommended that the temporary directory folder is set to a local drive with sufficient free disk space.

▶ **Performance Recommendations**

Consider the following best practices for optimized performance of the backup operations:

- ⦿ Enable schedule backup jobs when system activity is low to achieve the best possible performance.
- ⦿ Perform test restores periodically to ensure your backup is set up and performed properly. Performing recovery test can also help identify potential issues or gaps in your recovery plan. It is important that you do not try to make the test easier, as the objective of a successful test is not to demonstrate that everything is flawless. There might be flaws identified in the plan throughout the test and it is important to identify those flaws.

▶ **Set Backup Destination**

After creating the backup set-in Run-on **Client** mode on CBS user web console, please remember to login OBM to set the backup destination if you want the backup destination to be Local/ Mapped Drive/ Removable Drive.

▶ **Backup Destination**

To provide maximum data protection and flexible restore options for agent-based backup, it is recommended to configure:

- ⦿ At least one offsite or cloud destination
- ⦿ At least one local destination for fast recovery

However, for Agentless Cloud storage there may be an impact on the backup performance.

▶ **Login OBM**

After modifying the backup schedule setting or Continuous Backup setting of the **Run on Client** backup set on CBS user web console, please remember to login to the OBM client once to synchronize the changes immediately.

▶ **Large Amount of Users to Backup**

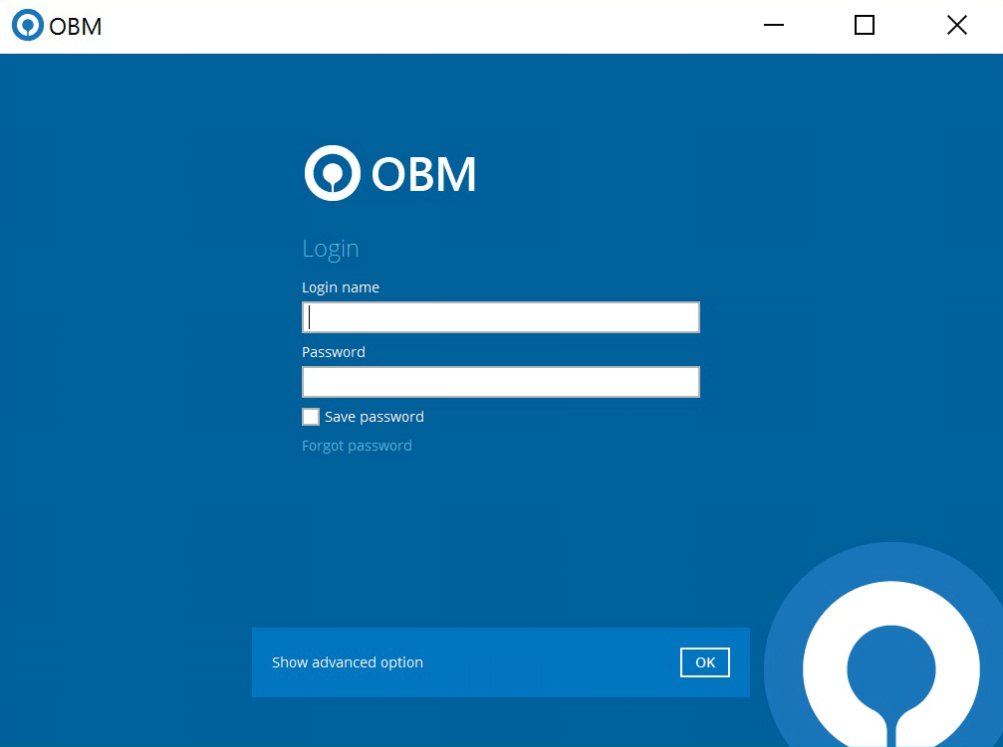
It is recommended to divide the users into multiple backup sets. By default, the Office 365 backup module can back up a maximum of 4 users concurrently (4 concurrent backup threads), while backing up a maximum of 4 items concurrently per user (4 concurrent backup threads). Therefore, each backup set supports a maximum of $4 \times 4 = 16$ backup threads at a time. By splitting up all users into separate backup sets, the more backup sets running concurrently, the faster the backup process can be completed.

For more detailed examples about the number of users to backup, refer to [Appendix D: Example Scenarios for Number of Users to Backup](#).

3 Login to OBM / CBS User Web Console

Login to OBM

1. Login to the OBM application user interface. Double click the OBM desktop icon to launch the application.
2. Enter the **Login name** and **Password** of your OBM account.

A screenshot of the OBM application's login window. The window has a title bar with the OBM logo and text, and standard minimize, maximize, and close buttons. The main area has a dark blue background. At the top center is the OBM logo. Below it is the word "Login" in a light blue font. There are two white input fields: the first is labeled "Login name" and the second is labeled "Password". Below the password field is a checkbox labeled "Save password" and a link labeled "Forgot password". At the bottom left, there is a blue button labeled "Show advanced option". At the bottom right, there is a large, stylized white OBM logo. An "OK" button is located next to the "Show advanced option" button.

OBM

OBM

Login

Login name

Password

☐ Save password

[Forgot password](#)

Show advanced option OK

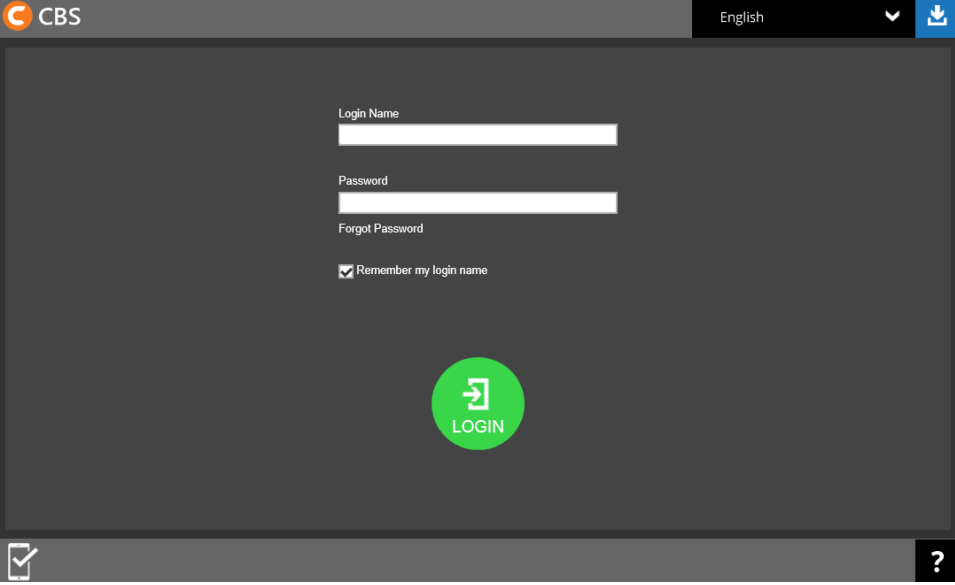
3. Click **Show advanced option** to configure the **Backup Server** and **Proxy** details if necessary.
4. Click **OK** to login to OBM.

Login to CBS User Web Console

1. Login to the CBS web console at
<https://cluster.backupserver.cloud>

Note: Contact your backup service provider for the URL to connect to the web console if necessary.

Enter the Login Name and Password of your OBM account.

The screenshot shows the CBS User Web Console login interface. At the top, there is a header bar with the CBS logo on the left, the word "English" in the center, and a download icon on the right. The main content area is dark gray and contains a login form. The form has two input fields: "Login Name" and "Password". Below the password field is a link for "Forgot Password". There is a checkbox labeled "Remember my login name" which is checked. In the center of the form is a large green circular button with a white login icon and the word "LOGIN" below it. At the bottom of the page, there is a footer bar with a checkmark icon on the left and a question mark icon on the right.

2. Click **LOGIN** afterward to login to the web console.

4 Creating an Office 365 Backup Set

Creating a Backup Set on OBM

1. In the OBM main interface, click **Backup Sets**.



2. Click the "+" icon next to **Add new backup set**.
3. Enter a **Name** for your backup set and select **Office 365 Backup** as the **Backup set type**.

Create Backup Set

Name

Backup set type

- File Backup
- MS Windows System Backup
- MS Windows System State Backup
- MS Hyper-V Backup
- MySQL Backup
- Office 365 Backup
- Oracle Database Server Backup
- ShadowProtect System Backup
- VMware Backup

Next Cancel Help

4. Enter the user name and password of your Office 365 account, choose the region for the account and then press **Test** to validate the account.

Create Backup Set

Name

Backup set type
 Office 365 Backup ▼

Username

Password

Region
 ▼

☐ Access the Internet through proxy

Next

Cancel

Help

Region

Global ▼
Global
China
Germany

Test completed successfully shows when the validation is successful. Press **Next** to proceed to the next step.

5. In the **Backup Source** menu, select the desired Outlook, OneDrive, Personal Site, Public Folders or Site Collections for backup.

Backup Source

Select the items and folders that you want to backup

- ☐ Outlook
- ☐ OneDrive
- ☐ Personal Site
- ☐ Public Folders
- ☐ Site Collections

[I would like to choose the items to backup](#)

[Previous](#) [Next](#) [Cancel](#) [Help](#)

Or click **I would like to choose the files to backup** to choose the detailed items to backup. Enable the **Show items** checkbox at the bottom left corner if you would like to choose individual items for backup.

Advanced Backup Source

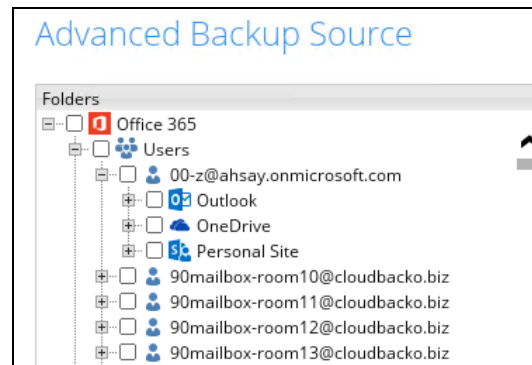
Folders	Name	Date modified	Size
☒ Office 365	☒ after upgrade 1	10/31/2017 18:35	3k
☒ Users	☒ DDDDD	11/02/2017 17:46	3k
☒ Public Folders	☒ WWW	11/02/2017 18:18	3k
☒ Site Collections	☒ EEEE	11/03/2017 09:51	3k
	☒ RRRRR	11/03/2017 10:10	3k
	☒ TEST MAIL	06/05/2018 11:56	3k
	☒ test mail	06/05/2018 11:57	3k

☒ Show items Items per page 50 Page 1 / 1

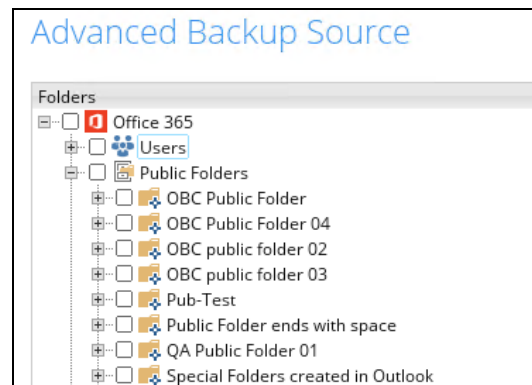
[OK](#) [Cancel](#)

Below are example screen shots for the Users, Public Folders, and Site Collections.

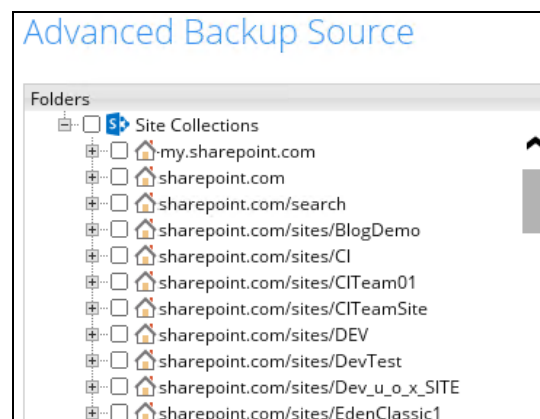
- ▶ Users: include Outlook, OneDrive and Personal Sites



- Public Folders: include public folders



- Site Collections: include Personal Sites and Site Collections



6. In the **Schedule** menu, configure a backup schedule for backup job to run automatically at your specified time interval. Slide the on/off button to turn on this feature, then click **Add new schedule** to add a new schedule, then click **Next** to proceed afterward.

Schedule

Run scheduled backup for this backup set

On ☒

Existing schedules

Add new schedule

New Backup Schedule

Name

Daily-1

Type

Daily

Start backup at

09 : 52

Stop

until full backup completed

☐ Run Retention Policy after backup

Schedule

Run scheduled backup for this backup set

On ☒

Existing schedules

 **Daily-1**
Daily (Everyday at 09:52)

7. In the Destination menu select CBS or CBS & Local / Mapped Drive / Removable Drive.

Destination

Backup mode

Sequential ▼

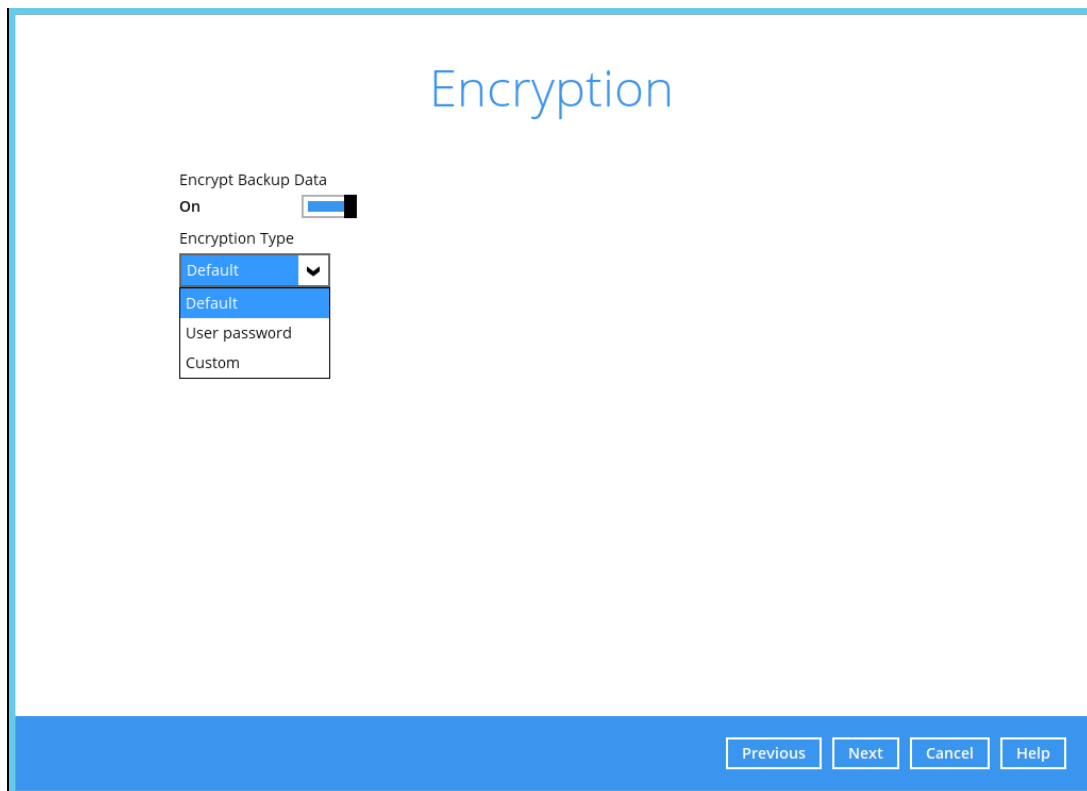
Existing storage destinations

 Add new storage destination / destination pool




8. You can add multiple storage destinations e.g. CBS & Local. The backup data will be uploaded to all the destinations you have selected in the order you added them. Press the   icon to alter the order. Click **Next** to proceed when you are done with the selection.

9. In the Encryption window, the default **Encrypt Backup Data** option is enabled with an encryption key preset by the system which provides the most secure protection.
-



You can choose from one of the following three Encryption Type options:

- **Default** – an encryption key with 44 alpha numeric characters will be randomly generated by the system
- **User password** – the encryption key will be the same as the login password of your OBM at the time when this backup set is created. Please be reminded that if you change the OBM login password later, the encryption keys of the backup sets previously created with this encryption type will remain unchanged.
- **Custom** – you can customize your encryption key, where you can set your own algorithm, encryption key, method and key length.

Encryption

Encrypt Backup Data
On ☒

Encryption Type
Custom ▼

Algorithm
AES ▼

Encryption key

Re-enter encryption key

Method
☐ ECB ☒ CBC

Key length
☐ 128-bit ☒ 256-bit

Click Next when you are done setting.

- If you have enabled the Encryption Key feature in the previous step, the following pop-up window shows, no matter which encryption type you have selected.

Encryption

Encrypt Backup Data
On ☒

Encryption Type
Default ▼

You are advised to write this encryption key down on paper and keep it in a safe place. You will need it when you need to restore your files later. Please confirm that you have done so.

●●●●●●

Unmask encryption key

[Copy to clipboard](#) [Confirm](#)

The pop-up window has the following three options to choose from:

- **Unmask encryption key** – The encryption key is masked by default. Click this option to show the encryption key.

Encryption

You are advised to write this encryption key down on paper and keep it in a safe place. You will need it when you need to restore your files later. Please confirm that you have done so.

rcX1MBE4brnZO86eKOp6FeabuuRRI3qDXG9q5uBxF0s=

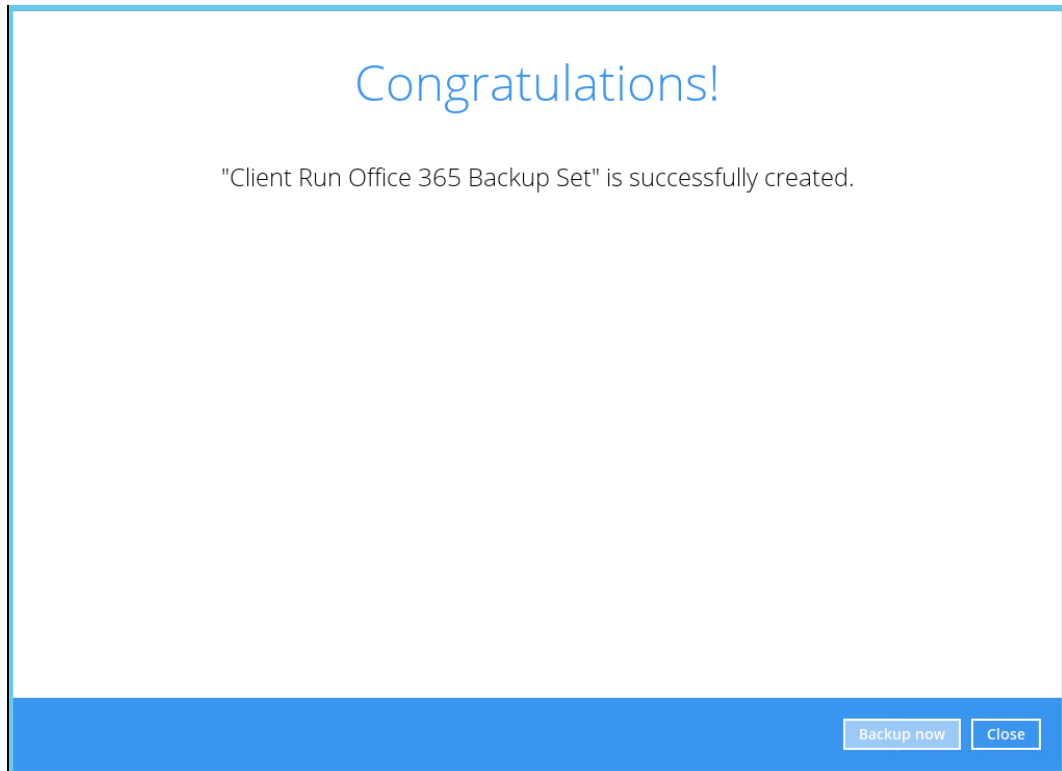
Mask encryption key

[Copy to clipboard](#) [Confirm](#)

- **Copy to clipboard** – Click to copy the encryption key, then you can paste it in another location of your choice.
- **Confirm** – Click to exit this pop-up window and proceed to the next step.
- **If you have enabled the scheduled backup option**, you will be prompted to enter the **User Name** and **Password** of the Windows account that will be running the backup.

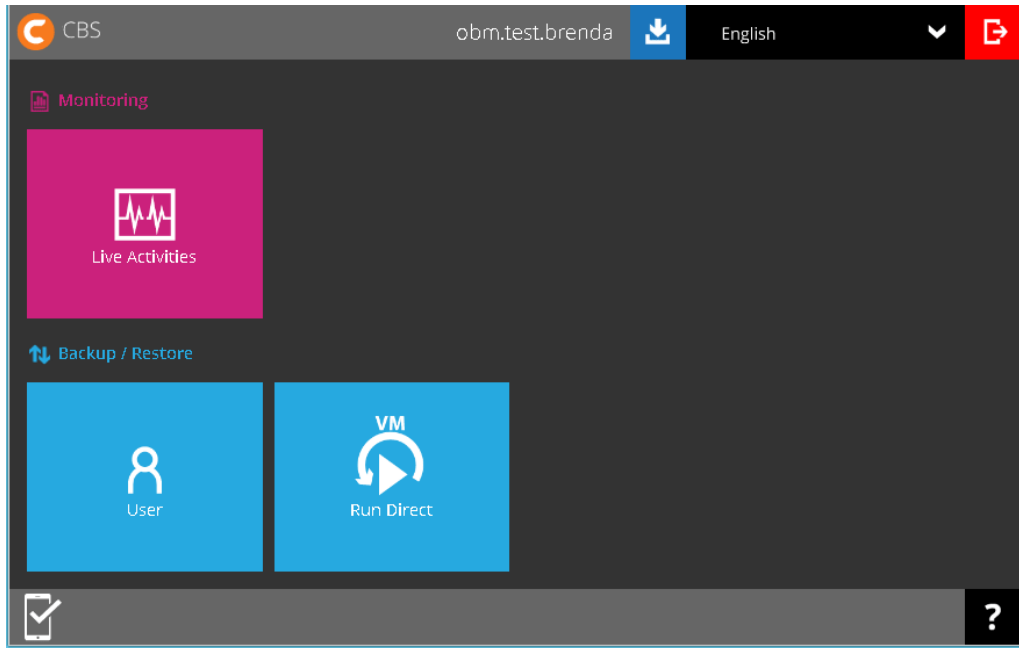
Click **Next** to create the backup set.

11. The following screen is displayed when the new Office 365 backup set is created successfully.

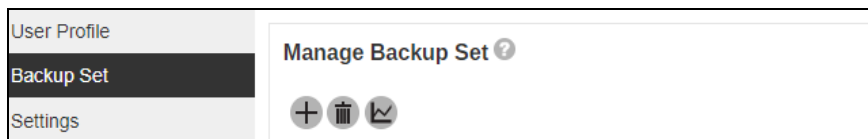


Create a Backup Set on CBS User Web Console

1. Log in to the User Web Console according to the instructions in [Login to User Web Console](#).
2. Click the User icon on the User Web Console landing page.



3. On the **Backup Set** menu, click the + icon highlighted to create a backup set.



4. Select the type as **Office 365 Backup**, then name the backup set.

Create Backup Set

General

Name

Backup set type

File Backup

File Backup
IBM Lotus Domino Backup
IBM Lotus Notes Backup
MS Exchange Server Backup
MS Exchange Mail Level Backup
MS SQL Server Backup
MS Hyper-V Backup
MS Windows System Backup
MySQL Backup
Oracle Database Server Backup
ShadowProtect System Backup
MS Windows System State Backup
VMware Backup
Cloud File Backup
Office 365 Backup

5. On the same menu under **Run on**, select **Server** to create a run on server (agentless backup) backup set or **Client** to create a run on client (agent-based backup) backup set.

- 🔵 **Server** - If you choose to run the backup set on the CBS server, you won't be able to back up, restore or manage your backups on the OBM once the backup set is created.

Office 365

Run on

☒ Server ☐ Client

- 🔵 **Client** - If you choose to run the backup set on the OBM, you won't be able to back up, restore or manage your backups on the CBS Web Management Console once the backup is created.

Office 365

Run on

☐ Server ☒ Client

Note

1. This setting **CANNOT** be altered once the backup set is created. If you wish to change the backup method later, you will have to create a new backup set and start over the configurations again.

6. Enter the user name and password of your Office 365 account, choose the region for the account and then press **Test** to verify the account.

Create Backup Set

General

Name

Server Run Office 365 Backup

Backup set type

Office 365 Backup

Office 365

Run on

☒ Server ☐ Client

Username

Password

Region

Global

☐ Access the Internet through Proxy

Test

Region

Global

Global

China

Germany

7. Press  at the bottom right corner to proceed when you are done settings.

8. Select the **Backup Source** in this menu. Select the desired Outlook, OneDrive, Personal Site, Public Folders or Site Collections for backup. Check the box will back up all, i.e. check the box of Outlook will back up the mailboxes of all the users.

Backup Source

Select the items and folders that you want to backup

- ☐  Outlook
- ☐  OneDrive
- ☐  Personal Site
- ☐  Public Folders
- ☐  Site Collections

[I would like to choose the items to backup](#)

Or click **I would like to choose the files to backup** to choose the detailed files to backup.

- ▶ Users: include Outlook, OneDrive and Personal Sites
- ▶ Public Folders: include public folder
- ▶ Site Collections: include personal site and site collection

Advanced Backup Source

☐ Office 365

- ☐ Users
- ☐ Public Folders
- ☐ Site Collections

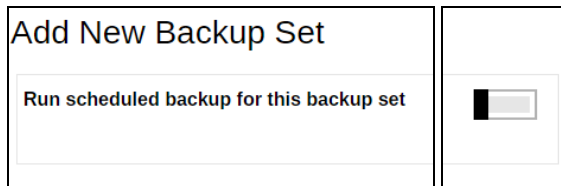
Subject	Date Modified	Size
---------	---------------	------

✓ X ?

Press  at the bottom right corner to proceed when you are done with the selection.

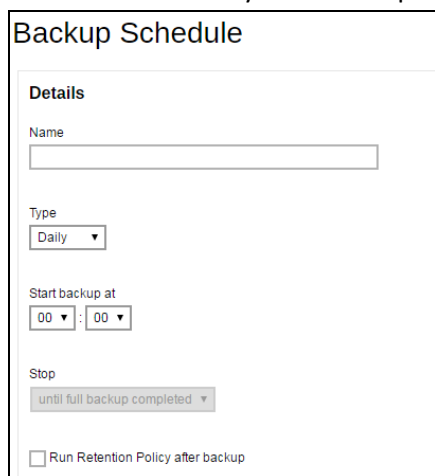
9. Press  at the bottom right corner to continue.

10. If you would like the backup set to run at a specified time interval of your choice, turn this feature on by sliding the on/off switch in the **Schedule** menu.



If you choose to turn this feature on, you may configure the following items.

- Name of the scheduled backup
- Backup schedule type
- Backup start time
- Run Retention Policy after backup

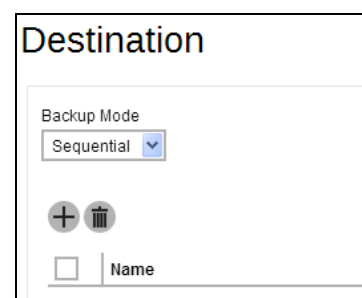


Click  at the bottom right corner to confirm the backup schedule once you finish setting.

11. This step is only for user who has chosen to Run the backup set on **Client** in step 5.

If you have chosen to Run on **Server**, the backup destination is preset to the CBS.

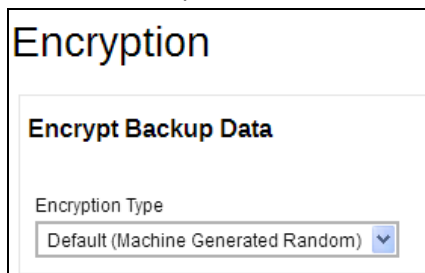
You can choose one backup destination and skip to step 12.



If you have chosen to Run the backup set on Client.

Press  at the bottom right corner to proceed when you are done with the setting.

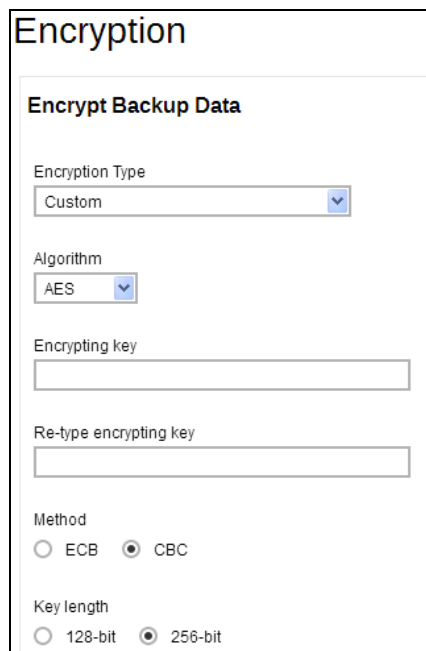
12. By default, the **Encrypt Backup Data** option is enabled with the Encryption Type preset as **Default** which provides the most secure protection.



The screenshot shows a window titled "Encryption". Inside, there is a section titled "Encrypt Backup Data". Below this, there is a label "Encryption Type" and a dropdown menu currently showing "Default (Machine Generated Random)".

You can choose from one of the following three Encryption Type options:

- **Default (Machine Generated Random)** – an encryption key with 44 alpha numeric characters will be randomly generated by the system
- **User password** – the encryption key will be the same as the login password of your OBM at the time when this backup set is created. Please be reminded that if you change the OBM login password later, the encryption keys of the backup sets previously created with this encryption type will remain unchanged.
- **Custom** – you can customize your encryption key, where you can set your own algorithm, encryption key, method and key length.



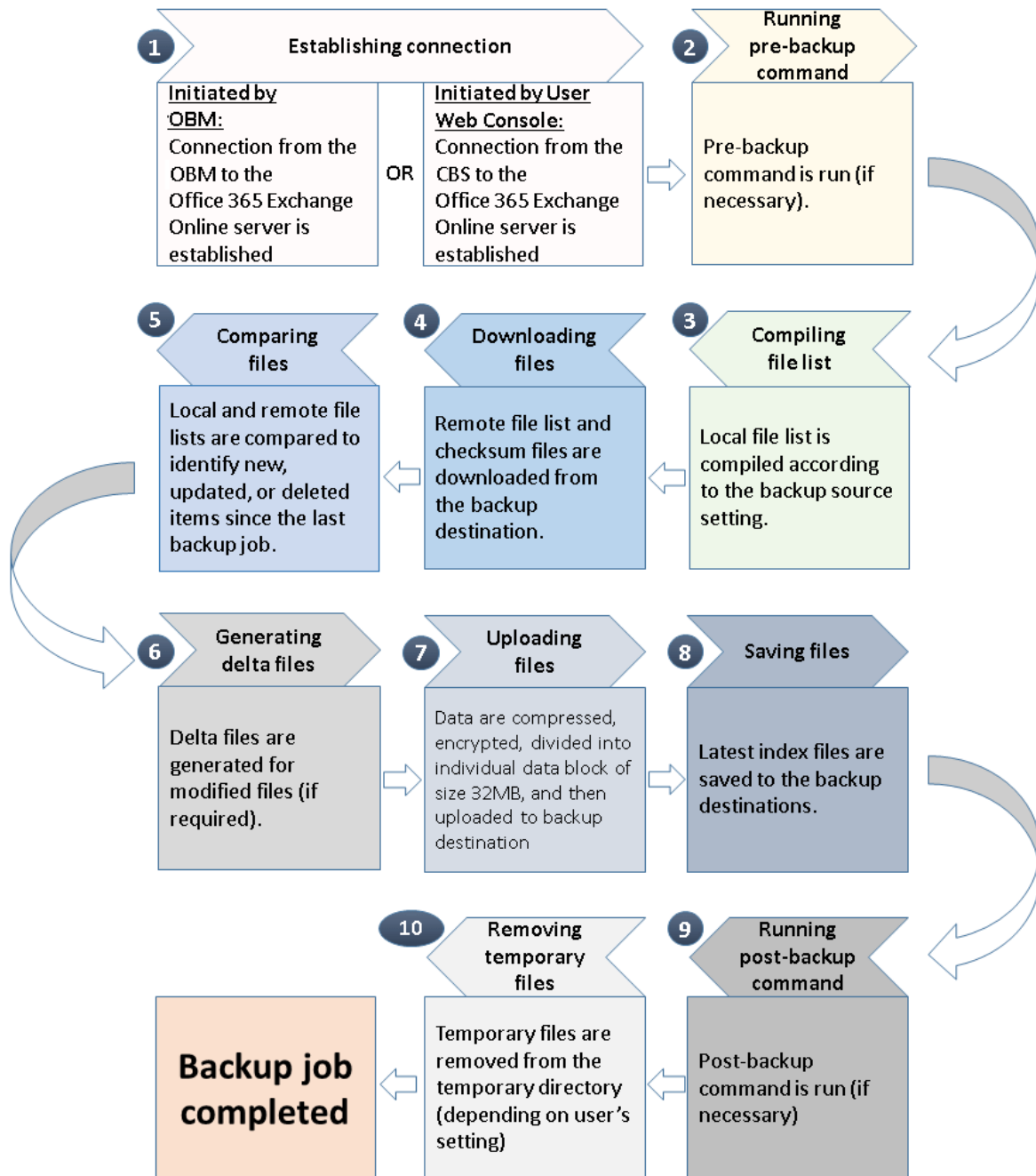
The screenshot shows the "Encryption" window with the "Encrypt Backup Data" section. The "Encryption Type" dropdown is set to "Custom". Below it, the "Algorithm" dropdown is set to "AES". There are two text input fields for "Encrypting key" and "Re-type encrypting key". At the bottom, the "Method" section has radio buttons for "ECB" and "CBC" (which is selected). The "Key length" section has radio buttons for "128-bit" and "256-bit" (which is selected).

Click  at the bottom right corner to confirm the backup schedule once you finish setting.

13. Click  at the bottom right corner to confirm creating this backup set.

5 Overview of Office 365 Backup Process

The following steps are performed during an Office 365 backup job:



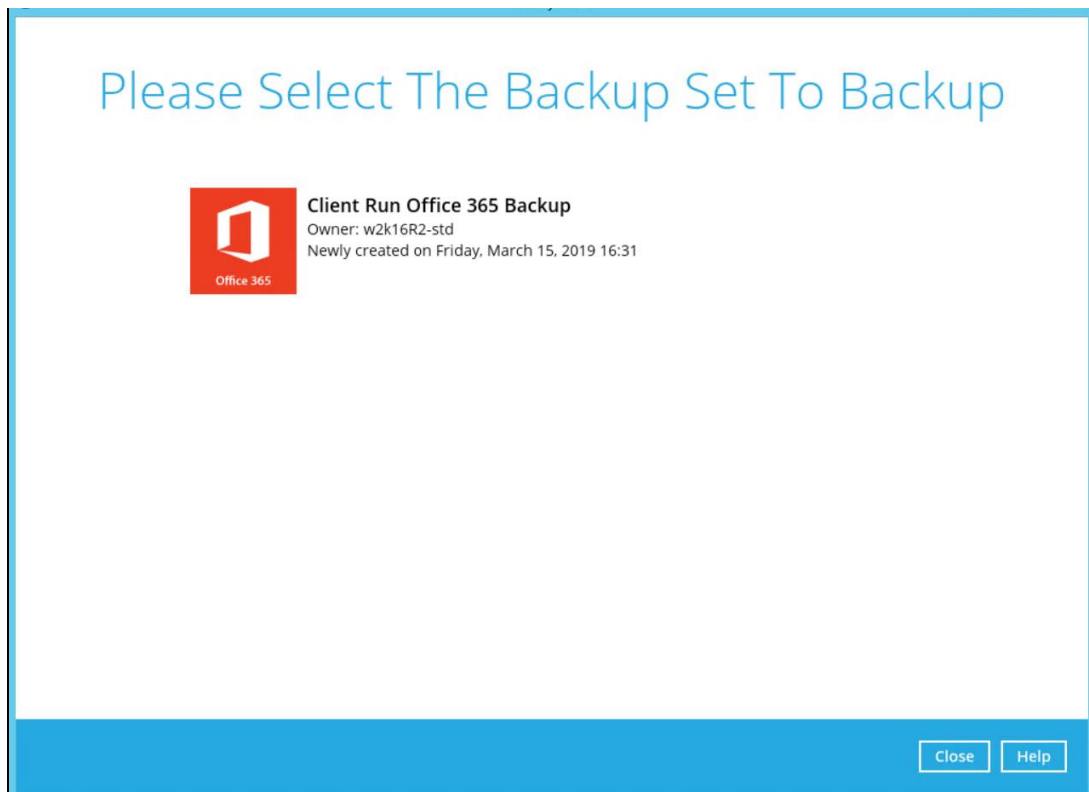
6 Running Backup Job

Start a Manual Backup in OBM

1. Login to OBM according to the instructions in [Login to OBM](#).
2. Click the **Backup** icon on the main interface of OBM.



3. Select the backup set which you would like to start a backup for.



4. If you would like to modify the In-File Delta type, Destinations and Retention Policy Settings, click **Show advanced option**.

Choose Your Backup Options

 Client Run Office 365 Backup Set

Backup set type
Office 365

[Show advanced option](#)

PreviousBackupCancelHelp

Choose Your Backup Options

 Client Run Office 365 Backup

Backup set type
Office 365

In-File Delta type

☐ Full

☒ Differential

☐ Incremental

Destinations

☒  AhsayCBS (Host: 10.16.10.12:443)

☐  GoogleDrive-1

☐  Local-1 (C:\Users\Administrator\Documents)

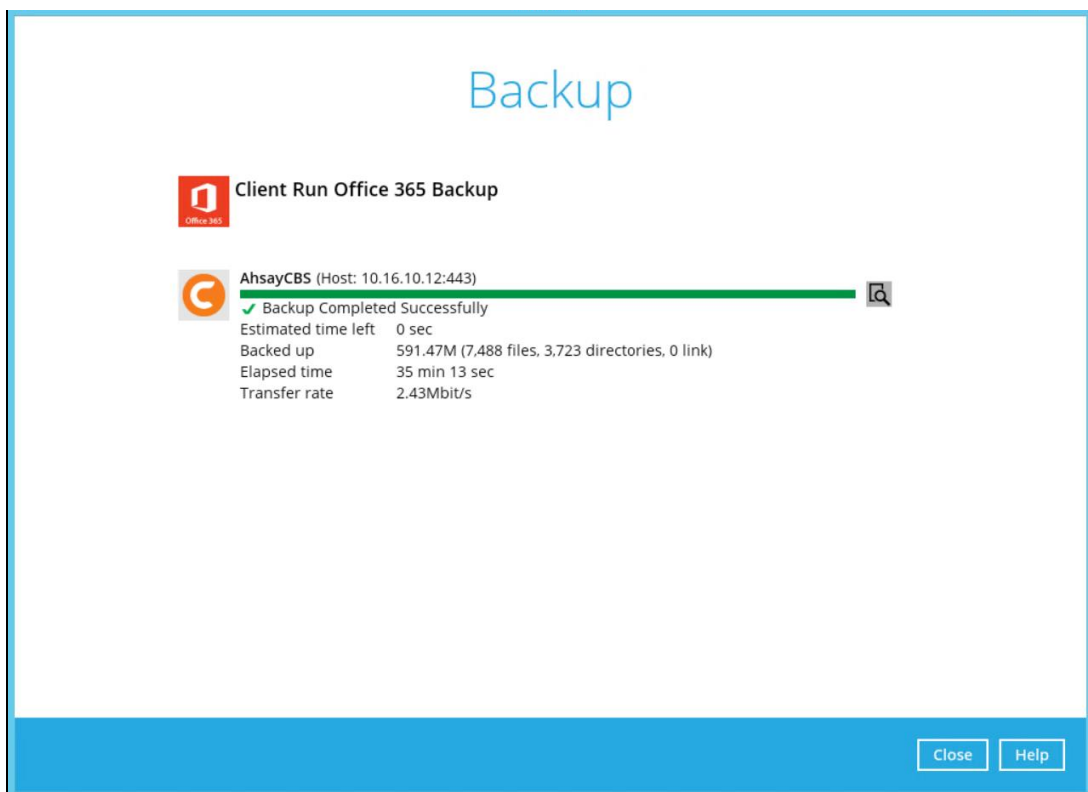
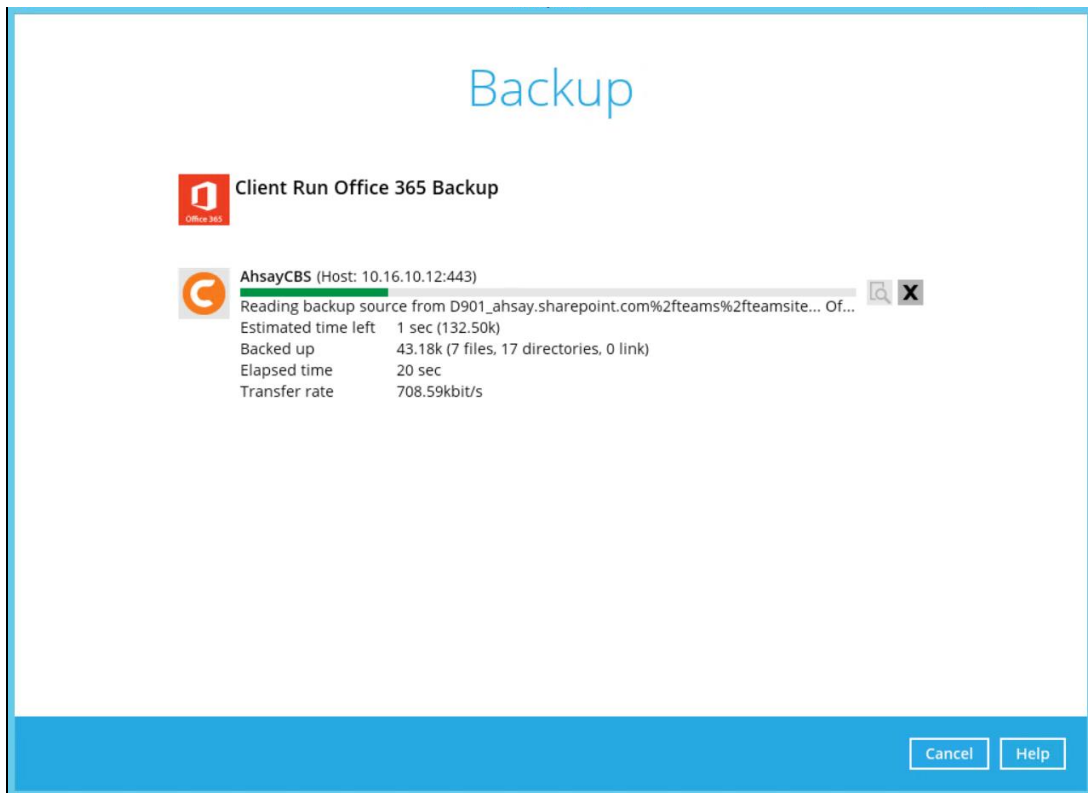
Retention Policy

☐ Run Retention Policy after backup

[Hide advanced option](#)

PreviousBackupCancelHelp

5. Click **Backup** to start the backup and wait until the backup is finished.



6. Check the log of your backup by clicking this icon . It will show you the log of your backup with corresponding date and time.

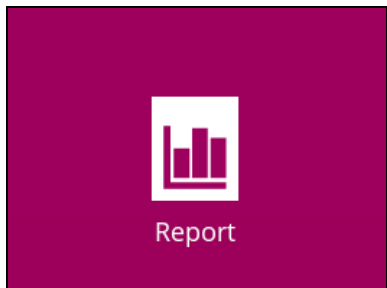
Type	Log	Time
i	The In-File Delta Backup feature is not enabled on this account. Please be aware that files are being backed up in their ent...	03/18/2019 10:02:52
i	Start [Windows Server 2012 R2 (w2k16R2-std), AhsayOBM v8.1.0.50]	03/18/2019 10:03:06
i	Saving encrypted backup set encryption keys to server...	03/18/2019 10:03:09
i	Start Backup ... [In-File Delta: Full]	03/18/2019 10:03:10
i	Using Temporary Directory C:\Users\Administrator\obm\temp\1552638688861\OBS@1552874279148	03/18/2019 10:03:10
i	Start running pre-commands	03/18/2019 10:03:12
i	Finished running pre-commands	03/18/2019 10:03:12
i	Downloading server file list (Office 365)...	03/18/2019 10:03:13
i	Downloading server file list (Office 365)... Completed	03/18/2019 10:03:13
i	[New Directory]... Office 365	03/18/2019 10:03:20
i	[New Directory]... Office 365/Public Folders	03/18/2019 10:03:21
i	[New Directory]... Office 365/Site Collections	03/18/2019 10:03:21
i	Downloading server file list (Public Folders)...	03/18/2019 10:03:22
i	Downloading server file list (Office 365/Users/carven.tsang@cloudbacko.biz)...	03/18/2019 10:03:22
i	Downloading server file list (Public Folders)... Completed	03/18/2019 10:03:22
i	Downloading server file list (Office 365/Users/carven.tsang@cloudbacko.biz)... Completed	03/18/2019 10:03:22
i	[New Directory]... Office 365/Site Collections/D901_ahsay-my.sharepoint.com%2fpersonal%2fcarven_tsang_cloudbacko_biz	03/18/2019 10:03:22
i	[New Directory]... Office 365/Users	03/18/2019 10:03:22
i	[New Directory]... Office 365/Site Collections/D901_ahsay.sharepoint.com%2fteams%2fteamsite	03/18/2019 10:03:22
i	[New Directory]... Office 365/Users/carven.tsang@cloudbacko.biz	03/18/2019 10:03:22
i	Reading backup source from Public Folders...	03/18/2019 10:03:23
i	Reading backup source from Office 365/Users/carven.tsang@cloudbacko.biz...	03/18/2019 10:03:23
i	Backup E-mail Account: carven.tsang@cloudbacko.biz	03/18/2019 10:03:23

Logs per page 50 Page 1 / 368

Close

Close Help

To view the report, go to the **Report > Backup**



In this Backup Report screen, you can see the backup set with corresponding destination, completion date and time, and status.

Report

Backup

Restore

Usage

Backup Report

From

11

Mar

2019

To

18

Mar

2019

Go

Backup set

Destination

Completion

Status

Client Run Offi...

AhsayCBS

Today 10:37

Completed

No. of records per page

50

Page

1 / 1

Close

Help

Click the backup report and the summary of the backup will be displayed. You can also click the **View Log**, this will redirect you to the log summary of your backup.

Report

Backup

Restore

Usage

Backup Report

From

11

Mar

2019

To

18

Mar

2019

Go

Backup set

Destination

Completion

Status

Client Run Office 365 Backup

AhsayCBS

03/18/2019 10:02

Today 10:02 - 10:37 (CST)

Completed successfully

7488 [591.5M/591.5M (0%)]

0

0

0

0

* Unit = No of files [Total zipped size / Total unzipped size (compression ratio)]

View log

No. of records per page

50

Page

1 / 1

Close

Help

Report

Backup Report

Backup set Client Run Office 365 Backup
Destination AhsayCBS

Log 03/18/2019 10:02
Show All

Type	Log	Time
	The In-File Delta Backup feature is not enabled on this account. Please be aware that files are being backed up in their ent...	03/18/2019 10:02:52
	Start [Windows Server 2012 R2 (w2k16R2-std), AhsayOBM v8.1.0.50]	03/18/2019 10:03:06
	Saving encrypted backup set encryption keys to server...	03/18/2019 10:03:09
	Start Backup ... [In-File Delta: Full]	03/18/2019 10:03:10
	Using Temporary Directory C:\Users\Administrator\obm\temp\1552638688861\OBS@1552874279148	03/18/2019 10:03:10
	Start running pre-commands	03/18/2019 10:03:12
	Finished running pre-commands	03/18/2019 10:03:12
	Downloading server file list (Office 365)...	03/18/2019 10:03:13
	Downloading server file list (Office 365)... Completed	03/18/2019 10:03:13
	[New Directory]... Office 365	03/18/2019 10:03:20
	[New Directory]... Office 365/Public Folders	03/18/2019 10:03:21
	[New Directory]... Office 365/Site Collections	03/18/2019 10:03:21
	Downloading server file list (Public Folders)...	03/18/2019 10:03:22
	Downloading server file list (Office 365/Users/carven.tsang@cloudbacko.biz)...	03/18/2019 10:03:22
	Downloading server file list (Public Folders)... Completed	03/18/2019 10:03:22
	Downloading server file list (Office 365/Users/carven.tsang@cloudbacko.biz)... Completed	03/18/2019 10:03:22
	[New Directory]... Office 365/Site Collections/D901_ahsay-my.sharepoint.com%2fpersonal%2fcarven_tsang_cloudbacko_biz	03/18/2019 10:03:22
	[New Directory]... Office 365/Users	03/18/2019 10:03:22
	[New Directory]... Office 365/Site Collections/D901_ahsay.sharepoint.com%2fteams%2fteamsite	03/18/2019 10:03:22
	[New Directory]... Office 365/Users/carven.tsang@cloudbacko.biz	03/18/2019 10:03:22
	Reading backup source from Public Folders...	03/18/2019 10:03:23

Logs per page 50
Page 1 / 368

Close

Close Help

You can also search for backup reports from a specific period of date. For example, we have the **From** date which is, **01 Mar 2019** and the **To** date which is, **18 Mar 2019**. Then click the **Go** button to generate the available reports.

From

To

01

Mar

2019

18

Mar

2019

Go

If this is a valid range of dates then backup reports will be displayed unless there were no backup running on the specified dates. A message of **No records found** will also be displayed.

From

To

01

Mar

2019

03

Mar

2019

Go

Report

Backup

Restore

Usage

Backup Report

From

01

Mar

2019

To

03

Mar

2019

Go

Backup set

▼

Destination

▼

Completion

Status

▼

No records found

No. of records per page

50

▼

Page

-

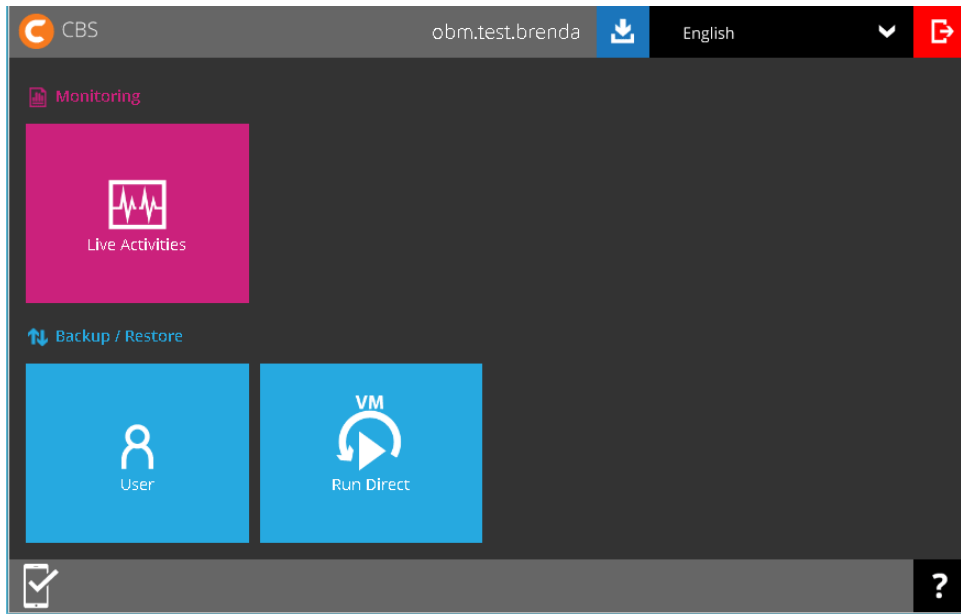
▼

Close

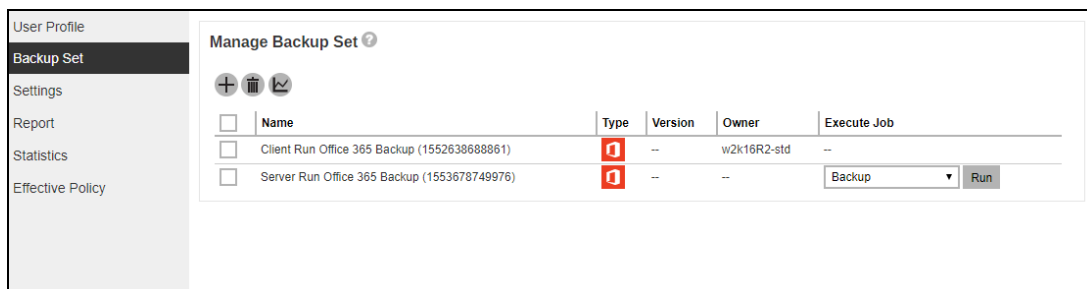
Help

Start a Manual Backup on the CBS User Web Console

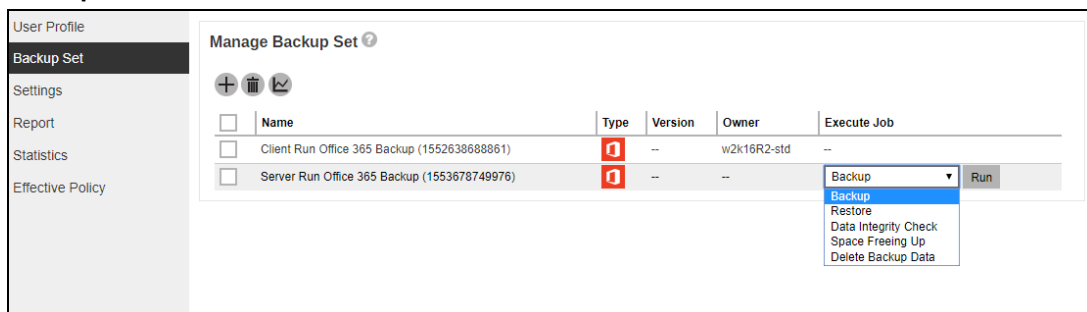
1. Log in to the User Web Console according to the instructions in [Login to User Web Console](#).
2. Click on the **User** icon.



3. Under the **Backup Set > Manage Backup Set** menu, you should see the backup set you have created.



4. Click the drop-down menu on the backup set that you would like to start a backup for. Select **Backup** and then click **Run**.



User Profile
Backup Set
Settings
Report
Statistics
Effective Policy

Manage Backup Set ?

+
-
↺

☐	Name	Type	Version	Owner	Execute Job
☐	Client Run Office 365 Backup (1552638688861)		--	w2k16R2-std	--
☐	Server Run Office 365 Backup (1553678749976)		--	--	Backup Run

- Modify the **In-file Delta type** and **Retention Policy** settings if necessary.

Backup

In-File Delta type

☐ Full
☒ Differential
☐ Incremental

Retention Policy

☐ Run Retention Policy after backup

- Click  at the bottom right corner to start the backup.

- You will see the status showing **Backup is Running** when the backup is in progress.

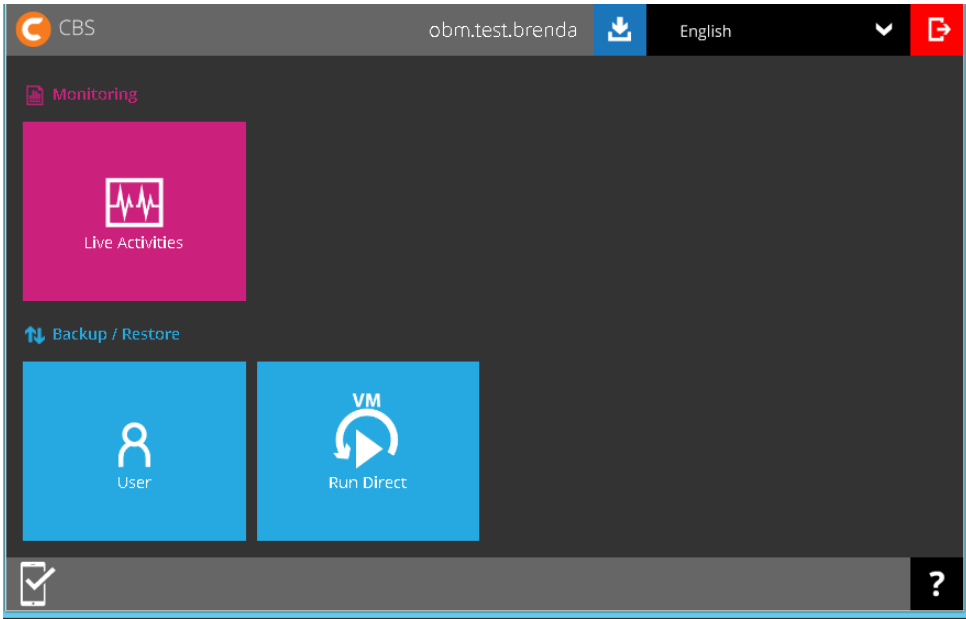
User Profile
Backup Set
Settings
Report
Statistics
Effective Policy

Manage Backup Set ?

+
-
↺

☐	Name	Type	Version	Owner	Execute Job
☐	Client Run Office 365 Backup (1552638688861)		--	w2k16R2-std	--
☐	Server Run Office 365 Backup (1553678749976)		--	--	Backup is Running Stop

- If you want to monitor the backup status, you need to go to **Live Activities** to watch the process.



7 Restoring Office 365 Backup Set

Prior performing the restoration, it is best to be knowledgeable on the options of OBM can offer. B

After this quick walkthrough you will see the step-by-step instructions with corresponding screen shots on how to restore your data using the following options below.

For Office 365, you can restore items from,

- **Users**

This is composed of data from Outlook, OneDrive, and Personal Site.

- **Site Collections**

This is composed of one Top-level site, Subsites, and Public Folders.

Those items can be restored to,

- **Local Machine**

Restore your data to your local computer where the OBM is running. On the other hand, there's a limitation when using restore to local machine, all the outlook items that you wanted to restore is not supported as this can only be restored on another Office 365 account.

- **Original Location**

Restore your data to the original Office 365 account.

- **Alternate Location**

Restore your data to an alternate location, another O365 user account on the same 365 domain. Alternate location depends on source of the items. It can be from Users or Site Collections.

Example #1:

Restore Items from Users

Office 365 Account:	TestAccountABC@onecompany
Users:	TestUserAccount01@onecompany
	TestUserAccount02@onecompany
	TestUserAccount03@onecompany
	TestUserAccount04@onecompany
	TestUserAccount05@onecompany

Explanation:

For the example above, we have the **TestAccountABC@onecompany** as our Office 365 account. For the alternate location, a dropdown list will be available and from there you can choose from the following Office 365 accounts:

- **TestUserAccount01@onecompany**
- **TestUserAccount02@onecompany**
- **TestUserAccount03@onecompany**
- **TestUserAccount04@onecompany**

- **TestUserAccount05@onecompany**

Example #2:

Restore Items from Site Collections

Office 365 Account: SampleAccountXYZ@twosquaretower
Site Collection / Site: blackbox.sharepoint.com/sites/EmptySite1
 blackbox.sharepoint.com/sites/EmptySite2
 blackbox.sharepoint.com/sites/EmptySite3
 blackbox.sharepoint.com/sites/EmptySite4
 blackbox.sharepoint.com/sites/EmptySite5

Explanation:

For the example above, we have the **SampleAccountXYZ@twosquaretower** as our Office 365 account. For the alternate location, a dropdown list will be available and from there you can choose from the following Site Collections / Sites:

- **blackbox.sharepoint.com/sites/EmptySite1**
- **blackbox.sharepoint.com/sites/EmptySite2**
- **blackbox.sharepoint.com/sites/EmptySite3**
- **blackbox.sharepoint.com/sites/EmptySite4**
- **blackbox.sharepoint.com/sites/EmptySite5**

🔵 Alternate Office 365 Account

Last but not the least, you can restore your data to an alternate Office 365 account that has a different domain.

Example:

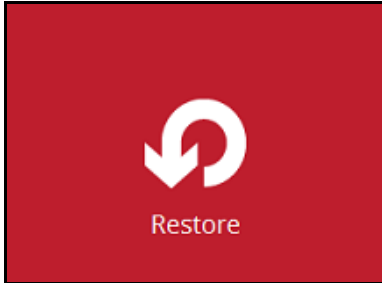
Original Office 365 Account: TestAccountABC@onecompany
Alternate Office 365 Account: SampleAccountXYZ@twosquaretower

Explanation:

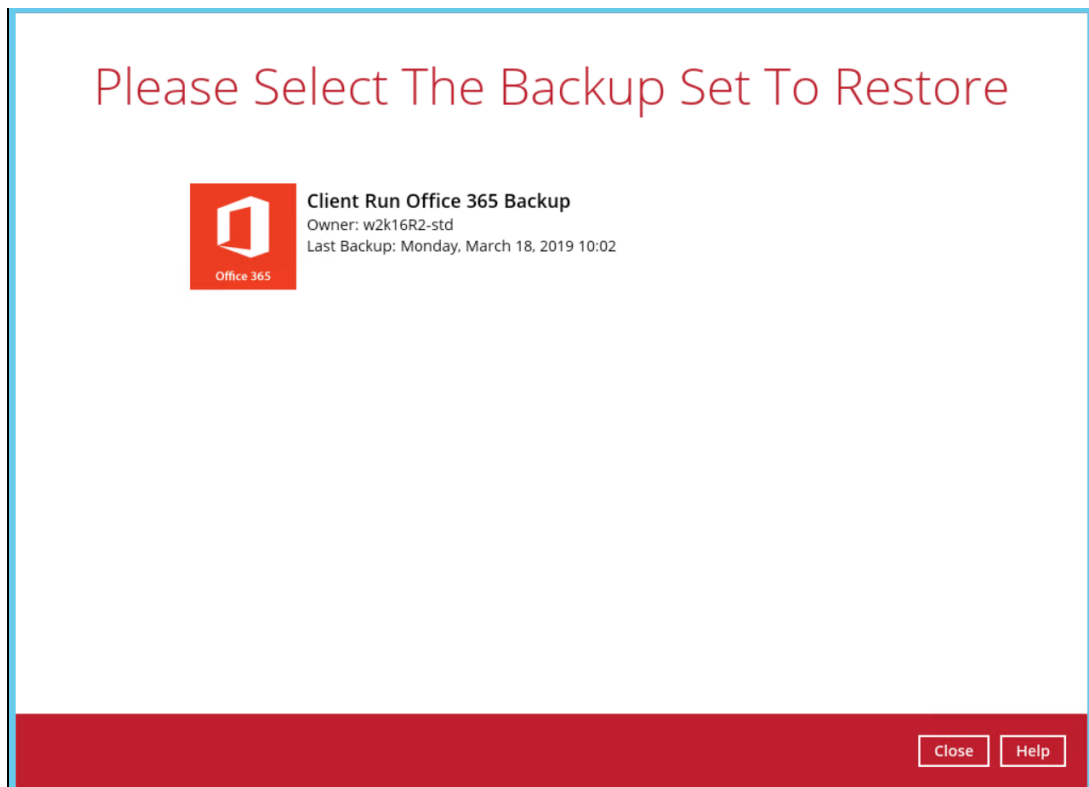
As you can see on the above example, we have two (2) Office 365 accounts with different domain. The Original Office 365 account is what we used as the source of our backup and can also use as the original location for restoration. For the alternate Office 365 account, we need to use another Office 365 account that has a different domain.

Restore Backup with OBM

1. Login to OBM according to the instructions in [Login to OBM](#).
2. Click the **Restore** icon on the main interface of OBM.



3. Select the backup set that you would like to restore.



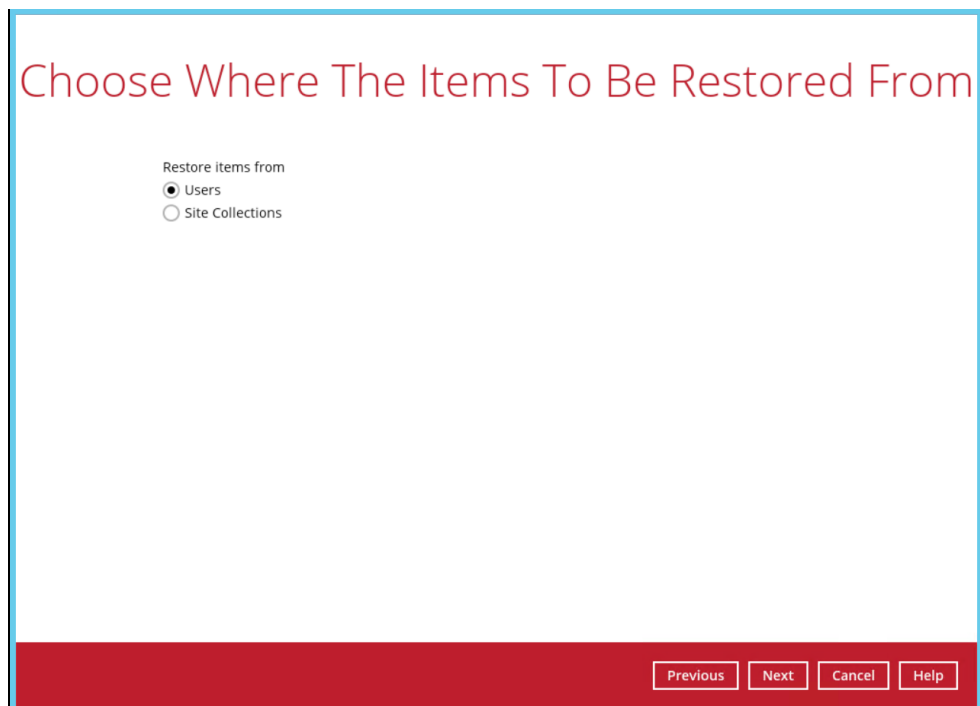
4. Select the backup destination that you would like to restore backed-up items to. In our



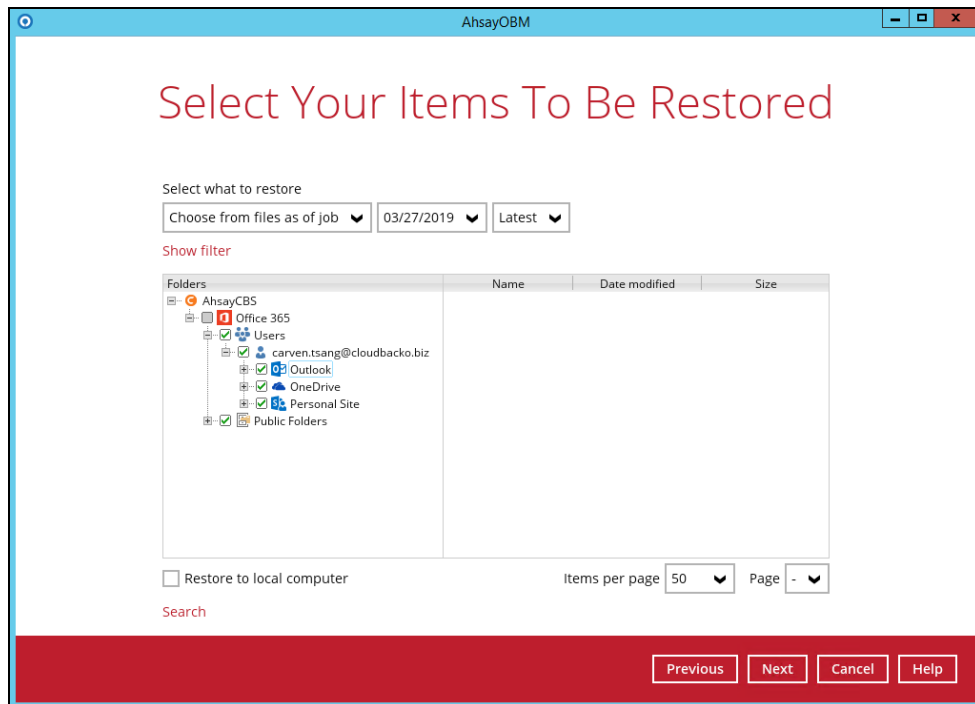
5. Select to restore from **Users** or **Site Collections**. Click **Next** to continue.

From Users

For the backup data from Users



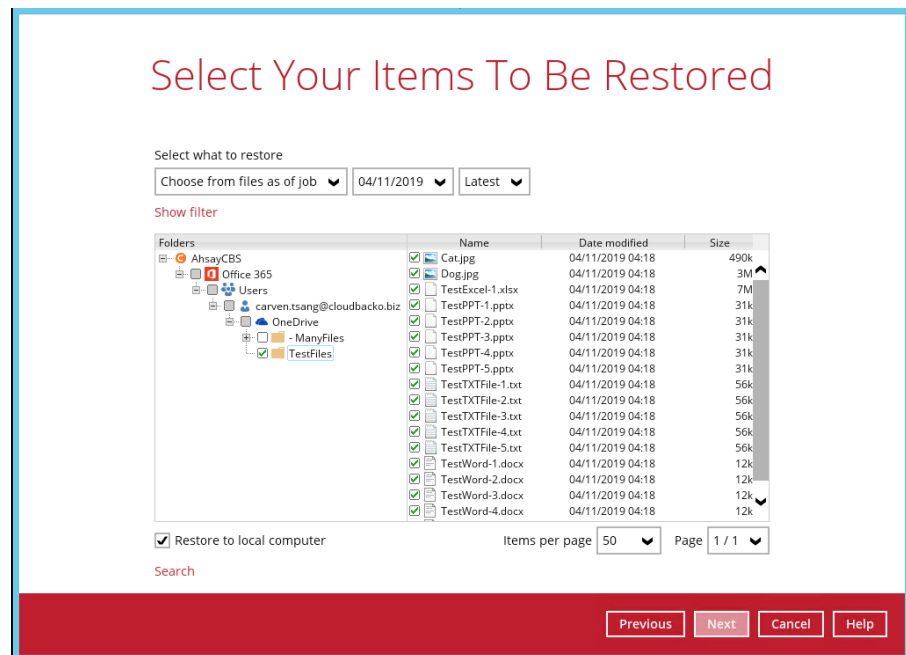
Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-



Select the destination you would like the mail objects to be restored.

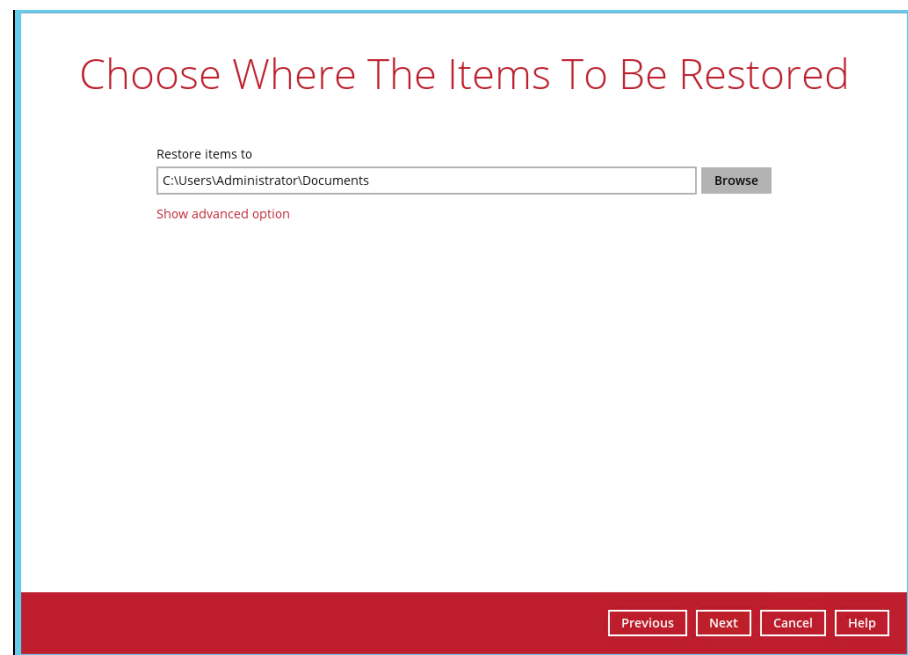
Local machine

Tick the **Restore to local computer** checkbox and click **Next** to proceed.



Click the **Browse** button to select a path on where you want the items to be restored on your local computer. Make sure it has enough space to accommodate your restoration.

Also click the **Show advanced option** to configure other restore settings.



Choose Where The Items To Be Restored

Restore items to

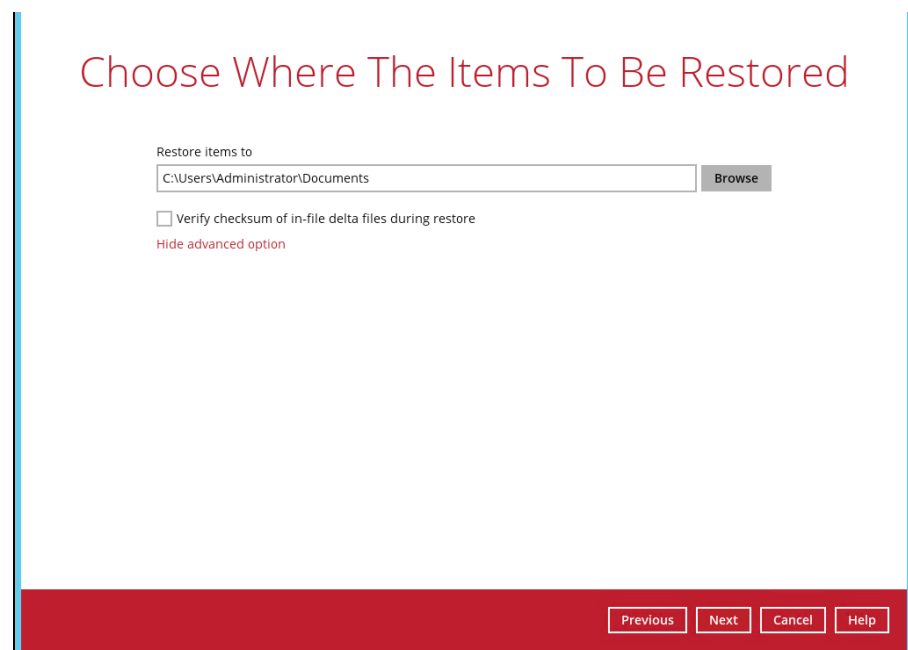
C:\Users\Administrator\Documents Browse

[Show advanced option](#)

Previous Next Cancel Help

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.



Choose Where The Items To Be Restored

Restore items to

C:\Users\Administrator\Documents Browse

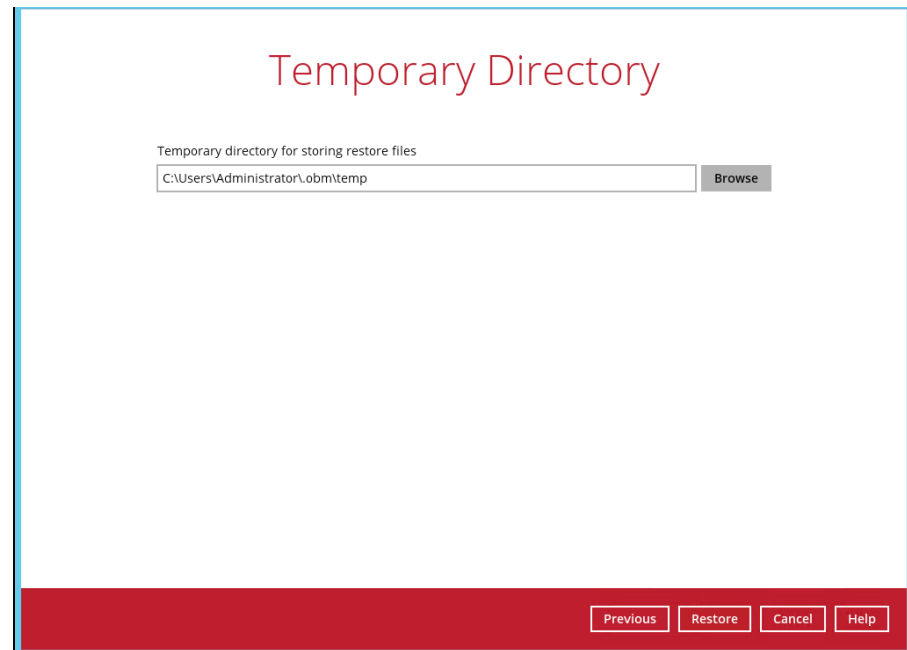
☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

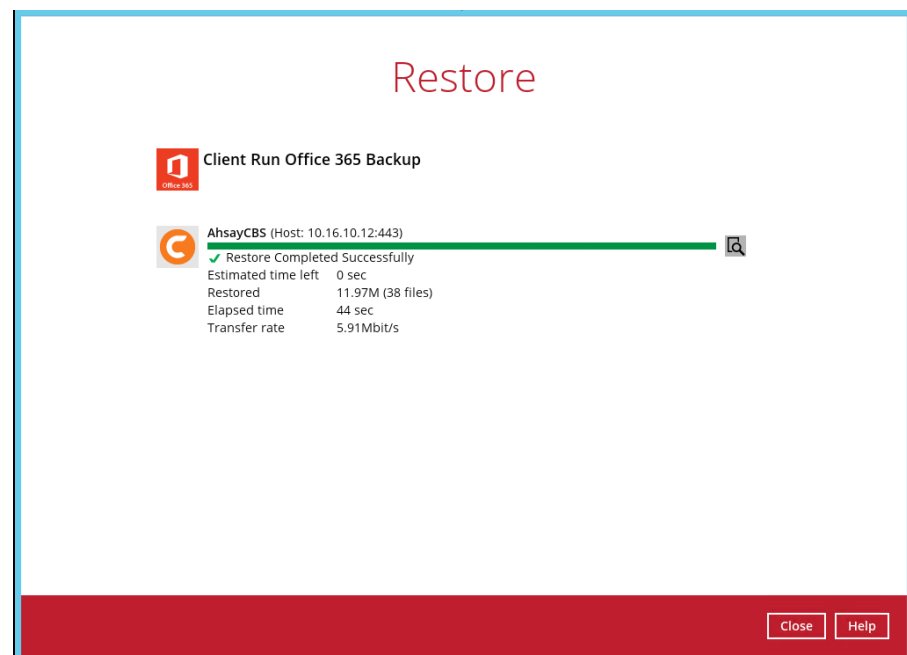
Previous Next Cancel Help

Click **Next** to proceed.

Select the temporary directory for storing temporary files, such as delta files when they are being merged, click **Restore** to start the restoration

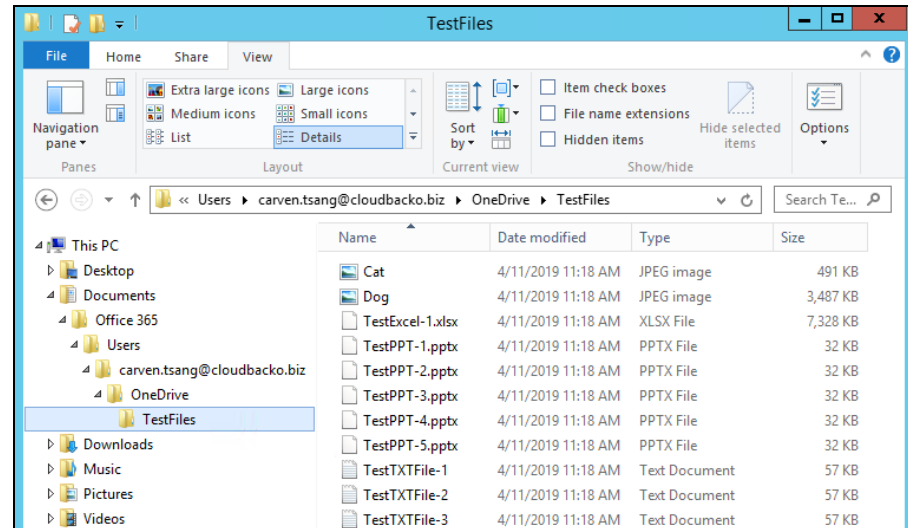


Restore is completed. Click the  to show the log of the restoration.

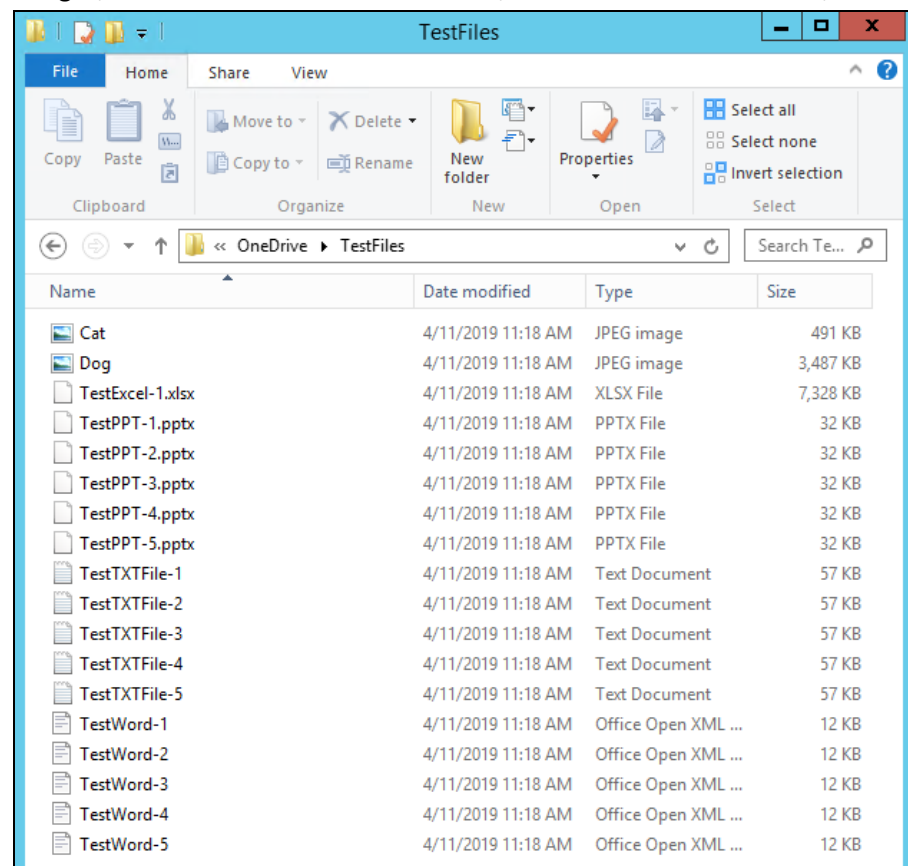


Open the Office 365 folder and you will see a **User** folder. This includes the selected Office 365 user account, and when you open the Office 365 user account folder, you will see the **OneDrive** folder.

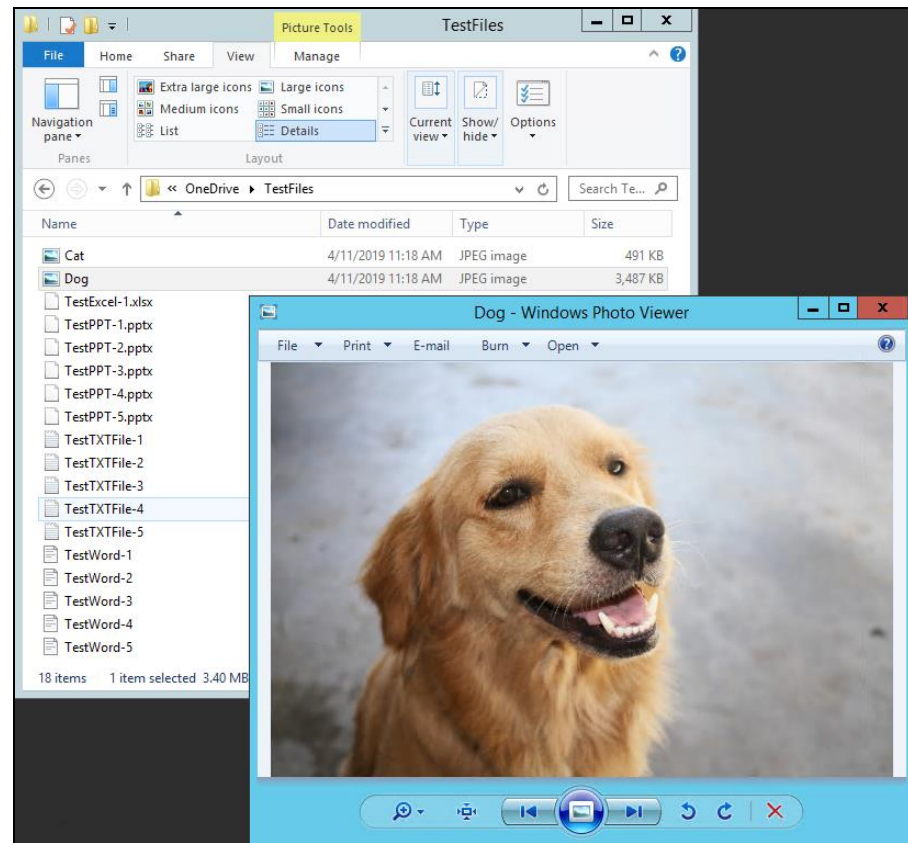
Click the OneDrive folder and you will see the **TestFiles** folder.



Inside the TestFiles folder are files we have restored from OneDrive. This includes Images, Microsoft Excel, Microsoft Word, PowerPoint Presentations, and Text.



Here is a preview of one of restored files from OneDrive.



Original location

Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection

Select Your Items To Be Restored

Select what to restore

Choose from files as of job

04/11/2019

Latest

Show filter

Folders

AhsayCBS

Office 365

Users

carven.tsang@cloudbacko.biz

Outlook

Inbox

OneDrive

- ManyFiles

TestFiles

Personal Site

Public Folders

	From	Subject	Received	Size
☒	Veeam ...	Live demo: Veeam Back...	06/12/2017 09:18	80k
☒	Veeam ...	Save BIG when you repl...	06/14/2017 09:34	76k
☒	Veeam ...	Join us for VeeamON Fo...	06/15/2017 09:42	84k
☒	Veeam ...	[Webinar] Availability o...	06/23/2017 09:32	90k
☒	Veeam ...	See NEW Veeam Availa...	04/11/2017 10:40	100k
☒	Veeam ...	You're invited to Veeam...	04/13/2017 10:42	85k
☒	Veeam ...	VeeamON 2017 is comi...	04/18/2017 10:01	74k
☒	Veeam ...	Veeam Customer News...	04/18/2017 10:38	97k
☒	Julie We...	Feedback survey - shar...	04/20/2017 07:02	63k
☒	Veeam ...	See NEW Veeam Availa...	04/24/2017 10:24	83k
☒	Veeam ...	VeeamON 2017: two w...	04/28/2017 09:39	71k
☒	Veeam ...	See NEW Veeam Availa...	05/01/2017 10:25	99k
☒	Veeam ...	Ransomware threat: Le...	05/03/2017 10:31	76k
☒	Veeam ...	[FREE webinar] Minimiz...	05/09/2017 10:16	77k
☒	Microso...	Request to Reset Micro...	05/09/2017 17:33	74k
☒	Veeam ...	Veeam Backup & Replic...	05/17/2017 09:37	74k
☒	Veeam ...	Reminder: NEW & FREE ...	05/19/2017 09:50	71k

☐ Restore to local computer

Items per page 50

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Search

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Cancel

Help

Choose from the following three (3) options on where you want your items to be restored. Select the **Original location**.

Also click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore items to

☒ Original location

☐ Alternate location

☐ Alternate Office 365 account

Show advanced option

Previous

Next

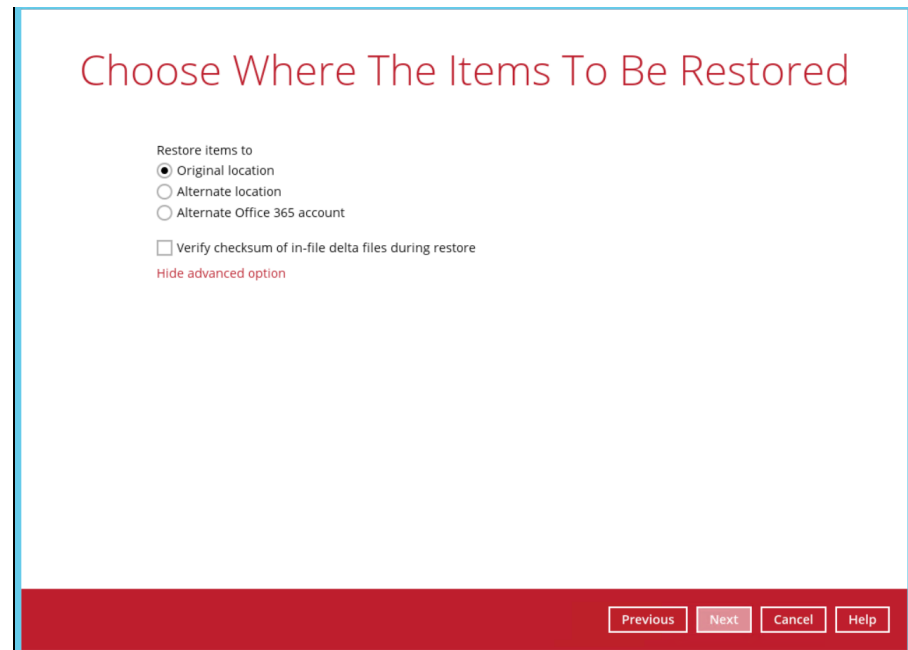
Cancel

Help

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Click **Next** to proceed.



Choose Where The Items To Be Restored

Restore items to

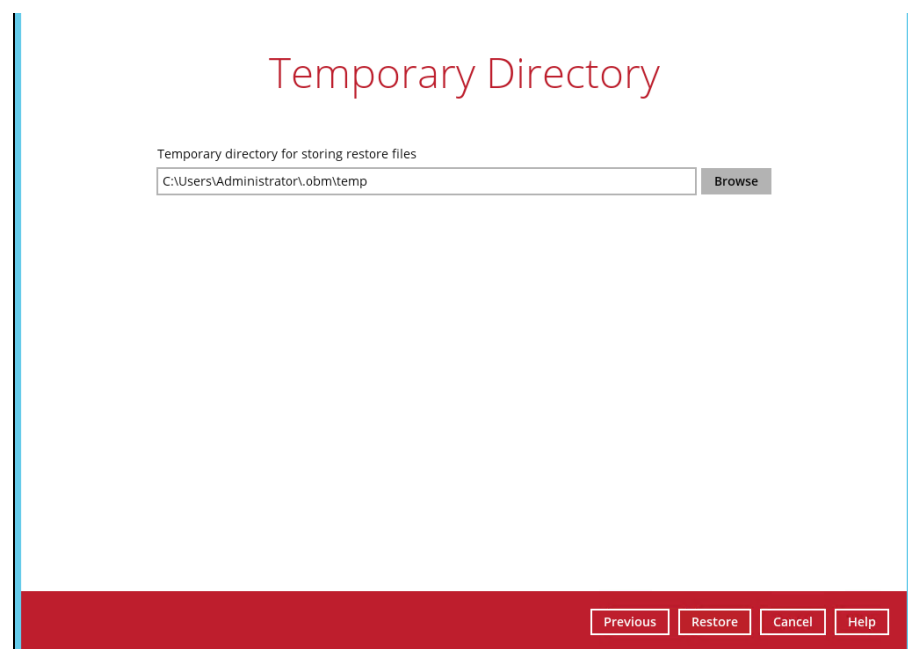
- ☒ Original location
- ☐ Alternate location
- ☐ Alternate Office 365 account

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Previous Next Cancel Help

Select the temporary directory for storing temporary files, such as delta files when they are being merged, click **Restore** to start the restoration



Temporary Directory

Temporary directory for storing restore files

C:\Users\Administrator\obm\temp Browse

Previous Restore Cancel Help

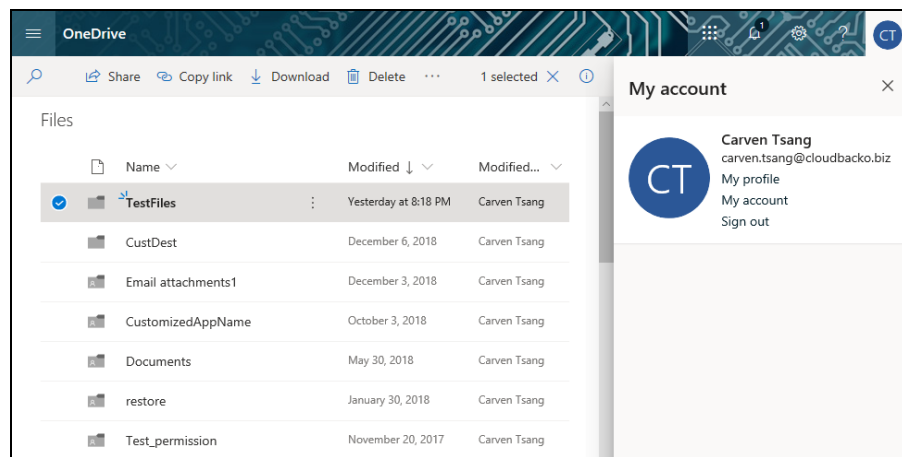
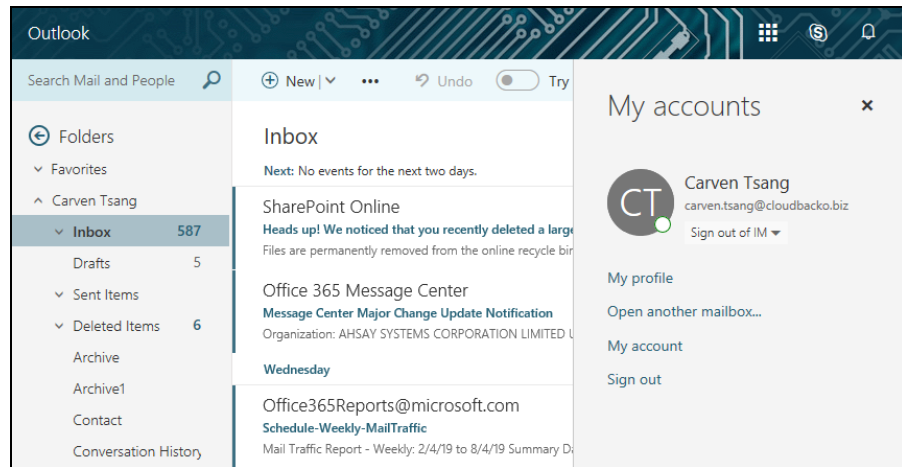
The screenshot displays the AhsayCBS backup client interface. At the top, the word "Restore" is written in a large, red, serif font. Below this, the "Client Run Office 365 Backup" window is visible. It features a red header bar with the Ahsay logo and the text "Office 365". The main content area shows a progress bar for a restore operation. The progress bar is green and is nearly full, indicating a successful completion. To the left of the progress bar is an orange circle with a white "C" inside. To the right of the progress bar is a magnifying glass icon. Below the progress bar, the text "AhsayCBS (Host: 10.16.10.12:443)" is displayed. Below this, a green checkmark icon is followed by the text "Restore Completed Successfully". Below this, a table of statistics is shown:

Estimated time left	0 sec
Restored	13.81M (65 files)
Elapsed time	3 min 49 sec
Transfer rate	1.09Mbit/s

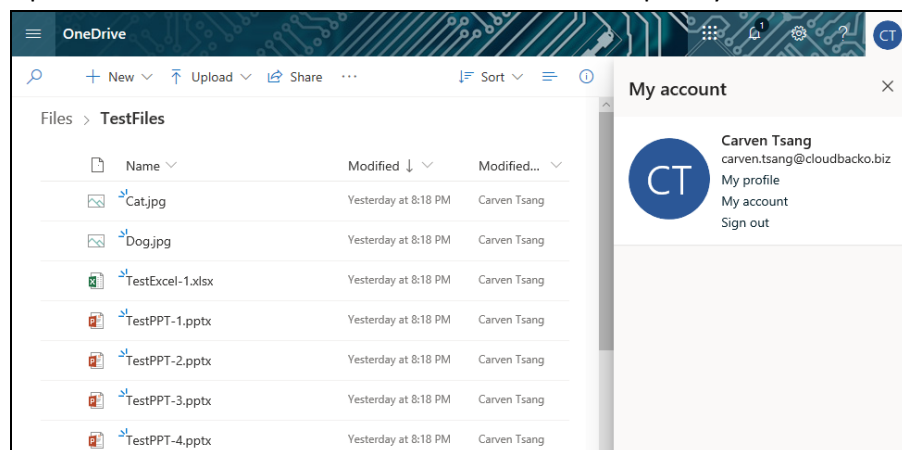
At the bottom of the window, there is a red bar containing two buttons: "Close" and "Help".

Type	Log	Time
1	Start [AhsayOBM v8.1.1.50]	04/12/2019 10:30:54
1	Initializing decrypt action...	04/12/2019 10:30:54
1	Initializing decrypt action... Completed	04/12/2019 10:30:54
1	Downloading... "Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox/See NEW Veeam Availability Suite 9.5 in ac...	04/12/2019 10:31:18
1	Downloading... "Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox/Test Outbox (AAMkADQ0YjYjYjYjLTZDEt...	04/12/2019 10:31:18
1	Downloading... "Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox/Welcome! There are already 7 or more gro...	04/12/2019 10:31:41
1	Downloading... "Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox/Welcome! There are already 7 or more gro...	04/12/2019 10:31:42
1	Downloading... "Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox/9999-1526105942 (AAMkADQ0YjYjYjYjLTZD...	04/12/2019 10:32:14
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/meta.s1 (To...	04/12/2019 10:32:54
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/Lists and Lib...	04/12/2019 10:33:02
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/Lists and Lib...	04/12/2019 10:33:16
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/Lists and Lib...	04/12/2019 10:33:22
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/Lists and Lib...	04/12/2019 10:33:24
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/Lists and Lib...	04/12/2019 10:33:25
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/Lists and Lib...	04/12/2019 10:33:25
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/Lists and Lib...	04/12/2019 10:33:26
1	Updating File "personal/carven.tsang.cloudbacko.biz/Documents/TestFiles/Cat.jpg"...	04/12/2019 10:33:26
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/All Files/Doc...	04/12/2019 10:33:26
1	File "personal/carven.tsang.cloudbacko.biz/Documents/TestFiles/Cat.jpg" is updated	04/12/2019 10:33:28
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/Lists and Lib...	04/12/2019 10:33:28
1	Document "personal/carven.tsang.cloudbacko.biz/Documents/TestFiles/Dog.jpg" already exist	04/12/2019 10:33:29
1	Updating File "personal/carven.tsang.cloudbacko.biz/Documents/TestFiles/Dog.jpg"...	04/12/2019 10:33:29
1	Downloading... "Office 365/Site Collections/ahsay-my.sharepoint.com/personal/carven.tsang.cloudbacko.biz/All Files/Doc...	04/12/2019 10:33:29

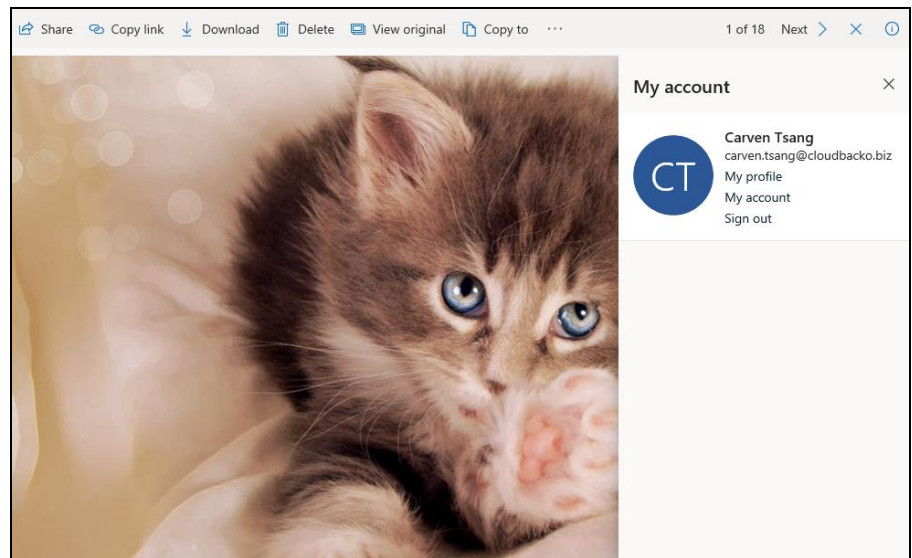
To check if the mails from Outlook and files from OneDrive are fully restored in the original location, login and check the files in Outlook and OneDrive. As you can see on our example screen shot below, **Carven Tsang** is logged in and the **Inbox** from Outlook and **TestFiles** folder from OneDrive are available.



Open the **TestFiles** folder to check if the files are completely restored.



Here is a preview of one of the restored files from OneDrive.



Alternate location

Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection

Select Your Items To Be Restored

Select what to restore

Choose from files as of job 04/11/2019 Latest

Show filter

Folders	From	Subject	Received	Size
[-] AhsayCBS	☒	Veeam ... Live demo: Veeam Back...	06/12/2017 09:18	80k
[-] Office 365	☒	Veeam ... Save BIG when you repl...	06/14/2017 09:34	76k
[-] Users	☒	Veeam ... Join us for VeeamON Fo...	06/23/2017 09:32	84k
[-] carven.tsang@cloudbacko.biz	☒	Veeam ... [Webinar] Availability o...	06/23/2017 09:32	90k
[-] Outlook	☒	Veeam ... See NEW Veeam Availa...	04/11/2017 10:40	100k
[-] Inbox	☒	Veeam ... You're invited to Veeam...	04/13/2017 10:42	85k
[-] OneDrive	☒	Veeam ... VeeamON 2017 is comi...	04/18/2017 10:01	74k
[-] - ManyFiles	☒	Veeam ... Veeam Customer News...	04/18/2017 10:38	97k
[-] TestFiles	☒	Julie We... Feedback survey - shar...	04/20/2017 07:02	63k
[-] Personal Site	☒	Veeam ... See NEW Veeam Availa...	04/24/2017 10:24	83k
[-] Public Folders	☒	Veeam ... VeeamON 2017: two w...	04/28/2017 09:39	71k
	☒	Veeam ... See NEW Veeam Availa...	05/01/2017 10:25	99k
	☒	Veeam ... Ransomware threat: Le...	05/03/2017 10:31	76k
	☒	Veeam ... [FREE webinar] Minimiz...	05/09/2017 10:16	77k
	☒	Microso... Request to Reset Micro...	05/09/2017 17:33	74k
	☒	Veeam ... Veeam Backup & Replic...	05/17/2017 09:37	74k
	☒	Veeam ... Reminder: NEW & FREE ...	05/19/2017 09:50	71k

☐ Restore to local computer

Items per page 50 Page 1 / 10+

Search

Previous Next Cancel Help

Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate location**.

Also click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore items to

☐ Original location

☒ Alternate location

☐ Alternate Office 365 account

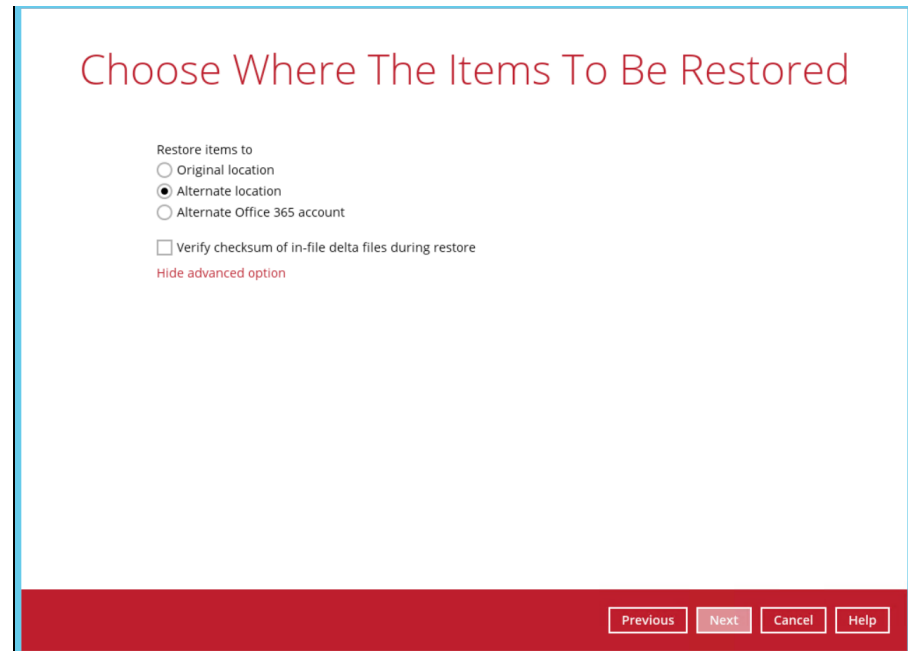
Show advanced option

Previous Next Cancel Help

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Click **Next** to proceed.



Choose Where The Items To Be Restored

Restore items to

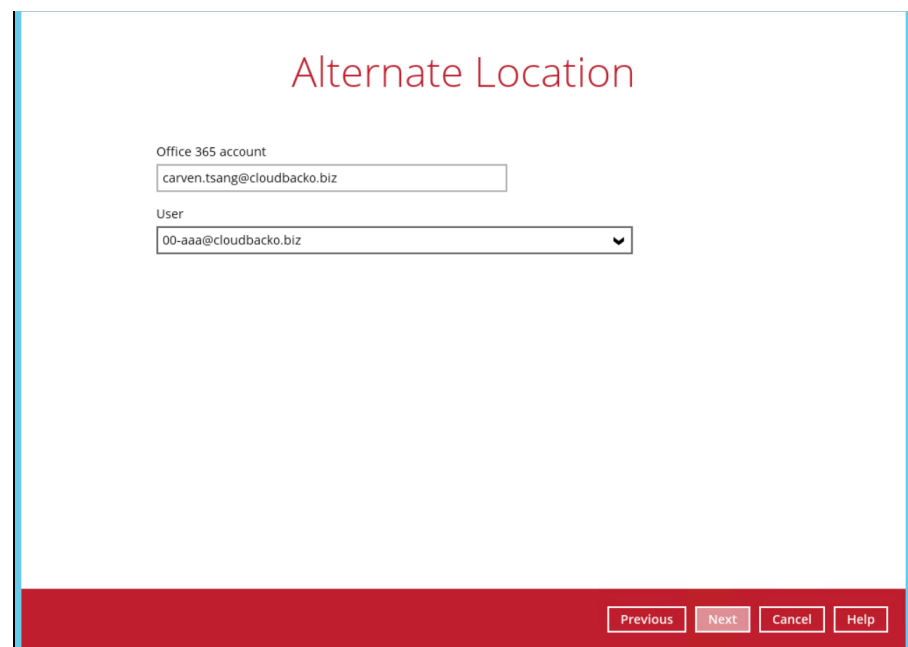
- ☐ Original location
- ☒ Alternate location
- ☐ Alternate Office 365 account

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Previous Next Cancel Help

Select an Office 365 user account on which the data will be restored. Click on the dropdown arrow to view the available Office 365 user accounts.



Alternate Location

Office 365 account

carven.tsang@cloudbacko.biz

User

00-aaa@cloudbacko.biz

Previous Next Cancel Help

Alternate Location

Office 365 account

carven.tsang@cloudbacko.biz

User

00-aaa@cloudbacko.biz

00-aaa@cloudbacko.biz

00-z@ahsay.onmicrosoft.com

90mailbox-room10@cloudbacko.biz

90mailbox-room11@cloudbacko.biz

90mailbox-room12@cloudbacko.biz

90mailbox-room13@cloudbacko.biz

90mailbox-room14@cloudbacko.biz

90mailbox-room15@cloudbacko.biz

Previous

Next

Cancel

Help

Alternate Location

Office 365 account

carven.tsang@cloudbacko.biz

User

csv-ivyr@ahsay.onmicrosoft.com

Previous

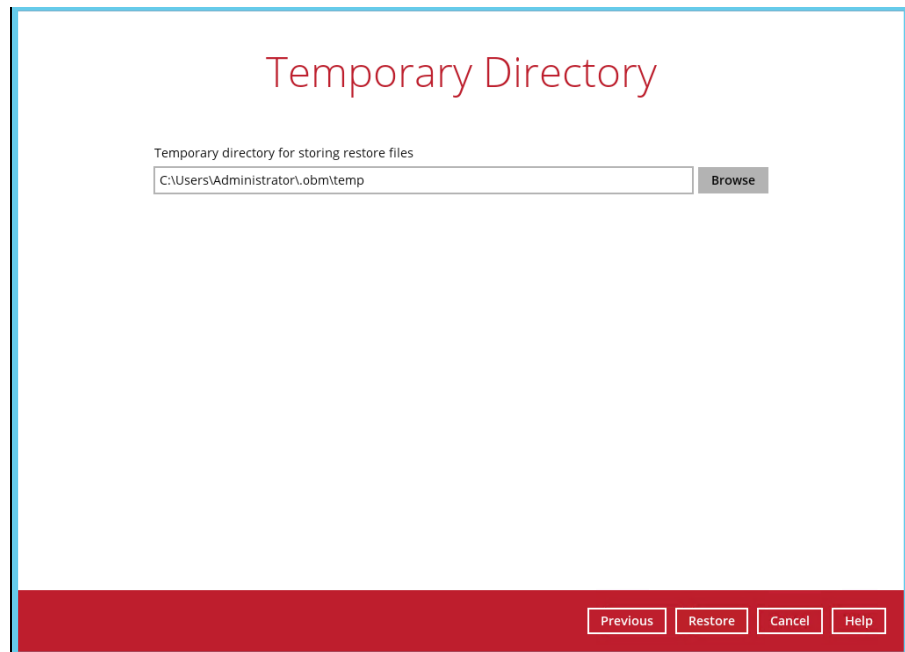
Next

Cancel

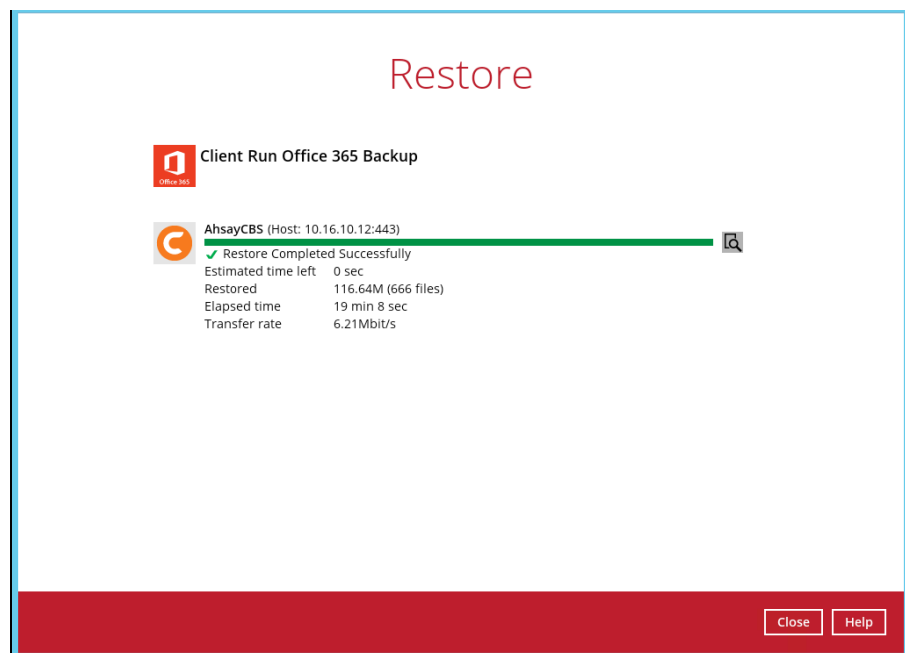
Help

Click **Next** to proceed.

Select the temporary directory for storing temporary files, such as delta files when they are being merged, click **Restore** to start the restoration.

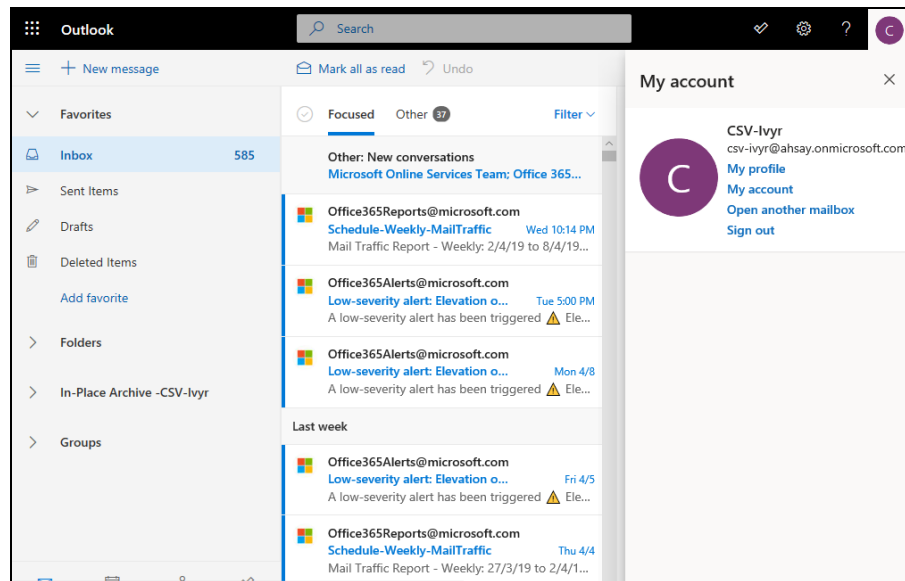


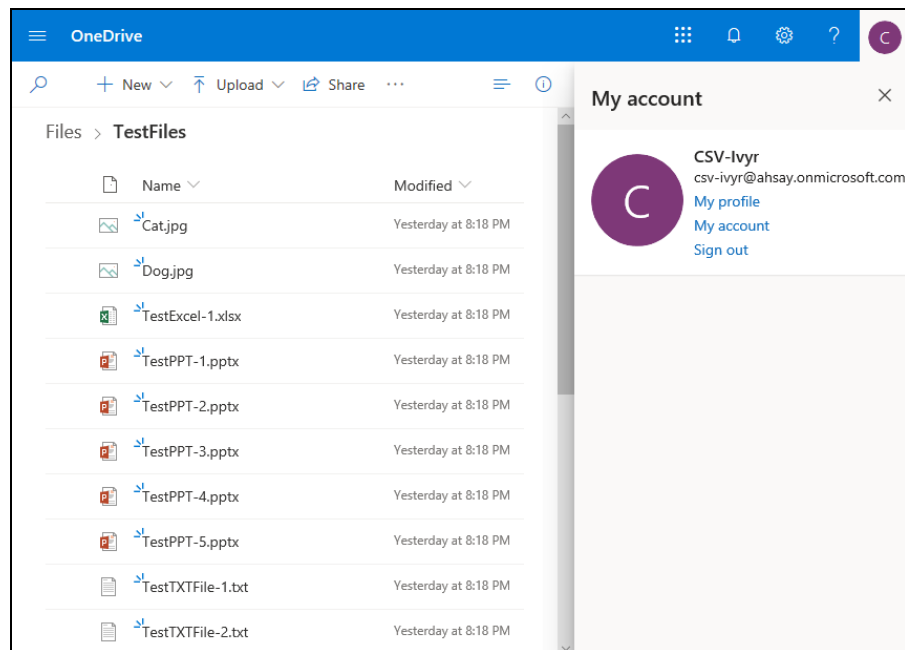
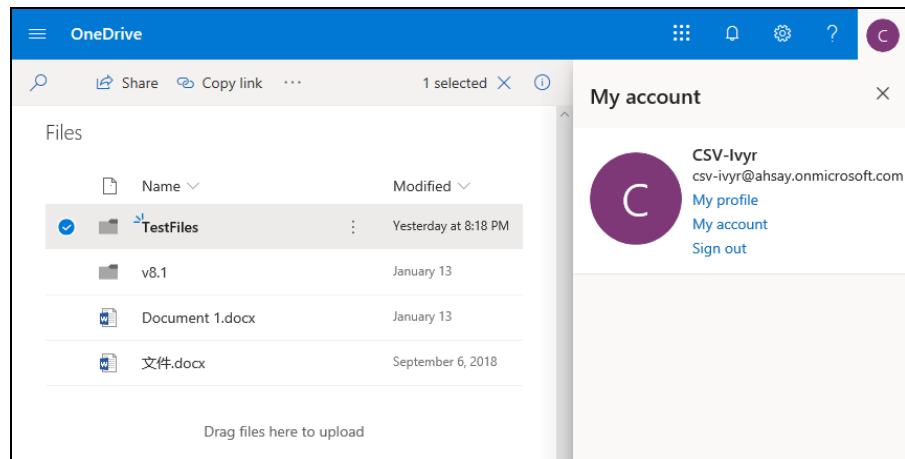
Restore is completed. Click the  to show the log of the restoration.



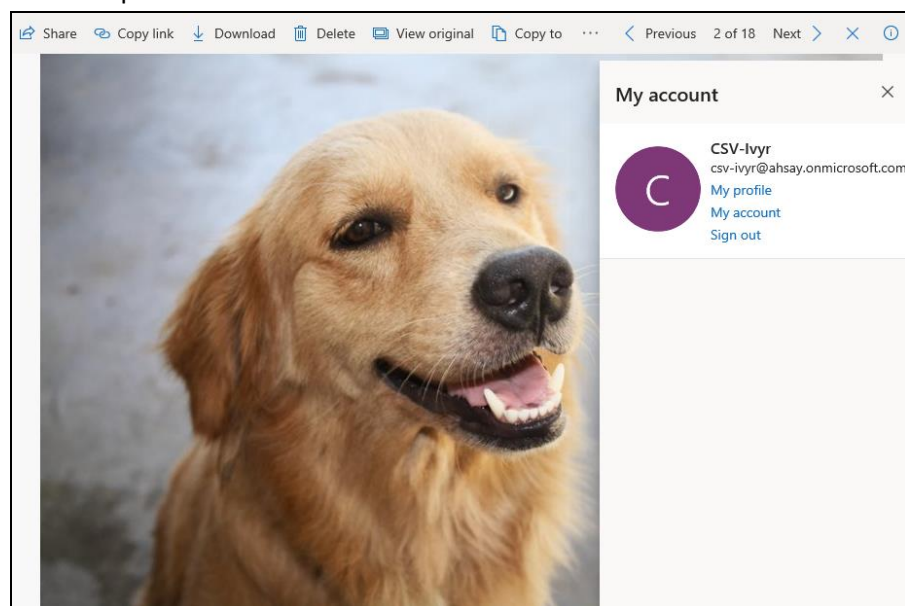
Type	Log	Time
1	Start [AhsayOBM v8.1.1.50]	04/12/2019 10:43:27
1	Initializing decrypt action...	04/12/2019 10:43:27
1	Initializing decrypt action... Completed	04/12/2019 10:43:27
1	Creating new directory... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/Back-up"	04/12/2019 10:43:37
1	Creating new directory... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/Back-up/_Verwerk"	04/12/2019 10:43:39
1	Creating new directory... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/new"	04/12/2019 10:43:39
1	Creating new directory... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/new/new2"	04/12/2019 10:43:40
1	Creating new directory... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/new/new3"	04/12/2019 10:43:41
1	Creating new directory... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/new/new3/new123"	04/12/2019 10:43:41
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/new/new3/new123/Now that you're set ..."	04/12/2019 10:43:43
1	Creating new directory... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/test/1456"	04/12/2019 10:43:45
1	Creating new directory... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/test/123"	04/12/2019 10:43:45
1	Creating new directory... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/test/123/2356"	04/12/2019 10:43:48
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/Live demo: Veeam Backup for Microsoft...	04/12/2019 10:43:49
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/Save BIG when you replace your legacy..."	04/12/2019 10:43:50
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/Join us for VeeamON Forum 2017 in Ho..."	04/12/2019 10:43:51
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/[Webinar] Availability on-premises, in t..."	04/12/2019 10:43:52
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/See NEW Veeam Availability Suite 9.5 in..."	04/12/2019 10:43:53
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/You're invited to Veeam and Microsoft..."	04/12/2019 10:43:54
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/VeeamON 2017 is coming! Why attend?..."	04/12/2019 10:43:55
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/Veeam Customer Newsletter - April 20..."	04/12/2019 10:43:56
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/Feedback survey - share your thoughts..."	04/12/2019 10:43:57
1	Downloading... "Office 365/Users/csv-ivyr@ahsay.onmicrosoft.com/Outlook/Inbox/See NEW Veeam Availability Suite 9.5 in..."	04/12/2019 10:43:58

To check if the mails from Outlook and files from OneDrive are fully restored in the original location, login and check the files in Outlook and OneDrive. As you can see on our example screen shot below, **CSV-Ivyr** is logged in and the **Inbox** from Outlook and **TestFiles** folder from OneDrive are available.





Here is a preview of one of restored files from OneDrive.



Alternate Office 365 Account

Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection

Select Your Items To Be Restored

Select what to restore

Choose from files as of job 04/11/2019 Latest

Show filter

Folders	From	Subject	Received	Size
AhsayCBS	☒	Veeam ... Live demo: Veeam Back...	06/12/2017 09:18	80k
Office 365	☒	Veeam ... Save BIG when you repl...	06/14/2017 09:34	76k
Users	☒	Veeam ... Join us for VeeamON Fo...	06/15/2017 09:42	84k
carven.tsang@cloudbacko.biz	☒	Veeam ... [Webinar] Availability o...	06/23/2017 09:32	90k
Outlook	☒	Veeam ... See NEW Veeam Avalla...	04/11/2017 10:40	100k
Inbox	☒	Veeam ... You're invited to Veeam...	04/13/2017 10:42	85k
OneDrive	☒	Veeam ... VeeamON 2017 is comi...	04/18/2017 10:01	74k
- ManyFiles	☒	Veeam ... Veeam Customer News...	04/18/2017 10:38	97k
TestFiles	☒	Julie We... Feedback survey - shar...	04/20/2017 07:02	63k
Personal Site	☒	Veeam ... See NEW Veeam Avalla...	04/24/2017 10:24	83k
Public Folders	☒	Veeam ... VeeamON 2017: two w...	04/28/2017 09:39	71k
	☒	Veeam ... See NEW Veeam Avalla...	05/01/2017 10:25	99k
	☒	Veeam ... Ransomware threat: Le...	05/03/2017 10:31	76k
	☒	Veeam ... [FREE webinar] Minimiz...	05/09/2017 10:16	77k
	☒	Microso... Request to Reset Micro...	05/09/2017 17:33	74k
	☒	Veeam ... Veeam Backup & Replic...	05/17/2017 09:37	74k
	☒	Veeam ... Reminder: NEW & FREE ...	05/19/2017 09:50	71k

☐ Restore to local computer

Items per page 50 Page 1 / 10+

Search

Previous Next Cancel Help

Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate Office 365 Account**.

Input the Username and Password and choose the region for the other Office 365 account and press **Test** to validate the account.

Choose Where The Items To Be Restored

Restore items to

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

ronnie.chan@ahsaybackup.onmicrosoft.com

Password

.....

Region

Global

☐ Access the Internet through proxy

Test

Show advanced option

Previous Next Cancel Help

Choose from the following **Region**:

Region	
Global	▼
Global	
China	
Germany	

Test completed successfully shows when the validation is successful, then click **Next** to continue.

Also, click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore items to

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

ronnie.chan@ahsaybackup.onmicrosoft.com

Password

Region

Global ▼

☐ Access the Internet through proxy

✔ Test completed successfully

Show advanced option

Previous Next Cancel Help

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Choose Where The Items To Be Restored

Restore items to

- ☐ Original location
- ☐ Alternate location
- ☒ Alternate Office 365 account

Username

ronnie.chan@ahsaybackup.onmicrosoft.com

Password

Region

Global ▼

☐ Access the Internet through proxy

✓ Test completed successfully

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Previous Next Cancel Help

Click **Next** to proceed.

Select an Office 365 user account on which the data will be restored. Click on the dropdown arrow to view the available Office 365 user accounts.

Alternate Location

Office 365 account

ronnie.chan@ahsaybackup.onmicrosoft.com

User

DevTest@ahsaybackup.onmicrosoft.com ▼

Previous Next Cancel Help

Alternate Location

Office 365 account

ronnie.chan@ahsaybackup.onmicrosoft.com

User

DevTest@ahsaybackup.onmicrosoft.com ▼

DevTest@ahsaybackup.onmicrosoft.com

ronnie.chan@ahsaybackup.onmicrosoft.com

Previous Next Cancel Help

Alternate Location

Office 365 account

ronnie.chan@ahsaybackup.onmicrosoft.com

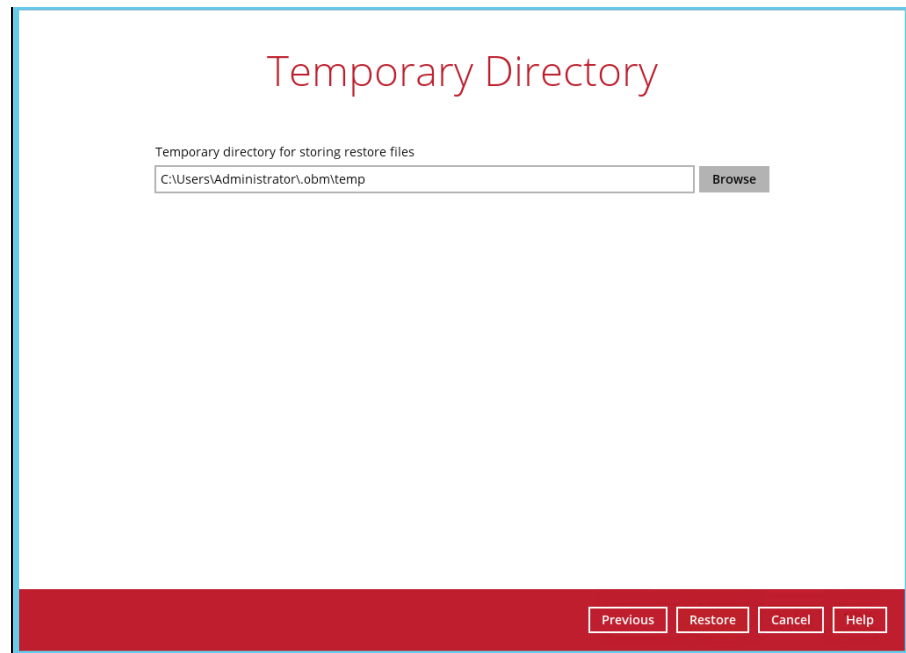
User

ronnie.chan@ahsaybackup.onmicrosoft.com ▼

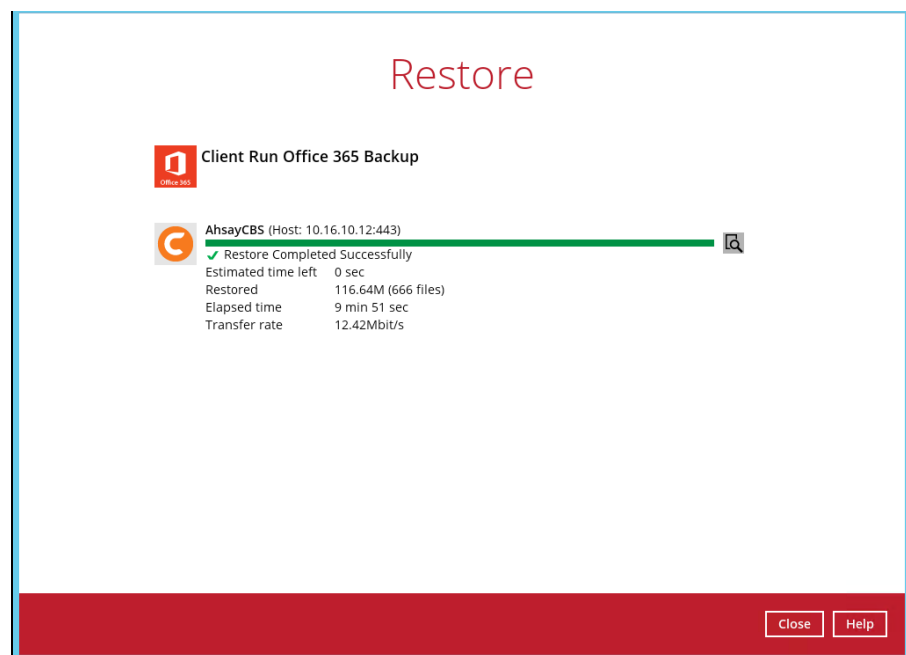
Previous Next Cancel Help

Click **Next** to proceed.

Select the temporary directory for storing temporary files, such as delta files when they are being merged, click **Restore** to start the restoration

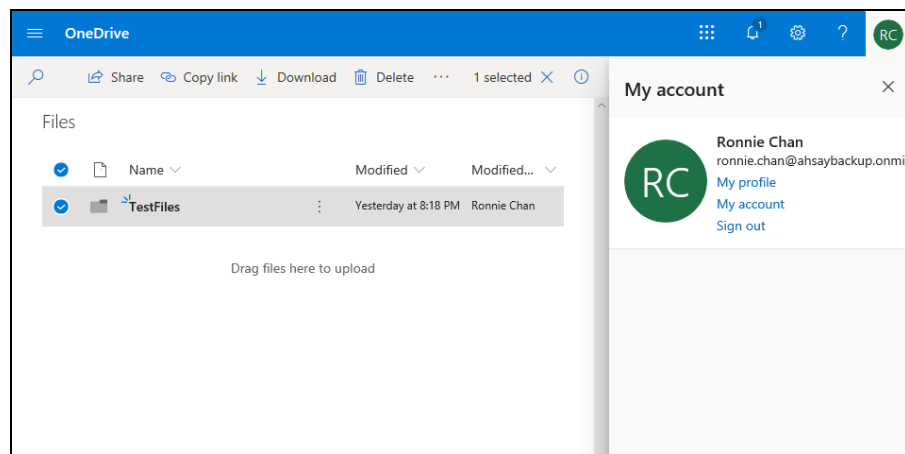
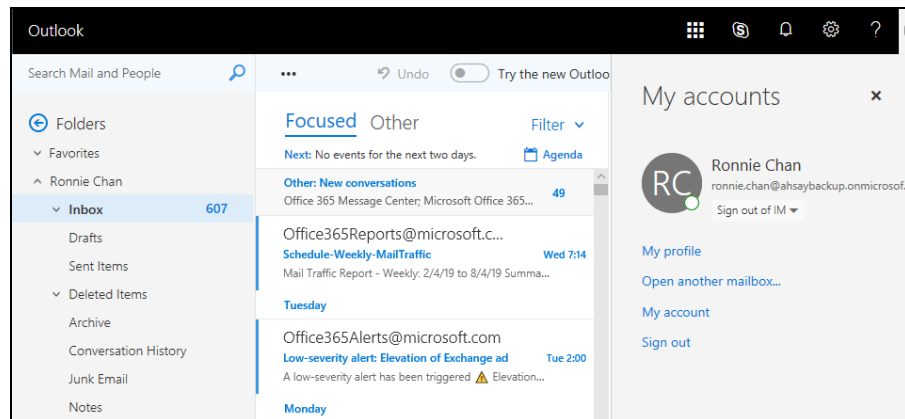


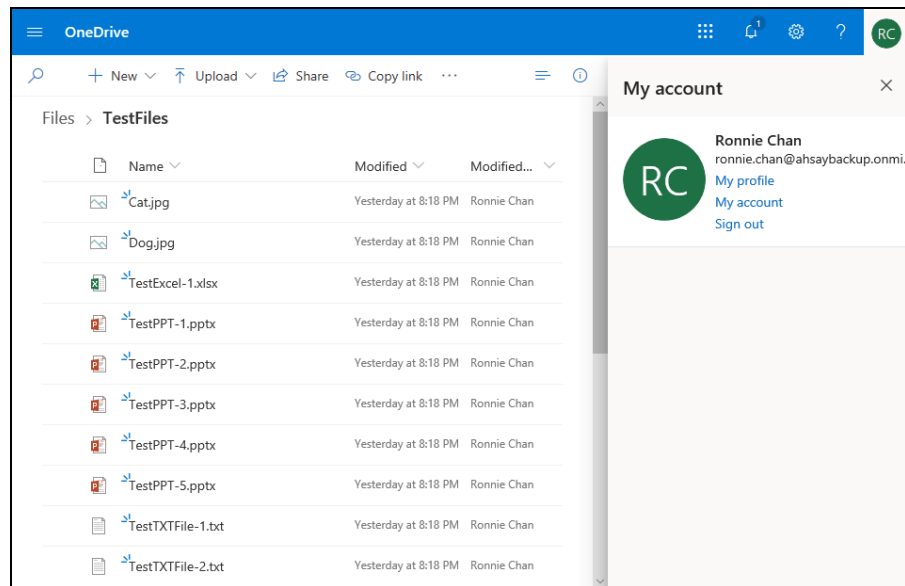
Restore is completed. Click the  to show the log of the restoration.



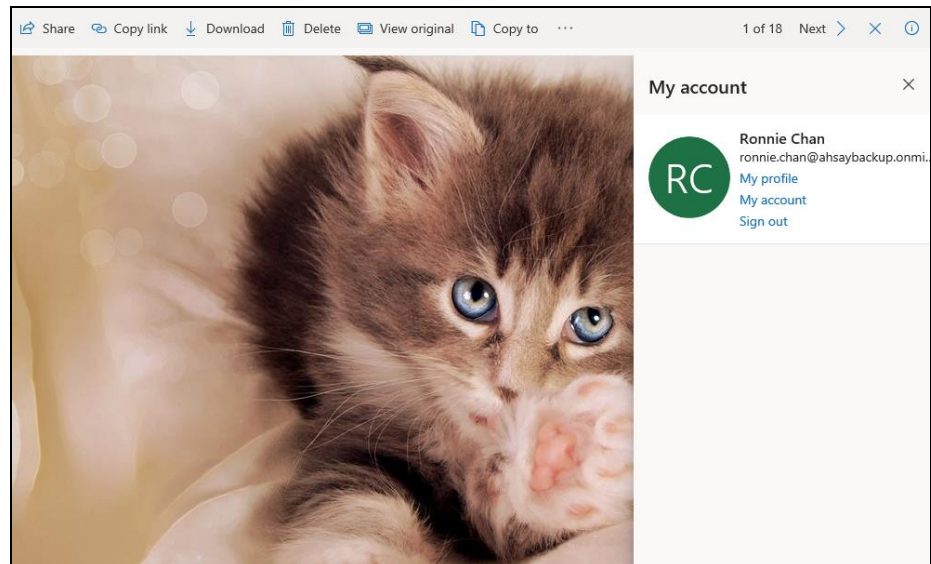
Type	Log	Time
Start [AhsayOBM v8.1.1.50]		04/12/2019 11:08:48
Initializing decrypt action...		04/12/2019 11:08:48
Initializing decrypt action... Completed		04/12/2019 11:08:48
Creating new directory... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/Back-up"		04/12/2019 11:11:27
Creating new directory... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/Back-up/_Verwerk"		04/12/2019 11:11:27
Creating new directory... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/new"		04/12/2019 11:11:27
Creating new directory... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/new/new2"		04/12/2019 11:11:27
Creating new directory... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/new/new3"		04/12/2019 11:11:27
Creating new directory... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/new/new3/new123"		04/12/2019 11:11:27
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/new/new3/new123/Now tha..."		04/12/2019 11:11:28
Creating new directory... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/test2456"		04/12/2019 11:11:30
Creating new directory... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/test123"		04/12/2019 11:11:33
Creating new directory... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/test123/2356"		04/12/2019 11:11:33
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/Live demo: Veeam Backup f..."		04/12/2019 11:11:33
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/Save BIG when you replace ..."		04/12/2019 11:11:33
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/Join us for VeeamON Forum..."		04/12/2019 11:11:34
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/[Webinar] Availability on-pr..."		04/12/2019 11:11:35
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/See NEW Veeam Availability..."		04/12/2019 11:11:35
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/You're invited to Veeam and..."		04/12/2019 11:11:36
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/Veeam Customer Newslette..."		04/12/2019 11:11:36
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/Veeam Customer Newslette..."		04/12/2019 11:11:36
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/Feedback survey - share yo..."		04/12/2019 11:11:37
Downloading... "Office 365/Users/ronnie.chan@ahsaybackup.onmicrosoft.com/Outlook/Inbox/See NEW Veeam Availability..."		04/12/2019 11:11:37

To check if the mails from Outlook and files from OneDrive are fully restored in the original location, login and check the files in Outlook and OneDrive. As you can see on our example screen shot below, **Ronnie Chan** is logged in and the **Inbox** from Outlook and **TestFiles** folder from OneDrive are available.





Here is a preview of one of restored files from OneDrive.



From Site Collections

Choose Where The Items To Be Restored From

Restore items from

☐ Users

☒ Site Collections

Previous

Next

Cancel

Help

Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job 04/11/2019 14:38

Show filter

Folders	Name	Date modified	Size
AhsayCBS	☒ _siteicon_.jpg	03/29/2019 18:19	2k
Office 365	☒ _siteicon_.png	02/28/2019 13:58	449
Site Collections			
ahsay.sharepoint.com/sites/test			
Lists and Libraries			
Form Templates			
Documents			
Site Assets			
Style Library			
Subsites			

☐ Restore to local computer

Items per page 50 Page 1 / 1

Search

Previous

Next

Cancel

Help

Select the destination you would like the mail objects to be restored.

Local machine

Tick the **Restore to local computer** checkbox and click **Next** to proceed.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job ▼ 04/11/2019 ▼ 14:38 ▼

Show filter

Folders	Name	Date modified	Size
AhsayCBS	☒ _sitelcon_.jpg	03/29/2019 18:19	2k
Office 365	☒ _sitelcon_.png	02/28/2019 13:58	449
Site Collections			
ahsay.sharepoint.com/sites/test			
Lists and Libraries			
Form Templates			
Documents			
Site Assets			
Style Library			
Subsites			

☒ Restore to local computer

Items per page 50 ▼ Page 1 / 1 ▼

Search

Previous Next Cancel Help

Click the **Browse** button to select a path on where you want the items to be restored on your local computer. Make sure it has enough space to accommodate your restoration.

Also, click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore items to

C:\Users\Administrator\Documents Browse

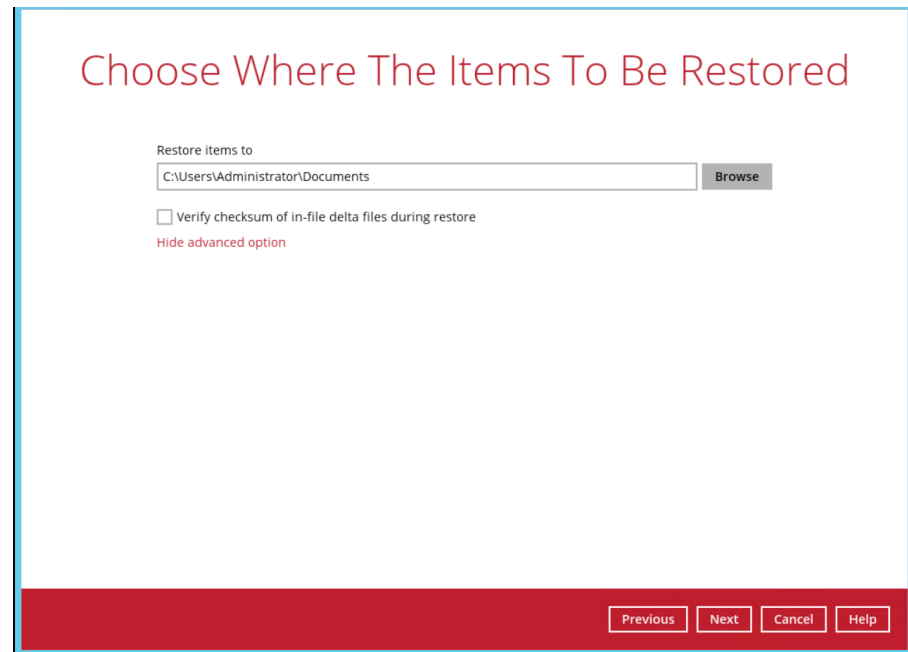
Show advanced option

Previous Next Cancel Help

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Click **Next** to proceed.



Choose Where The Items To Be Restored

Restore items to

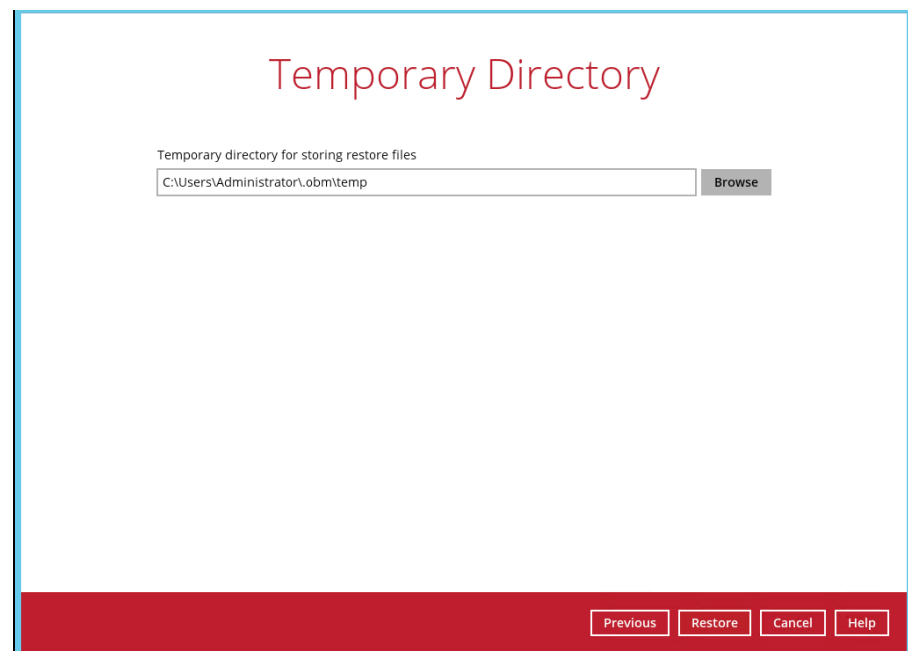
C:\Users\Administrator\Documents Browse

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Previous Next Cancel Help

Select the temporary directory for storing temporary files, such as delta files when they are being merged, click **Restore** to start the restoration



Temporary Directory

Temporary directory for storing restore files

C:\Users\Administrator\obm\temp Browse

Previous Restore Cancel Help



AhsayOBM

Restore

Client Run Office 365 Backup

AhsayCBS (Host: 10.16.10.12:443)

Restore Completed Successfully

Estimated time left0 sec

Restored91.05k (8 files)

Elapsed time1 min 25 sec

Transfer rate9.21kbit/s

Cancel

Help

ShowAll

Type	Log	Time
	Start [AhsayOBM v8.1.1.50]	04/12/2019 11:35:15
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Form Templates/meta.it" (Tot...	04/12/2019 11:35:18
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Documents/meta.it" (Total 11...	04/12/2019 11:35:18
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.it" (Total 11k...	04/12/2019 11:35:19
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_siteicon_.jpg" (T...	04/12/2019 11:35:19
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_siteicon_.jpg" (T...	04/12/2019 11:36:33
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_siteicon_.png" (...	04/12/2019 11:36:33
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_siteicon_.png" (...	04/12/2019 11:36:36
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_siteicon_.png" (...	04/12/2019 11:36:36
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Style Library/meta.it" (Total 1...	04/12/2019 11:36:36
	Restore Completed Successfully	04/12/2019 11:36:37

Logs per page50

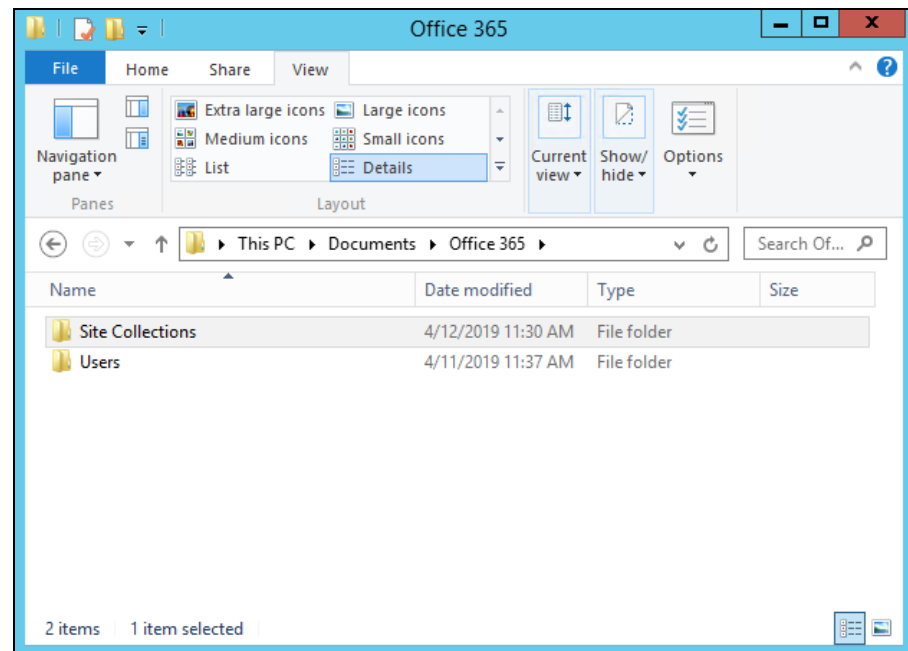
Page1 / 1

Close

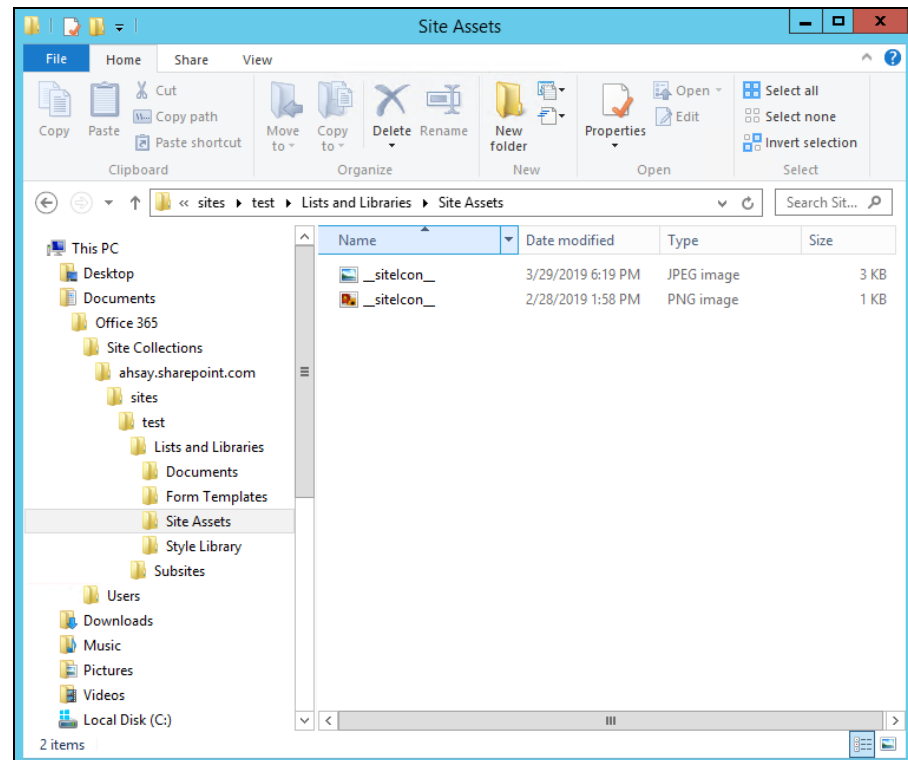
Close

Help

To check if the files from the Site Collections are fully restored in the location machine on the selected directory which is **C:\Users\Administrator\Documents**, go to the Documents folder. There should be an available **Office 365** folder.



Open the Office 365 folder and you will see a **Site Collections** folder. This includes the selected SharePoint site which is the **ahsay.sharepoint.com**. Open the folder and you will see the sites, list and libraries, and subsites.



Original location

Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job 04/11/2019 14:38

Show filter

Folders	Name	Date modified	Size
AhsayCBS	Item 1	01/14/2019 10:07	0
Office 365	Item 3	01/14/2019 10:07	0
Site Collections	Item 2	01/14/2019 10:07	0
ahsay.sharepoint.com/sites/test	Item 4	01/14/2019 10:07	0
Lists and Libraries	Item 5	01/14/2019 10:07	0

☐ Restore to local computer

Items per page 50 Page 1 / 1

Search

Previous Next Cancel Help

Choose from the following three (3) options on where you want your items to be restored. Select the **Original location**.

Choose Where The Items To Be Restored

Restore items to

☒ Original location

☐ Alternate location

☐ Alternate Office 365 account

Mode

Overwrite when exist

Show advanced option

Previous Next Cancel Help

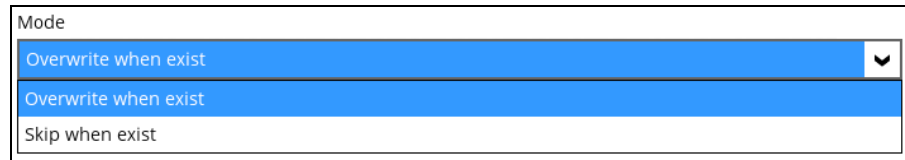
Select a **Mode**.

- ☐ **Overwrite when exist**

If the data that you will be restoring is already available in the Office 365 account, then you have a choice to still overwrite the existing data.

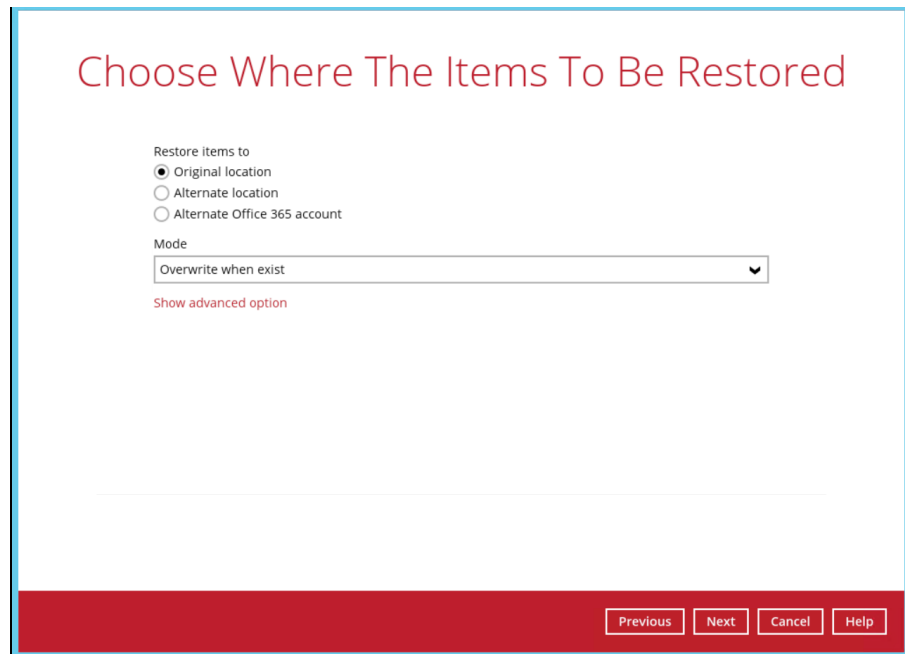
- **Skip when exist**

If the data you will be restoring is already available in the Office 365 account, then you have a choice to skip and move to the next one.



A screenshot of a dropdown menu titled 'Mode'. The menu is open, showing three options: 'Overwrite when exist' (highlighted in blue), 'Overwrite when exist' (in white), and 'Skip when exist' (in white). A small downward arrow is visible on the right side of the first option.

Click the **Show advanced option** to configure other restore settings.

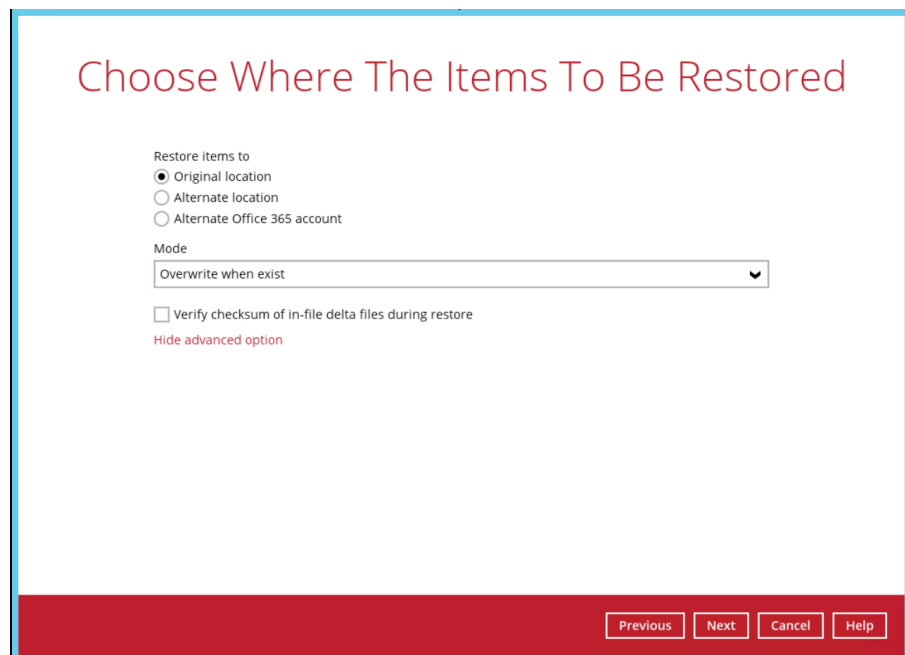


A screenshot of a dialog box titled 'Choose Where The Items To Be Restored'. The dialog has a white background with a red border. It contains three radio buttons under the heading 'Restore items to': 'Original location' (selected), 'Alternate location', and 'Alternate Office 365 account'. Below these is a 'Mode' dropdown menu with 'Overwrite when exist' selected. A red link labeled 'Show advanced option' is positioned below the dropdown. At the bottom of the dialog, there is a red bar containing four buttons: 'Previous', 'Next', 'Cancel', and 'Help'.

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Click **Next** to proceed.



Choose Where The Items To Be Restored

Restore items to

- ☒ Original location
- ☐ Alternate location
- ☐ Alternate Office 365 account

Mode

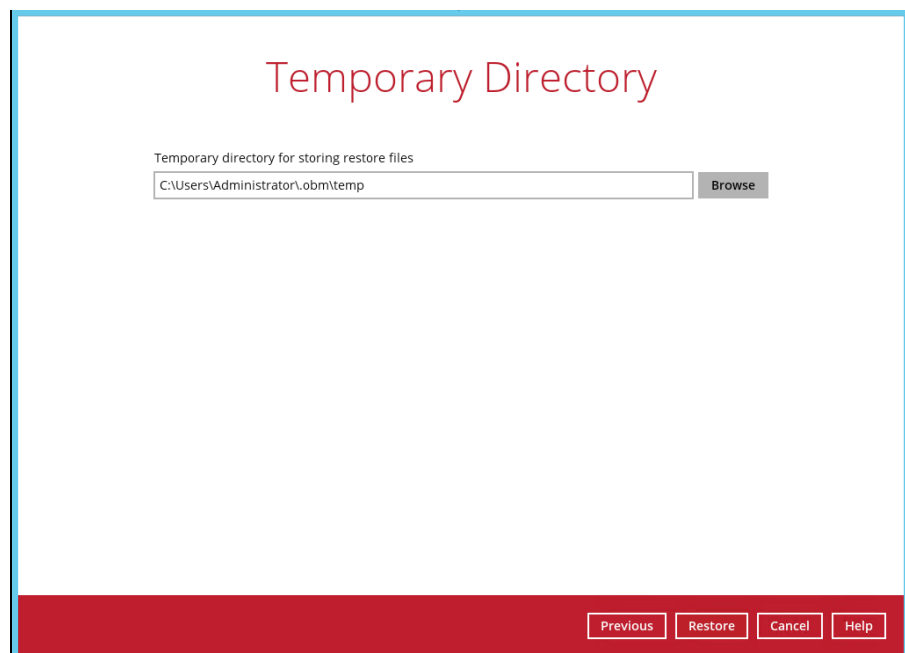
Overwrite when exist

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Previous Next Cancel Help

Select the temporary directory for storing temporary files, such as delta files when they are being merged. click **Restore** to start the restoration



Temporary Directory

Temporary directory for storing restore files

C:\Users\Administrator\obm\temp

Browse

Previous Restore Cancel Help

Restore is completed. Click the  to show the log of the restoration.

Restore

**Client Run Office 365 Backup**



AhsayCBS (Host: 10.16.10.12:443)
✓ Restore Completed Successfully
Estimated time left 0 sec
Restored 5.87M (36 files)
Elapsed time 1 min 10 sec
Transfer rate 1.21Mbit/s



Close

Help

Show

All

Type	Log	Time
	Start [AhsayOBM v8.1.1.50]	04/12/2019 12:01:30
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/meta.si" (Total 326k bytes)	04/12/2019 12:01:32
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Subsites/scenario_2/meta.si" (Total 322k bytes)	04/12/2019 12:01:33
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.lt" (Total ...	04/12/2019 12:01:34
	Document library "Site Assets" already exist	04/12/2019 12:01:36
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.lc" (Total ...	04/12/2019 12:01:36
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.lt" (Total ...	04/12/2019 12:01:37
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.lc" (Total ...	04/12/2019 12:01:38
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.lt" (Total ...	04/12/2019 12:01:39
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_sitecon_.jpg"...	04/12/2019 12:01:41
	Document "/sites/test/SiteAssets/_sitecon_.jpg" already exist	04/12/2019 12:01:42
	Updating File "/sites/test/SiteAssets/_sitecon_.jpg"...	04/12/2019 12:01:42
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/All Files/SiteAssets/_sitecon_.jpg" (Total 2k ...	04/12/2019 12:01:42
	File "/sites/test/SiteAssets/_sitecon_.jpg" is updated	04/12/2019 12:01:43
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_sitecon_.pn..."	04/12/2019 12:01:43
	Document "/sites/test/SiteAssets/_sitecon_.png" already exist	04/12/2019 12:01:43
	Updating File "/sites/test/SiteAssets/_sitecon_.png"...	04/12/2019 12:01:43
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/All Files/SiteAssets/_sitecon_.png" (Total 44...	04/12/2019 12:01:43
	File "/sites/test/SiteAssets/_sitecon_.png" is updated	04/12/2019 12:01:44
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.lt" (Total ...	04/12/2019 12:01:46
	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.lc" (Total ...	04/12/2019 12:01:47
	Updating Document "/sites/test/SiteAssets/_sitecon_.jpg"...	04/12/2019 12:01:48

Logs per page 50

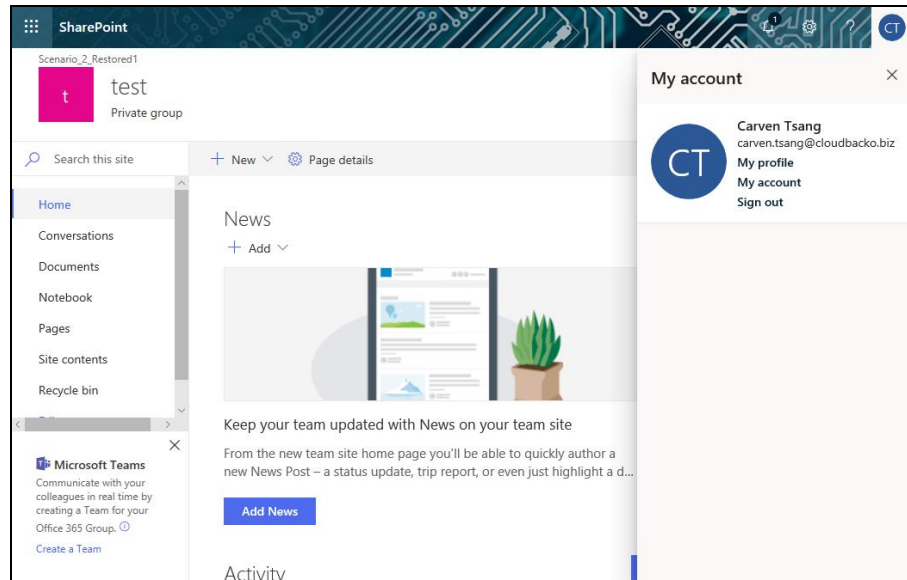
Page 1 / 2

Close

Close

Help

To check if the selected site from Site Collections is fully restored, login and check the SharePoint. As you can see on our example screen shot below, Carven Tsang is logged in and the ahsay.sharepoint.com/sites/test is completely restored.



Alternate Location

Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection

Select Your Items To Be Restored

Select what to restore

Choose from files as of job 04/11/2019 14:38

Show filter

Folders	Name	Date modified	Size
AhsayCBS	Item 1	01/14/2019 10:07	0
Office 365	Item 3	01/14/2019 10:07	0
Site Collections	Item 2	01/14/2019 10:07	0
ahsay.sharepoint.com/sites/test	Item 4	01/14/2019 10:07	0
Lists and Libraries	Item 5	01/14/2019 10:07	0
Form Templates			
Documents			
Site Assets			
Style Library			
Subsites			
scenario_2			
Lists and Libraries			
Case Q34			
Subsites			
scenario_2_Restored1			
subsite1			
subsite10			

☐ Restore to local computer

Items per page 50 Page 1 / 1

Search

Previous Next Cancel Help

Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate location**.

Choose Where The Items To Be Restored

Restore items to

☐ Original location

☒ Alternate location

☐ Alternate Office 365 account

Mode

Overwrite when exist

Show advanced option

Previous Next Cancel Help

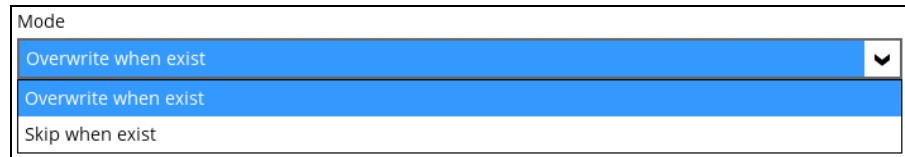
Select a **Mode**.

- ☐ **Overwrite when exist**

If the data that you will be restoring is already available in the alternate location in the Office 365 account, then you have a choice to still overwrite the existing data.

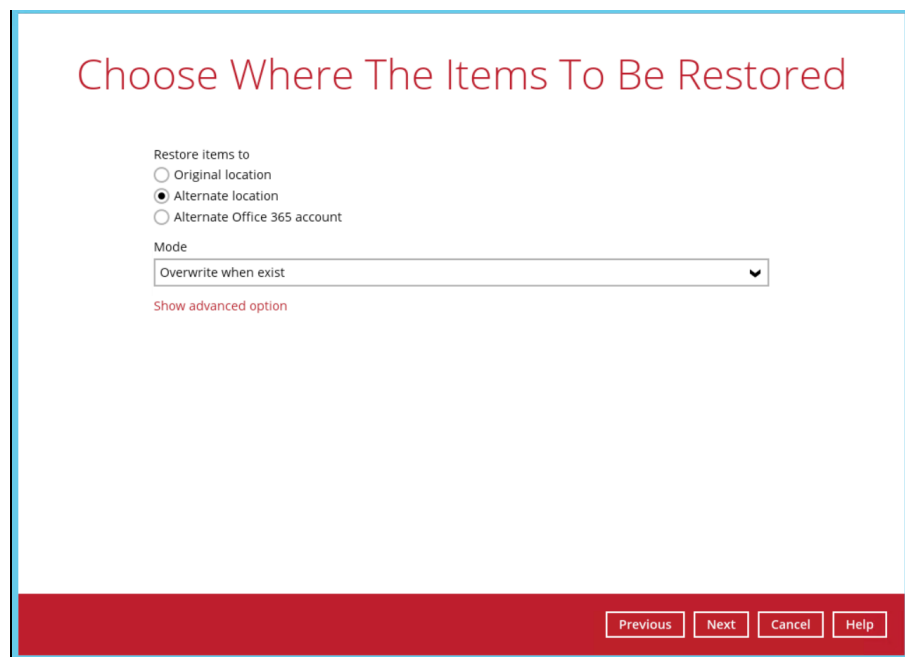
- **Skip when exist**

If the data you will be restoring is already available in the alternate location in the Office 365 account, then you have a choice to skip and move to the next one.



A screenshot of a 'Mode' dropdown menu. The menu is open, showing three options: 'Overwrite when exist' (highlighted in blue), 'Overwrite when exist' (in blue), and 'Skip when exist' (in white). The dropdown is contained within a white box with a black border.

Click the **Show advanced option** to configure other restore settings.



A screenshot of a dialog box titled 'Choose Where The Items To Be Restored' in red text. The dialog box has a white background and a red border. It contains the following elements: a section titled 'Restore items to' with three radio button options: 'Original location', 'Alternate location' (which is selected), and 'Alternate Office 365 account'; a 'Mode' dropdown menu with 'Overwrite when exist' selected; a red link labeled 'Show advanced option'; and a red footer bar with four buttons: 'Previous', 'Next', 'Cancel', and 'Help'.

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Click **Next** to proceed.

Choose Where The Items To Be Restored

Restore items to

- ☐ Original location
- ☒ Alternate location
- ☐ Alternate Office 365 account

Mode

Overwrite when exist

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Previous Next Cancel Help

Click **Change** to select an alternate Site Collection / Site on which the data will be restored. Click on the dropdown arrow to view the available Sites.

Alternate Location

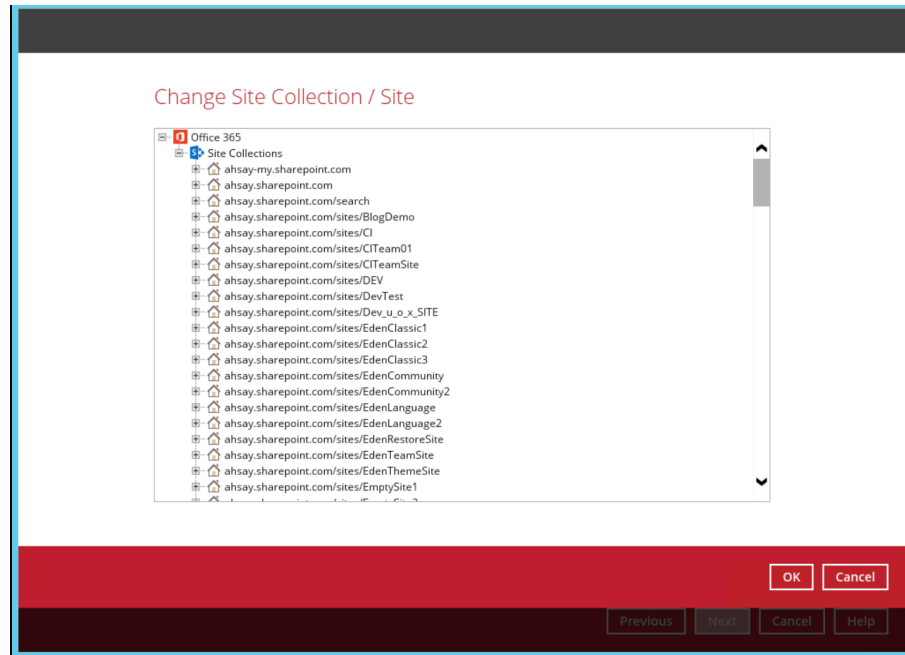
Office 365 account

carven.tsang@cloudbacko.biz

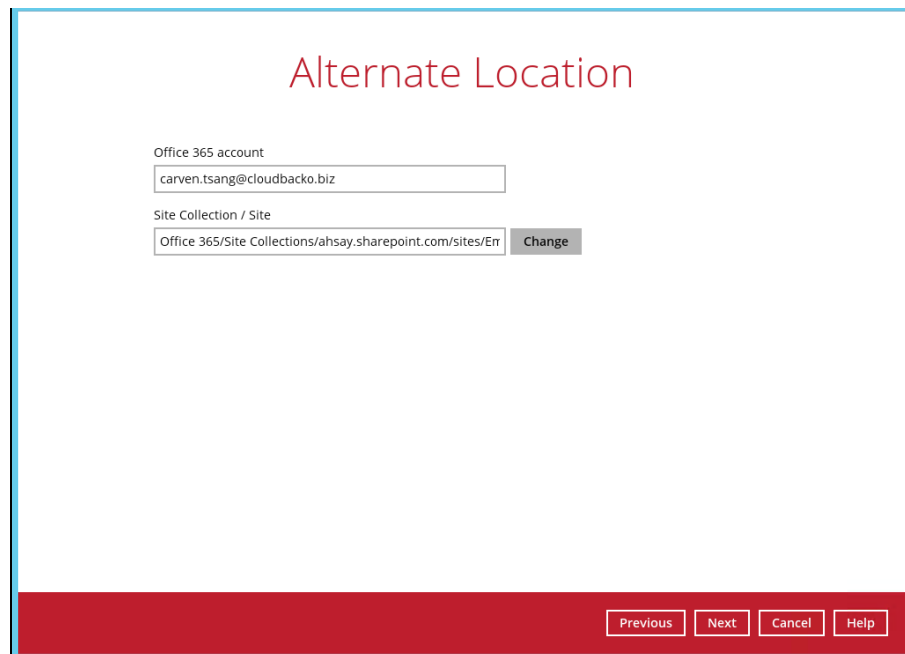
Site Collection / Site

Change

Previous Next Cancel Help



Click **Next** to proceed.



Select the temporary directory for storing temporary files, such as delta files when they are being merged, click **Restore** to start the restoration

Temporary Directory

Temporary directory for storing restore files

C:\Users\Administrator\obm\temp

Browse

Previous

Restore

Cancel

Help

Restore is completed. Click the  to show the log of the restoration.

Restore

**Client Run Office 365 Backup**



AhsayCBS (Host: 10.16.10.12:443)
✔ Restore Completed Successfully
Estimated time left 0 sec
Restored 5.87M (36 files)
Elapsed time 1 min 20 sec
Transfer rate 986.99kbit/s



[Close](#) [Help](#)

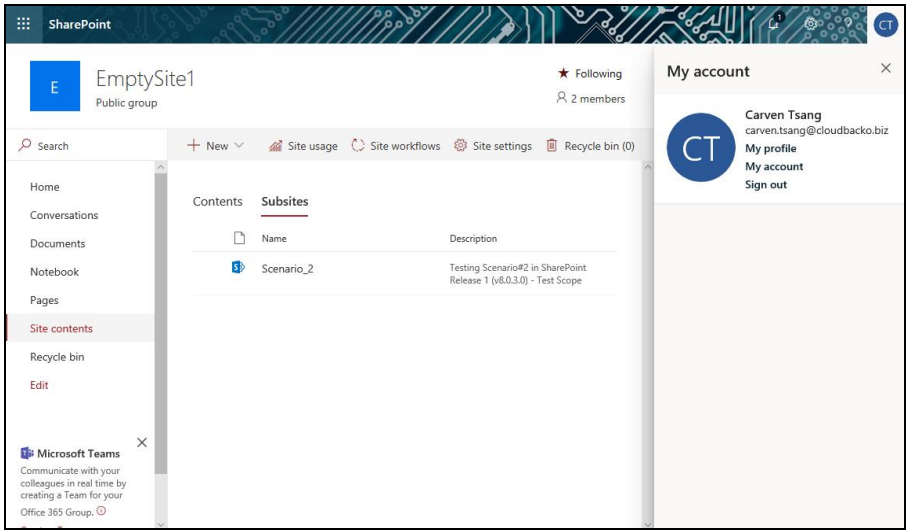
Show All

Type	Log	Time
1	Start [AhsayOBM v8.1.1.50]	04/12/2019 12:19:02
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/meta.si" (Total 326k bytes)	04/12/2019 12:19:04
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Subsites/scenario_2/meta.si" (Total 322k bytes)	04/12/2019 12:19:05
1	Creating Site "Scenario_2 (https://ahsay.sharepoint.com/sites/EmptySite1, /sites/test/scenario_2)" ...	04/12/2019 12:19:06
1	Site "Scenario_2 (https://ahsay.sharepoint.com/sites/EmptySite1, /sites/test/scenario_2)" is created	04/12/2019 12:19:17
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.li" (Total ...	04/12/2019 12:19:17
1	Document library "Site Assets" already exist	04/12/2019 12:19:18
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.li" (Total ...	04/12/2019 12:19:18
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.li" (Total ...	04/12/2019 12:19:19
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.li" (Total ...	04/12/2019 12:19:20
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.li" (Total ...	04/12/2019 12:19:20
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_sitecon_.jpg" ...	04/12/2019 12:19:21
1	Document "/sites/EmptySite1/SiteAssets/_sitecon_.jpg" already exist	04/12/2019 12:19:22
1	Updating File "/sites/EmptySite1/SiteAssets/_sitecon_.jpg" ...	04/12/2019 12:19:22
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/All Files/SiteAssets/_sitecon_.jpg" (Total 2k ...	04/12/2019 12:19:22
1	File "/sites/EmptySite1/SiteAssets/_sitecon_.jpg" is updated	04/12/2019 12:19:23
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_sitecon_.png" ...	04/12/2019 12:19:23
1	Document "/sites/EmptySite1/SiteAssets/_sitecon_.png" already exist	04/12/2019 12:19:24
1	Updating File "/sites/EmptySite1/SiteAssets/_sitecon_.png" ...	04/12/2019 12:19:24
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/All Files/SiteAssets/_sitecon_.png" (Total 44...)	04/12/2019 12:19:24
1	File "/sites/EmptySite1/SiteAssets/_sitecon_.png" is updated	04/12/2019 12:19:25
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.li" (Total ...	04/12/2019 12:19:25
1	Downloading... "Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.li" (Total ...	04/12/2019 12:19:26

Logs per page 50 Page 1 / 2

[Close](#) [Close](#) [Help](#)

To check if the selected site from Site Collections is fully restored, login and check the SharePoint. As you can see on our example screen shot below, Carven Tsang is logged in and the contents in `ahsay.sharepoint.com/sites/test` is completely restored in `ahsay.sharepoint.com/sites/EmptySite1`.



Alternate Office 365 Account

Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job 04/11/2019 14:38

Show filter

Folders	Name	Date modified	Size
Item 1	Item 1	01/14/2019 10:07	0
Item 3	Item 3	01/14/2019 10:07	0
Item 2	Item 2	01/14/2019 10:07	0
Item 4	Item 4	01/14/2019 10:07	0
Item 5	Item 5	01/14/2019 10:07	0

☐ Restore to local computer

Items per page 50 Page 1 / 1

Search

Previous Next Cancel Help

Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate Office 365 Account**.

Choose Where The Items To Be Restored

Restore items to

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

ronnie.chan@ahsaybackup.onmicrosoft.com

Password

.....

Region

Global

☐ Access the Internet through proxy

Test

Mode

Overwrite when exist

Show advanced option

Previous Next Cancel Help

Choose from the following **Region**:

A dropdown menu titled "Region" with a downward arrow icon. The menu is open, showing four options: "Global" (selected and highlighted in blue), "China", and "Germany".

Region
Global ▼
Global
China
Germany

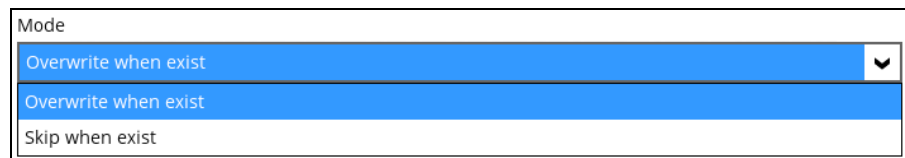
Select a **Mode**.

- **Overwrite when exist**

If the data that you will be restoring is already available in the alternate Office 365 account, then you have a choice to still overwrite the existing data.

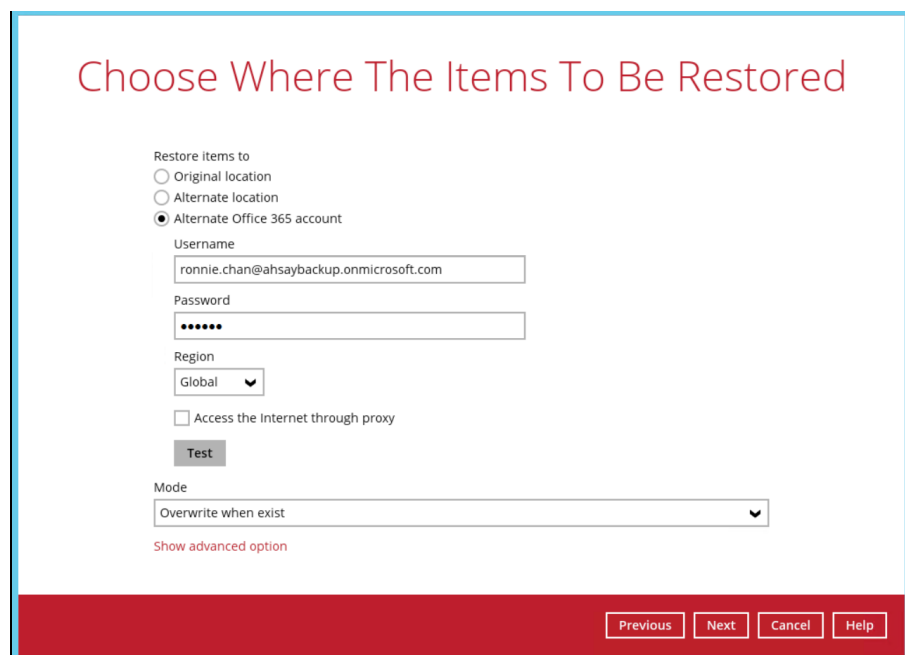
- **Skip when exist**

If the data you will be restoring is already available in the alternate Office 365 account, then you have a choice to skip and move to the next one.

A dropdown menu titled "Mode" with a downward arrow icon. The menu is open, showing three options: "Overwrite when exist" (selected and highlighted in blue), "Overwrite when exist", and "Skip when exist".

Mode
Overwrite when exist ▼
Overwrite when exist
Skip when exist

Click the **Show advanced option** to configure other restore settings.

A dialog box titled "Choose Where The Items To Be Restored" in red text. It contains several fields and options for configuring the restore process. The "Restore Items to" section has three radio buttons: "Original location", "Alternate location", and "Alternate Office 365 account" (which is selected). Below this are fields for "Username" (containing "ronnie.chan@ahsaybackup.onmicrosoft.com") and "Password" (masked with dots). There is a "Region" dropdown menu set to "Global" and a checkbox for "Access the Internet through proxy" which is unchecked. A "Test" button is located below the checkbox. The "Mode" section has a dropdown menu set to "Overwrite when exist". A red link "Show advanced option" is visible below the mode dropdown. At the bottom right, there are four buttons: "Previous", "Next", "Cancel", and "Help".

Choose Where The Items To Be Restored

Restore Items to

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

ronnie.chan@ahsaybackup.onmicrosoft.com

Password

.....

Region

Global ▼

☐ Access the Internet through proxy

Test

Mode

Overwrite when exist ▼

Show advanced option

Previous Next Cancel Help

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Click **Next** to proceed.

The screenshot shows a dialog box titled "Choose Where The Items To Be Restored". It contains several input fields and options:

- restore items to**: Three radio buttons are present: "Original location", "Alternate location", and "Alternate Office 365 account". The "Alternate Office 365 account" option is selected.
- Username**: A text box containing the email address "ronnie.chan@ahsaybackup.onmicrosoft.com".
- Password**: A text box with masked characters (dots).
- Region**: A dropdown menu currently showing "Global".
- Access the Internet through proxy**: An unchecked checkbox.
- Test**: A button located below the proxy checkbox.
- Mode**: A dropdown menu currently showing "Overwrite when exist".
- Verify checksum of in-file delta files during restore**: An unchecked checkbox.
- Hide advanced option**: A link text below the checksum checkbox.

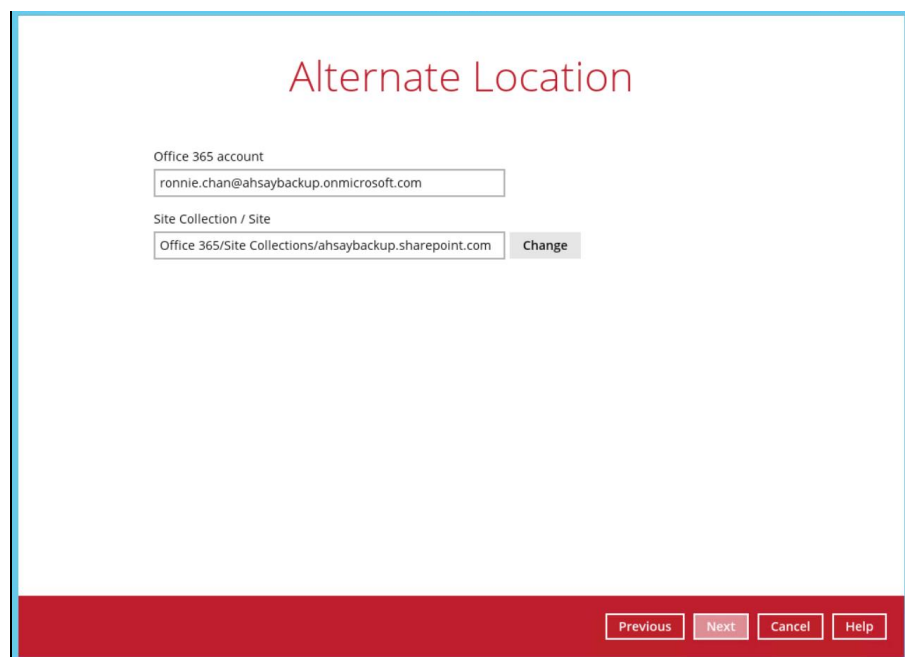
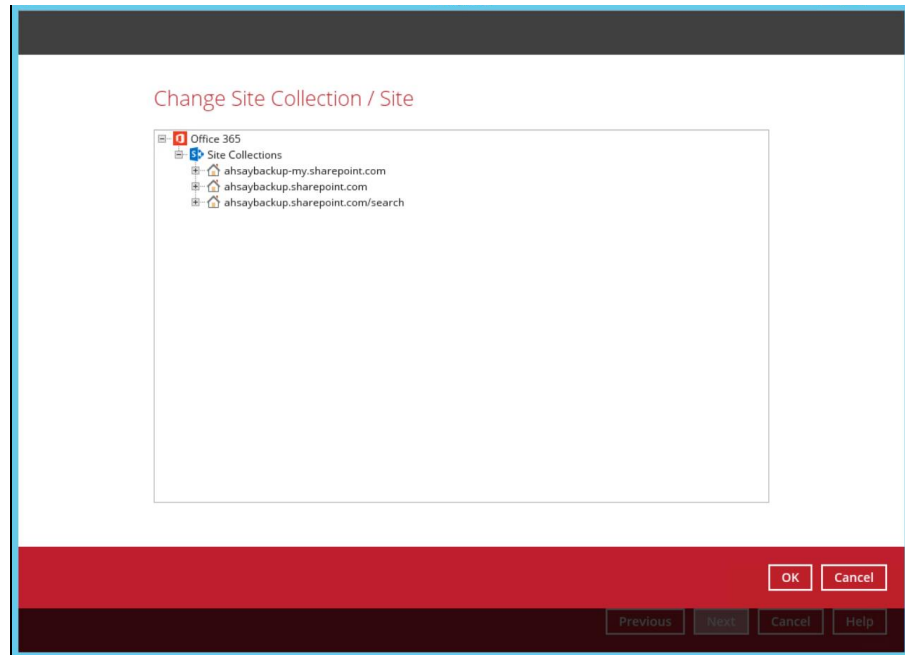
At the bottom right, there is a red bar containing four buttons: "Previous", "Next", "Cancel", and "Help".

Click **Change** to select an alternate Site Collection / Site on which the data will be restored. Click on the dropdown arrow to view the available Sites.

The screenshot shows a dialog box titled "Alternate Location". It contains the following elements:

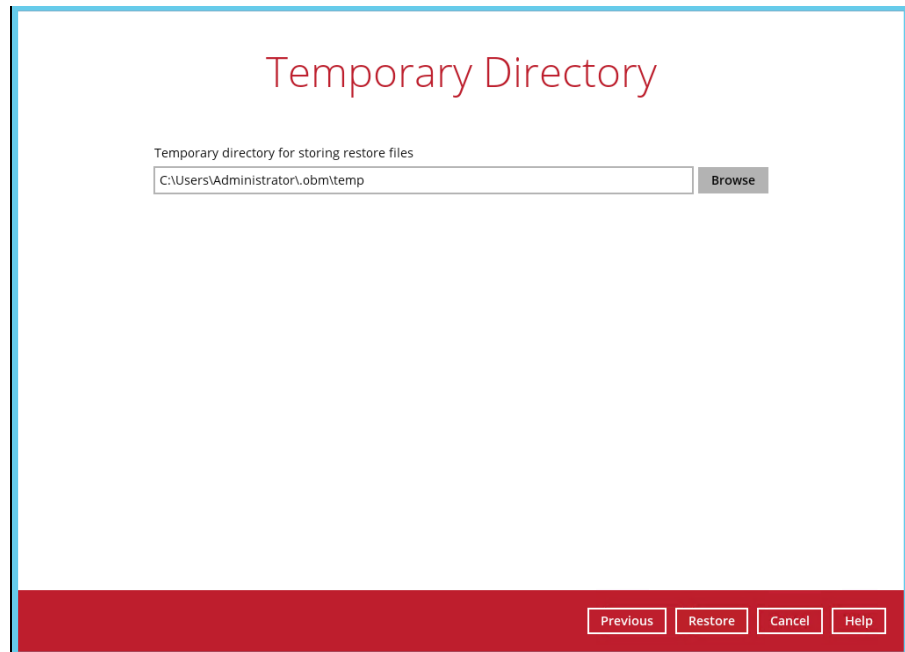
- Office 365 account**: A text box containing the email address "ronnie.chan@ahsaybackup.onmicrosoft.com".
- Site Collection / Site**: A text box that is currently empty, followed by a "Change" button.

At the bottom right, there is a red bar containing four buttons: "Previous", "Next", "Cancel", and "Help".

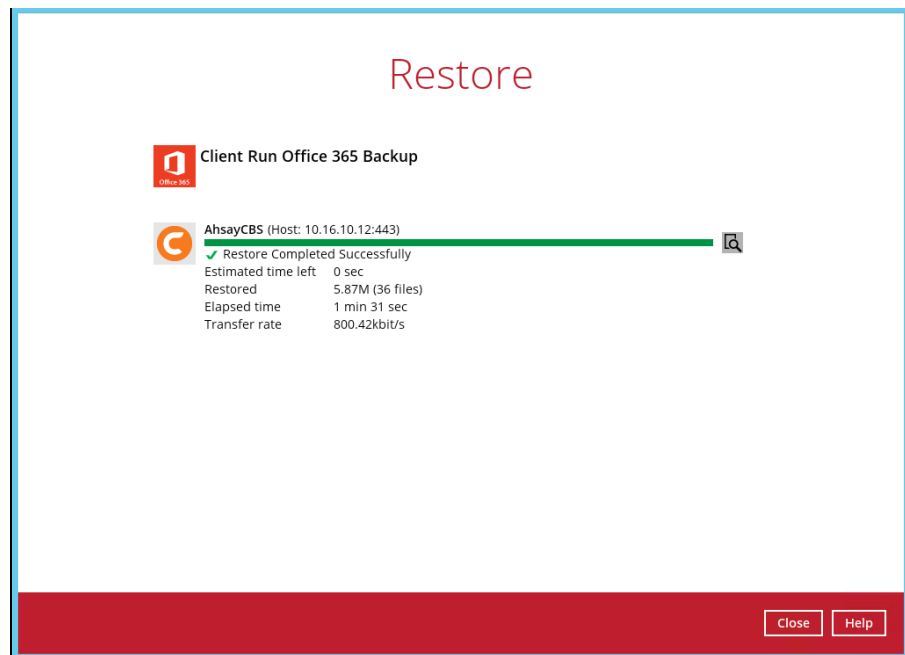


Click **Next** to proceed.

Select the temporary directory for storing temporary files, such as delta files when they are being merged. click **Restore** to start the restoration



Restore is completed. Click the  to show the log of the restoration.



Type	Log	Time
Start [AhsayOBM v8.1.1.50]		04/12/2019 13:12:15
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/meta.s" (Total 326k bytes)	04/12/2019 13:12:17
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Subsites/scenario_2/meta.s" (Total 322k bytes)	04/12/2019 13:12:18
Creating Site "Scenario_2 (https://ahsaybackup.sharepoint.com, /sites/test/scenario_2)"...		04/12/2019 13:12:18
Site "Scenario_2 (https://ahsaybackup.sharepoint.com, /sites/test/scenario_2)" is created		04/12/2019 13:12:27
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.l" (Total ...	04/12/2019 13:12:27
Creating Document library "Site Assets"...		04/12/2019 13:12:28
Document library "Site Assets" is created		04/12/2019 13:12:29
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.l" (Total ...	04/12/2019 13:12:30
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.l" (Total ...	04/12/2019 13:12:31
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.l" (Total ...	04/12/2019 13:12:33
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.l" (Total ...	04/12/2019 13:12:33
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_sitecon_.jpg"...	04/12/2019 13:12:34
Creating Document "SiteAssets/_sitecon_.jpg"...		04/12/2019 13:12:35
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/All Files/SiteAssets/_sitecon_.jpg" (Total 2k ...	04/12/2019 13:12:35
Document "SiteAssets/_sitecon_.jpg" is created		04/12/2019 13:12:36
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_sitecon_.pn..."	04/12/2019 13:12:37
Creating Document "SiteAssets/_sitecon_.png"...		04/12/2019 13:12:37
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/All Files/SiteAssets/_sitecon_.png" (Total 44...	04/12/2019 13:12:37
Document "SiteAssets/_sitecon_.png" is created		04/12/2019 13:12:38
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.l" (Total ...	04/12/2019 13:12:38
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/meta.l" (Total ...	04/12/2019 13:12:40
Download...	"Office 365/Site Collections/ahsay.sharepoint.com/sites/test/Lists and Libraries/Site Assets/_sitecon_.jpg"...	04/12/2019 13:12:41

To check if the selected site from Site Collections is fully restored, login and check the SharePoint. As you can see on our example screen shot below, Ronnie Chan is logged in and the ahsay.sharepoint.com/sites/test is completely restored in another Office 365 account.

SharePoint

BROWSE

PAGE

Home

Scenario_2

Welcome to my blog

Thursday, April 11, 2019

This is where I'll be sharing my thoughts on

I might even share pictures, videos and links

If I catch your interest, let me hear from you

by Ronnie Chan at 3:14 PM

0 comments | Email a link | Edit

My account

Ronnie Chan

ronnie.chan@ahsaybackup.onm

My profile

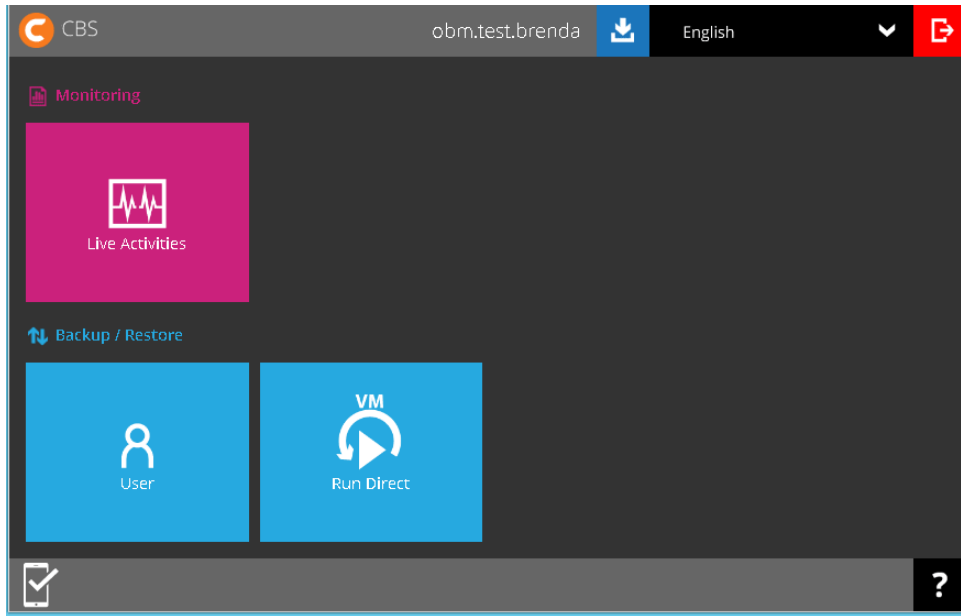
My account

Personalize this Page

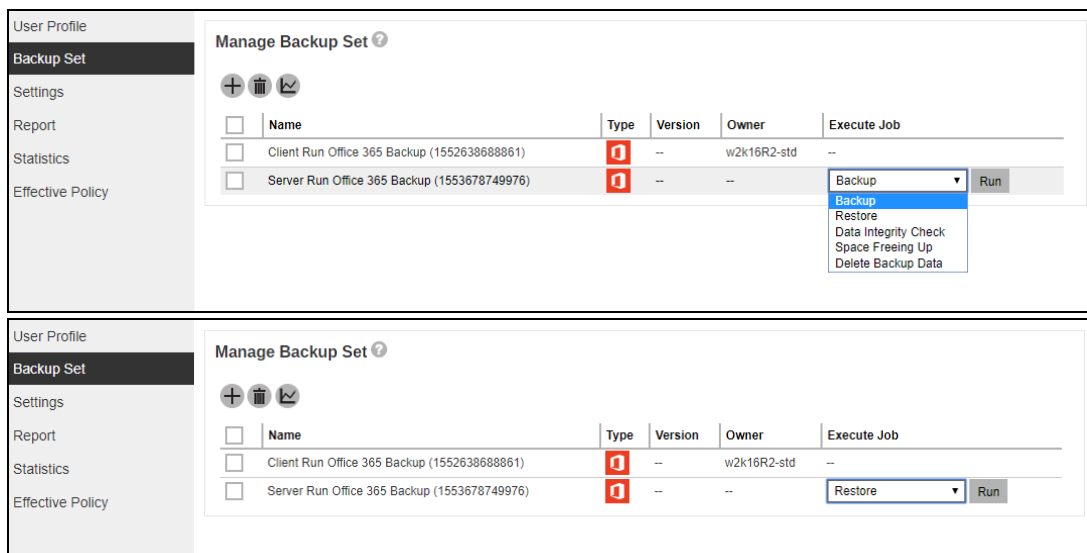
Sign out

Restore Backup with CBS User Web Console

1. Log in to the User Web Console according to the instructions in [Login to User Web Console](#).
2. Click on the **User** icon.



3. You should see the backup set you would like to restore under **Backup Set > Manage Backup Set**. Click on the drop-down menu on the backup set you would like to restore, then select **Restore** and click **Run**.



4. Choose where the items to be restored from. Select to restore from **Users** or **Site Collections**. Click **Next** to continue.

From Users

For the backup data from Users

Choose Where The Items To Be Restored From

Restore items from

- ☒ Users
☐ Site Collections

Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection.

Select Your Items To Be Restored

Select What To Restore

Choose from files as of job ▾ 2019-03-29 ▾ Latest ▾

Show filter

Office 365

Public Folders

Users

carven.tsang@cloudbacko.bi

OneDrive

Outlook

Personal Site

File	Size	Last Modified
------	------	---------------

←

→

×

?

Select the destination you would like the mail objects to be restored.

Original location

Choose from the following three (3) options on where you want your items to be restored. Select the Original location.

Also click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore Items To

☒ Original location

☐ Alternate location

☐ Alternate Office 365 account

[Show advanced option](#)

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Choose Where The Items To Be Restored

Restore Items To

☒ Original location

☐ Alternate location

☐ Alternate Office 365 account

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Click  to start the restoration.

Alternate location

Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate location**.

Also click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☒ Alternate location

☐ Alternate Office 365 account

[Show advanced option](#)

Verify checksum of in-file delta files during restore

By **enabling** this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☒ Alternate location

☐ Alternate Office 365 account

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

[<](#) [>](#) [X](#) [?](#)

Alternate location

Office 365 account

[<](#) [↺](#) [X](#) [?](#)

Click  to start the restoration.

Alternate Office 365 Account

Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate Office 365 Account**.

Input the Username and Password and choose the region for the other Office 365 account.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

Password

Region

☐ Access the Internet through Proxy

[Show advanced option](#)

Choose from the following **Region**:

Region

Also, click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

Password

Region

☐ Access the Internet through Proxy

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

Password

Region

☐ Access the Internet through Proxy

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

← → ✕ ?

Press Test to validate the account. An alert message with OK message will show when the validation is successful, then click **OK** to continue.

Choose Where Th

Restore Items To

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

Password

Region

☐ Access the Internet through Proxy

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

10.90.10.12 says
OK

← → ✕ ?

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

Password

Region

☐ Access the Internet through Proxy

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)



Alternate location

Office 365 account



Click  to start the restoration.

From Site Collections

Choose Where The Items To Be Restored From

- Restore items from
- ☐ Users
- ☒ Site Collections

Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection.

Select Your Items To Be Restored

Select What To Restore

Choose from files as of job ▼ 2019-03-29 ▼ Latest ▼

[Show filter](#)

- ☒ Office 365
- ☒ Site Collections
 - ☒ ahsay-my.sharepoint

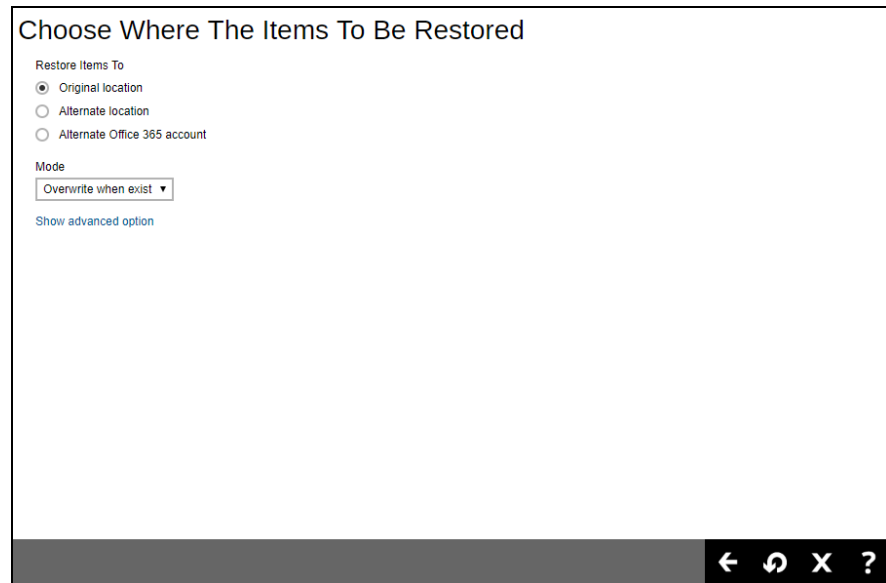
File	Size	Last Modified

← → ✕ ?

Select the destination you would like the mail objects to be restored.

Original location

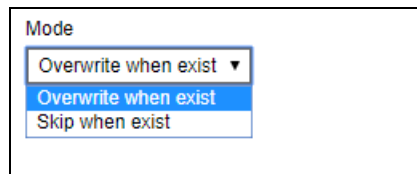
Choose from the following three (3) options on where you want your items to be restored. Select the **Original location**.



The screenshot shows a dialog box titled "Choose Where The Items To Be Restored". Inside, under "Restore Items To", there are three radio button options: "Original location" (which is selected), "Alternate location", and "Alternate Office 365 account". Below these is a "Mode" section with a dropdown menu currently set to "Overwrite when exist". A link labeled "Show advanced option" is positioned below the mode dropdown. At the bottom right of the dialog, there is a dark bar containing navigation icons: a back arrow, a refresh/circular arrow, a close 'X' button, and a help '?' button.

Select a **Mode**.

- **Overwrite when exist**
If the data that you will be restoring is already available in the Office 365 account, then you have a choice to still overwrite the existing data.
- **Skip when exist**
If the data you will be restoring is already available in the Office 365 account, then you have a choice to skip and move to the next one.



This is a close-up of the "Mode" dropdown menu. The dropdown is open, showing three options: "Overwrite when exist" (which is highlighted with a blue background), "Overwrite when exist", and "Skip when exist".

Click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore Items To

☒ Original location
☐ Alternate location
☐ Alternate Office 365 account

Mode

Overwrite when exist ▼

[Show advanced option](#)

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Choose Where The Items To Be Restored

Restore Items To

☒ Original location
☐ Alternate location
☐ Alternate Office 365 account

Mode

Overwrite when exist ▼

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Click to proceed.

Alternate Location

Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate location**.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☒ Alternate location

☐ Alternate Office 365 account

Mode

Overwrite when exist ▾

[Show advanced option](#)

← → X ?

Select a **Mode**.

- **Overwrite when exist**
If the data that you will be restoring is already available in the alternate location in the Office 365 account, then you have a choice to still overwrite the existing data.
- **Skip when exist**
If the data you will be restoring is already available in the alternate location in the Office 365 account, then you have a choice to skip and move to the next one.

Mode

Overwrite when exist ▾

Overwrite when exist

Skip when exist

Click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☒ Alternate location

☐ Alternate Office 365 account

Mode

Overwrite when exist ▾

[Show advanced option](#)

← → ✕ ?

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☒ Alternate location

☐ Alternate Office 365 account

Mode

Overwrite when exist ▾

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

← → ✕ ?

Click **Next** to proceed.

Click **Change** to select an alternate Site Collection / Site on which the data will be restored. Click on the dropdown arrow to view the available Sites.

Alternate location

Office 365 account

carven.tsang@cloudbacko.biz

Site Collection / Site

Change

Change Site Collection / Site

Office 365

Site Collections

ahsay-my.sharepoint.com

ahsay.sharepoint.com

ahsay.sharepoint.com/search

ahsay.sharepoint.com/sites/BlogDemo

ahsay.sharepoint.com/sites/CI

ahsay.sharepoint.com/sites/CITeam01

ahsay.sharepoint.com/sites/CITeamSite

ahsay.sharepoint.com/sites/Cistestsite

ahsay.sharepoint.com/sites/DEV

ahsay.sharepoint.com/sites/DevTest

ahsay.sharepoint.com/sites/Dev_u_o_x_SITE

ahsay.sharepoint.com/sites/EdenClassic1

ahsay.sharepoint.com/sites/EdenClassic2

ahsay.sharepoint.com/sites/EdenClassic3

ahsay.sharepoint.com/sites/EdenCommunity

✓ X

Alternate location

Office 365 account

carven.tsang@cloudbacko.biz

Site Collection / Site

Office 365/Site Collections/ahsay.sharepoint.com/sites/TestStl

Change

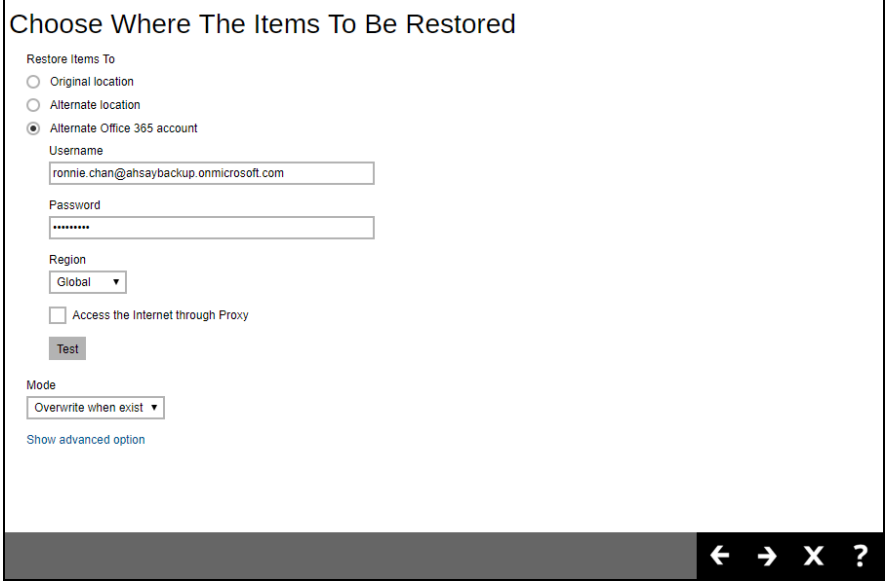
← ↺ X ?

Click  to proceed.

Alternate Office 365 Account

Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate Office 365 Account**.

Input the Username and Password and choose the region for the other Office 365 account.



The screenshot shows a dialog box titled "Choose Where The Items To Be Restored". It contains the following elements:

- Restore Items To:** Three radio button options: "Original location", "Alternate location", and "Alternate Office 365 account" (which is selected).
- Username:** A text input field containing "ronnie.chan@ahsaybackup.onmicrosoft.com".
- Password:** A password input field with masked characters "*****".
- Region:** A dropdown menu currently showing "Global".
- Access the Internet through Proxy:** An unchecked checkbox.
- Test:** A button.
- Mode:** A dropdown menu currently showing "Overwrite when exist".
- Show advanced option:** A blue link.

At the bottom right of the dialog box, there is a dark bar with navigation icons: a left arrow, a right arrow, a close 'X' icon, and a help '?' icon.

Choose from the following **Region**:

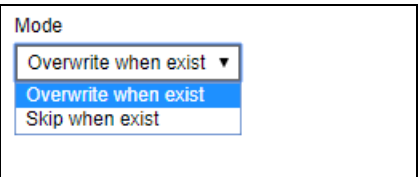


The screenshot shows a dropdown menu for "Region". The menu is open, displaying the following options:

- Global (highlighted in blue)
- China
- Germany

Select a **Mode**.

- ☐ **Overwrite when exist**
If **the** data that you will be restoring is already available in the alternate Office 365 account, then you have a choice to still overwrite the existing data.
- ☐ **Skip when exist**
If the data you will be restoring is already available in the alternate Office 365 account, then you have a choice to skip and move to the next one.



The screenshot shows a dropdown menu for "Mode". The menu is open, displaying the following options:

- Overwrite when exist (highlighted in blue)
- Skip when exist

Click the **Show advanced option** to configure other restore settings.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

Password

Region

☐ Access the Internet through Proxy

Mode

[Show advanced option](#)

Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Choose Where The Items To Be Restored

Restore Items To

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

Password

Region

☐ Access the Internet through Proxy

Mode

☐ Verify checksum of in-file delta files during restore

[Hide advanced option](#)

Press **Test** to validate the account. An alert message with OK message will show when the validation is successful, then click **OK** to continue.

Choose Where To Restore

Restore Items To

☐ Original location

☐ Alternate location

☒ Alternate Office 365 account

Username

ronnie.chan@ahsaybackup.onmicrosoft.com

Password

Region

Global

☐ Access the Internet through Proxy

Test

Mode

Overwrite when exist

☐ Verify checksum of in-file delta files during restore

Hide advanced option

10.90.10.12 says

OK

←

→

X

?

Click **Change** to select an alternate Site Collection / Site on which the data will be restored. Click on the dropdown arrow to view the available Sites.

Alternate location

Office 365 account

ronnie.chan@ahsaybackup.onmicrosoft.com

Site Collection / Site

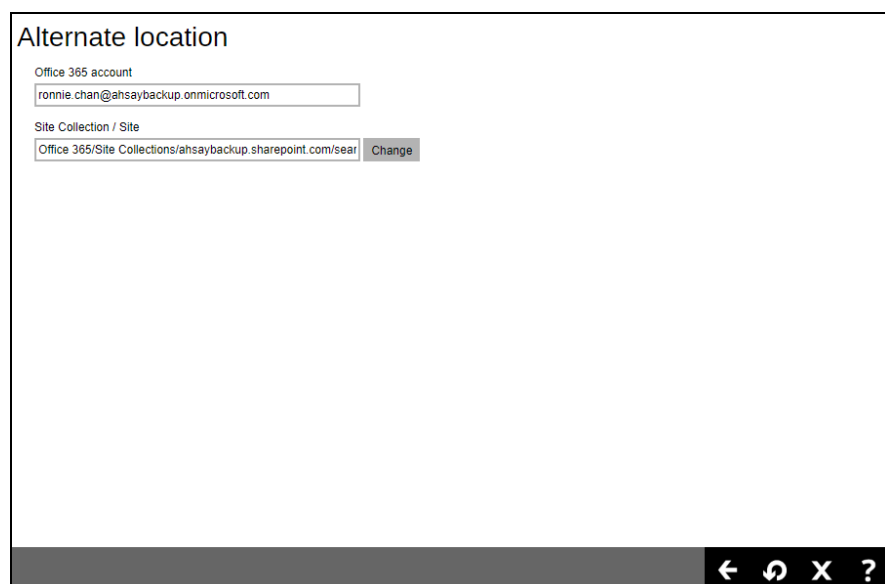
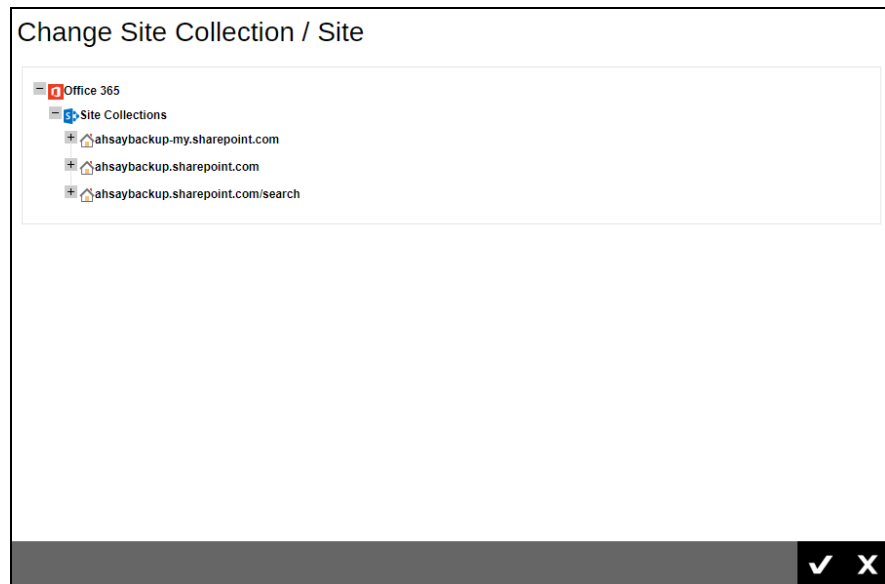
Change

←

↺

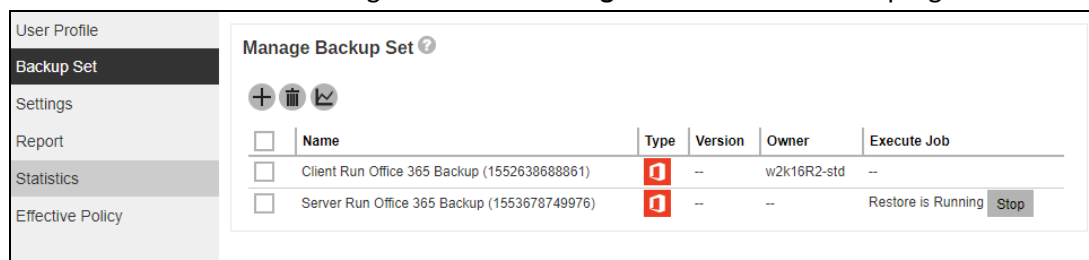
X

?

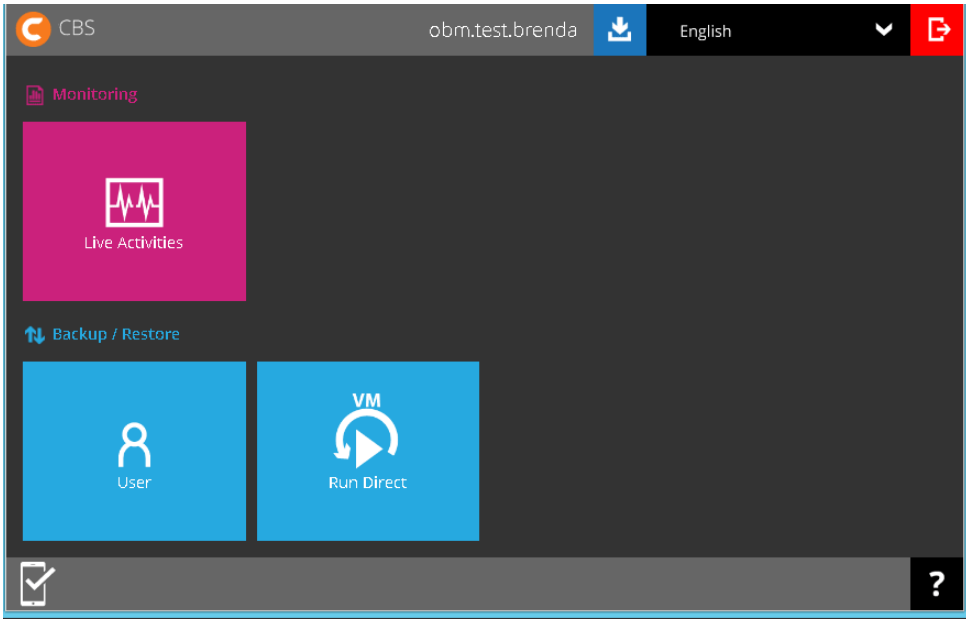


Click  to proceed.

5. You will see the status showing **Restore is Running** when the restore is in progress.



6. If you want to monitor the backup status, you need to go to **Live Activities** to watch the process.



Restore Filter with OBM

This search feature allows you to search directories, files, folders, and mails. For Office 365, these items can be search from **Users** and **Site Collections**.

- For Users, you can search **Files**, **Folders**, and **Mails**.
- For Site Collections, you can search **Directories** and **Files**.

To make it more flexible, the search feature offers filtering. You can add additional pattern upon searching. Pattern includes the following criteria:

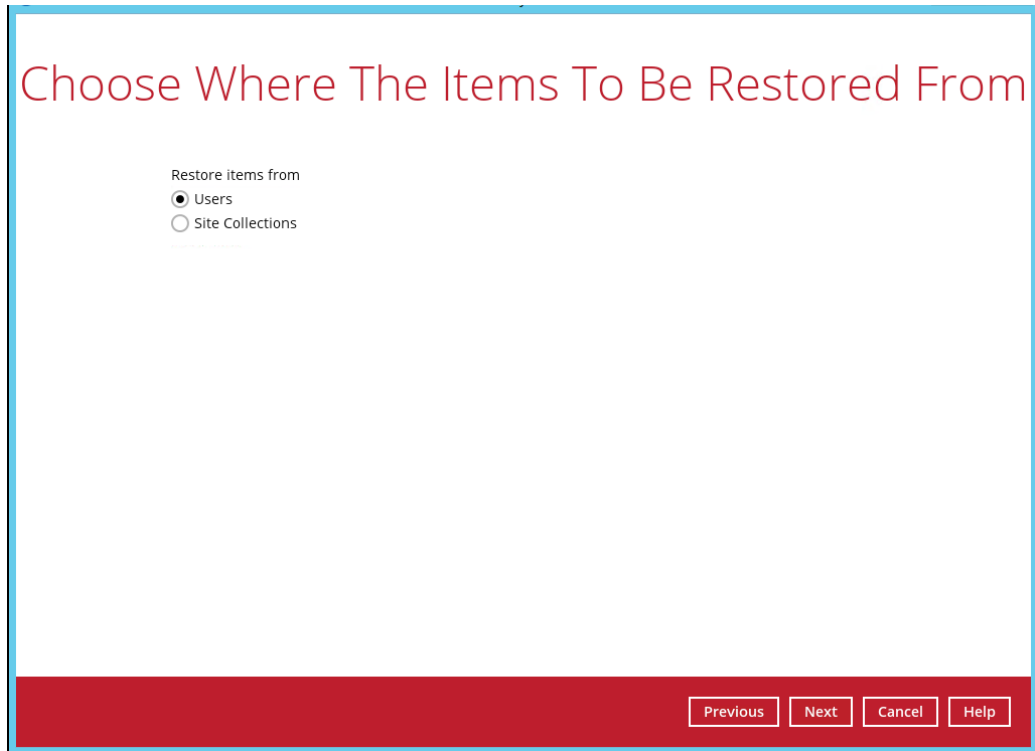
- **Contains**
These are Directories, Files, Folders, and Mails with the name **containing** the specific letter or word.
- **Exact**
These are Directories, Files, Folders, and Mails with the **exact** or **accurate** name.
- **Start With**
These are Directories, Files, Folders, and Mails with the name **starting** with a specific letter or word.
- **Ends With**
These are Directories, Files, Folders, and Mails with the name **ending** with a specific letter or word.

It also has the **Match Case** function, which serves as an additional accuracy when searching for any specific directories, files, folders, and mails.

For more detailed examples using the restore filter on OBM, refer to [Appendix E: Example Scenarios for Restore Filter using OBM](#).

1. Login to OBM according to the instructions in [Login to OBM](#).
2. Click the Restore icon on the main interface of OBM.
3. Select the backup set the you would like to restore.
4. Select the backup destination that you would like to restore backed-up items to.
5. Select to restore from Users or Site Collections. Click Next to continue.

From Users



The screenshot shows a dialog box titled "Choose Where The Items To Be Restored From" in red text. Below the title, there is a section labeled "Restore items from" with two radio button options: "Users" (which is selected) and "Site Collections". At the bottom of the dialog, there is a red bar containing four buttons: "Previous", "Next", "Cancel", and "Help".

Select the item(s) you would like to restore. You can also choose to restore backed-up file from a specific backup job of your choice using the Select what to restore drop-down menu at the top. Click Next to proceed.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job ▼ 03/22/2019 ▼ Latest ▼

Show filter

Folders	Name	Date modified	Size
[-] AhsayCBS			
[-] Office 365			
[-] Users			
[-] Public Folders			

☐ Restore to local computer

Items per page 50 ▼ Page - ▼

Search

Previous Next Cancel Help

Click the Search located below the Restore to local computer checkbox.

☐ Restore to local computer

Search

Change the path if you want to restore items from other location. Click the Change button then click OK to proceed.

Search

Look in

Change

☐ Search subfolders

Kind

Files and Folders

Type

contains

Pattern

☐ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page

50

Page

-

OKCancelHelp

PreviousNextCancelHelp

Change Path

Backup Server

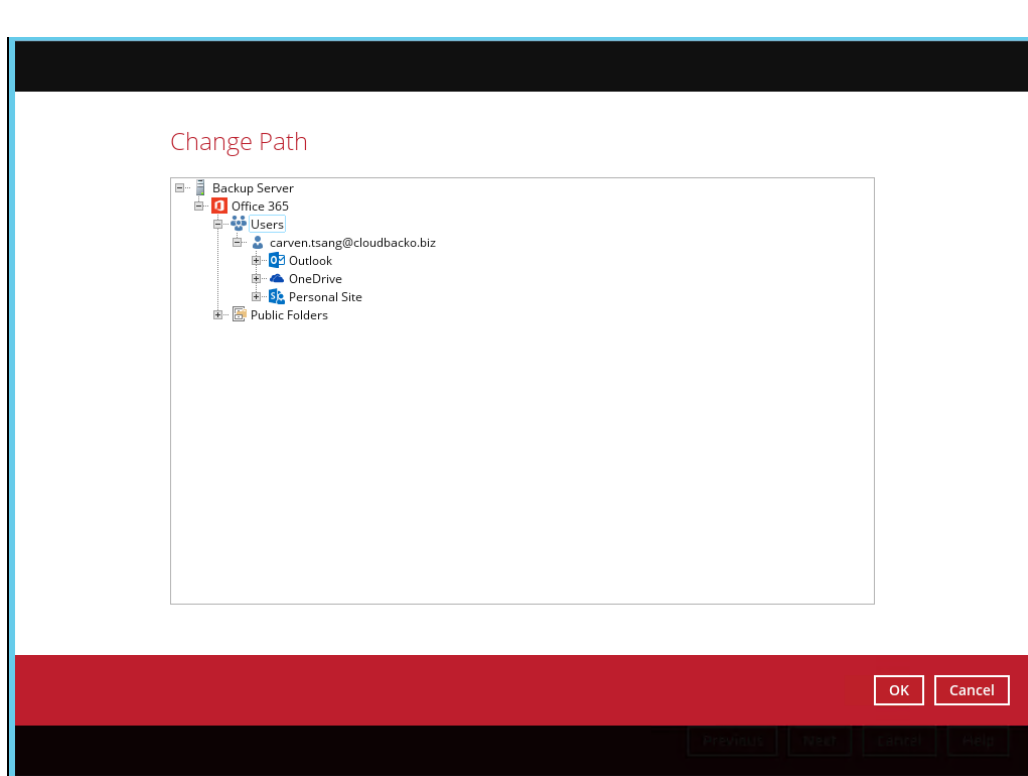
Office 365

Users

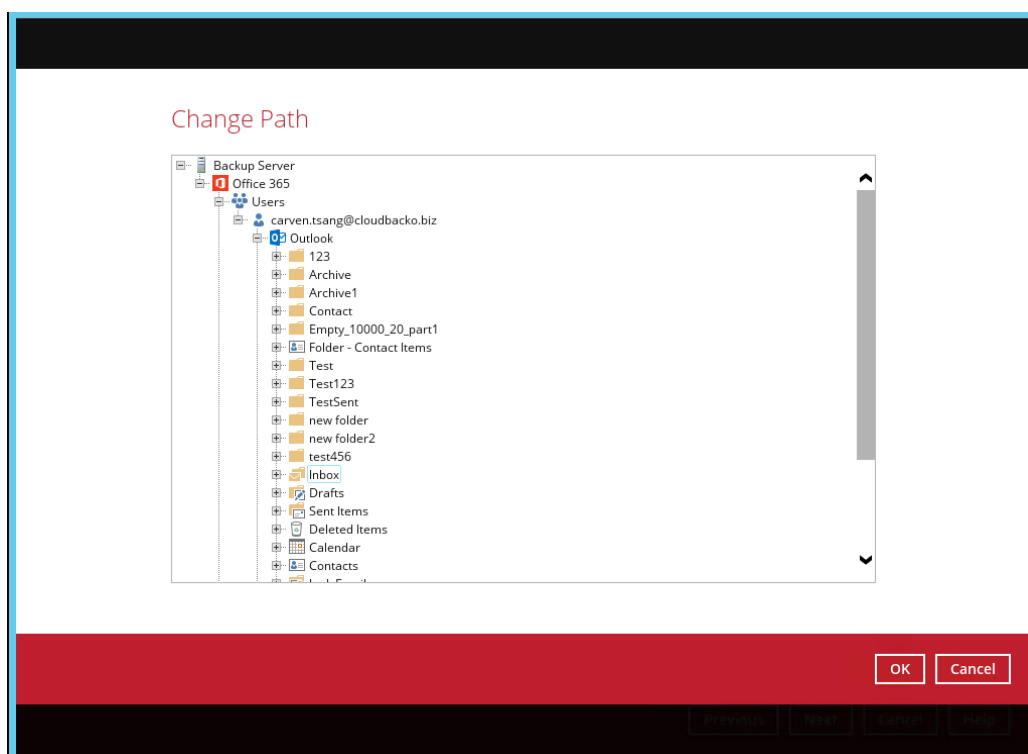
Public Folders

OKCancel

PreviousNextCancelHelp



If you are going to search for specific mails, then click the Outlook to expand for more selection. In our example below, **Inbox** of **carven.tsang@cloudbacko.biz** is selected.



Search

Look in
 Change

☒ Search subfolders

Kind Type Pattern

☐ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page Page

OK Cancel Help

Previous Next Cancel Help

OR

If you are going to search for specific files and/or folders, then click the OneDrive to expand for more selection. In our example below, **testBigFile-backup** folder in **OneDrive** is selected.

Change Path

- Backup Server
 - Office 365
 - Users
 - carven.tsang@cloudbacko.biz
 - Outlook
 - OneDrive
 - ManyFiles
 - testBigFile-backup**
 - Personal Site
 - Public Folders

OK Cancel

Previous Next Cancel Help

Search

Look in
 Change

☐ Search subfolders

Kind

Type

Pattern

Mail - Subject

Files and Folders

Files only

Folders only

Mail - Subject

Mail - From

Mail - To

Mail - CC

Mail - BCC

contains

☐ Match case

In Folder	Size	Date modified
-----------	------	---------------

Items per page Page

OK

Cancel

Help

Previous

Next

Cancel

Help

Select from the following type of filtering you want to search.

- Contains
- Exact
- Starts With
- Ends With

Search

Look in

Office 365/Users

Change

☒ Search subfolders

Kind

Type

Pattern

Files and Folders

contains

arch

☒ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page

50

Page

-

OK

Cancel

Help

Previous

Next

Cancel

Help

Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☒ Search subfolders

Kind

Type

Pattern

Mail - Subject

contains

Office 365 changes

☒ Match case

Searching ...

Stop

Name	In Folder
☐ Inbox	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook
☐ Back-up	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ _Verwerkt	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox...
☐ new	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ new2	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox...
☐ new3	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox...
☐ new123	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox...
☐ test21456	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ test/123	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ test/123/2356	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Items per page

50

Page

1 / 2

OK

Cancel

Help

Previous

Next

Cancel

Help

Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☒ Search subfolders

Kind

Type

Pattern

Mail - Subject

contains

Office 365 changes

☒ Match case

Search

Name	In Folder
☐ new 123	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox...
☐ test21456	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ test/123	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ test/123/2356	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox
☐ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Items per page 50

Page 1 / 2

OK

Cancel

Help

Previous

Next

Cancel

Help

Check all the items or check a specific mail that you want and click OK to proceed and you will return to the restore main screen.

Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☒ Search subfolders

Kind

Type

Pattern

Mail - Subject

contains

Office 365 changes

☒ Match case

Search

Name	In Folder	Size	Date modified
☐ new 123	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox...		
☐ test21456	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox		
☐ test/123	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox		
☐ test/123/2356	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox		
☒ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	68k	10/11/2017 04:07
☐ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	61k	02/13/2018 15:45
☒ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	63k	10/11/2017 04:07
☒ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	66k	10/17/2017 01:14
☒ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	60k	10/24/2017 00:58
☐ Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	58k	11/01/2017 00:19

Items per page 50

Page 1 / 2

OK

Cancel

Help

Previous

Next

Cancel

Help

From Site Collections

Choose Where The Items To Be Restored From

Restore items from

☐ Users

☒ Site Collections

Previous Next Cancel Help

Select the item(s) you would like to restore. You can also choose to restore backed-up file from a specific backup job of your choice using the Select what to restore drop-down menu at the top. Click Next to proceed.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job 03/22/2019 Latest

Show filter

Folders	Name	Date modified	Size
AhsayCBS			
Office 365			
Site Collections			

☐ Restore to local computer

Items per page 50 Page -

Search

Previous Next Cancel Help

Click the Search located below the Restore to local computer checkbox.

☐ Restore to local computer

Search

Change the path if you want to restore items from other location. Click the Change button then click OK to proceed.

Search

Look in

Change

☐ Search subfolders

Kind

Files and Directories

Type

contains

Pattern

☐ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page 50

Page -

OKCancelHelp

PreviousNextCancelHelp

Change Path

Backup Server

Office 365

Site Collections

OKCancel

PreviousNextCancelHelp

Tick the Search subfolders checkbox check if you want to include available subfolders upon searching.

Search

Look in

Office 365/Site Collections

Change

☐ Search subfolders

Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

Select from the following kind of files you want to search.

- Files and Directories
- Files Only
- Directories Only

Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

Kind Type Pattern ☐ Match case

Files and Directories

Files and Directories

Files only

Directories only

contains

In Folder	Size	Date modified
-----------	------	---------------

Items per page 50 Page -

OK

Cancel

Help

Previous

Next

Cancel

Help

Select from the following type of filtering you want to search.

- Contains
- Exact
- Starts With
- Ends With

Search

Look in
Office 365/Site Collections Change

☒ Search subfolders

Kind: Files and Directories ▼ Type: contains ▼ Pattern: ☐ Match case

Search

Name	Size	Date modified
------	------	---------------

Items per page: 50 ▼ Page: - ▼

OK Cancel Help

Previous Next Cancel Help

Enter a pattern you want and Tick the Match Case checkbox if you want to accurately search for a specific file.

Kind	Type	Pattern	☐ Match case
Files and Directories ▼	contains ▼	Documents	

Kind	Type	Pattern	☒ Match case
Files and Directories ▼	contains ▼	Documents	

Click the Search button and the result will be displayed.

Search

Look in
Office 365/Site Collections Change

☒ Search subfolders

Kind Type Pattern
Files and Directories contains Documents ☒ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page 50 Page -

OK Cancel Help

Previous Next Cancel Help

Search

Look in
Office 365/Site Collections Change

☒ Search subfolders

Kind Type Pattern
Files and Directories contains Documents ☒ Match case

Searching ... **Stop**

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page 50 Page -

OK Cancel Help

Previous Next Cancel Help

Search

Look in
 Change

☒ Search subfolders

Kind Type Pattern

 ☒ Match case

Search

	Name	In Folder	Size	Date modified
☒	Documents	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fteams%2fteamsite/D101...		

Items per page Page

OK Cancel Help

Previous Next Cancel Help

Click OK to proceed.

Appendix

Appendix A: Setting Backup Destination on OBM for Backup Set Created on User Web Console

You need to read the instructions below only if you:

- Have created a backup set on CBS User Web Console; **AND**
- Selected the backup set to Run on Client; **AND**
- Have not selected any Predefined Destination in the backup creation process on the User Web Console

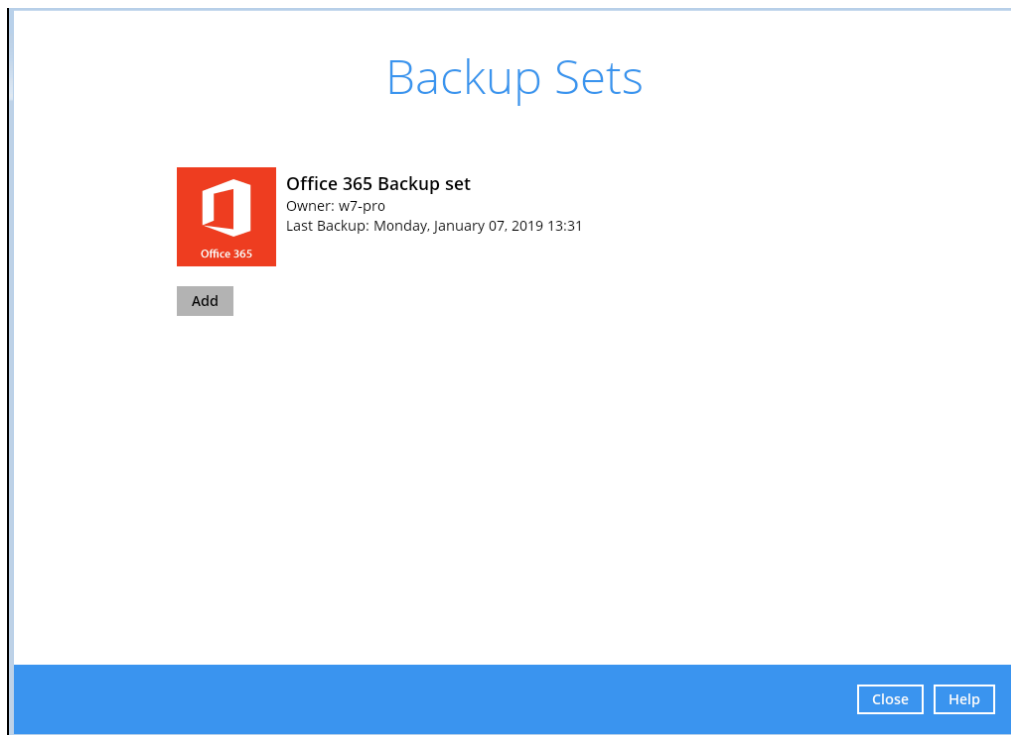
-OR-

Have selected a Predefined Destination in the backup creation process on User Web Console but wish to add additional backup destination other than the predefined destination

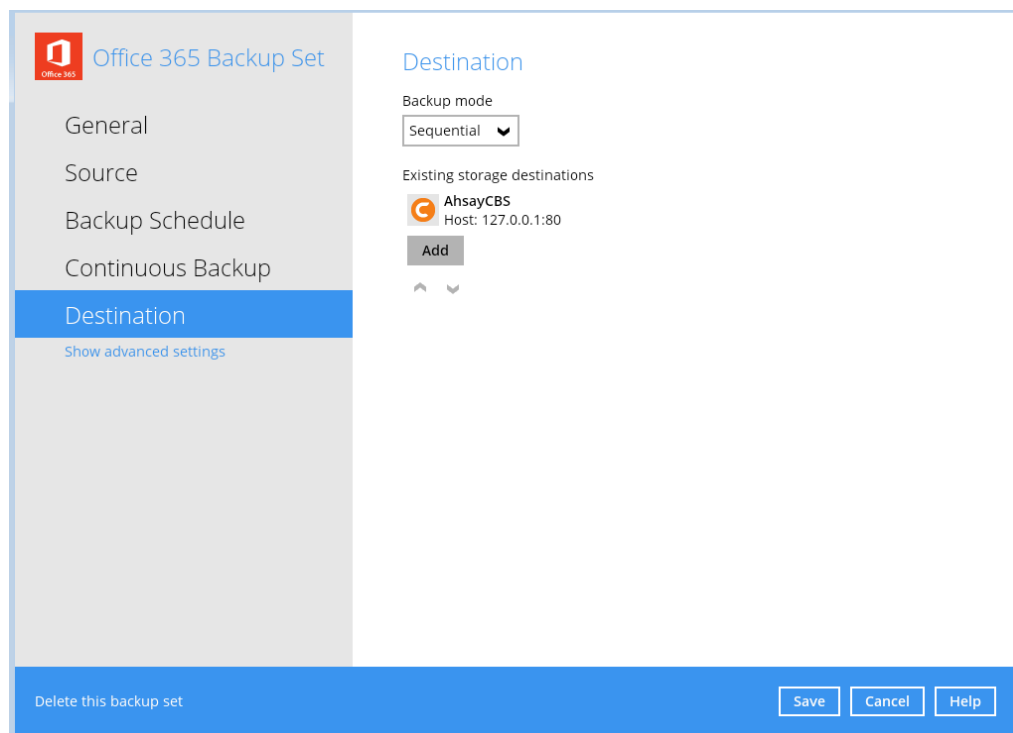
1. Log in to OBM according to the instructions in [Login to OBM](#).
2. In the OBM main interface, click **Backup Sets**.



3. Click the backup set which you wish to add backup destination to.



4. Click the **Destination** menu on the left side, then click the **Add** button on the right to add backup



destination.

5. Select the storage type.
 - **Single storage destination** – the entire backup will be uploaded to one single destination you selected under the **Destination storage** drop-down list. By default, the destination storage is

selected as **CBS**.

New Storage Destination / Destination Pool

Name
CBS

Type
☒ Single storage destination
☐ Destination pool

Destination storage
CBS

OK Cancel Help

Previous Next Cancel Help

- ▶ **Destination pool** – the backup will be spread over on the destinations you have selected. Enter a **Name** for the destination pool and then click **Add new storage destination to the pool** to select the desired storage destinations.

New Storage Destination / Destination Pool

Name
DestinationPool-1

Type
☐ Single storage destination
☒ Destination pool

Add the cloud (e.g. Google Drive or Dropbox) or local storage that you would like to pool together for backup. You can always add more storage to this pool in the future.

Existing storage destinations in the pool
+ Add new storage destination to the pool

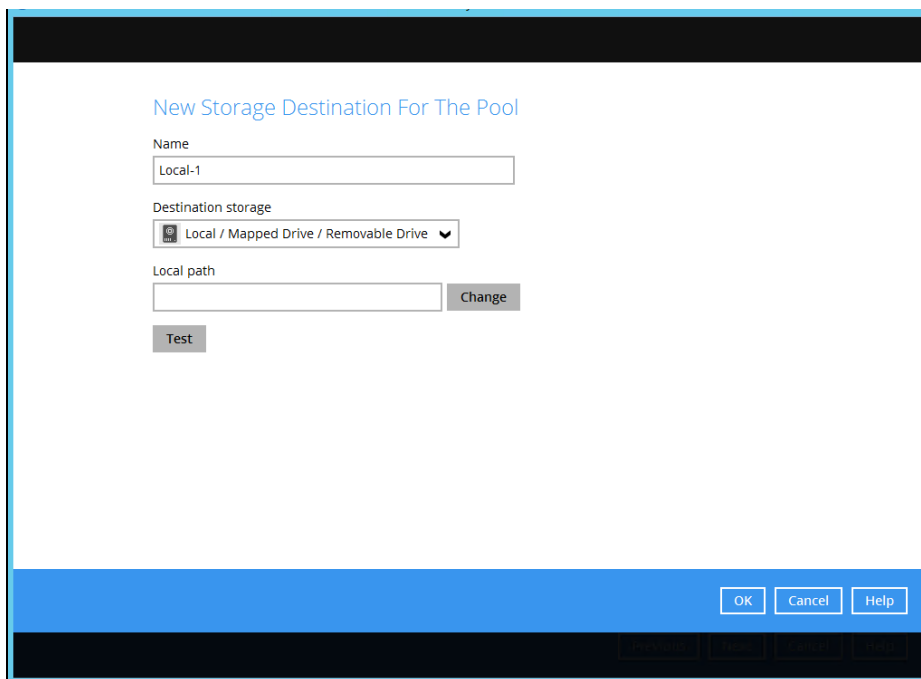
OK Cancel Help

Previous Next Cancel Help

You can choose a storage combination of the Local/Mapped drive/Removable Drive, Cloud storage or FTP. Click **OK** to proceed when you are done with the settings.

- If you have chosen the Local/Mapped Drive/Removable Drive option, click **Change** to browse to a directory path where backup data will be stored, then click **Test** to validate the path. **Test**

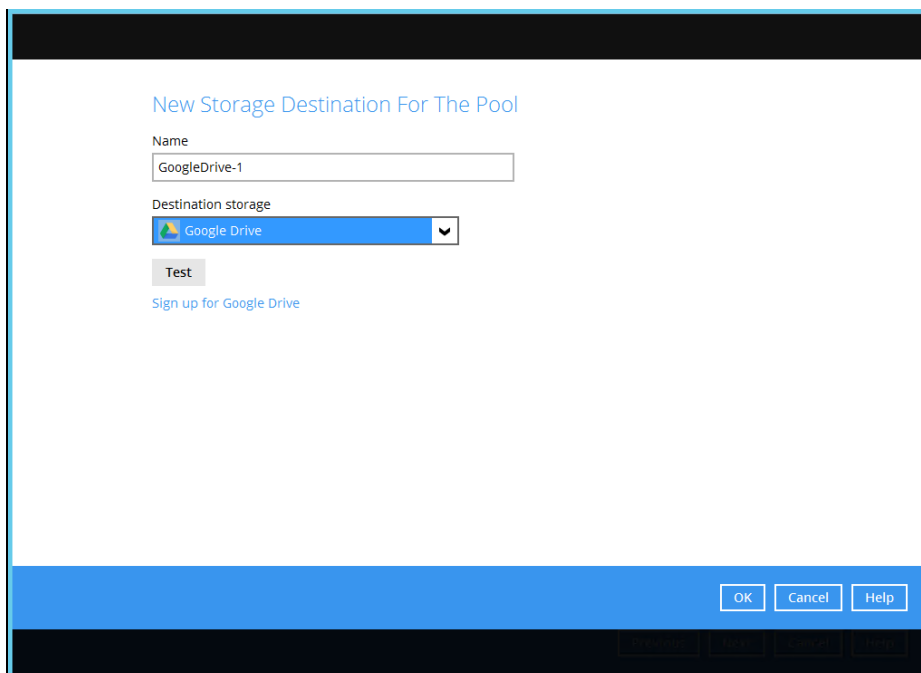
completed successfully shows when the validation is done.



The screenshot shows a dialog box titled "New Storage Destination For The Pool". It contains the following fields and controls:

- Name:** A text input field containing "Local-1".
- Destination storage:** A dropdown menu with a disk icon and the text "Local / Mapped Drive / Removable Drive".
- Local path:** A text input field that is currently empty, followed by a "Change" button.
- Test:** A button located below the local path field.
- Footer:** A blue bar at the bottom containing "OK", "Cancel", and "Help" buttons.

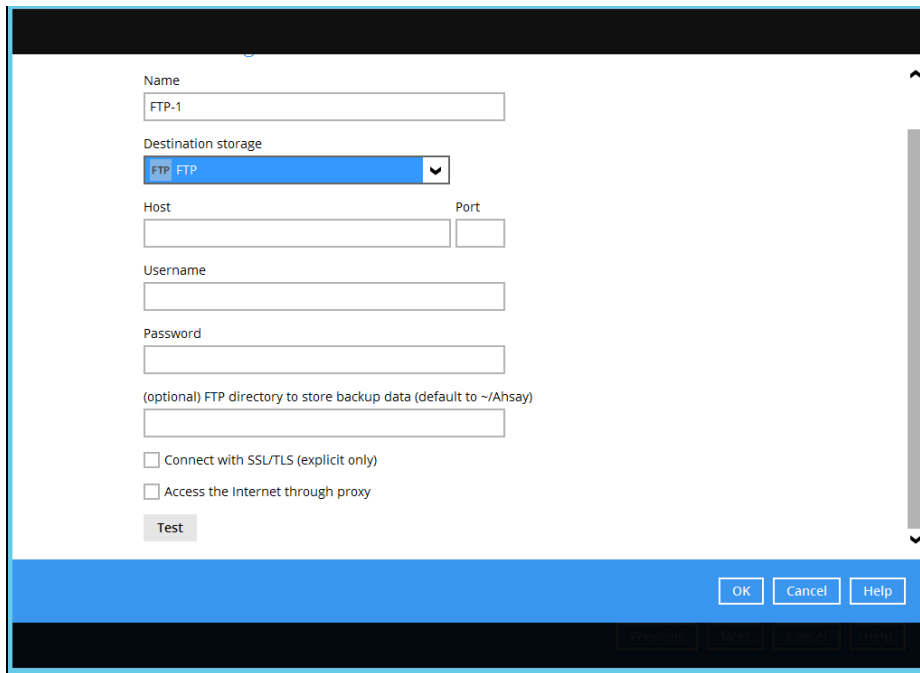
- If you have chosen the Cloud Storage, click **Test** to log in to the corresponding cloud storage service.



The screenshot shows the same dialog box, but with "Google Drive" selected in the "Destination storage" dropdown. The "Name" field now contains "GoogleDrive-1".

- Name:** A text input field containing "GoogleDrive-1".
- Destination storage:** A dropdown menu with a Google Drive icon and the text "Google Drive".
- Test:** A button located below the destination storage dropdown.
- Link:** A blue text link "Sign up for Google Drive" located below the "Test" button.
- Footer:** A blue bar at the bottom containing "OK", "Cancel", and "Help" buttons.

- If you have chosen the FTP as the destination, enter the the Host, Username and Password details.



The image shows a configuration window for an FTP destination. It has a white background with a blue header bar at the top and a blue footer bar at the bottom. The form contains the following fields and options:

- Name:** A text input field containing "FTP-1".
- Destination storage:** A dropdown menu with "FTP" selected and a blue highlight.
- Host:** A text input field.
- Port:** A small text input field.
- Username:** A text input field.
- Password:** A text input field.
- (optional) FTP directory to store backup data (default to ~/Ahsay):** A text input field.
- ☐ Connect with SSL/TLS (explicit only)
- ☐ Access the Internet through proxy
- Test:** A button.
- Footer:** Three buttons: "OK", "Cancel", and "Help".

6. You can add multiple storage destinations. The backup data will be uploaded to all the destinations you have selected in the order you added them. Press the   icon to alter the order. Click **Next** to proceed when you are done with the selection.

Destination

Backup mode

Sequential 

Existing storage destinations

 DestinationPool-1

 CBS
Host: 10.23.6.69:60443

Add

Previous

Next

Cancel

Help

Appendix B: Example Scenarios for Office 365 License Requirement and Usage

Scenario No. 1: Backing up Office 365 user accounts in multiple backup sets

The required Office 365 licenses are calculated by the number of Office 365 user accounts that you want to backup.

Example No. 1: To back up one (1) Office 365 user account on multiple backup sets, only one Office 365 license is needed.

Backup Set Name	Office 365 User Account
Backup Set A	user01@company-office365.com
Backup Set B	user01@company-office365.com
Backup Set C	user01@company-office365.com

Example No. 2: To back up two (2) Office 365 user accounts on multiple backup sets, two Office 365 licenses are needed.

Backup Set Name	Office 365 User Account
Backup Set A	user01@company-office365.com
	user02@company-office365.com
Backup Set B	user01@company-office365.com
Backup Set C	user02@company-office365.com

Example No. 3: To back up three (3) Office 365 user accounts on multiple backup sets, two Office 365 licenses are needed.

Backup Set Name	Office 365 User Account
Backup Set A	user01@company-office365.com
	user02@company-office365.com
	user03@company-office365.com
Backup Set B	user01@company-office365.com
	user02@company-office365.com

Backup Set C	user03@company-office365.com
--------------	------------------------------

Scenario No. 2: Backing up SharePoint Sites under Site collections in multiple backup sets.

The required Office 365 license is only one.

Example No. 1: To back up one (1) SharePoint site under Site Collection, only one Office 365 license is needed.

Backup Set Name	SharePoint Site
Backup Set A	companyoffice365.sharepoint.com/user01
Backup Set B	companyoffice365.sharepoint.com/user01
Backup Set C	companyoffice365.sharepoint.com/user01

Example No. 2: To back up one (1) or two (2) SharePoint sites under Site Collection, only one Office 365 license is needed.

Backup Set Name	SharePoint Site
Backup Set A	companyoffice365.sharepoint.com/user01
	companyoffice365.sharepoint.com/user02
Backup Set B	companyoffice365.sharepoint.com/user01
Backup Set C	companyoffice365.sharepoint.com/user01
	companyoffice365.sharepoint.com/user02

Example No. 3: To back up three (3) or more SharePoint sites under Site Collection, only one Office 365 license is needed.

Backup Set Name	SharePoint Site
Backup Set A	companyoffice365.sharepoint.com/user01
	companyoffice365.sharepoint.com/user02
	companyoffice365.sharepoint.com/user03
Backup Set B	companyoffice365.sharepoint.com/user01
Backup Set C	companyoffice365.sharepoint.com/user01
	companyoffice365.sharepoint.com/user02

	companyoffice365.sharepoint.com/user03
--	---

Scenario No. 3: Backing up files and/or folders under Public Folder in multiple backup sets.

The required Office 365 license is only one.

Example No. 1: To back up files and/or folders under Public Folder, only one (1) Office 365 license is needed.

Backup Set Name	Files and/or Folders
Backup Set A	Folder01 ○ microsfotword01.docx ○ powerpointpresentation01.pptx ○ spreadsheet01.xls ○ notepad01.txt ○ picture01.jpg ○ picture02.jpg
Backup Set B	Folder01 ○ microsfotword01.docx ○ powerpointpresentation01.pptx ○ spreadsheet01.xls ○ notepad01.txt ○ picture01.jpg ○ picture02.jpg
	Folder02
	Folder03
Backup Set C	Folder01 ○ microsfotword01.docx ○ powerpointpresentation01.pptx ○ spreadsheet01.xls ○ notepad01.txt ○ picture01.jpg ○ picture02.jpg
	Folder02
	Folder03 ○ microsfotword02.docx ○ powerpointpresentation02.pptx ○ spreadsheet02.xls

	○ notepad02txt ○ picture05.jpg ○ picture06.jpg
--	--

Scenario No. 4: Backing up Office 365 User Accounts, files and/or folders under Public Folder, and SharePoint sites under Site Collections in multiple backup sets.

The required Office 365 license will depend on the number of unique Office 365 accounts.

Example No. 1: To back up one (1) Office 365 user account, files and/or folders under Public Folder, and SharePoint sites under Site Collections on multiple backup sets, three (3) Office 365 licenses are needed.

Backup Set Name	Office 365 User Account, SharePoint Site, and Files and/or Folders
Backup Set A	user01@company-office365.com
Backup Set B	user01@company-office365.com
	user02@company-office365.com
	companyoffice365.sharepoint.com/user01
	companyoffice365.sharepoint.com/user02
Backup Set C	user01@company-office365.com
	user02@company-office365.com
	Folder01 ○ microsfotword01.docx ○ powerpointpresentation01.pptx ○ spreadsheet01.xls ○ notepad01.txt ○ picture01.jpg ○ picture02.jpg
Backup Set D	user01@company-office365.com
	user02@company-office365.com
	user03@company-office365.com
	Folder01 ○ microsfotword01.docx ○ powerpointpresentation01.pptx ○ spreadsheet01.xls ○ notepad01.txt ○ picture01.jpg ○ picture02.jpg

	companyoffice365.sharepoint.com/user01
	companyoffice365.sharepoint.com/user02

Appendix C: Example Setting for Java Heap Size

These are some examples for better appreciation with formula for calculating the required memory:

Example No. 1: Backup set with 20 SharePoint Sites and 50 OneDrive Accounts

- SharePoint Sites – $20 \times 150\text{MB} = 3000\text{ MB} / 3\text{ GB}$
- OneDrive Accounts – $50 \times 100\text{MB} = 5000\text{ MB} / 5\text{ GB}$

Total = $3000\text{ MB} / 3\text{ GB} + 5000\text{ MB} / 5\text{ GB} = 8000\text{ MB} / 8\text{ GB}$

In this example, we first computed for the memory needed for the SharePoint Sites and OneDrive Accounts which are **$3000\text{ MB} / 3\text{ GB}$** and **$5000\text{ MB} / 5\text{ GB}$** respectively. Then we added those two and came up with **$8000\text{ MB} / 8\text{ GB}$** . This is the total Java heap size setting of the OBM client should set.

Example No 2: Backup set with 80 Site Collections and 100 OneDrive Accounts

- Site Collections – $80 \times 150\text{MB} = 12000\text{ MB} / 12\text{ GB}$
- OneDrive Accounts – $100 \times 100\text{MB} = 10000\text{ MB} / 10\text{ GB}$

Total = $12000\text{ MB} / 12\text{ GB} + 10000\text{ MB} / 10\text{ GB} = 22000\text{ MB} / 22\text{ GB}$

In this example, we first computed for the memory needed for the Site Collections and OneDrive Accounts which are **$12000\text{ MB} / 12\text{ GB}$** and **$10000\text{ MB} / 10\text{ GB}$** respectively. Then we added those two and came up with **$22000\text{ MB} / 22\text{ GB}$** . This is the total Java heap size setting of the OBM client should set.

Appendix D: Example Scenarios for Number of Users to Backup

Example No. 1: There are 1000 users needed to be backup, you can divide 200 users into one backup set.

Backup Set Name	User Number
Backup -Set-1	No.1 -- 200
Backup -Set-2	No.201 -- 400
Backup -Set-3	No.401 -- 600
Backup -Set-4	No.601 -- 800
Backup -Set-5	No.801 -- 1000
Note: If there are new users added, you can create new backup set for the new users.	

Example No. 2: There are 1000 users needed to be backup, you can divide users into backup sets in alphabetic order.

Backup Set Name	User Name Start with
Backup -Set-1	A -- E
Backup -Set-2	F -- J
Backup -Set-3	K -- O
Backup -Set-4	P -- T
Backup -Set-5	U -- Z
Note: If there are new users added, you can divide the new users into the original backup sets by the corresponding alphabetic order.	

Appendix E: Example Scenarios for Restore Filter using OBM

Scenarios No. 1: Items from Users

Example No. 1: Restore filter setting from an Office 365 user account's outlook inbox

Location:	Office 365/carven.tsang@clouddbacko.biz/Outlook/Inbox
Search subfolders:	True
Kind:	Mail – Subject
Type:	Contains
Pattern:	Office 365 changes
Match Case:	True

Follow the step-by-step procedure indicated on [Restore Filter with OBM](#).

The screenshot shows a 'Search' dialog box with the following fields and options:

- Look in:** Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox (with a 'Change' button)
- ☒ **Search subfolders**
- Kind:** Mail - Subject (dropdown)
- Type:** contains (dropdown)
- Pattern:** Office 365 changes (text field)
- ☒ **Match case**
- Search** (button)
- | Name | In Folder | Size | Date modified |
|------|-----------|------|---------------|
|------|-----------|------|---------------|
- Items per page:** 50 (dropdown)
- Page:** - (dropdown)
- OK**, **Cancel**, **Help** (buttons)
- Previous**, **Next**, **Cancel**, **Help** (buttons)

Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☒ Search subfolders

Kind

Type

Pattern

Mail - Subject



contains



Office 365 changes

☒ Match case

Searching ...

Stop

Name	In Folder	Size	Date modified

Items per page

50



Page

-



OK

Cancel

Help

Previous

Next

Cancel

Help

Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☒ Search subfolders

Kind

Type

Pattern

Mail - Subject



contains



Office 365 changes

☒ Match case

Search

	Name	In Folder	Size	Date modified	
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	68k	10/11/2017 04:07	
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	61k	02/13/2018 15:45	▲
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	63k	10/11/2017 04:07	
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	66k	10/17/2017 01:14	
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	60k	10/24/2017 00:58	
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	58k	11/01/2017 00:19	
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	59k	11/10/2017 02:07	
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	65k	11/21/2017 00:28	▼
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	61k	11/21/2017 00:28	
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook...	57k	02/13/2018 15:45	

Items per page

50



Page

1 / 2



OK

Cancel

Help

Previous

Next

Cancel

Help

Explanation:

All mails under Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox that has a subject and contains 'Office 365 changes' with match case set to true will be included upon performing search.

As you can see on the screen shot above, the result panel contains the Name of the mail, Directory of the mails which are indicated In-Folder column, Size of each mails, and Date Modified.

The restore filter setting includes the Search subfolder and Match case set to true. Meaning, the filter will include all available subfolders in the Outlook Inbox upon searching. And it will strictly search only the specified pattern and case which is the 'Office 365 changes'.

Example No. 2: Restore filter setting from an Office 365 user account's OneDrive

Location:	Office 365/carven.tsang@cloudbacko.biz/OneDrive
Search subfolders:	True
Kind:	Files and Folders
Type:	Exact
Pattern:	testBigFile-backup
Match Case:	True

Follow the step-by-step procedure indicated on [Restore Filter with OBM](#)

Search

Look in
Office 365/Users/carven.tsang@cloudbacko.biz/OneDrive Change

☒ Search subfolders

Kind: Files and Folders ▼ Type: exact ▼ Pattern: testBigFile-backup ▼ ☒ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page: 50 ▼ Page: - ▼

OK Cancel Help

Previous Next Cancel Help

Search

Look in
 Change

☒ Search subfolders

Kind Type Pattern
 ☒ Match case

Searching ...

Stop

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page Page

OK Cancel Help

Previous Next Cancel Help

Search

Look in
 Change

☒ Search subfolders

Kind Type Pattern
 ☒ Match case

Search

Name	In Folder	Size	Date modified
☒  testBigFile-backup	Office 365/Users/carven.tsang@cloudbacko.biz/OneDrive		

Items per page Page

OK Cancel Help

Previous Next Cancel Help

Explanation:

All files and folders under Office 365/Users/carven.tsang@cloudbacko.biz/OneDrive that has the exact pattern of 'testBigFile-backup' with match case set to true will be included upon performing search.

As you can see on the screen shot above, the result panel contains the Name of the mail, Directory of the mails which are indicated In-Folder column, Size of each mails, and Date Modified.

The restore filter setting includes the Search subfolder and Match case set to true. Meaning, the filter will include all available subfolders in OneDrive upon searching. And it will strictly search only the specified pattern and case which is the 'testBigFile-backup'.

Example No. 3: Restore filter setting from an Office 365 user account's personal site

Location:	Office 365/carven.tsang@cloudbacko.biz/Personal Site
Search subfolders:	True
Kind:	Files and Folders
Type:	contains
Pattern:	ppp
Match Case:	True

Follow the step-by-**step** procedure indicated on [Restore Filter with OBM](#)

Search

Look in
Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site Change

☒ Search subfolders

Kind: Files and Folders ▼ Type: contains ▼ Pattern: ppp ▼ ☒ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page: 50 ▼ Page: - ▼

OK Cancel Help

Previous Next Cancel Help

Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site

Change

☒ Search subfolders

Kind

Files and Folders

Type

contains

Pattern

ppp

☒ Match case

Searching ...

Stop

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page

50

Page

-

OK

Cancel

Help

Previous

Next

Cancel

Help

Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site

Change

☒ Search subfolders

Kind

Files and Folders

Type

contains

Pattern

ppp

☒ Match case

Search

Name	In Folder	Size	Date modified
☒ ppp.pptx	Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site/D101_Lists and Libraries/D90...	35k	08/29/2018 15:53
☒ ppp.pptx	Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site/D101_Lists and Libraries/D90...	35k	08/29/2018 16:23
☒ ppp.pptx	Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site/D101_Lists and Libraries/D90...	35k	08/29/2018 18:28
☒ ppp.pptx	Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site/D101_Lists and Libraries/D90...	35k	08/29/2018 16:54
☒ ppp.pptx	Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site/D101_Lists and Libraries/D90...	36k	08/29/2018 17:03
☒ ppp.pptx	Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site/D101_Lists and Libraries/D90...	36k	08/29/2018 18:16
☒ ppp.pptx	Office 365/Users/carven.tsang@cloudbacko.biz/Personal Site/D101_Lists and Libraries/D90...	36k	08/29/2018 18:19

Items per page

50

Page

1 / 1

OK

Cancel

Help

Previous

Next

Cancel

Help

Explanation:

All personal site under Office 365/Personal Site that has the pattern that contains with 'ppp' with match case set to true will be included upon performing search.

As you can see on the screen shot above, the result panel contains the Name of the mail, Directory of the mails which are indicated In-Folder column, Size of each mails, and Date Modified.

The restore filter setting includes the Search subfolder and Match case set to true. Meaning, the filter will include all available subfolders in Personal Site upon searching. And it will strictly search only the specified pattern and case which starts with 'ppp'.

Scenarios No. 2: Items from Site Collections

Example No. 1: Restore filter setting from Site Collections

Location:	Office 365/Site Collections
Search subfolders:	True
Kind:	Files and Directories
Type:	Starts With
Pattern:	A
Match Case:	True

Follow the step-by-step procedure indicated on [Restore Filter with OBM](#).

Search

Look in
Office 365/Site Collections Change

☒ Search subfolders

Kind: Files and Directories ▼ Type: starts with ▼ Pattern: A ▼ ☒ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page: 50 ▼ Page: - ▼

OK Cancel Help

Previous Next Cancel Help

Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

Kind

Files and Directories

Type

starts with

Pattern

A

☒ Match case

Searching ...

Stop

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page

50

Page

-

OK

Cancel

Help

Previous

Next

Cancel

Help

Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

Kind

Files and Directories

Type

starts with

Pattern

A

☒ Match case

Search

Name	In Folder	Size	Date modified
☒ AB922B82-8406-4E49-B17B-9057BDF09503	Office 365/Site Collections/D901_ahsay.sharepoint.com...		
☒ AlternateMediaPlayer.xaml	Office 365/Site Collections/D901_ahsay.sharepoint.com...	35k	09/29/2018 17:01
☒ AudioPreview.png	Office 365/Site Collections/D901_ahsay.sharepoint.com...	13k	09/29/2018 17:01

Items per page

50

Page

1 / 1

OK

Cancel

Help

Previous

Next

Cancel

Help

Explanation:

All SharePoint sites under Office 365/Site Collections that has the pattern that starts with 'A' with match case set to true will be included upon performing search.

As you can see on the screen shot above, the result panel contains the Name of the mail, Directory of the mails which are indicated In-Folder column, Size of each mails, and Date Modified.

The restore filter setting includes the Search subfolder and Match case set to true. Meaning, the filter will include all available subfolders in Site Collections upon searching. And it will strictly search only the specified pattern and case which starts with 'A'.

Example No. 2: Restore filter setting from Public Folders

Location:	Office 365/Public Folders
Search subfolders:	True
Kind:	Files and Folders
Type:	Ends With
Pattern:	t
Match Case:	True

Follow the step-by-step procedure indicated on [Restore Filter with OBM](#).

Search

Look in
 Change

☒ Search subfolders

Kind Type Pattern

☒ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page Page

OK Cancel Help

Previous Next Cancel Help

Search

Look in
 Change

☒ Search subfolders

Kind Type Pattern
 ☒ Match case

Searching ...

Stop

Name	In Folder	Size	Date modified
------	-----------	------	---------------

Items per page Page

OK Cancel Help

Previous Next Cancel Help

Search

Look in
 Change

☒ Search subfolders

Kind Type Pattern
 ☒ Match case

Search

Name	In Folder	Size	Date modified
☒  Pub-Test	Office 365/Public Folders		

Items per page Page

OK Cancel Help

Previous Next Cancel Help

Explanation:

All files and folders under Office 365/Public Folders that has the pattern that ends with 't' with match case set to true will be included upon performing search.

As you can see on the screen shot above, the result panel contains the Name of the mail, Directory of the mails which are indicated In-Folder column, Size of each mails, and Date Modified.

The restore filter setting includes the Search subfolder and Match case set to true. Meaning, the filter will include all available subfolders in Public Folder upon searching. And it will strictly search only the specified pattern and case which ends with 't'.