



Microsoft 365 Backup

About



Peter Schmidt
Cloud & Security Architect
NeoConsulting

Microsoft MVP: M365

X (Twitter): @petsch

LinkedIn: www.linkedin.com/in/petsch



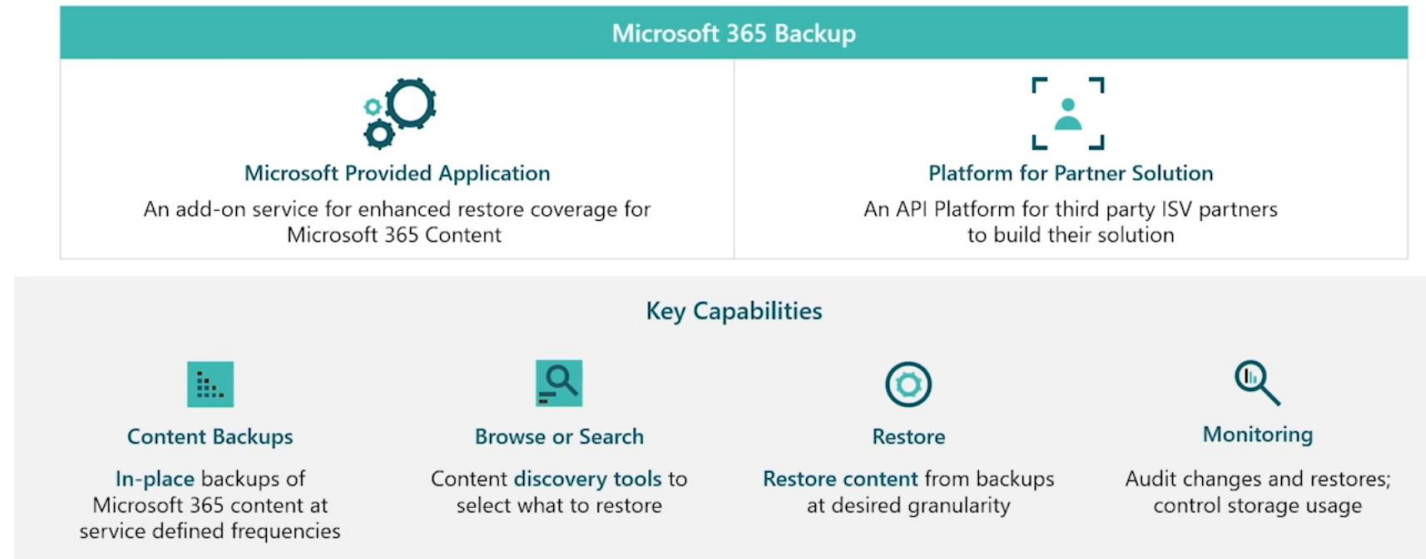


Agenda

- Introduction
- Microsoft 365 Backup
- Licensing
- Getting Started

What is Microsoft 365 Backup?

- Backup all or select SharePoint sites, OneDrive accounts, and Exchange mailboxes in your tenant
- Restore files, sites, and mailbox items in your tenant in parallel to a prior point-in-time in a granular manner or at massive scale
- Search or filter content in your backups using key metadata such as item or site names, owners, or event types within specific restore point date ranges
- Microsoft 365 Backup directly in the Microsoft 365 admin center
- New Backup APIs for 3rd party vendors



Availability



■ ■ ■ Microsoft 365: Microsoft 365 Backup

Microsoft 365 Backup Service is a product offering spanning across the OneDrive, SharePoint, and Exchange Online services that provides customers with a consistent, cross product solution, to recover their M365 data from cataclysmic events such as: at scale ransomware attacks, or malicious/accidental data deletion/corruption by end users. Microsoft 365 Backup Service is available on a pay-as-you-go basis and can be enabled through the Microsoft 365 admin center.

Feature ID: 188799

Added to roadmap: 11/22/2023

Last modified: 4/15/2024

Product(s): OneDrive, Microsoft 365, SharePoint, Exchange

Cloud instance(s): Worldwide (Standard Multi-Tenant)

Platform(s): Web

Release phase(s): Preview, General Availability



Preview Available: January 2024

Rollout Start: July 2024

Licensing

- Pay-as-you-go Syntex license (Azure Storage Consumption)
- Pricing: \$0.15/GB/month
- Example – 50 Users (Mail/OneDrive) + SharePoint
 - Mailboxes: total approx. 200 GB = 30 USD/month
 - OneDrive: total approx. 300 GB = 45 USD/month
 - SharePoint: total approx. 100 GB = 15 USD/month
 - Total monthly cost: 90 USD/month
 - Total yearly cost: 1080 USD/month
 - Estimate Growth+



Backup Policies

- 1 Policy per services
- Backup Frequency:
 - Exchange – every 10 min
 - OneDrive and SPO – 0-14 days: every 15 min, 15-365 days: once a week
- Backup Retention
 - Exchange – 1 year

Restore

- Restore Points
- Restore to new site/mail/folder

The screenshot shows the 'Microsoft 365 admin center' interface. The breadcrumb navigation indicates the path 'Microsoft 365 Backup > Restore'. On the left, a vertical sidebar contains icons for various admin functions. The main content area is divided into two panels. The left panel displays a progress indicator with seven steps: 'Type of content' (selected with a blue dot), 'OneDrive accounts to restore', 'Date and time', 'Confirm restore points', 'Destination', and 'Review and finish'. The right panel is titled 'Select type of content' and includes the instruction 'Select the type of content you want to restore.' Below this, there are three radio button options: 'SharePoint site content', 'Exchange mailbox content (emails, notes, contacts, calendars, and tasks)', and 'OneDrive accounts' (which is selected). A blue 'Next' button is located at the bottom right of the interface.

Microsoft 365 admin center

Search

Microsoft 365 Backup > Restore

Type of content

- ☒ OneDrive accounts to restore
- ☐ Date and time
- ☐ Confirm restore points
- ☐ Destination
- ☐ Review and finish

Select type of content

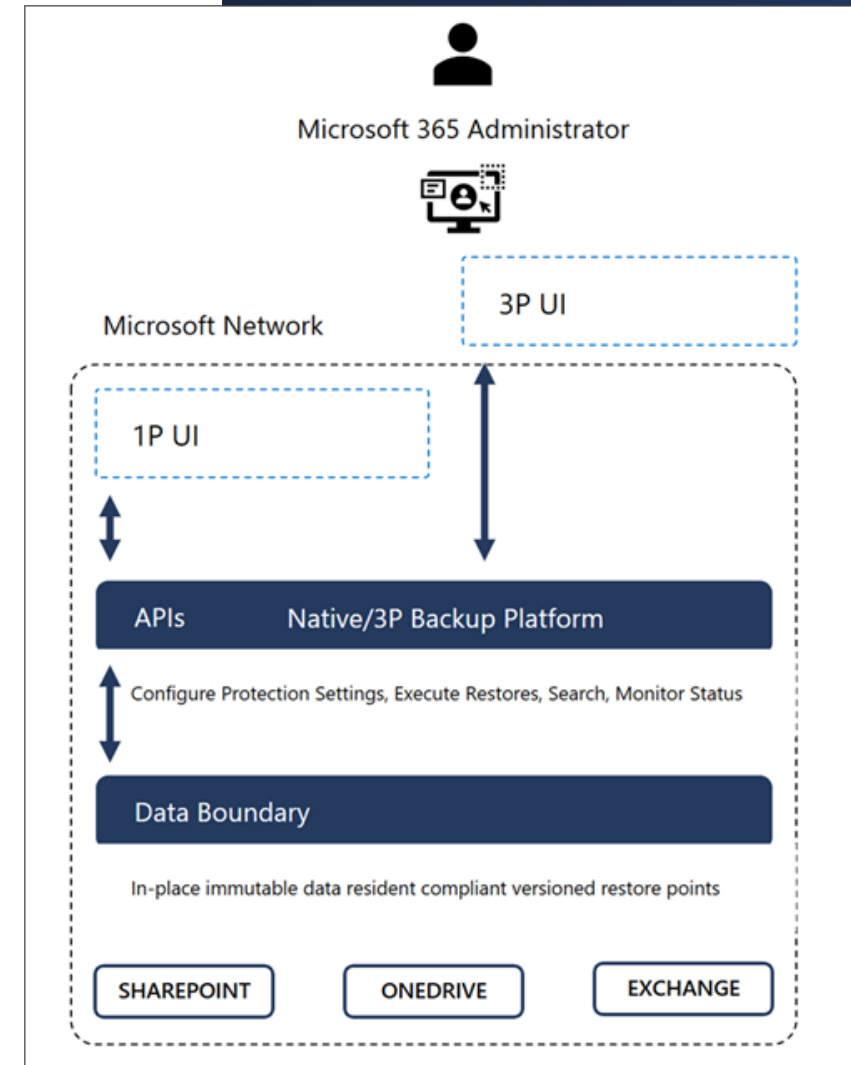
Select the type of content you want to restore.

- ☐ SharePoint site content
- ☐ Exchange mailbox content (emails, notes, contacts, calendars, and tasks)
- ☒ OneDrive accounts

Next

Backup Data

- Data never leaves the Microsoft 365 data trust boundary
- Backup Retention
 - Backup Policy
- Retention Policies
 - Normal Retention Policies after restore
- Sensitivity Labels
 - Restoration of any data (such as sites or mailbox items) reverts the sensitivity labels of the data to the state of that protected item at the prior point in time



Admin roles and backup management

- Privileges

Admin role	OneDrive	SharePoint	Exchange
Global admin	✓	✓	✓
SharePoint admin	✓	✓	
Exchange admin			✓



Getting started

Getting started with Microsoft 365 Backup

Set up Microsoft 365 Backup

1


Set up pay-as-you-go billing


2



Turn on Microsoft 365 Backup



3



Create backup policies



 All tenants

 Home



 Users 

 Devices 

 Teams & groups 

 Billing 

 Copilot

 Settings 

Domains

Search & intelligence

Org settings


Microsoft 365 Backup



Integrated apps

Viva


Partner relationships


Microsoft Edge


 Setup


 Reports 


Admin centers

 Security

 Compliance

 Endpoint Manager

 Exchange

 All admin centers

Use content AI with Microsoft Syntex

Microsoft Syntex uses content and artificial intelligence (AI) to enable end-to-end intelligent document processing solutions for your organization.
[Learn more about Microsoft Syntex](#)

Get started



Set up billing

An Azure subscription is required to set up Microsoft Syntex.



Manage Microsoft Syntex

Manage Microsoft Syntex service settings and options.

User Impact

With Microsoft Syntex, users can automate their content-based processes.

Users will see a new "Classify and extract" command that can be used to manage available and applied models or create their own. Models created in the content center can be applied to any existing SharePoint library or made available everywhere for selection by site owners.

When an Azure pay-as-you-go subscription is in place, compliance admins will be able to configure optical character recognition (OCR) services in Microsoft Purview.

Learn more

[Learn more about Microsoft Syntex models](#)

[How to automatically classify files and extract data](#)

[Learn more about OCR in Microsoft Purview](#)

Microsoft Syntex Services

With pay-as-you-go billing, you get all the latest services:


- Prebuilt document processing
- Unstructured document processing
- Optical character recognition (OCR)
- Content assembly
- Image tagging

- All tenants
- Home
- Users
- Devices
- Teams & groups
- Billing
- Copilot
- Settings
- Domains
- Search & intelligence
- Org settings
- Microsoft 365 Backup
- Integrated apps
- Viva
- Partner relationships
- Microsoft Edge
- Setup
- Reports
- Admin centers
- Security
- Compliance
- Endpoint Manager
- Exchange
- All admin centers
- Show all


Use content AI with Microsoft Syntex

Microsoft Syntex uses content and artificial intelligence (AI) to enable end-to-end intelligent document processing solutions for you. [Learn more about Microsoft Syntex](#)

Get started

 **Set up billing**

An Azure subscription is required to set up Microsoft Syntex.

 **Manage Microsoft Syntex**

Manage Microsoft Syntex service settings and options.

User Impact

With Microsoft Syntex, users can automate their content-based processes.

Users will see a new "Classify and extract" command that can be used to manage available and applied models or create their own. Models created in the content center can be applied to any existing SharePoint library or made available everywhere for selection by site owners.

When an Azure pay-as-you-go subscription is in place, compliance admins will be able to configure optical character recognition (OCR) services in Microsoft Purview.

Learn more

- [Learn more about Microsoft Syntex models](#)
- [How to automatically classify files and extract data](#)
- [Learn more about OCR in Microsoft Purview](#)

Microsoft Syntex S

With pay-as-you-go

- Prebuilt document p
- Unstructured docum
- Optical character rec
- Content assembly
- Image tagging

Set up pay-as-you-go billing

Close

Connect Microsoft Syntex to an Azure subscription to use the latest services without upfront costs or a long-term commitment

[Learn more about setting up pay-as-you-go billing](#)

1. Prerequisites

Azure subscription

You need at least one Azure subscription that supports pay-as-you-go products.

- [Learn more about Azure subscriptions](#)
- [Go to subscriptions](#)


Resource group

Syntex will be represented in Azure as a resource. You need a resource group to manage Syntex together with any related resources.

- [Learn more about Azure resource groups](#)
- [Go to resource groups](#)

2. Set up billing

Choose the Azure subscription, resource group, and region you want to use.

 To connect Microsoft Syntex to an Azure subscription, you must have the Owner or Contributor role for that subscription.

Azure subscription

Select the subscription

Resource group

Select the resource group

Region

Select the region

This is the region where your tenant ID and usage information such as site names will be stored.

3. Accept terms of service

Read the terms of service, privacy statement, and pricing details.


- [Terms of service](#)
- [privacy statement](#)
- [pricing details](#)


☐ I accept the Microsoft Syntex pay-as-you-go billing terms of service



4. What to expect when you save



All Syntex services will be available so users can take advantage of pay-as-you-go features immediately. Charges will be included in your next monthly invoice.



Save



 All tenants

 Home



 Users 

 Devices 

 Teams & groups 

 Billing 

 Copilot

 Settings 

Domains

Search & intelligence

Org settings


Microsoft 365 Backup



Integrated apps

Viva


Partner relationships


Microsoft Edge


 Setup


 Reports 


Admin centers

 Security

 Compliance

 Endpoint Manager

 Exchange

 All admin centers

... Show all

Use content AI with Microsoft Syntex

Microsoft Syntex uses content and artificial intelligence (AI) to enable end-to-end intelligent document processing solutions for your organization.

[Learn more about Microsoft Syntex](#)

Get started



Manage billing

Your Azure subscription has been set up.



Manage Microsoft Syntex

Manage Microsoft Syntex service settings and options.

User Impact

With Microsoft Syntex, users can automate their content-based processes.

Users will see a new "Classify and extract" command that can be used to manage available and applied models or create their own. Models created in the content center can be applied to any existing SharePoint library or made available everywhere for selection by site owners.

When an Azure pay-as-you-go subscription is in place, compliance admins will be able to configure optical character recognition (OCR) services in Microsoft Purview.

Learn more

[Learn more about Microsoft Syntex models](#)


[How to automatically classify files and extract data](#)


[Learn more about OCR in Microsoft Purview](#)


Microsoft Syntex Services

With pay-as-you-go billing, you get all the latest services:


- Prebuilt document processing
- Unstructured document processing
- Optical character recognition (OCR)
- Content assembly
- Image tagging

All tenants


Home

Users


▼

Devices


▼


Teams & groups

▼

Billing

▼

Copilot

Settings

^

Domains

Search & intelligence

Org settings


Microsoft 365 Backup


Integrated apps

Viva

Partner relationships

Microsoft Edge

Setup

Reports


▼

Admin centers


Use content AI with Microsoft Syntex

Microsoft Syntex uses content and artificial intelligence (AI) to enable end-to-end intelligent document processing solutions for you. [Learn more about Microsoft Syntex](#)

Get started

**Manage billing**

Your Azure subscription has been set up.

**Manage Microsoft Syntex**

Manage Microsoft Syntex service settings and options.

User Impact

With Microsoft Syntex, users can automate their content-based processes.

Users will see a new "Classify and extract" command that can be used to manage available and applied models or create their own. Models created in the content center can be applied to any existing SharePoint library or made available everywhere for selection by site owners.

When an Azure pay-as-you-go subscription is in place, compliance admins will be able to configure optical character recognition (OCR) services in Microsoft Purview.

Learn more

[Learn more about Microsoft Syntex models](#)

[How to automatically classify files and extract data](#)

[Learn more about OCR in Microsoft Purview](#)

Microsoft Syntex Services

With pay-as-you-go subscriptions, you can use the following services:

- Prebuilt document processing
- Unstructured document processing
- Optical character recognition
- Content assembly
- Image tagging

Microsoft Syntex

Select a service to view or change its settings.

Name

Archive

PREVIEW

Backup

PREVIEW

Content center

Prebuilt document processing

Unstructured document processing

Document translation

Structured and freeform document processing

Optical character recognition

Image tagging

Syntex eSignature

US ONLY

Taxonomy tagging

Content assembly

Use content AI with Microsoft Syntex

Microsoft Syntex uses content and artificial intelligence (AI) to enable end-to-end intelligent document processing solutions for you. [Learn more about Microsoft Syntex](#)

Get started



Manage billing

Your Azure subscription has been set up.



Manage Microsoft Syntex

Manage Microsoft Syntex service settings and options.

User Impact

With Microsoft Syntex, users can automate their content-based processes.

Users will see a new "Classify and extract" command that can be used to manage available and applied models or create their own. Models created in the content center can be applied to any existing SharePoint library or made available everywhere for selection by site owners.

When an Azure pay-as-you-go subscription is in place, compliance admins will be able to configure optical character recognition (OCR) services in Microsoft Purview.

Learn more

- [Learn more about Microsoft Syntex models](#)
- [How to automatically classify files and extract data](#)
- [Learn more about OCR in Microsoft Purview](#)

Microsoft Syntex S

With pay-as-you-go

- Prebuilt document p
- Unstructured docum
- Optical character rec
- Content assembly
- Image tagging

Back

ackup

PREVIEW



Microsoft 365 Backup is turned on for your organisation.

Microsoft 365 Backup helps your organization recover from data corruption events like ransomware attacks or accidental deletions. By creating a backup policy for each of your Microsoft services, you can quickly restore compromised data to a previous healthy state within the last year.

What data can I back up?

- SharePoint sites
- OneDrive accounts
- Exchange mailboxes

[Learn more about Microsoft 365 Backup](#)

Status



Turned on

Details

Backup has been turned on SharePoint, Exchange and OneDrive.

[Go to Microsoft 365 Backup](#)

- All tenants
- Home
- Users
- Devices
- Teams & groups
- Billing
- Copilot
- Settings
- Domains
- Search & intelligence
- Org settings
- Microsoft 365 Backup
- Integrated apps
- Viva
- Partner relationships
- Microsoft Edge
- Setup
- Reports
- Admin centers
- Security
- Compliance
- Endpoint Manager
- Exchange
- All admin centers
- Show all

Microsoft 365 Backup

Back up and restore content from Exchange, OneDrive, and SharePoint. All the data will be stored within your Microsoft environment.
[Learn more about Microsoft 365 Backup](#)

- Backup policies
- Restoration tasks

SharePoint

Configure SharePoint policy to back up your critical sites and underlying data.
[Learn more about SharePoint backup](#)

Status

☐ Not set up

Set up policy

Exchange

Configure Exchange policy to back up your critical user mailboxes.
[Learn more about Exchange backup](#)

Status

☐ Not set up

Set up policy

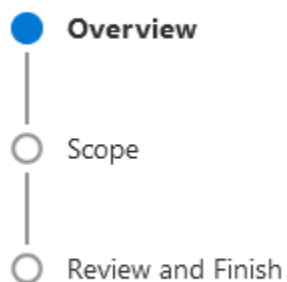
OneDrive

Configure OneDrive policy to back up your critical user accounts and underlying files & folders.
[Learn more about OneDrive backup](#)

Status





☐ Not set up

Set up policy



Create a Exchange backup policy

This policy will define

-  **The mailboxes you can restore**
Only mailboxes included in a backup policy can be restored.
-  **How often mailboxes are backed up**
The mailboxes you select will be automatically backed up every 10 minutes.
-  **How long backups are kept**
Mailbox backups are kept for 1 year.
-  **The version of your mailbox you can restore to**
You can restore the mailboxes in this policy from 10 minute intervals.

[Learn more about backing up and restoring Exchange mailboxes](#)

- ✓ Overview
- Scope**
- Review and Finish

Scope

Select the Exchange mailboxes you want to back up.

[Learn more about Microsoft 365 Backup](#)

Add via search

+ Choose user mailboxes

View selected user mailboxes (1)

Add via

☐ Distribution lists

☐ Security groups

Import from file

☐ Upload CSV ⓘ

- ✓ Overview
- ✓ Scope
- Review and Finish**

Review Exchange backup policy

You're almost there. Take a moment to verify the details that you have selected.

User mailboxes added

Included users

1 Exchange user mailbox

[Edit](#)

Frequency and period of backup

Backup frequency

Every 10 minutes

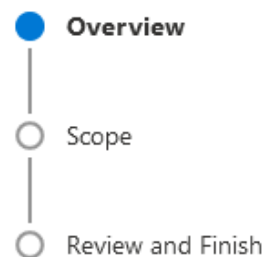
Backup retention

1 year

- ✓ Overview
- ✓ Scope
- ✓ Review and Finish





✓ **Exchange backup policy created**

Policy updates typically take around 15 minutes for about 1,000 user mailboxes to come into effect. You can view and manage the protected Exchange user mailboxes and their policy status on the policy page.

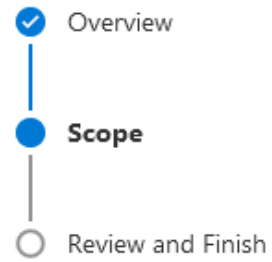


Create a OneDrive backup policy

This policy will define

-  **The OneDrive accounts you can restore**
Only accounts included in a backup policy can be restored.
-  **How often OneDrive accounts are backed up**
The accounts you select will be automatically backed up every 15 minutes.
-  **How long backups are kept**
Initially, backups are kept for 14 days. After 14 days, one backup will be kept per week and retained for 1 year.
-  **The version of your OneDrive account you can restore to**
For backups taken in the last 14 days, you can restore the accounts in this policy from 15 minute intervals. For backups taken more than 14 days ago, you can restore the accounts in this policy from 1 week intervals.

[Learn more about backing up and restoring OneDrive accounts](#)



Scope

Select the OneDrive accounts you want to back up.

[Learn more about Microsoft 365 Backup](#)

Add via search

+ Choose accounts

View added accounts (1)

Add via

☐ Distribution lists

☐ Security groups

Import from file

☐ Upload CSV ⓘ

- ✓ Overview
- ✓ Scope
- Review and Finish**

Review OneDrive backup policy

You're almost there. Take a moment to verify the details that you have selected.

Accounts added

Included accounts

1 OneDrive account

[Edit](#)

Frequency and period of backup

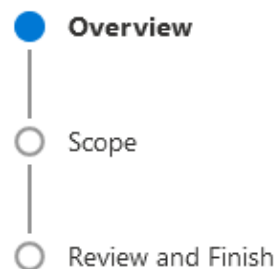
Backup frequency

Recent 14 days - Every 15 minutes

Post 14 days to 1 year - Weekly





Backup retention

1 year



Create a SharePoint backup policy

This policy will define

-  **The sites you can restore**
Only sites included in a backup policy can be restored.
-  **How often sites are backed up**
The sites you select will be automatically backed up every 15 minutes.
-  **How long backups are kept**
Initially, backups are kept for 14 days. After 14 days, one backup will be kept per week and retained for 1 year.
-  **The version of your site you can restore to**
For backups taken in the last 14 days, you can restore the sites in this policy from 15 minute intervals. For backups taken more than 14 days ago, you can restore the sites in this policy from 1 week intervals.

[Learn more about backing up and restoring SharePoint sites](#)

- ☒ Overview
- ☒ **Scope**
- ☐ Review and Finish

Scope

Select the SharePoint sites you want to back up.

[Learn more about Microsoft 365 Backup](#)

Add via search

+ Choose sites

View selected sites (1)

Add via rules

☐ Site name or URL contains

☐ Site last modified

Import from file

☐ Upload CSV ⓘ

- ✓ Overview
- ✓ Scope
- Review and Finish**

Review SharePoint backup policy

You're almost there. Take a moment to verify the details that you have selected.

Sites added

Included sites

1 SharePoint site

[Edit](#)

Frequency and period of backup

Backup frequency

Recent 14 days - Every 15 minutes

Post 14 days to 1 year - Weekly

Backup retention

1 year



M365 Backup Preview Limitations

- Performance
- Backup
- Restore
- <https://learn.microsoft.com/en-us/microsoft-365/backup/backup-limitations>

Microsoft 365 Backup

- More info
 - <http://aka.ms/backuparchive>
- Session from Microsoft Inspire:
 - [Microsoft 365 Backup and Microsoft 365 Archive](#)



Questions

