



Creating new rules

SaaS Backup For Office 365

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April 27, 2020

This PDF was generated from https://docs.netapp.com/us-en/saasbackupO365/task_creating_rules.html on November 19, 2020. Always check docs.netapp.com for the latest.

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Rules allow you to automatically move users to a preselected backup tier based on predefined criteria.

You can create rules for Microsoft Exchange Online and Microsoft OneDrive for Business. Rules for Microsoft Exchange Online are applied before rules for Microsoft OneDrive for Business. You cannot create rules for Microsoft SharePoint Online.

You must apply a user defined filter to your data before you can create a rule. Applied filters are displayed below the **Filter** icon. NetApp SaaS Backup for Office 365 default filters appear in gray. User defined filters appear in light blue.

Status: Unprotected Country: IN x

Creating a user defined filter

You can create multiple rules. The rules are applied in the order they appear in the **Manage Rules** list.

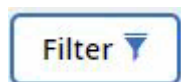
Steps

1. From the Dashboard, click the number above **UNPROTECTED** in the box of the service for which you want to create rules.



If no user created filter is applied,  does not appear.

2. Click **Filter**.




3. Click the **Select** dropdown menu and select your filter.
A search field appears.
4. Enter your search criteria.
5. Click **Apply Filter**.
6. Click **Create Rule**.
7. Enter a name for the rule.
8. For **Destination Group**, select the tier to which you want users who meet the rule's criteria to be moved.
9. Select **Apply to existing items** if you want the rule to be immediately applied to all unprotected

items. If not selected, the rule is applied to newly discovered items and any unprotected items the next time new items are discovered.

10.



If you have multiple rules, you can click the  to move a rule up or down in the list. The rules are applied in the order they appear in the list.

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