



Browsing backups

SaaS Backup For Office 365

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October 21, 2020

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

Table of Contents

Browsing backups..... 1

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You can browse protected instances in recent backups or in all of your backups for Microsoft Office 365 Exchange, SharePoint, OneDrive for Business, and Groups.



The default browse setting is **Showing Last 5 days Backup**. If you select 5 days, only items backed up in the last 5 days appear. You can change the time range as needed.

To be sure you find what you are looking for, check the date to the left of the time range dropdown menu.

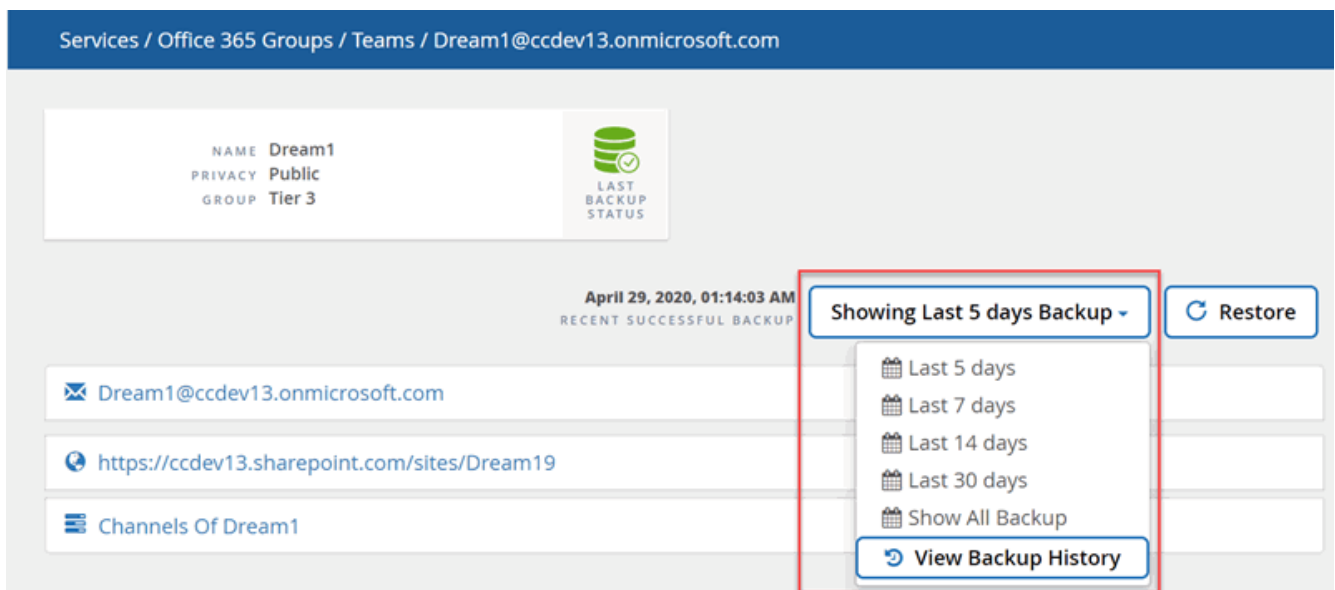
[image highlights date and count for a browse of a user mailbox]

Steps

1. In the **Dashboard**, select the service you want to browse for backups, and then select protected instances.



2. Select the account you want to browse.
3. Select the time range for the backed up items you wish to browse.





View Backup History shows a calendar view of your backups. If you select **View Backup History**, and you select a date prior to the current day, this changes the time range for the backups you see. For example, if today is 8 October, you select 5 October in the calendar view, then you select to browse the last 5 days starting from 5 October, the items you can browse will be from 1-5 October.

4. Click on the type of items you wish to view: Mail, Calendar, Tasks, Contacts, Files, Contents, or other.
5. Browse the backed up items.

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