



Scheduling a backup or changing backup frequency

SaaS Backup For Office 365

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You can back up your unprotected data by assigning it to a backup policy. When unprotected data is assigned to a backup policy, it moves to a **PENDING** state until the next scheduled backup for the assigned policy occurs, after which it is moved to a **PROTECTED** state.

If you want to change the backup frequency of protected data, you can assign the data to a different backup policy tier.

Steps

1. From the Dashboard, click the number above **PROTECTED** or **UNPROTECTED** in the box of the service you want to change.

If you want to change the backup frequency of protected data, click **PROTECTED**. If you want to backup newly discovered mailboxes, sites, or MySites, select **UNPROTECTED**.



2. Select your backup options.

1. For Exchange

- If you are backing up shared mailboxes (Tier 3 only), click the **SHARED** tab.
- If you are backing up archive mailboxes (Tier 3 only), click the **ARCHIVE** tab.
- If you are backing up or changing regular mailboxes, remain on the **USER** tab.

2. For SharePoint

- If you are backing up or changing the backup policy for sites, remain on the **SITES** tab.

3. For OneDrive

- If you are backing up or changing the backup policy for users, remain on the **USER** tab.

4. For Office 365 groups

- If you are backing up groups (Tier 3 only), remain on the **GROUPS** tab.
- If you are backing up teams (Tier 3 only), click the **TEAMS** tab.

3. Select the items you want to backup.

4. Click the **Groups** menu.



5. Select the new policy tier for the backup.



Microsoft Office 365 groups and archive mailboxes can only be moved to the tier 3 policy.

6. Click **Apply**.

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