



Scheduling your first backup

SaaS Backup For Office 365

Amanda Stroman
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When you set up SaaS Backup for Office 365, by default, your data is unprotected. You must move your data from the unprotected tier to one of the protected tiers so that your data will be backed up during the next scheduled back up of the selected tier.

Steps

1. From the Dashboard, select the service containing the unprotected data.
2. Click **view** next to the number of unprotected mailboxes, MySites, sites or groups.
3. Select the items that you want to protect.
4. Click the **Groups** menu.



5. Select the **tier** for the backup policy that you want to assign.
See [Backup Policies](#) for a description of the backup policy tiers.
6. Click **Apply**.

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