



# Updating backup settings

## SaaS Backup For Office 365

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You can update your [backup settings](#) to control various backup options. Available [backup settings](#) vary based on service.


## Steps

1. Click **Services** from the left navigation pane.



2. Click Microsoft Office 365.



3. Under **Manage Services**, click the backup settings icon  next to the service that you need to update.

A list of your backup settings available for the selected service is displayed.

4. Select the desired backup settings.
5. Click **Confirm**.

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