



# Getting Started with a Paid Subscription

## SaaS Backup For Office 365

NetApp

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# Table of Contents

- Getting Started with a Paid Subscription ..... 1
  - Workflow for getting started with a paid subscription to SaaS Backup for Office 365 ..... 1
  - Creating a new MS Office 365 service account with global administrator permissions..... 3
  - Configuring Impersonation for Microsoft Exchange Online ..... 4
  - Signing up for a paid subscription of SaaS Backup for Office 365 ..... 6
  - Scheduling your first backup ..... 8
  - Performing an immediate backup of a specific backup policy..... 8

# Getting Started with a Paid Subscription

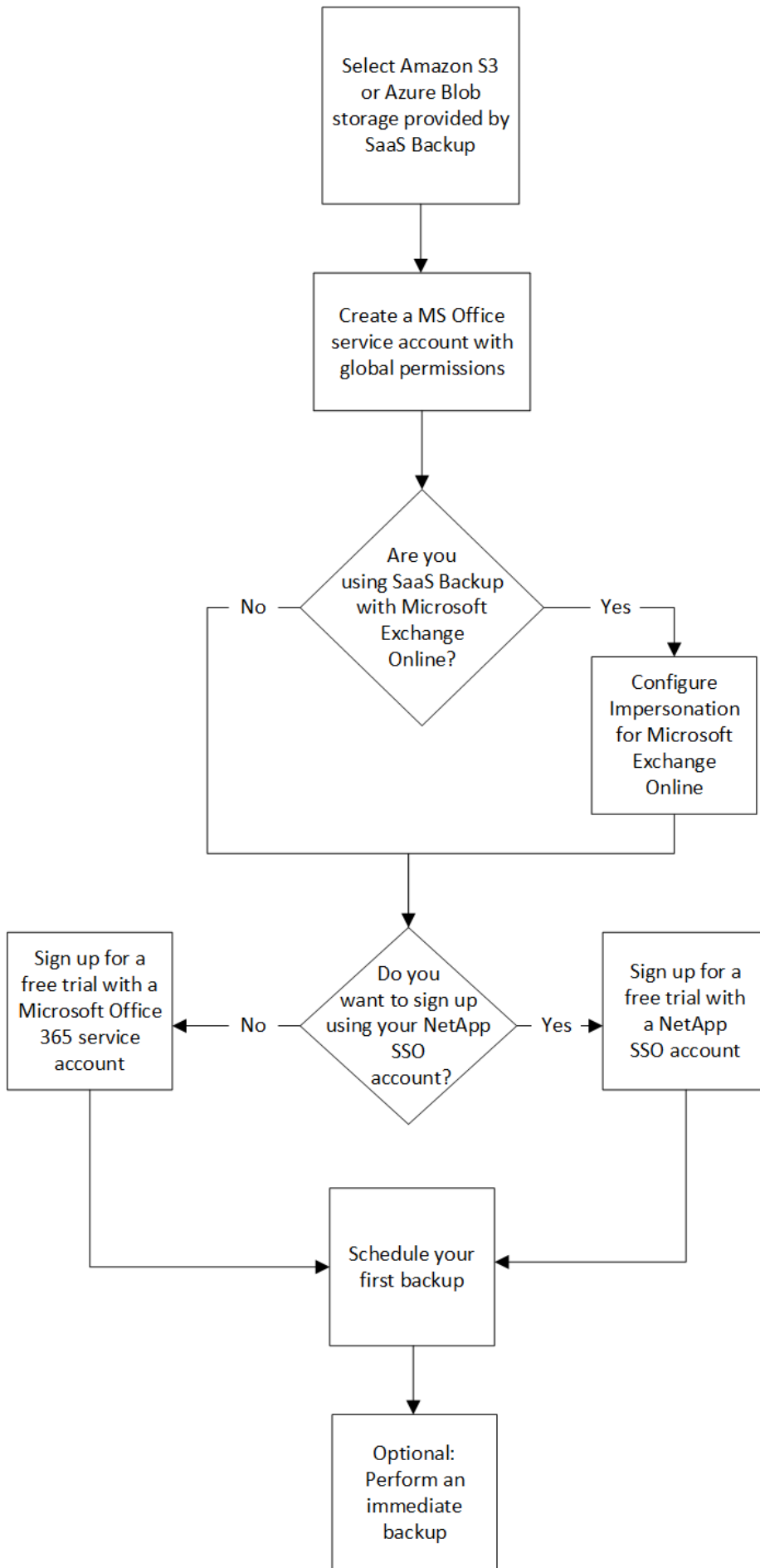
## Workflow for getting started with a paid subscription to SaaS Backup for Office 365

To get started with a paid subscription to SaaS Backup for Office 365, you must do the following:

1. Decide if you will use Amazon S3 or Azure Blob storage provided by SaaS Backup.

[Storage types you can use with SaaS Backup.](#)

2. [Create a MS Office service account with global permissions.](#)
3. If needed, [configure Impersonation for Microsoft Exchange Online.](#)
4. [Sign up for SaaS Backup for Office 365](#) using your Microsoft Office 365 account or your NetApp SSO account.
5. [Schedule your first backup](#)
6. [Optional: Immediately back up your data](#)



# Creating a new MS Office 365 service account with global administrator permissions

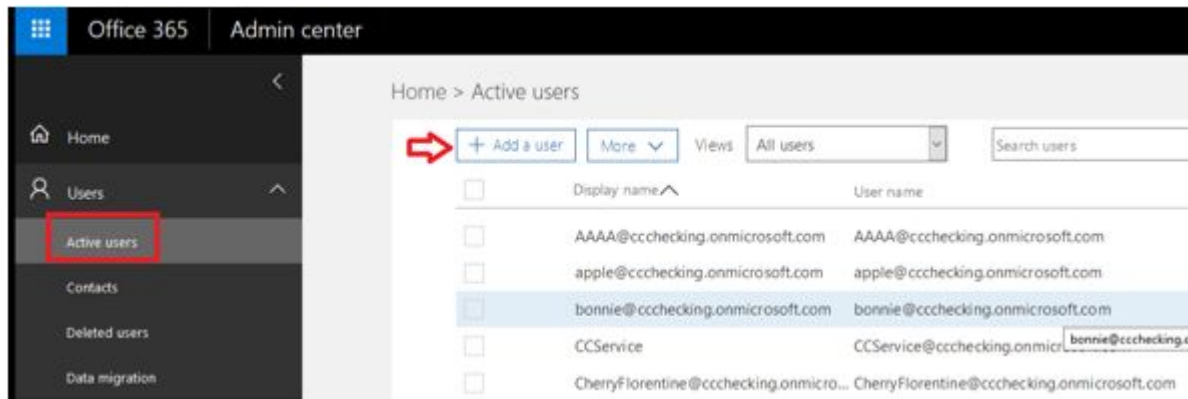
Creating a new Microsoft Office 365 service account with global administrator permissions is recommended when signing up for SaaS Backup for Office 365. However, creating a new account is not required. If you prefer, you can use your existing Microsoft Office 365 service account.

## Steps

1. Log in to your Office 365 Management portal using an account with administrative privileges.
2. Click **Users**.



3. Select **Active users**, and then click **Add a user**.



4. Enter the details of the new service account.
  - First name
  - Last name
  - Display name
  - User name  
The user name is the name of the service account.
5. Expand **Roles**, select **Global administrator** as the role, and then click **Add**.

Roles Global administrator

You can assign different roles to people in your organization. [Learn more about admin roles](#)

☐ User (no administrator access)  
This user won't have permissions to the Office 365 admin center or any admin tasks.

☒ Global administrator  
This user will have access to all features in the admin center and can perform all tasks in the Office 365 admin center.

☐ Customized administrator  
You can assign this user one or many roles so they can manage specific areas of Office 365.

Alternative email address

Product licenses Office 365 Enterprise E3

Add Cancel

The service account details are sent to the administrator.

6. Log in to your Office 365 Management Portal with the new account to activate it.
7. Ensure that the service account includes licenses for Exchange Online and SharePoint Online, at a minimum.

This is especially important if you restrict the individual licenses for the Global administrator role.



You can enable multi-factor authorization (MFA) on this account.

## ZZZ Config account

As part of your SaaS Backup subscription, a new account is created with ZZZ CC Config [GUID].

This auto-created account is used for discovering Shared/Archive mailboxes and private groups. It should have Exchange and SharePoint permissions (customized administrator in O365). It is recommended that you exclude this account from MFA policies.

## Configuring Impersonation for Microsoft Exchange Online

If you plan to use SaaS Backup with Microsoft Exchange Online, you must configure impersonation. Impersonation allows your Microsoft Office 365 service account to impersonate user accounts and access associated permissions.

## Automatically configuring impersonation

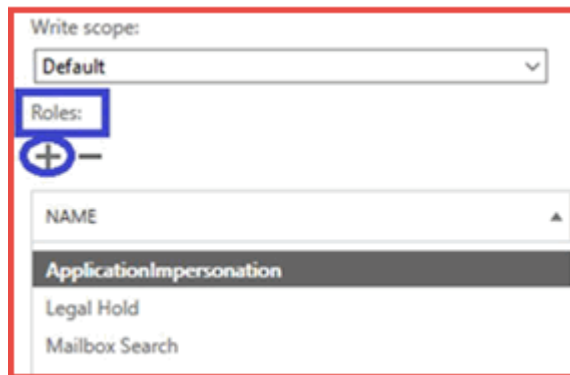
To automatically configure impersonation, run [MSDN PowerShell Commands](#).

## Manually configuring impersonation

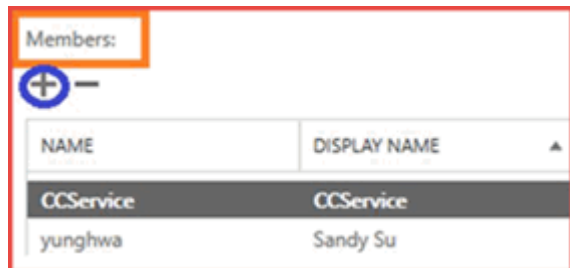
To manually configure impersonation do the following:

### Steps

1. Use Exchange Admin Center or an administrator account to log in to your Microsoft Office 365 service account.
2. Select the **Exchange** tab.
3. On the left, under Dashboard, select **Permissions**.
4. Click **Admin roles**.
5. Double-click in the right pane to select **Discovery management**.
6. Under **Roles**, click the + symbol.



7. Select **ApplicationImpersonation** from the drop-down menu.
8. Click **Add**.
9. Click **OK**.
10. Verify that **ApplicationImpersonation** was added under **Roles**.
11. Under Members, click the + symbol.



A new window appears

12. Choose the user name.

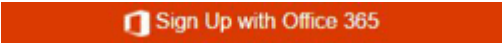
13. Click **Add**.
14. Click **OK**.
15. Verify that the user name appears in the **Members** section.
16. Click **Save**.

## Signing up for a paid subscription of SaaS Backup for Office 365

You can sign up for SaaS Backup for Office 365 with your Microsoft Office 365 service account or with your NetApp SSO account.

### Signing up for a paid subscription with a Microsoft Office 365 service account

#### *Steps*

1. Enter the SaaS Backup for Office 365 URL into your web browser:  
<https://saasbackup.netapp.com>
2. Select your region.  
Your tenancy is created in the selected region. Your data will be stored in that datacenter location and cannot be changed later.
3. Click **Sign up** at the bottom of the landing page.
4. Accept the End-User License Agreement.
5. Click **Sign Up with Office 365**.  
A red rectangular button with a white icon of a person and the text "Sign Up with Office 365".
6. Enter the email address and password for your Microsoft Office 365 global administrator service account, and then click **Sign in**.  
A list of the permissions requested by SaaS Backup for Office 365 is displayed.
7. Click **Accept**.
8. Enter the requested user information.
9. Click **Sign up**.  
Your user name and a list of permissions given to SaaS Backup for Office 365 is displayed.
10. Click **Next**.  
A list of the available Microsoft Office 365 services is displayed.
11. Select the Microsoft Office 365 services that you want to activate.
12. Click **Next**.
13. If you purchased your license through NetApp, your subscription types are displayed  
Click [here](#) for additional steps.
14. If you purchased your license through a Cloud Marketplace, such as AWS, your license information






is displayed.

Click [here](#) for additional steps.

## Signing up for a paid subscription with a NetApp SSO account

### Steps

1. Enter the SaaS Backup for Office 365 URL into your web browser:  
<https://saasbackup.netapp.com>
2. Click Sign up at the bottom of the landing page.
3. Accept the End-User License Agreement.
4. Click **Sign Up with NetApp SSO**.  

5. Enter your NetApp SSO and password, and then click **LOGIN**.
6. Enter the requested user information, and then click **Sign Up**.
7. Click the **Services**  icon.
8. Click the Microsoft Office 365  icon to select the SaaS service.
9. Click **Add Microsoft Office 365 Account**.
10. Enter the email address and password for your Microsoft Office 365 global administrator service account, and then click **Sign in**.  
A list of the permissions requested by SaaS Backup for Office 365 is displayed.
11. Click **Accept**.
12. Click **Next**.  
A list of the available Microsoft Office 365 services is displayed.
13. Select the Microsoft Office 365 services that you want to activate.
14. Click **Next**.
15. Select **Licensed** for the subscription type.
16. Enter the requested information, and then validate the subscription.
17. Click **Next**.
18. Select your backup storage option.
  - a. Click **SaaS Backup Provided Storage**.
  - b. Select the **Amazon S3** or **Azure Blob** storage option.
  - c. Select the **AWS S3** or **Azure Blob** region for your backup.  
You should select the region that is the closest to the physical location of the data you are backing up.
  - d. Click **Next**.

- e. Review your configuration, and then click **Save**.

## Scheduling your first backup

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**.

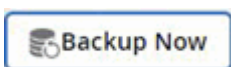
## Performing an immediate backup of a specific backup policy

When you set up SaaS Backup for Office 365, by default, all of your data is unprotected. After you move your data to a protected tier, you can perform an immediate backup of the tier to which you moved your data. This prevents your data from being at risk until the first scheduled backup occurs. If you can wait for the first scheduled backup, performing an immediate backup is not necessary.

You can perform an immediate backup any time you deem necessary for data protection. If you are running a trial version of SaaS Backup for Office 365, you can only perform three immediate backups per day, per service.

### *Steps*

1. From the Dashboard, select the service for which you want to perform an immediate backup.
2. Under **Backup Policies**, click the tier that you want to back up.
3. Click Backup Now.



A message is displayed indicating that the services under the selected tier will be placed in the job queue for immediate backup.

4. Click **Confirm**.

A message is displayed indicating that the backup job was created.

5. Click **View the job progress** to monitor the progress of the backup.

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