



# Performing an immediate backup of a service

## SaaS Backup For Office 365

Rachel Lithman, Amanda Stroman  
April 06, 2020

This PDF was generated from [https://docs.netapp.com/us-en/saasbackupO365/task\\_performing\\_immediate\\_backup\\_of\\_service.html](https://docs.netapp.com/us-en/saasbackupO365/task_performing_immediate_backup_of_service.html) on November 19, 2020. Always check docs.netapp.com for the latest.



# Table of Contents

Performing an immediate backup of a service ..... 1

# Performing an immediate backup of a service

As needed, you can perform an immediate backup of any Microsoft Office 365 service.

## Steps

1. From the Dashboard, click the number above **PROTECTED** in the box of the service for which you want to perform an immediate backup.
2. Select your backup option.
  1. For Exchange
    - If you are backing up shared mailboxes, click the **SHARED** tab.
    - If you are backing up archive mailboxes, click the **ARCHIVE** tab.
    - If you are backing up regular mailboxes, remain on the **USER** tab.
  2. For SharePoint
    - If you are backing up sites, remain on the **SITES** tab.
  3. For OneDrive
    - If you are backing up users, remain on the **USER** tab.
  4. For Office 365 groups
    - If you are backing up groups, remain on the **GROUPS** tab.
    - If you are backing up teams, click the **TEAMS** tab.

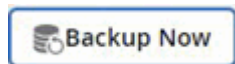


TeamsChat messages are only backed up if TeamsChat is enabled under settings. Contact [Support](#) to enable this feature.



Due to API limitations, SaaS backup cannot differentiate between public and private channels.

3. Select the items that you want to back up.
4. Click **Backup Now**.



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

5. Click **Confirm**.

A message is displayed indicating that the backup job was created.
6. Click **View the job progress** to monitor the progress of the backup.

## Copyright Information

Copyright © 2020 NetApp, Inc. All rights reserved. Printed in the U.S. No part of this document covered by copyright may be reproduced in any form or by any means-graphic, electronic, or mechanical, including photocopying, recording, taping, or storage in an electronic retrieval system-without prior written permission of the copyright owner.

Software derived from copyrighted NetApp material is subject to the following license and disclaimer:

THIS SOFTWARE IS PROVIDED BY NETAPP “AS IS” AND WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY DISCLAIMED. IN NO EVENT SHALL NETAPP BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

NetApp reserves the right to change any products described herein at any time, and without notice. NetApp assumes no responsibility or liability arising from the use of products described herein, except as expressly agreed to in writing by NetApp. The use or purchase of this product does not convey a license under any patent rights, trademark rights, or any other intellectual property rights of NetApp.

The product described in this manual may be protected by one or more U.S. patents, foreign patents, or pending applications.

RESTRICTED RIGHTS LEGEND: Use, duplication, or disclosure by the government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.277-7103 (October 1988) and FAR 52-227-19 (June 1987).

## Trademark Information

NETAPP, the NETAPP logo, and the marks listed at <http://www.netapp.com/TM> are trademarks of NetApp, Inc. Other company and product names may be trademarks of their respective owners.