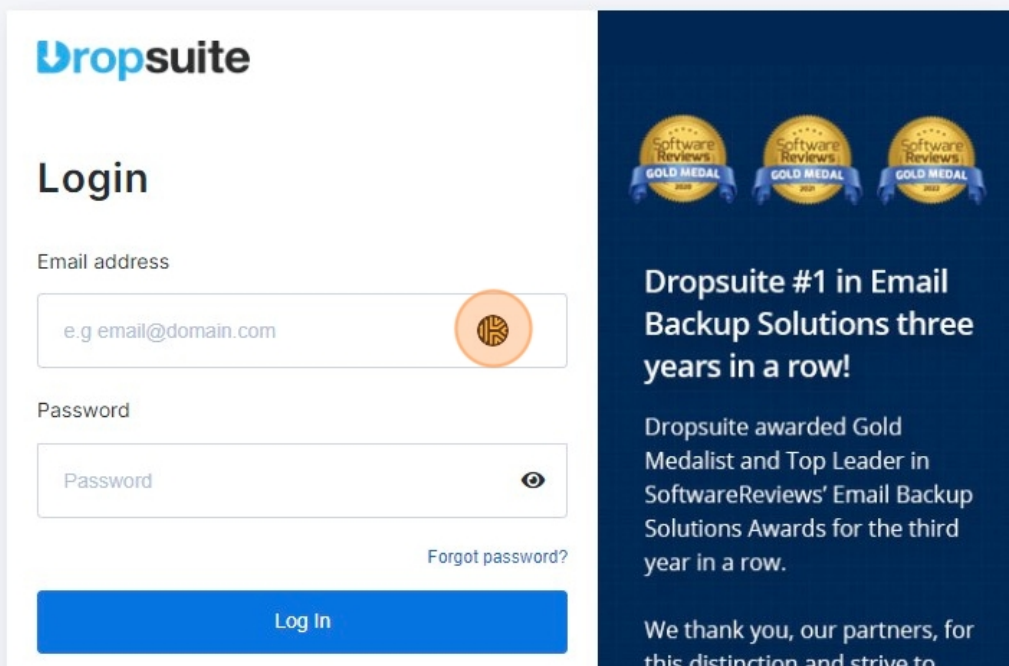


# How to Backup Microsoft 365 in DropSuite



- 1 Navigate to [https://dropsuite.us/sign\\_in](https://dropsuite.us/sign_in)

- 2 Click "Open Keeper Popup"



The image shows the DropSuite login page. On the left, there is a white login form with the DropSuite logo at the top. Below the logo is the word 'Login'. There are two input fields: 'Email address' with a placeholder 'e.g email@domain.com' and a circular orange icon to its right, and 'Password' with a placeholder 'Password' and an eye icon to its right. Below the password field is a link 'Forgot password?'. At the bottom of the form is a blue 'Log In' button. On the right, there is a dark blue sidebar with three gold medal icons at the top, each labeled 'Software Reviews GOLD MEDAL' with a year (2020, 2021, 2022). Below the icons is the text 'Dropsuite #1 in Email Backup Solutions three years in a row!'. Further down is the text 'Dropsuite awarded Gold Medalist and Top Leader in SoftwareReviews' Email Backup Solutions Awards for the third year in a row.' At the bottom of the sidebar is the text 'We thank you, our partners, for this distinction and strive to'.

- 3 Click the "e.g [email@domain.com](#)" field.

**Dropsuite**

## Login

Email address

e.g email@domain.com

Password

Please fill out this field.

Forgot password?

Log In

Dropsuite  
Backup Sol  
years in a r

Dropsuite awa  
Medalist and T  
SoftwareReview  
Solutions Awar  
year in a row.

We thank you,  
this distinction

- 4 Login under your account

## 5 Click "Log In"

Email address

andrew@initconsulting.net

Password

.....

Forgot password?

Log In

OR

Login with Microsoft 365

Login with Google

Dropsuite #1 in Backup Solutions for years in a row!

Dropsuite awarded Medalist and Top Le SoftwareReviews' En Solutions Awards for year in a row.

We thank you, our p this distinction and continue delivering products and service to come.

LEARN MORE →

## 6 Click "INIT Consulting"

Dropsuite

Select Account

If there are any account(s) you're unable to log into, please use another login method.

INIT Consulting Partner Account

You have 8 other account(s) registered under this email

Please use a different login method to log into the account(s).

- 7 Click the "Enter your authentication code" field.

Dropsuite

## Login

Enter your authentication code ⓘ

Log In

If you lose access to your device or authenticator app, please contact your administrator.

< Back

- 8 Click "Log In"

Login

Enter your authentication code ⓘ

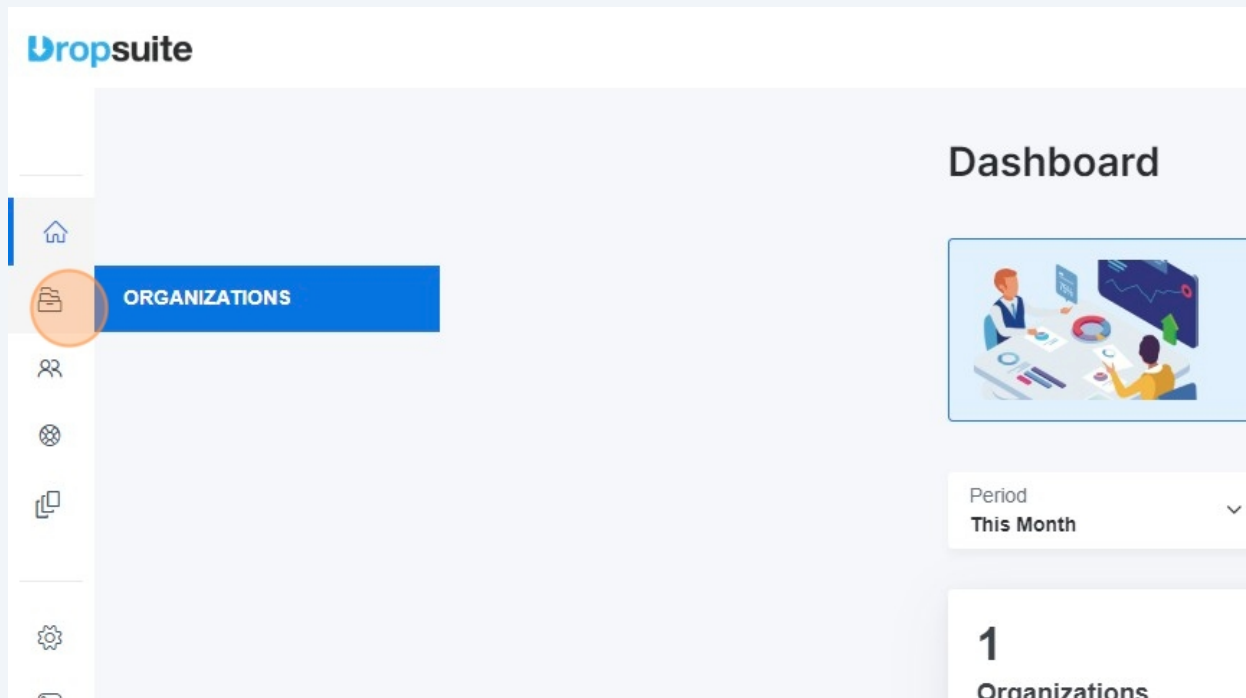
Log In

If you lose access to your device or authenticator app, please contact your administrator.

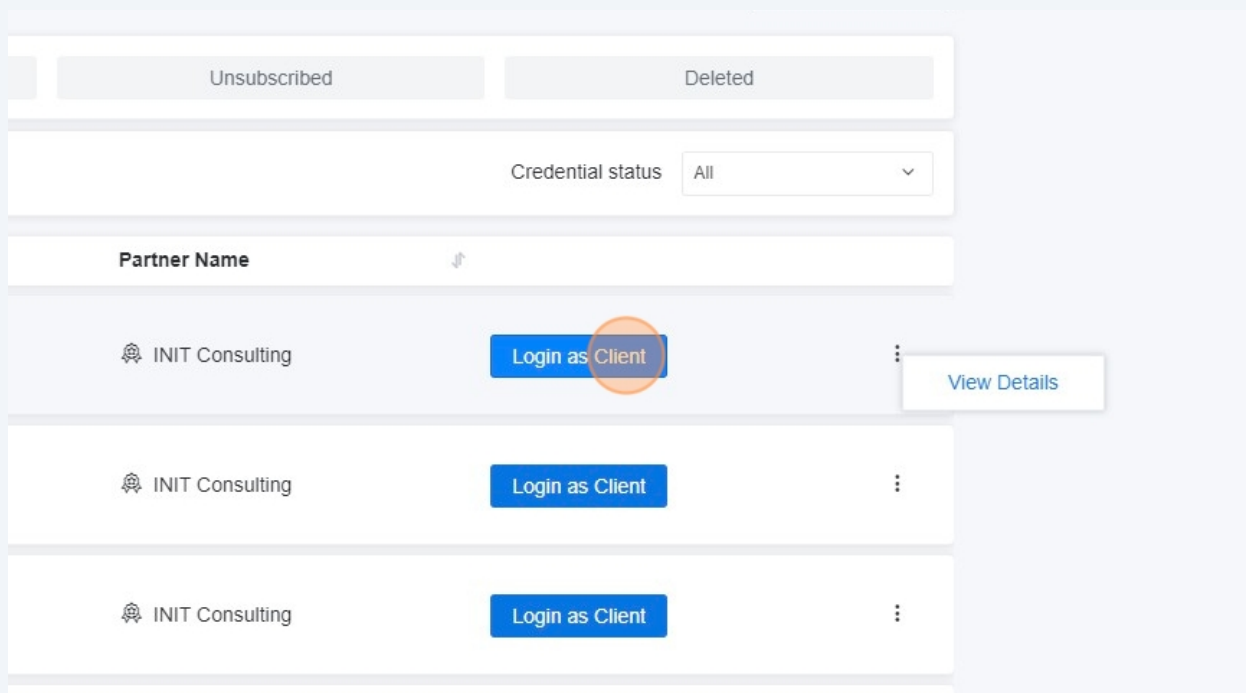
< Back

By logging in to the Dropsuite Partner Portal, you agree to the [Dropsuite Terms of Service](#).

9 Click "Organizations"



10 Click "Login as Client"



## 11 Click "Add Backup"



### Start Your Email Backup.

Add at least one email account to enjoy our backup & archive service.

**+ Add Backup**

## 12 Click "Sign in with Microsoft 365"

### Add New Backup



#### Microsoft 365

Email, Contact, Calendar, Task, OneDrive,  
SharePoint and Groups & Teams

**Sign in with Microsoft 365**



#### Google Workspace

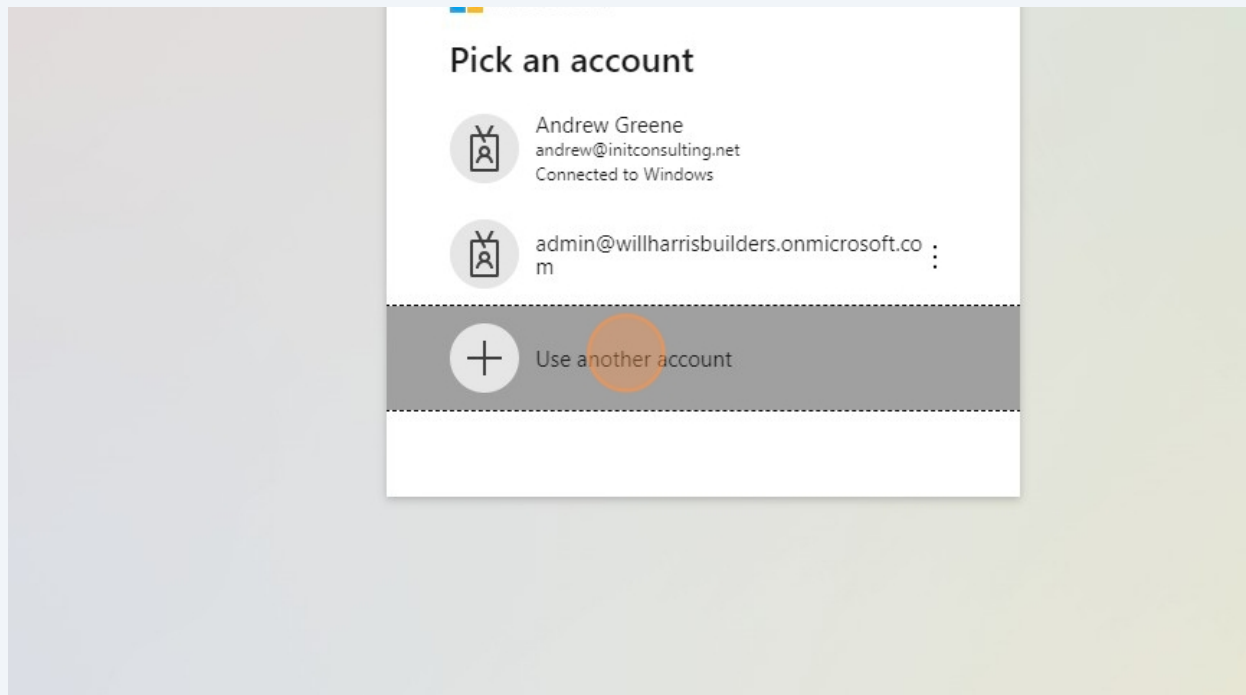
Email, Contact, Calendar, Task, Go  
and Shared Drives

**Sign in with Google Work**

### Don't know Email Account Password ?

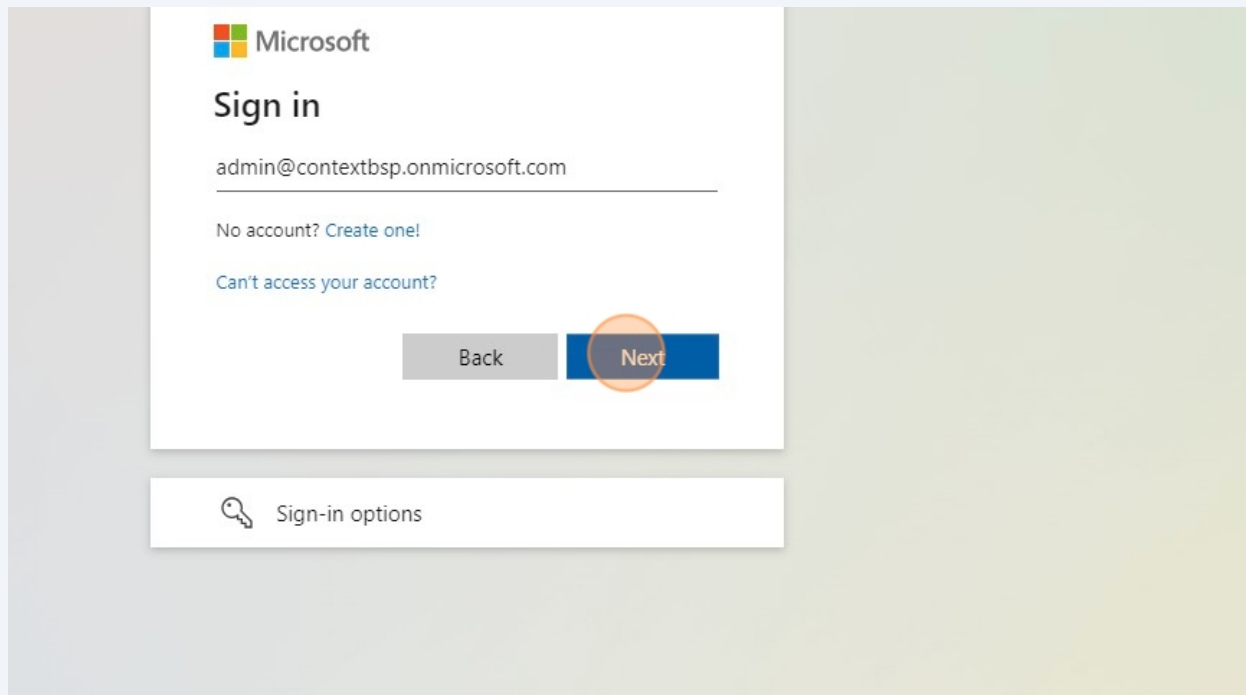
Invite the credential holder via email to Add Backup on your behalf.

**13** Click "Use another account"

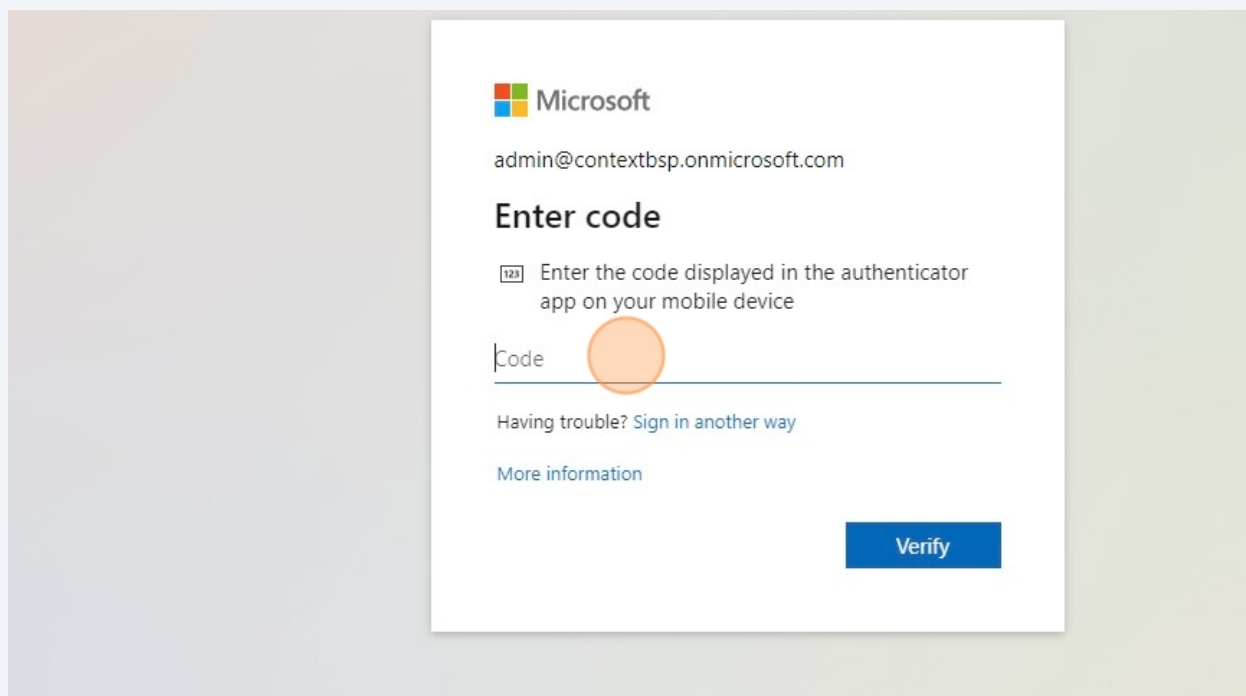


**14** Type Enter the admin account for the tenant

15 Click this button.

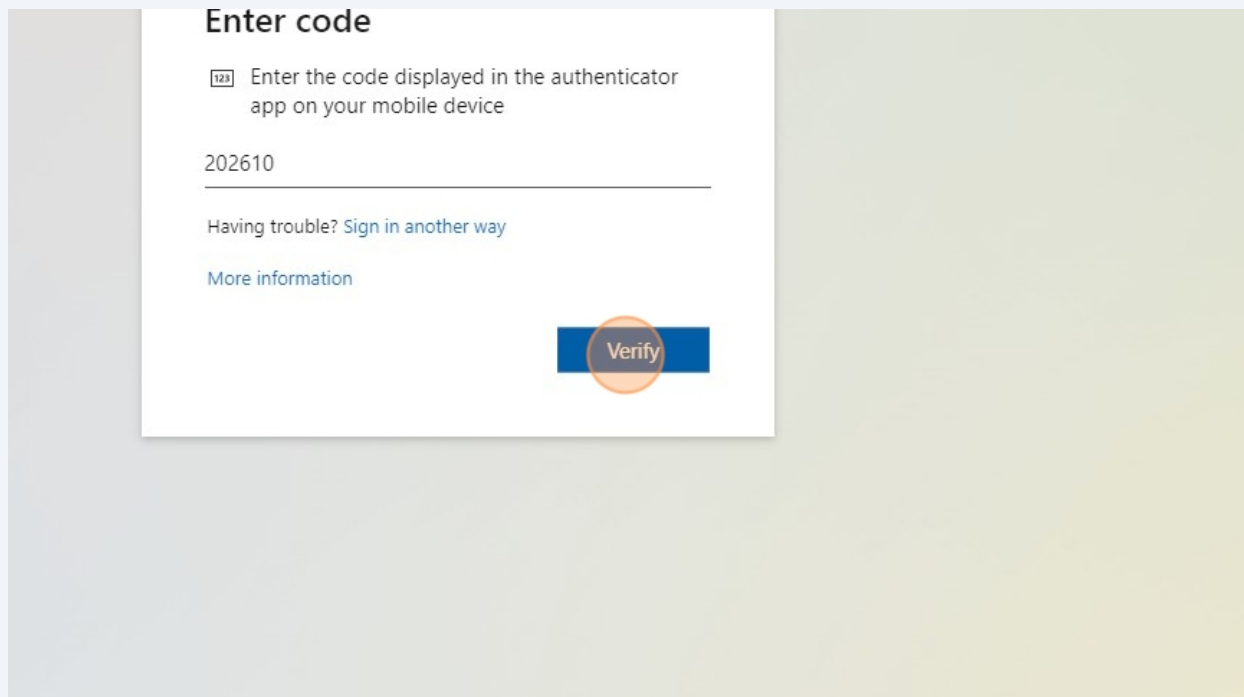


16 Enter your 2FA code

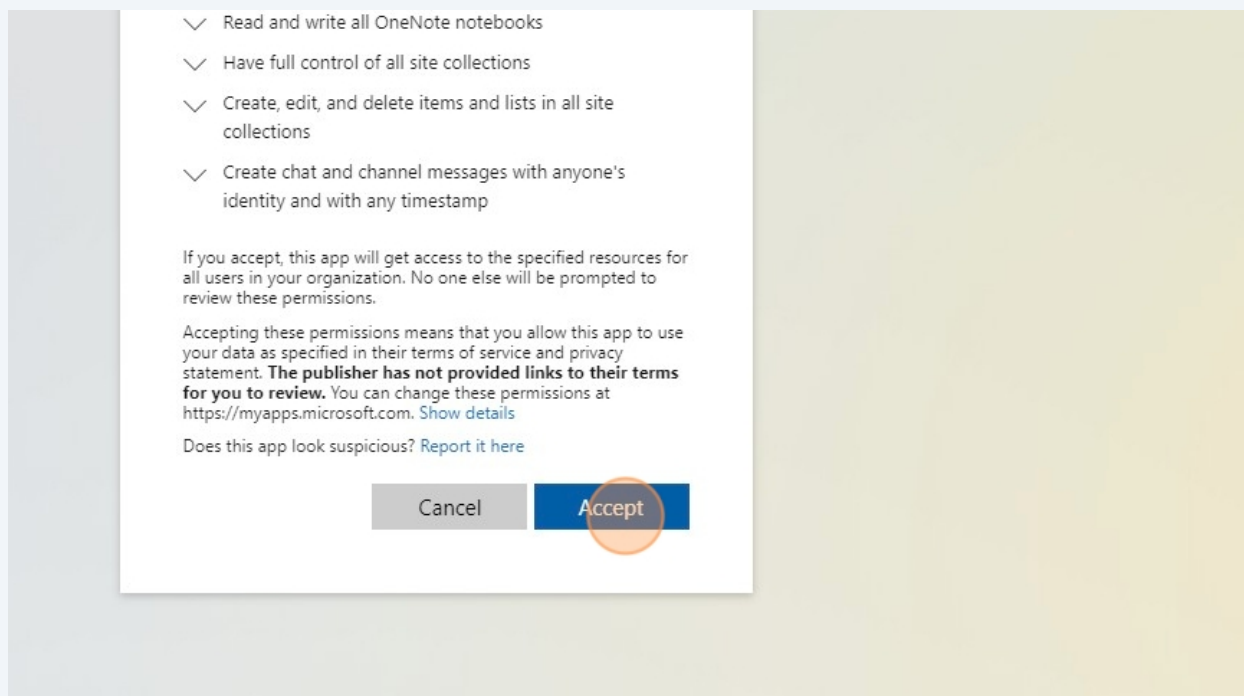




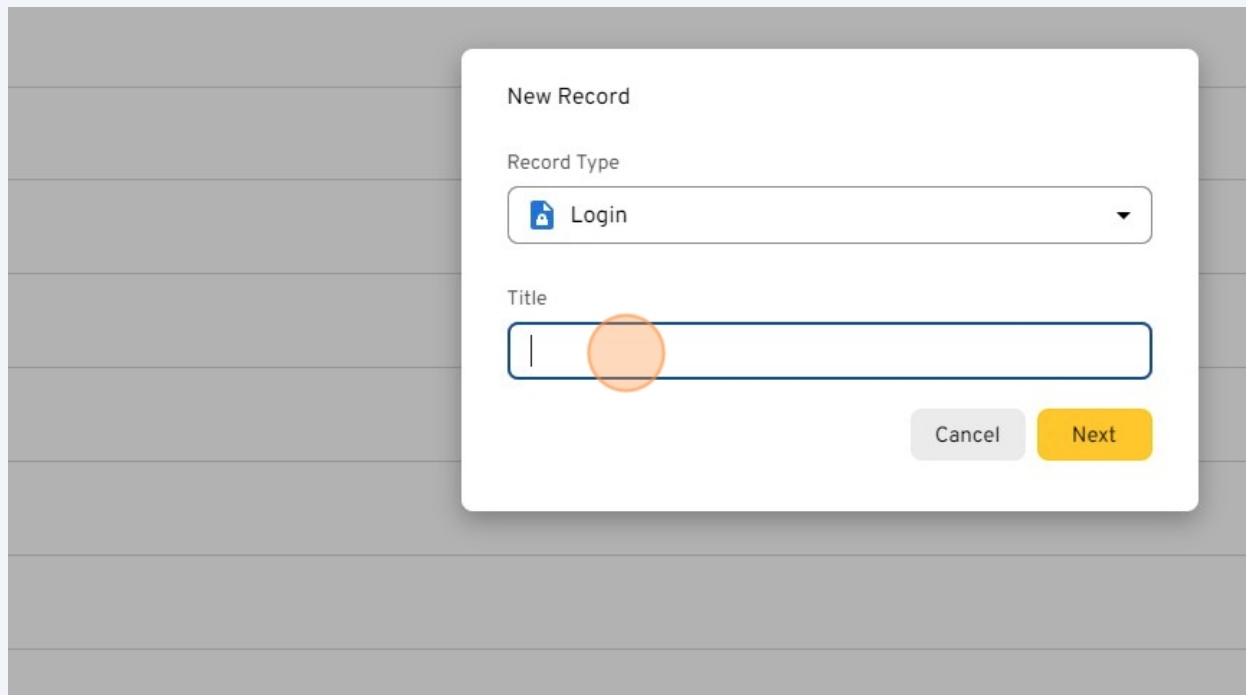
17 Click this button.



18 Click this button.



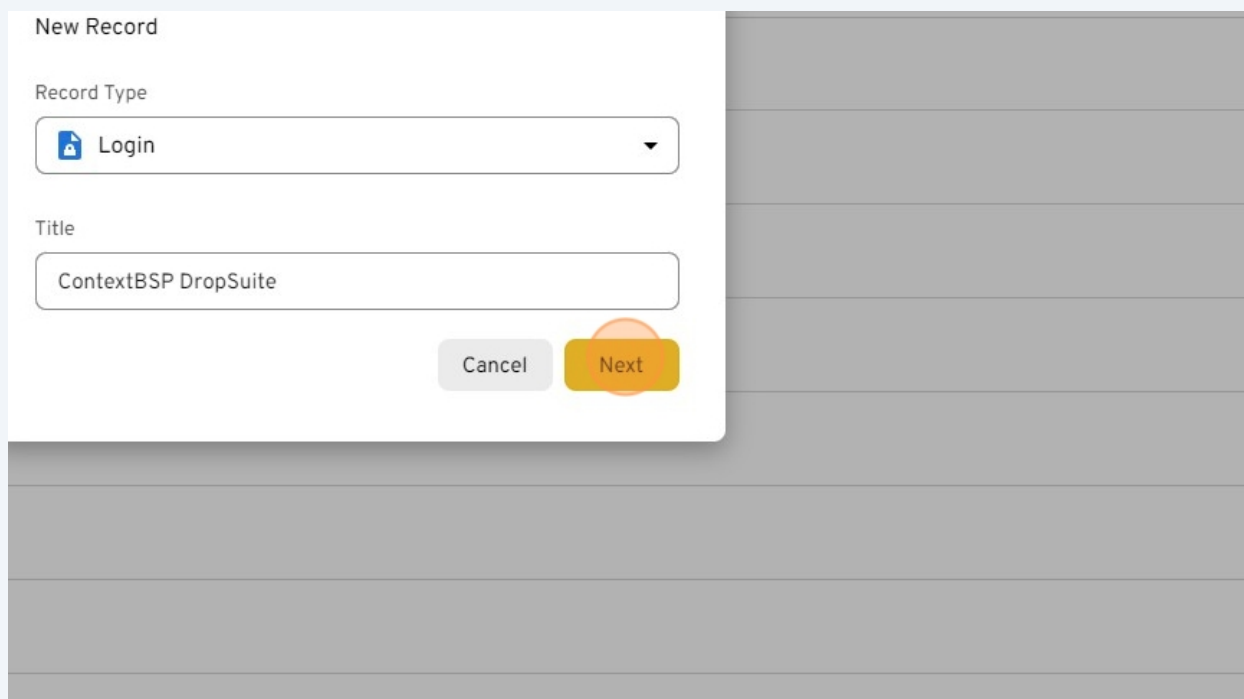
**19** Click this text field.



The image shows a 'New Record' dialog box overlaid on a grey background. The dialog box has a title 'New Record' at the top. Below it is a 'Record Type' dropdown menu with 'Login' selected. Underneath is a 'Title' text field, which is highlighted with an orange circle. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Next'.

**20** Open Keeper and create a new record for the tenants DropSuite admin account

## 21 Click "Next"



New Record

Record Type

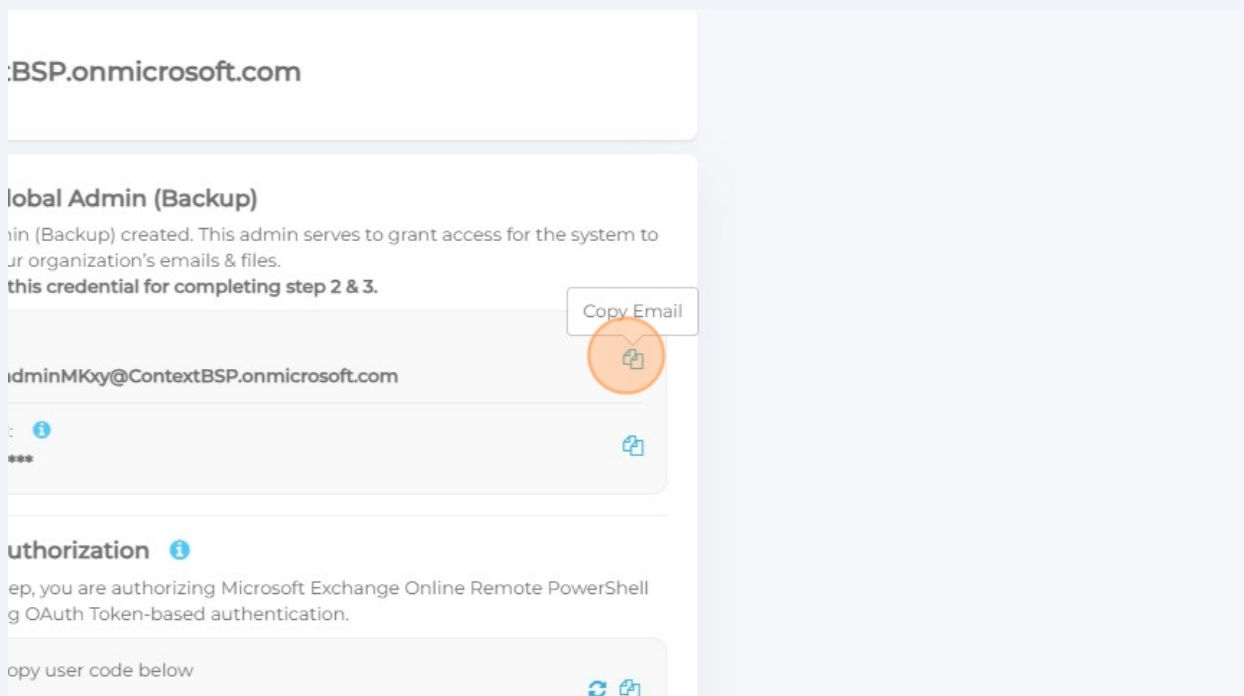
Login

Title

ContextBSP DropSuite

Cancel Next

## 22 Click here.



ContextBSP.onmicrosoft.com

Global Admin (Backup)

Global Admin (Backup) created. This admin serves to grant access for the system to your organization's emails & files.

Copy this credential for completing step 2 & 3.

Copy Email

adminMKxy@ContextBSP.onmicrosoft.com

Information icon

\*\*\*

Copy icon

Authorization

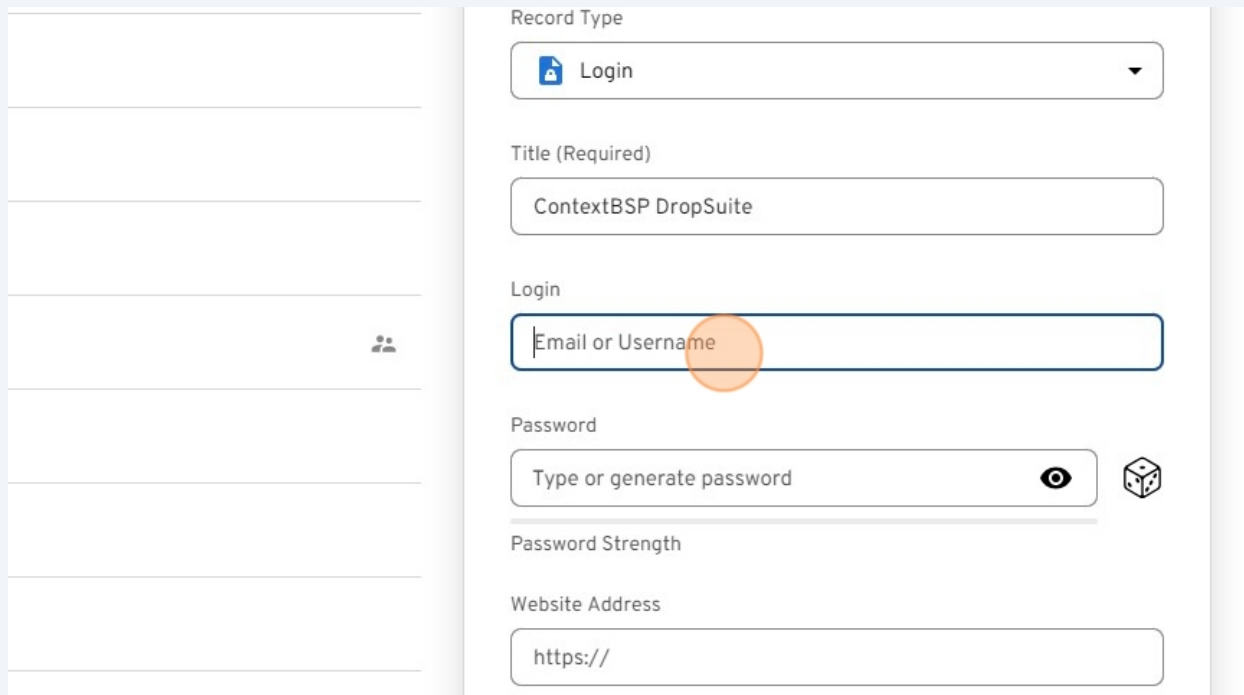
Information icon

By clicking here, you are authorizing Microsoft Exchange Online Remote PowerShell using OAuth Token-based authentication.

Copy user code below

Refresh icon

**23** Click the "Email or Username" field.

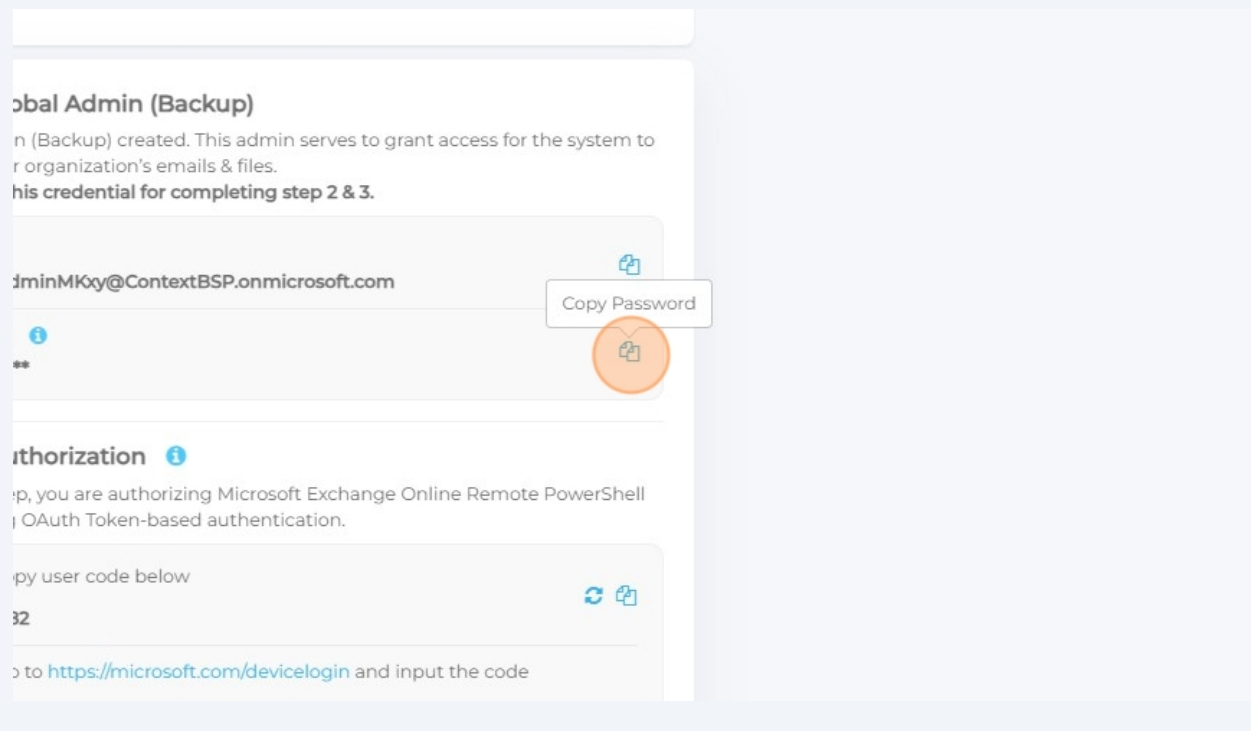


The screenshot shows a web form with the following fields:

- Record Type**: A dropdown menu with "Login" selected.
- Title (Required)**: A text input field containing "ContextBSP DropSuite".
- Login**: A text input field containing "Email or Username", which is highlighted with an orange circle.
- Password**: A text input field containing "Type or generate password", with an eye icon and a cube icon to its right.
- Password Strength**: A horizontal bar indicating password strength.
- Website Address**: A text input field containing "https://".

**24** Press **ctrl + v**

25 Click here.



**Global Admin (Backup)**

Admin (Backup) created. This admin serves to grant access for the system to your organization's emails & files.

**Use this credential for completing step 2 & 3.**

adminMKxy@ContextBSP.onmicrosoft.com

Copy Password

**Authorization**

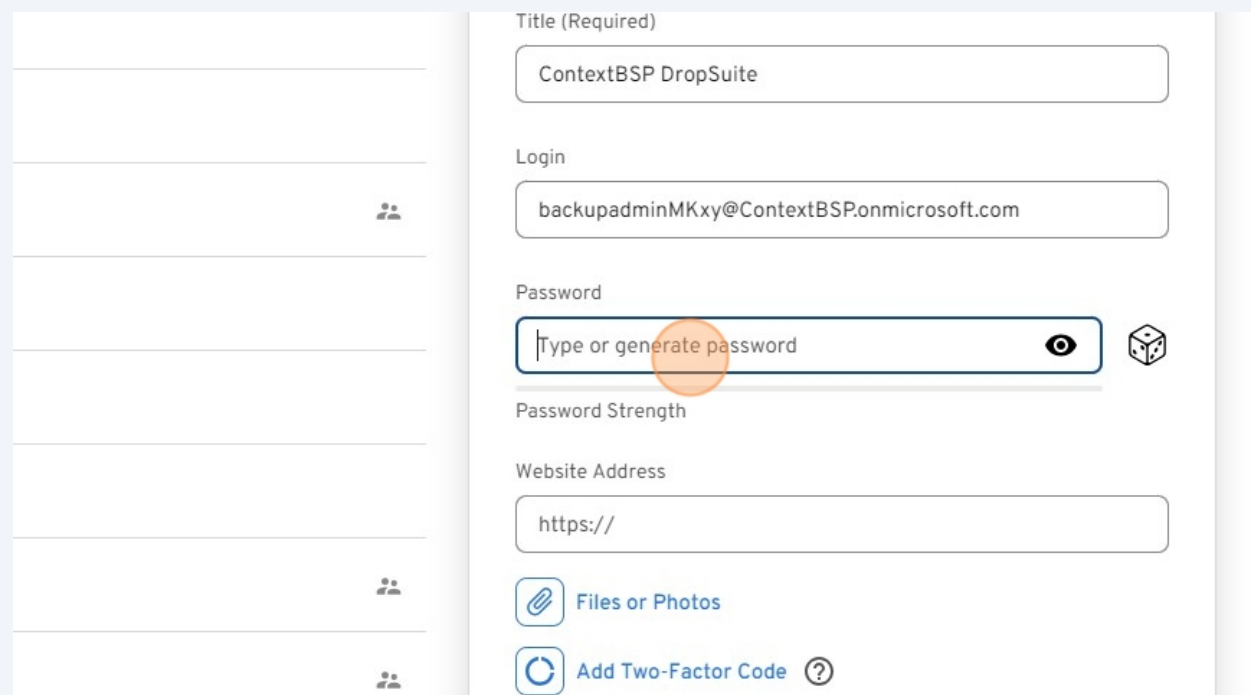
By clicking, you are authorizing Microsoft Exchange Online Remote PowerShell to use OAuth Token-based authentication.

Copy user code below

32

Go to <https://microsoft.com/device/login> and input the code

26 Click the "Type or generate password" field.



Title (Required)

ContextBSP DropSuite

Login

backupadminMKxy@ContextBSP.onmicrosoft.com

Password

Type or generate password

Password Strength

Website Address

https://

Files or Photos

Add Two-Factor Code

## 27 Click "Save"

My Vault > New Record

Record Type

Login

Title (Required)

ContextBSP DropSuite

Login

backupadminMKxy@ContextBSP.onmicrosoft.com

Cancel Save

## 28 Click here.

adminMKxy@ContextBSP.onmicrosoft.com

Copy Code

Copy user code below

P7M

Go to <https://microsoft.com/devicelogin> and input the code

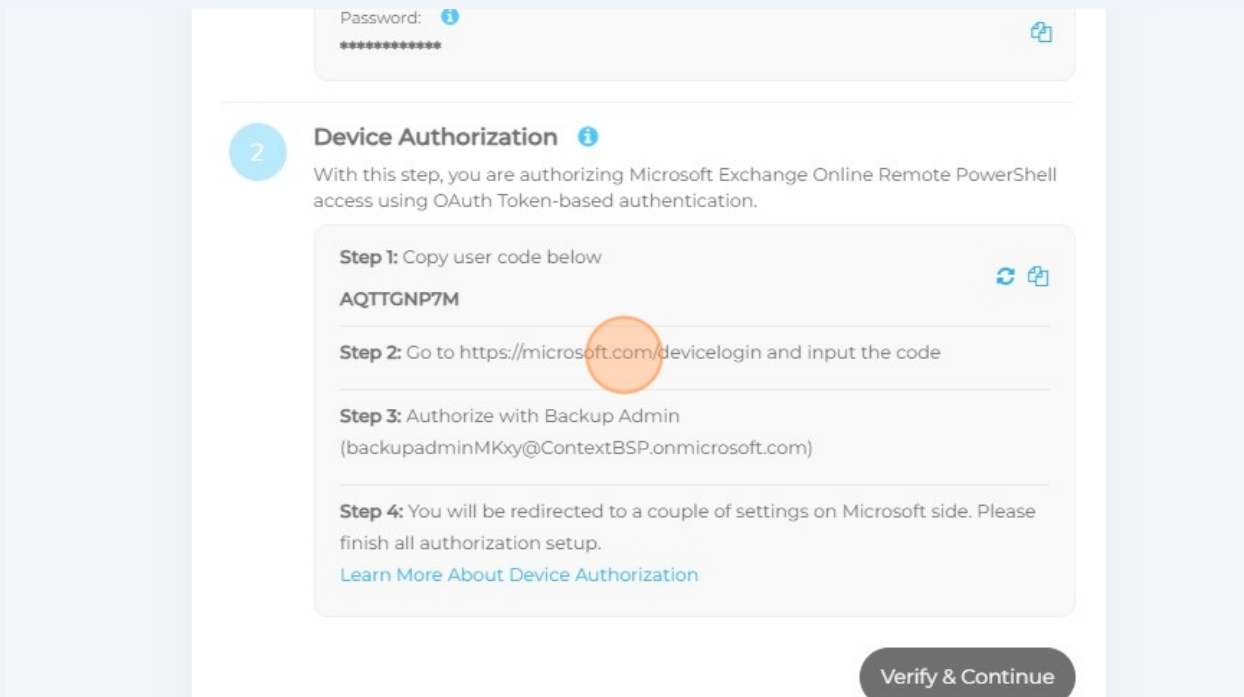
Authorize with Backup Admin

adminMKxy@ContextBSP.onmicrosoft.com)

You will be redirected to a couple of settings on Microsoft side. Please complete the authorization setup.

[View About Device Authorization](#)

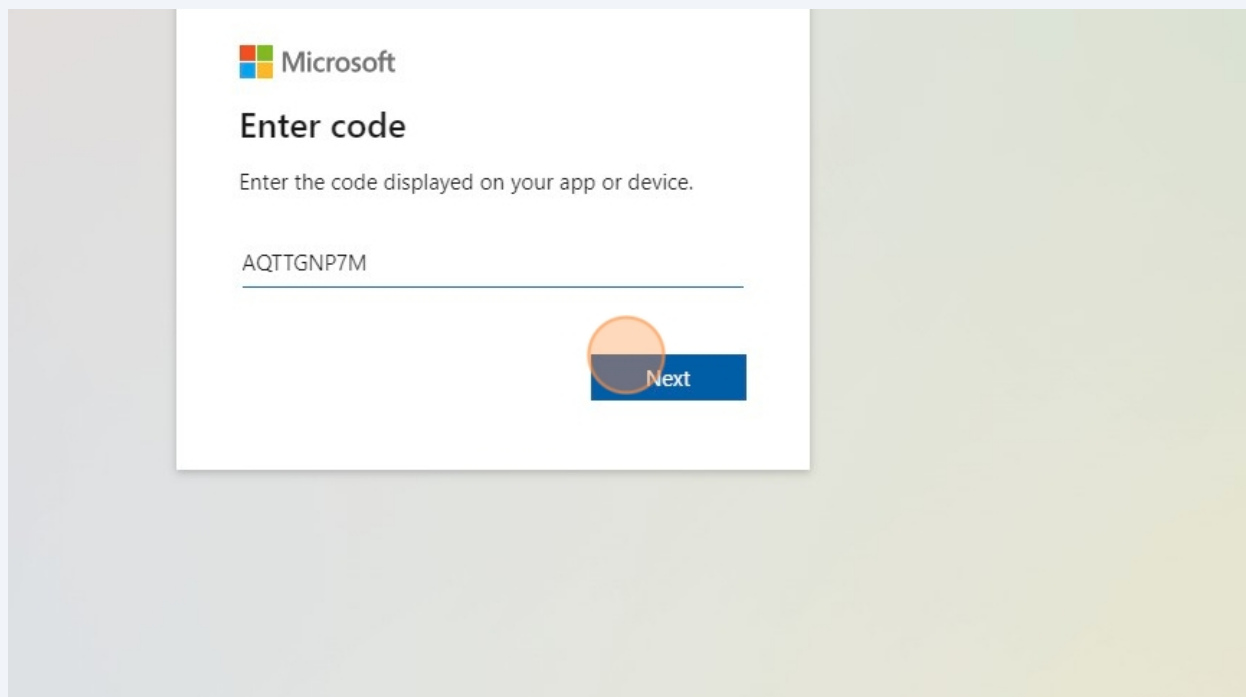
29 Right-click "<https://microsoft.com/devicelogin>"



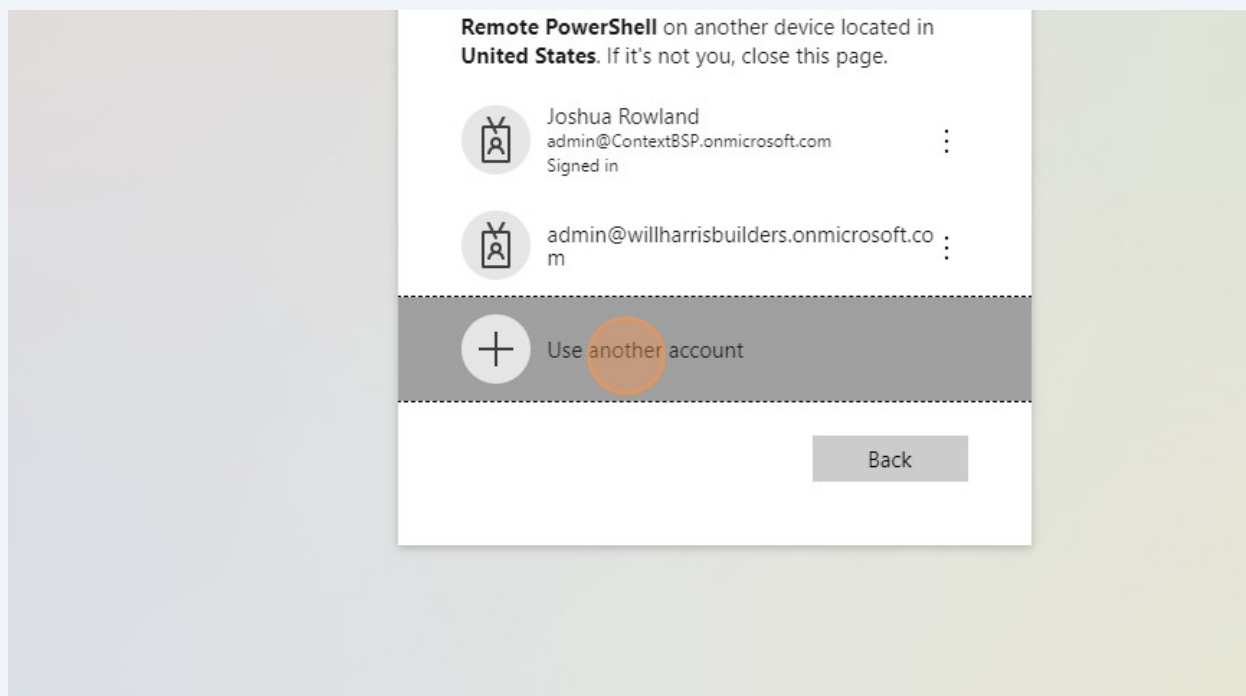
30 Switch to tab "Sign in to your account"

31 Press **ctrl + v**

32 Click this button.

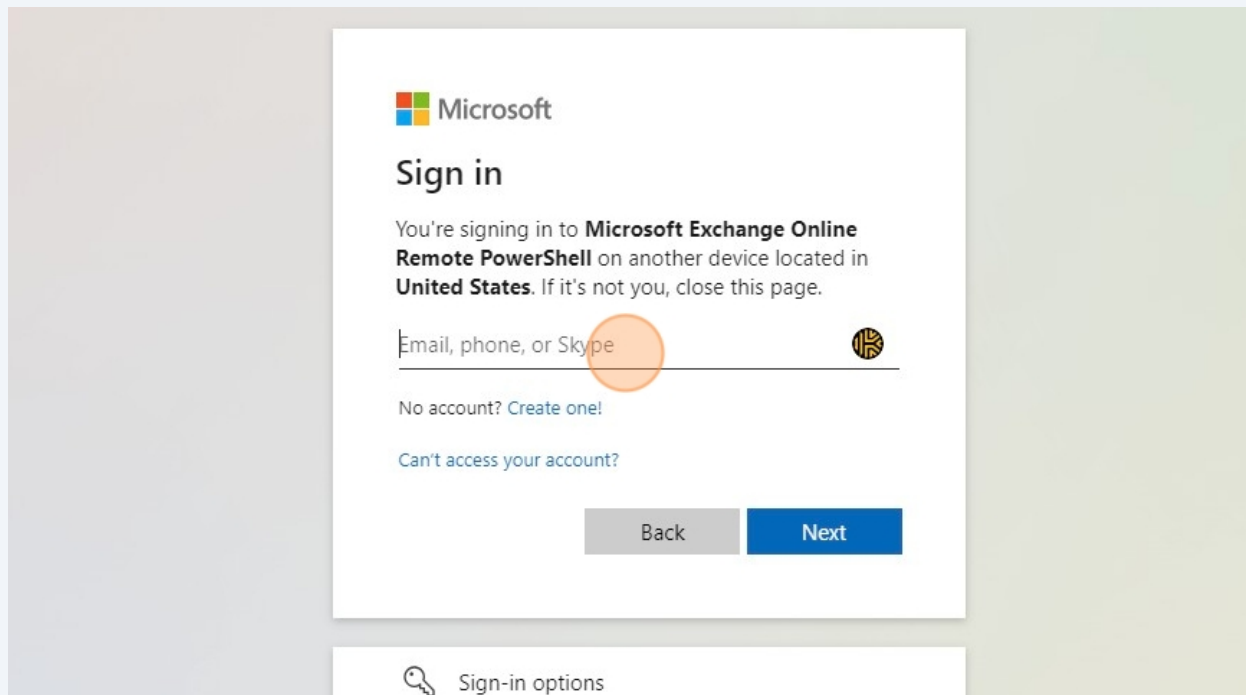


33 Click "Use another account"



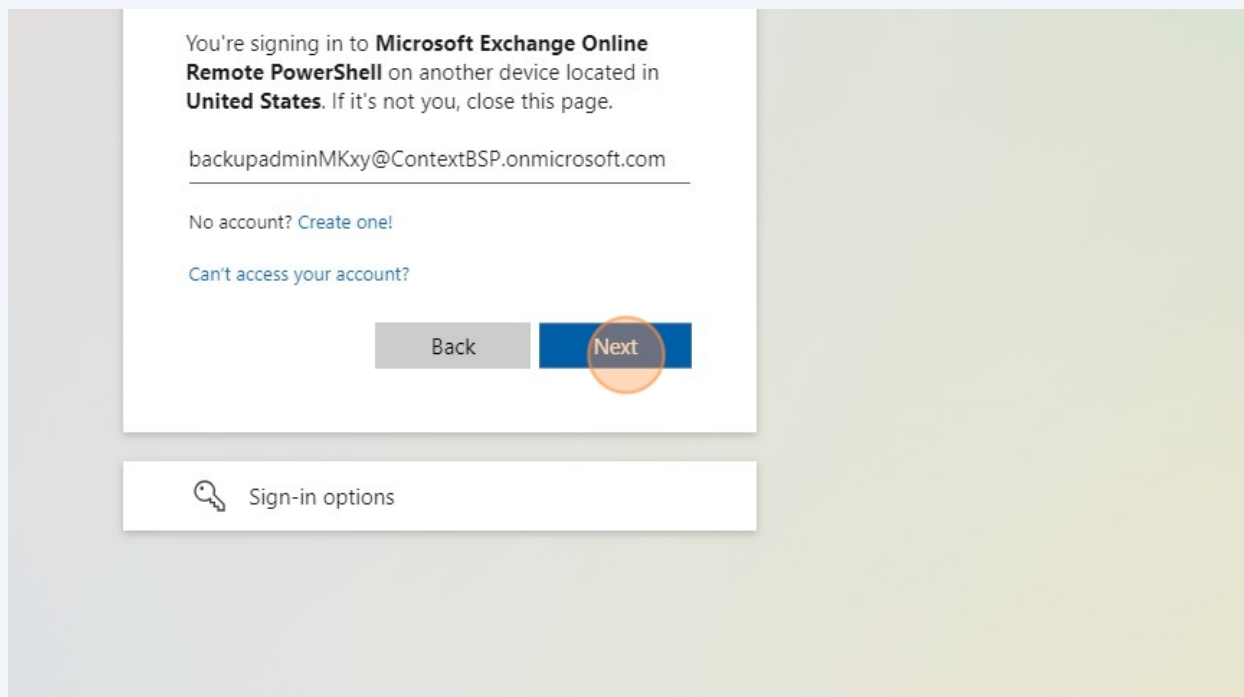


**34** Click the "Email, phone, or Skype" field.

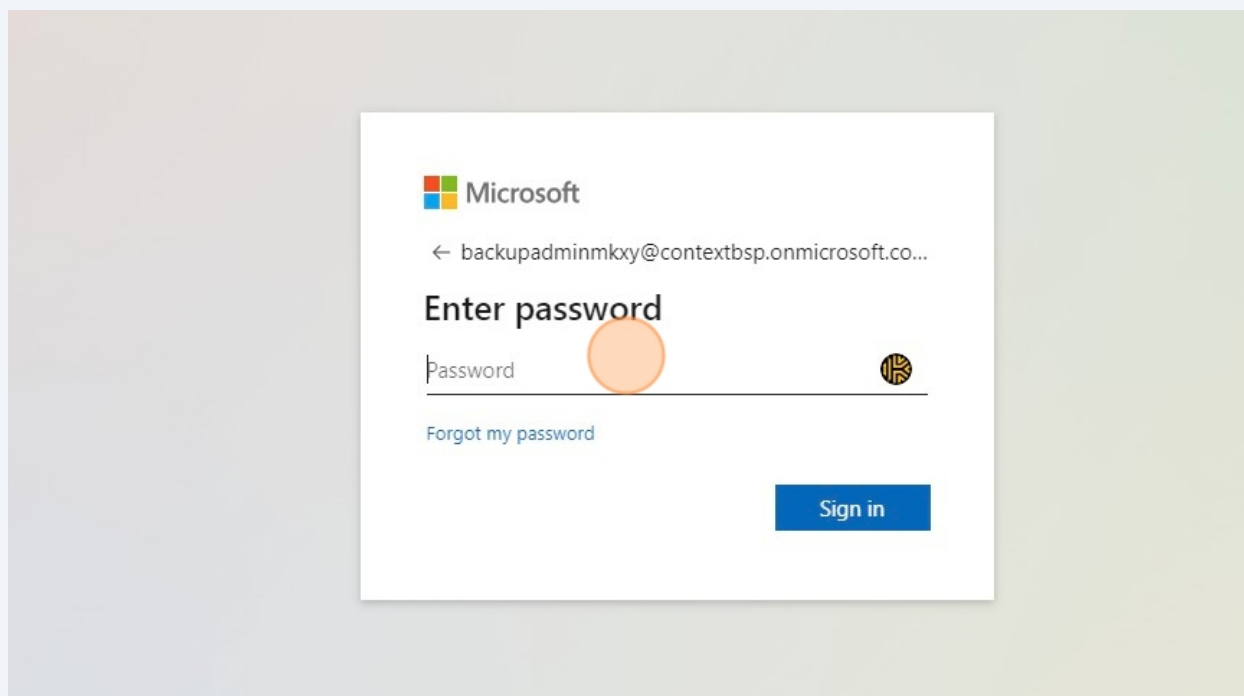


**35** Press **ctrl + v**

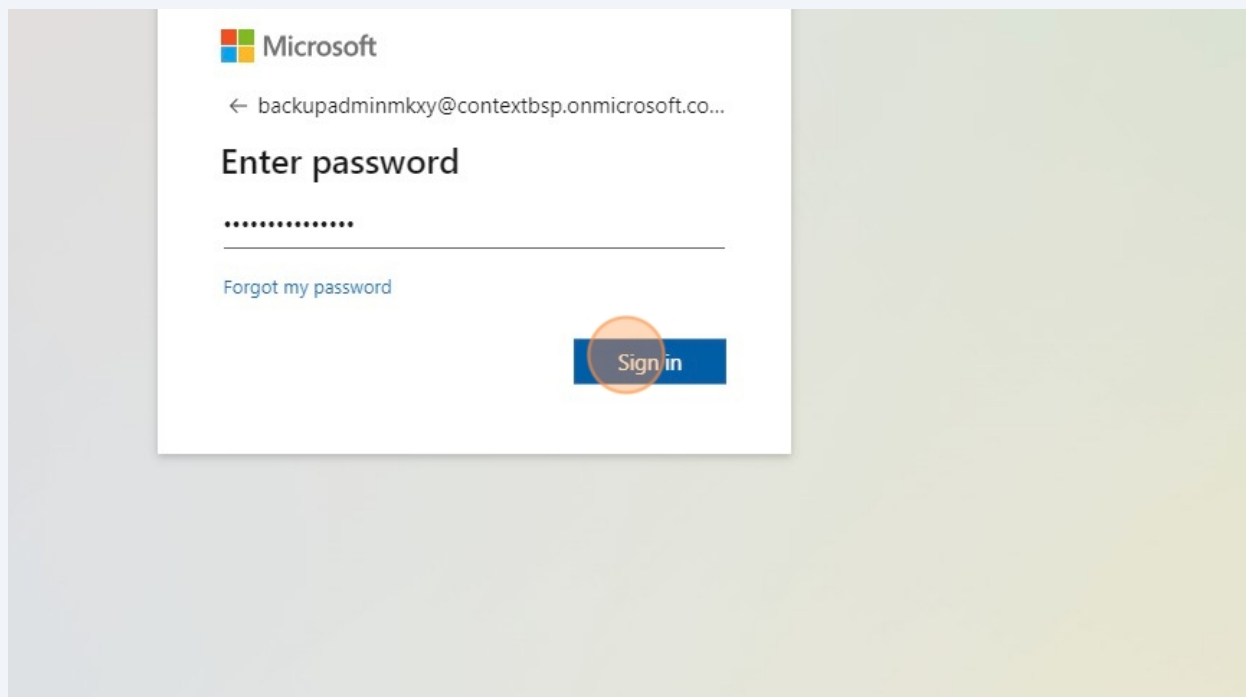
**36** Click this button.



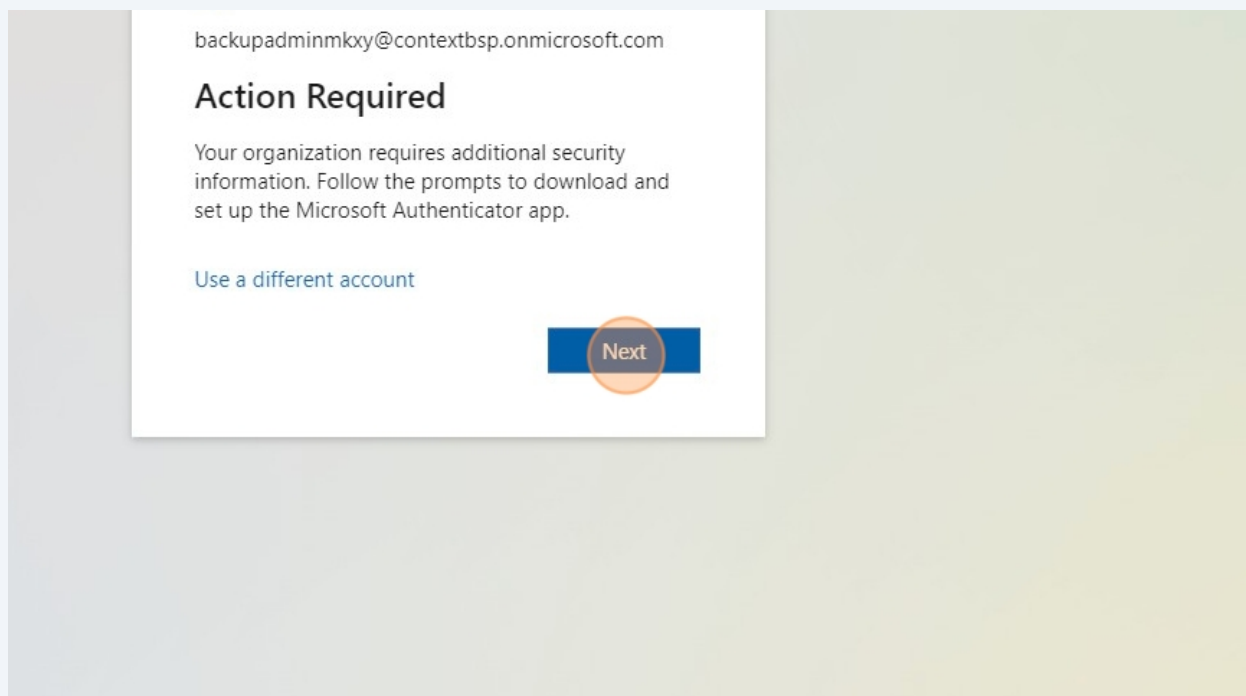
**37** Paste the password in the "Password" field.



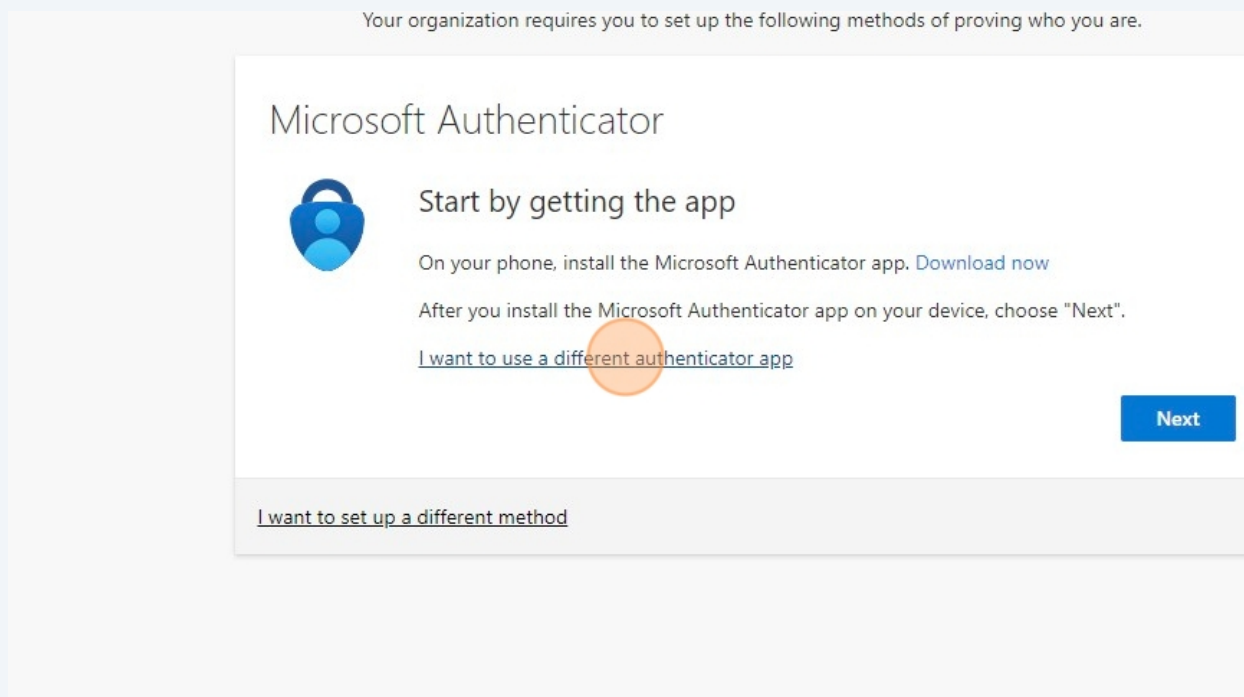
**38** Click this button.



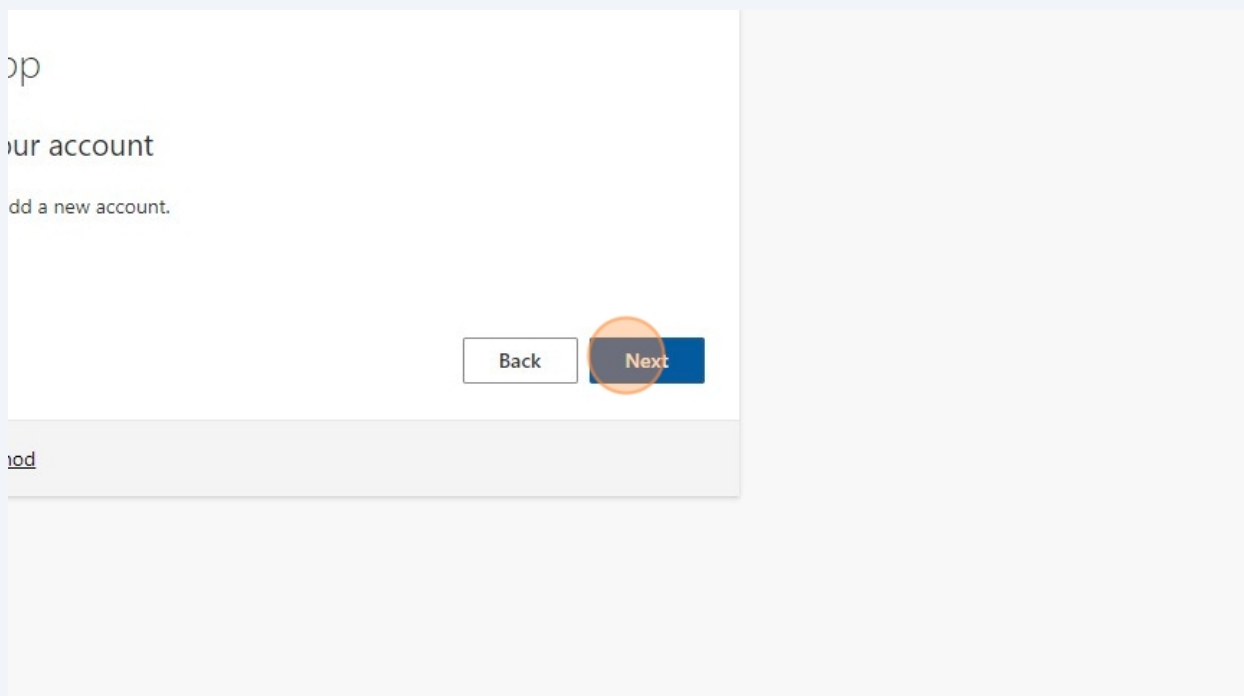
**39** Click this button.



**40** Click "I want to use a different authenticator app"

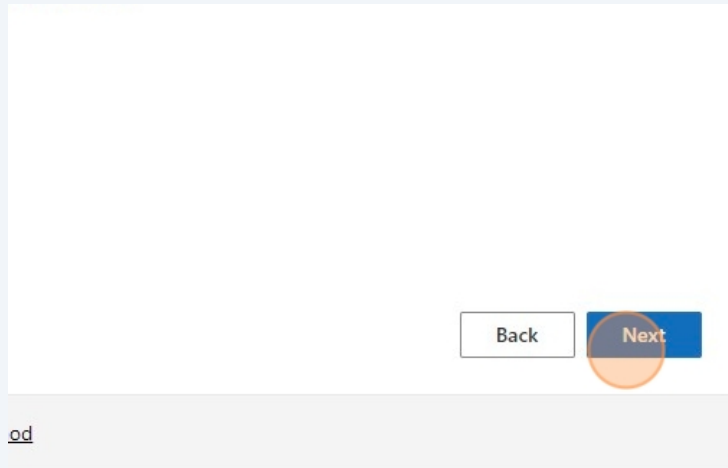


**41** Click "Next"

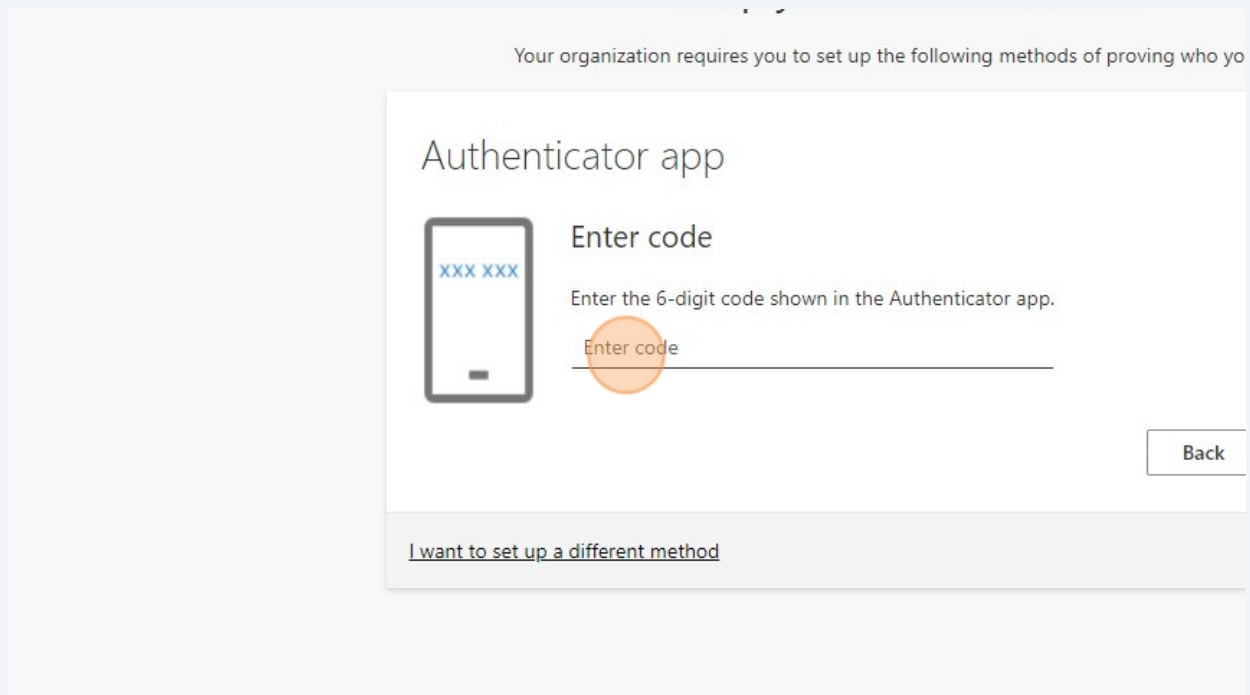


- 42** Open Keeper Desktop and add the 2FA code to the tenants DropSuite admin record

- 43** Click "Next"



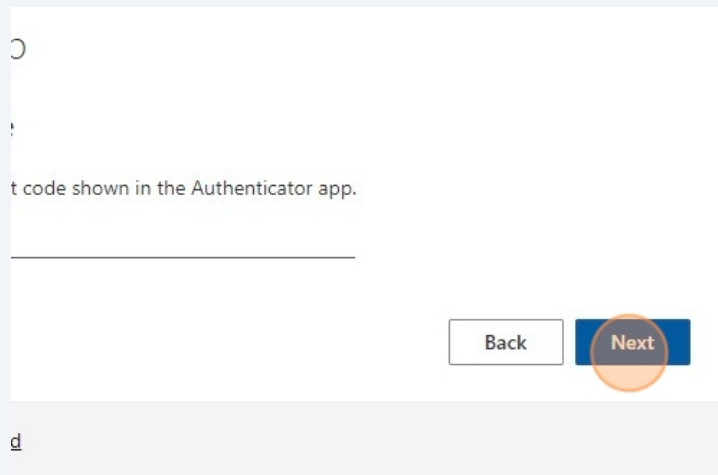
**44** Click the "Enter code" field.



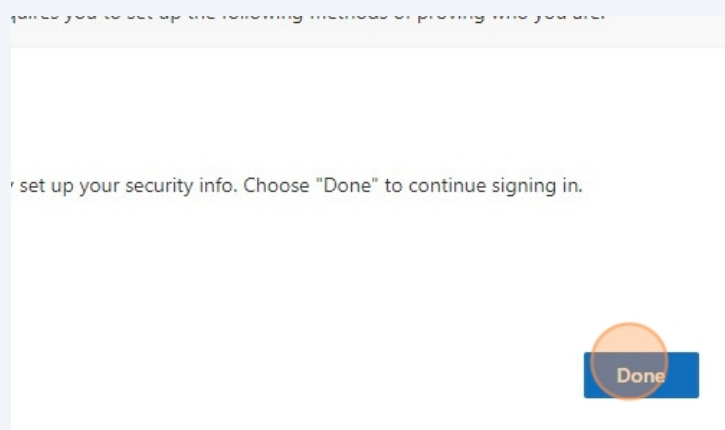
**45** Copy the code from keeper

**46** Press **ctrl + v**

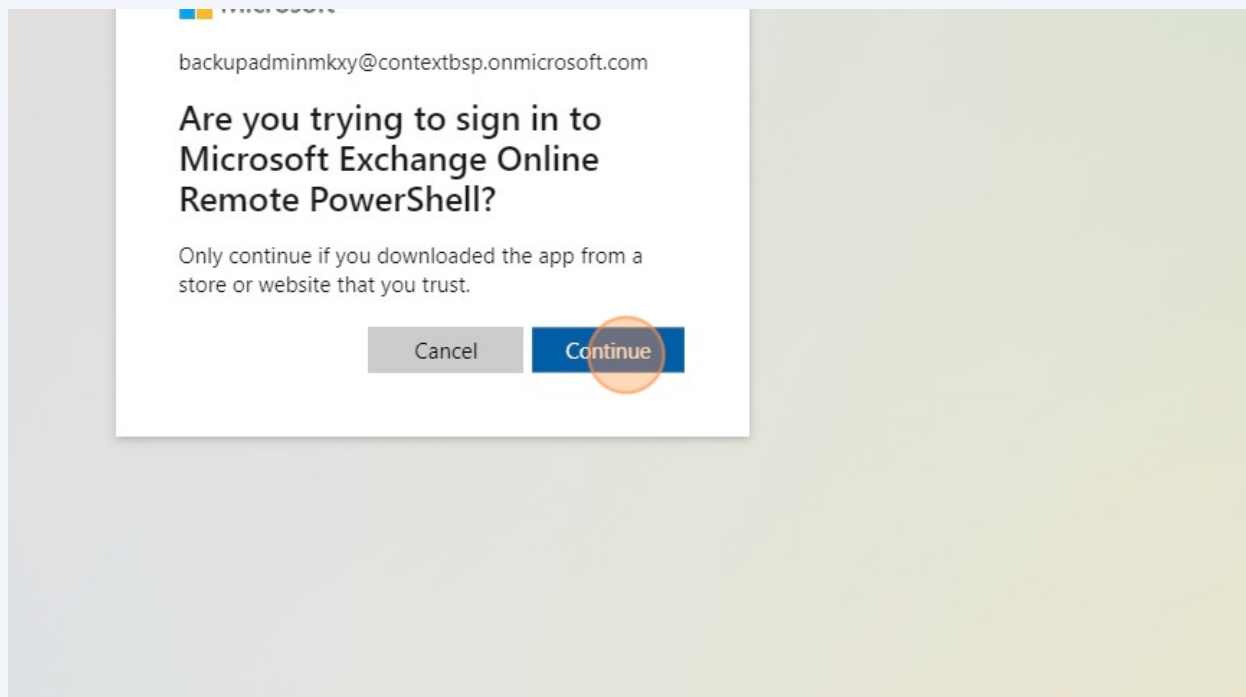
#### 47 Click "Next"



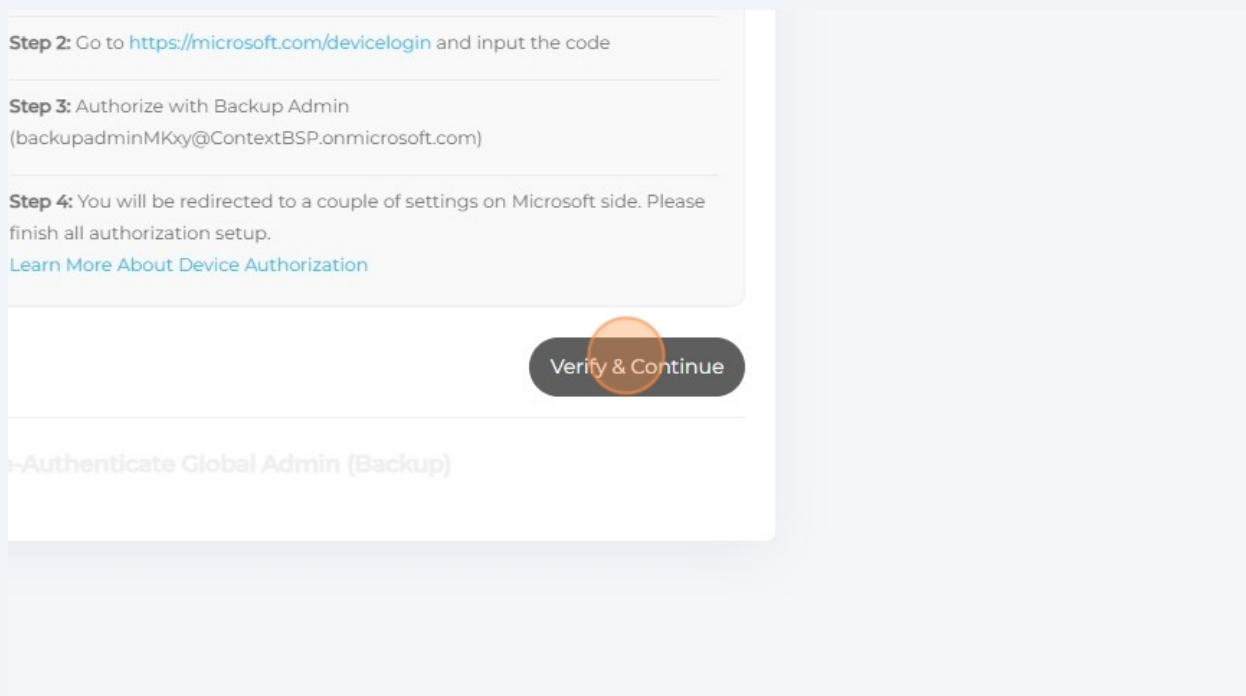
#### 48 Click "Done"



49 Click this button.

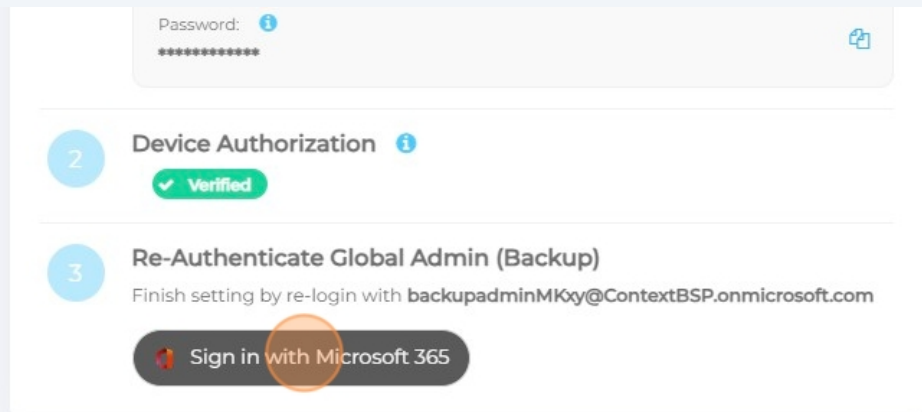


50 Click "Verify & Continue"

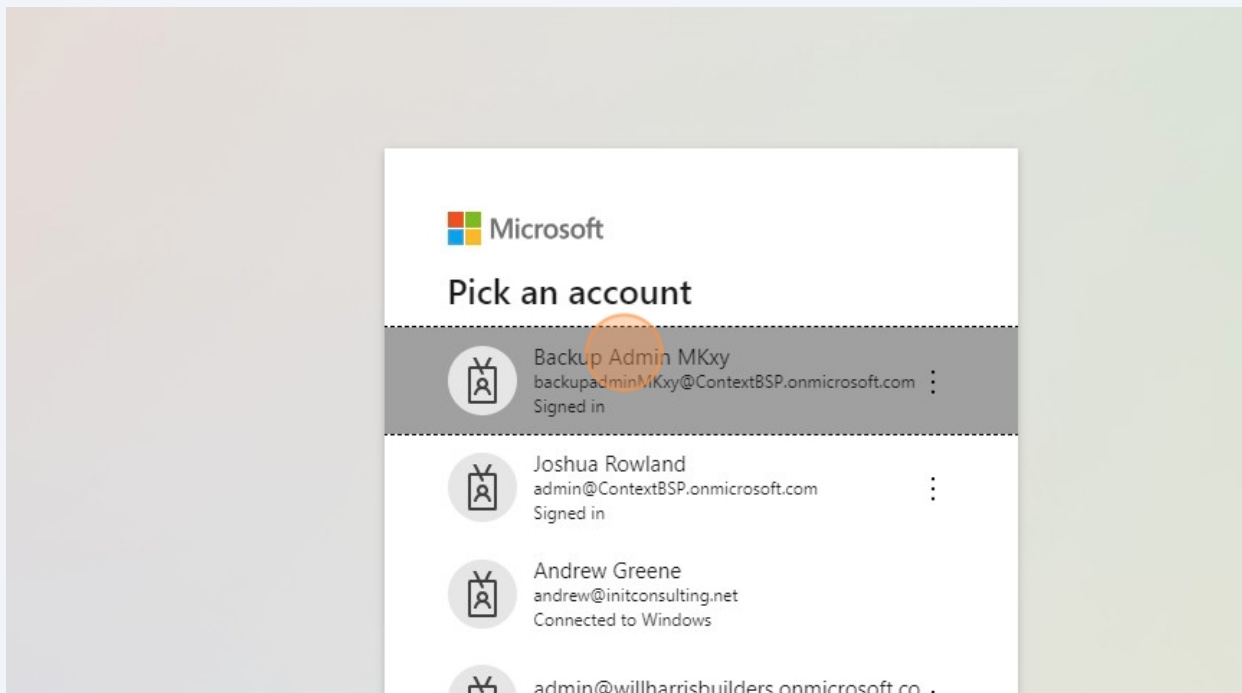




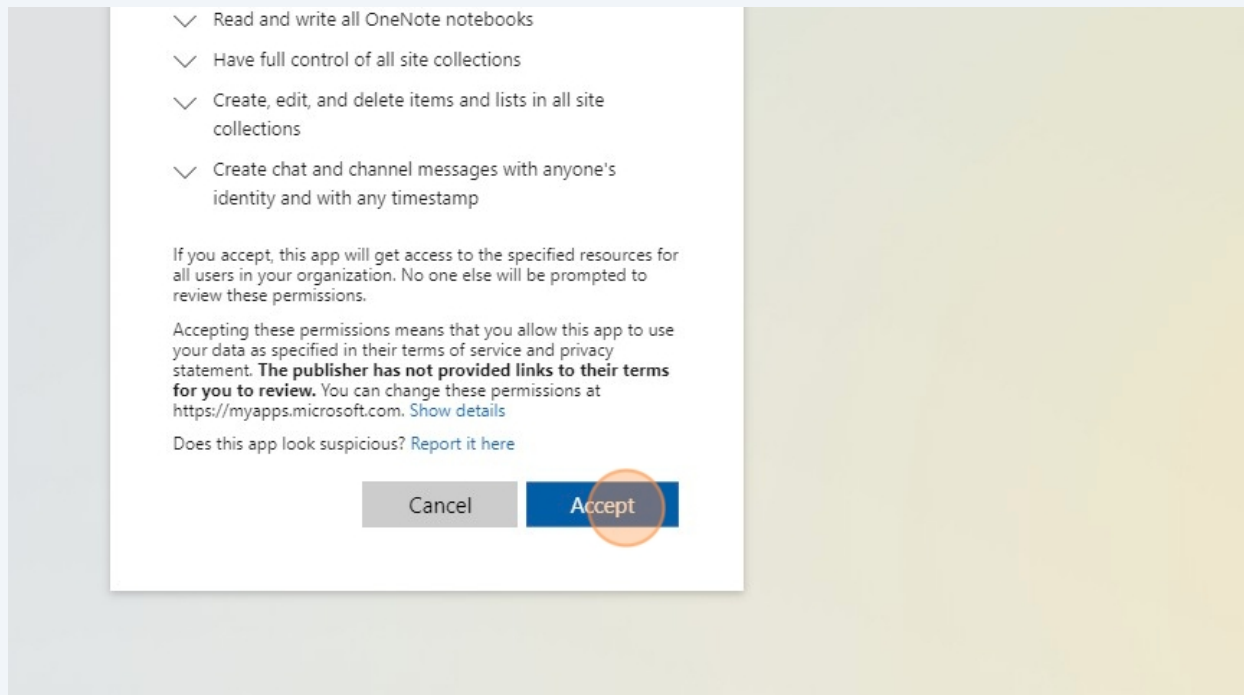
**51** Click "Sign in with Microsoft 365"



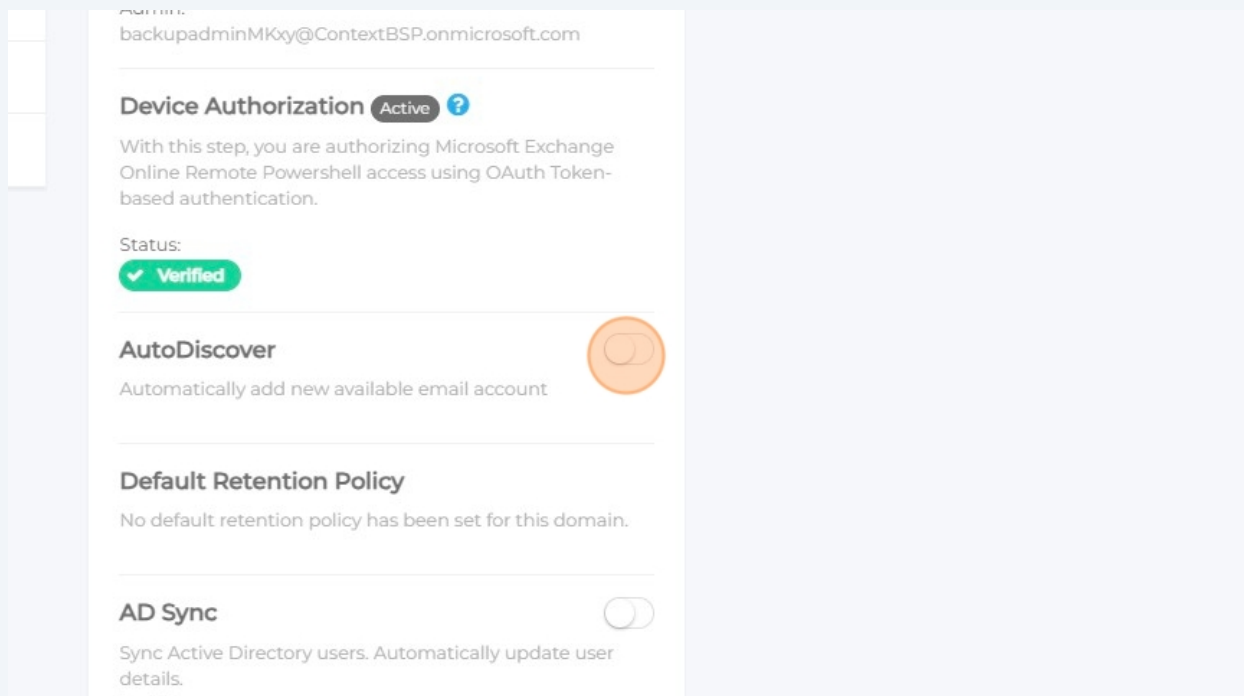
**52** Click "Backup Admin MKxy"



### 53 Click this button.



### 54 Click here.




55 Click here.

contextbsp.onmicrosoft.com

All new and available email account from this domain (ContextBSP.onmicrosoft.com) will be automatically added by AutoDiscover, except for inactive and excluded account.

**3 Total Emails:**  
3 Available.  
0 Added  
0 Excluded

Select Excluded Account:



admin@contextbsp.onmicrosoft.com

agreene@contextbsp.onmicrosoft.com

johnsmith@contextbsp.onmicrosoft.com

By disabling it, the selected type will not be automatically added to AutoDiscover.

Public Folder

☐

56 Click "[admin@contextbsp.onmicrosoft.com](mailto:admin@contextbsp.onmicrosoft.com)"

**3 Total Emails:**  
3 Available.  
0 Added  
0 Excluded

Select Excluded Account:

admin@contextbsp.onmicrosoft.com

agreene@contextbsp.onmicrosoft.com

johnsmith@contextbsp.onmicrosoft.com

By disabling it, the selected type will not be automatically added to AutoDiscover.

Public Folder

☐

57 Click "[admin@contextbsp.onmicrosoft.com](mailto:admin@contextbsp.onmicrosoft.com)"

All new and available email account from this domain (ContextBSP.onmicrosoft.com) will be automatically added by AutoDiscover, except for inactive and excluded account.

**3 Total Emails:**  
3 Available.  
0 Added  
0 Excluded

**Select Excluded Account:**

admin@contextbsp.onmicrosoft.com x

Excluded status can be edited in Account Settings section after Add Backup process is completed.

**Filtered by Account Type**  
By disabling it, the selected type will not be automatically added to AutoDiscover.

Public Folder ☐

58 Click "[johnsmith@contextbsp.onmicrosoft.com](mailto:johnsmith@contextbsp.onmicrosoft.com)"

3 Available.  
0 Added  
0 Excluded

**Select Excluded Account:**

admin@contextbsp.onmicrosoft.com x

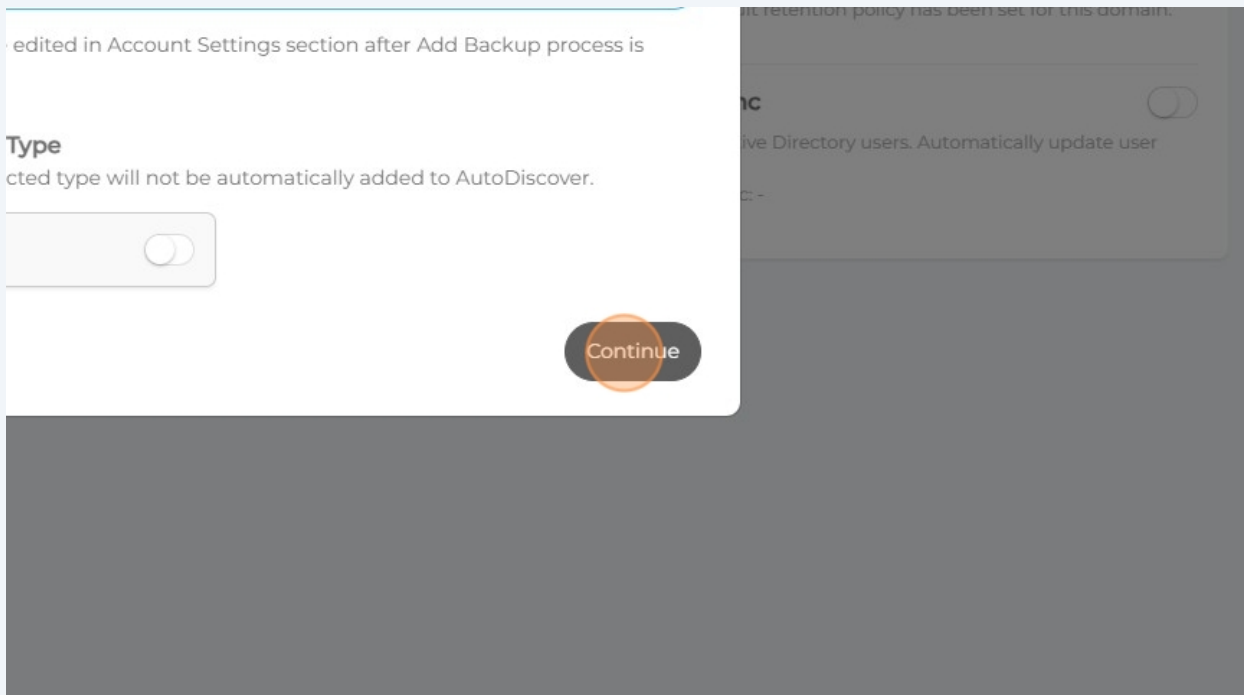
admin@contextbsp.onmicrosoft.com  
agreene@contextbsp.onmicrosoft.com  
**johnsmith@contextbsp.onmicrosoft.com**

By disabling it, the selected type will not be automatically added to AutoDiscover.

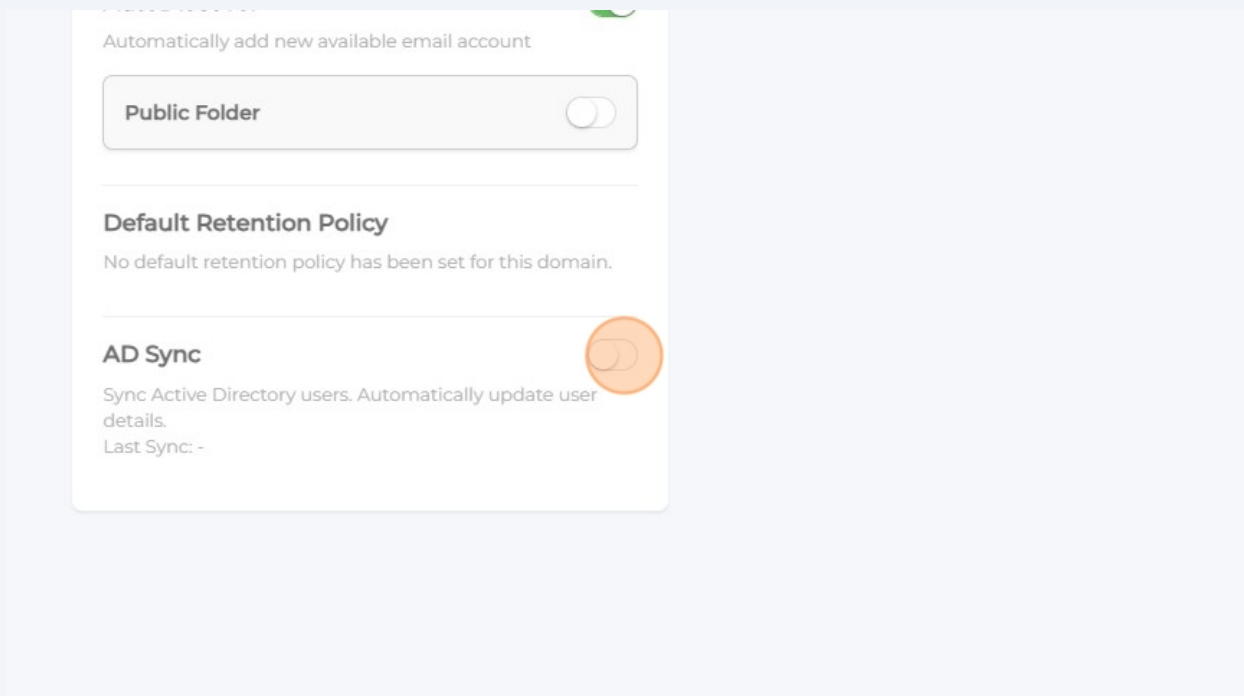
Public Folder ☐

Continue

59 Click this button.



60 Click here.



**61** Click this button.

