

Online Compliance Center

Admin Guide Email Backup – English – February 2025

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Contact

You can generally reach us from Monday to Friday between 9:00 AM and 5:00 PM. Feel free to give us a call or send us an email. Our technical support hotline is also available from Monday to Friday between 7:30 AM and 6:00 PM. Please note your individual support agreement.

Feedback

We highly value customer feedback and encourage you to share both positive and negative criticism, new ideas, and your individual challenges with us. Our goal is not only to assist you quickly with technical issues but also to take your suggestions into account and continuously develop our product to meet your needs.

Sales

Do you have questions about your licensing or our product? Feel free to reach out to us anytime!

Phone number: +49 6126 5019 500

Email: sales@sitaas.de

If you have purchased your product through netmail EMEA GmbH, please feel free to contact your personal representative if you have any questions.

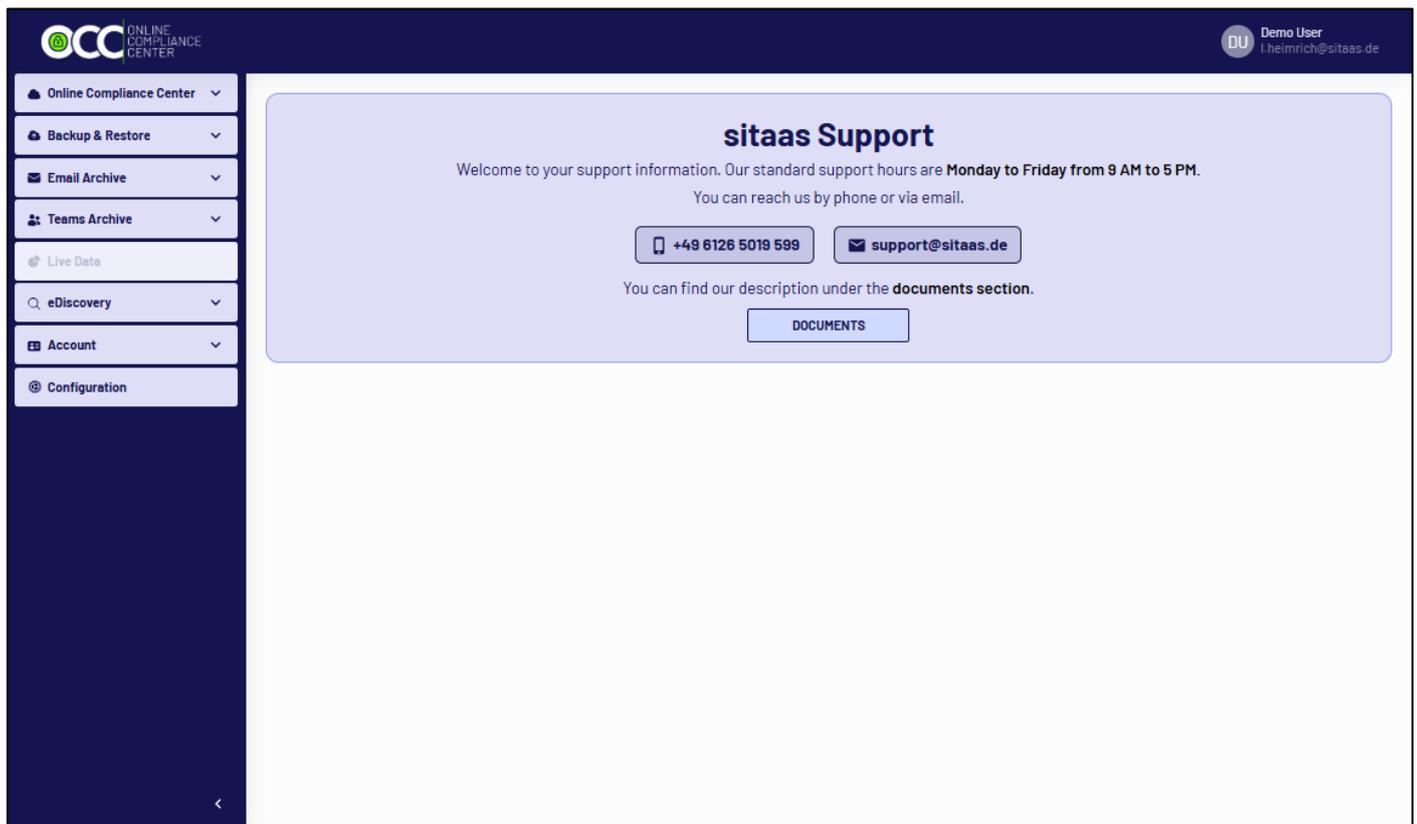
Support

Do you have a problem or a question? Don't hesitate to contact our support team!

Phone number: +49 6126 5019 599

Email: support@sitaas.de

You can also find an overview of our support contact options in the Online Compliance Center. There, you can easily make a call or send an email directly from the platform.



sitaas Support

Welcome to your support information. Our standard support hours are **Monday to Friday from 9 AM to 5 PM**.
You can reach us by phone or via email.

+49 6126 5019 599 support@sitaas.de

You can find our description under the **documents** section.

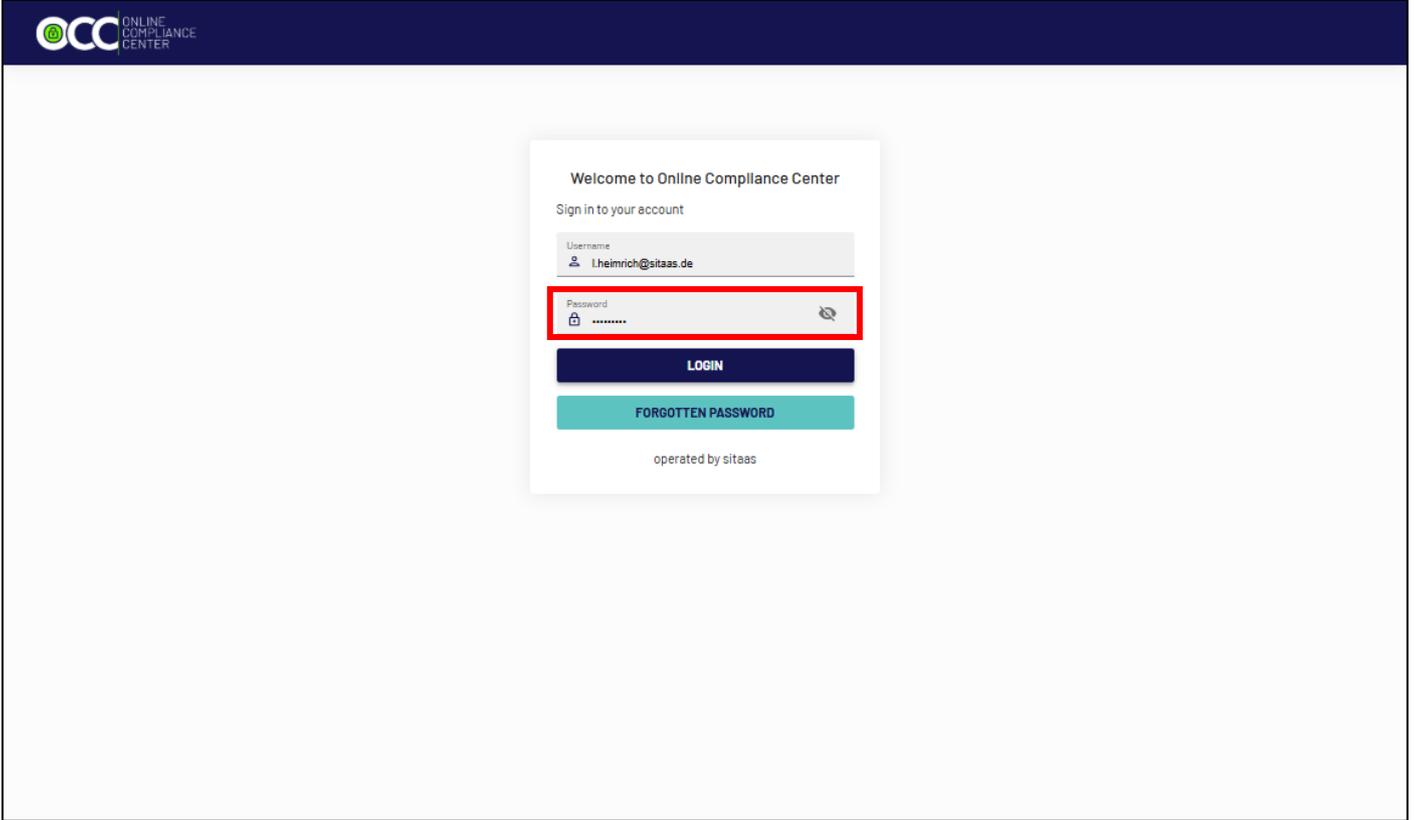
[DOCUMENTS](#)

If you have purchased your product through netmail EMEA GmbH, please feel free to contact your netmail support team.

Login to the Online Compliance Center

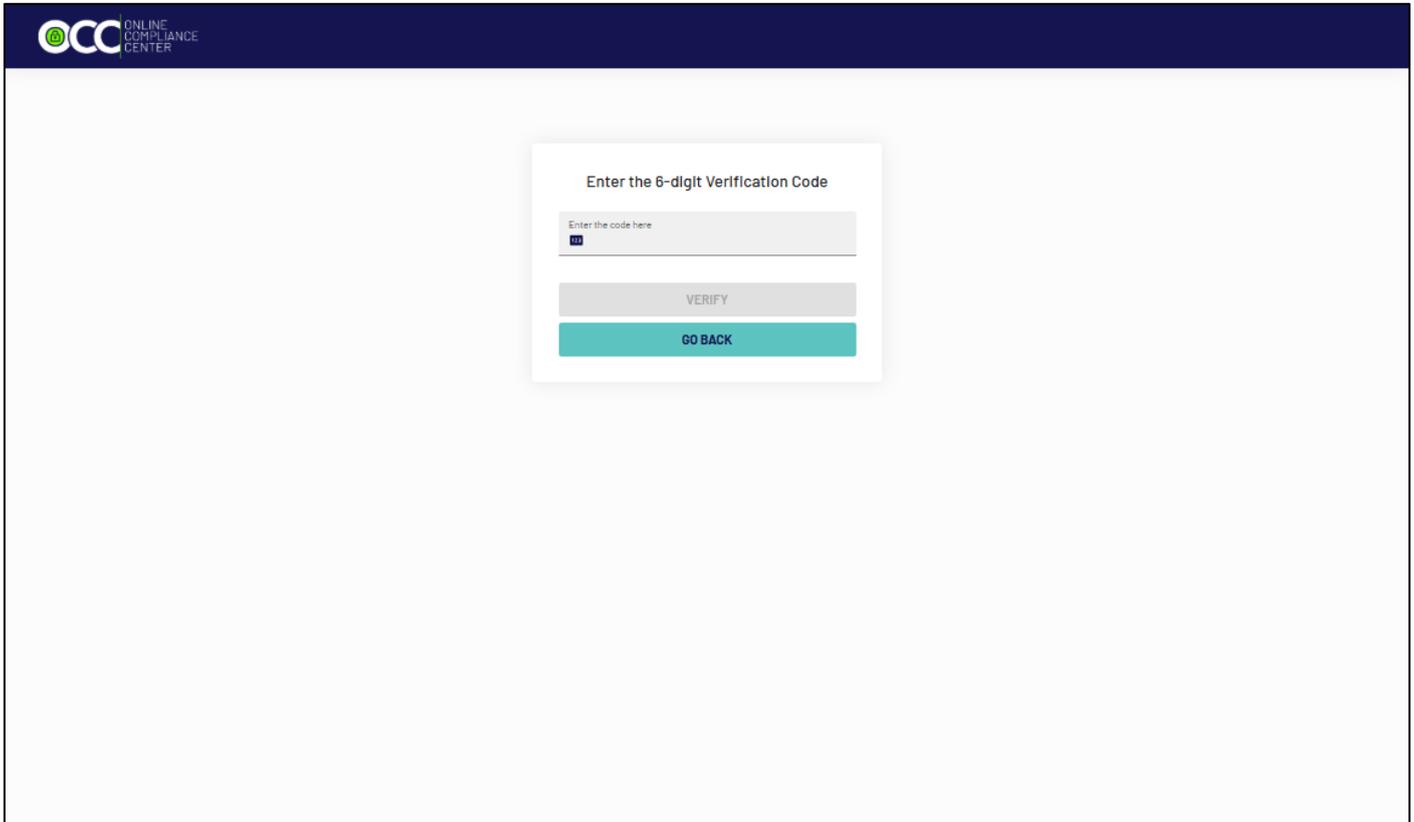
Open the Website: <https://portal.netmail.cloud>

Enter your **username** and **password**, then click "Login."

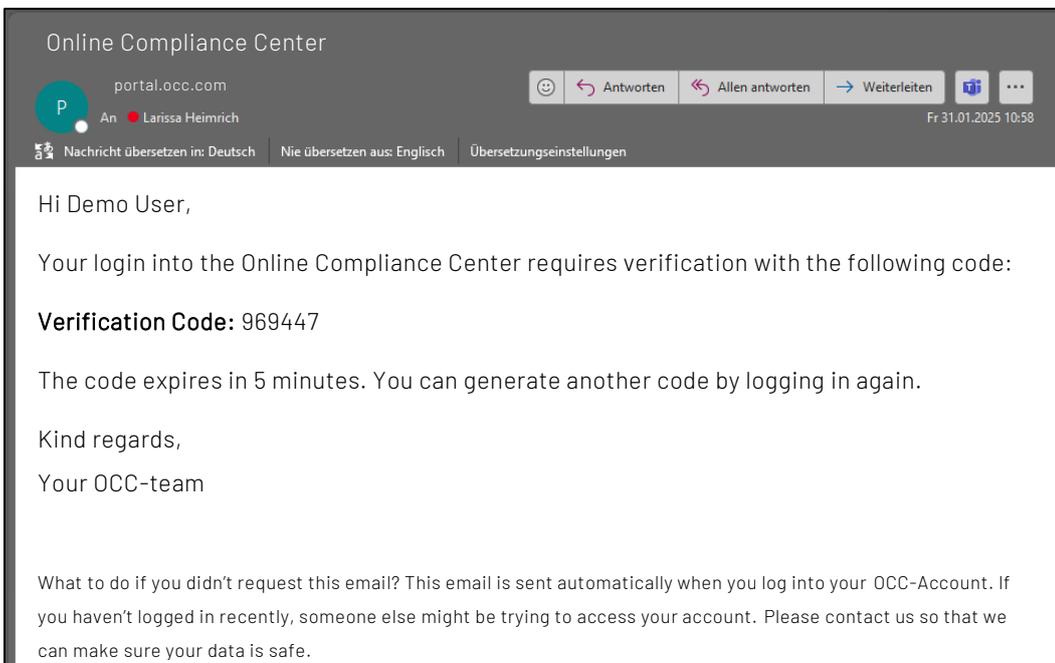


If you have forgotten your password, you can request a new one at any time via "Forgotten Password."

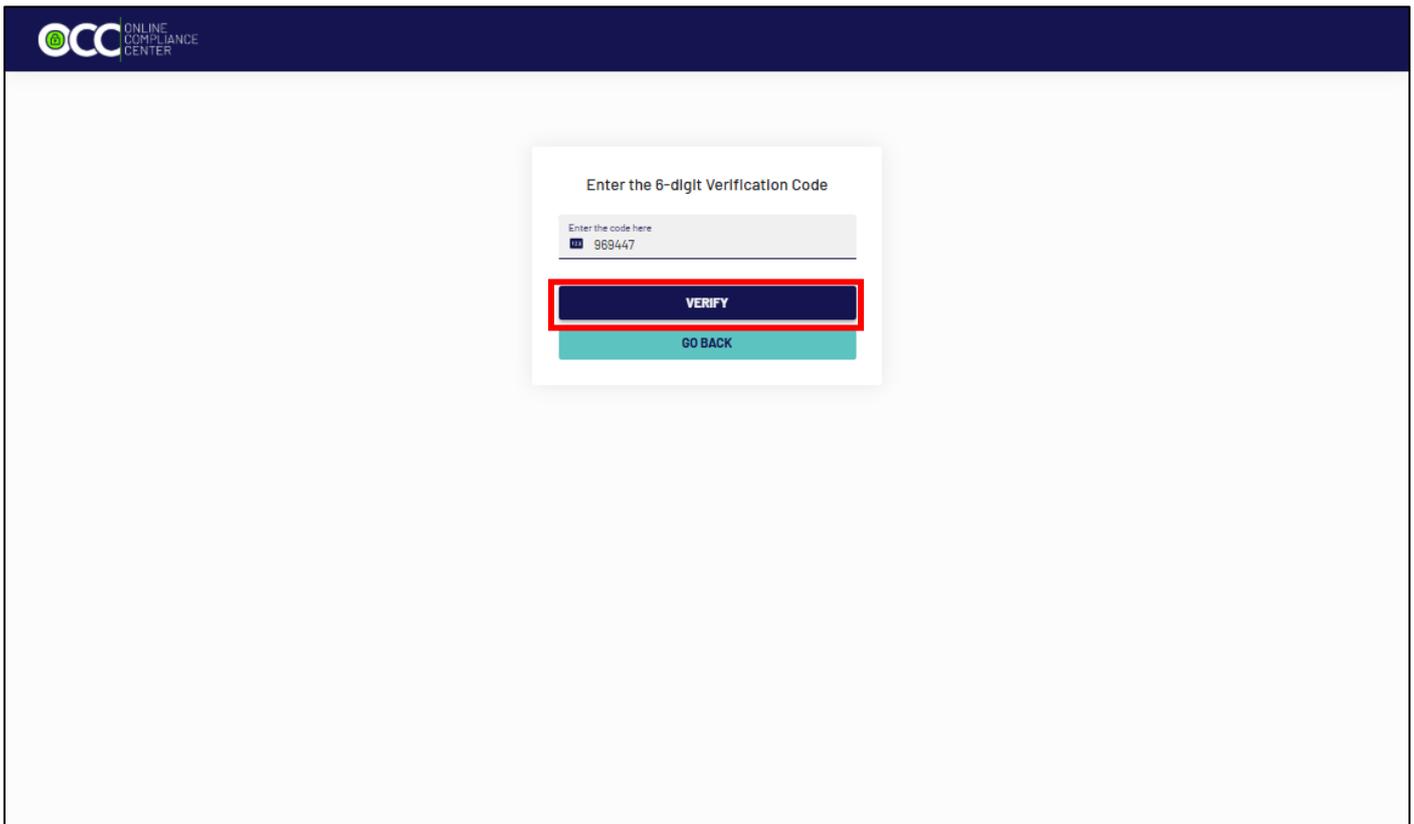
When you log in to the Online Compliance Center, the following message will be displayed after entering your username and password.



You will receive an automatically generated email with a 6-digit confirmation code.



Please enter the code you received via email in the portal and click on "Verify."



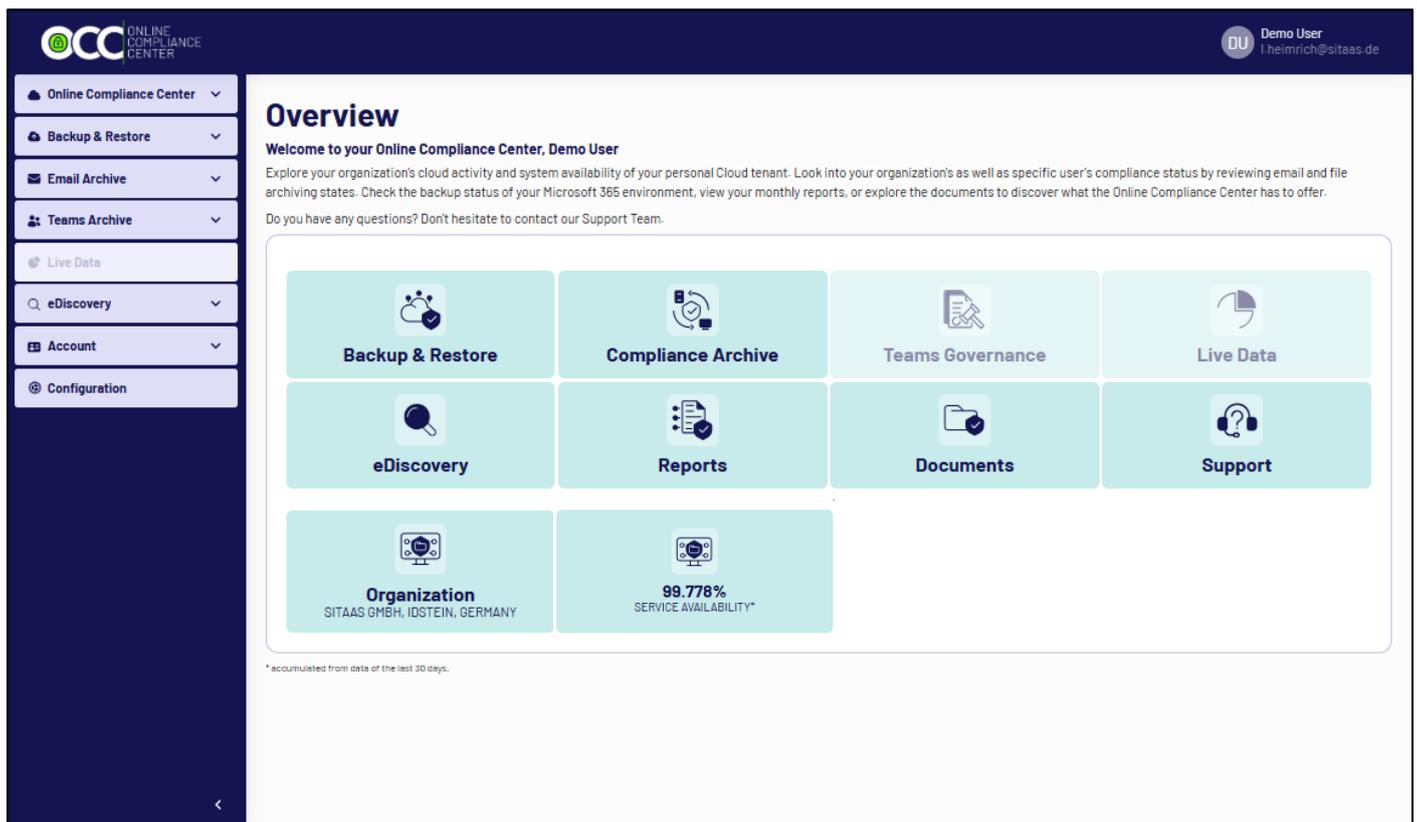
Although the verification process may be cumbersome for users during each login to the Online Compliance Center, we aim to provide a high level of security. Therefore, we support multi-factor authentication via email with every login.

Additionally, you will be automatically logged out of the Online Compliance Center after 5 minutes of inactivity.

Overview

After a successful login to the Online Compliance Center, you will be directed to the "Overview" page. From here, you can easily access the individual modules or start the "eDiscovery" portal with a single click. Additionally, you will find direct access to your reports, documents, and our support.

In the last row of the overview, you will see your organization and the "Service Availability." We promise our customers a service availability of 99.5%. Since the following screenshot is from a demo environment, the service availability is below 99.5%.



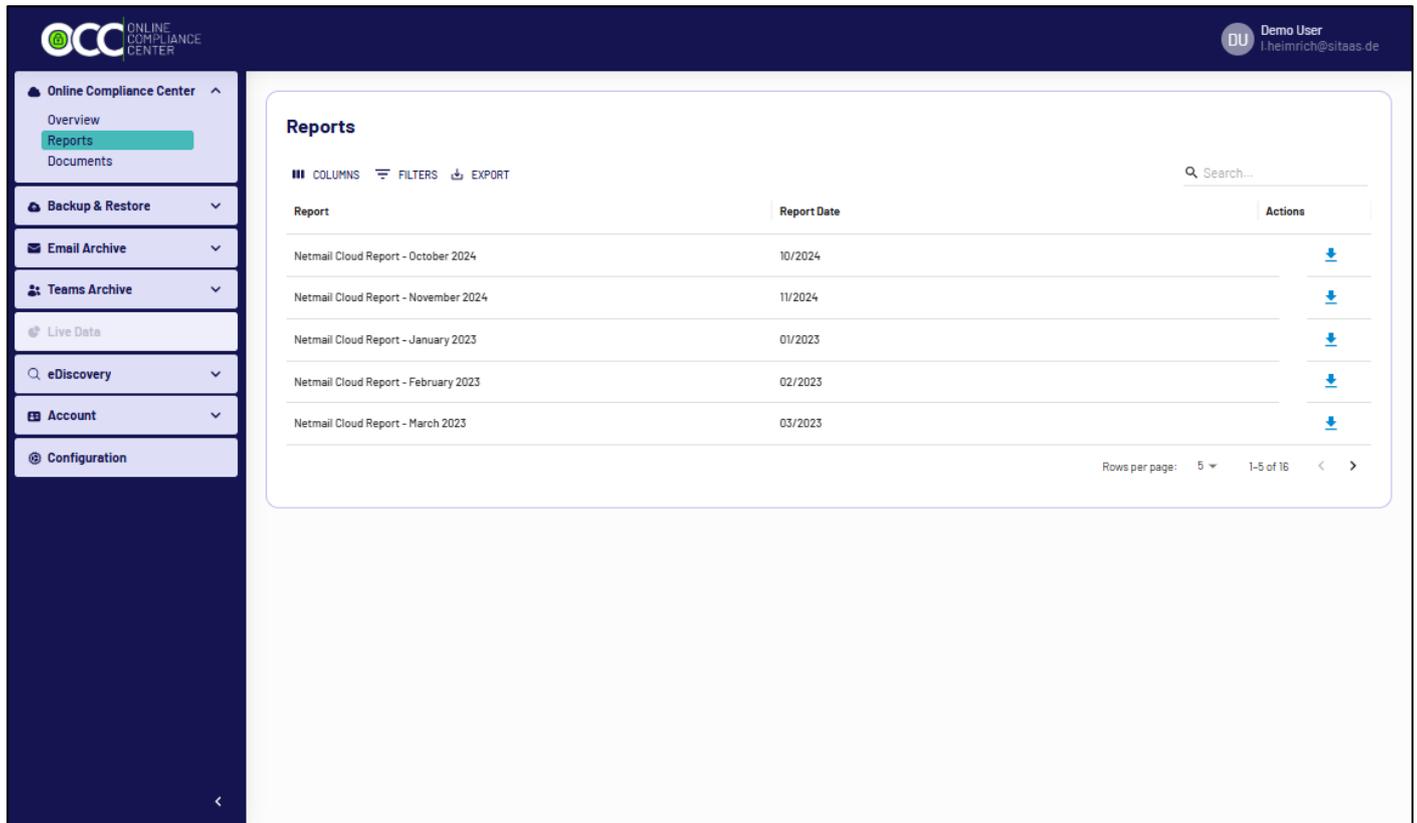
The screenshot shows the Online Compliance Center interface. On the left is a dark blue navigation sidebar with the following menu items: Online Compliance Center, Backup & Restore, Email Archive, Teams Archive, Live Data, eDiscovery, Account, and Configuration. The main content area has a dark blue header with the OCC logo and the text 'ONLINE COMPLIANCE CENTER' on the left, and a user profile 'Demo User' with the email 'l.heimrich@sitaas.de' on the right. Below the header, the page title is 'Overview'. A welcome message reads: 'Welcome to your Online Compliance Center, Demo User. Explore your organization's cloud activity and system availability of your personal Cloud tenant. Look into your organization's as well as specific user's compliance status by reviewing email and file archiving states. Check the backup status of your Microsoft 365 environment, view your monthly reports, or explore the documents to discover what the Online Compliance Center has to offer. Do you have any questions? Don't hesitate to contact our Support Team.' Below this is a grid of eight light blue tiles: 'Backup & Restore', 'Compliance Archive', 'Teams Governance', 'Live Data', 'eDiscovery', 'Reports', 'Documents', and 'Support'. At the bottom of the grid are two larger tiles: 'Organization' showing 'SITAAS GMBH, IDSTEIN, GERMANY' and '99.778% SERVICE AVAILABILITY*'. A small footnote at the bottom left of the grid states '*accumulated from data of the last 30 days.'

You can log out at any time via your user profile. Additionally, the link to our support is also available here.

The screenshot shows the Online Compliance Center (OCC) dashboard. On the left is a dark blue navigation sidebar with the following menu items: Online Compliance Center, Backup & Restore, Email Archive, Teams Archive, Live Data, eDiscovery, Account, and Configuration. The main content area is titled "Overview" and includes a welcome message for "Demo User" (l.heimrich@sitaas.de) and a grid of service tiles: Backup & Restore, Compliance Archive, Teams Governance, Live Data, eDiscovery, Reports, Documents, and Support. At the bottom of the grid, it shows "Organization: SITAAS GMBH, IDSTEIN, GERMANY" and "99.778% SERVICE AVAILABILITY*". A user profile dropdown menu is open in the top right corner, containing "SITaaS GmbH", "Support", and "Logout".

Reports

Under "Reports," the monthly cloud reports are available for download.



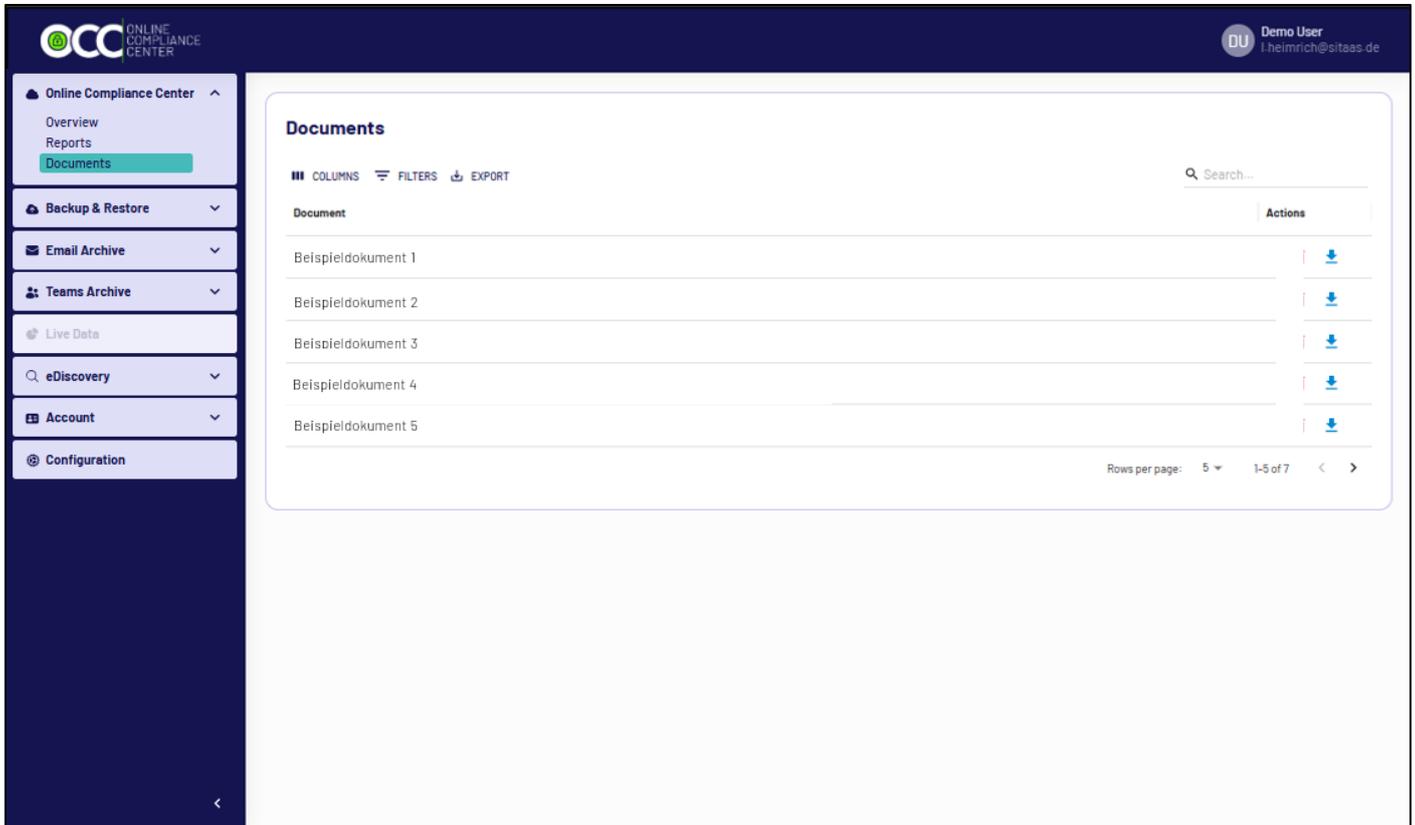
The screenshot shows the 'Reports' section of the Online Compliance Center interface. The left sidebar contains navigation options: Overview, Reports (selected), Documents, Backup & Restore, Email Archive, Teams Archive, Live Data, eDiscovery, Account, and Configuration. The main content area displays a table of reports with columns for Report, Report Date, and Actions. The table lists five reports from October 2024 to March 2023. A search bar and 'COLUMNS', 'FILTERS', and 'EXPORT' options are visible at the top of the table. The footer of the table shows 'Rows per page: 5' and '1-5 of 16'.

Report	Report Date	Actions
Netmail Cloud Report - October 2024	10/2024	Download
Netmail Cloud Report - November 2024	11/2024	Download
Netmail Cloud Report - January 2023	01/2023	Download
Netmail Cloud Report - February 2023	02/2023	Download
Netmail Cloud Report - March 2023	03/2023	Download

The report includes the monthly number of users & resources, your active archive licenses, as well as the number of archived mailboxes, archived messages, and archived attachments.

Documents

Under "Documents," we provide relevant information for you to download. These documents are tailored to your use of the Online Compliance Center.



The screenshot shows the 'Documents' page in the Online Compliance Center. The left sidebar contains a navigation menu with the following items: Online Compliance Center (expanded), Overview, Reports, Documents (selected), Backup & Restore, Email Archive, Teams Archive, Live Data, eDiscovery, Account, and Configuration. The main content area is titled 'Documents' and includes a search bar, 'COLUMNS', 'FILTERS', and 'EXPORT' options. A table lists five documents, each with a download icon in the 'Actions' column. The table has the following structure:

Document	Actions
Beispieldokument 1	
Beispieldokument 2	
Beispieldokument 3	
Beispieldokument 4	
Beispieldokument 5	

At the bottom right of the table, there is a pagination control showing 'Rows per page: 5' and '1-5 of 7'.

Email Backup

Dashboard

The dashboard provides you with all the information regarding your backup. The information is categorized by the respective areas: Email, Teams, SharePoint, and OneDrive.

Please note that for customers who are licensed only for the Email area, data will be displayed only for that section. For the other areas, "N/A" will be shown instead of a number.

The dashboard displays the number of your email accounts, the number of email messages and attachments in the backup, as well as the latest backup job.

Since the following view is a demo instance, no real data is displayed here.

Dashboard

Email

- 23 EMAIL ACCOUNTS
- 357.537 EMAIL MESSAGES
- 262.872 EMAIL ATTACHMENTS
- Sharepointadva... LAST SUCCESSFUL BACKUP JOB

Teams

- 167 TEAMS
- 86 TEAMS CHANNELS
- 6.476 TEAMS CHATS
- 84.799 TEAMS FILES

SharePoint

- 33 SHAREPOINT SITES

OneDrive

ONEDRIVE ACCOUNTS

- 22 ONEDRIVE ACCOUNTS
- 96% BACKUP RATIO (23/24 Users) [Complete Backup]
- 75% LICENSE ACTIVITY (20 Active, 7 Inactive) [Manage Licenses]
- USERS WITH THE HIGHEST BACKUP STORAGE:

Katharina (22.1K)	371.2 GB	Francesco (2.7K)	64.2 GB
Max (135.5K)	228.3 GB	Maurice (7.1K)	52.3 GB
Florian (25.0K)	158.6 GB	Sales (189.9K)	41.7 GB
Max (47.9K)	126.7 GB	Max (75K)	28.6 GB
Dominik (2.8K)	70.3 GB	Leon (2.2K)	17.2 GB

ONEDRIVE FILES

- N/A SENSITIVITY FILES
- 372.4K Files
- 886.56 GB File Size
- BACKUP COMPARISON BY YEAR: 2024 (259 GB) vs 2023 (123 GB)

GROWTH COMPARISON (2023 vs 2024)

Overall growth: 22%

Month	2023 (GB)	2024 (GB)
Jan	50	55
Feb	50	55
Mar	50	55
Apr	50	55
May	50	55
June	50	55
July	50	55
Aug	50	55
Sept	50	55
Oct	50	55
Nov	50	55
Dec	50	55

For the **Teams** backup section, the dashboard displays the number of Teams in the backup, the number of channels and chats in the backup, as well as the files from Teams that are included in the backup.

For the **SharePoint** section, it shows the number of sites in the backup.

For the **OneDrive** section, it displays the number of your OneDrive accounts. Additional details are provided for these, such as the top 10 users with the highest backup storage usage.

Our backup solution for Microsoft 365 can also process sensitivity labels from Microsoft Purview, the dashboard also shows the number of sensitivity labels used by your organization.

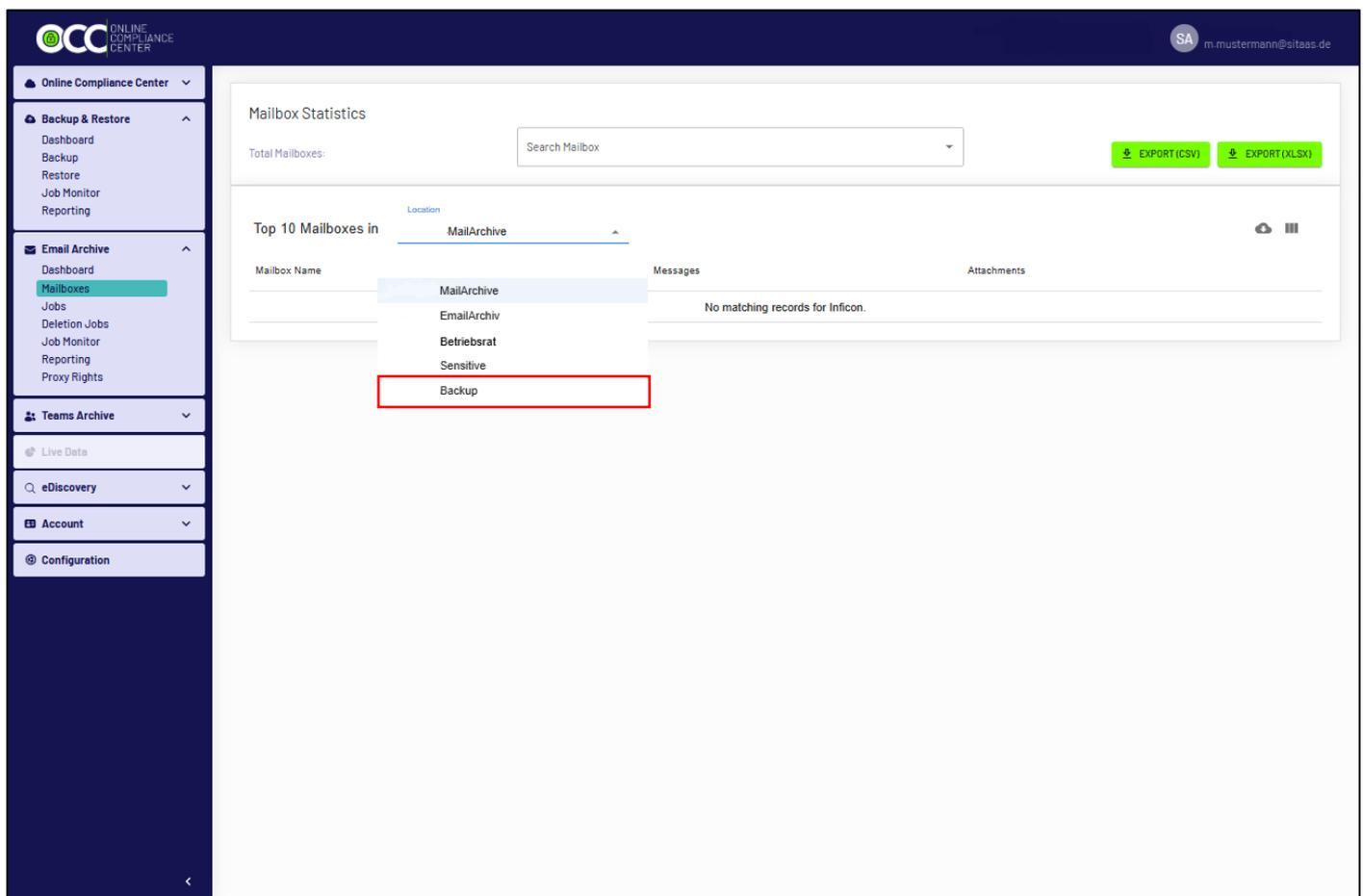
In addition, you can view the growth of your backup data compared to the previous year and compare this rate with the average growth rate of our backup customers.

Mailboxes

Under "Mailboxes" in the Email Archive section, you can access your mailbox statistics. Here, you can directly view the top 10 mailboxes in your organization and export the general mailbox statistics for your organization. You can select the different locations you have defined for your organization. The number of message and attachment items is displayed, along with the locations where a user has items.

For the Backup section, select the location "Backup." Here as well, you can directly view the top 10 mailboxes in your organization. The results can be exported.

Note: This approach is part of a temporary version. In the future, mailbox statistics for your backup data will be displayed directly in the Backup section.

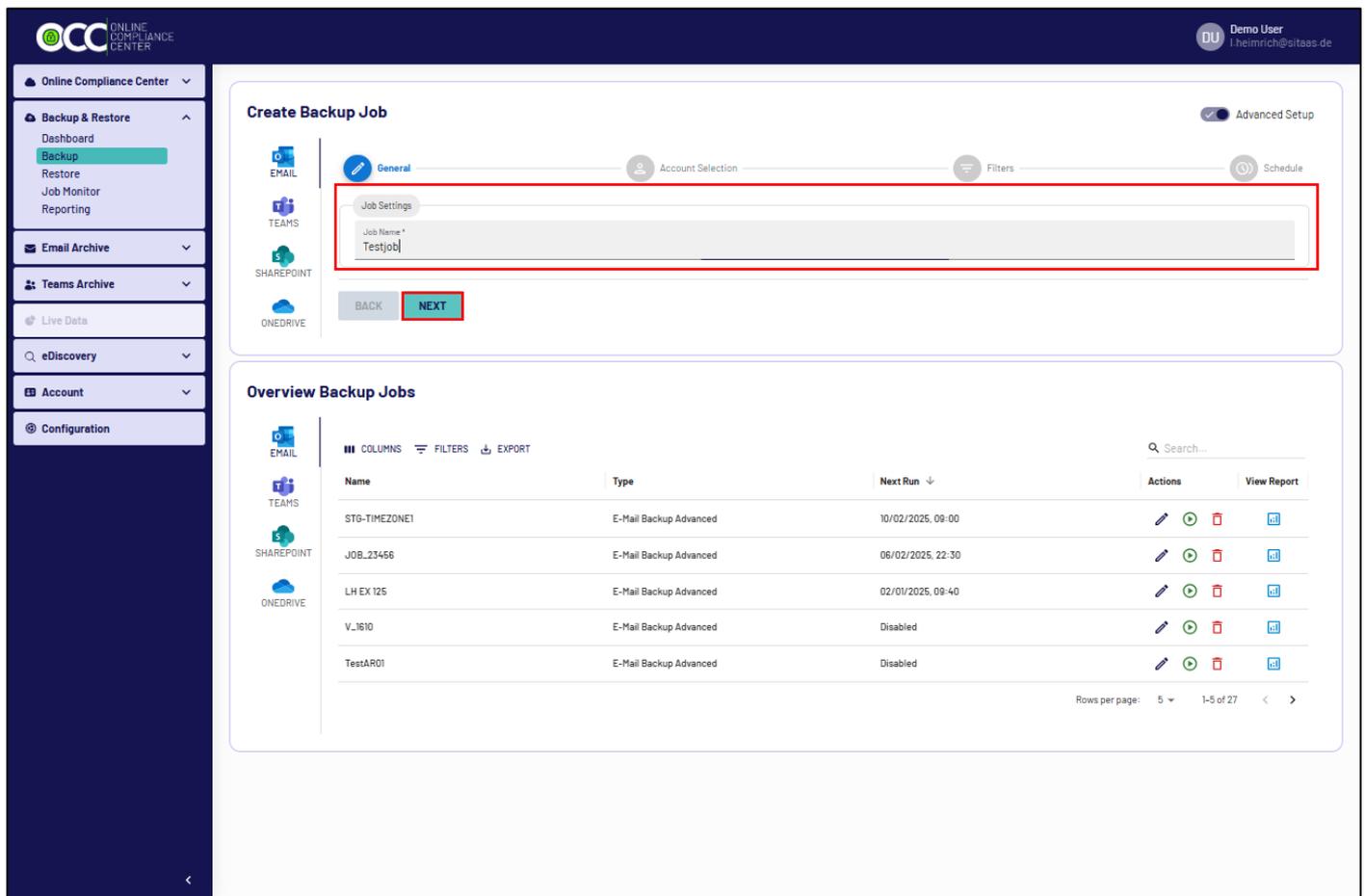


Backup

To create a new backup, go to the “Backup” section and open the “Create Backup Job” window. Under “General,” define the basic parameters for your backup.

Please note that this information cannot be changed later.

First, assign a name to your job.



Create Backup Job Advanced Setup

General | Account Selection | Filters | Schedule

Job Settings

Job Name *
Testjob

BACK NEXT

Overview Backup Jobs

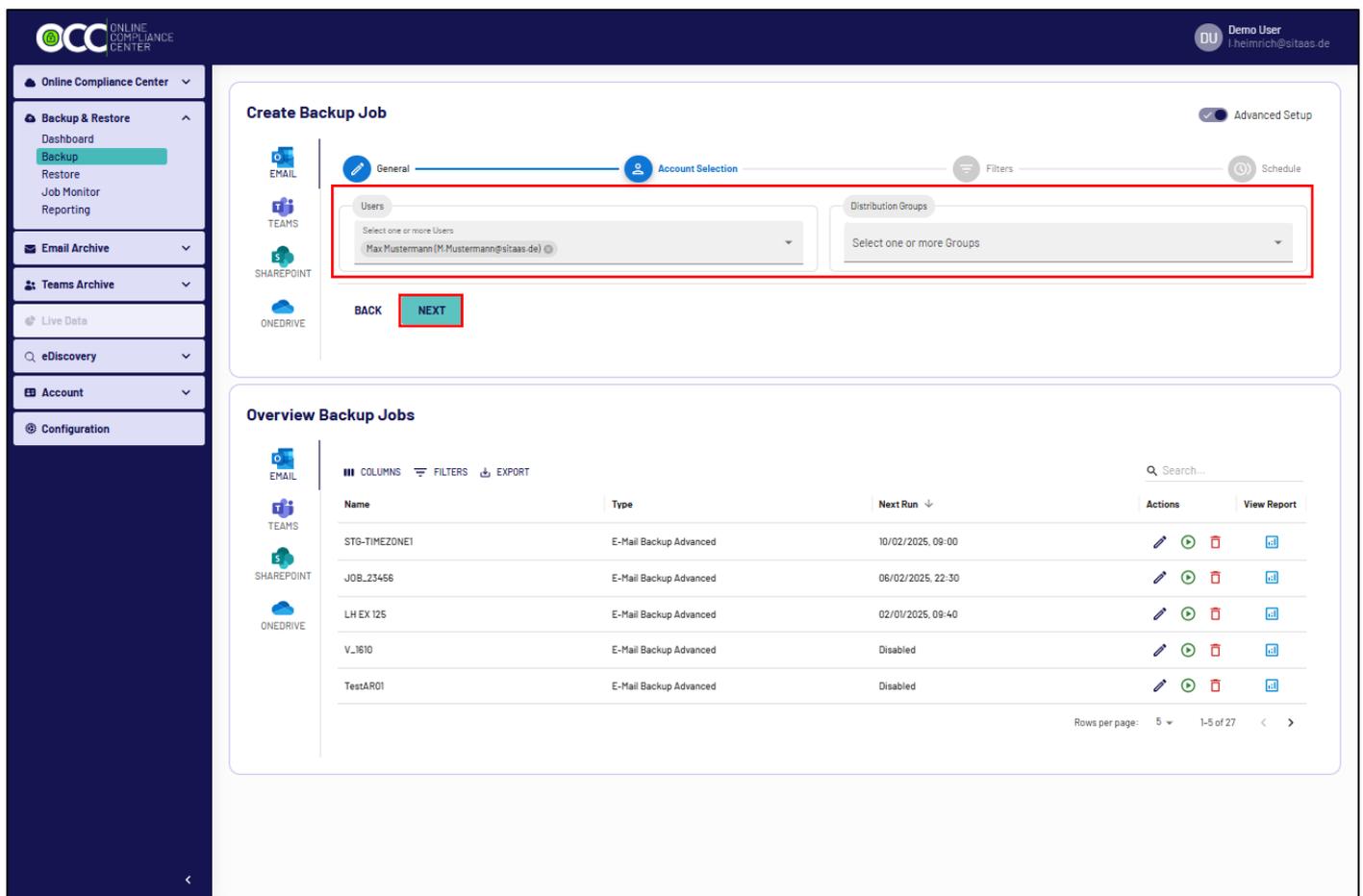
COLUMNS FILTERS EXPORT Search...

Name	Type	Next Run	Actions	View Report
STG-TIMEZONE1	E-Mail Backup Advanced	10/02/2025, 09:00	   	
JOB_23456	E-Mail Backup Advanced	06/02/2025, 22:30	   	
LH EX 125	E-Mail Backup Advanced	02/01/2025, 09:40	   	
V_1610	E-Mail Backup Advanced	Disabled	   	
TestAR01	E-Mail Backup Advanced	Disabled	   	

Rows per page: 5 1-5 of 27

Click “Next” to proceed to the account settings.

Now select a single user, multiple individual users, or one or more distribution groups for your backup.



Create Backup Job Advanced Setup

General | **Account Selection** | Filters | Schedule

Users: Select one or more Users
Max Mustermann (M.Mustermann@sitaas.de)

Distribution Groups: Select one or more Groups

BACK **NEXT**

Overview Backup Jobs

COLUMNS FILTERS EXPORT Search...

Name	Type	Next Run	Actions	View Report
STG-TIMEZONE1	E-Mail Backup Advanced	10/02/2025, 09:00	   	
JOB_23456	E-Mail Backup Advanced	06/02/2025, 22:30	   	
LH EX 125	E-Mail Backup Advanced	02/01/2025, 09:40	   	
V_1610	E-Mail Backup Advanced	Disabled	   	
TestAR01	E-Mail Backup Advanced	Disabled	   	

Rows per page: 5 1-5 of 27

Click "Next" to proceed to the filter settings.

You have flexible options for setting filters for your backup.

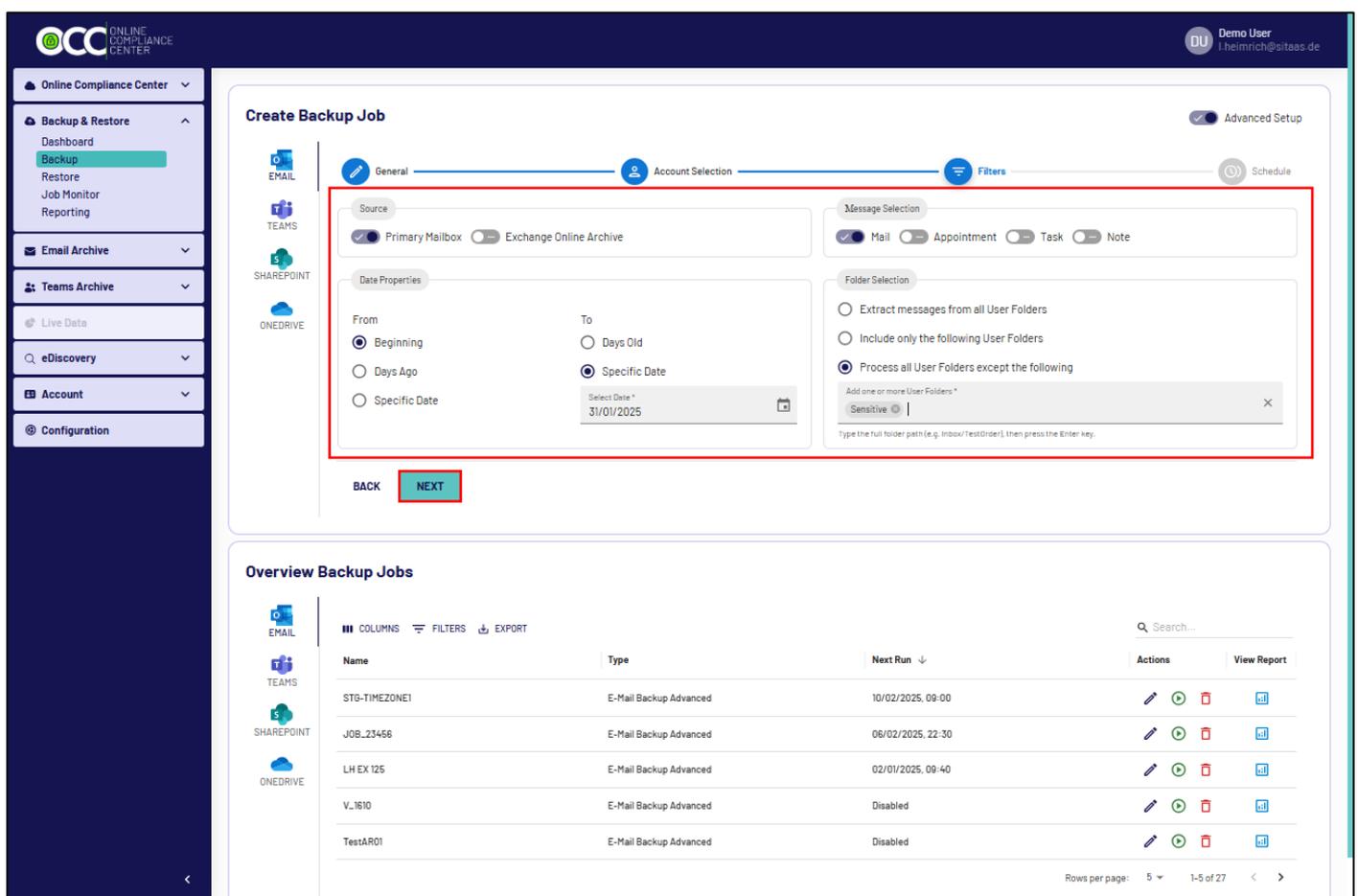
First, you can define the source for your backup. By default, the Primary Mailbox is selected.

Additionally, you can decide which components of the email should be included in the backup. You can select mail, calendar entries, tasks, and notes. By default, the “Mail” field is selected.

Under “Date Properties,” you can flexibly define the time frame for your backup.

The email backup can also reflect the entire folder structure, archive only specific folders, or exclude individual folders from the backup. Typically, everything is selected for a backup. For demonstration purposes, a specific folder has been selected in the following example.

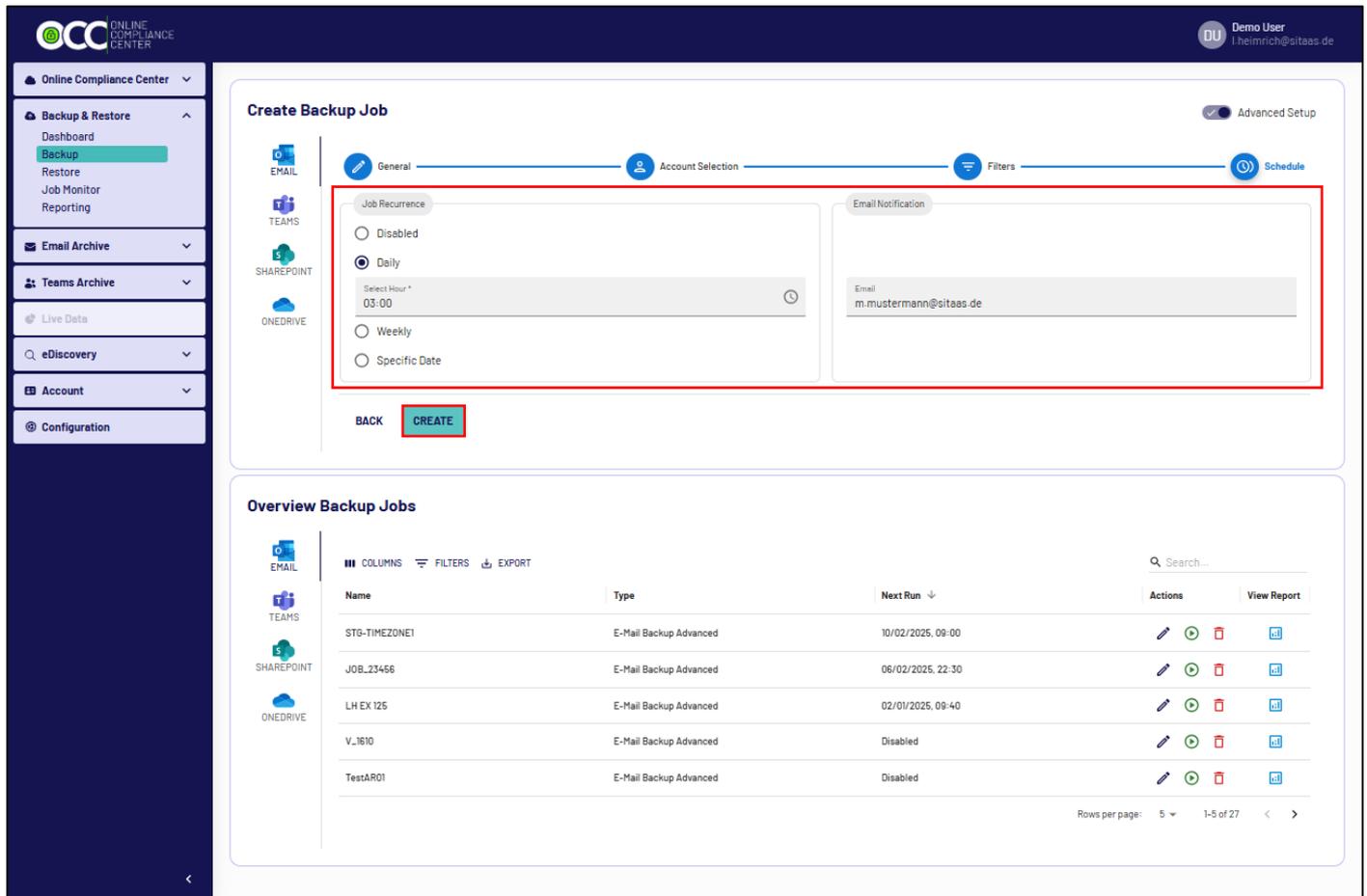
Please note that the correct spelling of the folder name is essential for the rule to be applied correctly by the system.



Click “Next” to proceed to the scheduling settings.

Under “Schedule,” you can flexibly define whether the backup should run on a specific date or follow a defined recurrence pattern. You can also set the job to “Disabled.” This means the job will be created and saved but not executed until you either start it manually or define the scheduling parameters later via “Edit.”

Additionally, you can enter an email address to receive a notification when the job is successfully completed.



Create Backup Job Advanced Setup

General | Account Selection | Filters | **Schedule**

Job Recurrence

Disabled

Daily

Select Hour*
03:00

Weekly

Specific Date

Email Notification

Email:
m.mustermann@sitaas.de

BACK **CREATE**

Overview Backup Jobs

COLUMNS FILTERS EXPORT Search...

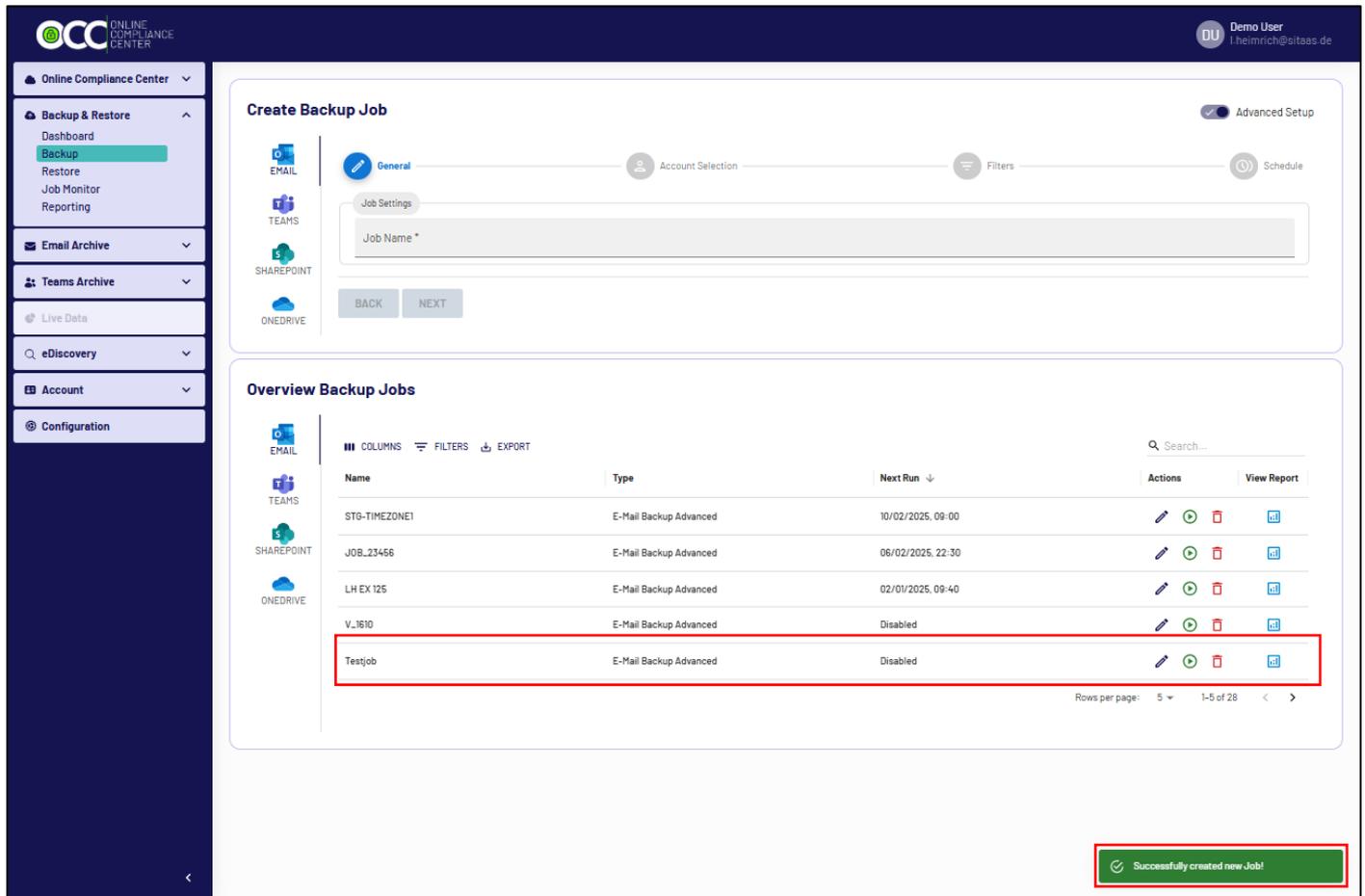
Name	Type	Next Run ↓	Actions	View Report
STG-TIMEZONE1	E-Mail Backup Advanced	10/02/2025, 09:00		
JOB_23456	E-Mail Backup Advanced	06/02/2025, 22:30		
LH EX 125	E-Mail Backup Advanced	02/01/2025, 09:40		
V_1610	E-Mail Backup Advanced	Disabled		
TestAR01	E-Mail Backup Advanced	Disabled		

Rows per page: 5 1-5 of 27

Click “Create” to finalize and save your backup job.

A green notification will indicate that the backup job has been successfully created.

The job will then be displayed in the "Overview."



The screenshot shows the Online Compliance Center interface. On the left is a navigation menu with options like 'Backup & Restore', 'Email Archive', 'Teams Archive', 'Live Data', 'eDiscovery', 'Account', and 'Configuration'. The main area is divided into two sections:

- Create Backup Job:** A wizard with steps: General (selected), Account Selection, Filters, and Schedule. The 'General' step has a 'Job Settings' section with a 'Job Name' input field and 'BACK' and 'NEXT' buttons.
- Overview Backup Jobs:** A table listing backup jobs. The 'Testjob' row is highlighted with a red border.

At the bottom right, a green notification box contains the text: "Successfully created new Job!".

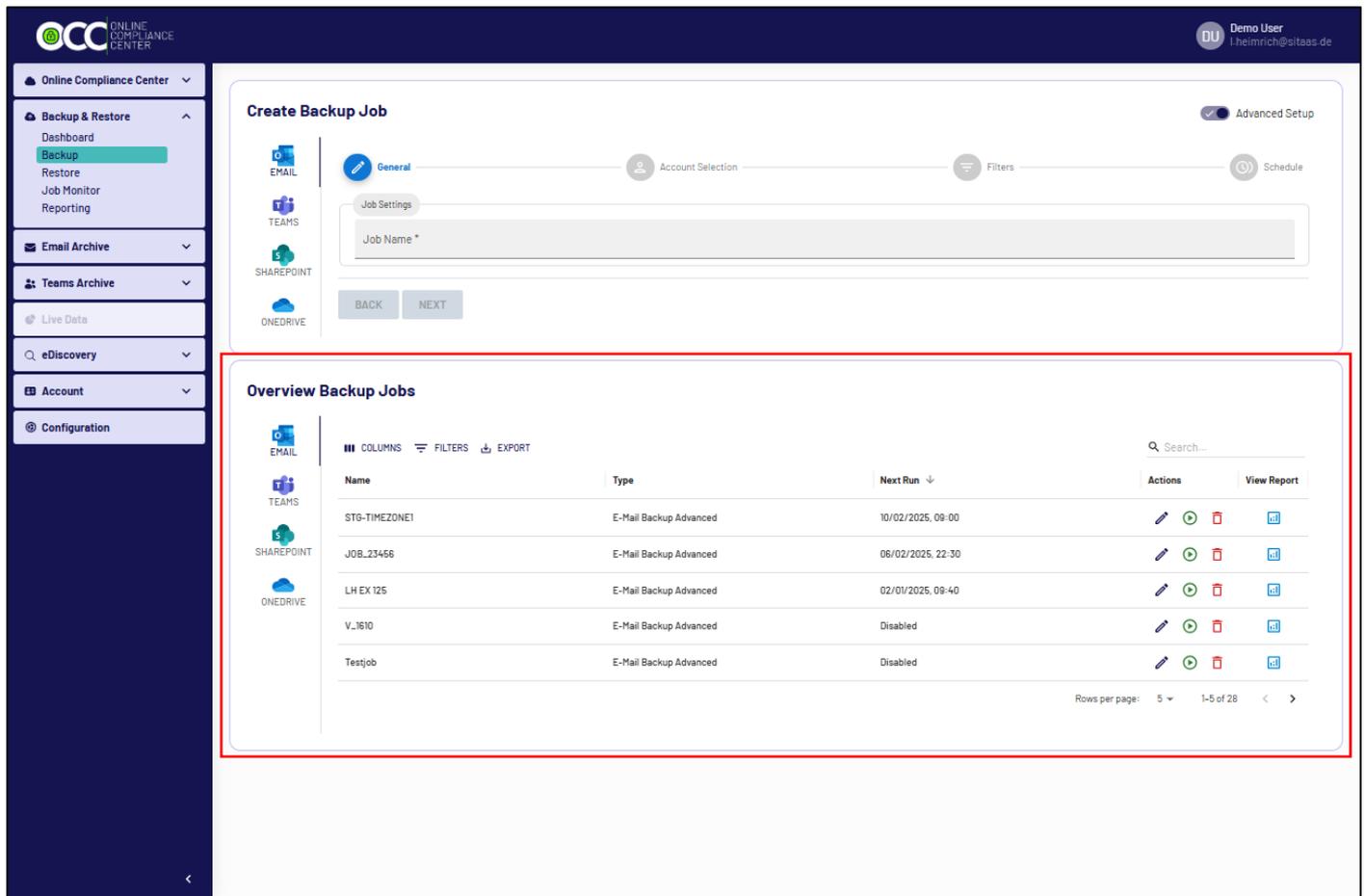
Name	Type	Next Run	Actions	View Report
STG-TIMEZONE1	E-Mail Backup Advanced	10/02/2025, 09:00	[Edit] [Refresh] [Delete]	[Report]
JOB_23456	E-Mail Backup Advanced	06/02/2025, 22:30	[Edit] [Refresh] [Delete]	[Report]
LH EX 125	E-Mail Backup Advanced	02/01/2025, 09:40	[Edit] [Refresh] [Delete]	[Report]
V_1610	E-Mail Backup Advanced	Disabled	[Edit] [Refresh] [Delete]	[Report]
Testjob	E-Mail Backup Advanced	Disabled	[Edit] [Refresh] [Delete]	[Report]

All created backup jobs are displayed under “Backup” in the “Overview Backup Jobs” window.

Click on Email, Teams, SharePoint, or OneDrive to view the respective jobs for your selection.

Using the action icons, you can edit a job (pencil), start a job (green play symbol), or delete a job (red trash bin).

Additionally, you can view the report for a selected backup. Please note that data will only be displayed if the backup has successfully completed at least once.



The screenshot displays the Online Compliance Center interface. On the left is a navigation sidebar with categories like 'Backup & Restore', 'Email Archive', 'Teams Archive', 'Live Data', 'eDiscovery', 'Account', and 'Configuration'. The main content area is split into two sections:

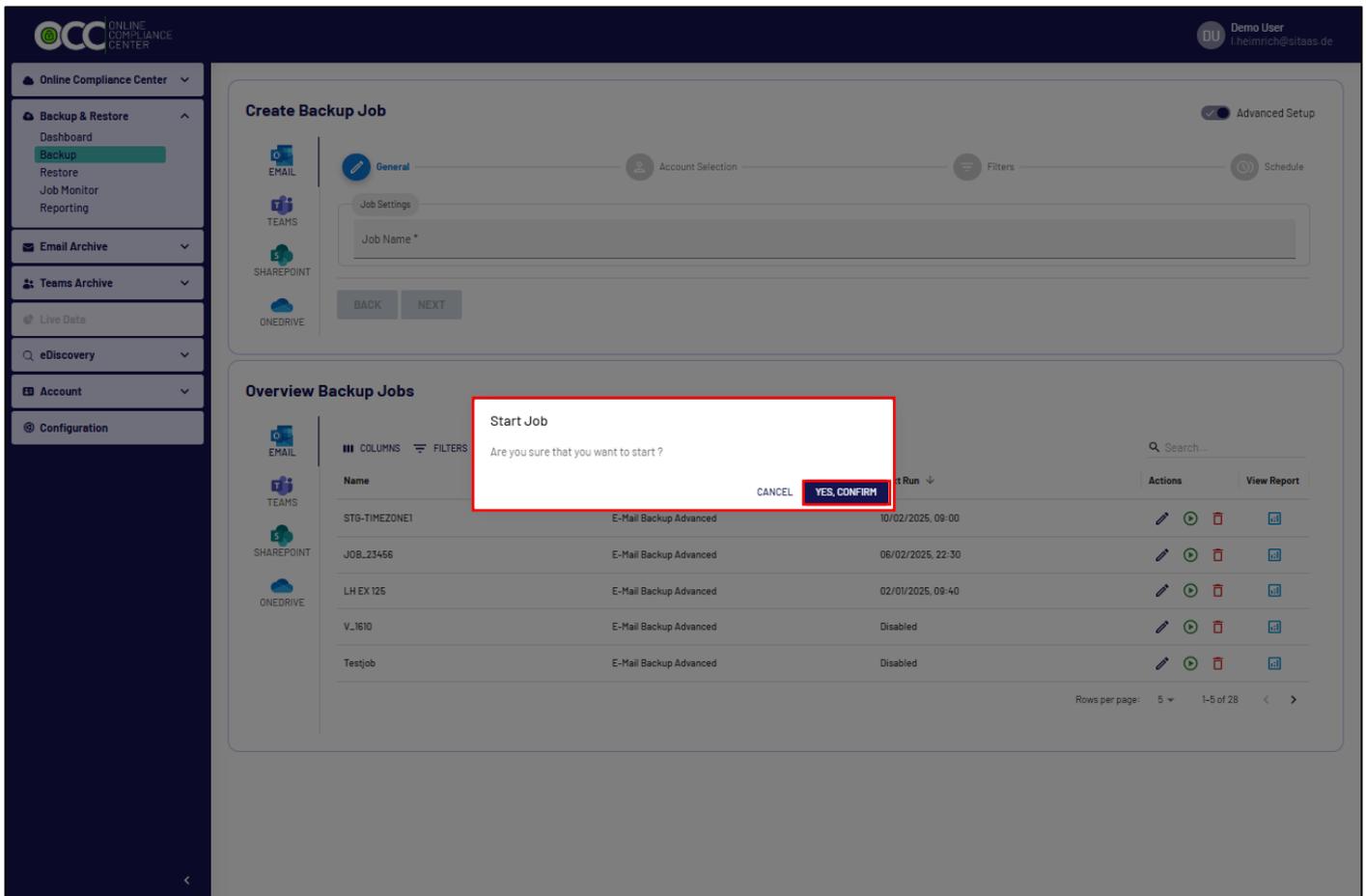
- Create Backup Job:** This section is currently on the 'General' step. It includes a 'Job Settings' form with a 'Job Name' field and 'BACK' and 'NEXT' buttons. There are also icons for EMAIL, TEAMS, SHAREPOINT, and ONEDRIVE, and a progress indicator for 'Account Selection', 'Filters', and 'Schedule'.
- Overview Backup Jobs:** This section is highlighted with a red border and contains a table of backup jobs. The table has columns for Name, Type, Next Run, Actions, and View Report. The data rows are as follows:

Name	Type	Next Run	Actions	View Report
STG-TIMEZONE1	E-Mail Backup Advanced	10/02/2025, 09:00	[Edit] [Start] [Delete]	[View Report]
JOB_23456	E-Mail Backup Advanced	06/02/2025, 22:30	[Edit] [Start] [Delete]	[View Report]
LH EX 125	E-Mail Backup Advanced	02/01/2025, 09:40	[Edit] [Start] [Delete]	[View Report]
V_1610	E-Mail Backup Advanced	Disabled	[Edit] [Start] [Delete]	[View Report]
Testjob	E-Mail Backup Advanced	Disabled	[Edit] [Start] [Delete]	[View Report]

At the bottom right of the table, it shows 'Rows per page: 5' and '1-5 of 28'.

Backups that are set to “Disabled” will only start if you either edit the job to schedule it or manually start the job using the “Start” action (green play symbol).

After clicking the start icon once, a pop-up window will appear. Click “Yes, confirm” if you want to start the selected backup job. Otherwise, you can close the window by clicking “Cancel.”



The screenshot displays the Online Compliance Center interface. The left sidebar contains navigation options: Online Compliance Center, Backup & Restore (Dashboard, Backup, Restore, Job Monitor, Reporting), Email Archive, Teams Archive, Live Data, eDiscovery, Account, and Configuration. The main content area is divided into two sections: 'Create Backup Job' and 'Overview Backup Jobs'.

The 'Create Backup Job' section shows a 'General' tab with 'Job Settings' and a 'Job Name' input field. Below the input field are 'BACK' and 'NEXT' buttons. The 'Overview Backup Jobs' section displays a table of backup jobs with columns for Name, Description, Schedule, and Actions. A 'Start Job' pop-up window is overlaid on the table, asking 'Are you sure that you want to start?' with 'CANCEL' and 'YES, CONFIRM' buttons.

Name	Description	Schedule	Actions
STG-TIMEZONE1	E-Mail Backup Advanced	10/02/2025, 09-00	[Edit] [Start] [Stop] [View Report]
JOB_23456	E-Mail Backup Advanced	06/02/2025, 22-30	[Edit] [Start] [Stop] [View Report]
LH EX 125	E-Mail Backup Advanced	02/01/2025, 09-40	[Edit] [Start] [Stop] [View Report]
V_1610	E-Mail Backup Advanced	Disabled	[Edit] [Start] [Stop] [View Report]
Testjob	E-Mail Backup Advanced	Disabled	[Edit] [Start] [Stop] [View Report]

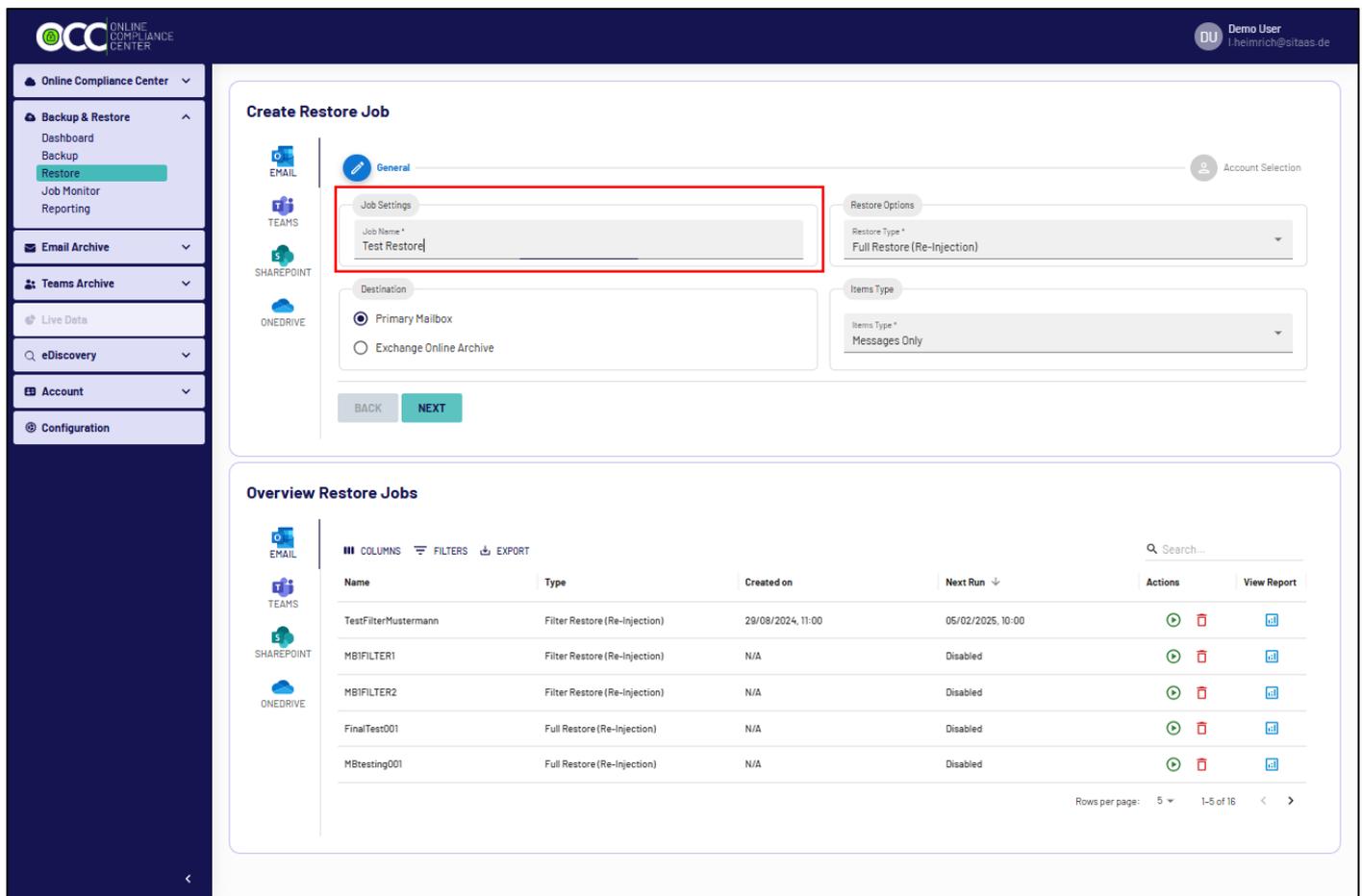
Restore

To create a new restore job, go to the “Restore” section and open the “Create Restore Job” window. Under “General,” define the basic parameters for your restoration.

Please note that this information cannot be changed later.

Job Settings

First, enter a name for your job.



Create Restore Job

General

Job Settings

Job Name*
Test Restore

Restore Options

Restore Type*
Full Restore (Re-Injection)

Items Type

Items Type*
Messages Only

Destination

Primary Mailbox
 Exchange Online Archive

BACK NEXT

Overview Restore Jobs

COLUMNS FILTERS EXPORT Search...

Name	Type	Created on	Next Run	Actions	View Report
TestFilterMustumann	Filter Restore (Re-Injection)	29/08/2024, 11:00	05/02/2025, 10:00	  	
MBIFILTER1	Filter Restore (Re-Injection)	N/A	Disabled	  	
MBIFILTER2	Filter Restore (Re-Injection)	N/A	Disabled	  	
FinalTest001	Full Restore (Re-Injection)	N/A	Disabled	  	
MBtesting001	Full Restore (Re-Injection)	N/A	Disabled	  	

Rows per page: 5 1-5 of 16

Restore Options

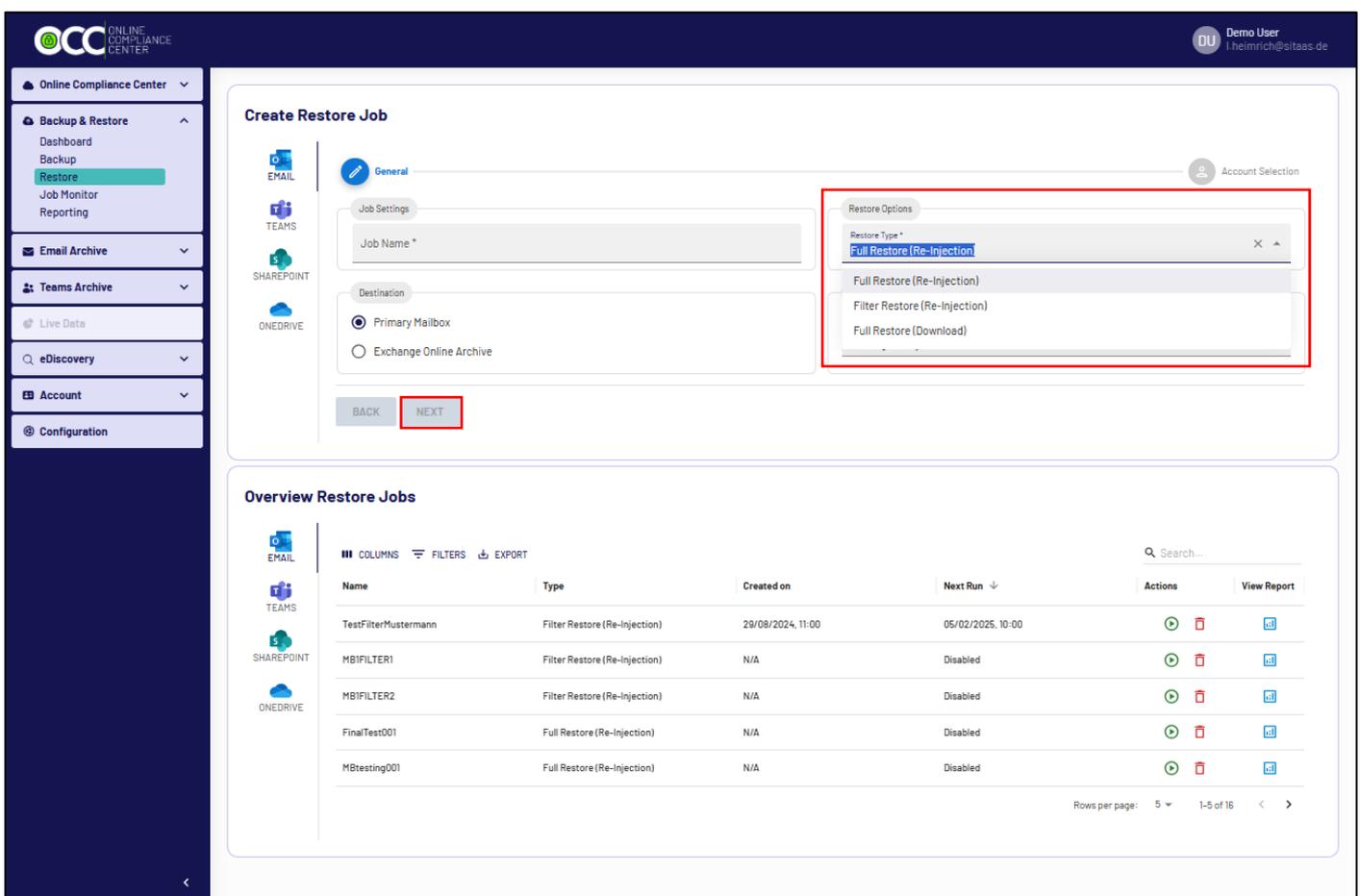
In the next step, under “Restore Options,” select the type of restoration you want to perform. You can choose a Full Restore, a Filtered Restore, or a Full Restore as a download.

For the first two options, the respective data is restored back into the live mailbox—this is a “re-injection.”

In the last option, you receive the data as a download.

Full Restore (Re-Injection)

When selecting a Full Restore as a re-injection, no parameters of the restore job change. First, enter the additional parameters for your restore job.



The screenshot shows the 'Create Restore Job' form in the Online Compliance Center. The 'Restore Options' dropdown menu is open, showing three options: 'Full Restore (Re-Injection)', 'Filter Restore (Re-Injection)', and 'Full Restore (Download)'. The 'Full Restore (Re-Injection)' option is selected and highlighted with a blue bar. The 'Next' button is also highlighted with a red box.

Overview Restore Jobs

Name	Type	Created on	Next Run	Actions	View Report
TestFilterMustermann	Filter Restore (Re-Injection)	29/08/2024, 11:00	05/02/2025, 10:00	  	
MBIFILTER1	Filter Restore (Re-Injection)	N/A	Disabled	  	
MBIFILTER2	Filter Restore (Re-Injection)	N/A	Disabled	  	
FinalTest001	Full Restore (Re-Injection)	N/A	Disabled	  	
MBtesting001	Full Restore (Re-Injection)	N/A	Disabled	  	

Rows per page: 5 | 1-5 of 16

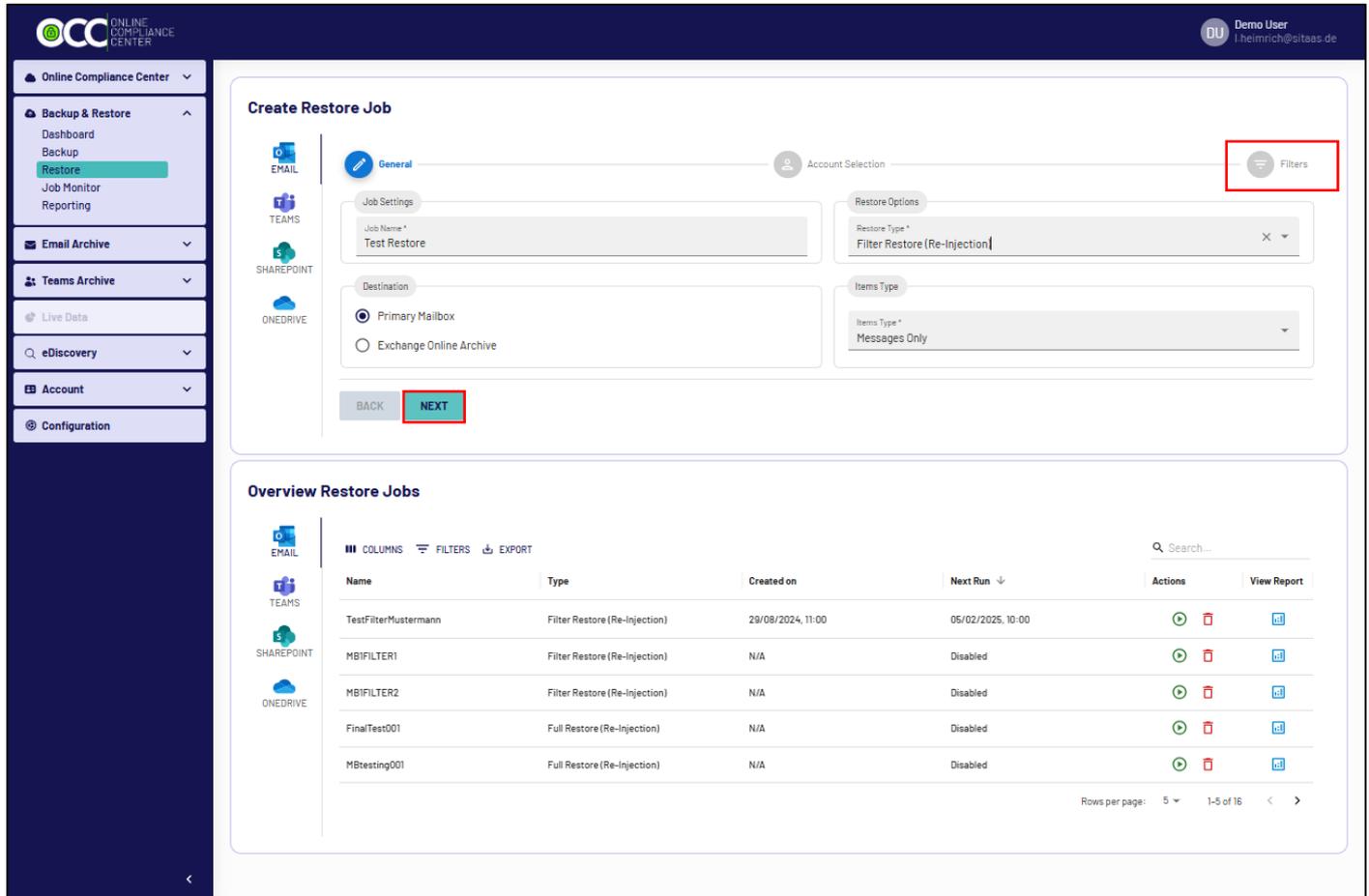
Click “Next” to proceed to the account settings.

Please note that buttons like “Next” or “Create” only become selectable once the required information has been entered or selected.

Filter Restore (Re-Injection)

When selecting the Filtered Restore, an additional section called “Filters” will automatically appear, which you will access after the account settings.

First, enter the additional parameters for your restore job.



Create Restore Job

General | Account Selection | **Filters**

Job Settings: Job Name * Test Restore

Restore Options: Restore Type * Filter Restore (Re-Injection)

Items Type: Items Type * Messages Only

Destination: Primary Mailbox Exchange Online Archive

BACK | **NEXT**

Overview Restore Jobs

COLUMNS FILTERS EXPORT Search...

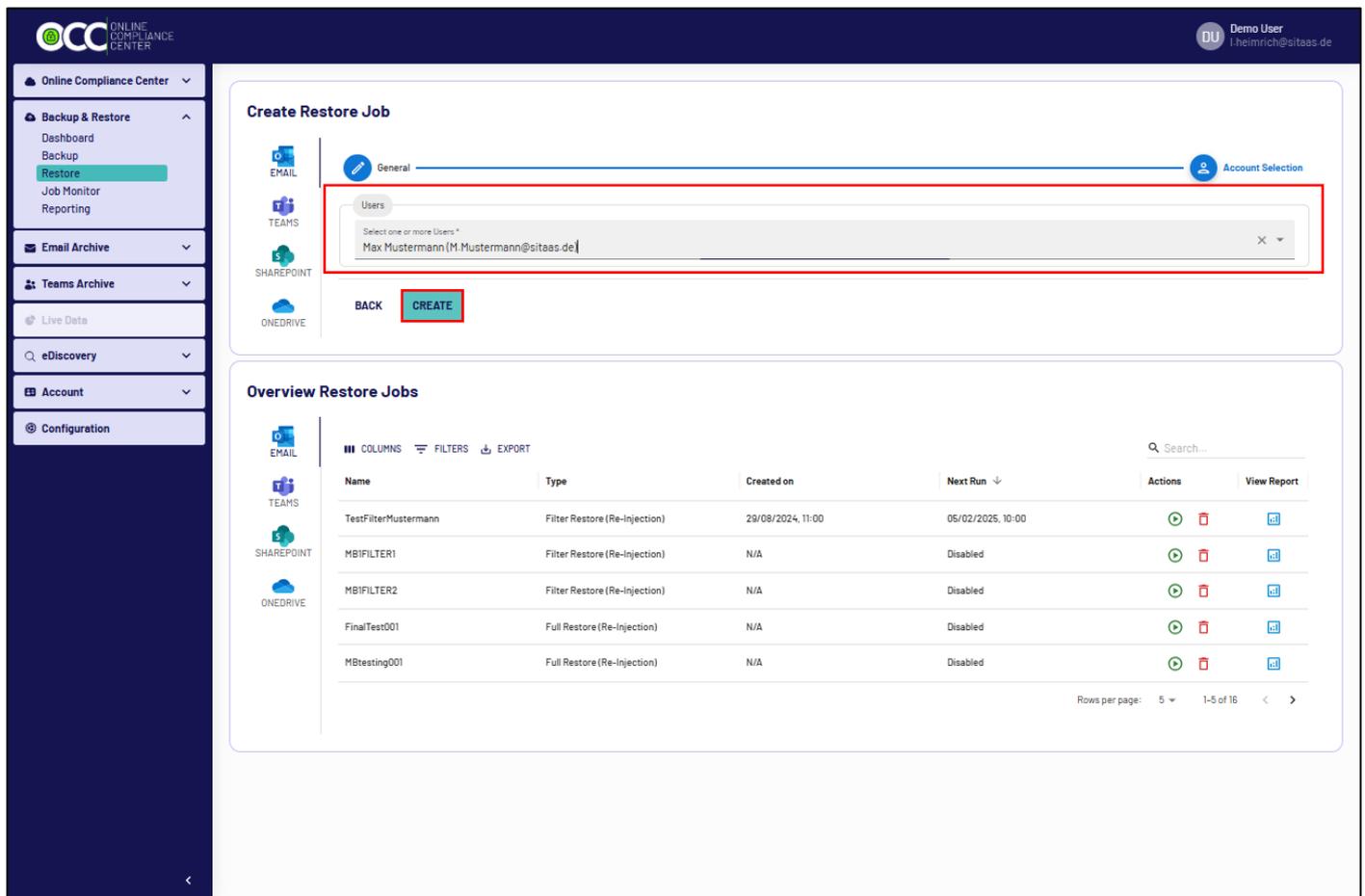
Name	Type	Created on	Next Run ↓	Actions	View Report
TestFilterMustermann	Filter Restore (Re-Injection)	29/08/2024, 11:00	05/02/2025, 10:00	  	
MBIFILTER1	Filter Restore (Re-Injection)	N/A	Disabled	  	
MBIFILTER2	Filter Restore (Re-Injection)	N/A	Disabled	  	
FinalTest001	Full Restore (Re-Injection)	N/A	Disabled	  	
MBtesting001	Full Restore (Re-Injection)	N/A	Disabled	  	

Rows per page: 5 | 1-5 of 16

Click “Next” to proceed to the account settings.

Full Restore (Download)

For a Full Restore as a download, you will automatically proceed to the account settings in the next step. Here, you can select a user or a distribution group.



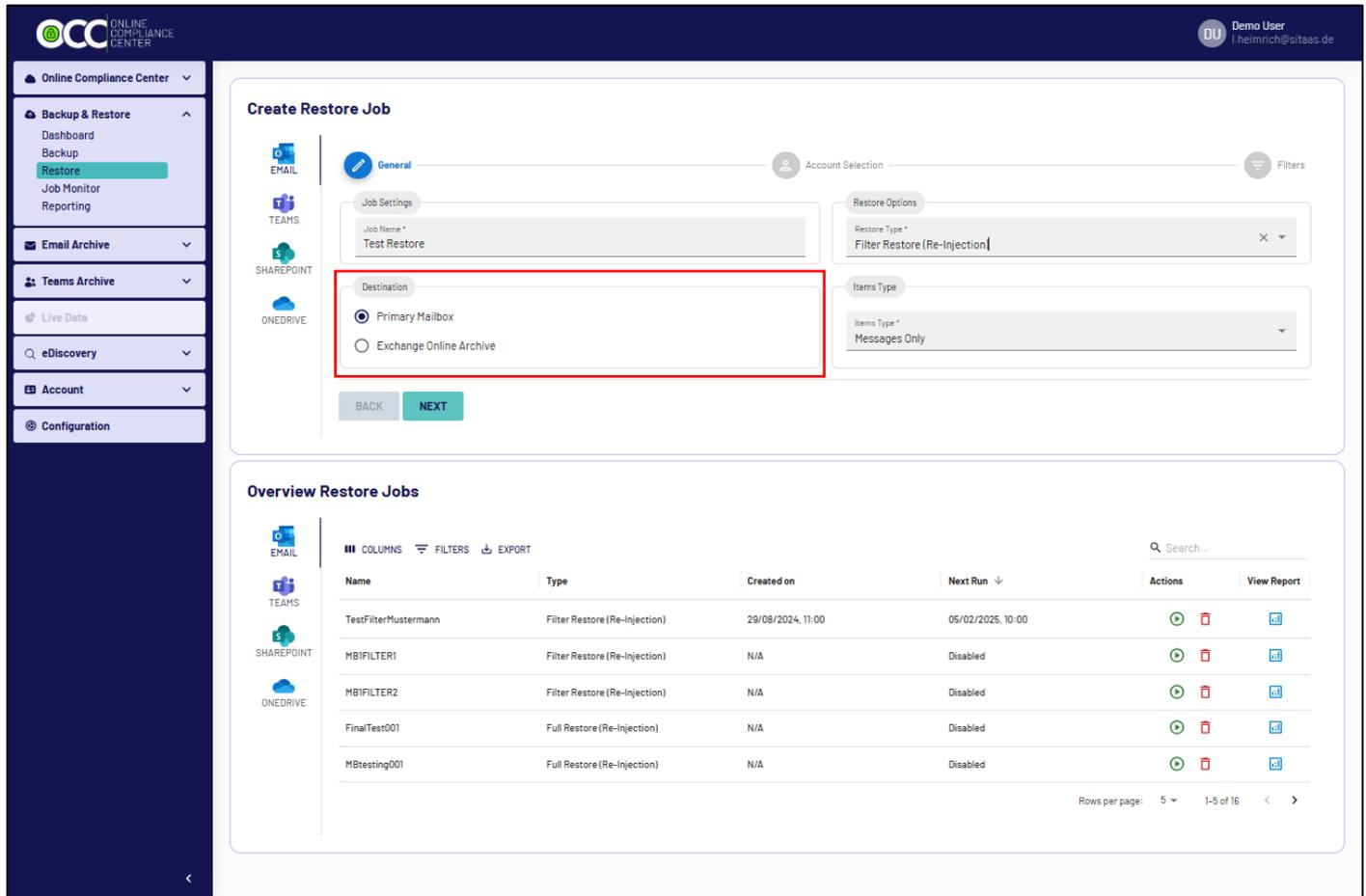
The screenshot shows the 'Create Restore Job' interface. The left sidebar contains navigation options: Online Compliance Center, Backup & Restore (Dashboard, Backup, Restore, Job Monitor, Reporting), Email Archive, Teams Archive, Live Data, eDiscovery, Account, and Configuration. The main content area is titled 'Create Restore Job' and has tabs for 'General' and 'Account Selection'. Under 'General', there is a 'Users' dropdown menu with the text 'Select one or more Users*' and the selected user 'Max Mustermann (M.Mustermann@sitaas.de)'. Below this are 'BACK' and 'CREATE' buttons. The 'CREATE' button is highlighted with a red box. Below the 'Create Restore Job' section is the 'Overview Restore Jobs' section, which displays a table of existing restore jobs.

Name	Type	Created on	Next Run	Actions	View Report
TestFilterMustermann	Filter Restore (Re-Injection)	29/08/2024, 11:00	05/02/2025, 10:00	  	
MBIFILTER1	Filter Restore (Re-Injection)	N/A	Disabled	  	
MBIFILTER2	Filter Restore (Re-Injection)	N/A	Disabled	  	
FinalTest001	Full Restore (Re-Injection)	N/A	Disabled	  	
MBtesting001	Full Restore (Re-Injection)	N/A	Disabled	  	

Click "Create" to complete and save your restore job.

Destination

When selecting the target location for the backup, the backup data can be restored either to the live mailbox or to the Exchange Online Archive. By default, the live mailbox is selected.



Create Restore Job

General | Account Selection | Filters

Job Settings
Job Name *
Test Restore

Restore Options
Restore Type *
Filter Restore (Re-Injection)

Destination
 Primary Mailbox
 Exchange Online Archive

Items Type
Items Type *
Messages Only

BACK NEXT

Overview Restore Jobs

COLUMNS FILTERS EXPORT Search...

Name	Type	Created on	Next Run	Actions	View Report
TestFilterMustermann	Filter Restore (Re-Injection)	29/08/2024, 11:00	05/02/2025, 10:00	  	
MBIFILTER1	Filter Restore (Re-Injection)	N/A	Disabled	  	
MBIFILTER2	Filter Restore (Re-Injection)	N/A	Disabled	  	
FinalTest001	Full Restore (Re-Injection)	N/A	Disabled	  	
MBtesting001	Full Restore (Re-Injection)	N/A	Disabled	  	

Rows per page: 5 1-5 of 16

Items Type

When performing a restore, the same parameters as for a backup can be selected. Therefore, you can choose whether to restore only messages, only contacts, or both messages and contacts.

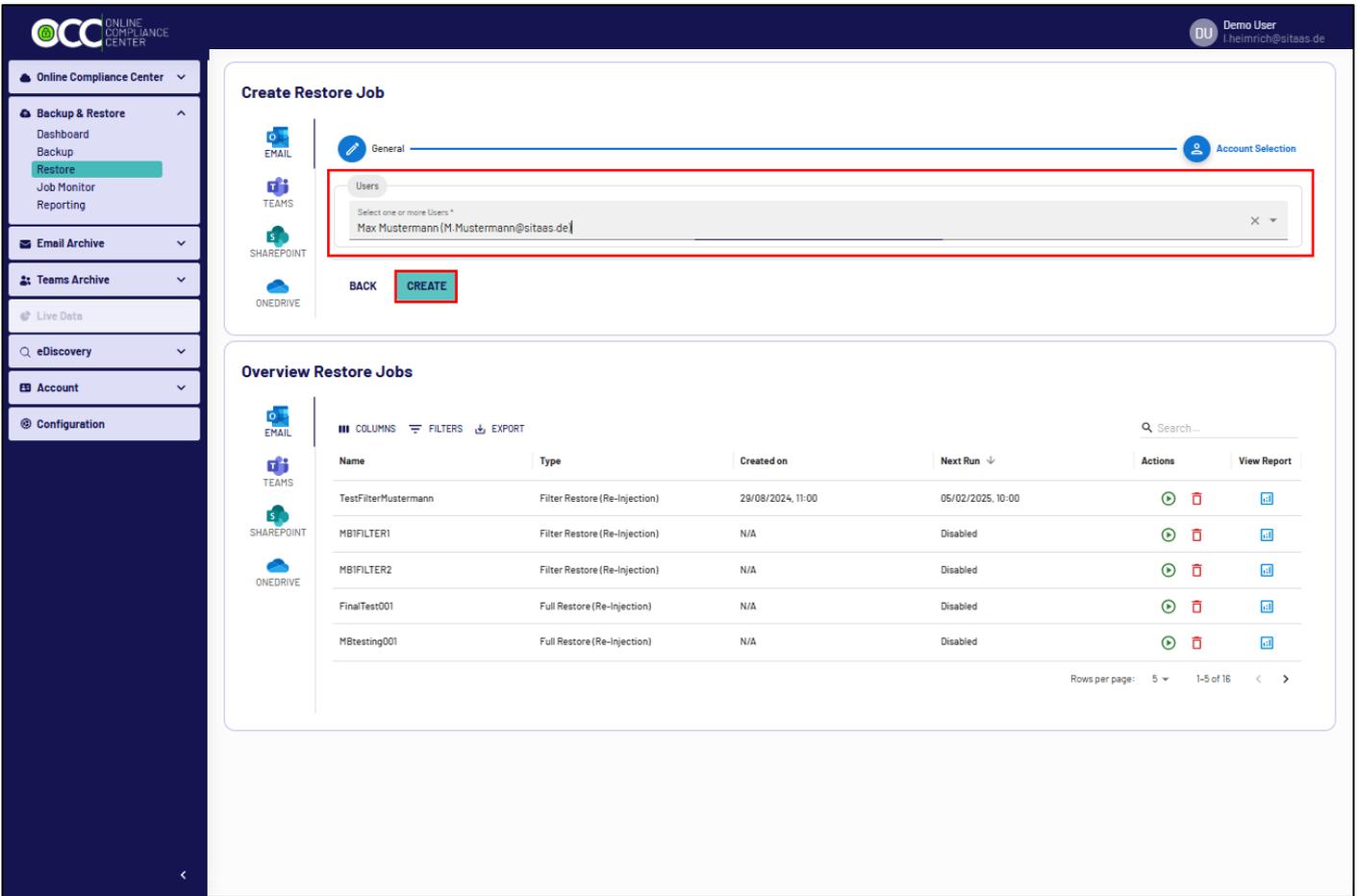
The screenshot shows the 'Create Restore Job' form in the Online Compliance Center. The 'Items Type' dropdown menu is highlighted with a red box, showing the following options: Messages Only, Messages and Contacts, and Contacts Only. The 'NEXT' button is also highlighted with a red box.

Overview Restore Jobs

Name	Type	Created on	Next Run	Actions	View Report
TestFilterMustermann	Filter Restore (Re-Injection)	29/08/2024, 11:00	05/02/2025, 10:00		
MBIFILTER1	Filter Restore (Re-Injection)	N/A	Disabled		
MBIFILTER2	Filter Restore (Re-Injection)	N/A	Disabled		
FinalTest001	Full Restore (Re-Injection)	N/A	Disabled		
MBtesting001	Full Restore (Re-Injection)	N/A	Disabled		

Click "Next" to proceed to the account settings.

Select a user for whom the restore job should be created.



Create Restore Job

General Account Selection

Users
Select one or more Users *

Max Mustermann (M.Mustermann@sitaas.de)

BACK **CREATE**

Overview Restore Jobs

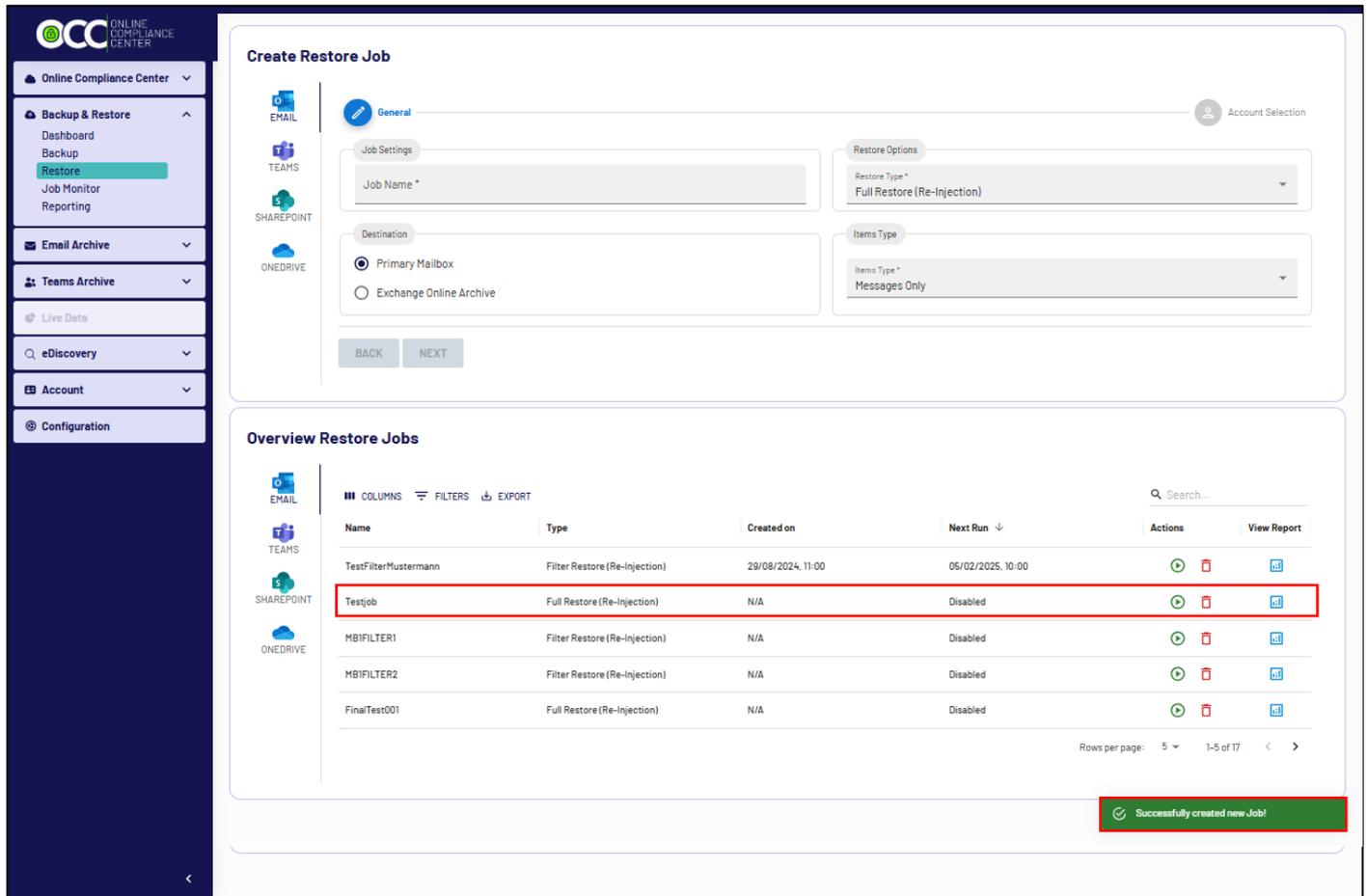
COLUMNS FILTERS EXPORT Search...

Name	Type	Created on	Next Run ↓	Actions	View Report
TestFilterMustermann	Filter Restore (Re-Injection)	29/08/2024, 11:00	05/02/2025, 10:00	  	
MBIFILTER1	Filter Restore (Re-Injection)	N/A	Disabled	  	
MBIFILTER2	Filter Restore (Re-Injection)	N/A	Disabled	  	
FinalTest001	Full Restore (Re-Injection)	N/A	Disabled	  	
MBtesting001	Full Restore (Re-Injection)	N/A	Disabled	  	

Rows per page: 5 1-5 of 16

Click "Create" to finalize and save your restore job.

After creating the restore job, a brief notification saying “Successfully created new job!” will appear. The job will then be displayed immediately in the “Overview Restore Jobs” section.



Create Restore Job

General

Job Settings

Job Name *

Destination

Primary Mailbox
 Exchange Online Archive

Restore Options

Restore Type *
Full Restore (Re-Injection)

Items Type

Items Type *
Messages Only

BACK NEXT

Overview Restore Jobs

COLUMNS FILTERS EXPORT Search...

Name	Type	Created on	Next Run ↓	Actions	View Report
TestFilterMustermann	Filter Restore (Re-Injection)	29/08/2024, 11:00	05/02/2025, 10:00	  	
Testjob	Full Restore (Re-Injection)	N/A	Disabled	  	
MBIFILTER1	Filter Restore (Re-Injection)	N/A	Disabled	  	
MBIFILTER2	Filter Restore (Re-Injection)	N/A	Disabled	  	
FinalTest001	Full Restore (Re-Injection)	N/A	Disabled	  	

Rows per page: 5 1-5 of 17

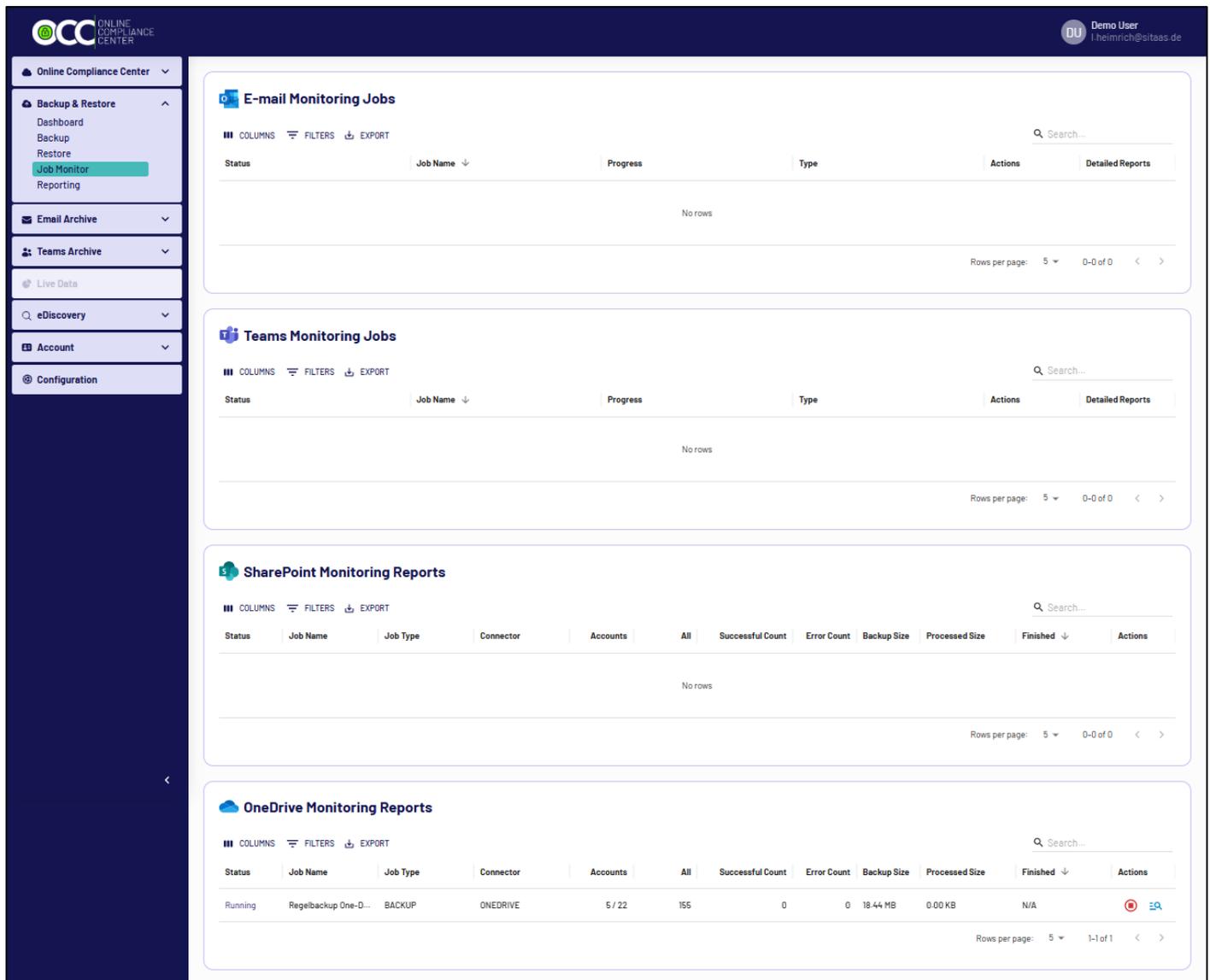
Successfully created new Job!

Job Monitor

The Job Monitor shows you running jobs in real time. In the example below, a running OneDrive backup job is displayed. The columns shown vary depending on the type of backup selected. For example, the job monitoring for OneDrive backups generally displays different columns than the job monitoring for Email backups.

You have the option to perform actions while a job is running. For instance, you can stop the backup by clicking the corresponding action with the stop icon „  “.

Additionally, you have the option to view a report even while the backup is still running. To do this, click on the action with the report icon „  “.



The screenshot displays the Online Compliance Center interface with a sidebar on the left containing navigation options like 'Backup & Restore', 'Email Archive', and 'Teams Archive'. The main content area is divided into four sections, each with a table of monitoring jobs:

- E-mail Monitoring Jobs:** Shows a table with columns for Status, Job Name, Progress, Type, Actions, and Detailed Reports. The table is currently empty, displaying 'No rows'.
- Teams Monitoring Jobs:** Shows a table with columns for Status, Job Name, Progress, Type, Actions, and Detailed Reports. The table is currently empty, displaying 'No rows'.
- SharePoint Monitoring Reports:** Shows a table with columns for Status, Job Name, Job Type, Connector, Accounts, All, Successful Count, Error Count, Backup Size, Processed Size, Finished, and Actions. The table is currently empty, displaying 'No rows'.
- OneDrive Monitoring Reports:** Shows a table with columns for Status, Job Name, Job Type, Connector, Accounts, All, Successful Count, Error Count, Backup Size, Processed Size, Finished, and Actions. One row is visible:

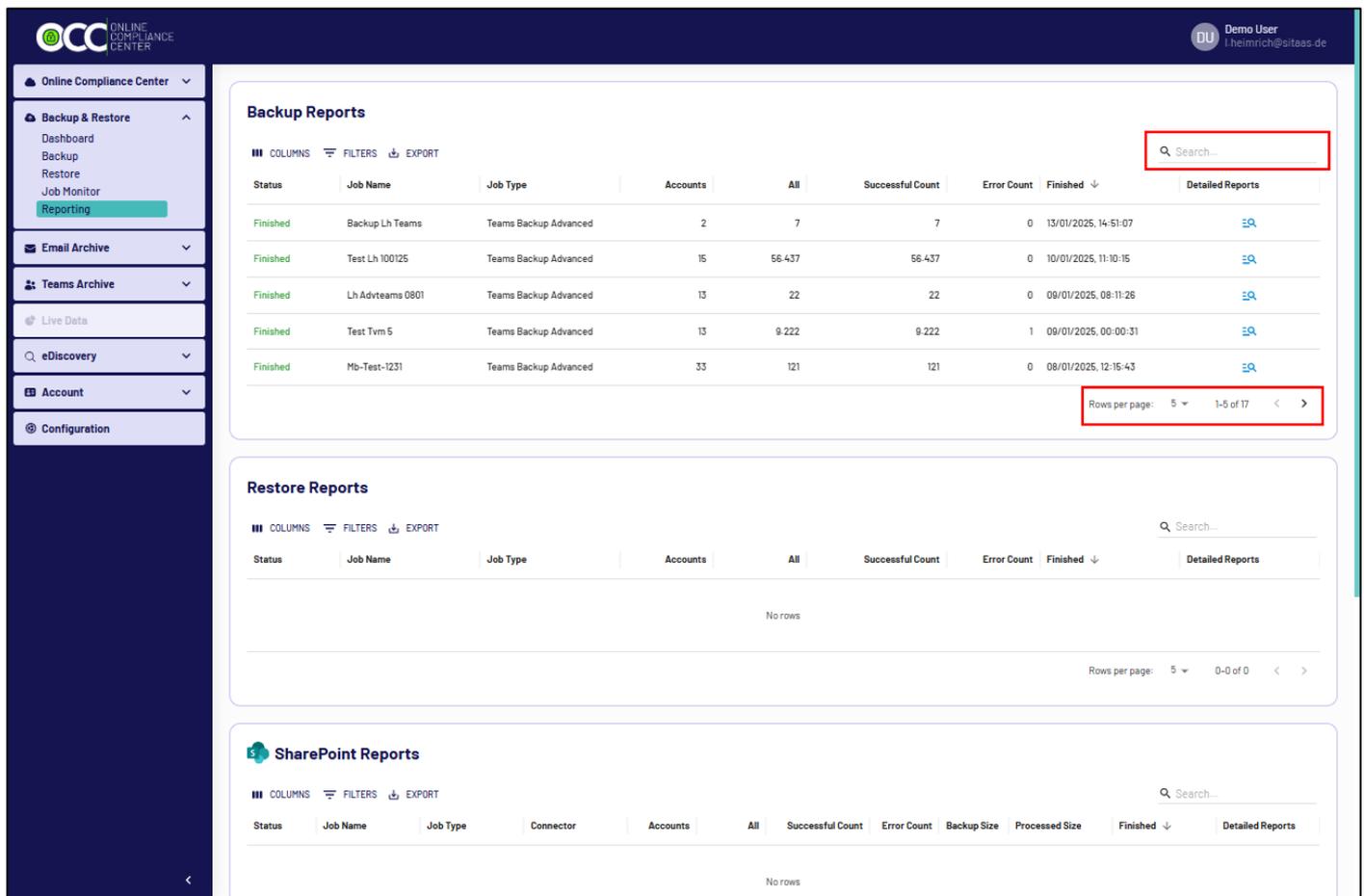
Status	Job Name	Job Type	Connector	Accounts	All	Successful Count	Error Count	Backup Size	Processed Size	Finished	Actions
Running	Regelbackup One-D...	BACKUP	ONEDRIVE	5 / 22	155	0	0	18.44 MB	0.00 KB	N/A	 

Reporting

Under "Reporting," you will find all jobs that have already been completed.

You can customize the display and choose to show multiple rows per page (5, 25, 50, or 100). Click the arrow icon to go to the next page.

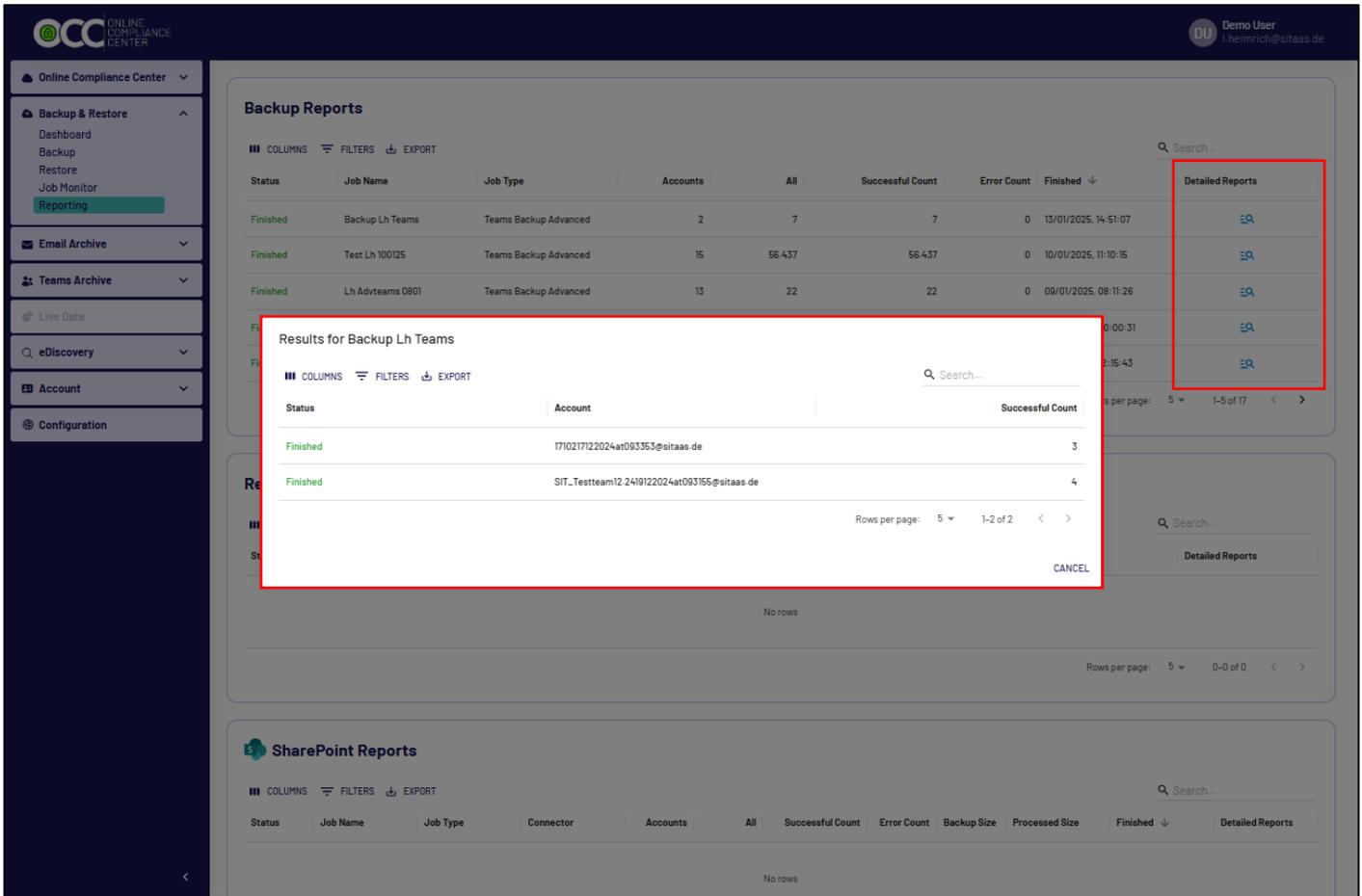
Additionally, you can search for jobs by name by clicking into the search field.



The screenshot displays the Online Compliance Center interface. The left sidebar contains navigation options: Online Compliance Center, Backup & Restore (with sub-items: Dashboard, Backup, Restore, Job Monitor, Reporting), Email Archive, Teams Archive, Live Data, eDiscovery, Account, and Configuration. The main content area is divided into three report sections:

- Backup Reports:** A table with columns: Status, Job Name, Job Type, Accounts, All, Successful Count, Error Count, Finished, and Detailed Reports. It lists five completed backup jobs. A search field and a pagination control (Rows per page: 5, 1-5 of 17) are highlighted with red boxes.
- Restore Reports:** A table with columns: Status, Job Name, Job Type, Accounts, All, Successful Count, Error Count, Finished, and Detailed Reports. It currently shows "No rows".
- SharePoint Reports:** A table with columns: Status, Job Name, Job Type, Connector, Accounts, All, Successful Count, Error Count, Backup Size, Processed Size, Finished, and Detailed Reports. It currently shows "No rows".

Under “Detailed Reports,” you can view the individual accounts of the backup job.



The screenshot displays the Online Compliance Center interface. On the left is a navigation menu with options like 'Backup & Restore', 'Email Archive', and 'Teams Archive'. The main area shows 'Backup Reports' with a table of backup jobs. A modal window titled 'Results for Backup Lh Teams' is open, showing a detailed view of accounts for a specific job.

Status	Job Name	Job Type	Accounts	All	Successful Count	Error Count	Finished
Finished	Backup Lh Teams	Teams Backup Advanced	2	7	7	0	13/01/2025, 14:51:07
Finished	Test Lh 100125	Teams Backup Advanced	15	58-437	58-437	0	10/01/2025, 11:10:15
Finished	Lh Advteams 0801	Teams Backup Advanced	13	22	22	0	09/01/2025, 08:11:26

Status	Account	Successful Count
Finished	1710217122024at093353@sitaas.de	3
Finished	SIT_Testteam12-2419122024at093155@sitaas.de	4

When the job has completed successfully, the status will show as “Finished.”

Please note: If you find a different status in the report, please check whether the account was successful in the next run. If it was not, please contact our support team.