First You will need to add a backup

Start Your Email Backup.

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

+ Add Backup

Add New Backup

Office 365
Email, Contact, Calendar, Task, OneDrive and SharePoint
Sign in with Office365

G Suite
Email, Contact, Calendar and Task
Sign in with G Suite

Hosted Exchange
Email, Contact, Calendar and Task
Sign in with Exchange

Gmail
Email Only
Sign in with Google

Other
Email Only
Sign in with Other

< ADD BACKUP
DASHBOARD

Select Sign in with Office 365

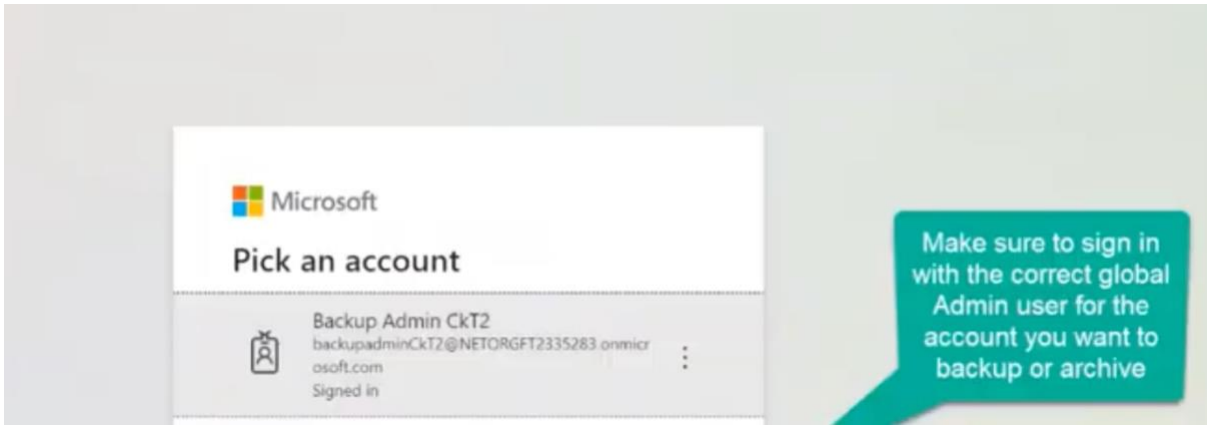
Add New Backup

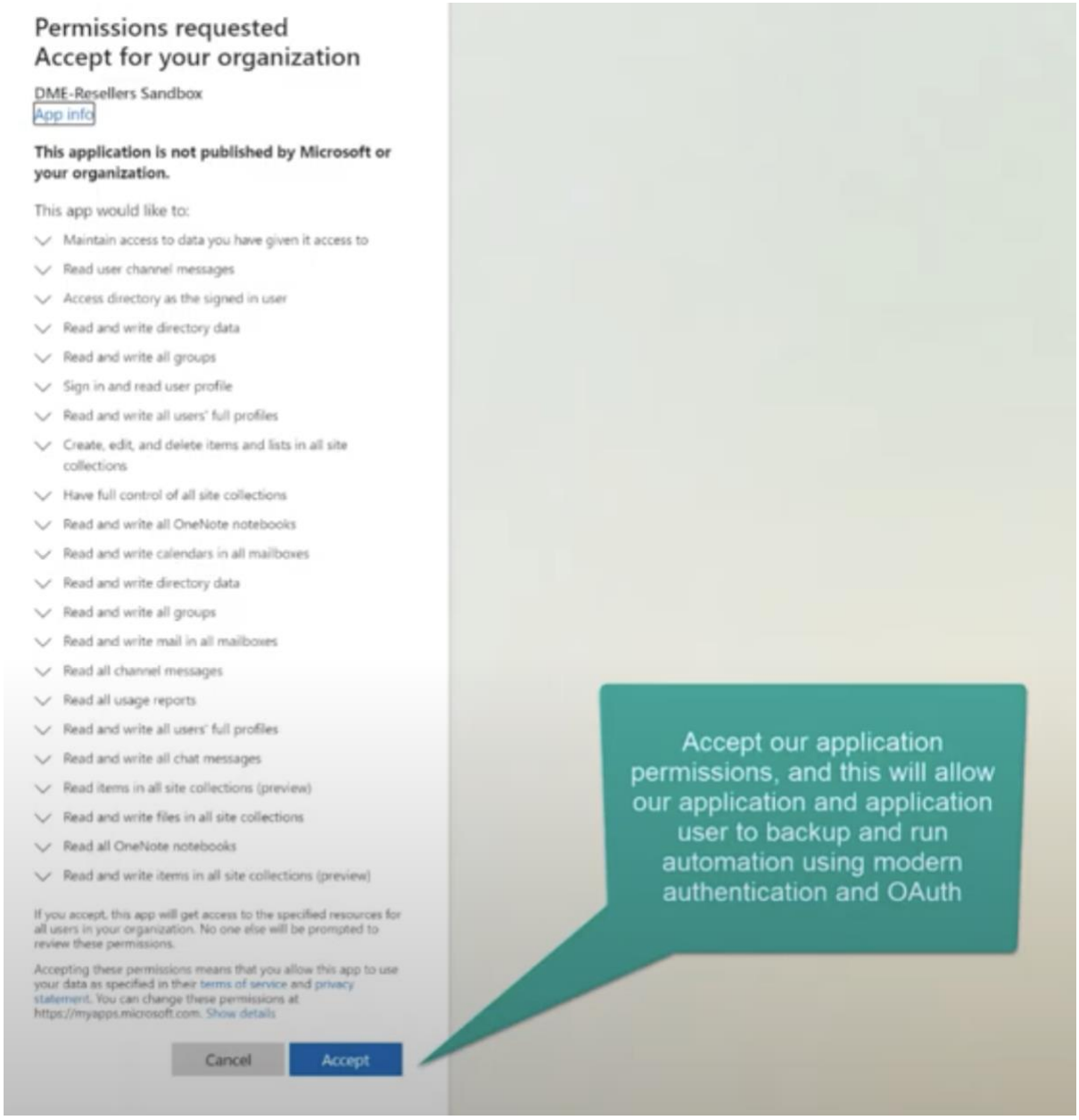
Office 365
Email, Contact, Calendar, Task, OneDrive, SharePoint and Groups & Teams
Sign in with Office365

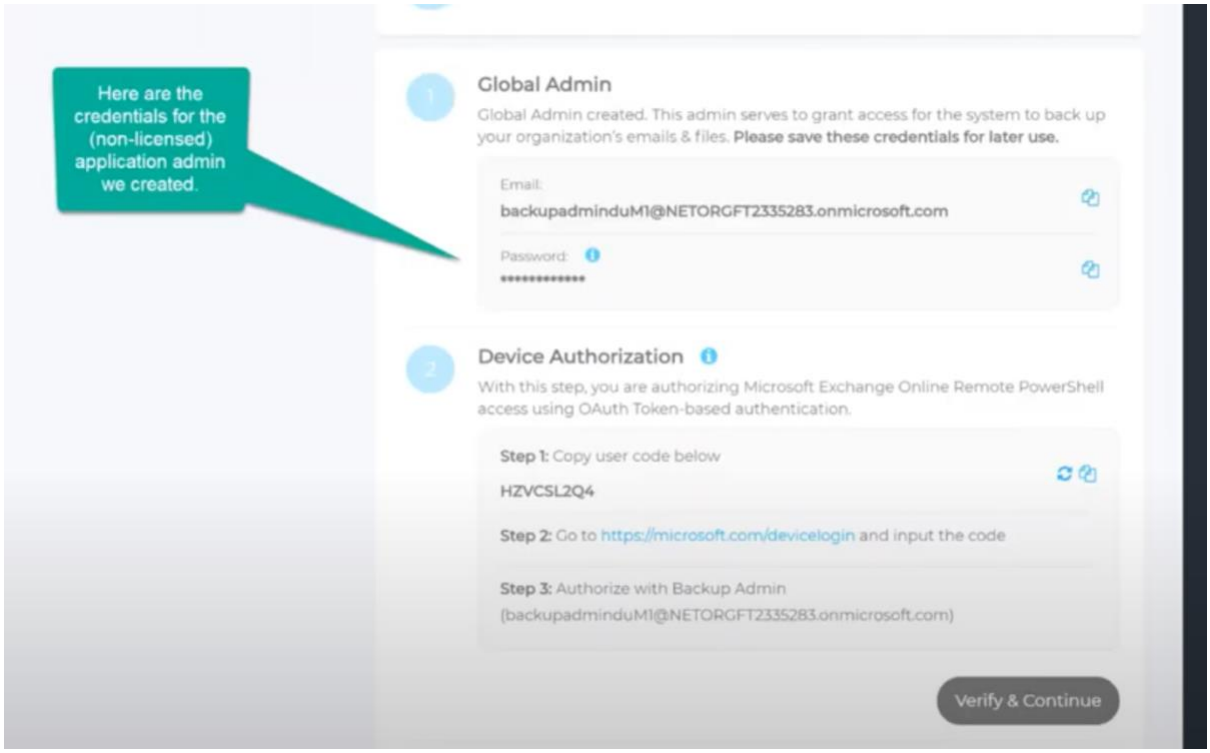
Hosted Exchange
Email, Contact, Calendar and Task
Sign in with Exchange

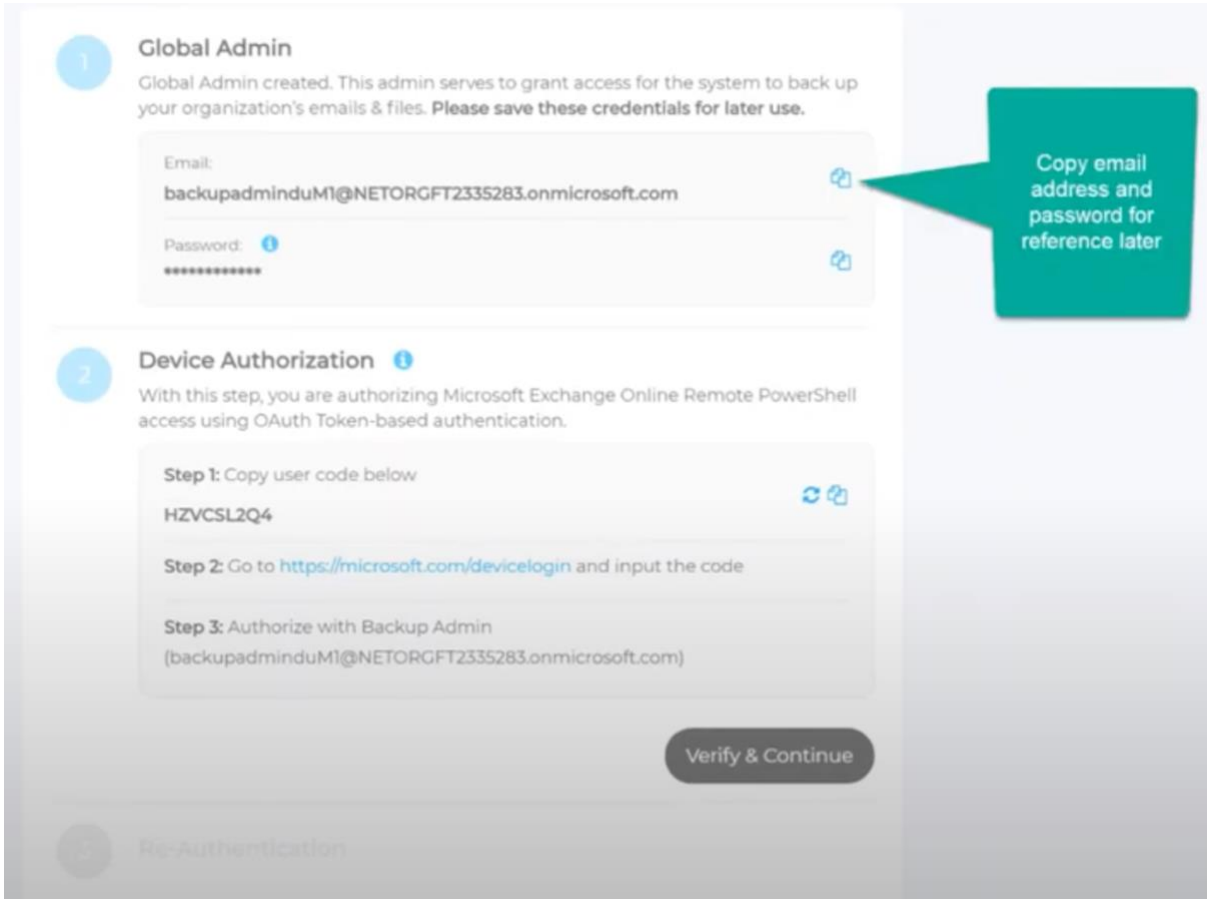
Do not know Email Account Password ?

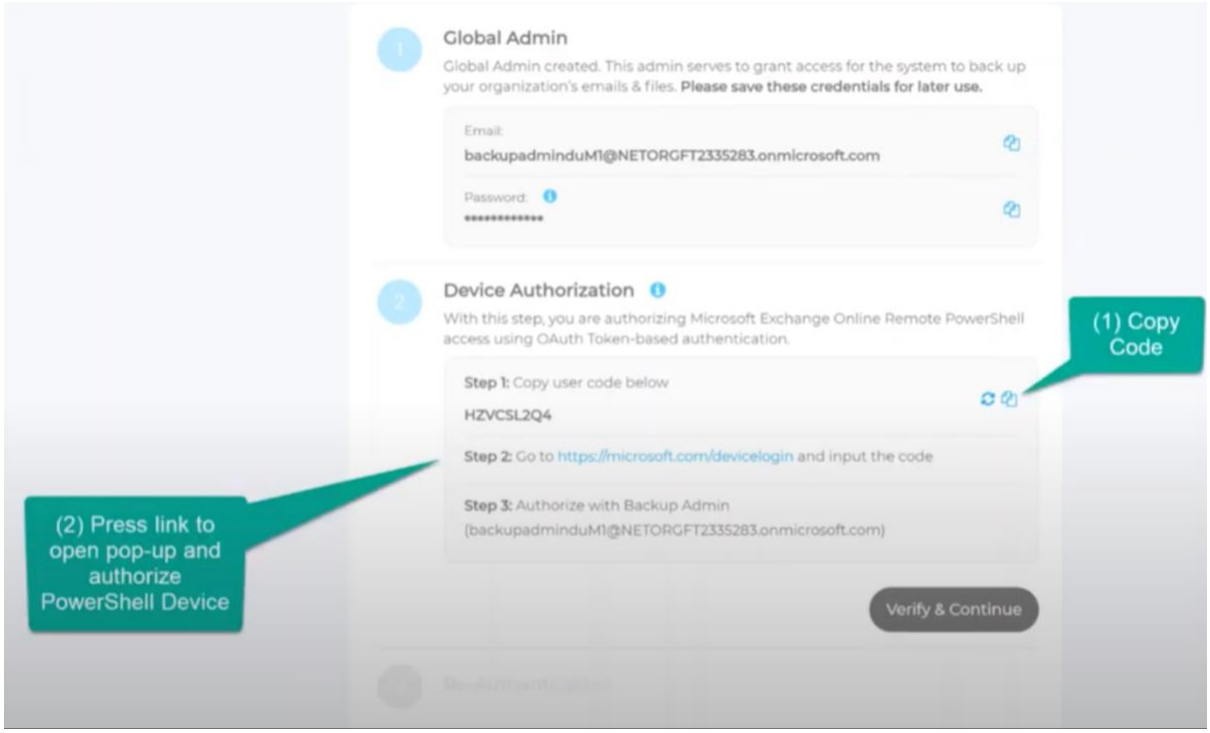
Invite the credential holder via email to Add Backup on your behalf.

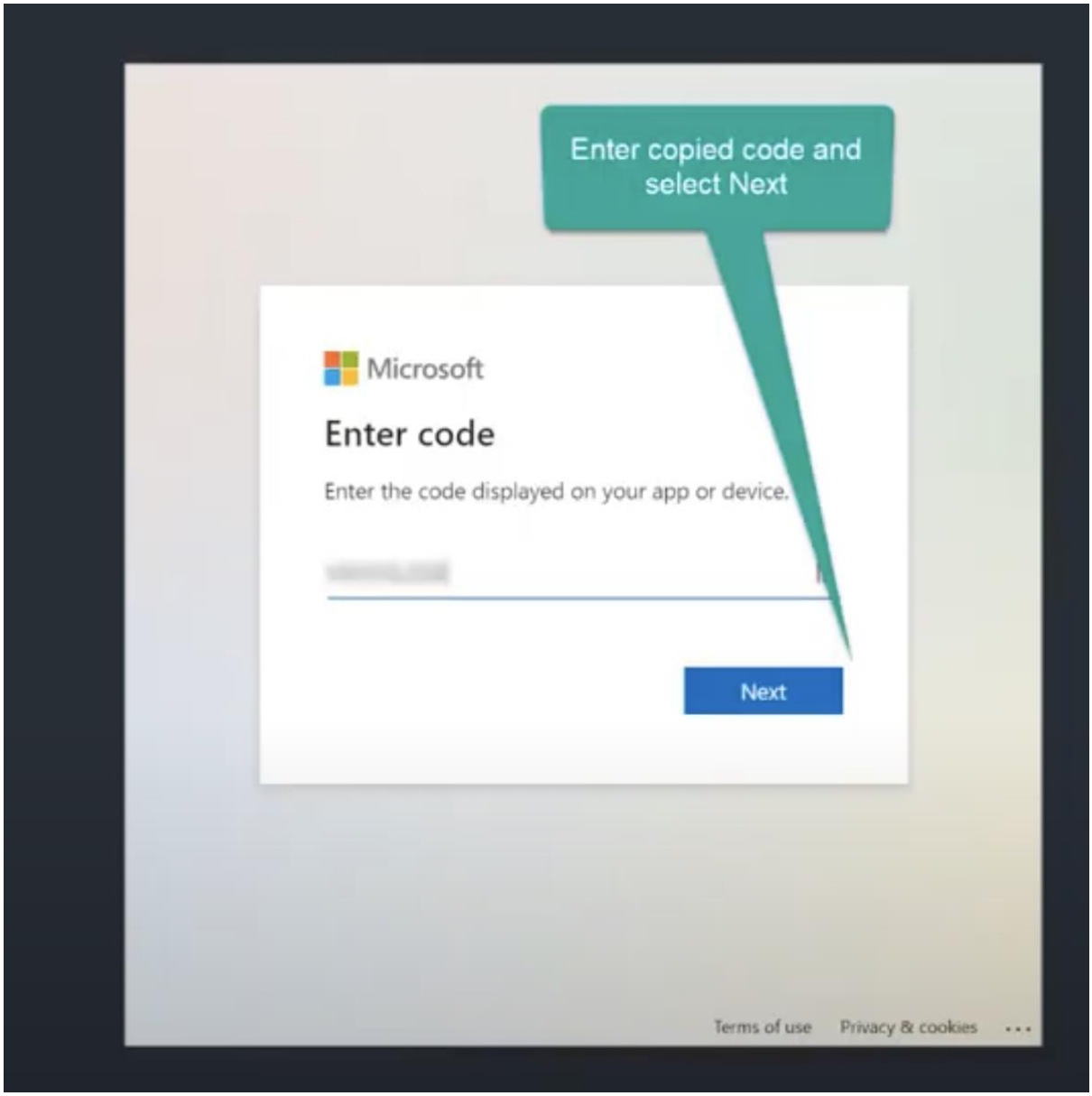

Microsoft
Pick an account
Backup Admin CkT2
backupadminCkT2@NETORGFT2335283.onmicrosoft.com
Signed in
Make sure to sign in with the correct global Admin user for the account you want to backup or archive

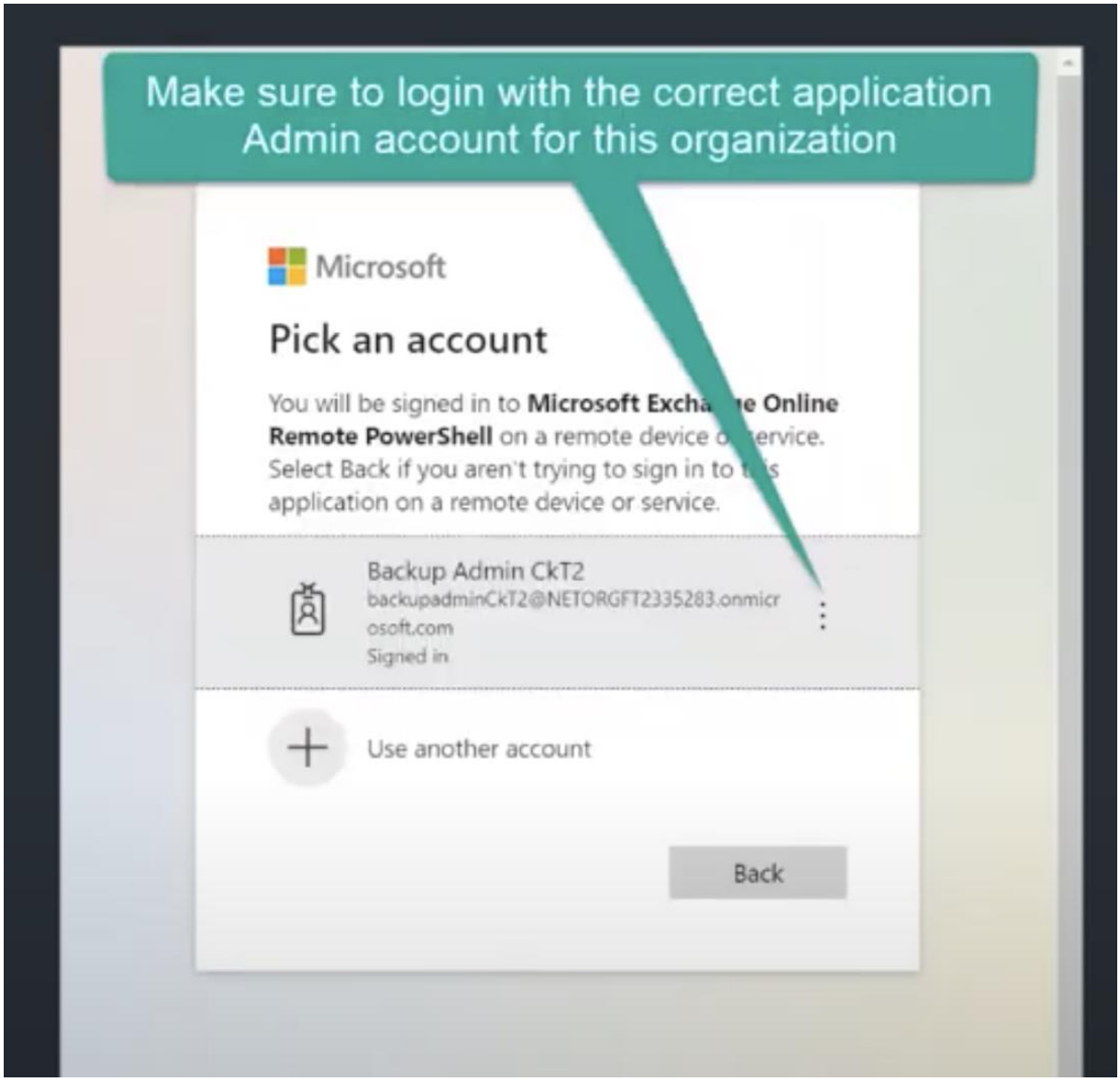

Permissions requested
Accept for your organization
DME-Resellers Sandbox
App info
This application is not published by Microsoft or your organization.
This app would like to:
Maintain access to data you have given it access to
Read user channel messages
Access directory as the signed in user
Read and write directory data
Read and write all groups
Sign in and read user profile
Read and write all users' full profiles
Create, edit, and delete items and lists in all site collections
Have full control of all site collections
Read and write all OneNote notebooks
Read and write calendars in all mailboxes
Read and write directory data
Read and write all groups
Read and write mail in all mailboxes
Read all channel messages
Read all usage reports
Read and write all users' full profiles
Read and write all chat messages
Read items in all site collections (preview)
Read and write files in all site collections
Read all OneNote notebooks
Read and write items in all site collections (preview)
If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at https://myapps.microsoft.com. Show details
Cancel
Accept
Accept our application permissions, and this will allow our application and application user to backup and run automation using modern authentication and OAuth

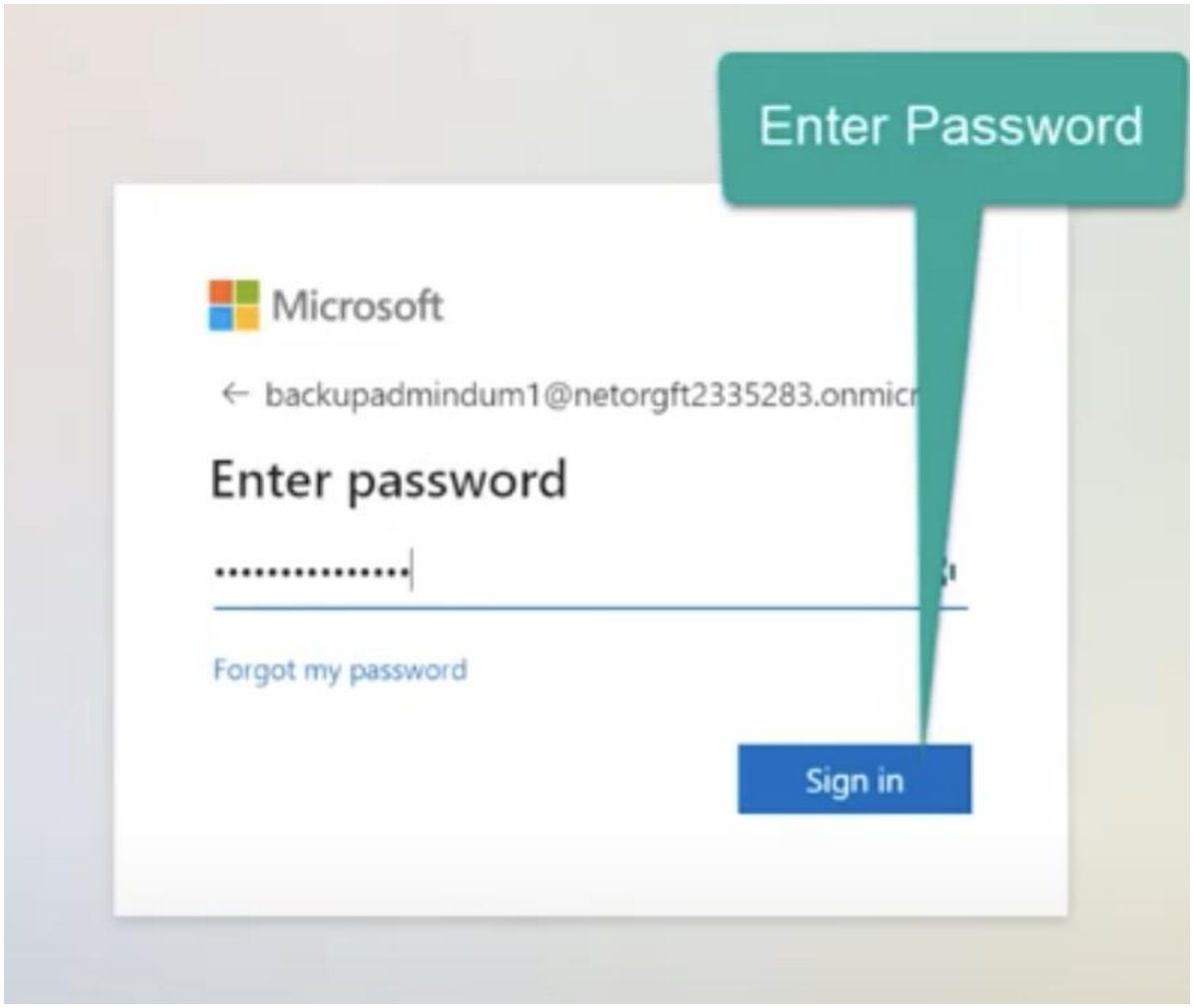

Here are the credentials for the (non-licensed) application admin we created.
1
Global Admin
Global Admin created. This admin serves to grant access for the system to back up your organization's emails & files. Please save these credentials for later use.
Email:
backupadminduM1@NETORGFT2335283.onmicrosoft.com
Password:
••••••••••••
2
Device Authorization
With this step, you are authorizing Microsoft Exchange Online Remote PowerShell access using OAuth Token-based authentication.
Step 1: Copy user code below
HZVCSL2Q4
Step 2: Go to https://microsoft.com/devicelogin and input the code
Step 3: Authorize with Backup Admin
(backupadminduM1@NETORGFT2335283.onmicrosoft.com)
Verify & Continue

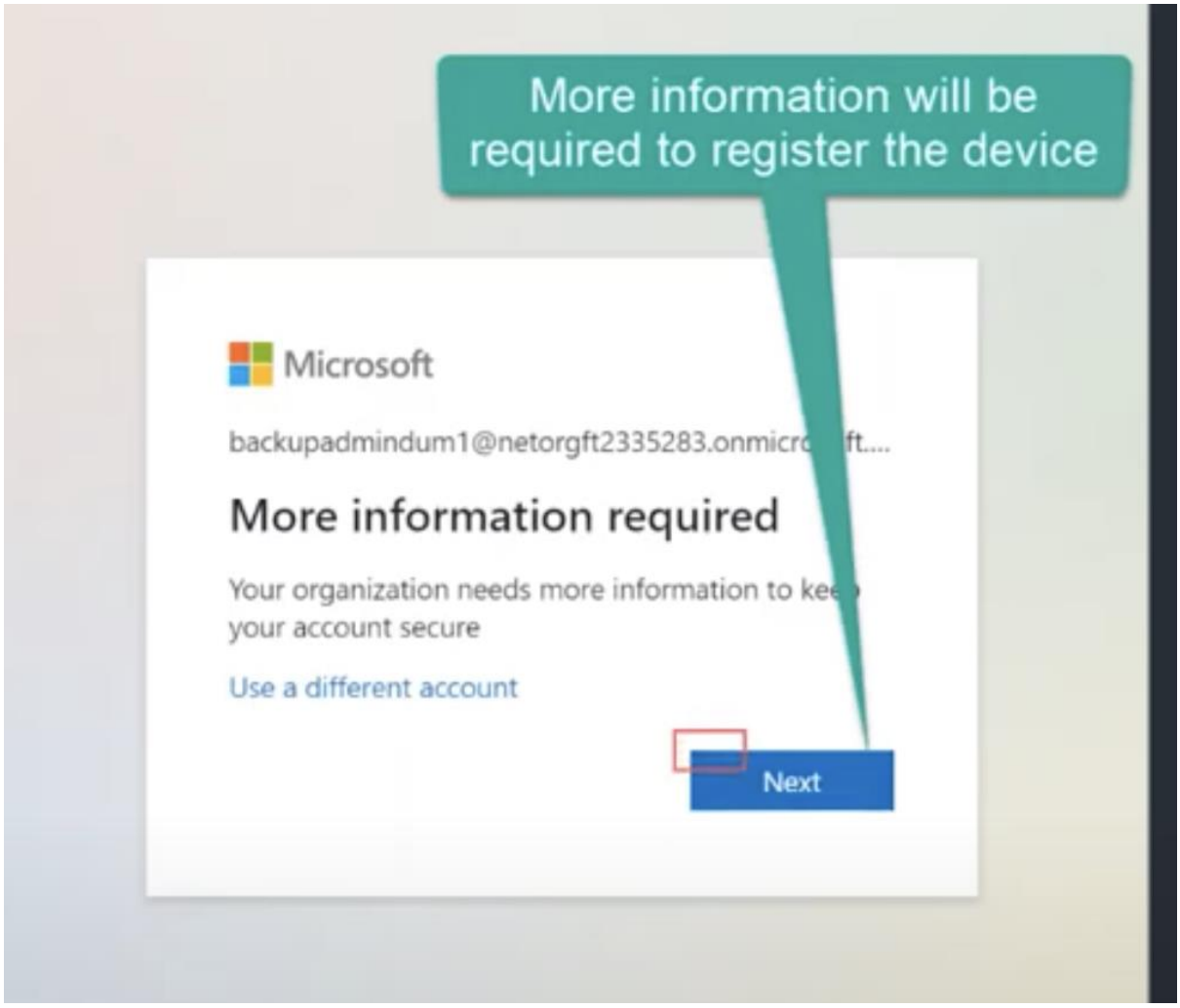

1
Global Admin
Global Admin created. This admin serves to grant access for the system to back up your organization's emails & files. Please save these credentials for later use.
Email:
backupadminduM1@NETORGFT2335283.onmicrosoft.com
Password:
••••••••••••
Copy email address and password for reference later
2
Device Authorization
With this step, you are authorizing Microsoft Exchange Online Remote PowerShell access using OAuth Token-based authentication.
Step 1: Copy user code below
HZVCSL2Q4
Step 2: Go to https://microsoft.com/devicelogin and input the code
Step 3: Authorize with Backup Admin
(backupadminduM1@NETORGFT2335283.onmicrosoft.com)
Verify & Continue
3
Re-Authentication

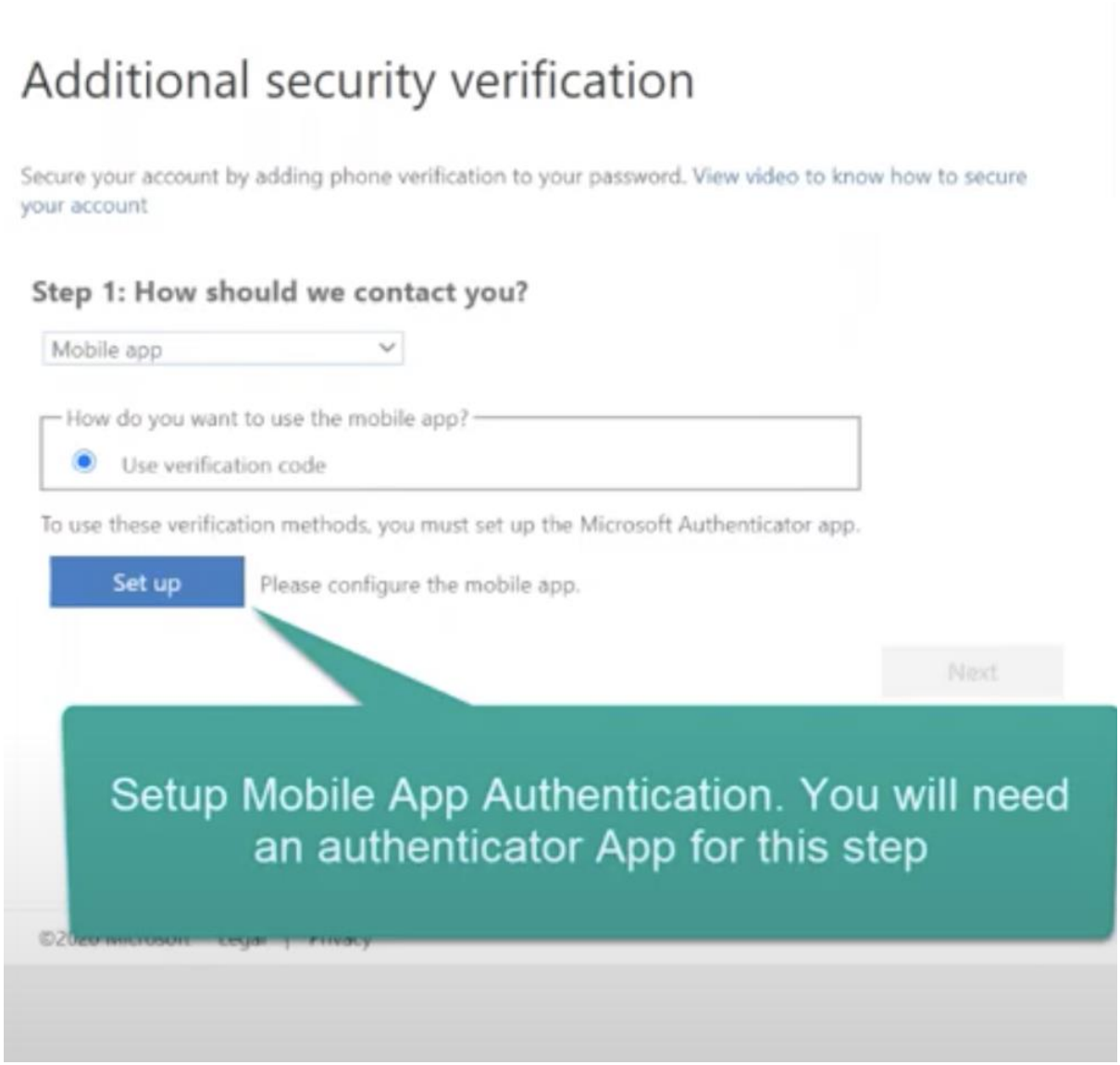

Global Admin
Global Admin created. This admin serves to grant access for the system to back up your organization's emails & files. Please save these credentials for later use.
Email:
backupadminduM1@NETORGFT2335283.onmicrosoft.com
Password:
••••••••••••
Device Authorization
With this step, you are authorizing Microsoft Exchange Online Remote PowerShell access using OAuth Token-based authentication.
Step 1: Copy user code below
HZVCSL2Q4
Step 2: Go to https://microsoft.com/devicelogin and input the code
Step 3: Authorize with Backup Admin (backupadminduM1@NETORGFT2335283.onmicrosoft.com)
Verify & Continue
(1) Copy Code
(2) Press link to open pop-up and authorize PowerShell Device

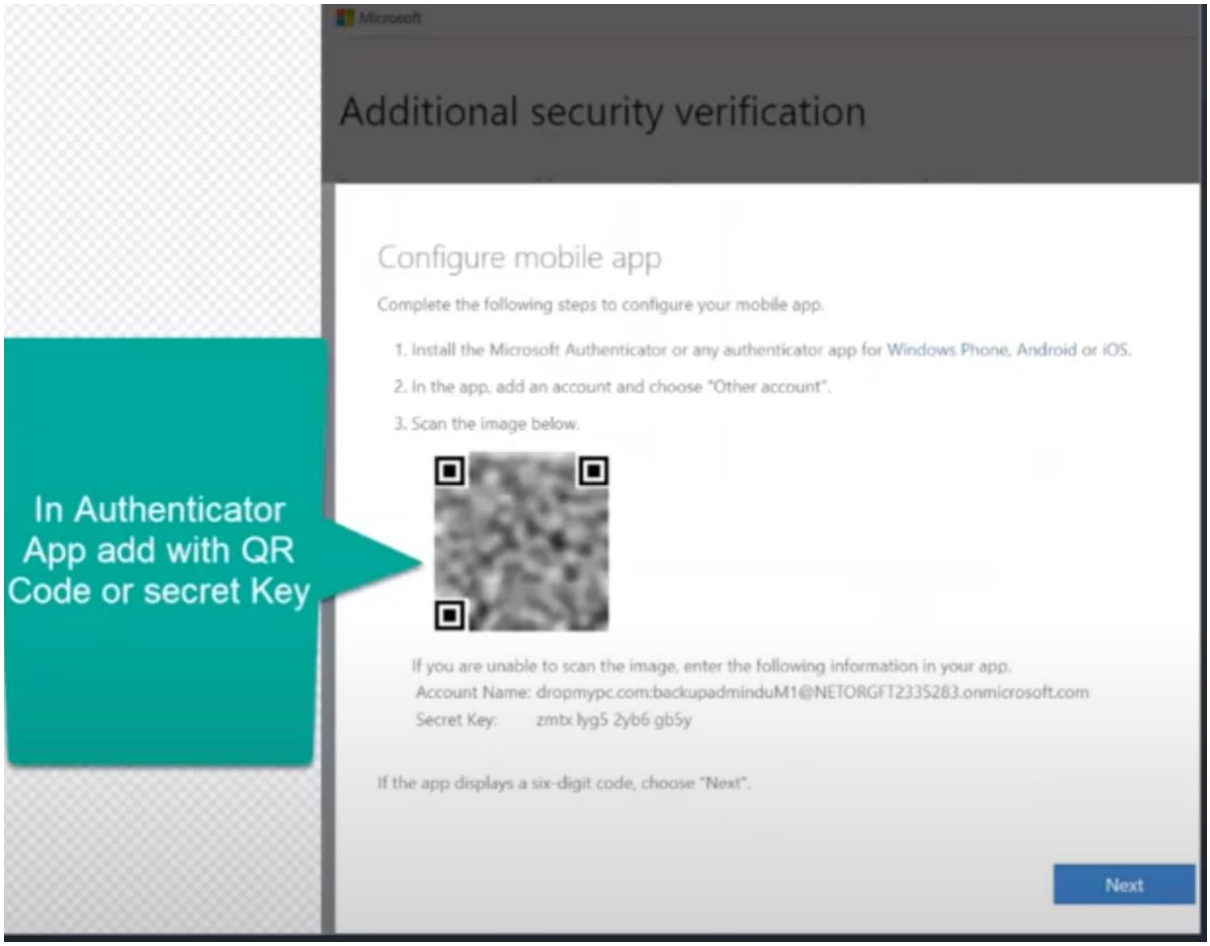

Enter copied code and select Next
Microsoft
Enter code
Enter the code displayed on your app or device.
Next
Terms of use
Privacy & cookies

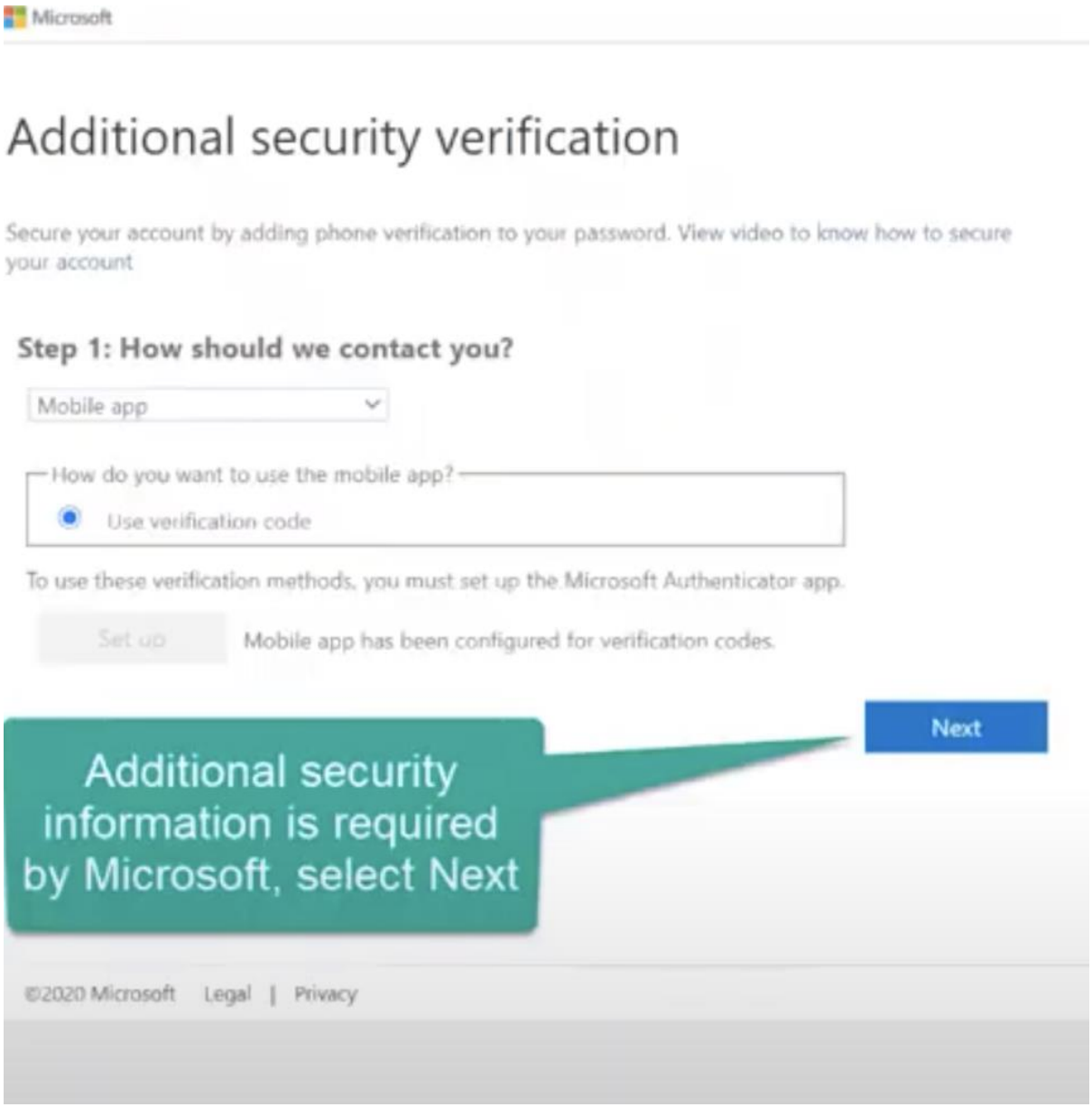

Make sure to login with the correct application Admin account for this organization
Microsoft
Pick an account
You will be signed in to Microsoft Exchange Online Remote PowerShell on a remote device or service. Select Back if you aren't trying to sign in to this application on a remote device or service.
Backup Admin CkT2
backupadminCkT2@NETORGFT2335283.onmicrosoft.com
Signed in
Use another account
Back

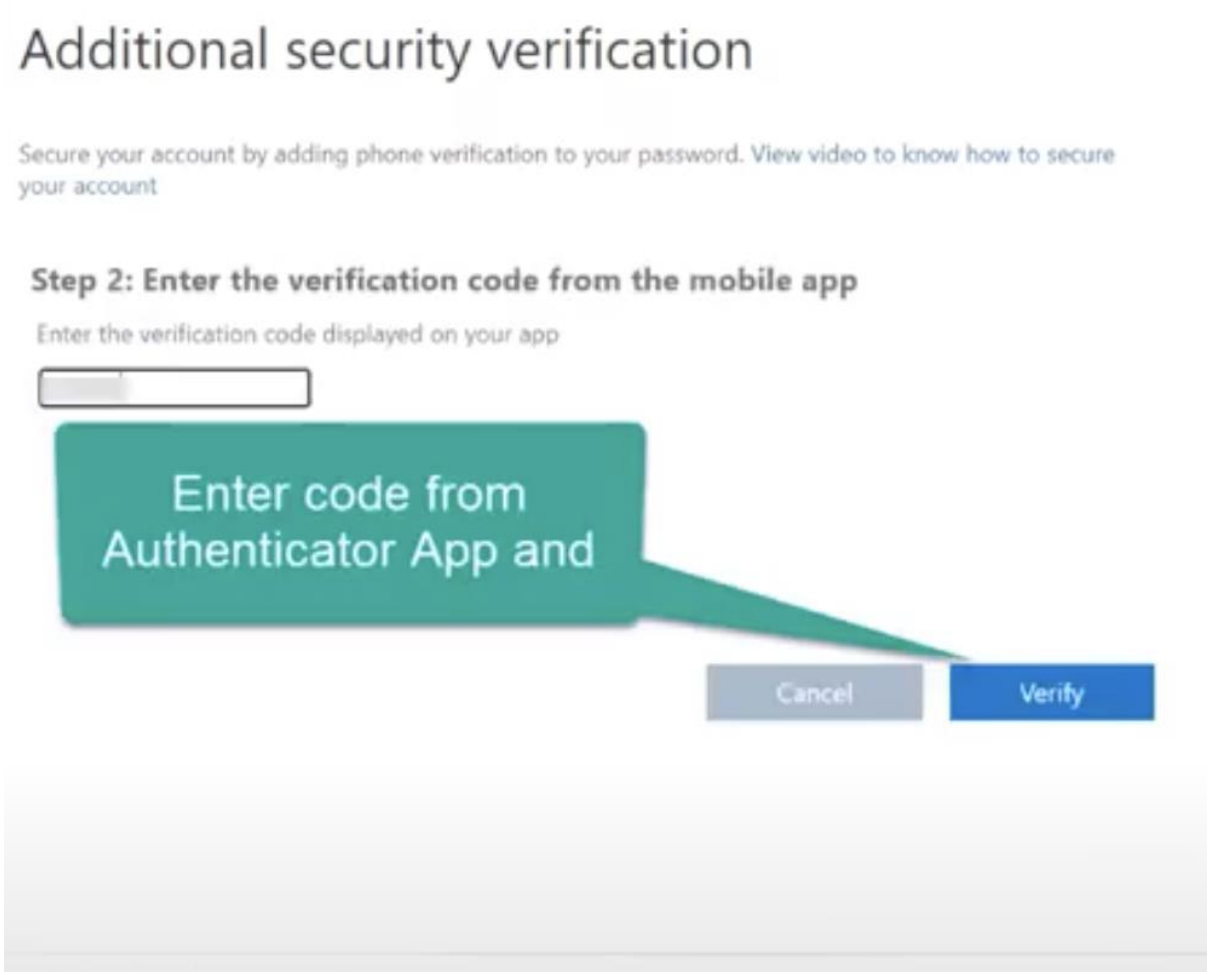

Enter Password
Microsoft
← backupadmindum1@netorgft2335283.onmicr
Enter password
Forgot my password
Sign in

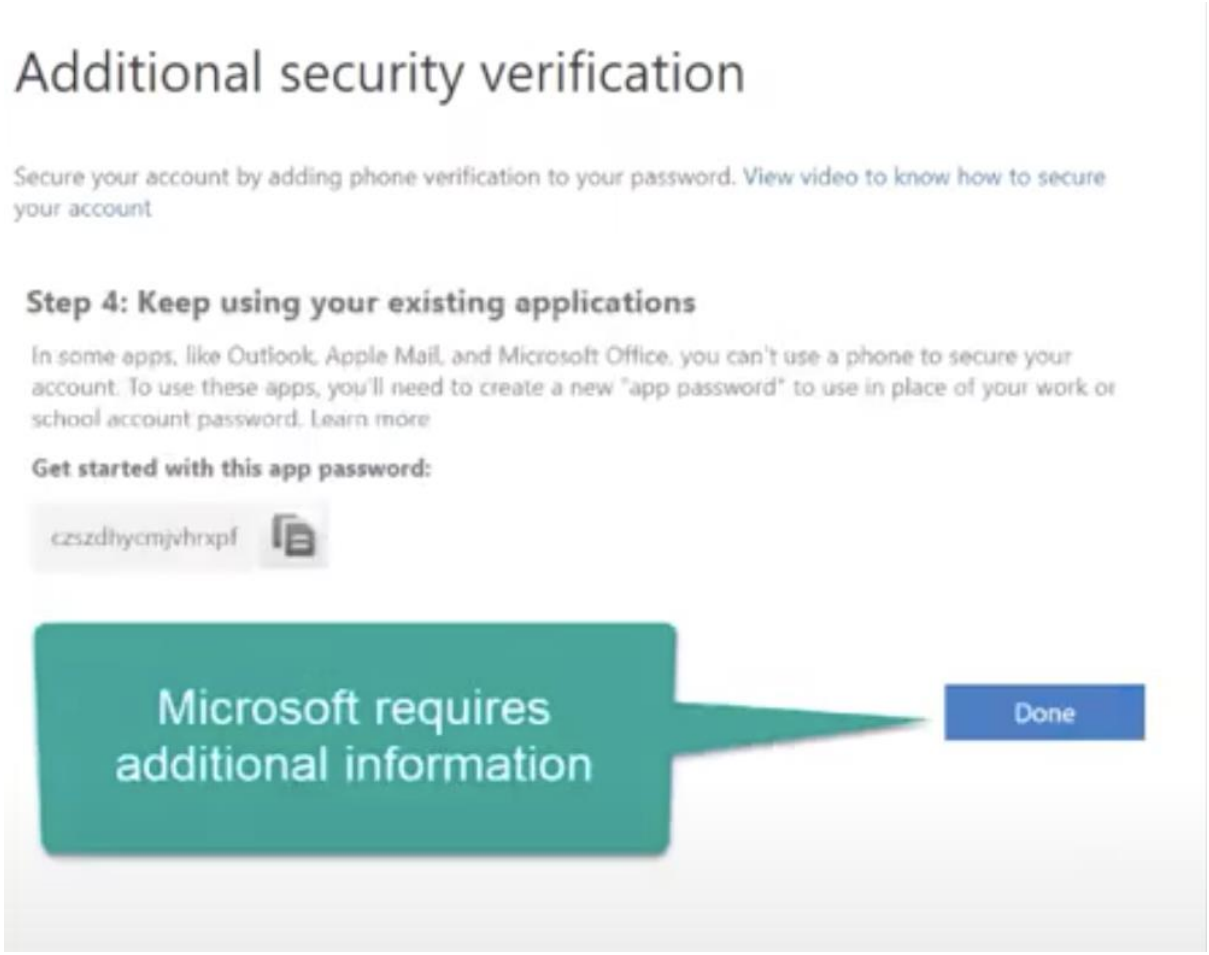

More information will be required to register the device
Microsoft
backupadmindum1@netorgft2335283.onmicr ft....
More information required
Your organization needs more information to ke
your account secure
Use a different account
Next

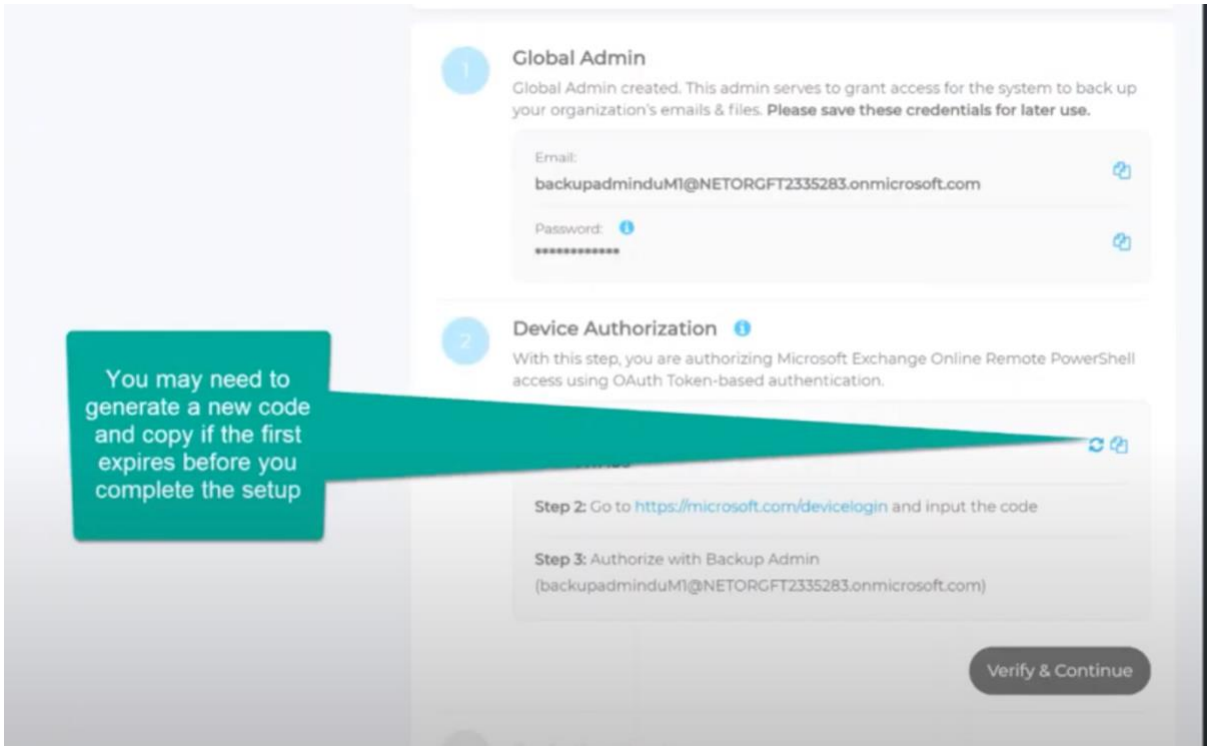

Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 1: How should we contact you?
Mobile app
How do you want to use the mobile app?
Use verification code
To use these verification methods, you must set up the Microsoft Authenticator app.
Set up
Please configure the mobile app.
Next
Setup Mobile App Authentication. You will need an authenticator App for this step

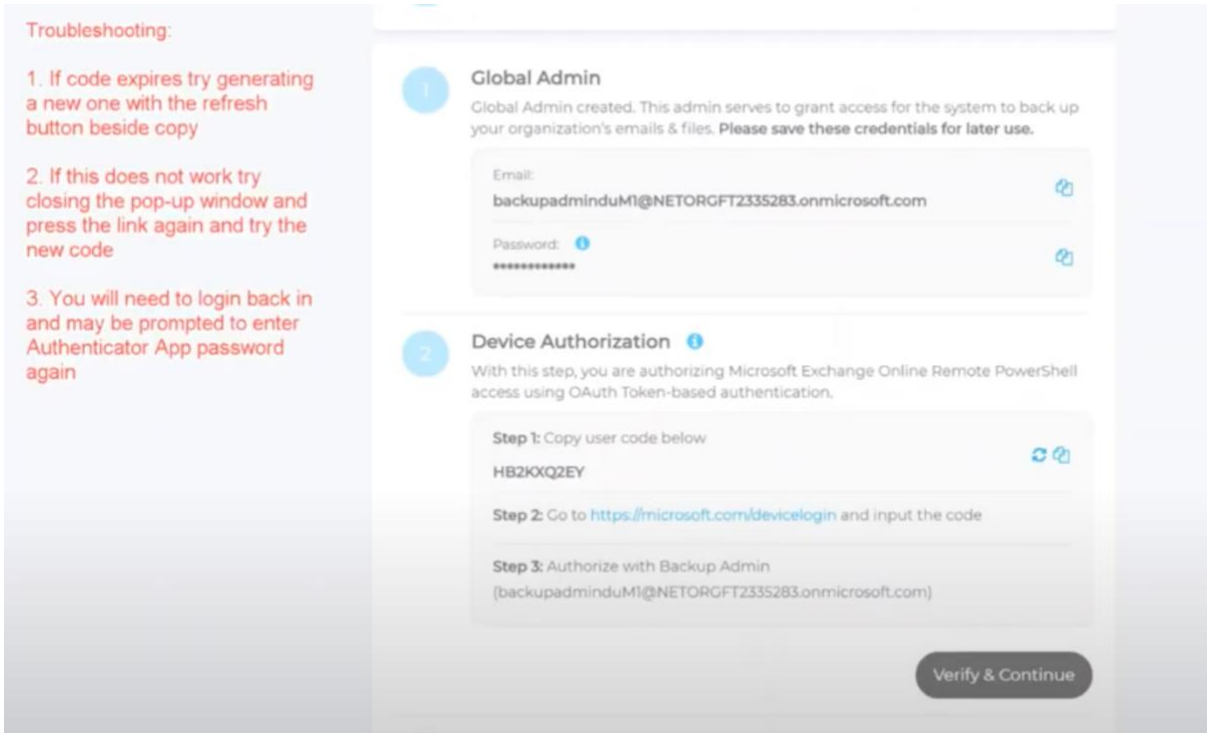

Microsoft
Additional security verification
Configure mobile app
Complete the following steps to configure your mobile app.
1. Install the Microsoft Authenticator or any authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Other account".
3. Scan the image below.
If you are unable to scan the image, enter the following information in your app.
Account Name: dropmypc.com:backupadminduM1@NETORGFT2335283.onmicrosoft.com
Secret Key: zmtx lyg5 2yb6 gb5y
If the app displays a six-digit code, choose "Next".
Next
In Authenticator App add with QR Code or secret Key


Microsoft
Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 1: How should we contact you?
Mobile app
How do you want to use the mobile app?
Use verification code
To use these verification methods, you must set up the Microsoft Authenticator app.
Set up
Mobile app has been configured for verification codes.
Next
Additional security information is required by Microsoft, select Next
©2020 Microsoft
Legal | Privacy

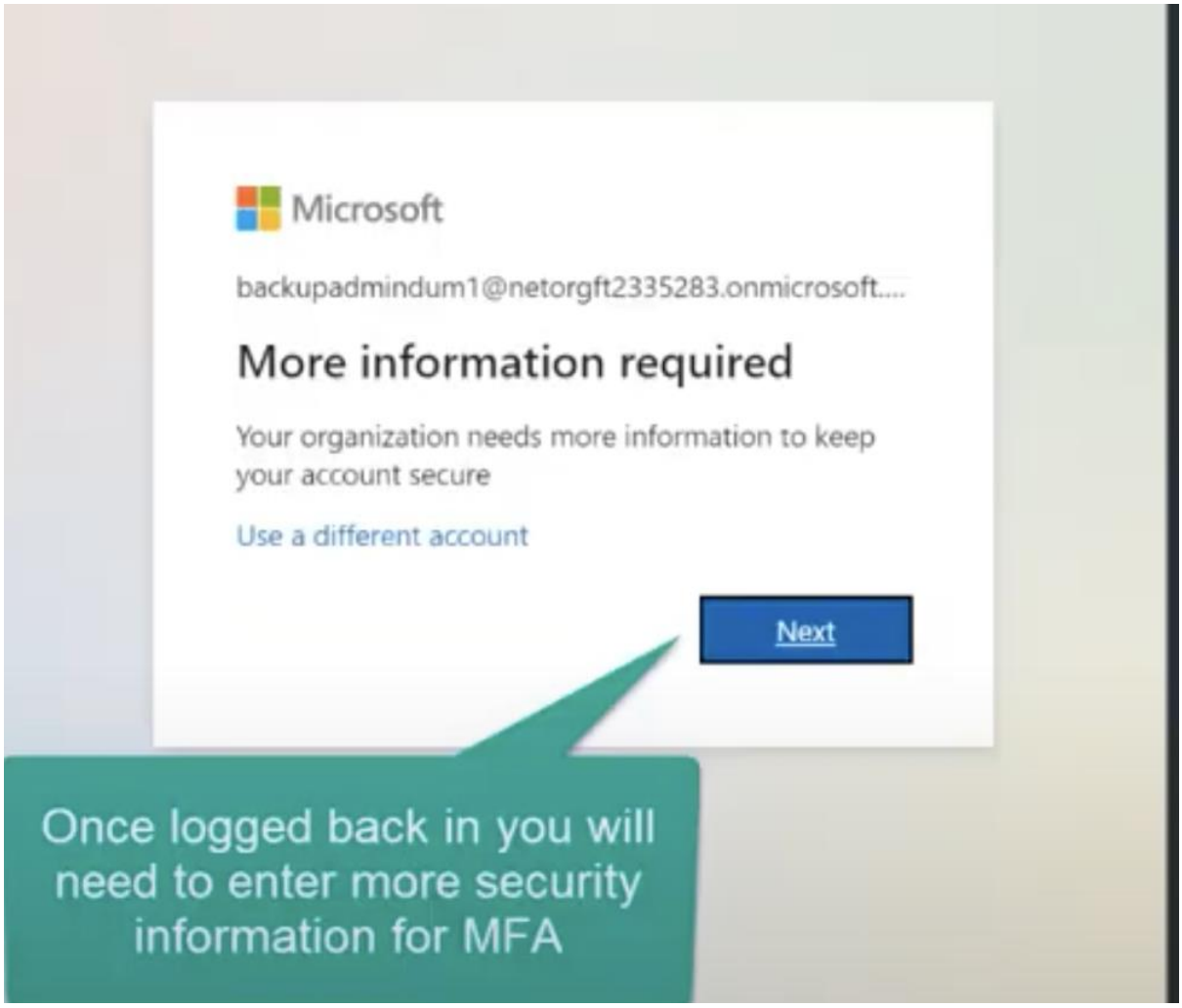

Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 2: Enter the verification code from the mobile app
Enter the verification code displayed on your app
Enter code from Authenticator App and
Cancel
Verify

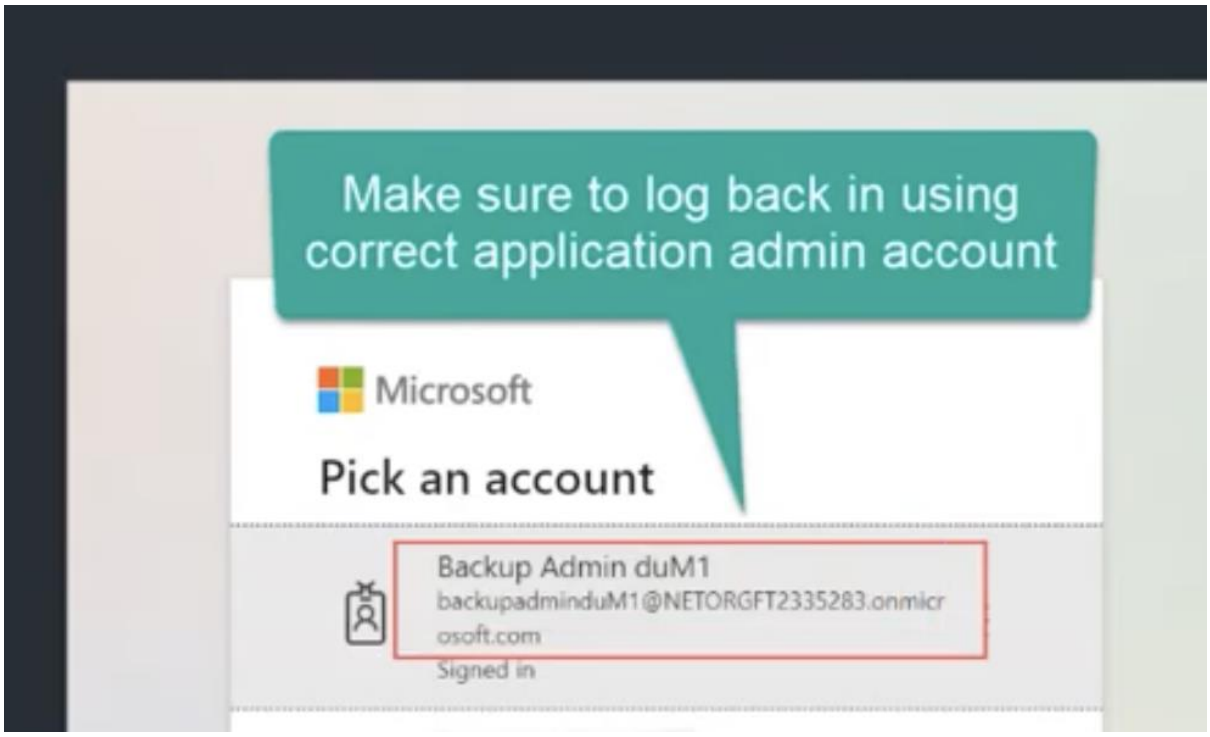

Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 4: Keep using your existing applications
In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. Learn more
Get started with this app password:
czszdhycmjvhrxpf
Microsoft requires additional information
Done

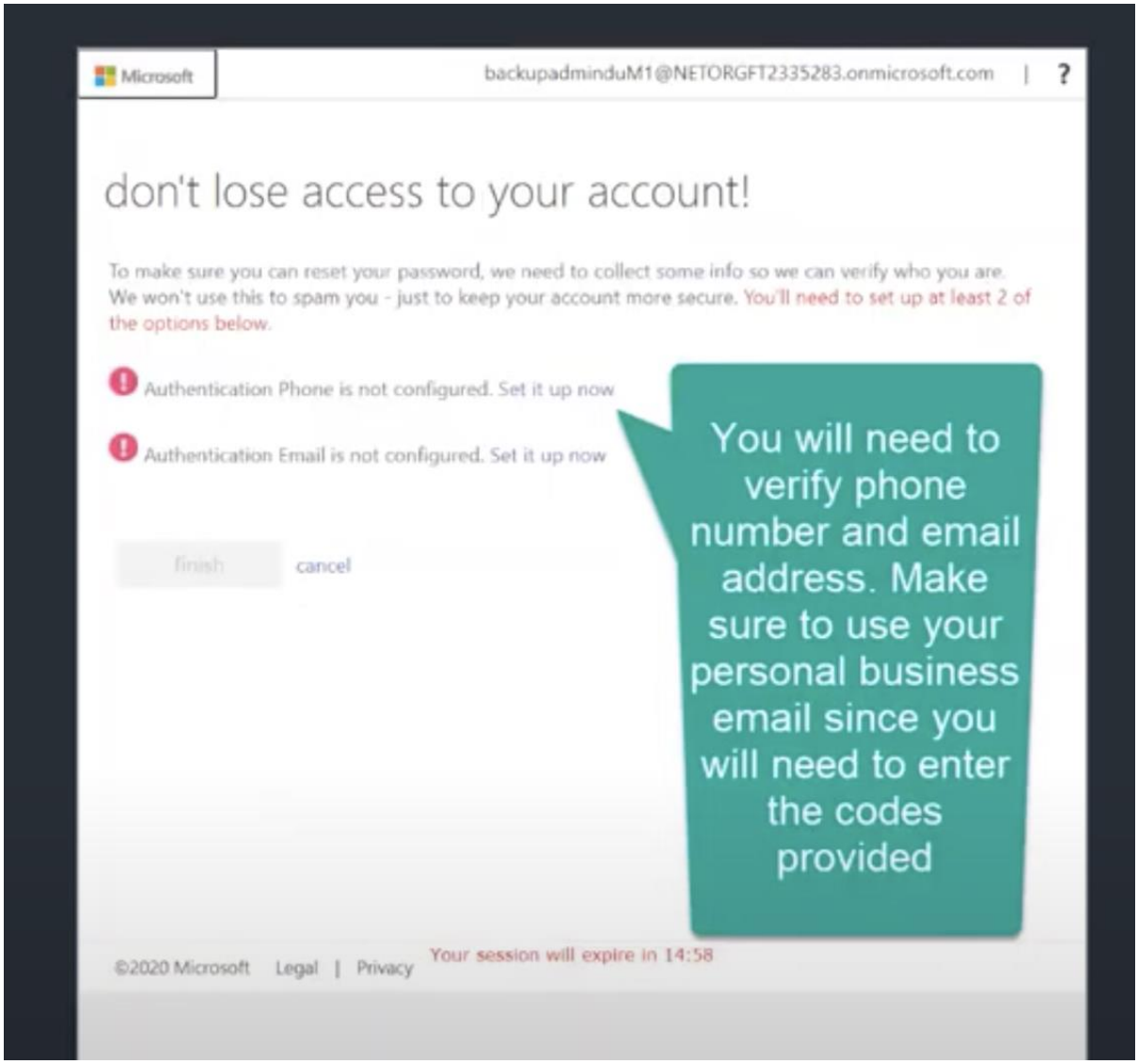

Global Admin
Global Admin created. This admin serves to grant access for the system to back up your organization's emails & files. Please save these credentials for later use.
Email:
backupadminduM1@NETORGFT2335283.onmicrosoft.com
Password:
Device Authorization
With this step, you are authorizing Microsoft Exchange Online Remote PowerShell access using OAuth Token-based authentication.
You may need to generate a new code and copy if the first expires before you complete the setup
Step 2: Go to https://microsoft.com/devicelogin and input the code
Step 3: Authorize with Backup Admin (backupadminduM1@NETORGFT2335283.onmicrosoft.com)
Verify & Continue

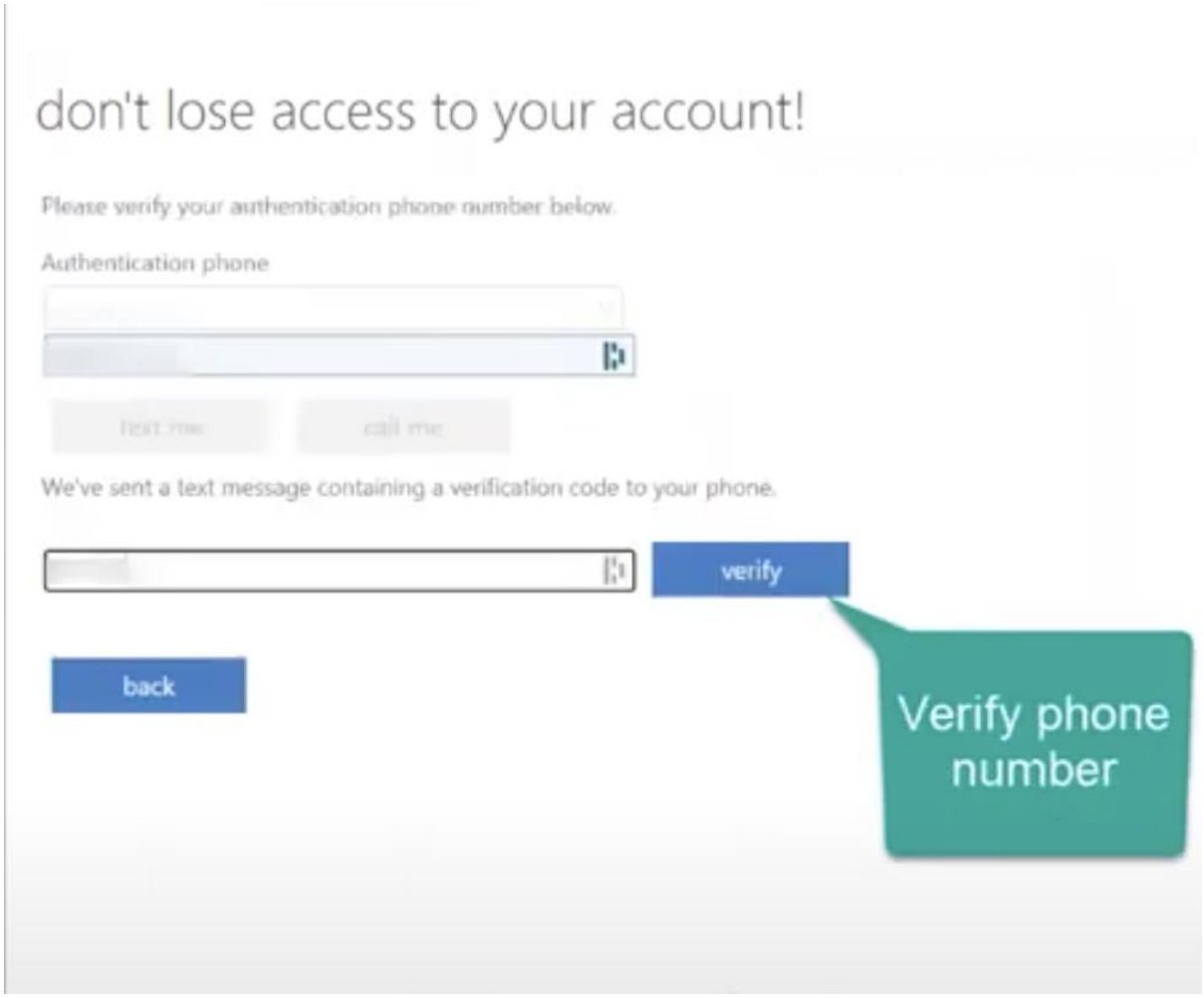


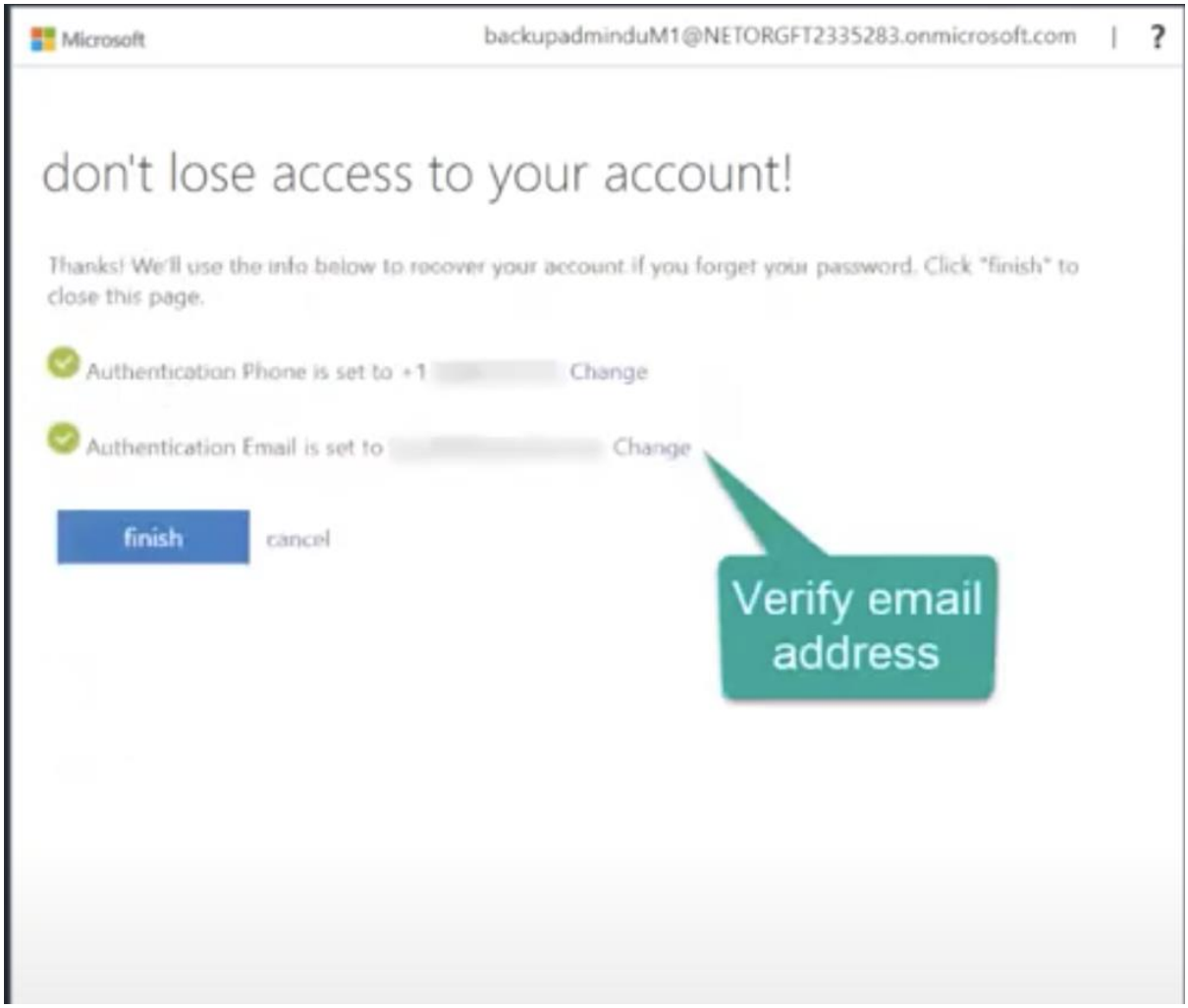
Troubleshooting:
1. If code expires try generating a new one with the refresh button beside copy
2. If this does not work try closing the pop-up window and press the link again and try the new code
3. You will need to login back in and may be prompted to enter Authenticator App password again
1
Global Admin
Global Admin created. This admin serves to grant access for the system to back up your organization's emails & files. Please save these credentials for later use.
Email:
backupadminduM1@NETORGFT2335283.onmicrosoft.com
Password:
••••••••••••
2
Device Authorization
With this step, you are authorizing Microsoft Exchange Online Remote PowerShell access using OAuth Token-based authentication.
Step 1: Copy user code below
HB2KXQ2EY
Step 2: Go to https://microsoft.com/devicelogin and input the code
Step 3: Authorize with Backup Admin (backupadminduM1@NETORGFT2335283.onmicrosoft.com)
Verify & Continue

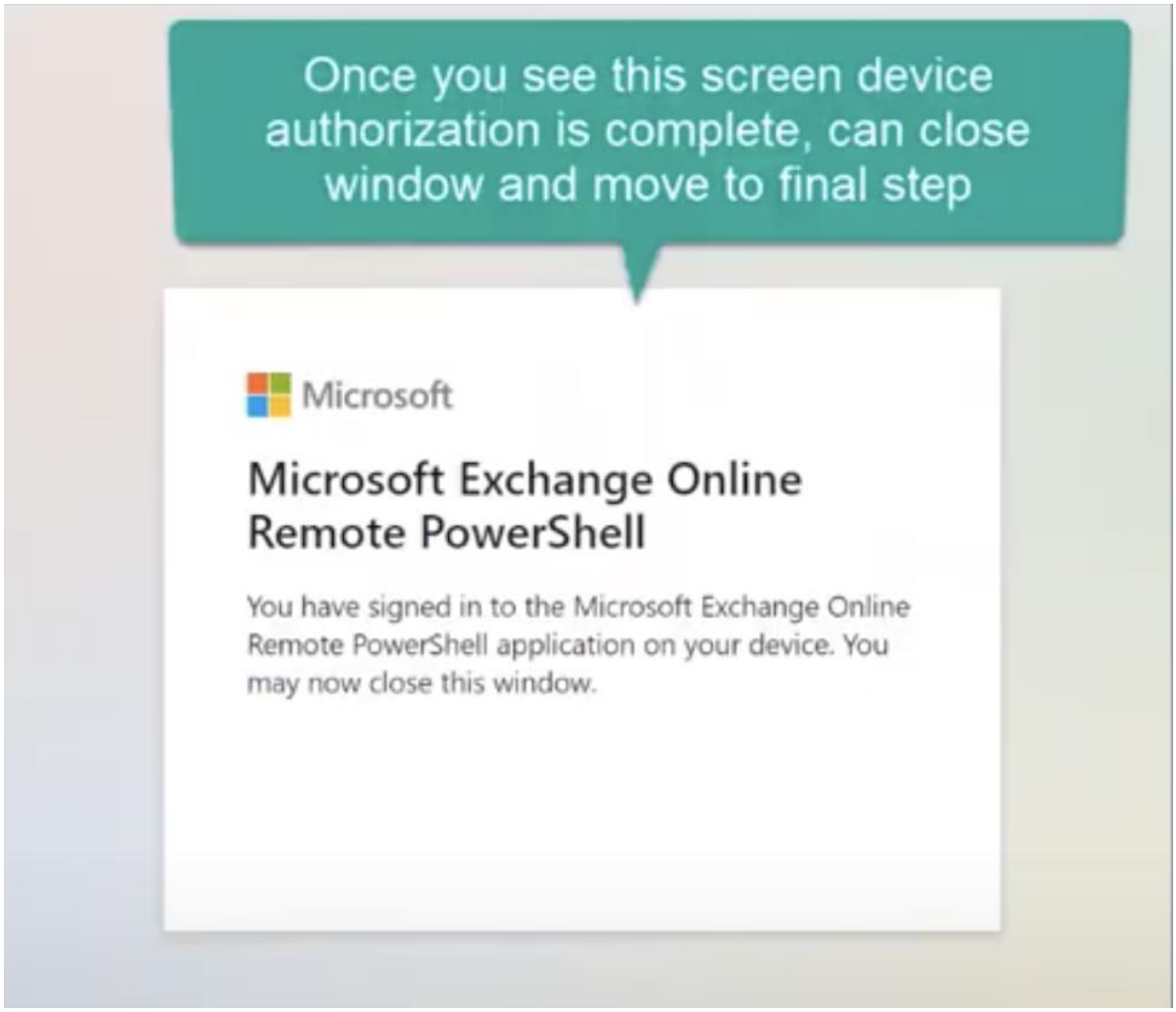

Microsoft
backupadmindum1@netorgft2335283.onmicrosoft....
More information required
Your organization needs more information to keep your account secure
Use a different account
Next
Once logged back in you will need to enter more security information for MFA

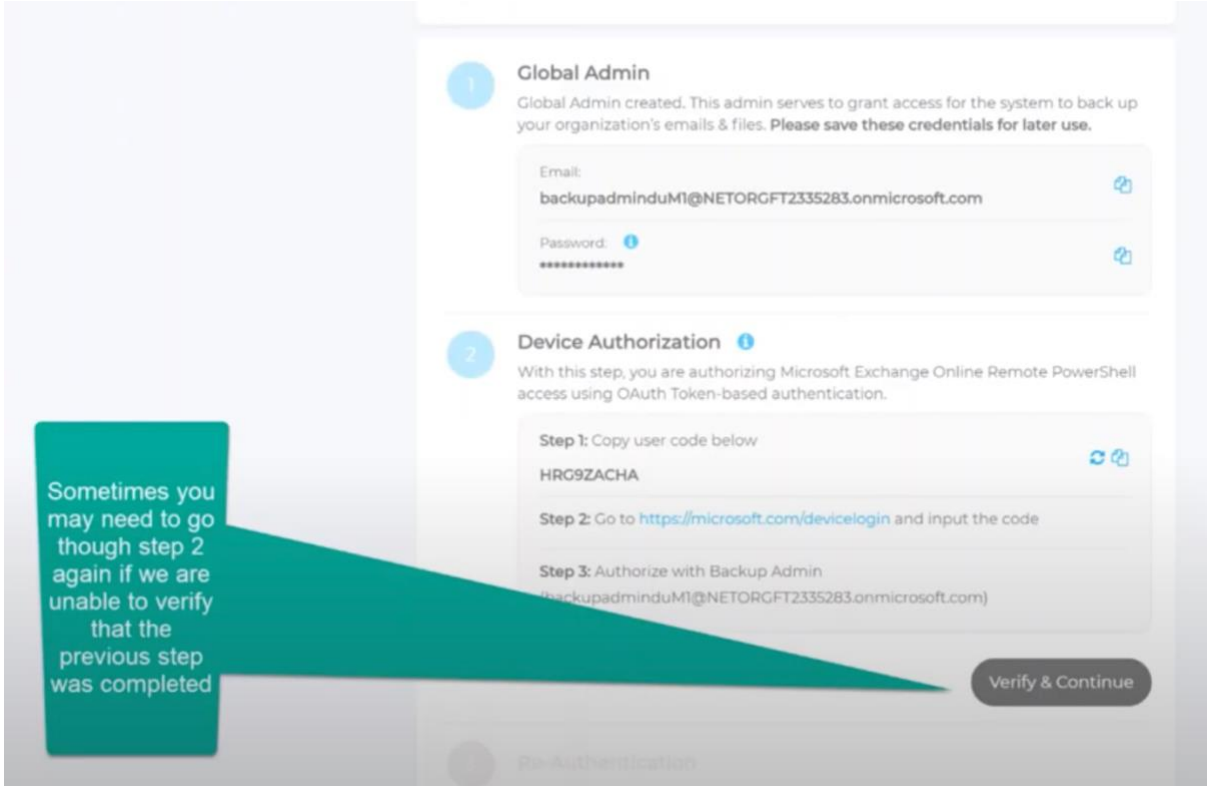

Make sure to log back in using correct application admin account
Microsoft
Pick an account
Backup Admin duM1
backupadminduM1@NETORGFT2335283.onmicrosoft.com
Signed in


Microsoft
backupadminduM1@NETORGFT2335283.onmicrosoft.com
?
don't lose access to your account!
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.
Authentication Phone is not configured. Set it up now
Authentication Email is not configured. Set it up now
finish
cancel
You will need to verify phone number and email address. Make sure to use your personal business email since you will need to enter the codes provided
©2020 Microsoft
Legal | Privacy
Your session will expire in 14:58


don't lose access to your account!
Please verify your authentication phone number below.
Authentication phone
We've sent a text message containing a verification code to your phone.
verify
back
Verify phone number


Microsoft
backupadminduM1@NETORGFT2335283.onmicrosoft.com
?
don't lose access to your account!
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.
Authentication Phone is set to +1 Change
Authentication Email is set to Change
finish
cancel
Verify email address


Once you see this screen device authorization is complete, can close window and move to final step
Microsoft
Microsoft Exchange Online Remote PowerShell
You have signed in to the Microsoft Exchange Online Remote PowerShell application on your device. You may now close this window.


Global Admin
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Email:
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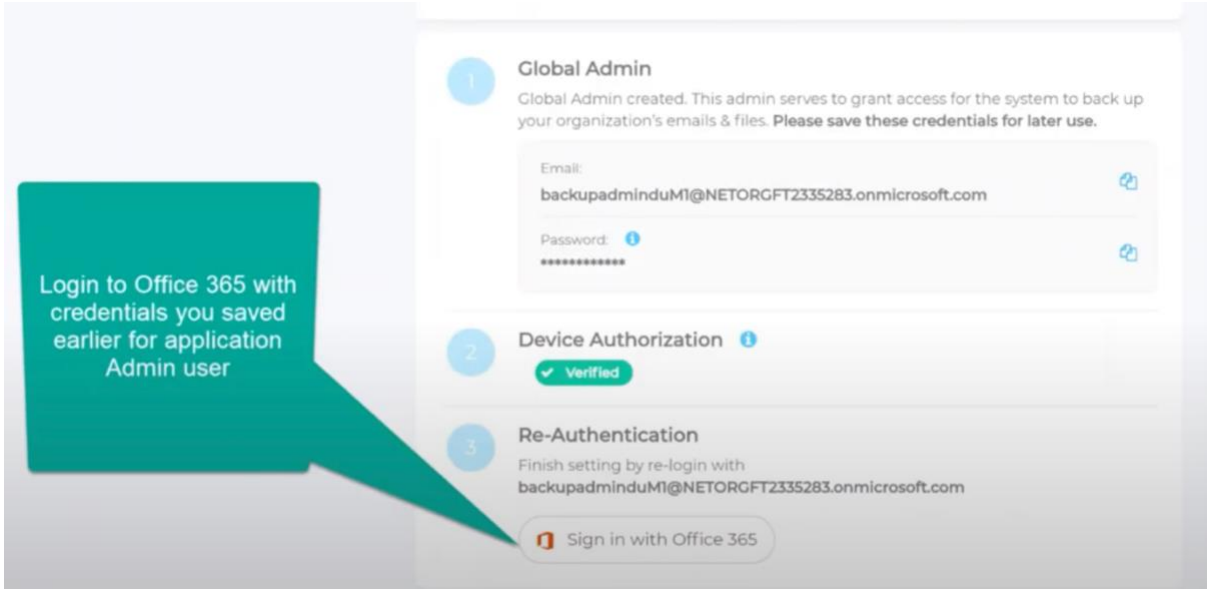
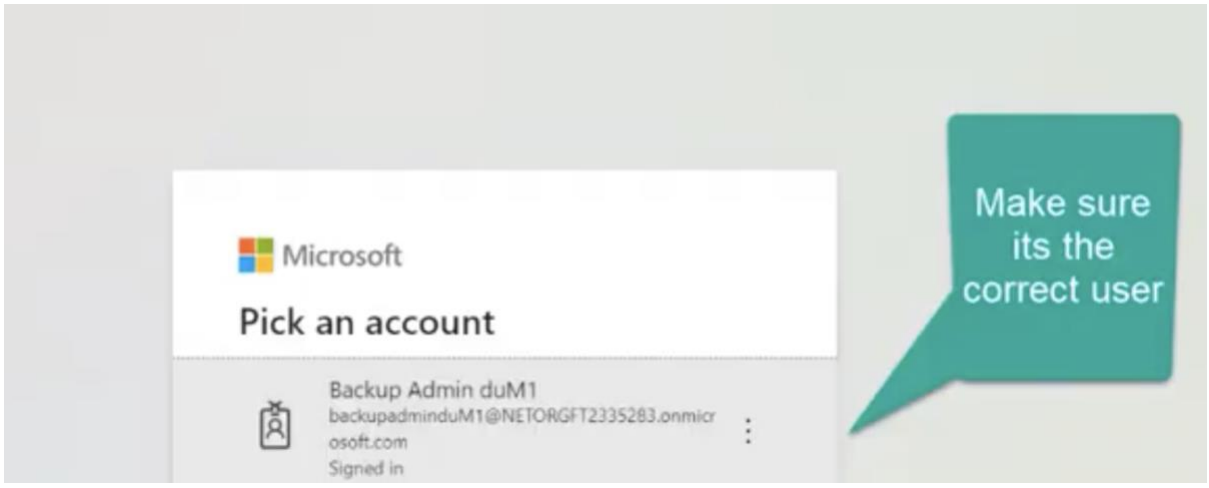
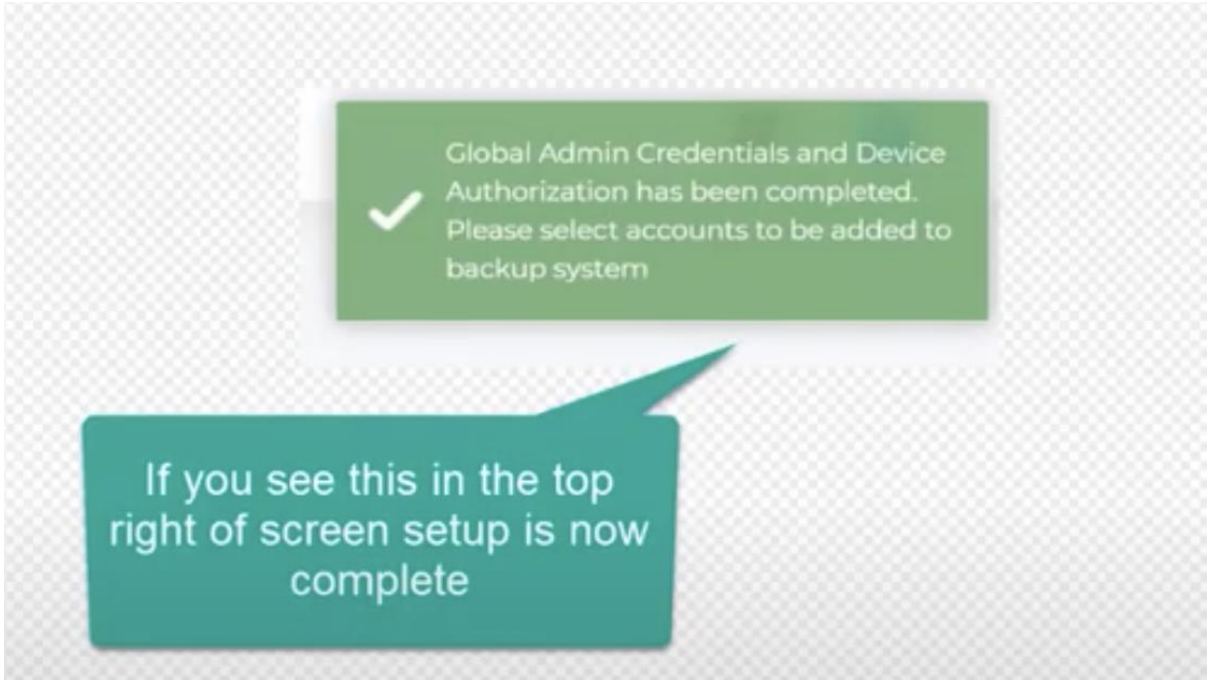
Password:
Device Authorization
With this step, you are authorizing Microsoft Exchange Online Remote PowerShell access using OAuth Token-based authentication.
Step 1: Copy user code below
HRG9ZACHA
Step 2: Go to https://microsoft.com/devicelogin and input the code
Step 3: Authorize with Backup Admin
Verify & Continue
Sometimes you may need to go though step 2 again if we are unable to verify that the previous step was completed


Login to Office 365 with credentials you saved earlier for application Admin user
1
Global Admin
Global Admin created. This admin serves to grant access for the system to back up your organization's emails & files. Please save these credentials for later use.
Email:
backupadminduM1@NETORGFT2335283.onmicrosoft.com
Password:
••••••••••••
2
Device Authorization
Verified
3
Re-Authentication
Finish setting by re-login with
backupadminduM1@NETORGFT2335283.onmicrosoft.com
Sign in with Office 365


Microsoft
Pick an account
Backup Admin duM1
backupadminduM1@NETORGFT2335283.onmicr
osoft.com
Signed in
Make sure its the correct user


Microsoft
backupadmindum1@netorgft2335283.onmicrosoft....
Permissions requested
Accept for your organization
DME-Resellers Sandbox
App info
This application is not published by Microsoft or your organization.
This app would like to:
Maintain access to data you have given it access to
Read user channel messages
Access directory as the signed in user
Read and write directory data
Read and write all groups
Sign in and read user profile
Read and write all users' full profiles
Create, edit, and delete items and lists in all site collections
Have full control of all site collections
Read and write all OneNote notebooks
Read and write calendars in all mailboxes
Read and write directory data
Read and write all groups
Read and write mail in all mailboxes
Read all channel messages
Read all usage reports
Read and write all users' full profiles
Read and write all chat messages
Read items in all site collections (preview)
Read and write files in all site collections
Read all OneNote notebooks
Read and write items in all site collections (preview)
If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at https://myapps.microsoft.com. Show details.
Cancel
Accept
Approve permissions for so that OAuth token can be granted


Global Admin Credentials and Device Authorization has been completed. Please select accounts to be added to backup system
If you see this in the top right of screen setup is now complete