Configure a Backup Plan for Acronis Cyber Cloud

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Once you have your device connected to the Acronis account, you will need to configure a Backup Plan to set the backup configuration. This include specifying:

- What to backup
- When to backup
- How long to keep it for

Once set, the backup plan will be communicated to the agent for it to schedule backup jobs.

Configure a Backup Plan

1. Sign into your Acronis Backup Console

2. In Table View, select the device(s) to configure the Backup Plan for
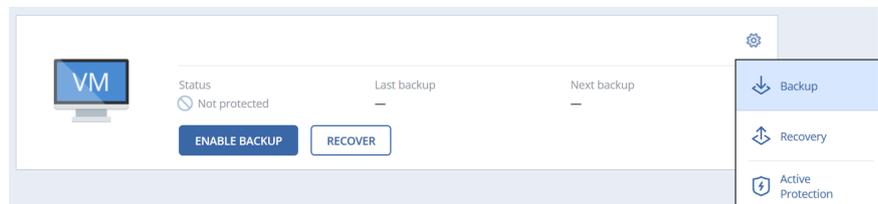
In Simple View, select the Settings Cog next to the device

3. Select **Backup**

4. Select **Add Backup Plan**

Note: If you have no applicable Backup Plans, you will be taken to the creation screen automatically

5. Select the options for the Backup Plan

What to Back Up: Allows you to specify what scope of items to backup, or if you want to backup the whole machine. Options are:

- Entire Machine
- Disks/Volumes
- Files/Folders
- System State

Options may not be available depending on the device being backed up.

Items to Back Up: If you select Files/Folders or Disks/Volumes in 'What to Back Up', this option will appear. Clicking into this will connect you to the installed agent to browse for locations to backup. You can choose multiple locations. Use this option if you are backing up a network location.
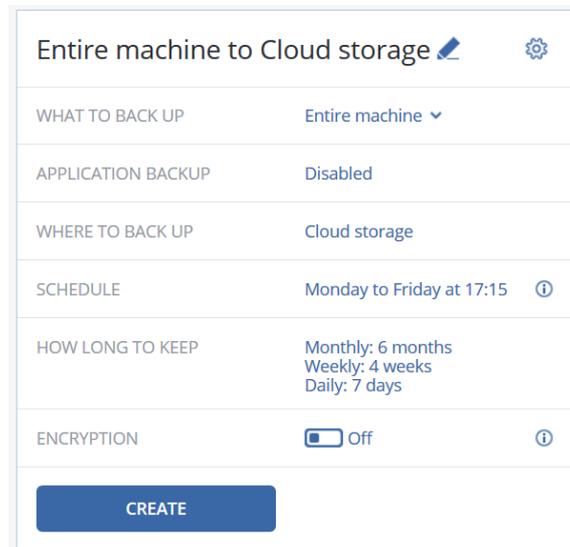
Where to Back Up: Select Cloud Storage to backup to Acronis Datacentres. If your subscription allows, you can also store data to a local drive or network location.

Schedule: How often the backup jobs need to run. This can be a specific time (e.g. 5pm each day or each hour), or on another trigger (e.g. When a user logs in or out).

How Long to Keep: How long to retain backup data for. You can specific this as a general retention for all backups, or split into retention for Daily/Weekly/Monthly backup consolidations.

Encryption: Sets a password used for additional encryption of backup data. This cannot be set once a backup plan has been used and is required if data needs to be restored. If set, you cannot restore data without the password.

6. Press **Create**

The Backup will run at the first scheduled time. If you did not set a schedule or need the initial backup to run sooner, select **Back Up Now.**

Office 365 Backup Plans

1. Sign into your Acronis Backup Console

2. Select **Microsoft Office 365** from your devices

3. Select the type of objects from the directory you want to backup
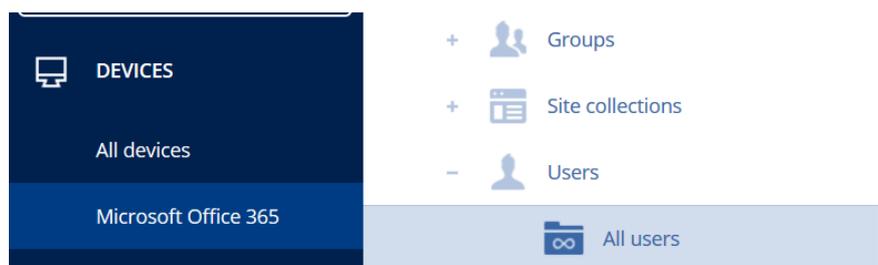
Note: If you don't see the
directory, select the Menu
icon (the icon of 3 lines)

4. Select the Objects to backup (e.g. each user to be backed up)

5. Select **Backup**

Note: If all items are being backed up with the same settings, you can use the**Group Backup** option

6. Select **Add Backup Plan**

Note: If you have no applicable Backup Plans, you will be taken to the creation screen automatically

7. Select the options for the Backup Plan

What to Back Up: Allows you to specify what scope of items to backup. Options are:

- Mailbox
- OneDrive
- SharePoint Sites

Options may not be available depending on the object being backed up. If you want to back up more than one type of data for a user (e.g. both Mailbox and OneDrive data for a user), you will need to apply two backup plans.

Where to Back Up: Only Cloud Storage will be available for an Agentless Backup.

Schedule: The Agentless Backup will automatically schedule once a day. This can't be changed.

How Long to Keep: How long to retain backup data for. You can specific this as a general retention for all backups or split into retention for Daily/Weekly/Monthly backup consolidations.

Encryption: Sets a password used for additional encryption of backup data. This cannot be set once a backup plan has been used and is required if data needs to be restored. If set, you cannot restore data without the password.

8. Press **Apply**

The Backup jobs will automatically be scheduled based on server load and schedules.

Additional Options

When creating or editing a Backup Plan, you can apply additional options by selecting the Settings Cog.

Many of these do not apply to the Office 365 Backup Plans.

Alerts: Generates an alert if the backup is not run for the selected number of days. If

you have email notifications enabled, this will also email you.

Backup Format: Use this if you need the backup to be compatible with older versions of Acronis Backup Cloud.

Backup Validation: Enable to have the agent validate the backup chain after a backup.

Compression Level: Allows a higher level of compression to be applied to backups. This saves backup storage space, but requires more processing for each backup.

Error Handling: Defines how the backup agent should handle an error occurring during the backup process.

Fast Incremental Backup: Increases the speed of the backup process by having the agent check only file sizes and timestamps to decide if a item has changed.

File Filters: Allows specific file types or names or folders to be excluded from the backup jobs, even if they are in the requested directory.

Performance: Sets the priority of the backup agent process. Higher priorities may increase speed, but may affect system performance during this time.

Physical Data Shipping: Use this if you have a large initial backup size and wish to ship this to Acronis on a HDD. This must be pre-arranged with us first.

Pre-post Commands: Allows a command to be performed before or after the backup tasks run.

Pre-post Data Capture Commands: Allows a command to be performed before or after the data capture takes place.

Scheduling: Allows the backup jobs to be distributed by up to a set time after the scheduled time.

VSS: Allows backups to take place without locking files.

Weekly Backup: Defines which backup is the Weekly backup for retention purposes. The Monthly backup is always on the 1st of the month.

Windows Event Log: When enabled, logs from the Backup Agent are added to the Windows Event Logs.