Stellar Phoenix Exchange Server Backup

Version 1.0

User Guide

Introduction

This is the first release of *Stellar Phoenix Exchange Server Backup* tool documentation. The contents will be updated periodically to incorporate new information, updates, customer feedback, and corrections.

Stellar Phoenix Exchange Server Backup is available in two versions:

Demo version - fully functional free version of the tool that you can use for 90 days. On completion of 90 days, all the features of the tool will be deactivated and you will have to purchase the licensed version of the tool at a cost to continue using the tool.

Full Version - It is the full licensed version of the tool and available at a cost.

The target audience for the tool are network administrators, backup and recovery administrators, and Microsoft Exchange administrators. It describes the Storage Group/ Mailbox Backup and Restore for Microsoft Exchange Server, how it works, and how to use it to backup and recover Storage Group/Mailbox Stores without interrupting the running MS Exchange Server services.

As part of your data protection planning, it's important that you understand the ways in which data can be protected, and to determine which method best suits your organization's needs. Data protection planning is a complex process that relies on many decisions that you make during the planning phase of Microsoft Exchange Server deployment. *Stellar Phoenix Exchange Server Backup* tool provides a comprehensive data protection solution including centralized administration and reporting, media management, automated policy based backups, and restore. *Stellar Phoenix Exchange Server Backup* has been designed specifically to keep your Microsoft Exchange environments up and running, thereby minimizing the downtime. The single screen options make backup and restore processes easy to use.

Key Features

- Online backup of individual Mailboxes for the selected Mailbox stores without interrupting the running MS Exchange Server services.
- Full and Incremental backups.
- Backups can be scheduled for a future day and time with various scheduling options.
- E-mail notifications on completion of backup.
- Wide choice of storage media - Your Exchange backup can be stored on any kind of storage media: FTP Server, hard disk, or network.
- Online restore of individual e-mails from your Personal Folder (.PST) file to MS Exchange Server Mailbox store without interrupting the running MS Exchange Server services.
- Restores mailboxes directly from EDB file.
- Log reports on the status of backup and restore jobs.
- Full and selective restoration of Mailboxes as PST/MSG/EML file at different locations on the live Exchange Server.
- Restoration of individual mails as MSG/EML.
- Bare Metal Backup and Restore.

Note	In this documentation set, *Stellar Phoenix Exchange Server Backup* will be sometimes referred to as Exchange Server Backup.

Installation

This documentation assumes that you have installed Microsoft Exchange Server and the necessary prerequisites and have carried out the corresponding configurations.

It also assumes:

- A basic understanding of what Microsoft Exchange Server is, how it works, and why your organization uses it as the messaging server,
- A thorough understanding of how Microsoft Exchange Server is deployed and managed in your organization, and
- A thorough understanding of the concepts used by the supported versions of Microsoft Exchange Server.

This section will describe in detail the following topics:

- System Requirements
- Installing Stellar Phoenix Exchange Server Backup
- Uninstalling Stellar Phoenix Exchange Server Backup
- Registering Stellar Phoenix Exchange Server Backup

System Requirements

To back up and restore Storage Group/Mailbox Store using *Stellar Phoenix Exchange Server Backup*, ensure that the system is configured to meet the following minimum requirements.

- *Operating System*
  Windows Server 2012, 2008, 2003

- *Microsoft Exchange Server*
  2013, 2010, 2007, 2003

- *Memory*
  Minimum 1 GB RAM, Recommended 2 GB RAM

- *Hard Disk*
  100 MB of free space

- *MS Outlook*
  2013, 2010, 2007, 2003

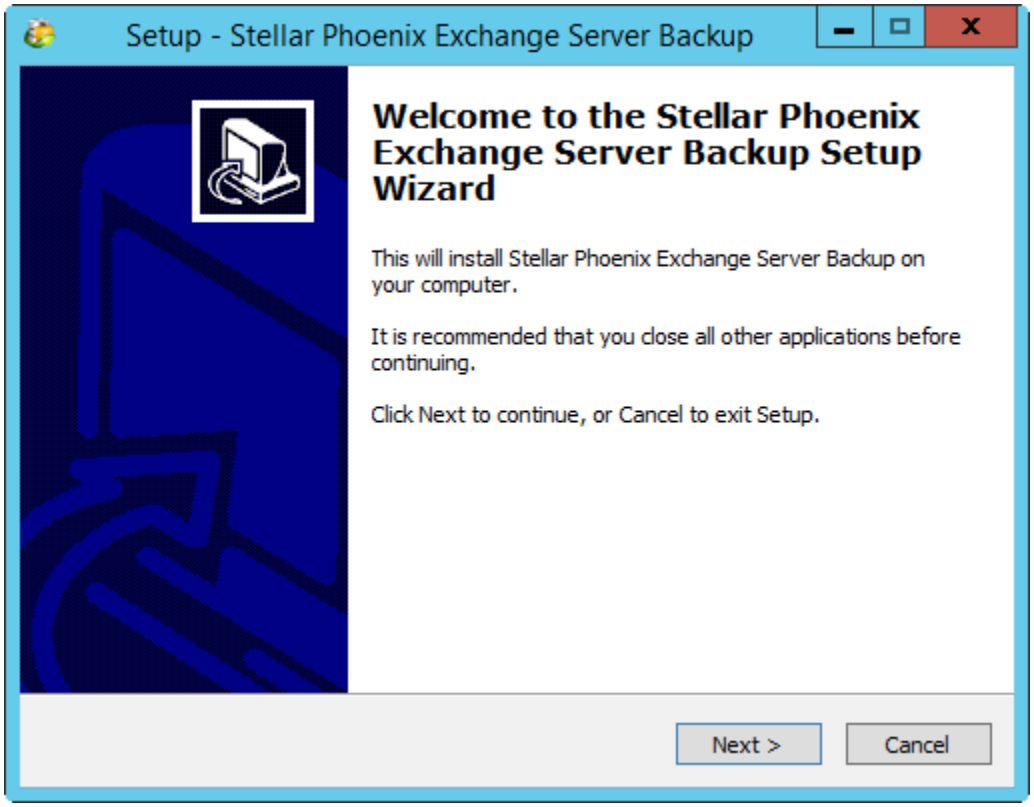
Installing Stellar Phoenix Exchange Server Backup

You need to follow few simple and intuitive steps to install *Stellar Phoenix Exchange Server Backup*. This section includes the sequential steps to install the Tool.

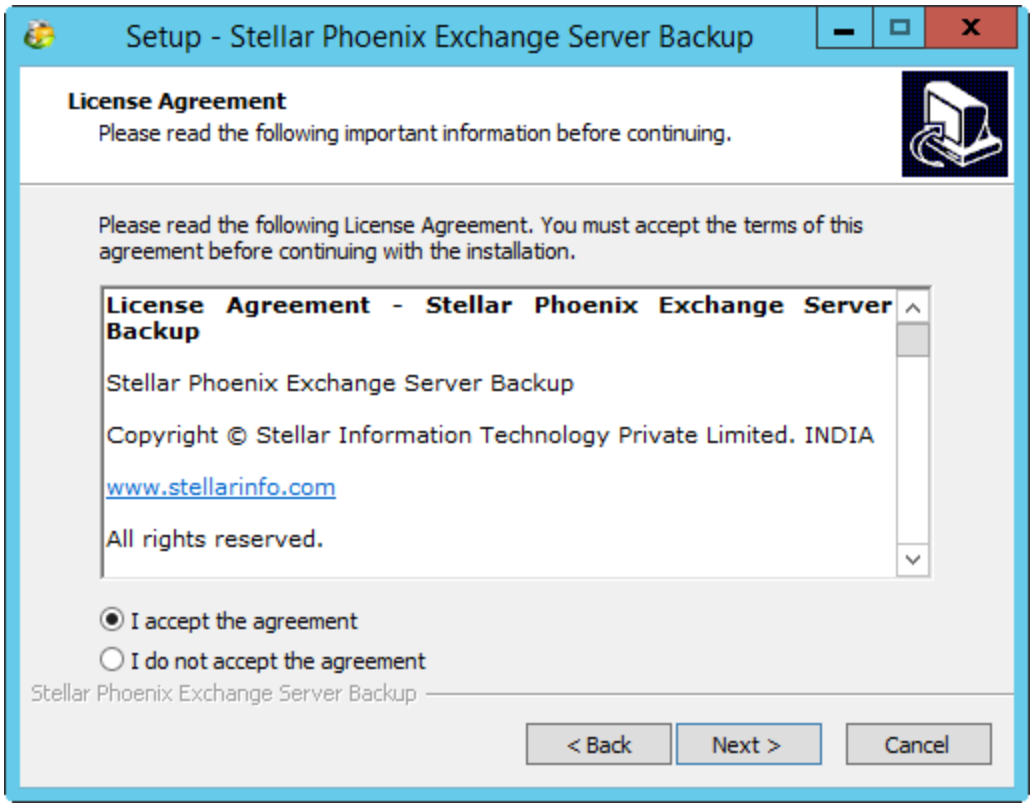
Before you start installation, ensure that you have the tool installer executable file - *StellarPhoenixExchangeServerBackup.exe* on your machine. You can download the executable file from Stellar's website.

After downloading, double click the *.exe* file to invoke the installer and follow the instructions to install the tool.

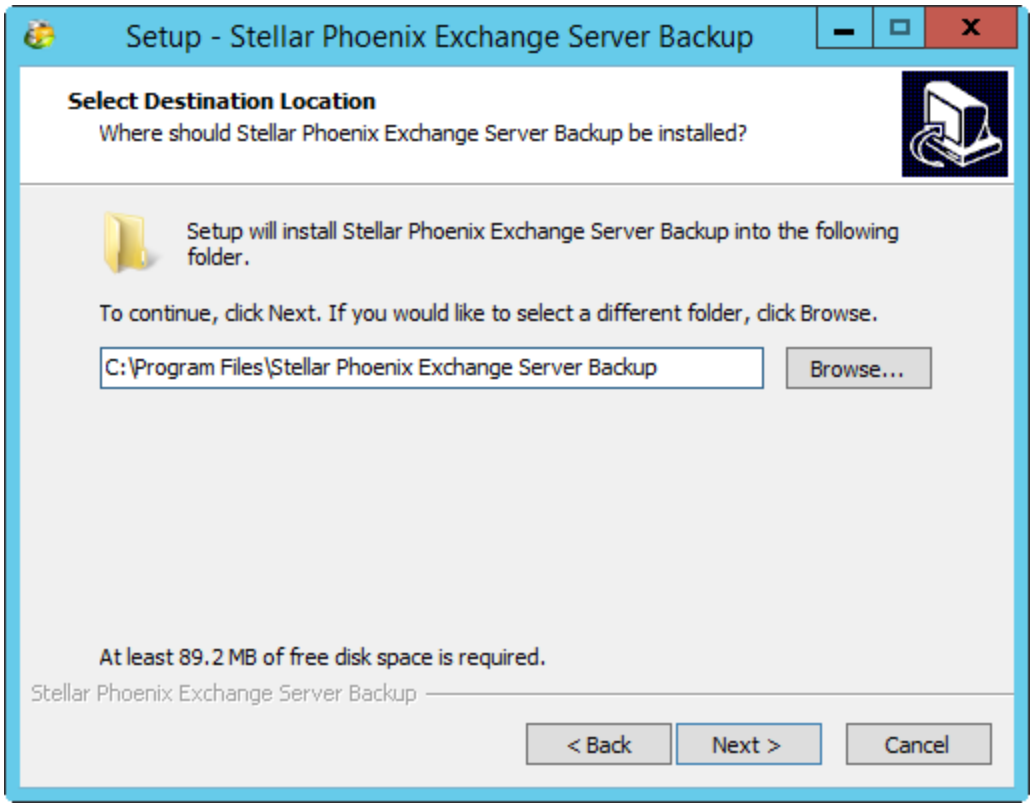
1. The *Stellar Phoenix Exchange Server Backup* Setup Wizard displays.



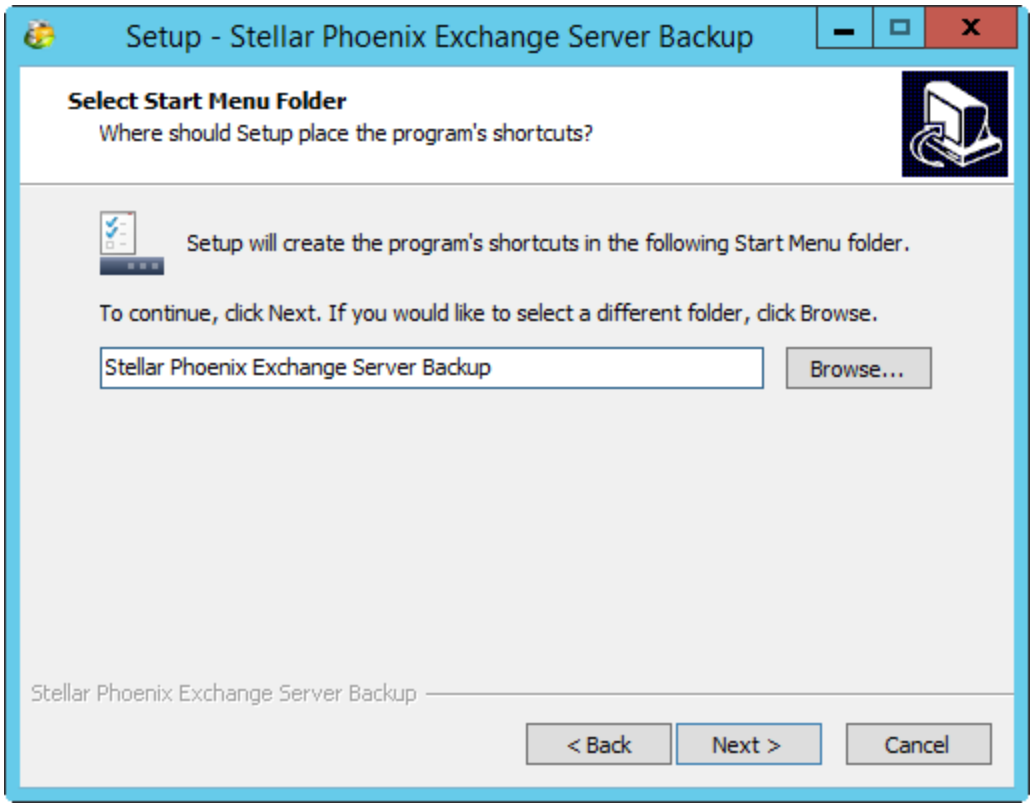
2. Click **Next** to continue with the installation process.
3. Select **I accept the agreement** and click **Next** to continue.



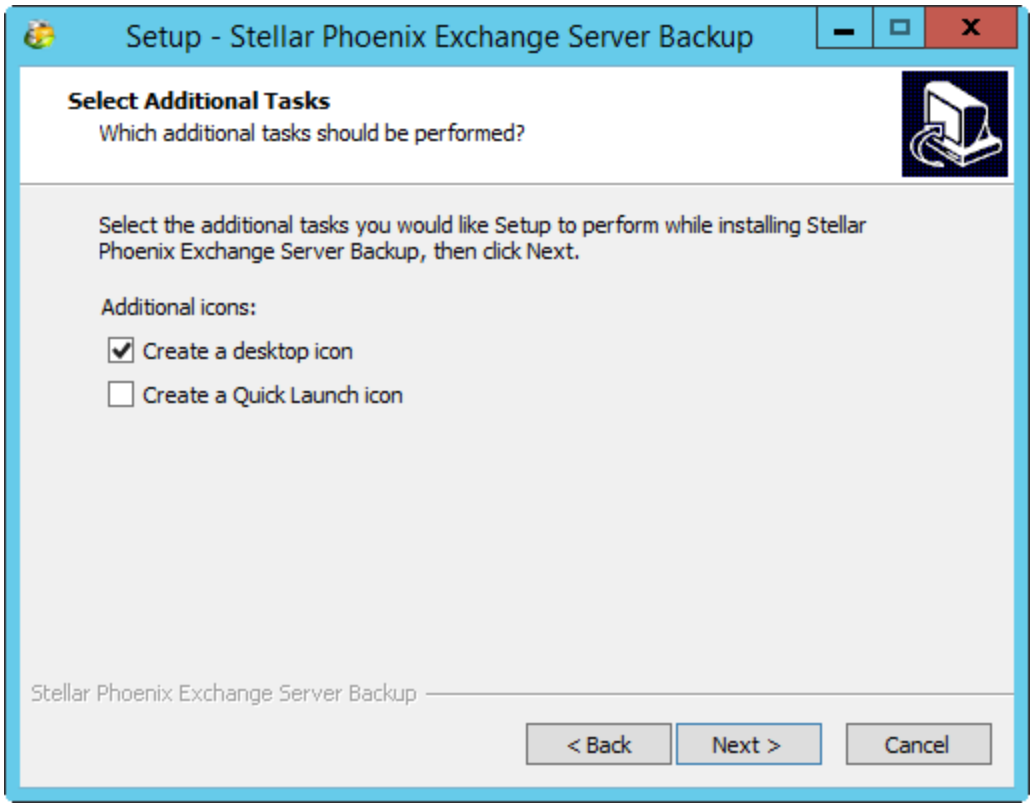
4. Specify the destination location to install the tool. You can either install it in the default location that is displayed or you can **Browse** to select a different install location.



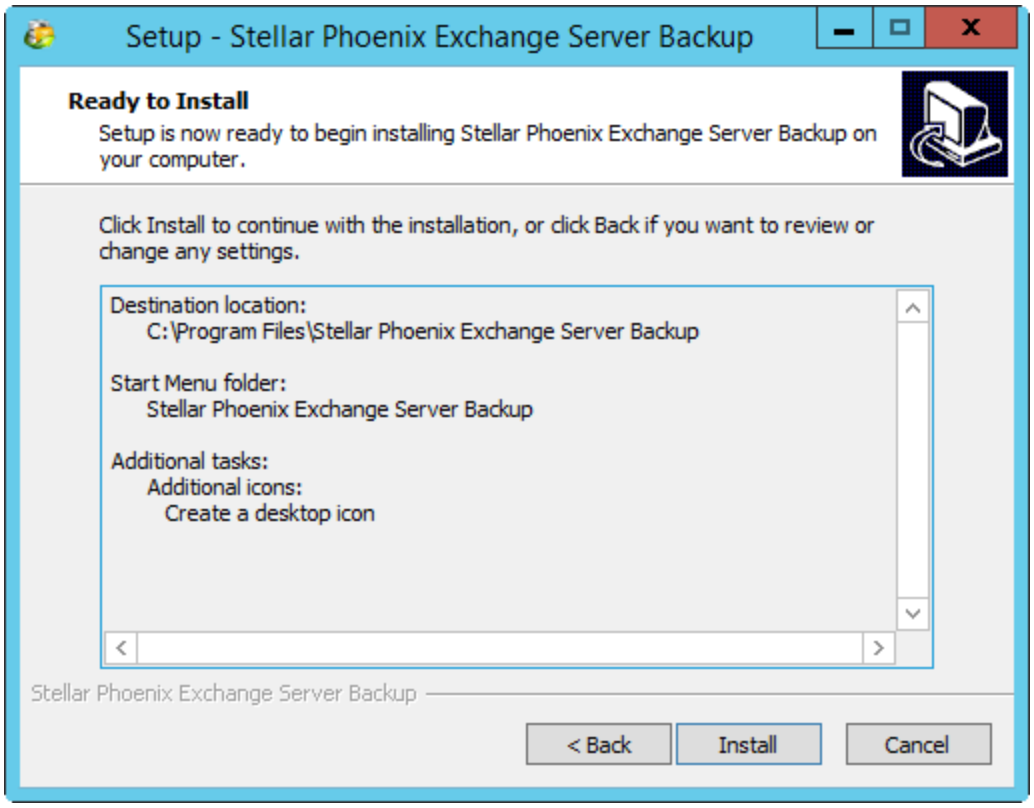
5. Select the default *Start Menu Folder* or **Browse** to select another folder to create the Program shortcuts in the selected folder, and click **Next** to continue with the install process.



6. Select the required **Additional Icons** option to create tool shortcuts like *Create a desktop icon* and *Create a Quick Launch icon*. Click **Next** to continue.

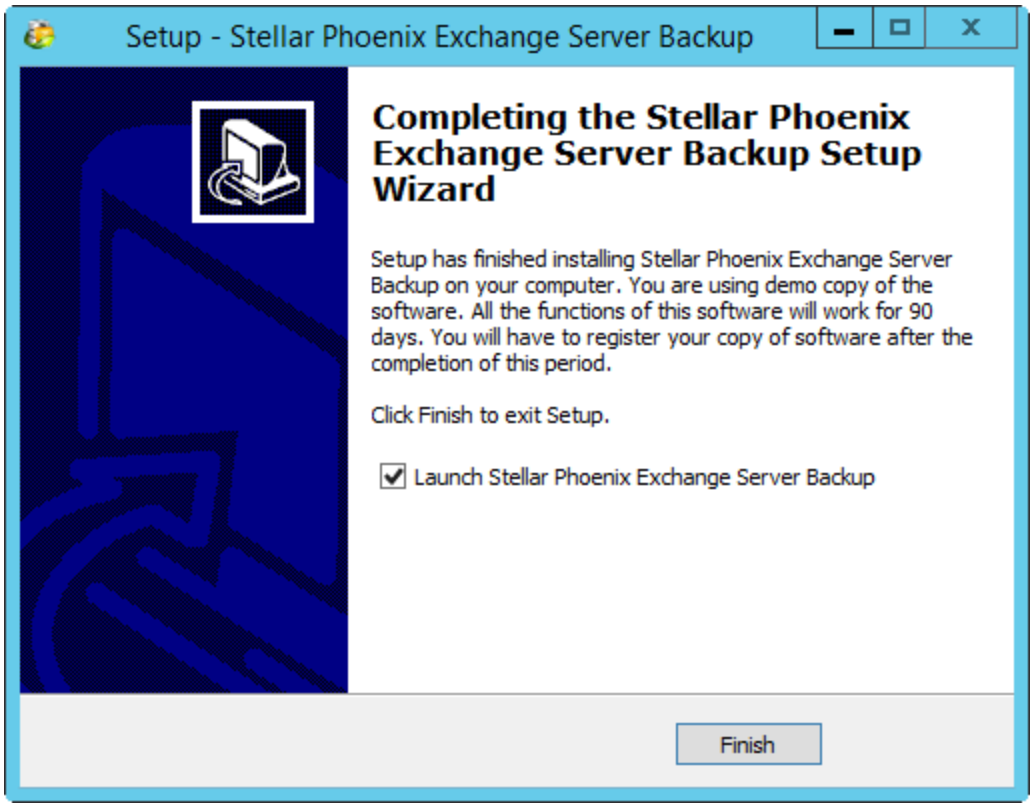


7. The setup is ready to start the installation process. Check the details. If you need to edit the details, click **Back** to return to previous screens, edit the details as required, and proceed with the installation.



8. Click **Install** to start the installation process.

9. By default the *Launch Stellar Phoenix Exchange Server Backup* check box option is selected. If you decide to invoke the tool at a later stage, you may clear the selection. Click **Finish** to complete the install process.



10. After the successful installation, *Stellar Phoenix Exchange Server Backup* is launched.

11. Alternatively you can launch the tool later through Windows Start menu. To launch the tool from the Start Menu:

    Click *Start > All Programs > Stellar Phoenix Exchange Server Backup*.

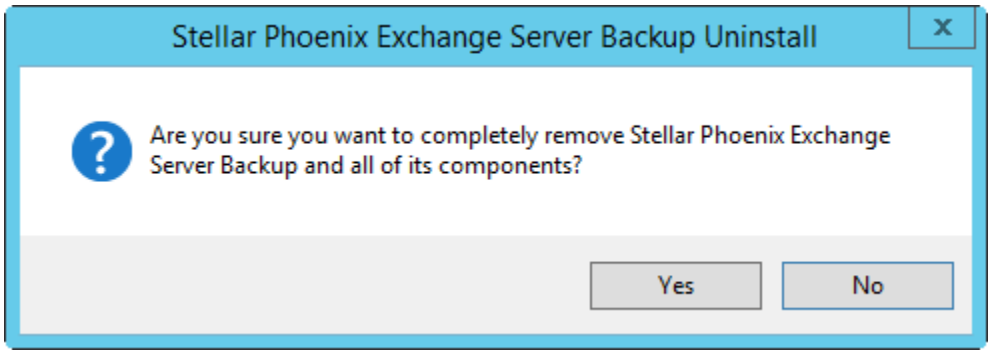
Uninstalling Stellar Phoenix Exchange Server Backup

If you need to uninstall the tool, follow the steps mentioned below:

1. Click *Start > All Programs > Stellar Phoenix Exchange Server Backup > Uninstall Stellar Phoenix Exchange Server Backup* to uninstall the tool.

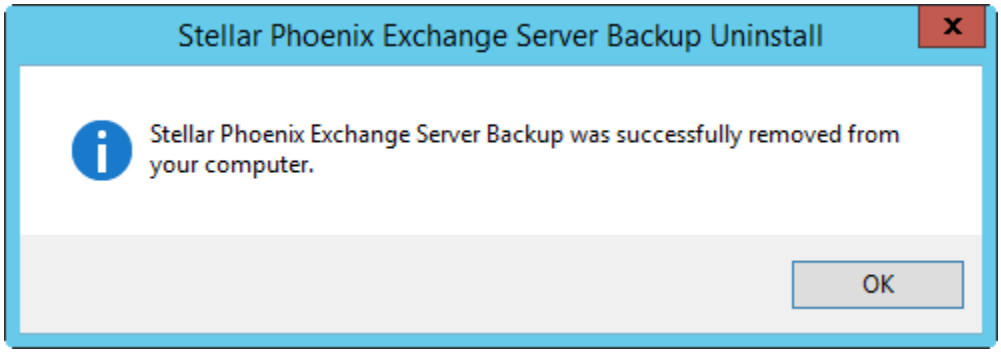
   OR

   Go to *Windows > Control Panel > Add Remove Programs > Stellar Phoenix Exchange Server Backup > Uninstall*. A corresponding alert is displayed.



2. Click **Yes** to continue uninstalling the *Stellar Phoenix Exchange Server Backup.*

3. After the successful uninstallation, a corresponding message is displayed. Click **OK** to complete the uninstallation process.



Note	Sometimes the uninstall process fails to remove all the files from the install folder. In such cases, it is recommended that you remove the files manually, before re-installing the tool.

Update Wizard

Stellar releases periodical software updates for all its products. The *Update Wizard* option keeps your *Stellar Phoenix Exchange Server Backup* tool up-to-date with the latest product updates. You can receive software updates for your version of the product over an Internet connection. *Update Wizard* connects to the Stellar's Update server and automatically downloads and installs updates for the tool.

Note	▪ The demo version of the software cannot be updated. ▪ It is recommended to close all the running programs while updating the software.

The updates include new functionality, bug fixes if any, service, or other related information that can improve the software performance. The application's *Update Wizard* option checks for the latest minor and major updates online. The minor versions can be downloaded through the update wizard, but the major version, if available, has to be purchased.

Note	It is recommended that you run *Update Wizard* periodically to obtain the latest software updates.

To check for the latest updates:

1. From the *Home page* > *Help* > *Update Wizard*. The *Welcome* screen is displayed. Click **Next** to continue.
2. The wizard checks for updates. If new updates are found, you will be prompted to update the tool to the latest version.
3. Click **Next** to start downloading the files from the update server. After the download is complete, the tool will be updated to the latest version.

OR

If there are no new updates available, click **Cancel** to exit the wizard.

Note	To check for online updates, you will need an active internet connection.

Activating Stellar Phoenix Exchange Server Backup

To use *Stellar Phoenix Exchange Server Backup*, you need to activate it. Without activation the fully functional product works for 90 days. If you do not activate it during that period, all the features will be deactivated.

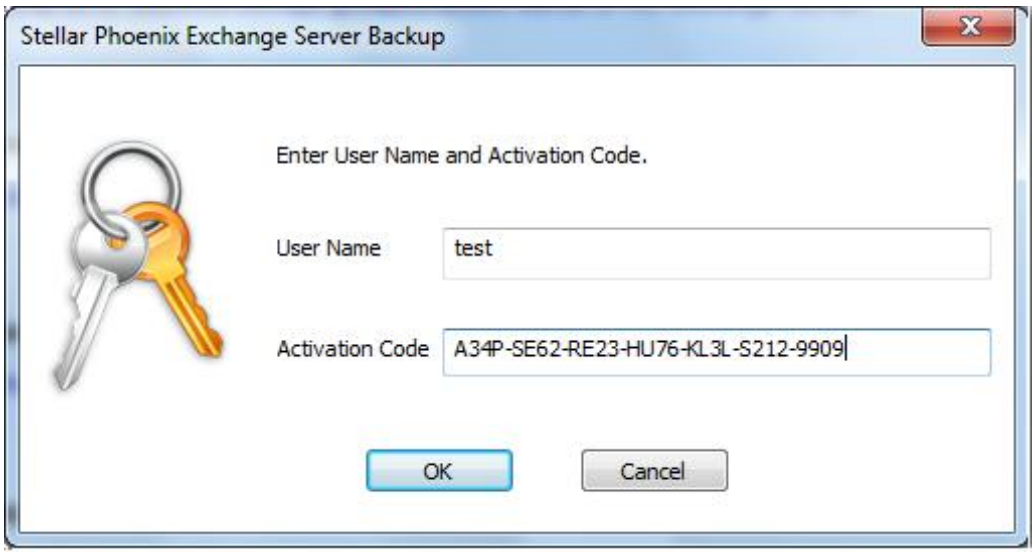
You can activate *Stellar Phoenix Exchange Server Backup* using the *Online Activation* method. Unless you activate the tool by following the process mention below, you will not be able to use the licensed version of the tool.

Online Activation

The online process encrypts and gathers the required information, and sends it to the registration Centre to activate the software license.

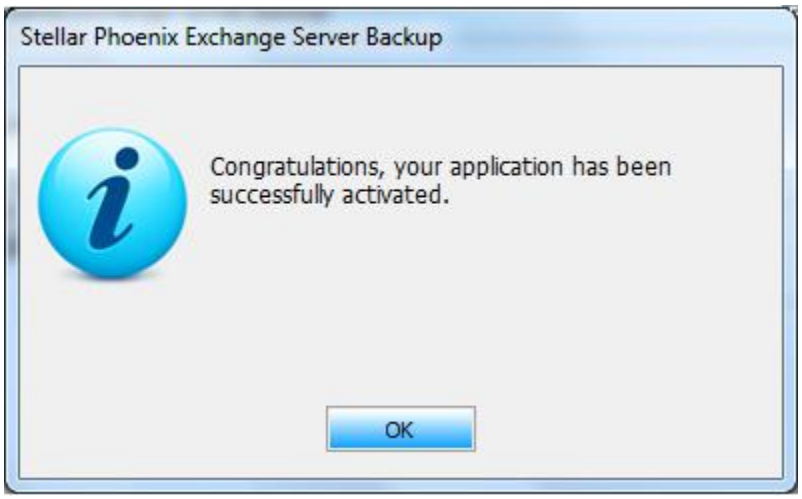
To activate the tool online:

1. Launch *Stellar Phoenix Exchange Server Backup* tool.
2. From the *Activation* menu, select **Activate Stellar Phoenix Exchange Server Backup**. You will be prompted to enter the **User Name** and the **Activation Code**.



Note The Activation Code is made available to you via e-mail after you purchase the licensed version of the tool.

Click **OK** to continue. The software automatically communicates with the license server. If the activation is successful, a corresponding message is displayed.



3. After the activation is complete, click **OK** to complete the process and return to the Home screen. After successful activation, you can start using *Stellar Phoenix Exchange Server Backup* tool.

User Guide

Stellar Phoenix Exchange Server Backup tool can perform a live backup of Storage Group/Mailbox Stores of MS Exchange Server. Having a backup of this store allows you to perform a complete restore of Storage Group/Mailbox Stores.

This guide explains how to backup and restore Storage Group/Mailbox Store using *Stellar Phoenix Exchange Server Backup.* These steps are explained in detail in the subsequent sections

The tool also supports Bare Metal Backup and Restore to ensure that you never lose your data. The option enables you to perform a safe and reliable backup and restore.

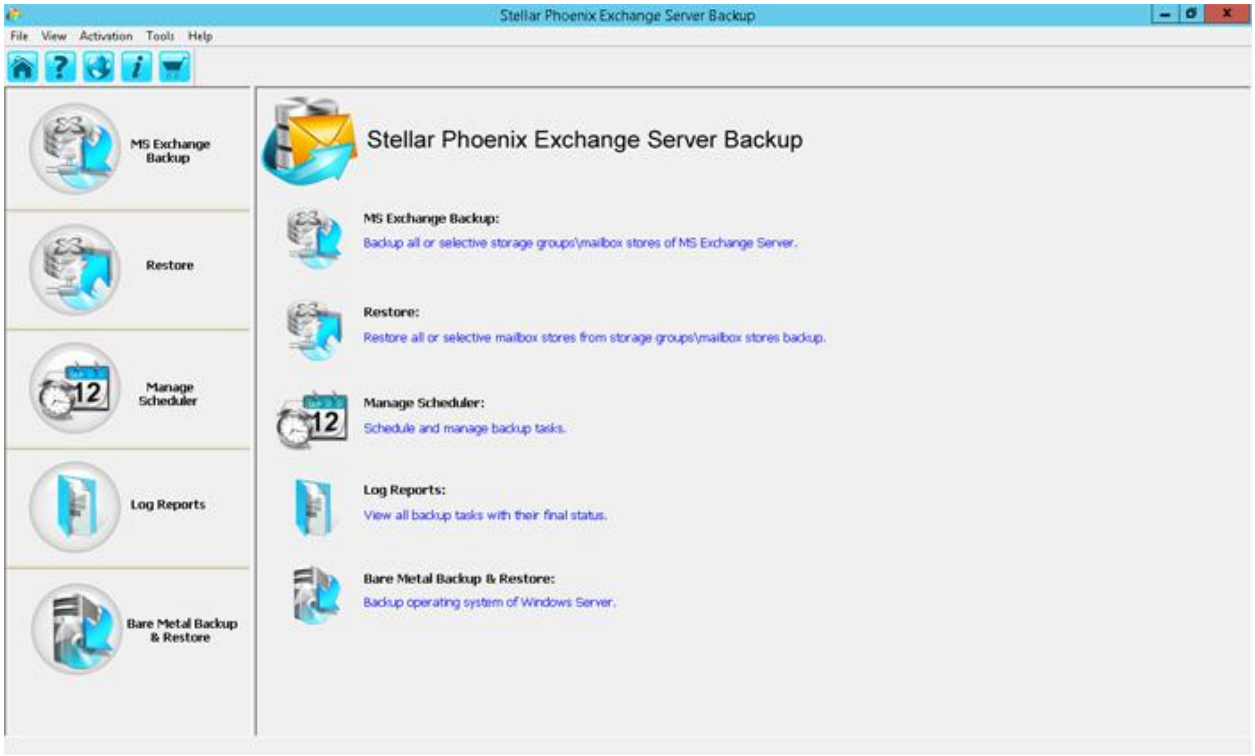
The Guide covers the following major topics:

- MS Exchange Backup
- Restore
- Manage Scheduler
- Log Reports
- Bare Metal Backup and Restore

Getting Started

On launching the tool, the *Stellar Phoenix Exchange Server Backup* Home screen is displayed. The left panel of the screen displays the *MS Exchange Backup*, *Restore*, *Manage Scheduler* and the *Log Reports* options. The tool includes *Bare Metal Backup and Restore* option to create the backup image of the entire volume or the OS volume and to restore the same.

The illustration below displays the *Stellar Phoenix Exchange Server Backup* GUI and the available options.



The table below shows the available menu options and the description of each.

Name	Description
File Menu Options	
Home	Use this option to return to the main interface.
MS Exchange Backup	Use this option to display the corresponding backup options.
Restore	Use this option to display the corresponding restore options.
Manage Scheduler	Use this option to schedule and manage the backup tasks.
Bare Metal Backup and Restore	Use this option to backup and restore the OS.
Restore Manually	Use this option to manually restore the Exchange data.
Exit	Use this option to exit the tool.
View Menu Options	
Log Reports	Use this option to view the generated reports.
Activation Menu Options	
Activate Stellar Phoenix Exchange Server Backup	Use this option to activate the Stellar Phoenix Exchange Server Backup tool.
Tools Menu Options	
Run Now/ Manage Scheduled Task	Use this option to run and manage the scheduled tasks.
Help Menu Options	
Help Topics	Use this option to view the help documentation.
Update Wizard	Use this option to update the tool to its latest version.
Buy Stellar Phoenix Exchange Server Backup	Use this option to purchase the tool online by providing the relevant details.
About Stellar Phoenix Exchange Server Backup	Use this option to view the tool details.

MS Exchange Backup

You must back up all Storage Groups/Mailbox Stores to ensure that it can be restored in the event of an Exchange Server crash. Exchange uses open files and running processes, therefore, backing it up becomes a complex task. *Stellar Phoenix Exchange Server Backup* allows you to backup the MS Exchange Server Storage Groups/Mailbox Stores without interrupting your currently running MS Exchange Server services.

The types of backup supported are:

- Full Backup
- Full Backup followed by Incremental Backup
- Full Backup followed by Incremental Backup(Commit Logs)

Each method uses the familiar components of a backup: source, destination, selection criteria, and options.

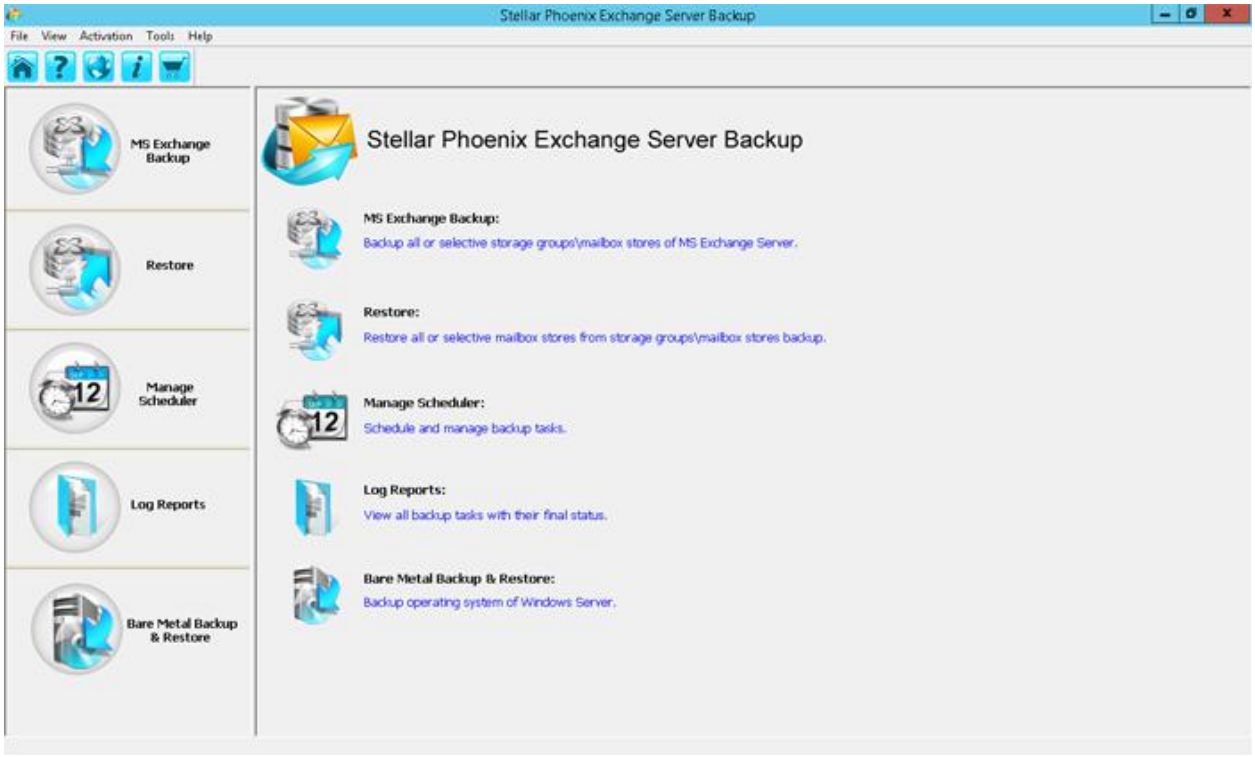
Full Backup

A full backup of Storage Groups/Mailbox Stores, backs up the specified storage group/mailbox stores, as well as the associated transaction logs.

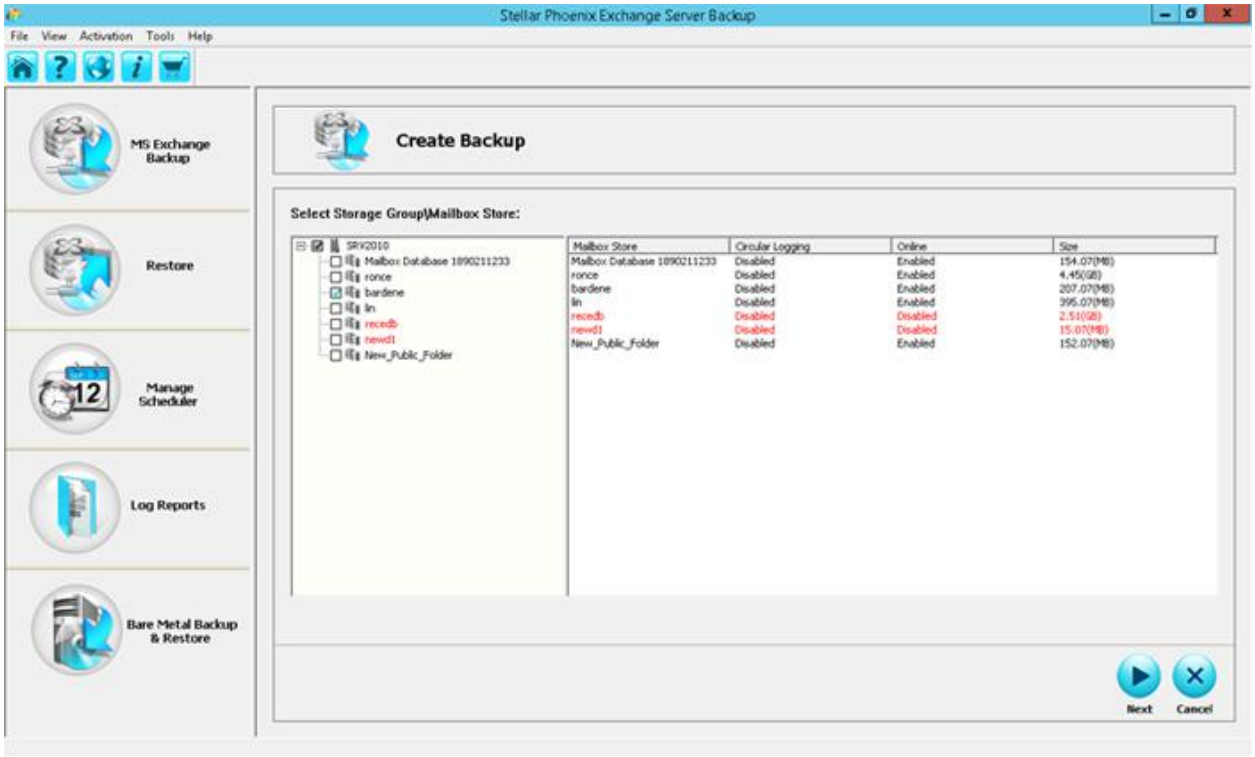
This section describes the steps and the settings that are specific for backing up Microsoft Exchange Server Storage Groups/Mailbox Stores.

To initiate a *Full Backup*:

1. Invoke the *Stellar Phoenix Exchange Server Backup* tool.
2. The *Stellar Phoenix Exchange Server Backup* tool's Home screen is displayed.
3. Click on **MS Exchange Backup**.



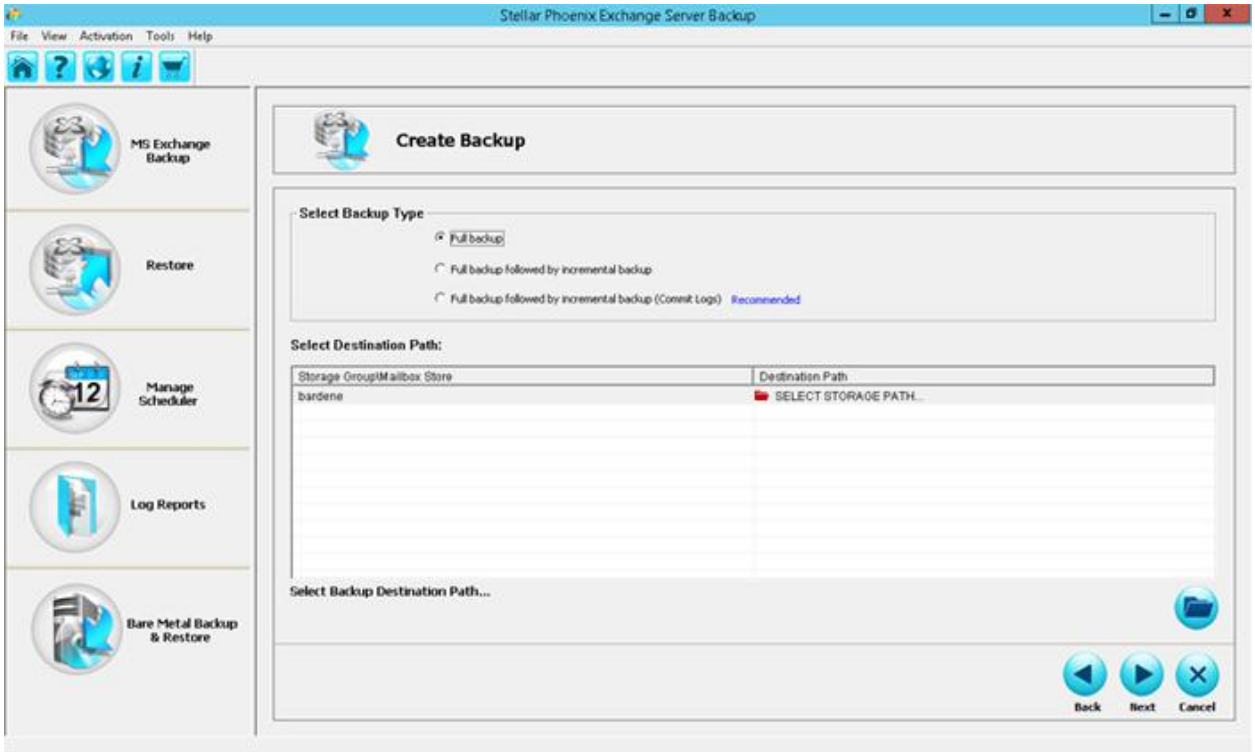
The *Create Backup* screen is displayed. It displays the list of databases available for the backup task.



The screen displays the list of Storage Group/Mailbox Store in the left panel. The right panel displays the Mailbox Store, Circular Logging, Online status and Size of each storage. In the above illustration, the list of Mailbox Store is displayed.

- *Storage Group/Mailbox Store* - Depending on the version and the needs of the organization, a Storage Group contains one or more Mailbox and Public Folder store. It also contains system files and transaction logs.
- *Mailbox Store* - Mailbox stores contain the user and system mailboxes.
- *Circular Logging* - It is the Microsoft Exchange Server logging mode, wherein, Exchange overwrites and reuses the transaction log files rather than creating new log files. By default the option is disabled.
- *Online* - By default the option is enabled to allow you to back up without interrupting the Exchange Server services.
- *Size* - It is the size of the individual database.

4. Depending on the Exchange Server that your organization is using, for the source, you may select any one or combination of Exchange Server container, storage group, Exchange Mailboxes, individual mailbox, individual mailbox folder, or all the Folders. Select the group to backup and click **Next**.
5. The *Select Backup Type* view is displayed.



Select *Full Backup* and click **Next**.

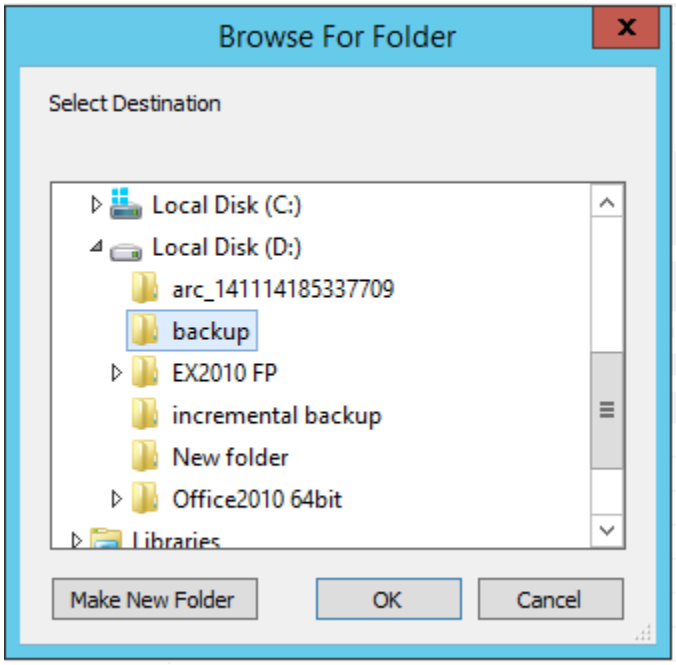
6. You will be prompted to select the destination path. The two options available are:
   - o *Local or Network drive*, and
   - o *FTP Location*

Local or Network Drive - If the destination path is local, ensure that you have enough space to store the backup. If you are connecting to a networked computer, you will need to provide the necessary credentials to access the network share.

To select a local or network drive:

a. From the *Select Destination Path Option* screen, choose **Select local or network drive**. Click **OK** to continue.

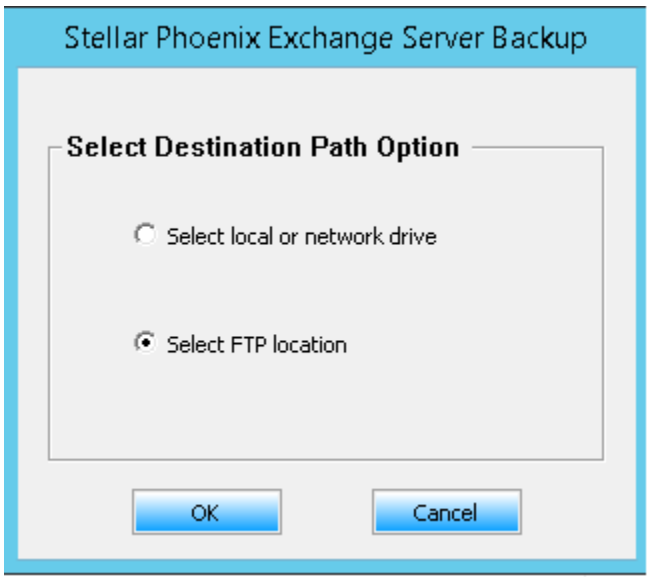
b. The *Browse For Folder* screen is displayed.



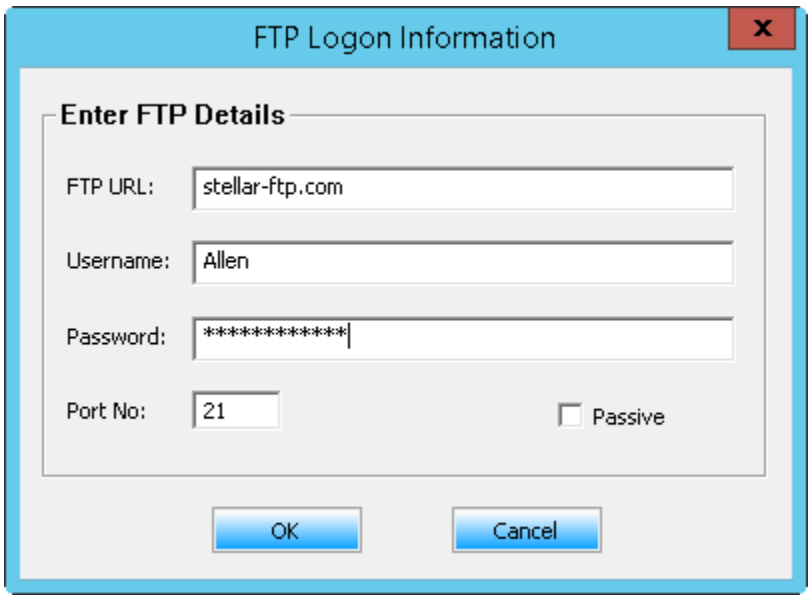
You will be prompted to select the folder name. You can either select an existing folder or **Make New Folder** to store the backup. Select the destination folder and click **OK**. Destination options that you choose, is reflected under the **Destination Path** column in the *Select Destination Path* view. **Select FTP Location** - *Stellar Phoenix Exchange Server Backup* allows you to store your backups on FTP servers.

To select a FTP location:

a. From the *Select Destination Path Option* screen, choose **Select FTP Location** and click **OK** to continue.



b. The *FTP Logon Information* dialog is displayed.

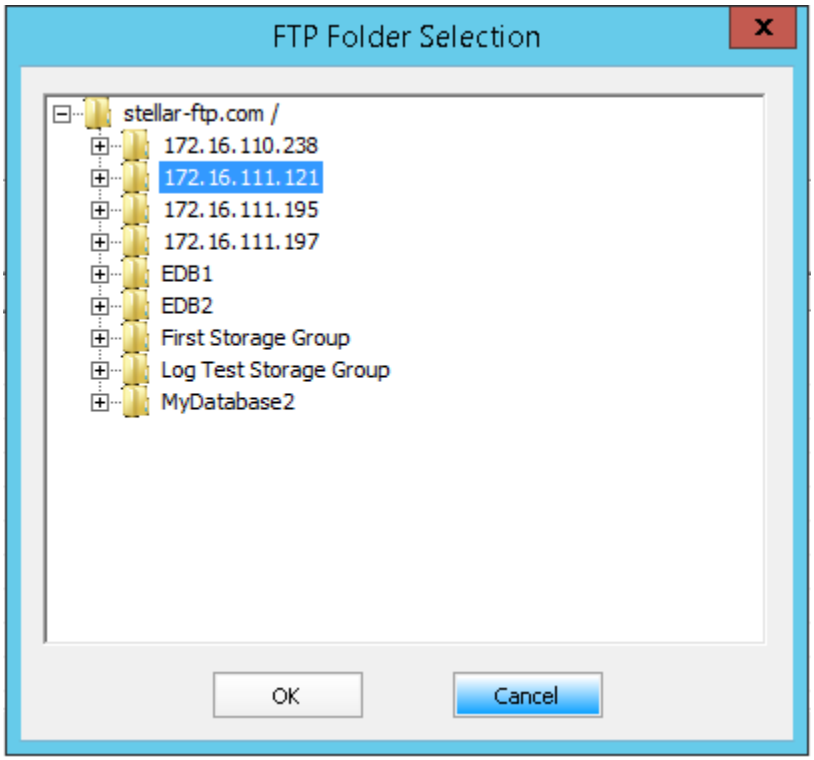


Enter the following information:

- **FTP URL** - it is the path to the FTP server, for example: *stellar-ftp.com.*
- **User name** - enter the user name.
- **Password** - enter the password.
- **Port No** - the default FTP server port is 21. To specify a different port number, it is advised that you consult your administrator.
- **Passive** - you can select this option to alleviate any FTP connectivity problems that you may have. Passive FTP makes the FTP client establish all connections to the FTP server. Firewalls typically allow passive FTP connections without requiring additional configuration information.

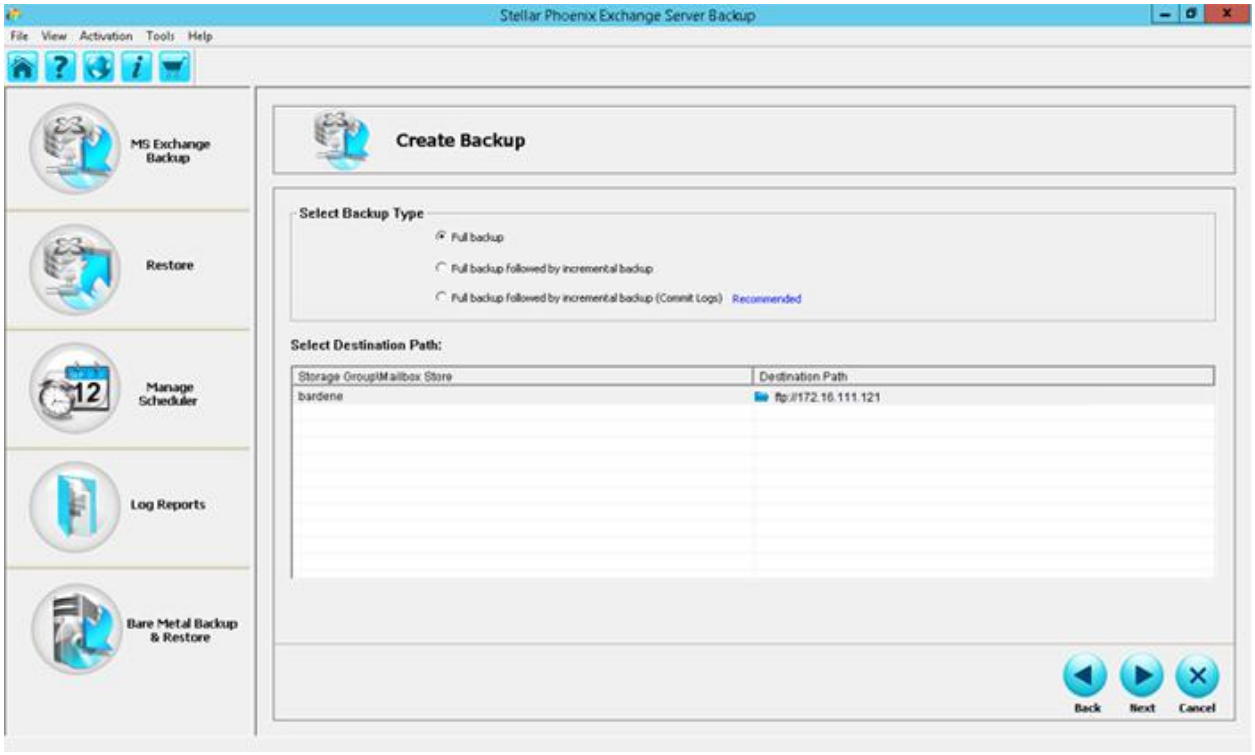
Click **OK** to continue.

c. The *FTP Folder Selection* dialog is displayed.



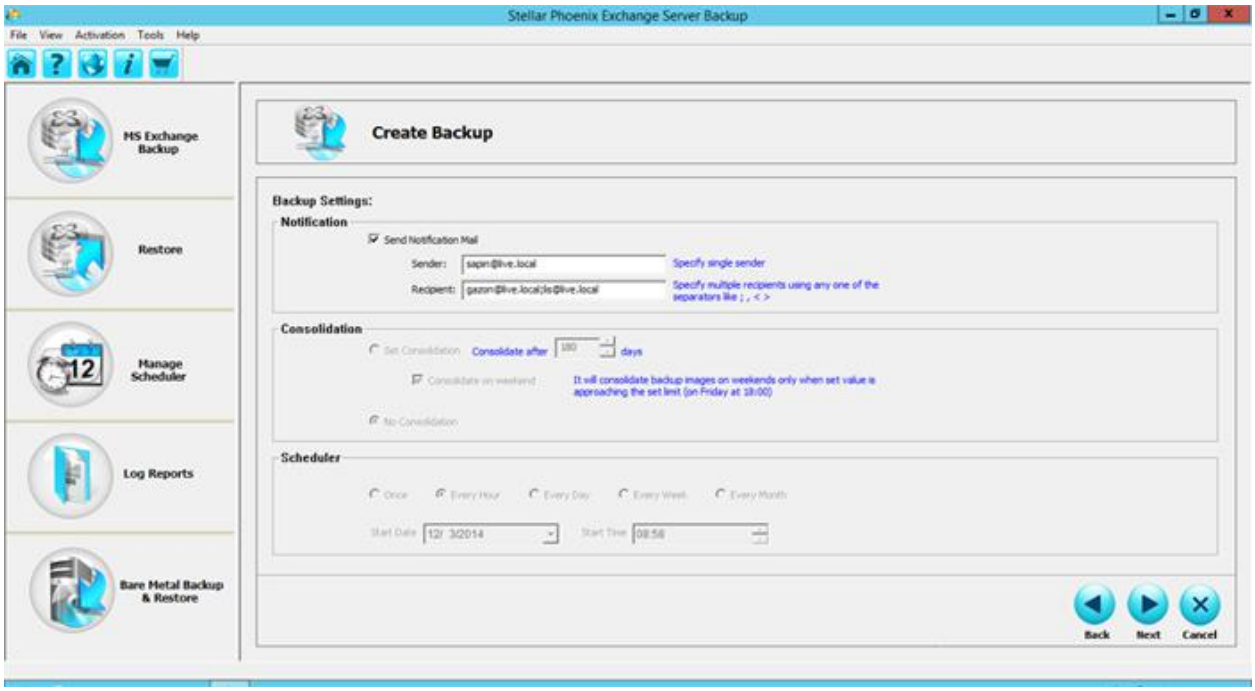
Select the FTP folder that you want to use and click **OK** to continue.

d. The selected FTP folder is displayed in the **Destination Path** column as illustrated below.



Click **Next** to continue.

7. The *Backup Settings* view is displayed.



The *Backup Settings* view displays three different setting options:

- *Notification* - it is the selector to notify the success or the failure of the backup job with details on its start and finish time, and destination. For the e-mail notification, you must specify the sender and recipient e-mail addresses. You can specify multiple e-mail addresses in the *Recipient* field.

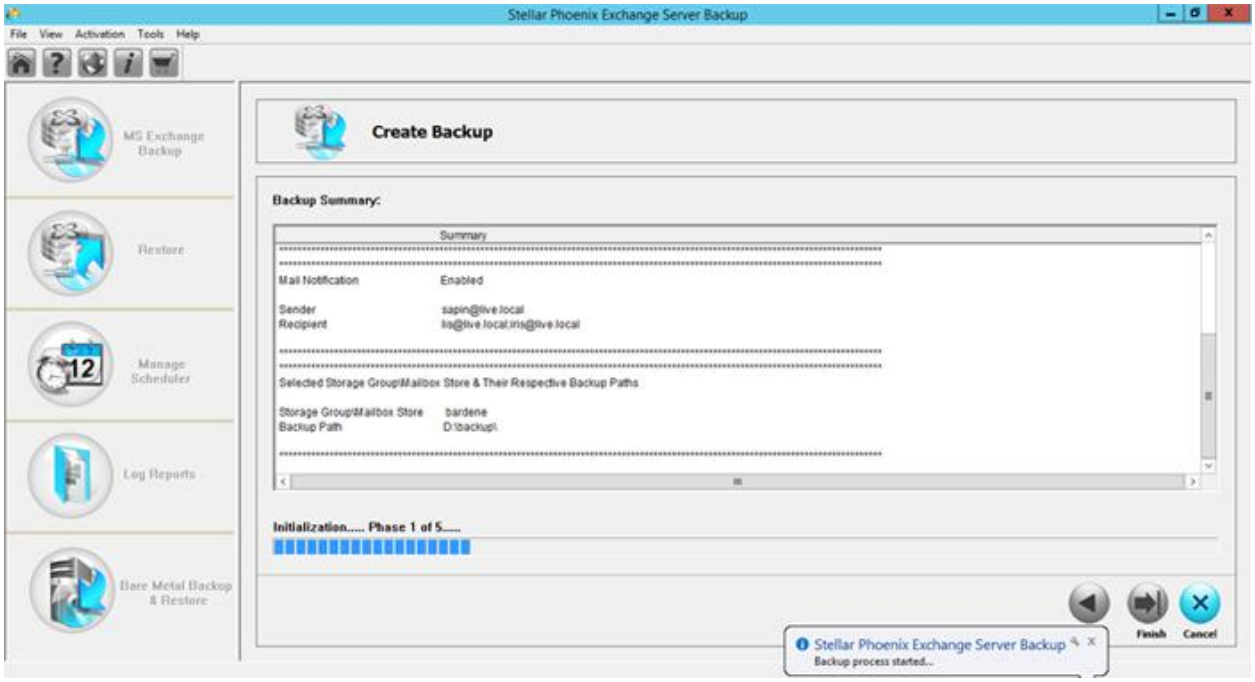
- *Consolidation* - this option combines a full backup and incrementals into a single backup. Consolidation becomes a necessity when deleting backups, either manually or during cleanup. The available options are:
  Set Consolidation: Use this option to define the retention period of the backup. A backup will be stored until the specified number of days in the location before the consolidation actually starts. You can set a value between 30 to 180 days. The set value can be incremented by 15, that is, you can specify 30, 45, 60 days and so on.
  Consolidate on weekend: use this option to consolidate the backup over the weekend. When you select this option, the tool automatically starts consolidation over the weekend, when the set value approaches the set limit (the weekend starts on Friday at 18:00).
  No Consolidation - select this option if you do not wish to consolidate the backups.

- *Scheduler* - You can create schedules to reflect when a Full Backup, Full Backup followed by Incremental Backups or Full Backup followed by Incremental Backups (Commit Logs) should be executed. The options available are:
  Once - the backup will be executed only once at the specified time and day.
  Every Hour - the backup occurs every hour.
  Every Day - the backup occurs every day at the specified time.
  Every Week - the backup occurs every week at the specified time and day.
  Every Month - the backup occurs every month at the specified time and day.
  Start Date - Select the date on which to run the backup process.
  Start Time - Select the time to start the backup

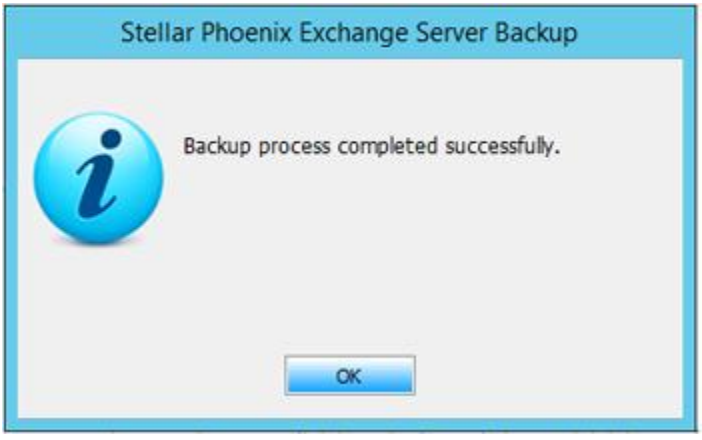
Note	The *Consolidation* and *Scheduler* options are enabled only for Incremental backups.

After defining the *Notification* settings click **Next**.

8. The *Backup Summary* view is displayed.



The *Backup Summar*y view displays the selected settings. The Summary view helps you to review all the backup options that you defined. Click the **Back** button to modify the settings if required. Click **Finish** to start the backup process. After the backup is completed successfully, a corresponding message is displayed.



9. Click **OK** to return to the home screen. The full backup created is ready to be restored when required.

Related Topics

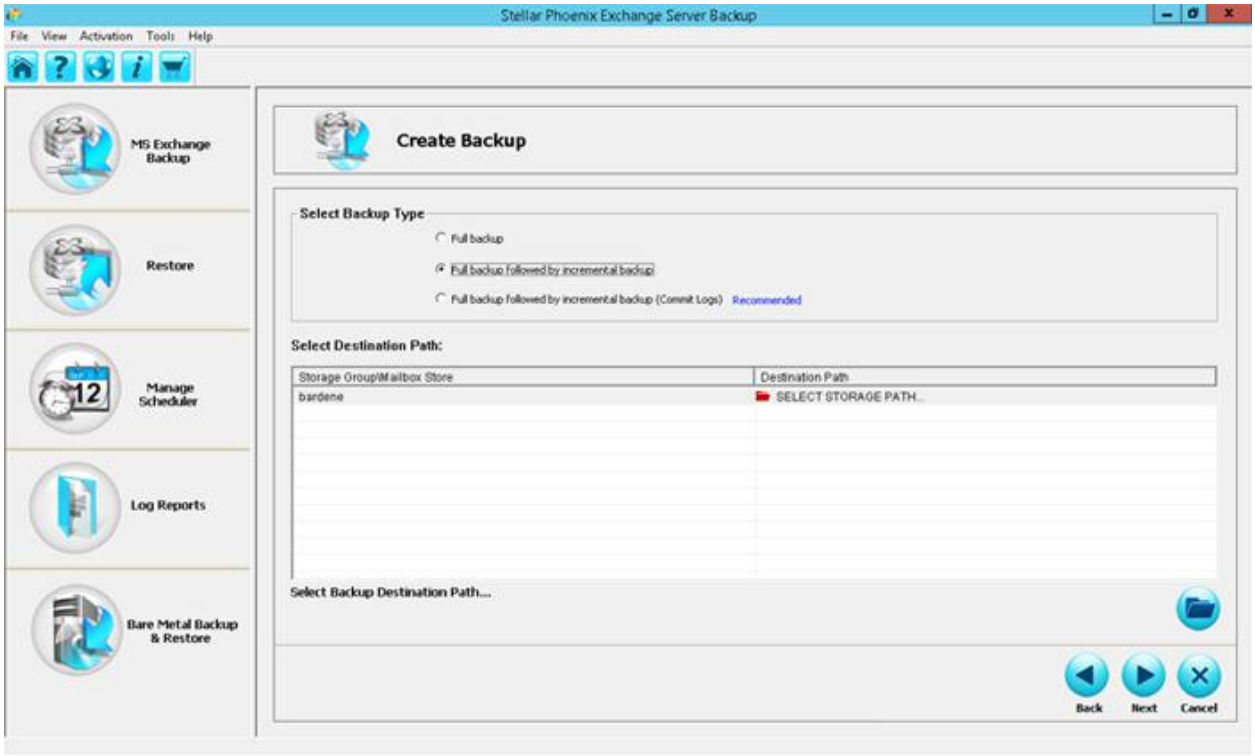
- Full Backup followed by Incremental Backup
- Full Backup followed by Incremental Backup (Commit Logs)

Full Backup followed by Incremental Backup

An incremental backup stores the changes to the data against the last backup. The data stored in an Incremental backup includes only the transaction log files up to the current time. At first, a full backup is created followed by the incremental backup. For example, for the first incremental backup, all files in the file set are backed up, as in a full backup. If you use the same file set to perform a incremental backup later, only the files that have changed are backed up. If you use the same file set for a third backup, only the files that have changed since the second backup are backed up, and so on.

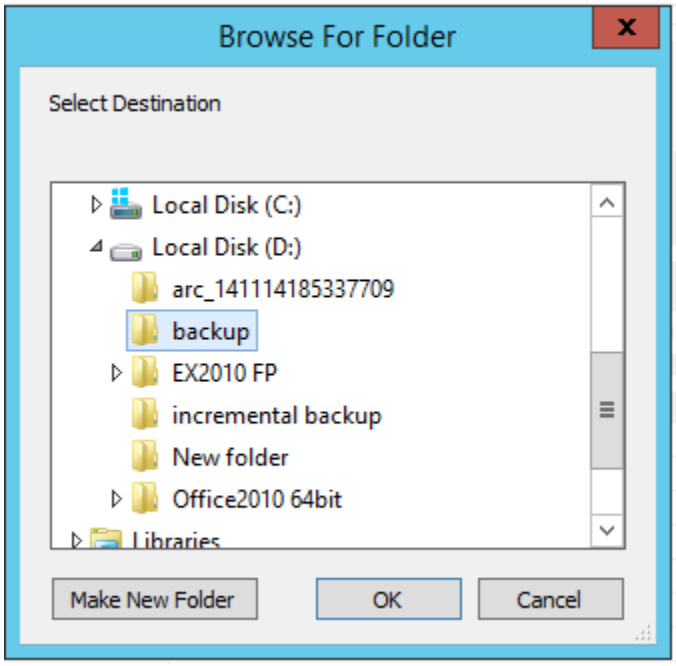
To initiate an *Incremental Backup*:

1. Follow steps 1-5 mentioned in the section on *Full Backup*.
2. From the *Select Backup Type* view, choose *Full Backup followed by Incremental Backup*. Click **Next**.



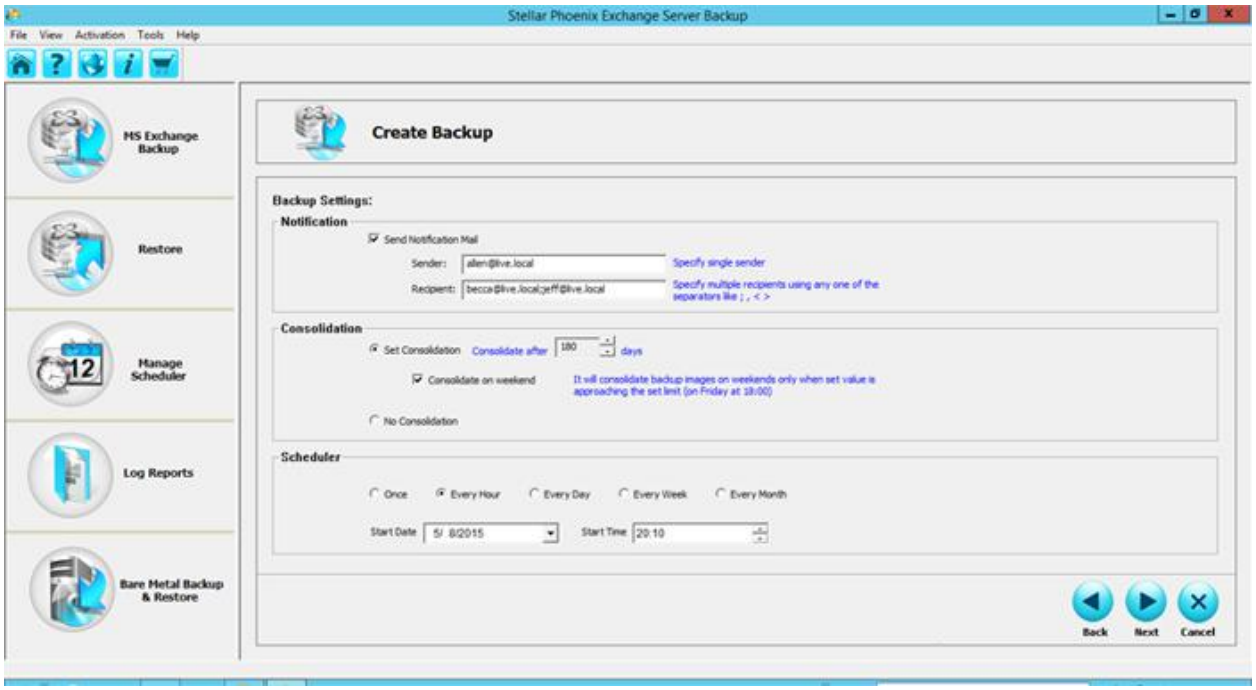
3. The *Select Destination Path Option* dialog is displayed.

4. Depending on your requirement you can choose **Select local or network drive** or **Select FTP location**. Select the required option and click **OK**.
5. In the *Browse for Folder* dialog, select the folder where you want to store the backup.



Alternatively click, **Make New Folder**, to create a new folder to store the backup. Click **OK** to continue.

6. The *Backup Settings* view is displayed.



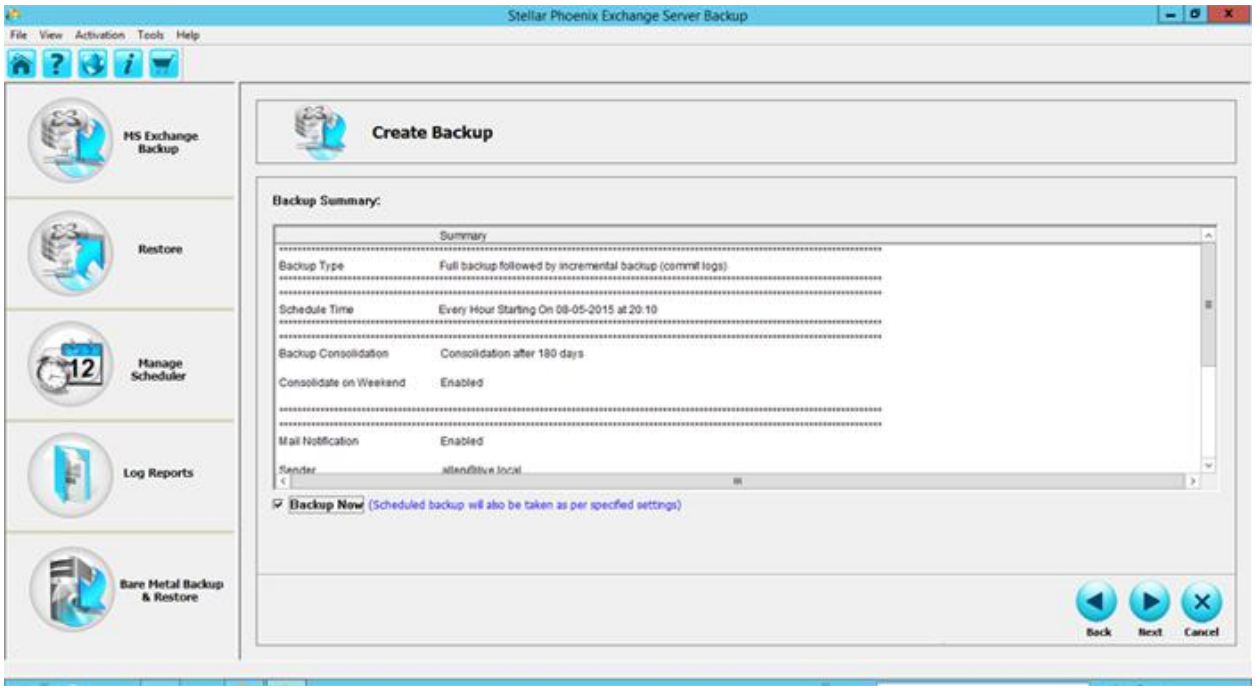
You will notice that the *Consolidation* and *Scheduler* options are enabled. For details refer the section on *Backup Settings* in the section on **Full Backup**.

7. Select the *Consolidation* and *Scheduler* options as required and click **Next** to continue.

8. The *Backup Summary* view is displayed. The Summary view helps you to review all the backup options that you defined and modify them if necessary.

Note

- To set monthly scheduler on 29,30 or 31 of a month (Windows server 2008 and above) user will have to provide the user log in credentials while setting the schedule.
- In case a task scheduled monthly on 29, 30 or 31 gets executed, no prompt/notification will appear indicating the execution of backup process. To ensure that the scheduled task has been executed, user can check the process spesb.exe in Task Manager or at the location where backup is stored.



If the summary information is incorrect, click **Back** to return to the applicable screen to change the incorrect settings. If the summary information is correct, click **Finish** to return to the Home screen. The scheduled backup will run as per the schedule defined by you, or you can select **Backup Now** option to initiate an immediate backup, regardless of when it was set to run.

Note The **Backup Now** option initiates immediate backup, while the scheduled backup too will run as per the settings defined by you.

9. After the backup is completed successfully, a corresponding message is displayed.

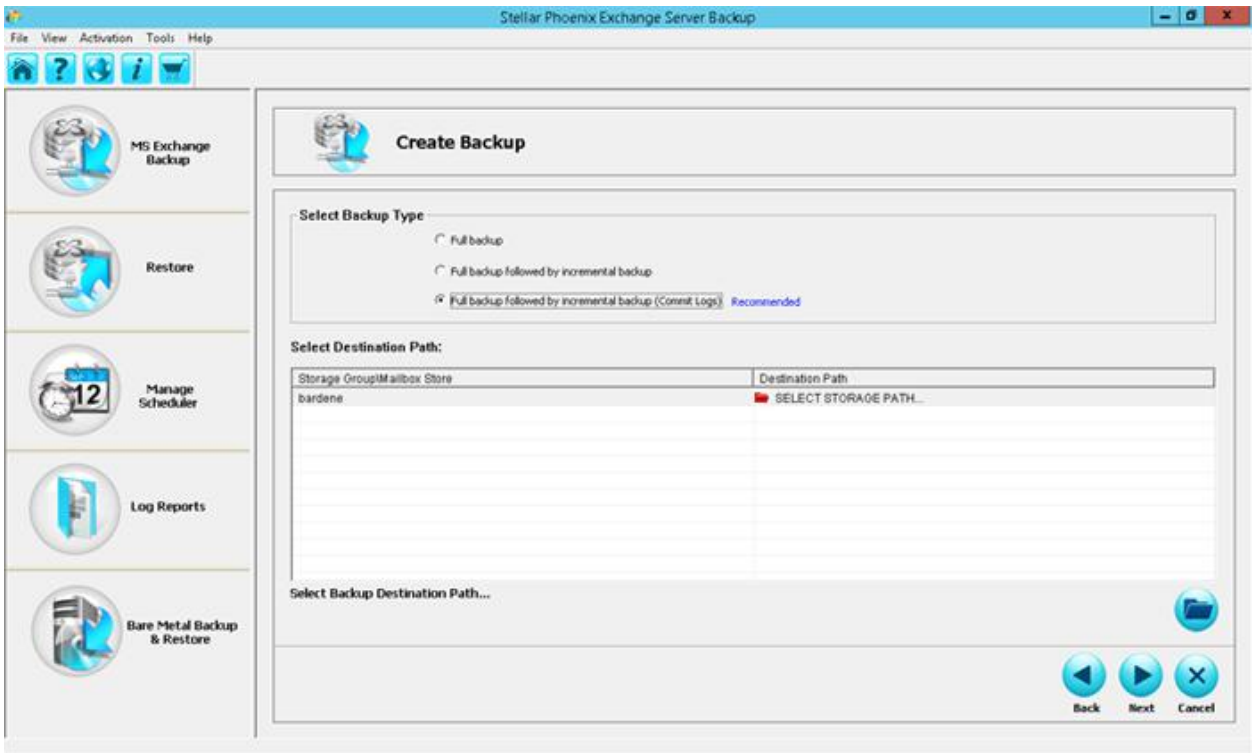
Note Ensure that your application is not running at the time user have set a scheduled process/incremental backup.

Full Backup followed by Incremental Backup (Commit Logs)

Full Backup followed by Incremental Backup (Commit Logs) option is quite similar to the Full Backup followed by Incremental Backup. In this case after a successful backup of the corresponding Exchange Storage Group/Mailbox Storage, the transaction logs are deleted from the Exchange Server location. This means that transactions from these files have already been committed and written to the database.

To initiate a *Full Backup followed by Incremental Backup (Commit Logs)*:

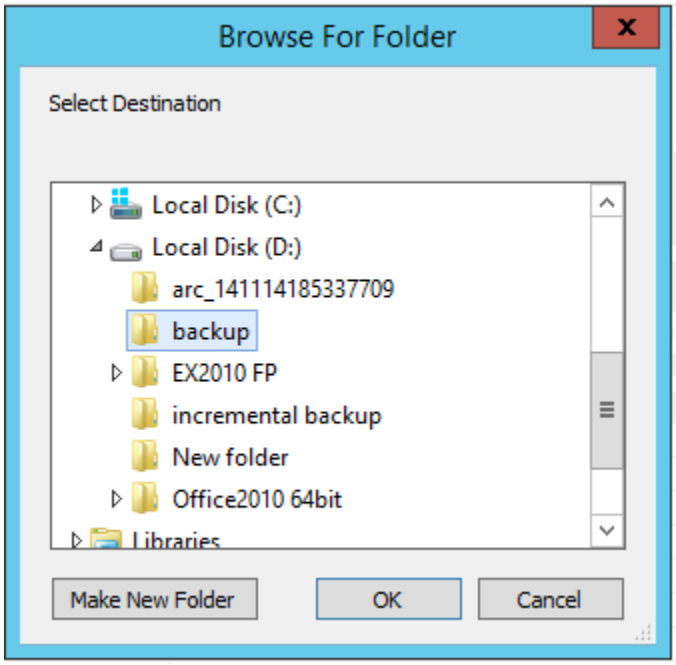
1. Follow steps 1-5 mentioned in the section on *Full Backup*.
2. From the *Select Backup Type* view, choose *Full Backup followed by Incremental Backup (Commit Logs)*.



3. The *Select Destination Path Option* dialog is displayed.

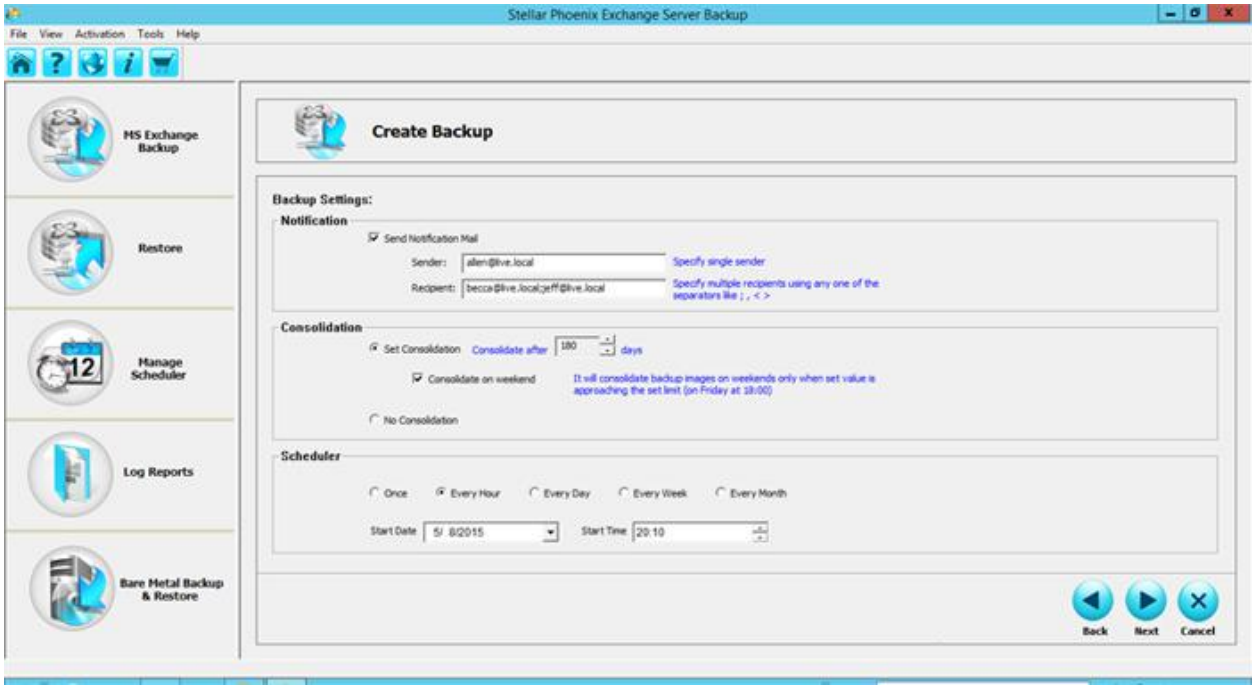
Depending on your requirement you can choose **Select local or network drive** or **Select FTP location**. Select the required option and click **OK**.

4. In the *Browse For Folder* dialog, select the folder where you want to store the backup. Alternatively click, **Make New Folder**, to create a new folder to store the backup.



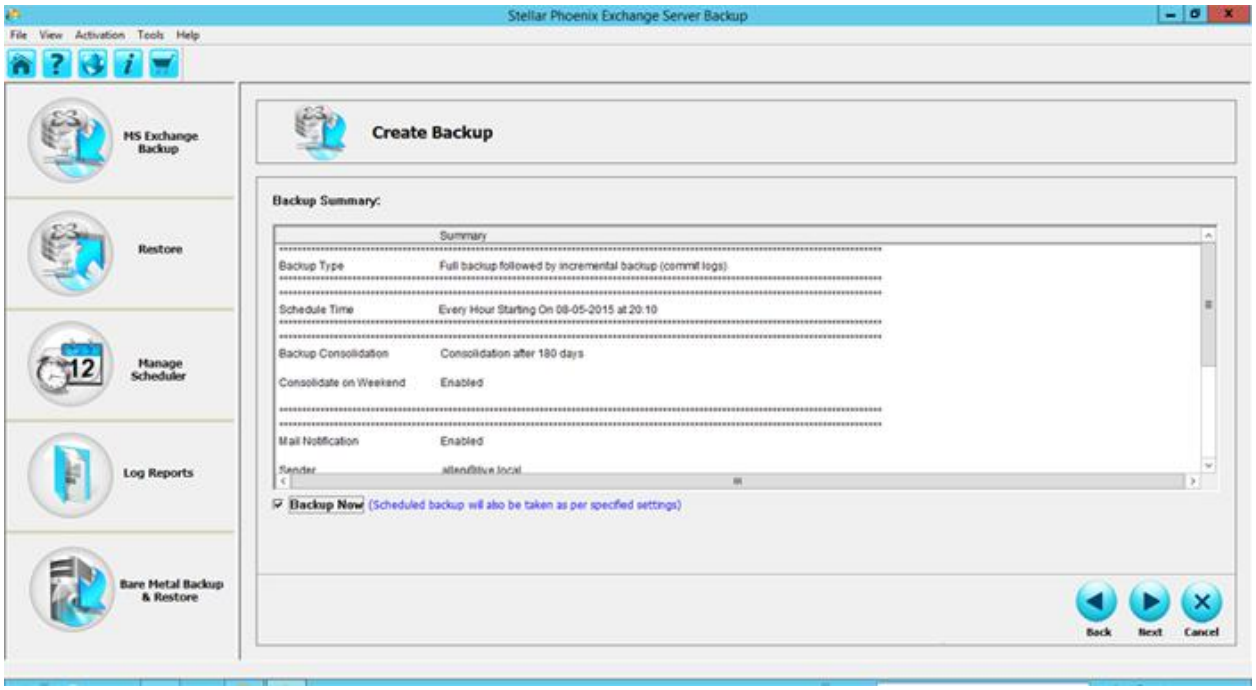
Click **OK** to continue.

5. The *Backup Settings* view displayed.



The *Consolidation* and *Scheduler* options are enabled. For details refer the section on *Backup Settings* in the section on *Full Backup*.

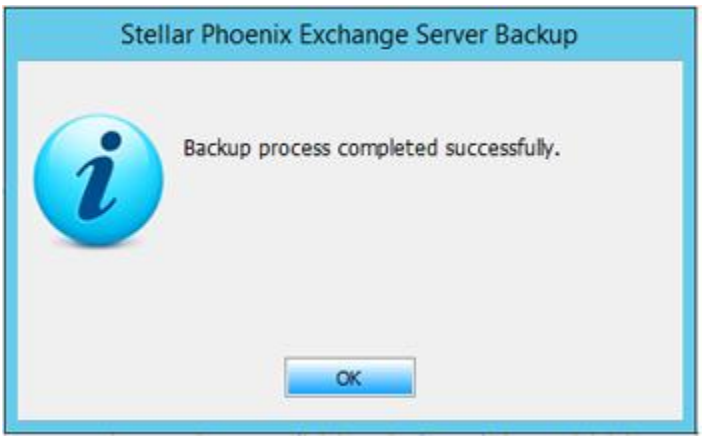
6. Select the *Consolidation* and *Scheduler* options as required and click **Next** to continue.
7. The *Backup Summary* view is displayed.



The *Backup Summary* view displays the selected settings. At this stage if you need to make any changes, click **Back** to return to the previous screens, edit the settings as required and click **Finish** to return to the Home screen. The scheduled backup will run as per the schedule defined by you, or you can select **Backup Now** option to initiate an immediate backup.

Note	If you use the **Backup Now** option to initiate an immediate backup, the scheduled backup too will run as per the settings defined by you.

8. After the backup is completed successfully, a corresponding message is displayed.



Restore

After you choose the restoration strategy that best suits your needs, you can use the information in this section to perform the appropriate tasks by using the tool's *Restore* feature. You can use the Exchange backups to restore one or more mailbox stores. *Stellar Phoenix Exchange Server Backup* allows you to restore the MS Exchange Server Storage Groups/Mailbox Stores without interrupting your currently running MS Exchange Server services.

This section includes the following topics:

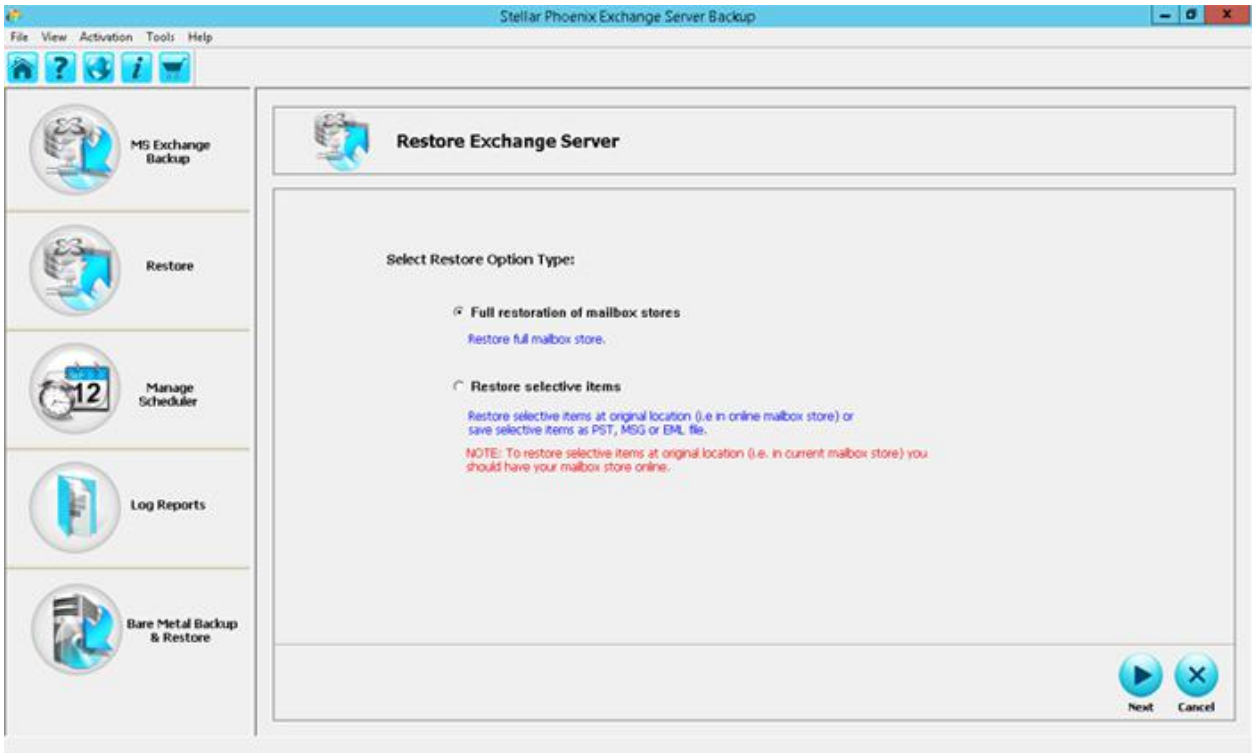
- Full Restoration of Mailbox Stores
- Restore Selective Items
- Manual Restoration

Full Restoration of Mailbox Stores

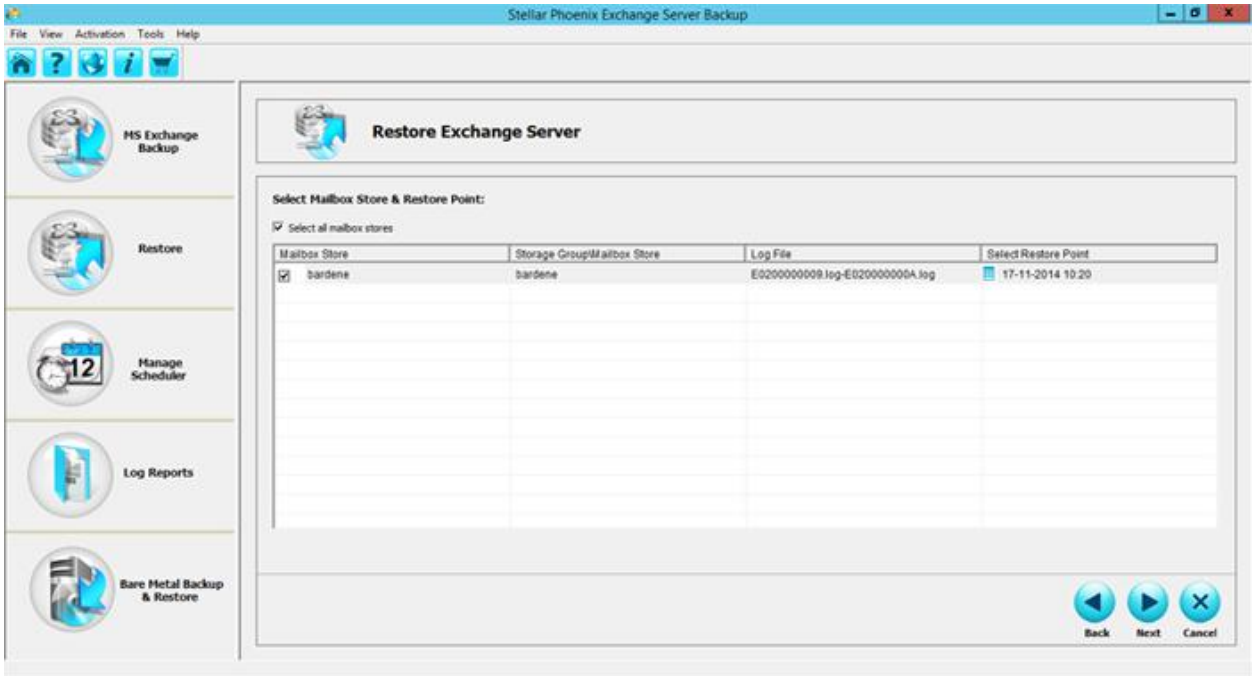
Stellar Phoenix Exchange Server Backup allows you to restore one or more mailboxes or individual mail items from backups and live Exchange Server. The *Full Restoration of Mailbox Stores* option allows you to restore the complete mailbox.

To initiate Full Restoration of Mailbox Store:

1. Click **Restore** on the main screen.
2. The *Restore Exchange Server* screen is displayed.

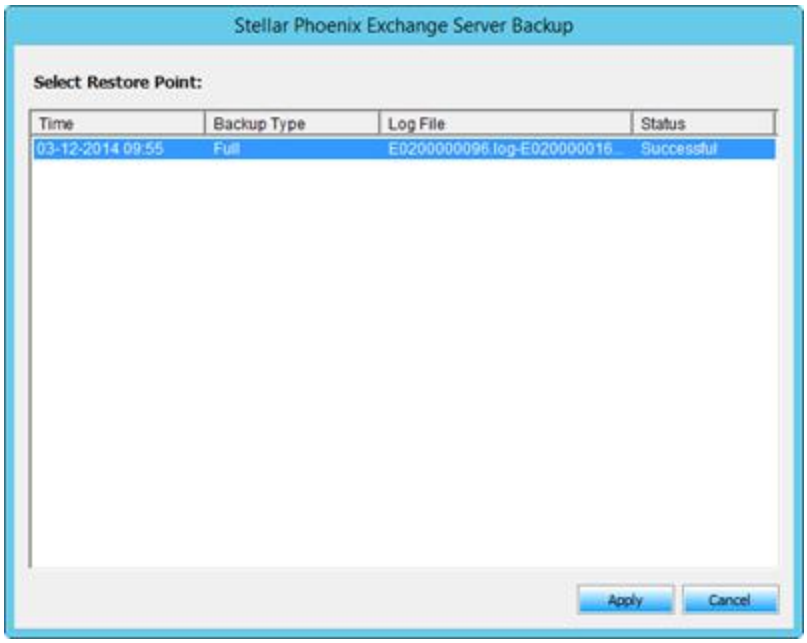


3. Select *Full Restoration of mailbox stores* and click **Next**.
4. The *Select Mailbox Store and Restore Point* view is displayed.



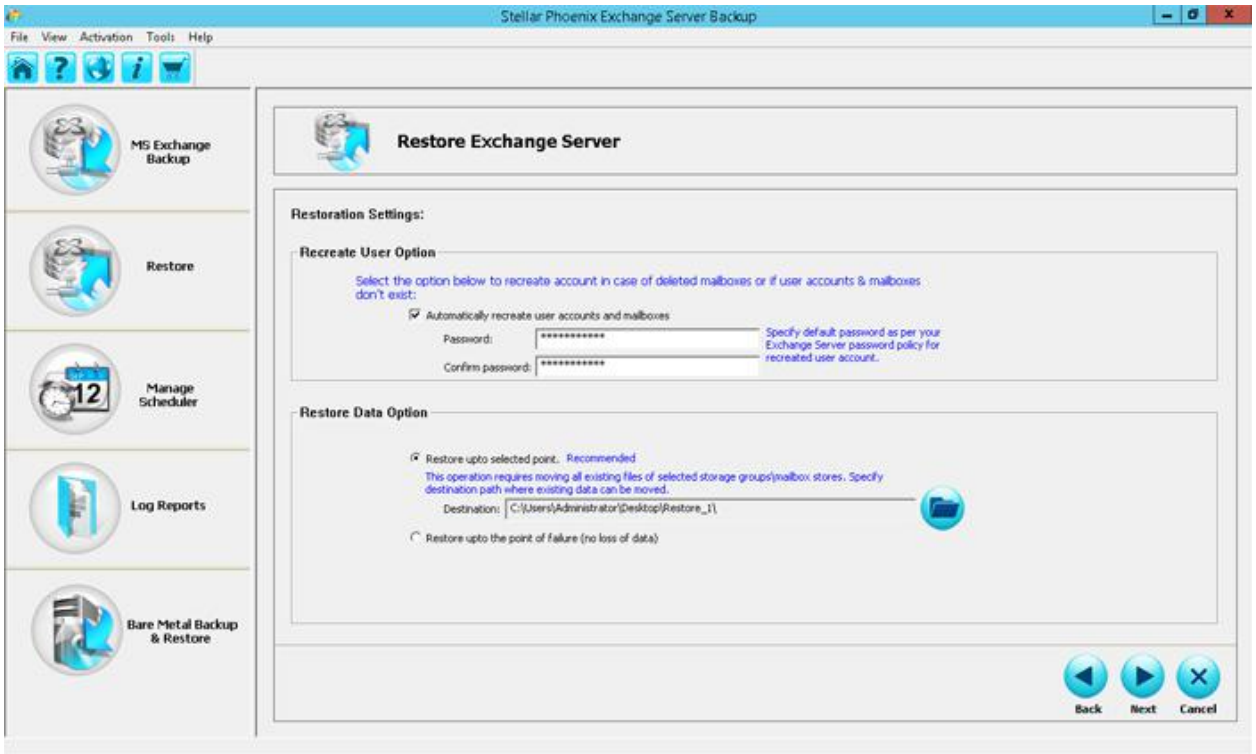
5. Select the option *select all mailbox stores*. The view displays the following columns:

- *Mailbox Store* - it is the selected mailbox store and contains the user and system mailboxes.
- *Storage Group/Mailbox Storage* - it is the selected mailbox store name. A Storage Group/Mailbox Storage contains one or more Mailbox and Public Folder stores, the system files and transaction logs.
- *Log File* - displays range of the transaction log files.
- *Select Restore Point* - select the point in time to which you want to restore the Mailbox store. Clicking on the calendar icon on the left displays the list of available Restore Points.



Select the restore point and click **Apply** to save the selection made and return to the **Restore Exchange Server** screen. Click **Next** to continue.

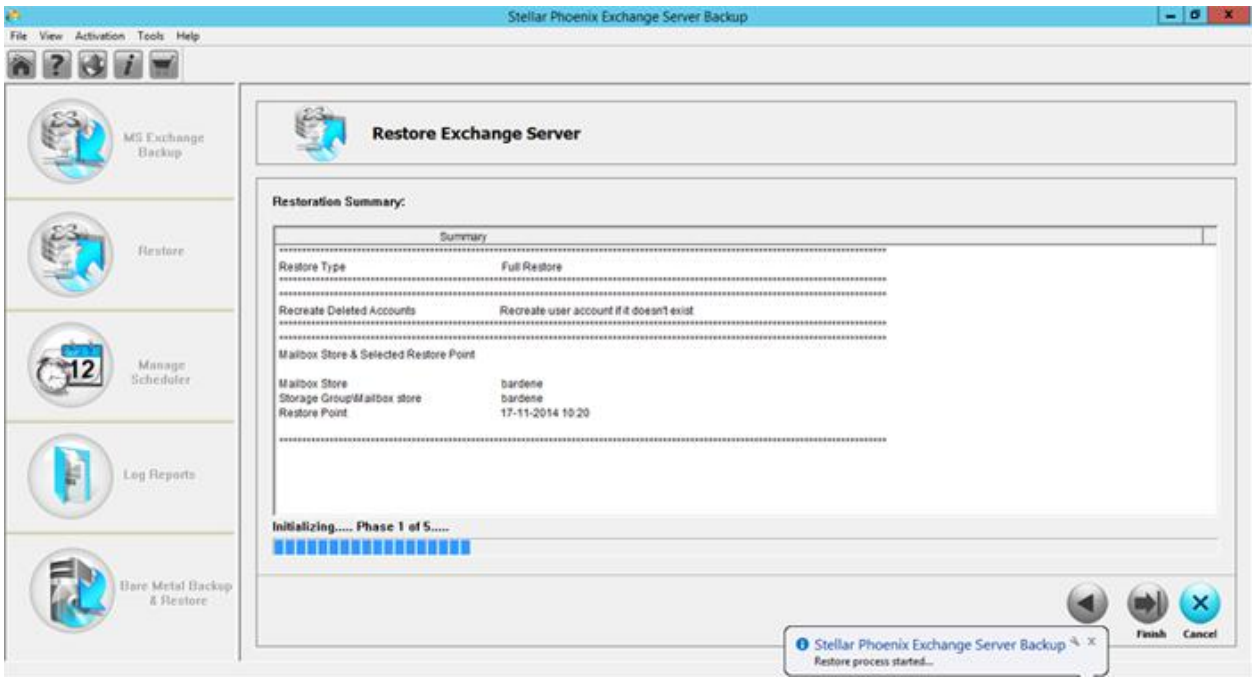
6. The *Restoration Settings* view is displayed. After you choose the restoration strategy that best suits your needs, you can use the information in this section to perform the appropriate restore task.



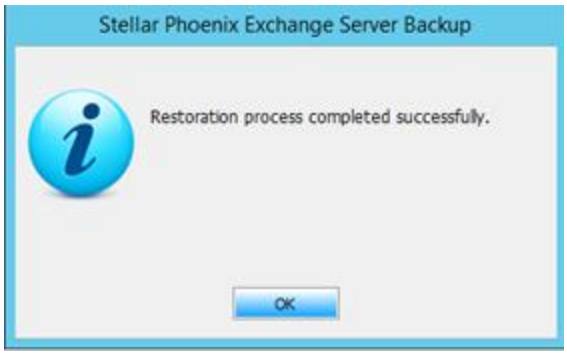
7. In **Recreate User Option** section select *automatically recreate user accounts and mailboxes*. You select this option only if you need to recreate deleted or nonexistent user accounts and mailboxes.
To recreate the accounts and mailboxes you need to enter the default password as supported by the Exchange Server's password policy.

Restore upto Selected point

8. After confirming the password, from the **Restore Data Option** section select *Restore upto Selected point*. This option moves the Storage Groups and the Mailbox Store to a different location. The other option in this section is *Restore upto the point of failure (no loss of data),* which is explained in detail later in the section.
9. In the *Destination* text box specify the complete path where you want to move the Storage Group/Mailbox Store. Click **Next** to continue the process.
10. The *Restore Summary* view is displayed. Click **Back** if you wish to edit the settings in the previous screens.

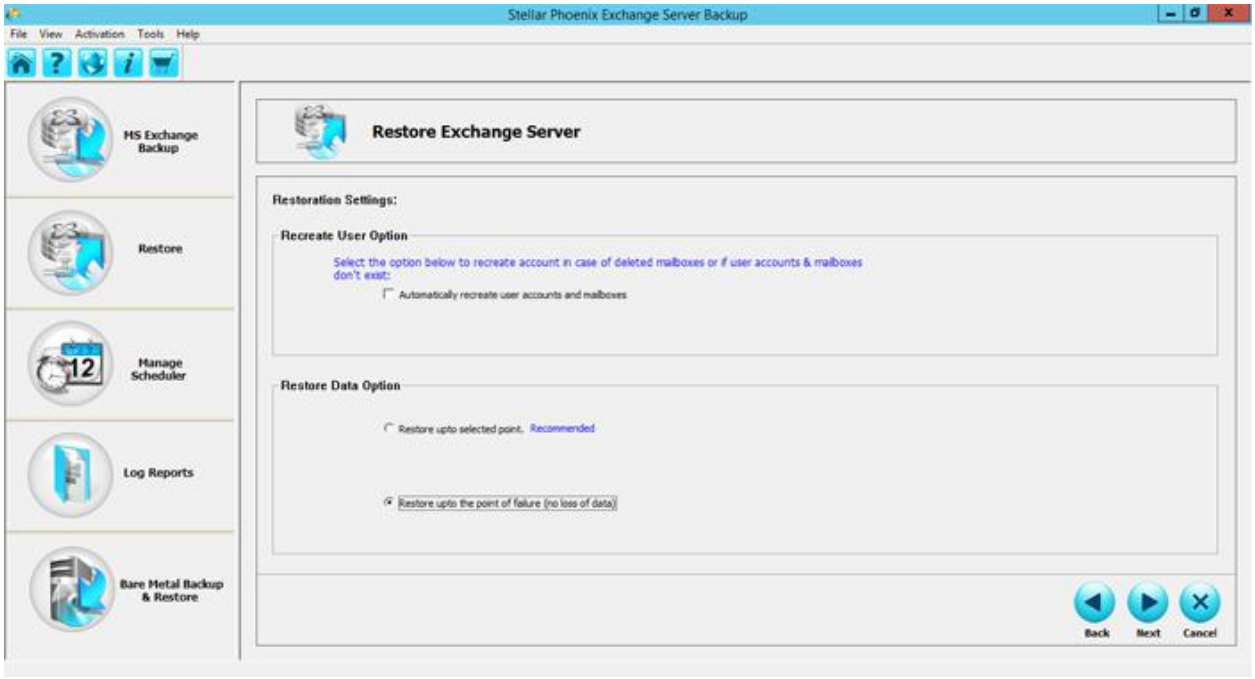


11. Click **Finish** to continue with the restoration process. After the successful restoration a corresponding message is displayed. Click **OK** to return to the Home scree



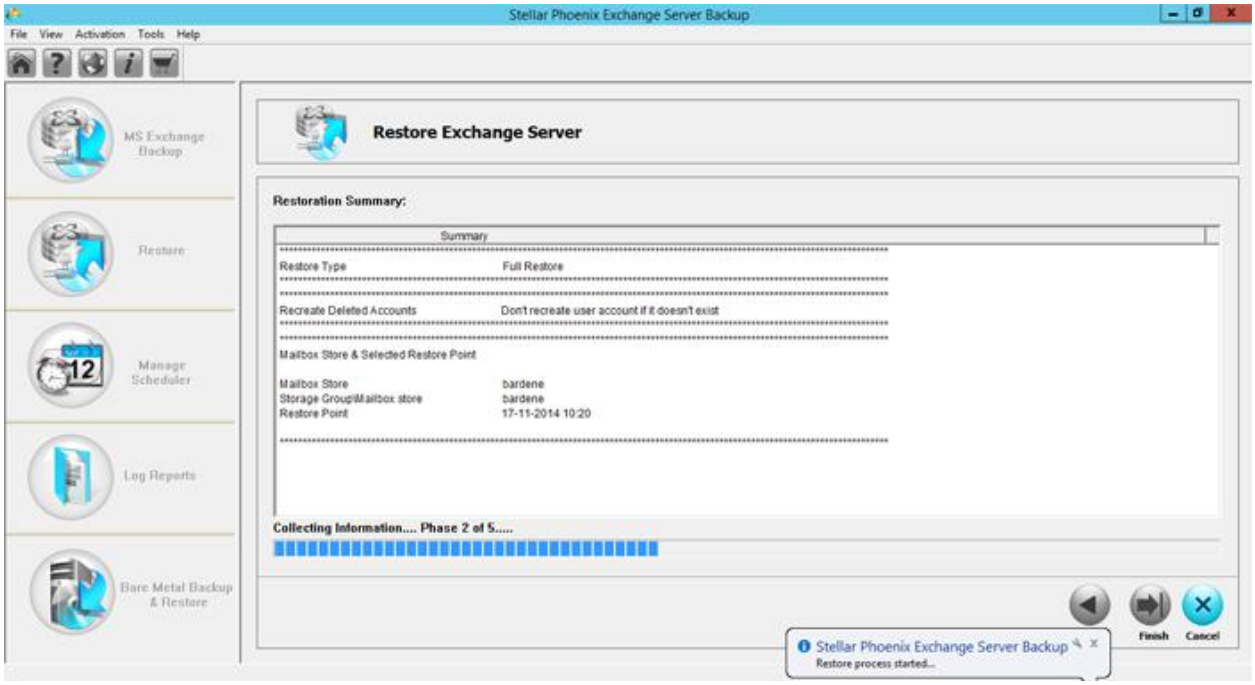
Restore upto the point of failure (no loss of data)

1. Follow steps 1-7 above.
2. From the **Restore Data Option**, select *Restore upto the point of failure (no loss of data).* This option allows easy one-step recovery to a point just before failure with no loss of data.



Click **Next** to continue with the restore process.

3. The *Restoration Summary* view is displayed. The summary view helps you to review all the restore options that you defined and modify them if necessary.



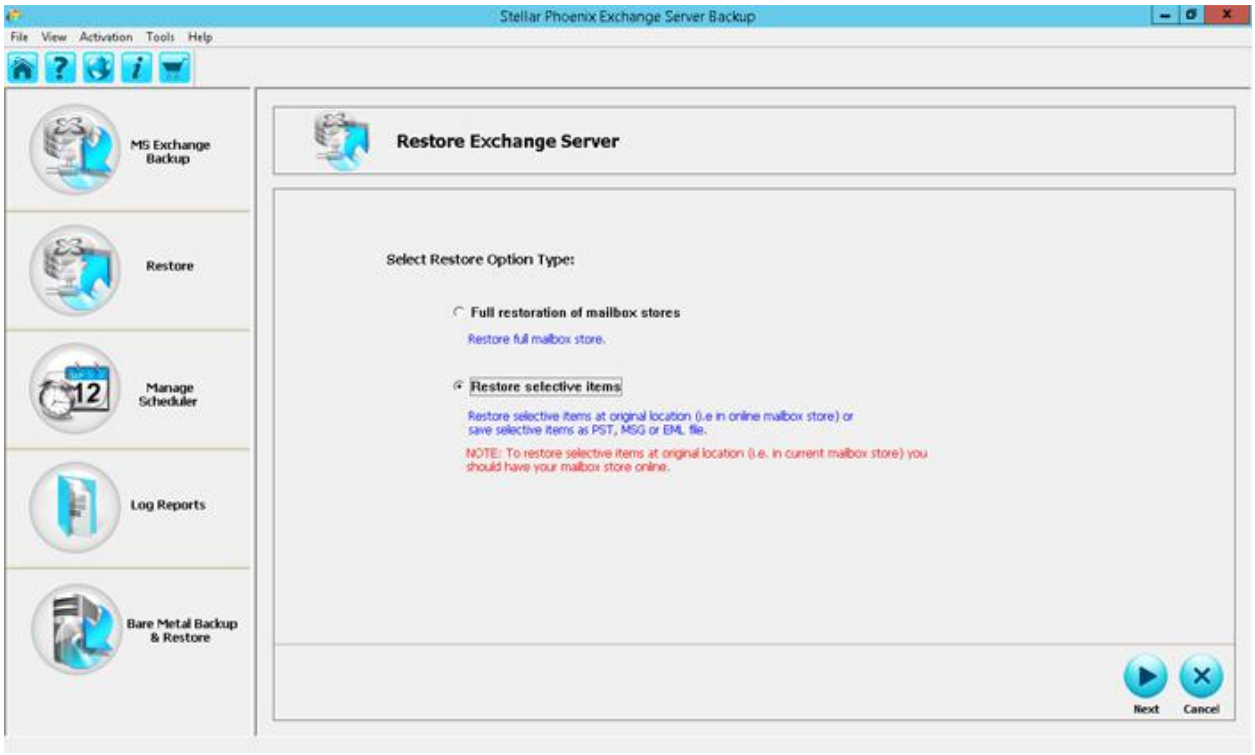
If the summary information is incorrect, click **Back** to return to the applicable screen to change the incorrect settings. If the summary information is correct, click **Finish** to start the restore process. A corresponding successful restoration message is displayed.

Restore Selective Items

Stellar Phoenix Exchange Server Backup's restore-based solution allows you to restore one or more mailboxes or individual mail items from backups and live exchange servers. This option allows to restore selectively at live mailbox store or at different location as PST file/MSG file/EML file.

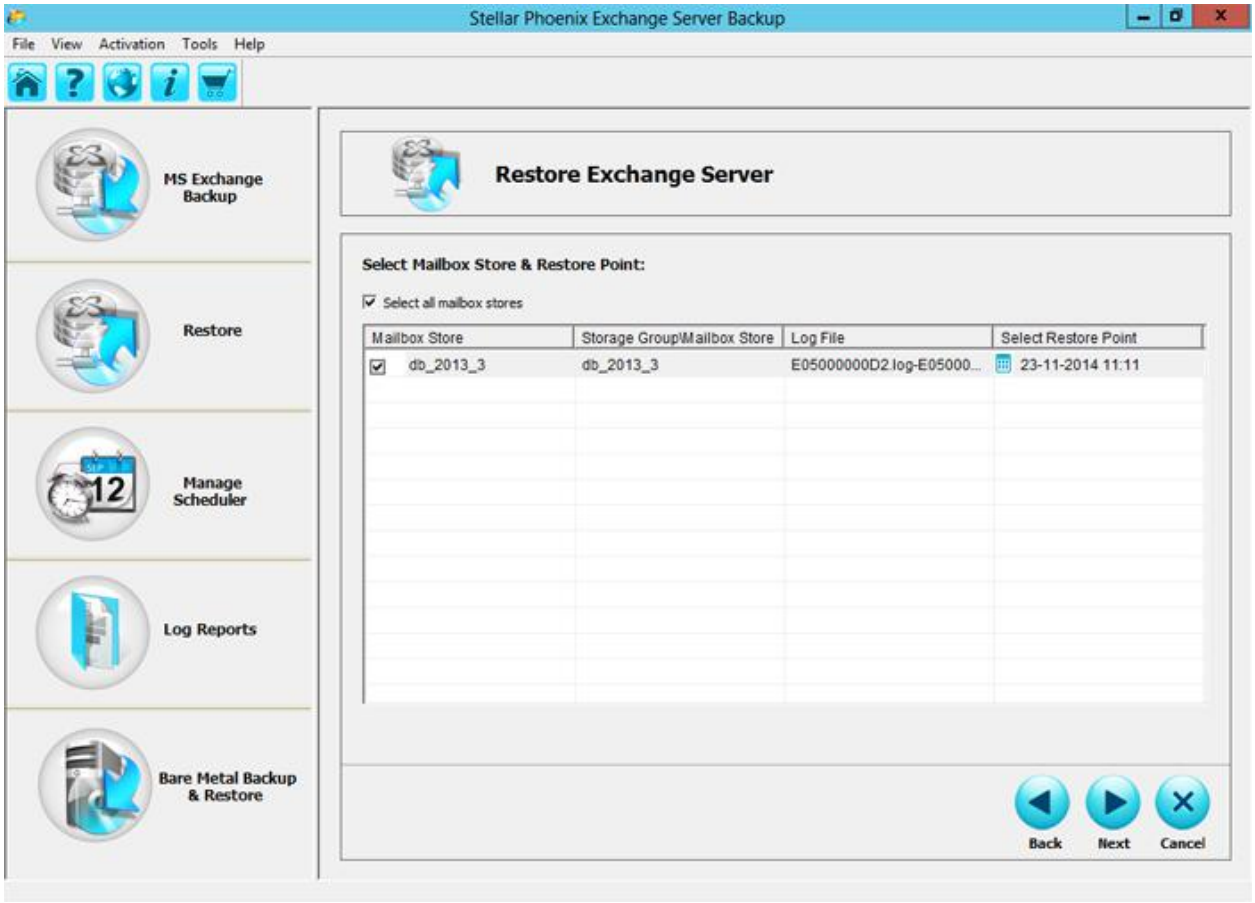
To restore selective items:

1. On the Home screen click *`Restore > Restore selective items`*.



This option restores the selected items to its original location on the live exchange server or saves it as a PST, MSG or EML file. Before restoring the items to its original location, ensure that the Exchange server is up and running. Click **Next** to continue.

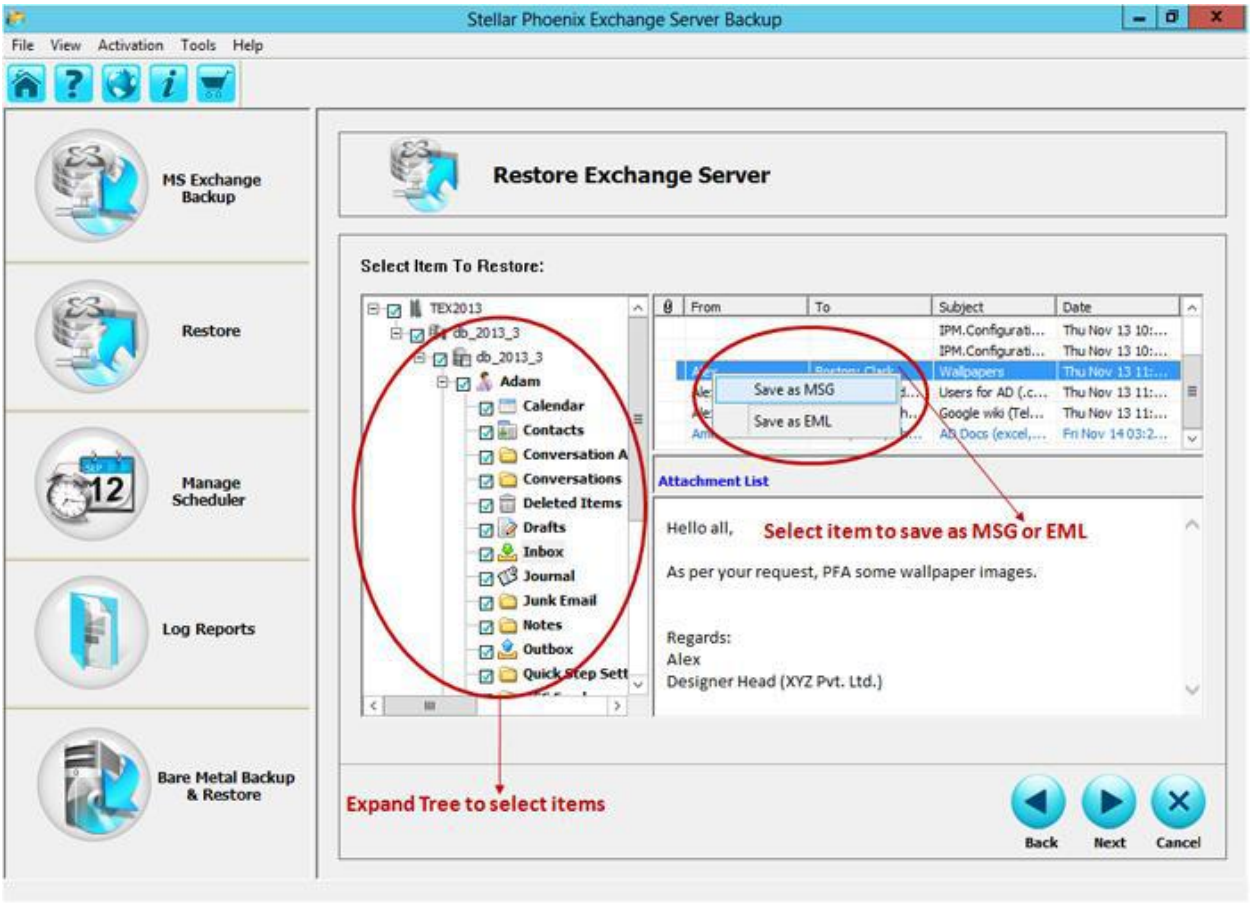
2. The *Select Mailbox Store and Restore Point* view is displayed.



3. Select the option *Select all mailbox stores* or you can select one or more mailbox stores manually from the list to restore specific mailboxes. The view displays the following columns:

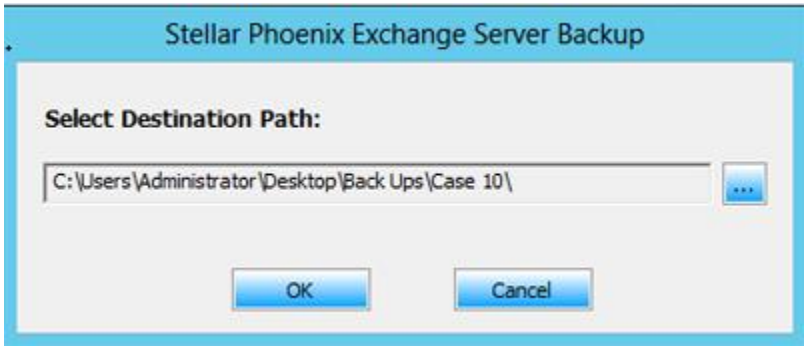
- *Mailbox Store* - it is the selected mailbox store and contains the user and system mailboxes.
- *Storage Group/Mailbox Storage* - it is the selected mailbox store name. A Storage Group/Mailbox Storage contains one or more Mailbox and Public Folder stores, the system files and transaction logs.
- *Log File* - displays a range of the transaction log files.
- *Select Restore Point* - select the point in time to which you want to restore the Mailbox store. Clicking on the calendar icon on the left displays the list of available Restore Points. Click **Next** to continue.

4. The *Select Item to restore* view is displayed.



You can navigate to specific mailboxes, folders and messages if you are sure what data needs to be restored. For example, a user may ask to restore a specific message from a known folder. Expand his or her mailbox in the tree, select the folder, find and click the item. All available properties and information about the item will be displayed in the Preview window to the right of the tree.

You can save the selected individual mails as MSG or EML. To save the mail as MSG or EML, select the mail and right-click. From the pop-up menu select MSG or EML. The *Select Destination Path* dialog is displayed.

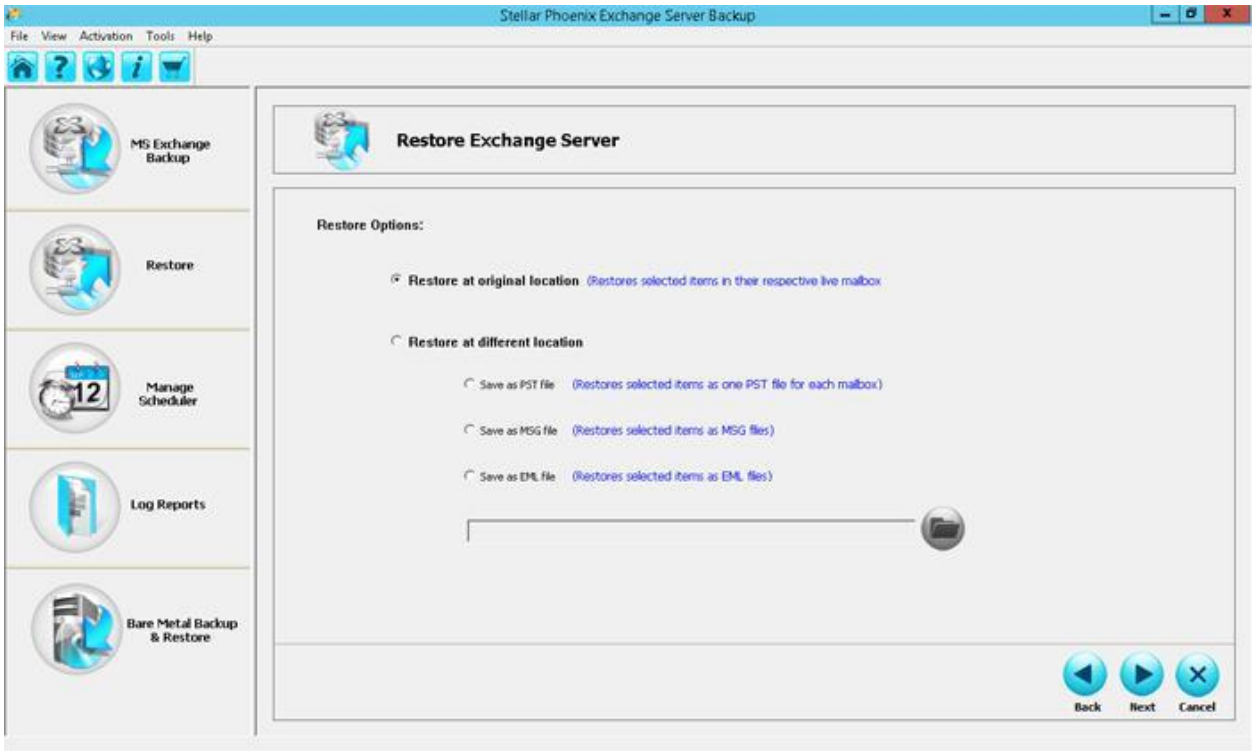


Specify the destination where you want to save the mail and click **OK** to confirm and return to *Select Item to restore* view. Click **Next** to continue.

Restore Options

The restore options explained in this section applies to restoring selective items, wherein you can choose to restore the Storage Group/Mailbox Store to its original location or at a different location.

5. After selecting items to be restored, the following view is displayed. You can either select to restore the mails to its original location on live Exchange Server or restore it to a different location as PST, MSG or EML file.

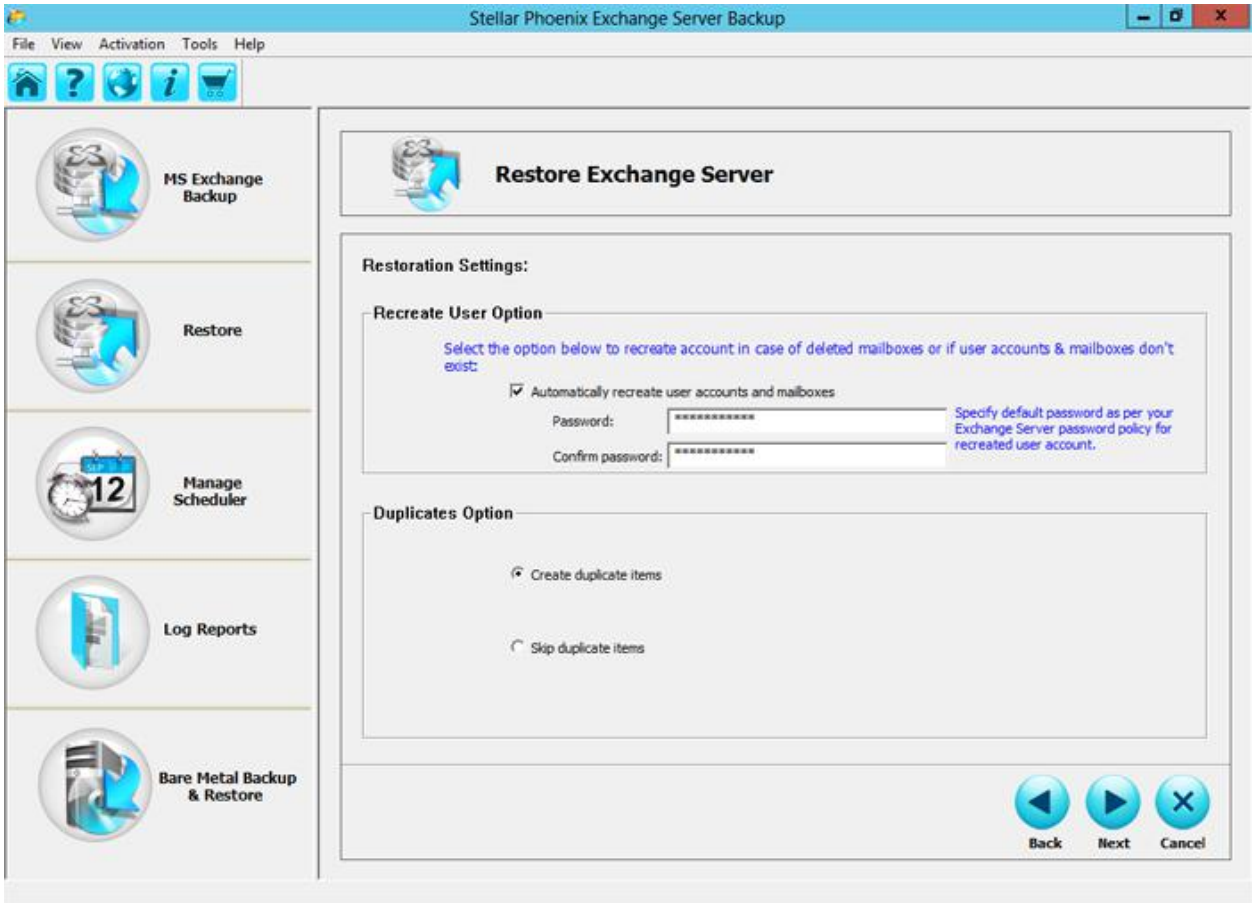


The restore options are:

a) Restore at original location

This option restores the selected items to the original location that is, on live Exchange Server from where the backup image was captured. Restored mailboxes or mails retain the same hierarchy and are restored to its original mailbox and original folder. When restoring a mailbox or mail to the original location, ensure that the destination mailbox is available, else the restore process will fail.

After selecting to restore at original location, the subsequent view will prompt you to provide the restoration settings.

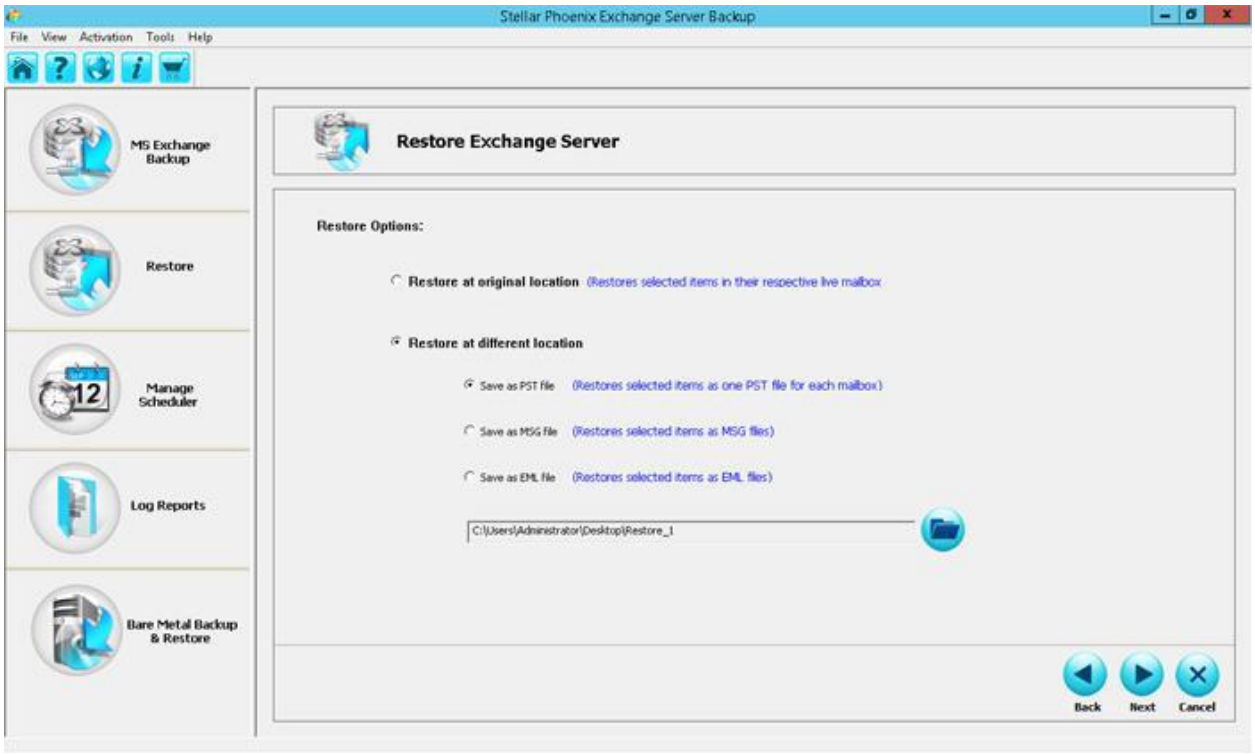


- In the **Recreate User Option**, select the *automatically recreate user accounts and mailboxes.* This option recreates deleted or nonexistent user accounts and mailboxes. To recreate the accounts and mailboxes you will be prompted to enter the password and then confirm the same as supported by the Exchange password policy.
- In the **Duplicates Option**, selecting *Create Duplicate items*, will create a copy of the mail in the user's mailbox. The *Skip duplicate items*, will skip the duplicate items.
- After selecting the required option and clicking **Next** will display the *Restoration Summary* view. After a successful restoration to a live server, a corresponding successful message is displayed.

b) Restore at different location

This option restores the selected items to a specified location or lets you browse to the location where your backup mails will be restored. The destination must be a mailbox in the same Exchange environment.

After selecting to restore at different location, the subsequent view will prompt you to provide the restoration settings.

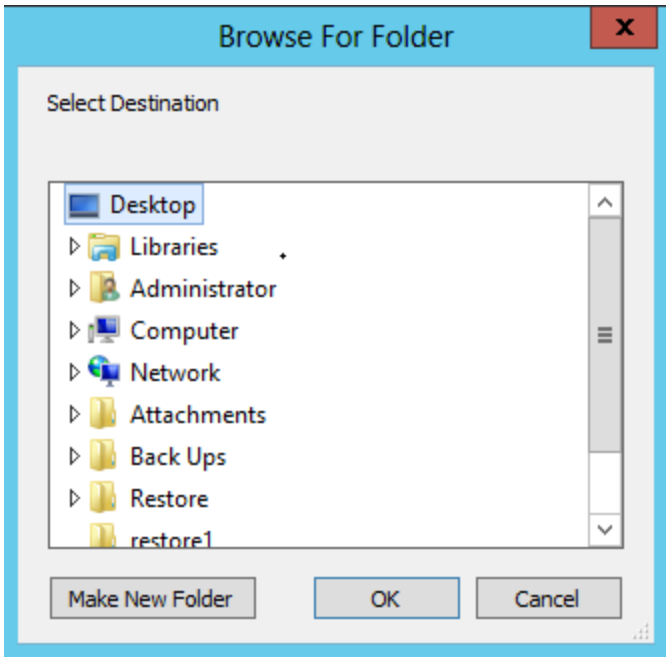


The option allows you to restore the selected items at a different location in three different formats:

- PST
- MSG
- EML

You can restore individual items or entire mailbox into a PST, MSG or EML file.

Whatever format you choose to restore, you must provide the destination location. From the *Browse for Folder* dialog select the folder where you want to restore the selected item. Click **OK** to return to *Restore Options* view.



After selecting the destination and clicking **Next** will display the *Restoration Summary* view. After successful saving of the PST file, to a live server, a corresponding successful message is displayed.

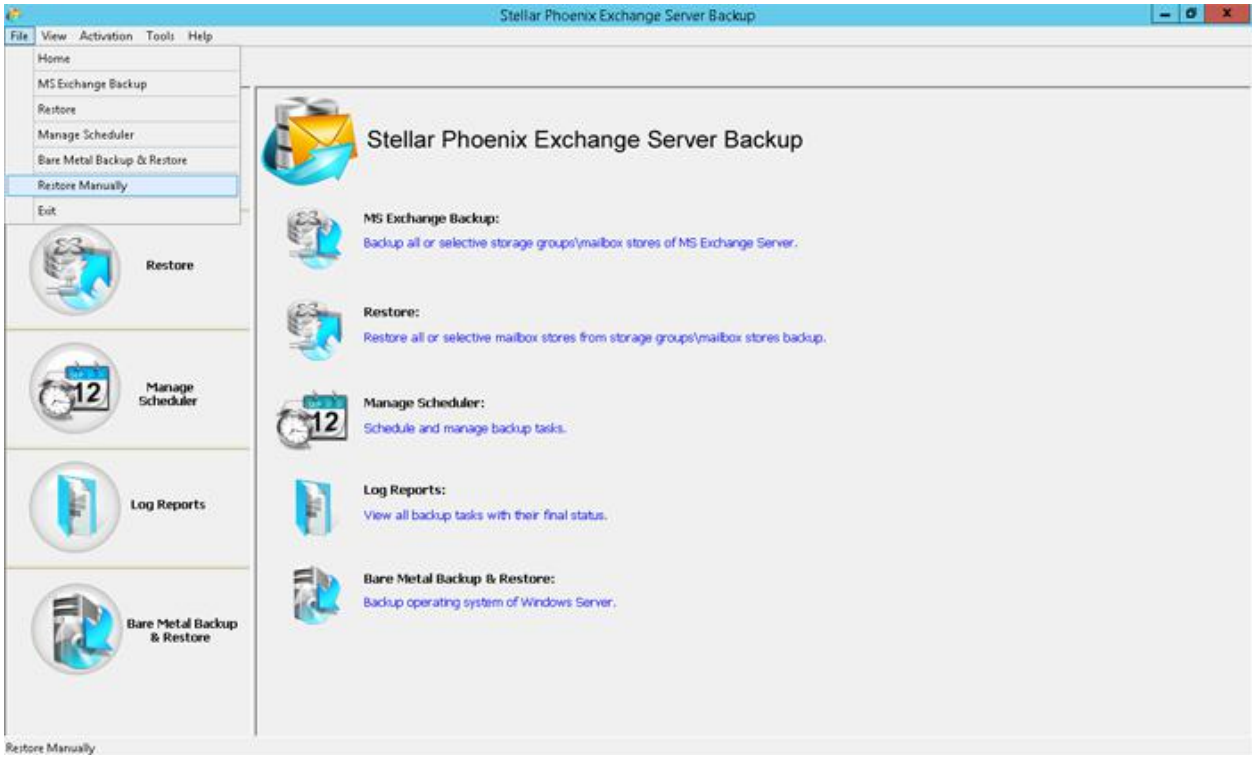
You may repeat the same steps to save the items as MSG or EML.

Manual Restoration

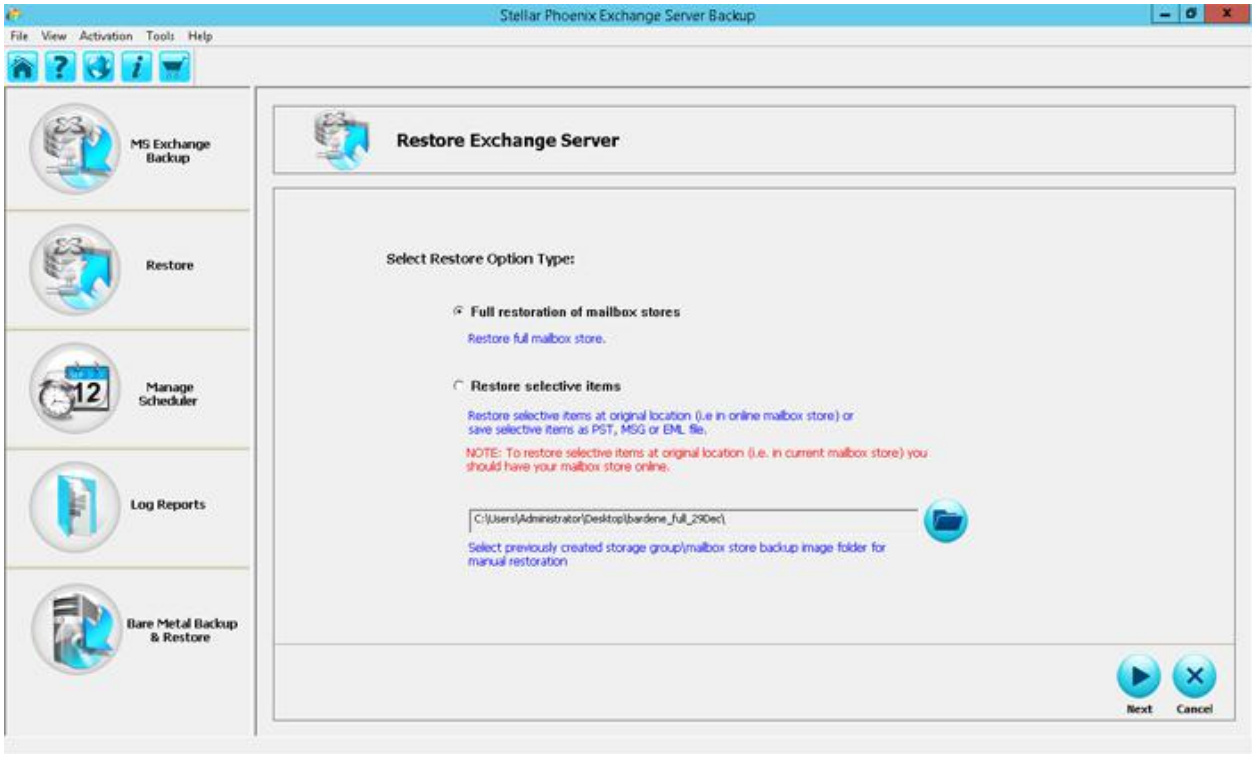
With *Stellar Phoenix Exchange Server Backup*, you can manually restore the mailbox and individual mails. Manual restoration is similar to the regular restoration, except that in this case you must select an existing Storage Group/Mailbox Store backup image.

To manually restore Storage Group/Mailbox Store:

1. Go to *File* > *Restore Manually* option.



2. The *Select Restore Option Type* view is displayed. Select *Full Restoration of Mailbox Stores.*

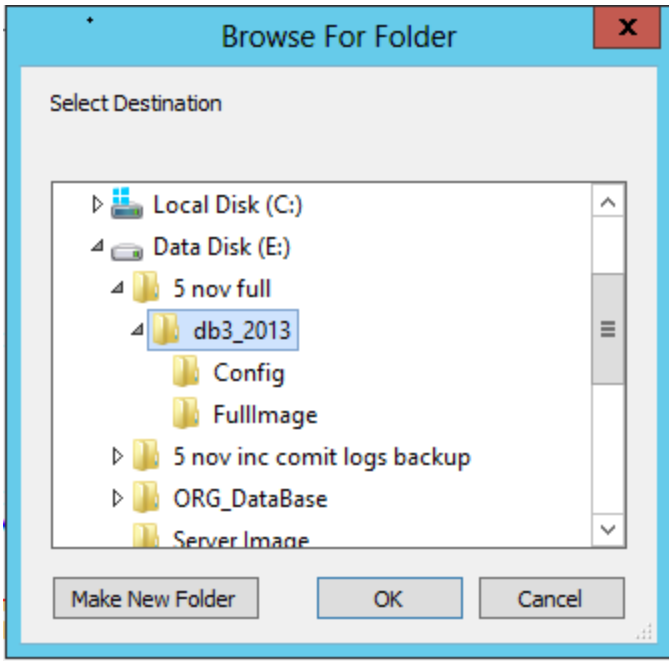


3. Click the icon on the right of the text box to display the *Select Destination Path Option* dialog. The two options available are:

- Local or Network drive
- FTP Location

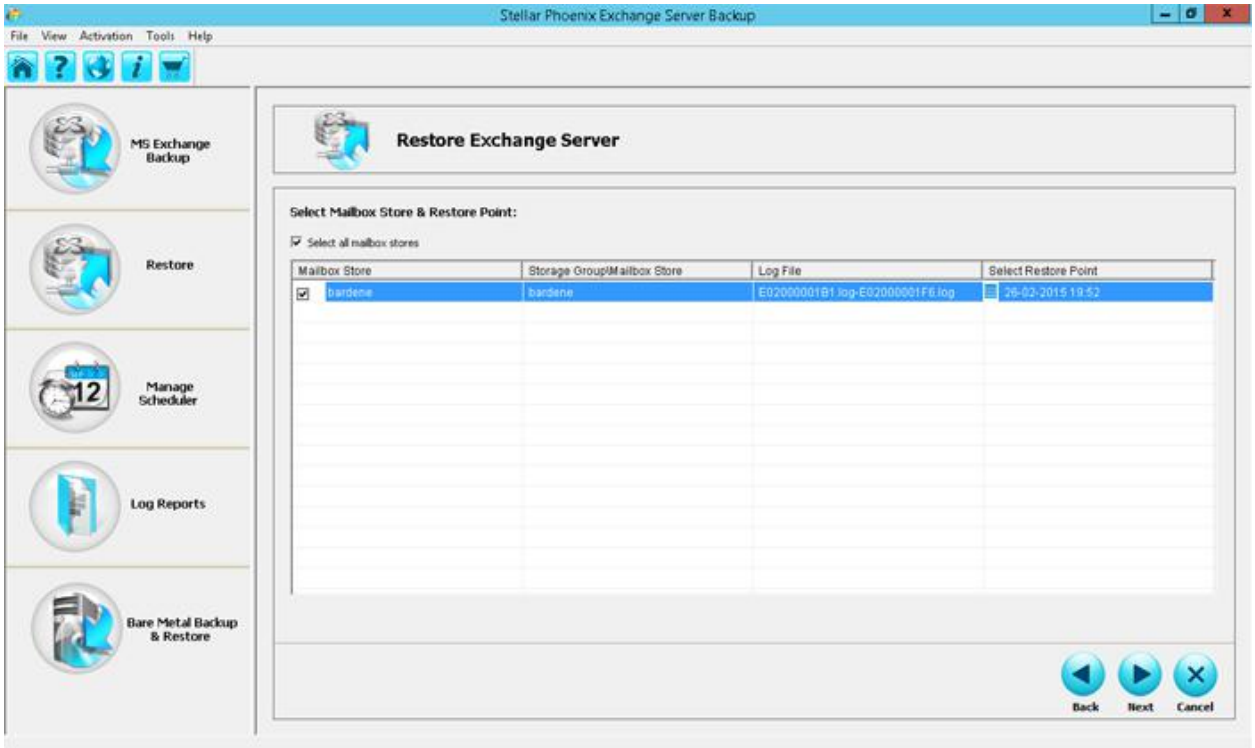
Select the Storage Group/ Mailbox Store destination and click **OK**.

4. The *Browse for Folder* dialog box is displayed.

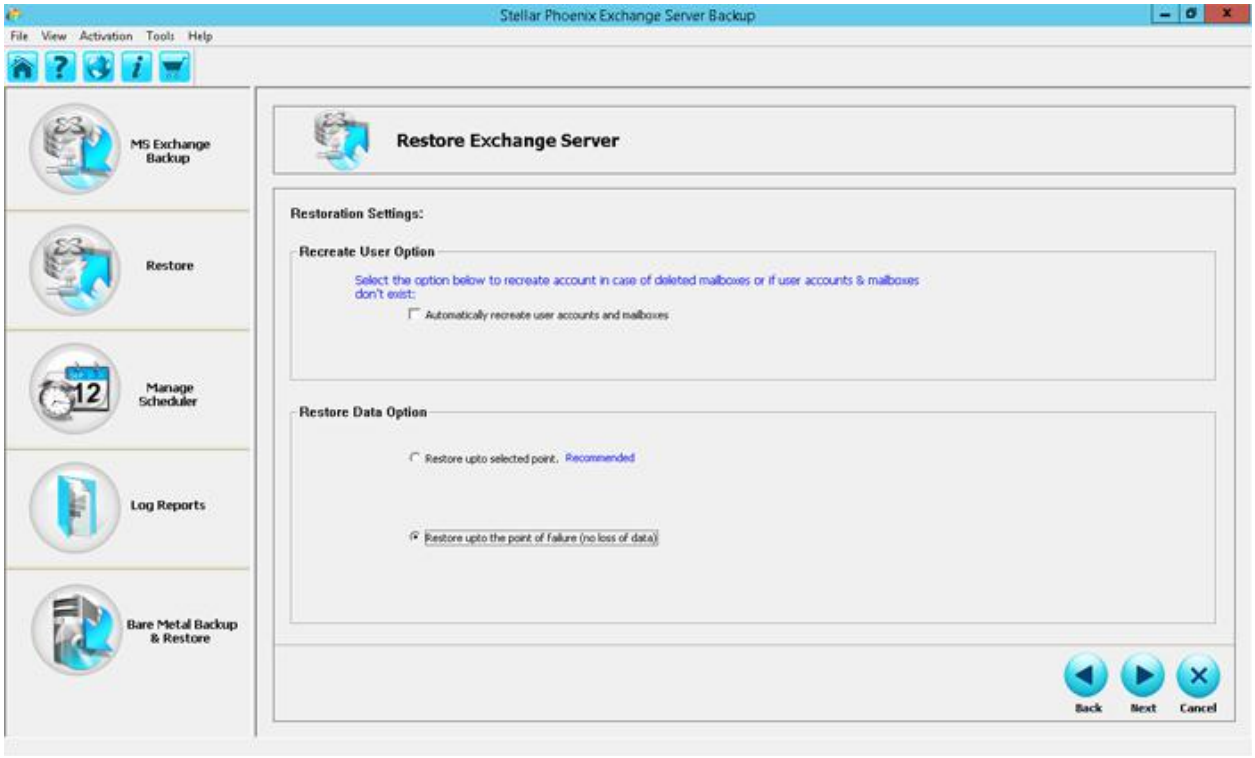


Select the Storage Group/Mailbox Store to restore and click **OK** to return to the Home page. The source Storage Group/Mailbox Store path is populated in the corresponding text box. Click **Next** to continue.

5. The *Select Mailbox Store and Restore Point* view is displayed.

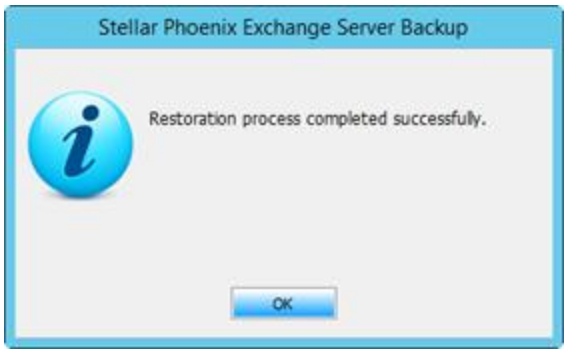


6. Select the option *select all mailbox stores*. The view displays the following columns:
    - *Mailbox Store* - it is the selected mailbox store and contains the user and system mailboxes.
    - *Storage Group/Mailbox Storage* - it is the selected mailbox store name. A Storage Group/Mailbox Storage contains one or more Mailbox and Public Folder stores, the system files and transaction logs.
    - *Log File* - displays the range of transaction log files.
    - *Select Restore Point* - select the point in time to which you want to restore the Mailbox store. Clicking on the calendar icon on the left displays the list of available Restore Points. Select the restore point and click **Apply** to save the selection and return to the home page. Click **Next** to continue.
7. The *Restoration Settings* view is displayed.



From the **Restore Data Option** section, select *Restore upto the point of failure (no loss of data).* This option allows easy one-step recovery to a point just before failure with no loss of data. Click **Next** to continue with the restoration process.

8. The *Restoration Summary* view is displayed. You may review all the restore options that you defined and modify them if necessary. If the summary information is correct, click **Finish** to start the restore process.
9. After the successful restoration, a corresponding message is displayed.


Stellar Phoenix Exchange Server Backup
Restoration process completed successfully.
OK

Manage Scheduler

This section will help you schedule and manage multiple tasks. The option includes:

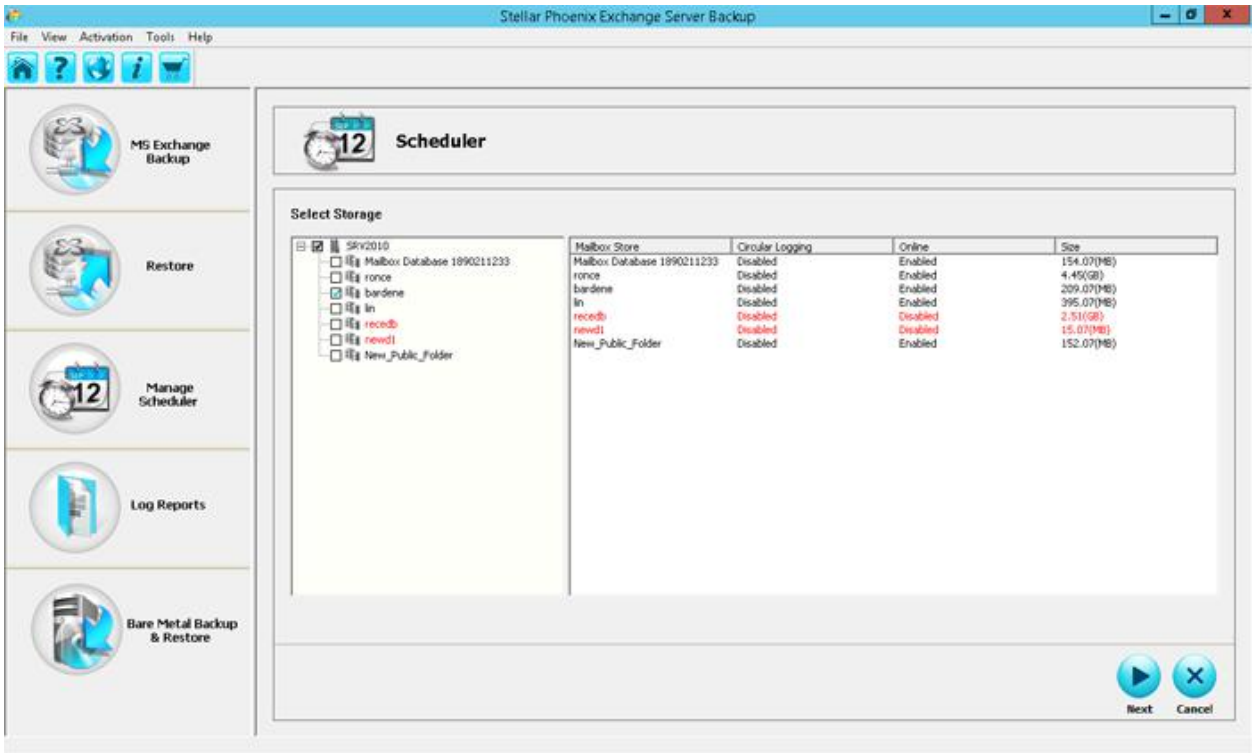
- Schedule a Task
- Manage Tasks

Schedule a Task

Backups can be scheduled for a future date and time with the various available scheduling options. You can schedule the tasks hourly, daily, weekly or monthly. The created task will run through its schedule automatically. A scheduled task can be edited by using *Manage Scheduler* option. With this option you can edit the backup settings, can also add/remove mailboxes. Also, after completion of backup, you can enable Notification option which will send a report by e-mail which ensures that you are always up-to-date on the status of your backups.

To schedule tasks:

1. From the Home page select *Manage Scheduler*. The *Scheduler* screen is displayed.



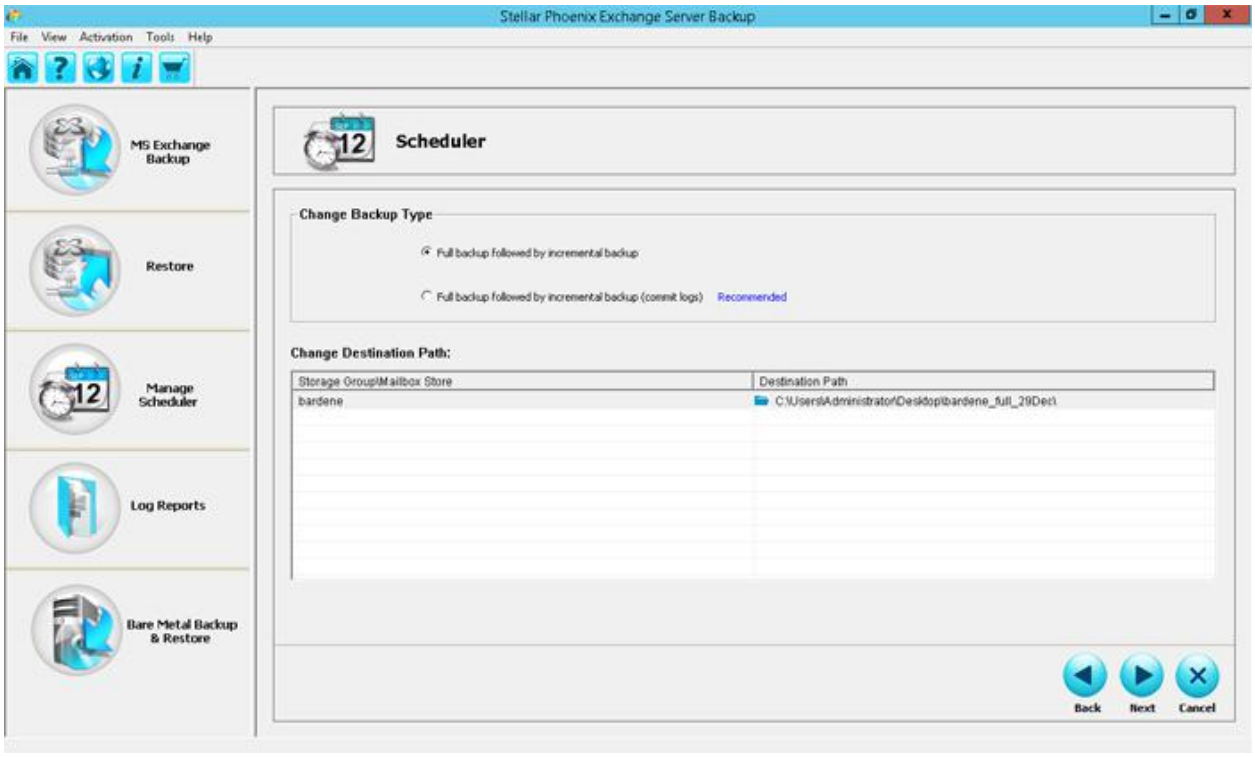
The screen displays the list of Storage Group/Mailbox Storage in the left panel. The right panel displays the list of Mailbox Store, Circular Logging, Online status and Size of each storage. In the above illustration, the list of Mailbox Storage is displayed.

- *Storage Group/Mailbox Storage* - Depending on the version and the needs of the organization, a Storage Group contains one or more Mailbox and Public Folder stores, system files and transaction logs.
- *Mailbox Storage* - Mailbox stores contain the user and system mailboxes and the Public Folder Store contains the Public Folders and their contents.

- *Circular Logging* - It is the Microsoft Exchange Server logging mode, wherein, Exchange overwrites and reuses the transaction log files rather than creating new log files. By default the option is disabled.
- *Online* - by default the option is enabled to allow you to back up open Exchange databases.
- *Size* - it is the size of the individual database.

Click **Next** to continue.

2. The *Change Backup Type* view is displayed.

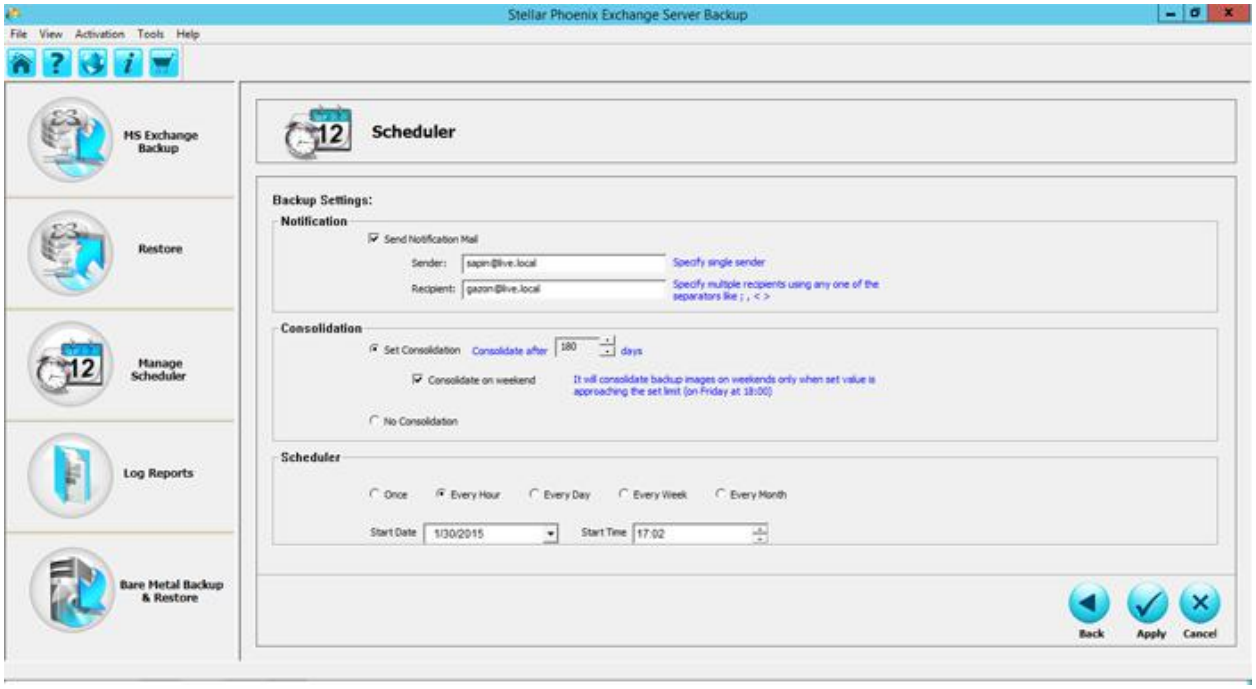


The screen displays two options:

- *Full Backup followed by Incremental Backup* - for details refer to Full Backup followed by Incremental Backup.
- *Full Backup followed by Incremental Backup (Commit Logs)* - for details refer to Full Backup followed by Incremental Backup (Commit Logs).

3. In the *Change Destination Path* section, click the browse icon to select a different destination path if required and click **Next** to continue.

4. The *Backup Settings* view is displayed.



The view allows you to schedule the backup task. You can set time and frequency. The frequency can be set as:

- Once
- Every Hour
- Every Day
- Every Week
- Every Month

After defining the backup settings, click **Apply** to save the settings and a corresponding *Settings Changed Successfully* dialog is displayed.

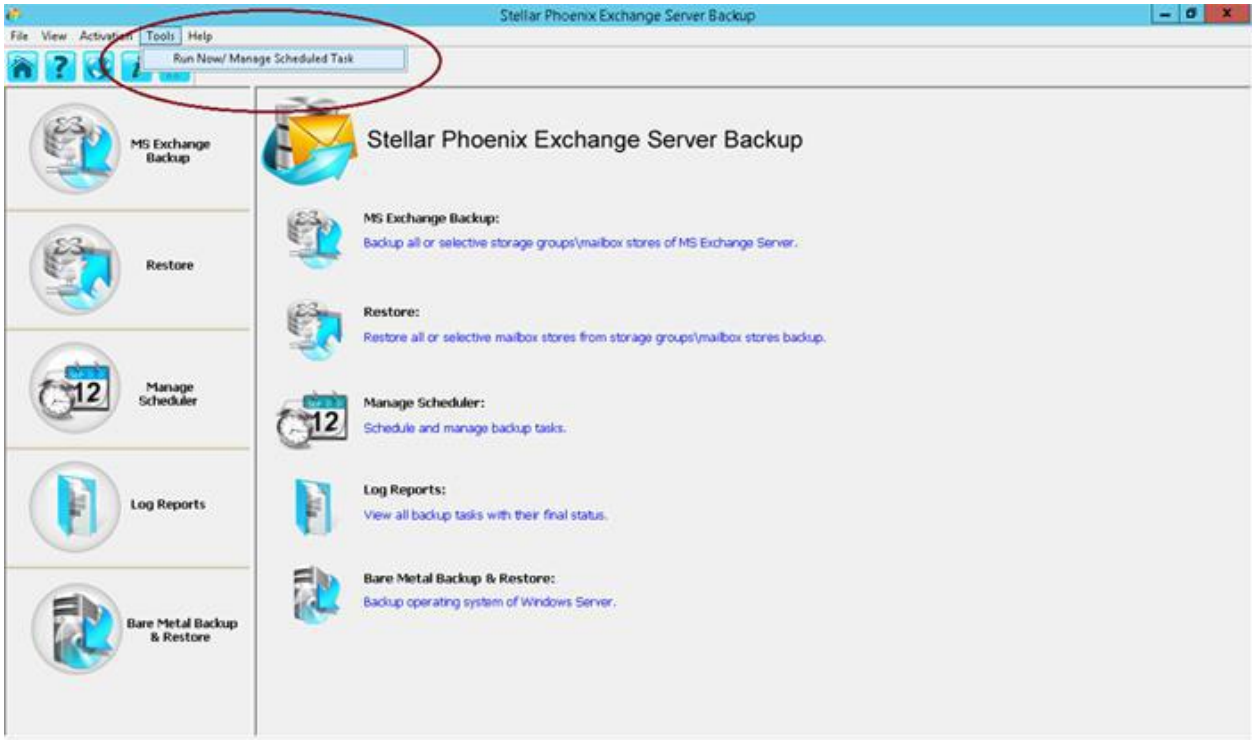
5. Click **OK** to return to the Home screen. You can define multiple schedules and manage them as required. The saved tasks will append to the scheduled tasks and will be listed in the *Run & Manage Scheduled Task* dialog.

Manage Tasks

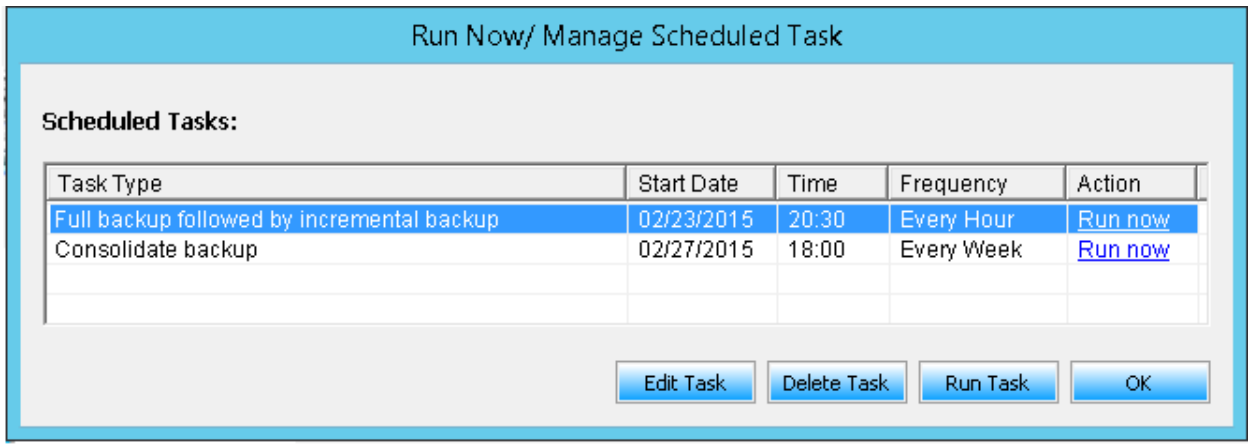
After scheduling multiple tasks you can manage the same. By selecting a task in the task list, you can examine its specifications and can manually run, edit or delete the task. The *Run Now* option initiates an immediate backup, while the scheduled backup will run as per the settings defined by you.

To run and manage tasks:

- On the *Home page* > *select* `Tools` > *Run Now/Manage Scheduled Task.*



- A corresponding dialog is displayed.



The dialog displays the list of scheduled tasks and the corresponding details of each.

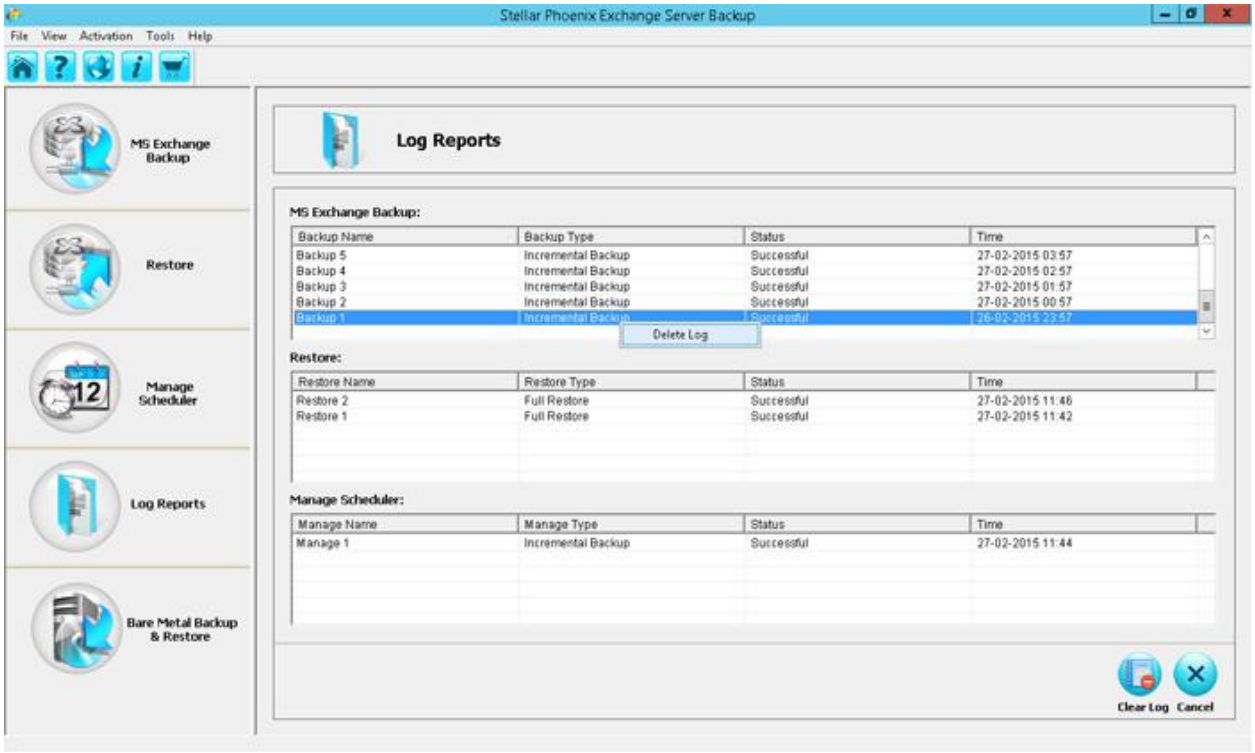
- *Task Type* - specifies the task type - Full Backup/Full Backup followed incremental backup/Full Backup followed incremental backup (Commit Logs)/Consolidated backup.
- *Start Date* - specifies the backup start date.
- *Time* - specifies the backup start time.
- *Frequency* - specifies how often the backup should occur.
- *Action* - allows you to initiate an immediate backup of the selected task, regardless of when it was set to run by clicking on the **Run Now** option.
- *Edit Task* - use this option to change the scheduler settings.
- *Delete Task* - use this option to delete the selected scheduled task.
- *Run Task* -allows you to run a task on demand, regardless of when it was set to run.

Log Reports

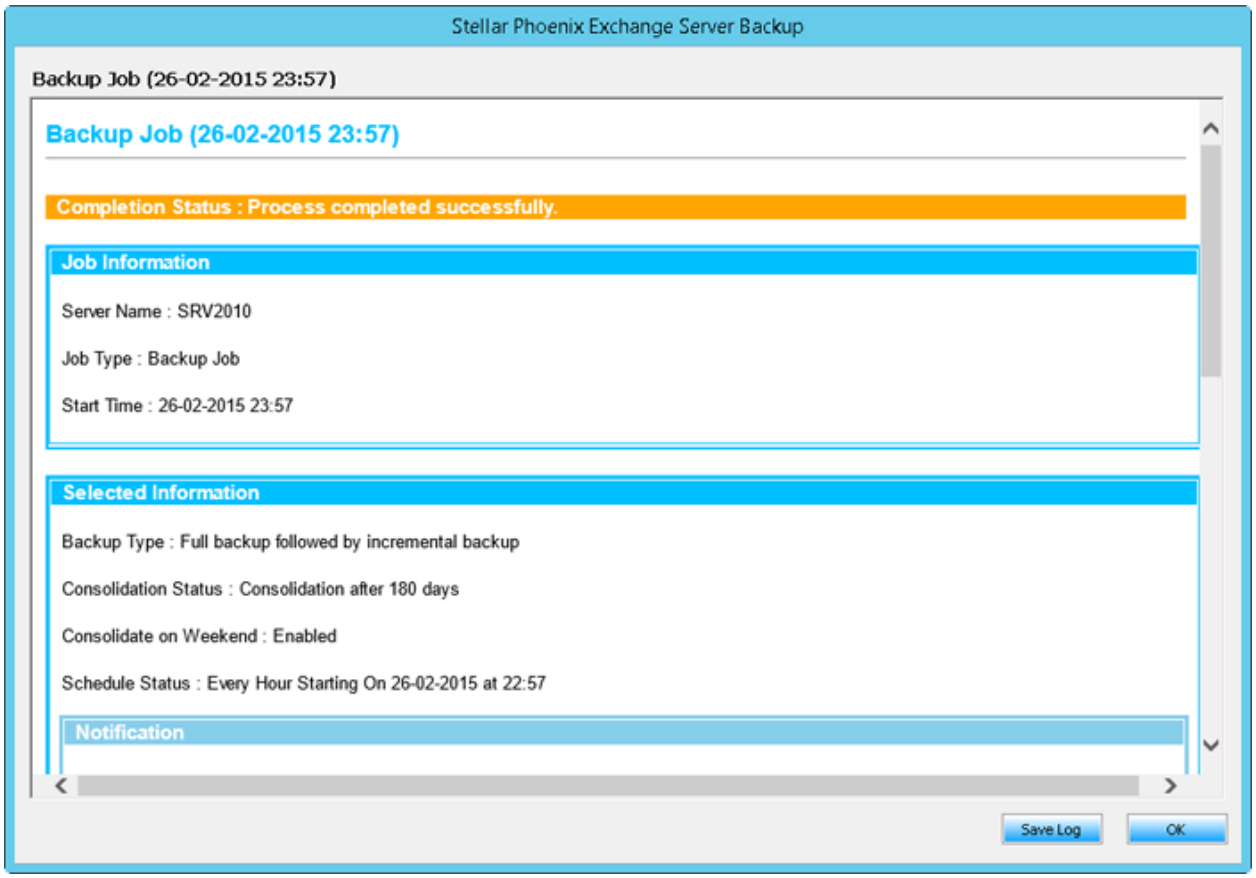
The Log Reports view shows a history of reports. You can view the status of past backups, restores and schedules. Details of a report can be viewed by clicking the report. If you opt for an e-mail notification, then the report is sent to you after the task is completed.

To view reports:

1. Go to Home page > *Log Reports.* The *Log Reports* screen displays the list of past backup, restores and schedules. You can either clear the log displayed by clicking on the corresponding **Clear Log** button or you can select individual logs, and right-click to delete it by clicking the **Delete Log** option.

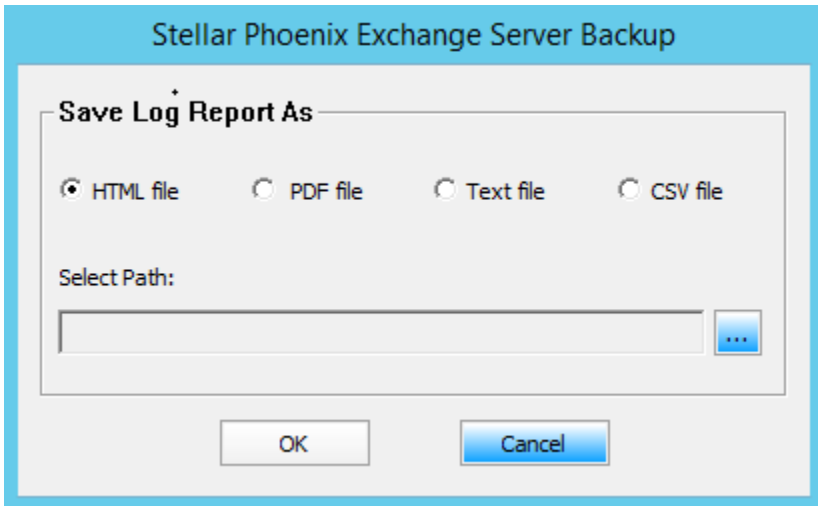


2. To view the report details, click a backup or restore or schedule name. The selected job details are displayed.



The report detail displays the Job status, Job information, selected information, Notification details and other details related to the job.

3. You can save the log details by clicking the **Save Log** button. The *Save Log Report As* dialog is displayed



You can save the log report in HTML, PDF, TXT or CSV format. Browse to select the path to save the report and click **OK**.

4. When the report is saved a corresponding message is displayed.

5. Click **OK** to return to the Home screen.

Bare Metal Backup and Restore

Bare Metal Backup and Restore is one of the many capabilities that *Stellar Phoenix Exchange Server Backup* offers to ensure that your organization never loses any crucial data. It enables your systems teams to perform safe, reliable disaster recovery and get your critical systems up and running smoothly.

To use Bare Metal Backup and Restore:

- Invoke *Stellar Phoenix Exchange Server Backup*, and click *Bare Metal Backup and Restore*, to display the corresponding screen.

This screen displays the following options. This section will cover each of these topics in detail.

- Backup
- Restore
- Rescue Disc

- Schedule Task
- Log Report

Backup

The Backup option allows you to create the backup image of the OS volume.

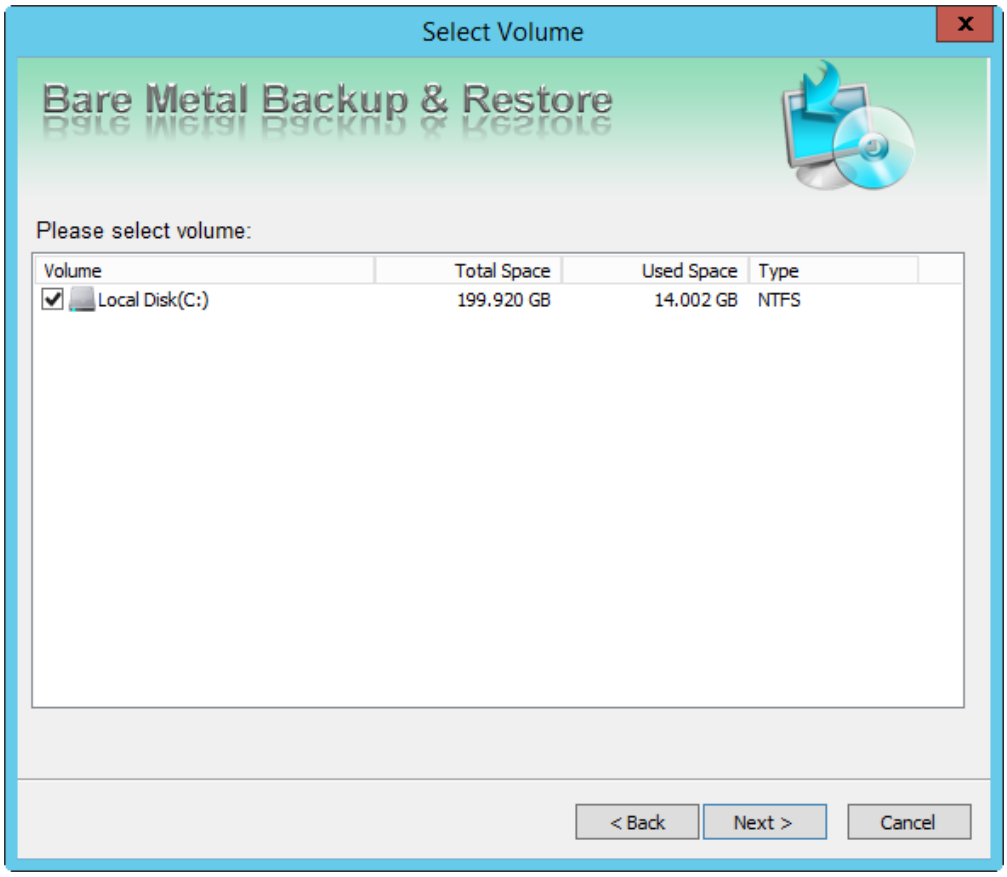
Note	The *Bare Metal Backup and Restore* option supports only full backup of the OS volume.

To create a backup:

1. On the *Bare Metal Backup and Restore* Home screen click **Backup**. The *Backup Wizard* is displayed.

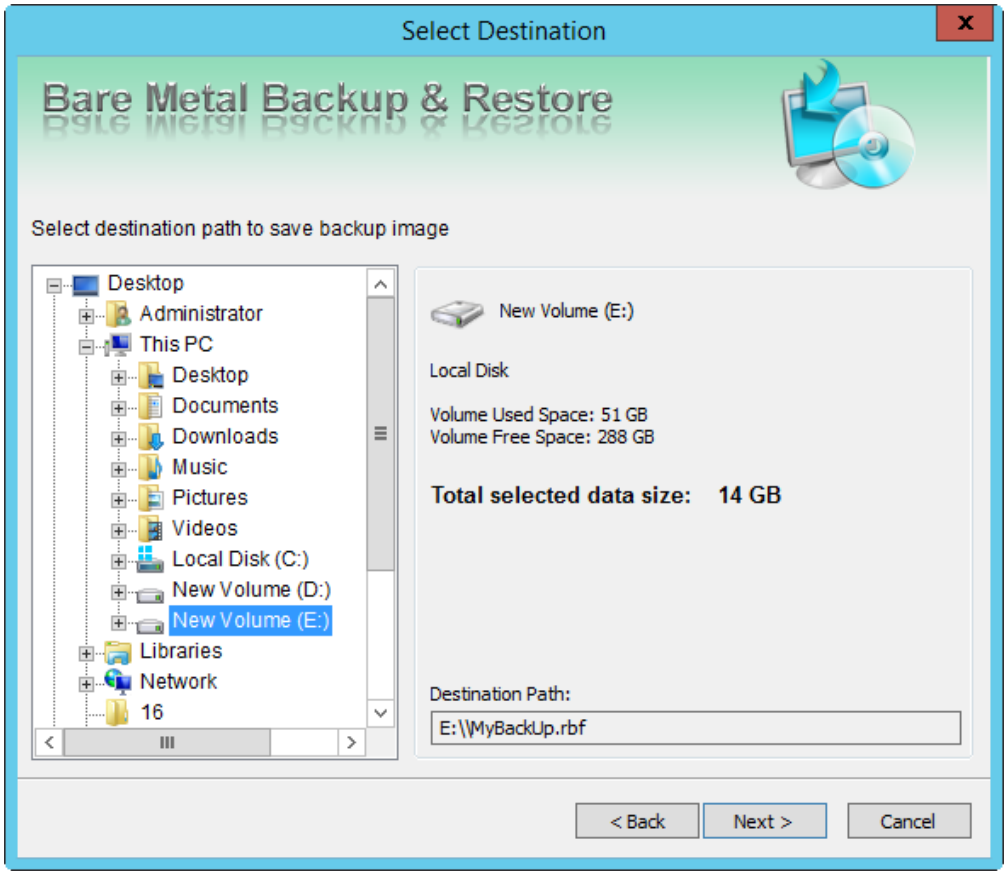
Click **Next** to continue.

2. In the *Select Volume* screen, select OS volume to backup.



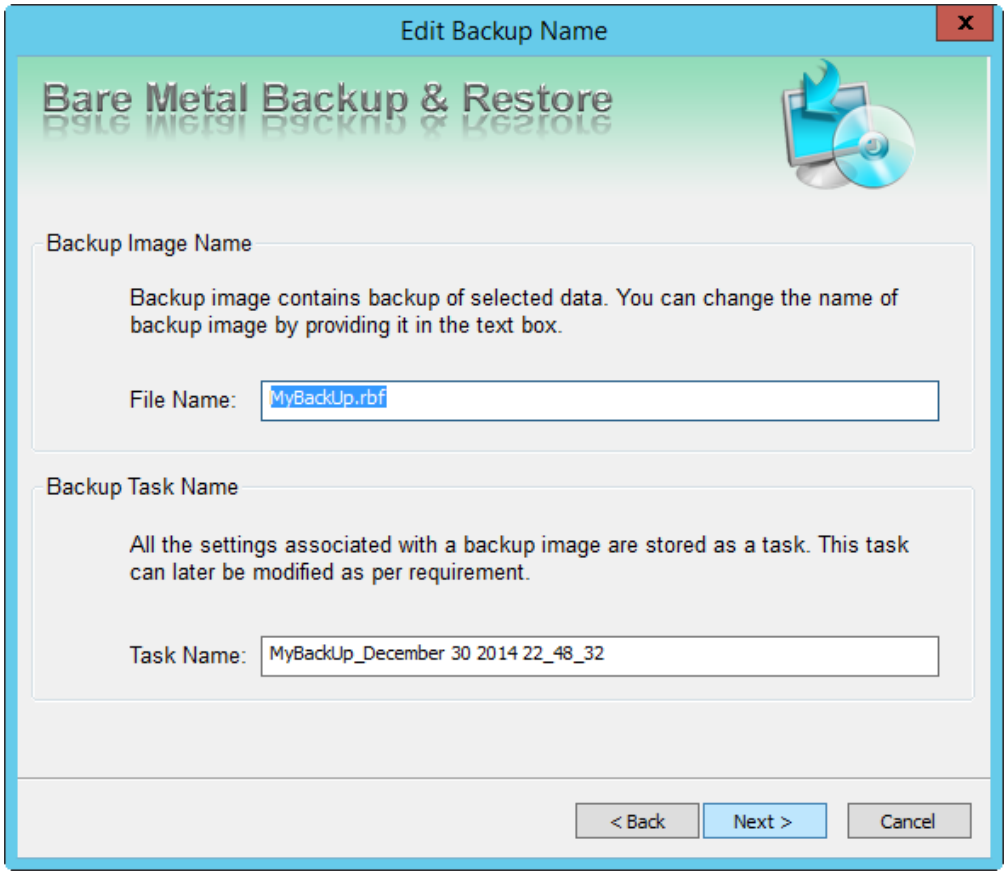
Click **Next** to continue.

3. The *Select Destination* screen is displayed.



Select the destination path where you want to store the backup. The screen also displays the used and available volume space and the size of the backup to be created. Click **Next** to continue.

4. The *Edit Backup Name* screen is displayed.

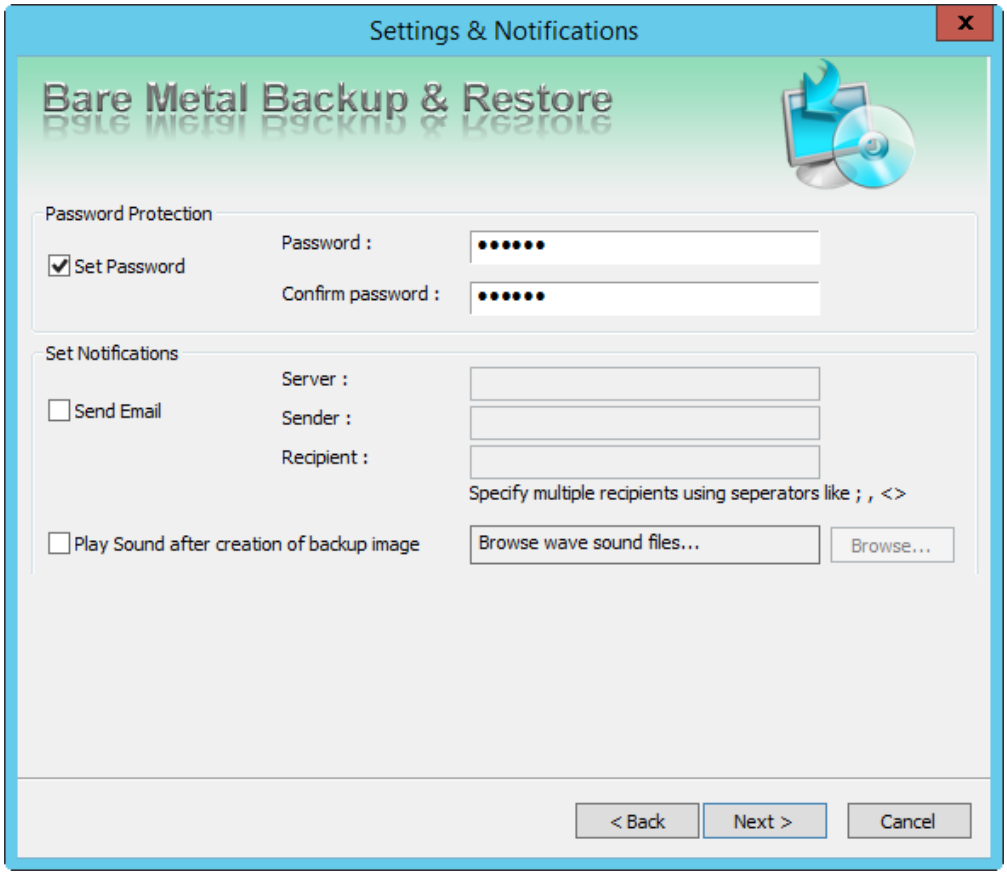


Specify the backup image name and the backup task name.

- **Backup Image Name** - every backup is associated with a backup name and you must specify the name in the *File Name* text box.
- **Task Name** - settings associated with a backup are stored as a task. The task can be modified as required. Specify the name in the *Task Name* text box.

Click **Next** to continue with the process.

5. The *Settings & Notifications* screen is displayed.

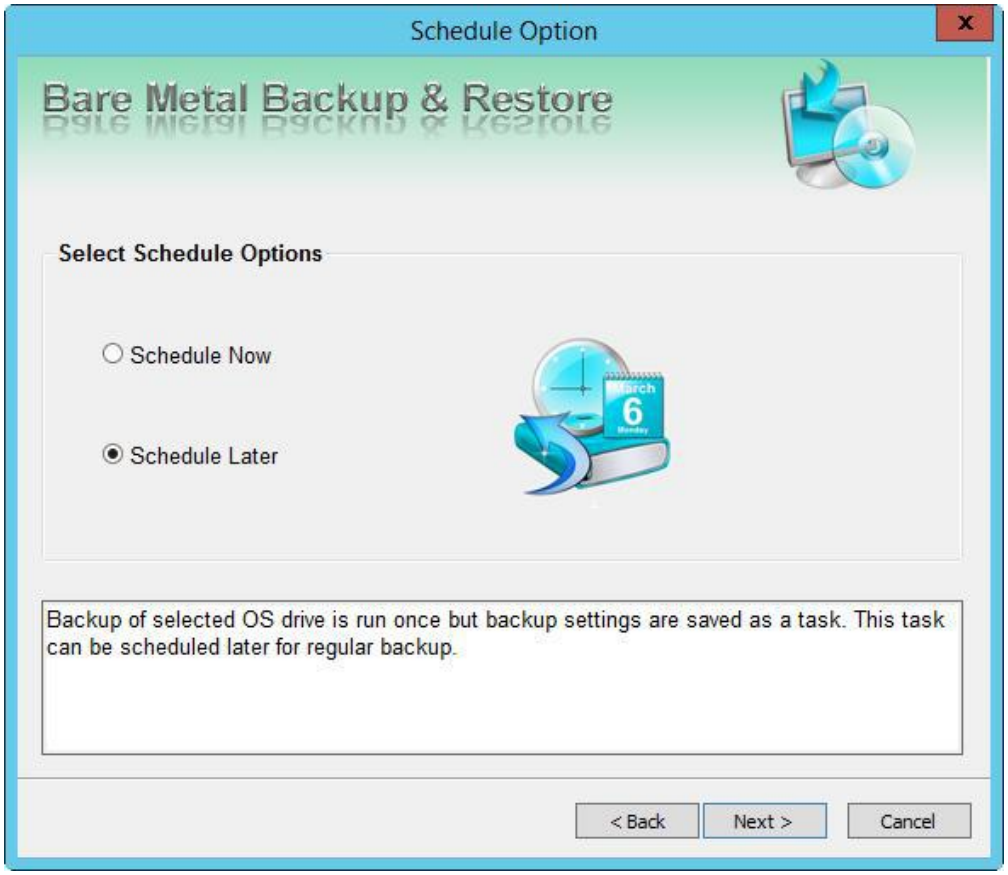


The settings include:

- **Password Protection** - to prevent unauthorized access, you can protect the backup with a password.
  Password: Enter a password.
  Confirm Password: re-enter the password to confirm.
- **Set Notifications** - select the option so that you can be notified of backup job success and failure automatically.
  Server: Provide the outgoing SMTP server name.
  Sender: Provide the sender's e-mail address.
  Recipient: Provide the e-mail address to which notifications will be sent. You can specify multiple recipients.
- **Play sound after creation of backup image** - you can select a sound file to play after the backup is created successfully.

Click **Next** to continue.

6. The *Schedule Option* screen is displayed.



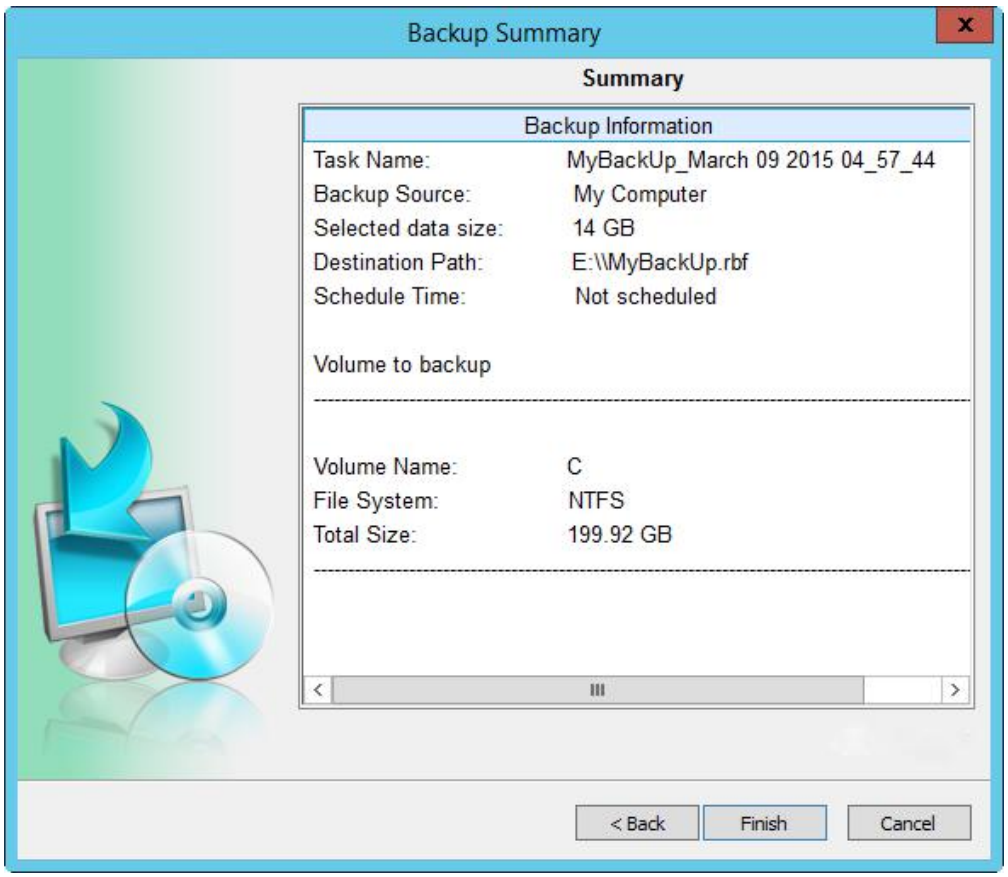
You can select from the two different schedule options:

- **Schedule Now** - select this option to schedule the backup frequency and time. The corresponding steps are explained later in this section.
- **Schedule Later** - select this option to back up the selected OS once and the settings specified is saved as a task that can be modified later to suit your requirements. The following steps are in reference to this selected option.

Click **Next** to continue.

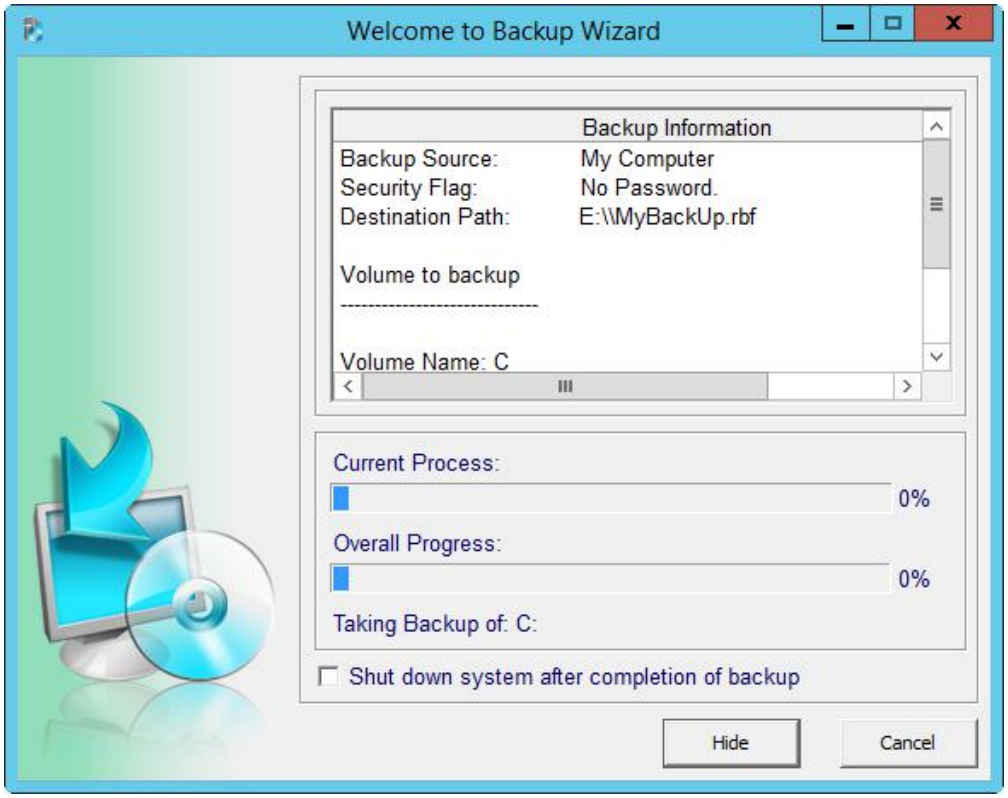
Schedule Later

7. The *Backup Summary* screen is displayed.



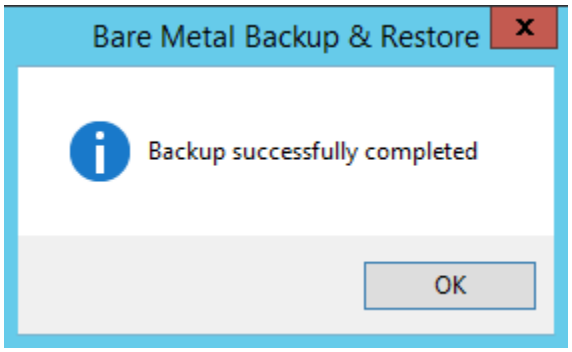
The *Backup Summary* screen displays the selected settings. It helps you to review all the backup options. Click **back** if you need to modify the options. Click **Finish** to exit and return to Home screen.

8. The *Welcome to Create Backup Wizard* screen is displayed.



The screen displays the backup information and the backup progress. You can choose to close the progress window by clicking the **Hide** button. You can also shut down the system after completing the backup process by selecting the corresponding option.

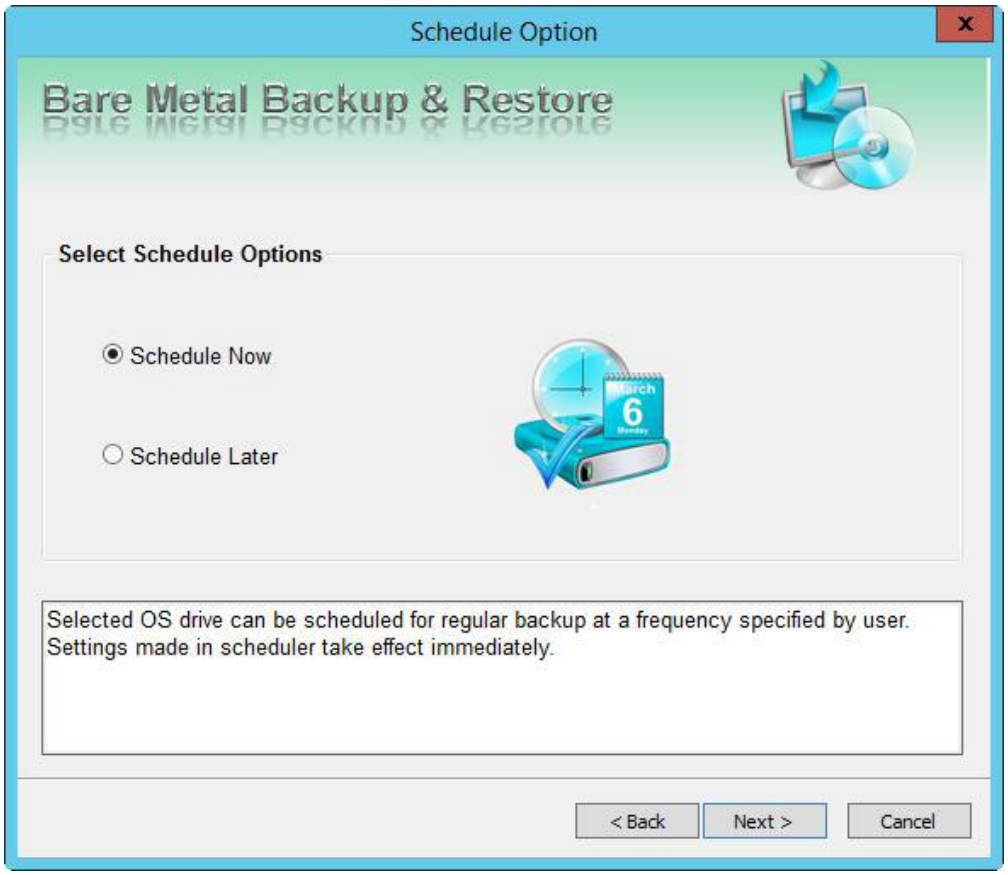
9. After the backup is completed successfully, a corresponding message is displayed.



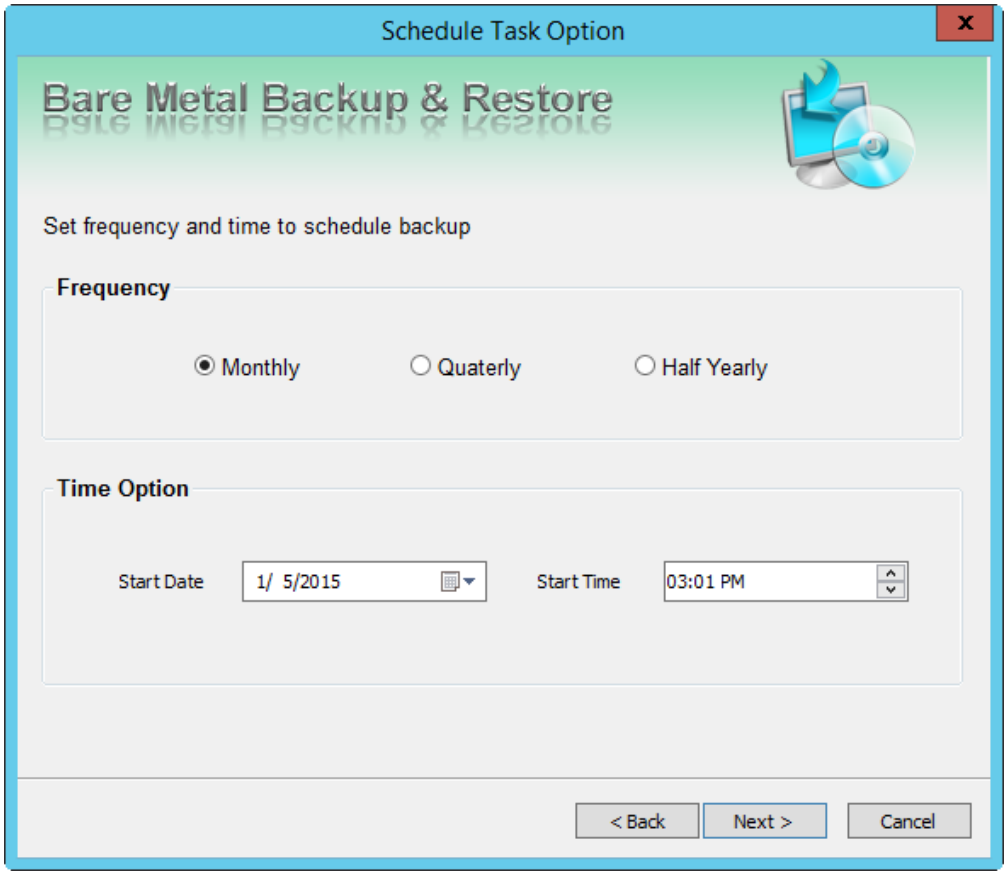
Click **OK** to return to Home screen.

Schedule Now

1. From the *Schedule Option* screen select *Schedule Now.* When you select the *Schedule Now* option, you will need to specify the frequency and the time to schedule the backup. Click **Next** to continue



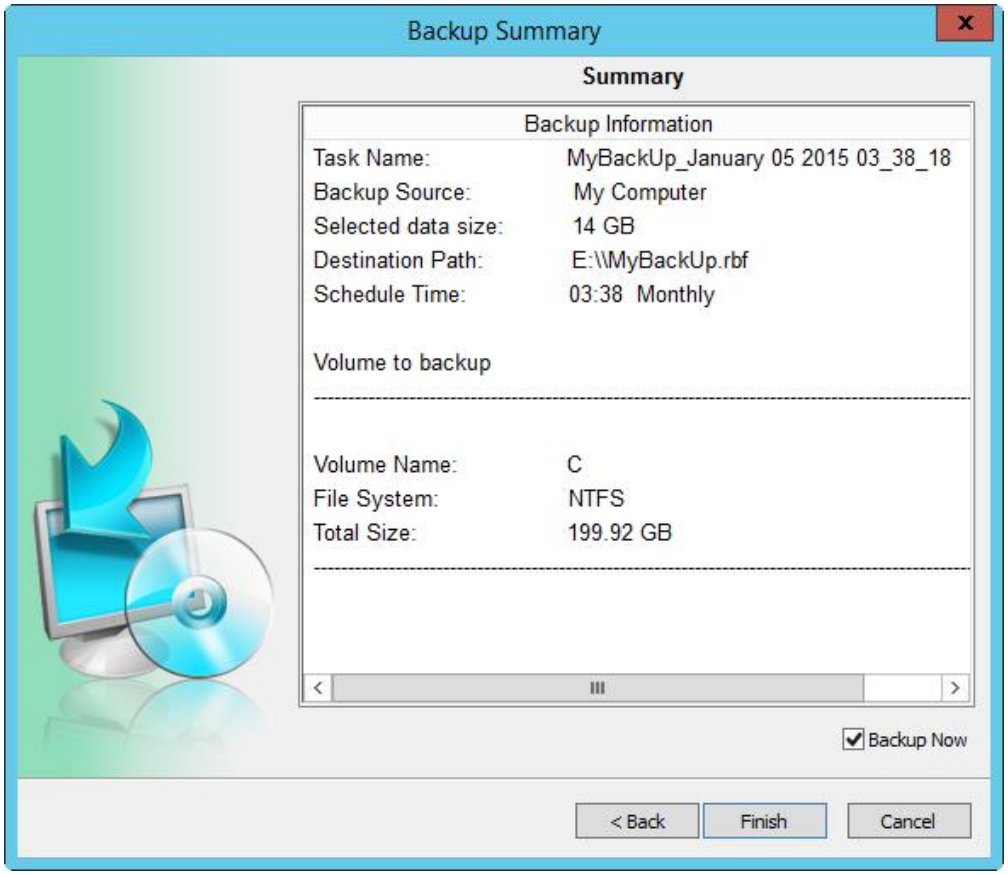
2. The *Schedule Task Option* screen is displayed.



You can create schedules to reflect when a backup should be executed. You can set the frequency and time to schedule the backup. The options available are:

Monthly - the backup occurs every month at the specified time and day.
Quarterly - the backup occurs every three months at the specified time and day.
Half Yearly - the backup occurs every six months at the specified time and day.
Start Date - Select the date on which to start the backup process.
Start Time - Select the time to start the backup.
Click **Next** to continue.

3. The *Backup Summary* screen is displayed.



The *Backup Summary* screen displays the selected settings. It helps you to review all the backup options. Click **Finish** to exit and return to Home screen. The **Backup Now** option, if selected will initiate an immediate backup, regardless of when it was set to run.

Restore

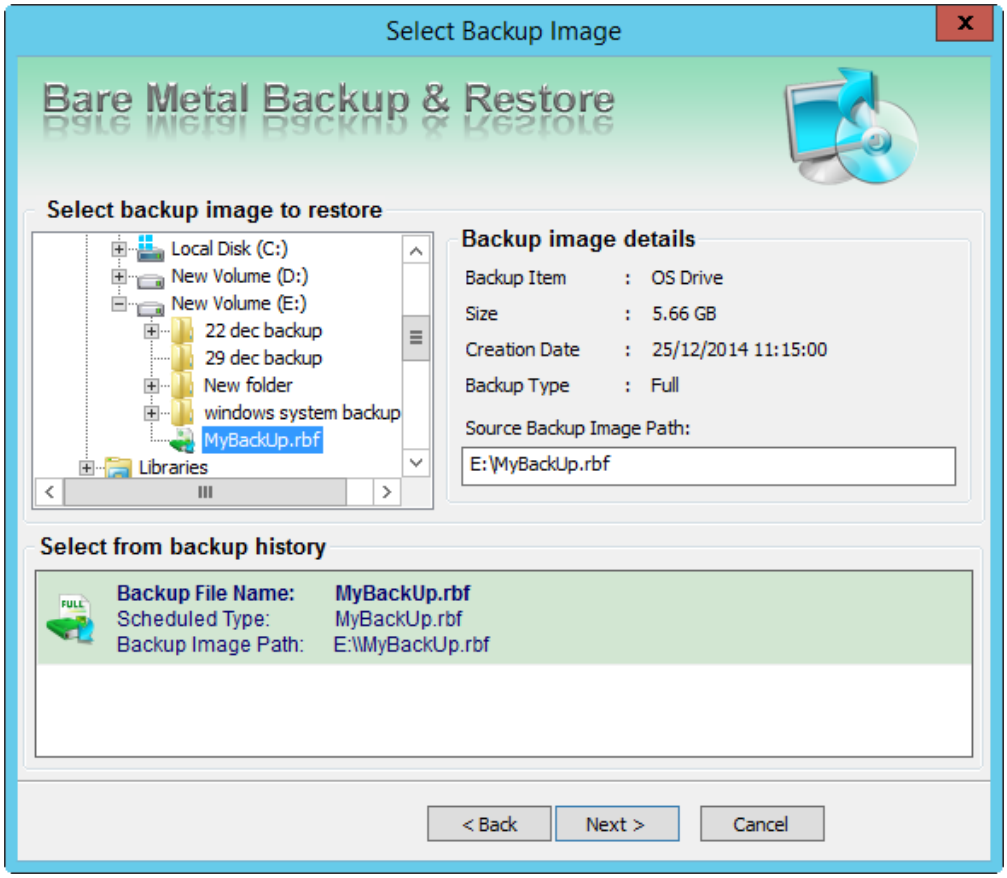
This section provides an overview of *Bare Metal Backup and Restore's* restore operations. It identifies the types of backed up data you can restore, introduces the procedures for restoring data, and explains how the different types of restores work.

To restore a backup image:

1. From the Home screen select *Restore*.
2. The *Welcome to Restore data Wizard* is displayed.

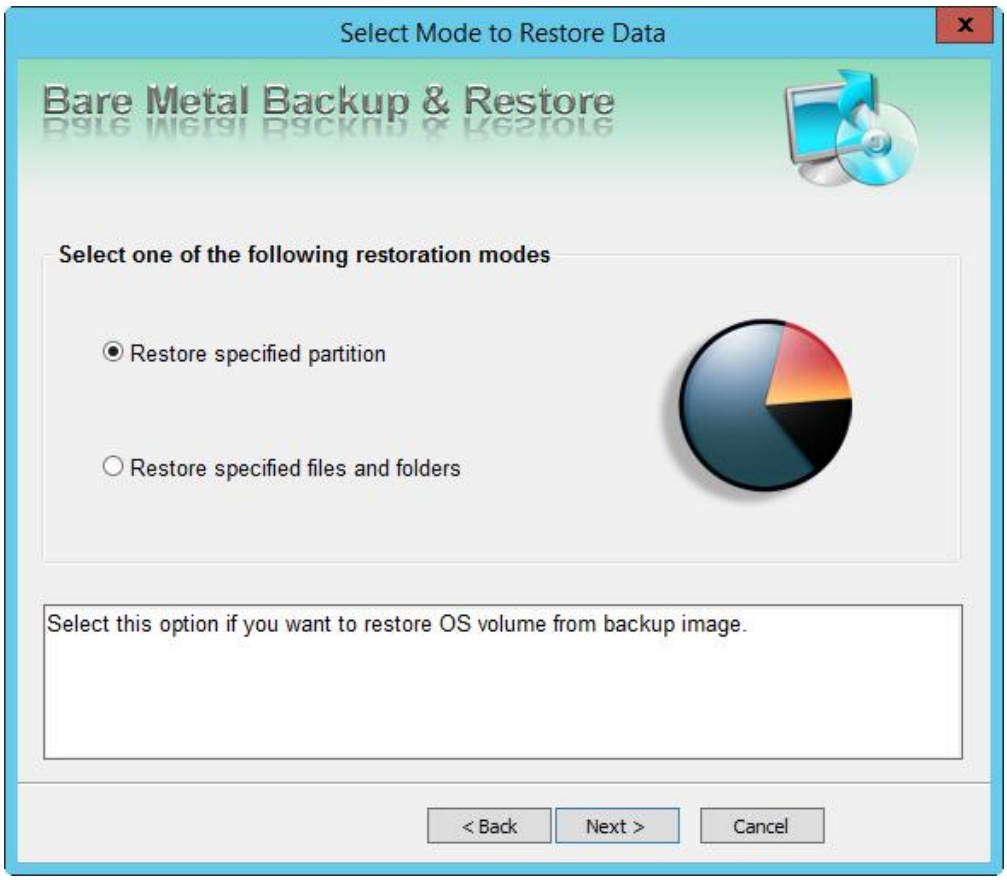
Click **Next** to continue.

3. The *Select Backup Image* screen is displayed.



From the left pane, select the backup image to restore. The right pane displays the selected backup's details like, the backup size, creation date, and backup type. The *Source Backup Image Path* field displays the selected backup path. Click **Next** to continue.

4. The *Select Mode to Restore Data* screen is displayed.



The two restoration modes are:

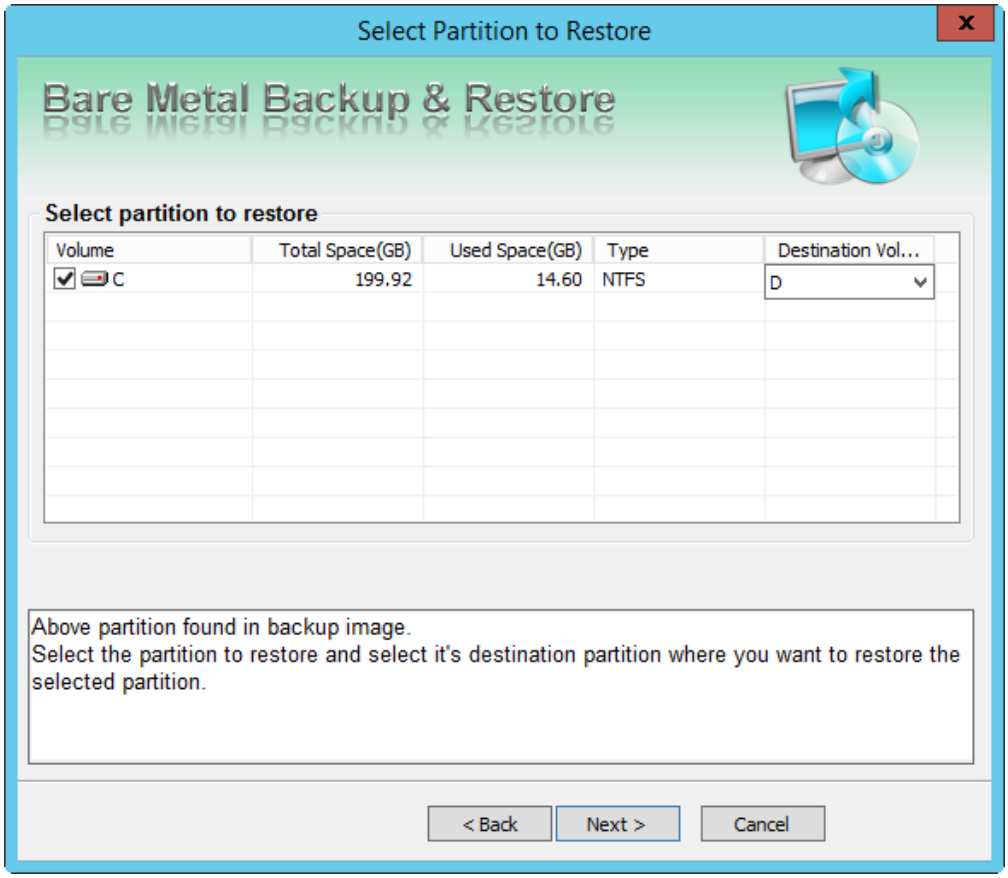
Restore specified partition - restores OS volume from the backup image.

Restore specified files and folders - restores specified files and folders from the backup image.

Click **Next** to continue.

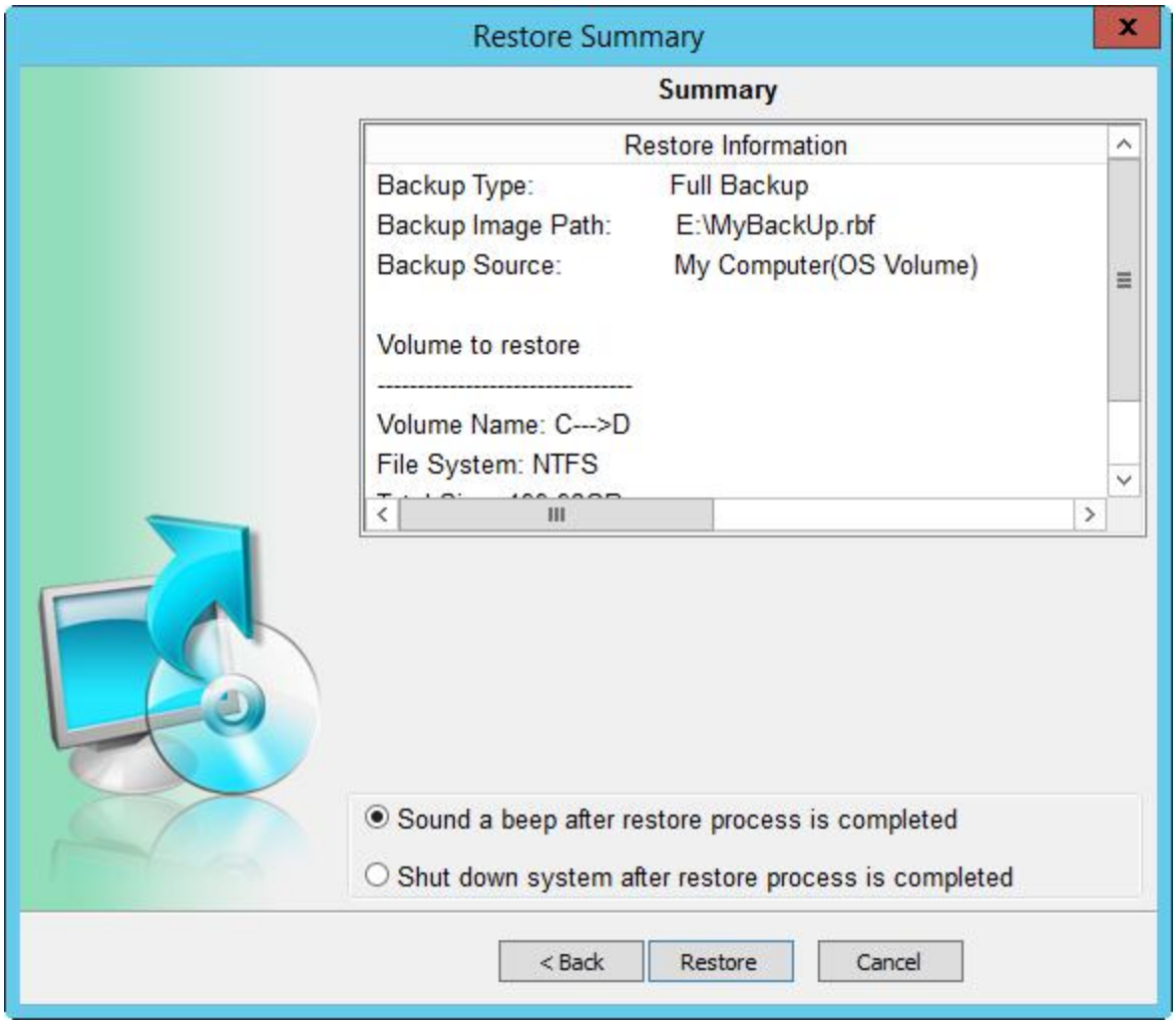
Restore specified partition

5. The *Select Partition to Restore* screen is displayed.



The screen displays the OS partition in the selected backup image and you can select destination volume from the drop-down list where you want to restore the selected OS partition. Click **Next** to continue.

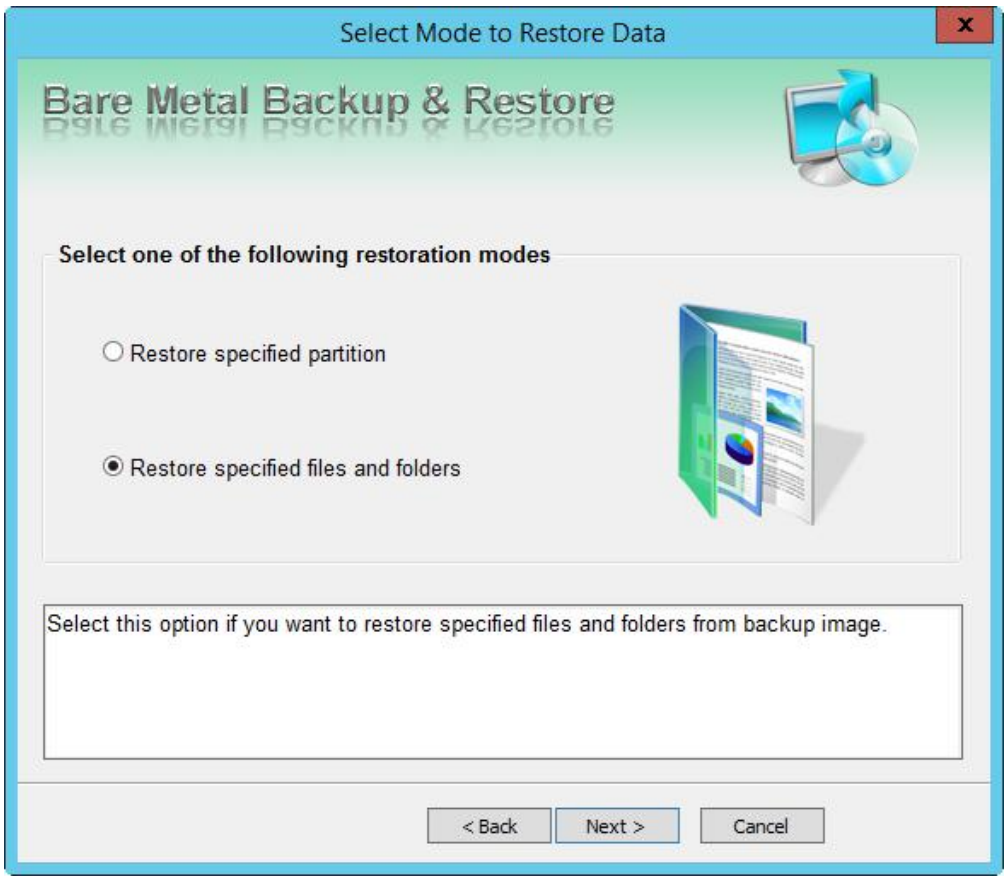
6. The *Restore Summary* screen is displayed.



Review the restoration details. You can go **Back** to the previous screens to edit the details or click **Restore** to start the process. You can also select **Sound a beep after restore process is completed** or **Shut down the system after the restore process is completed** by clicking the corresponding radio buttons.

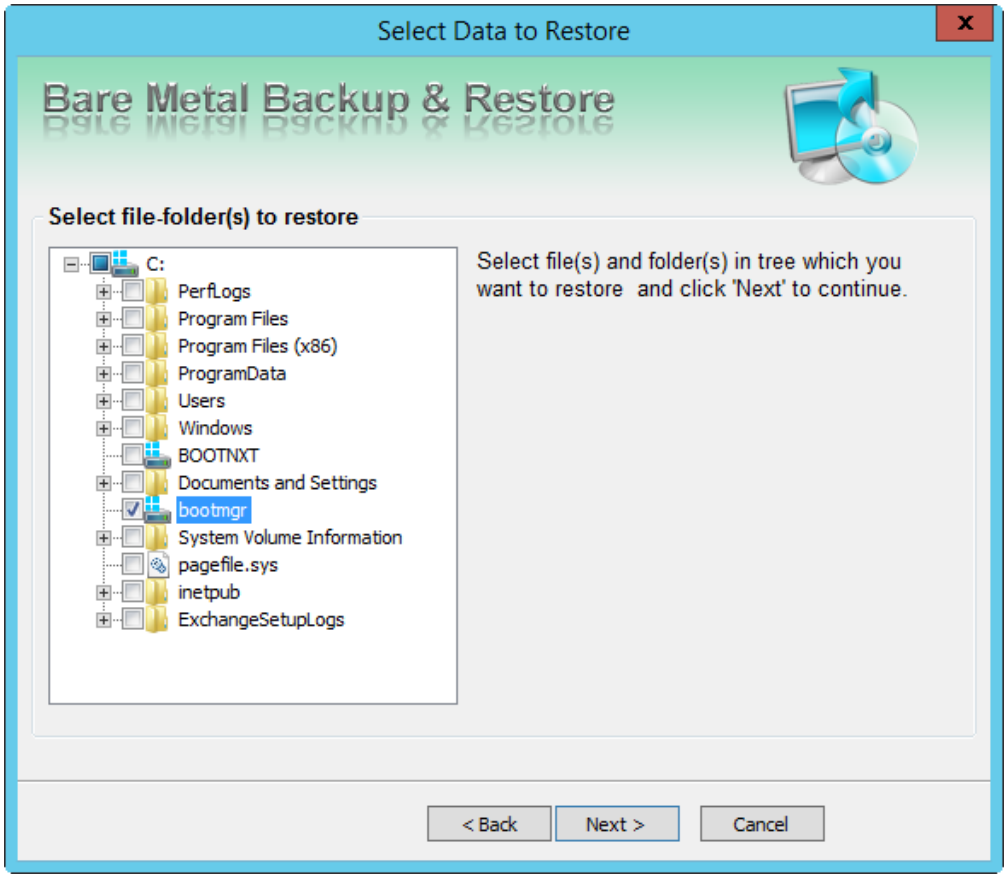
Restore specified files and folders

1. From the *Select Mode to Restore Data* screen, select *Restore specified files and folders*.



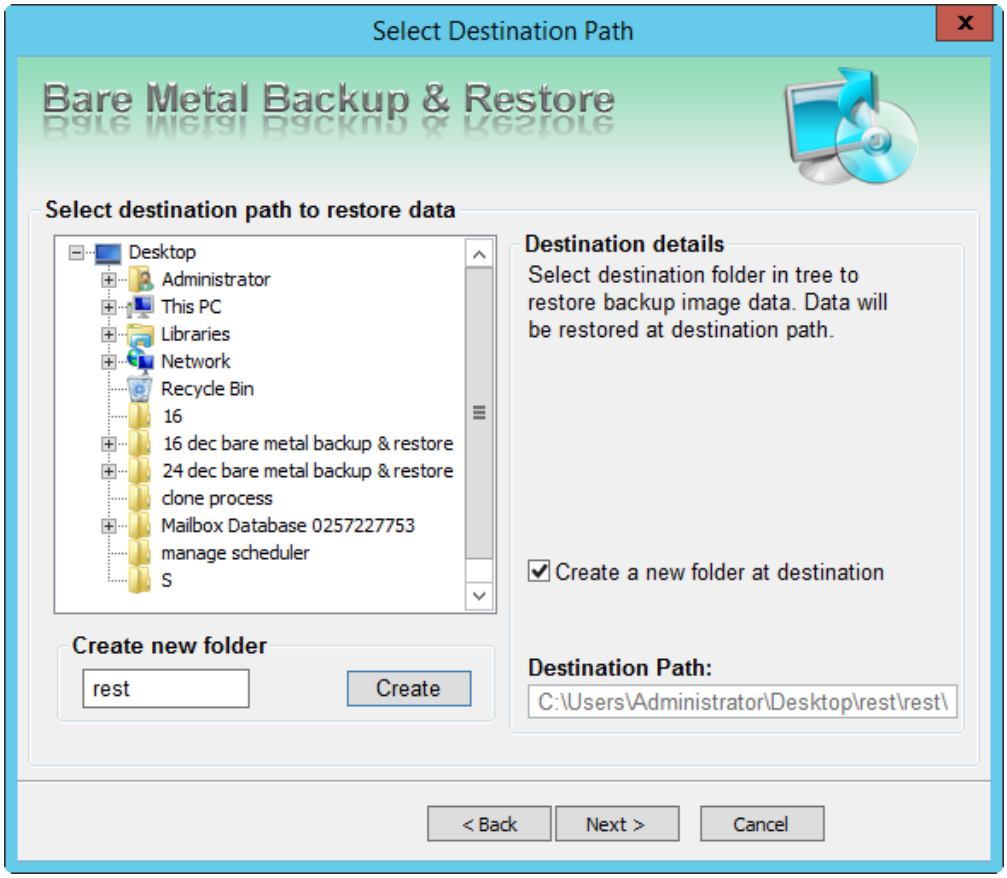
Click **Next** to continue.

2. The *Select Data to Restore* screen is displayed.



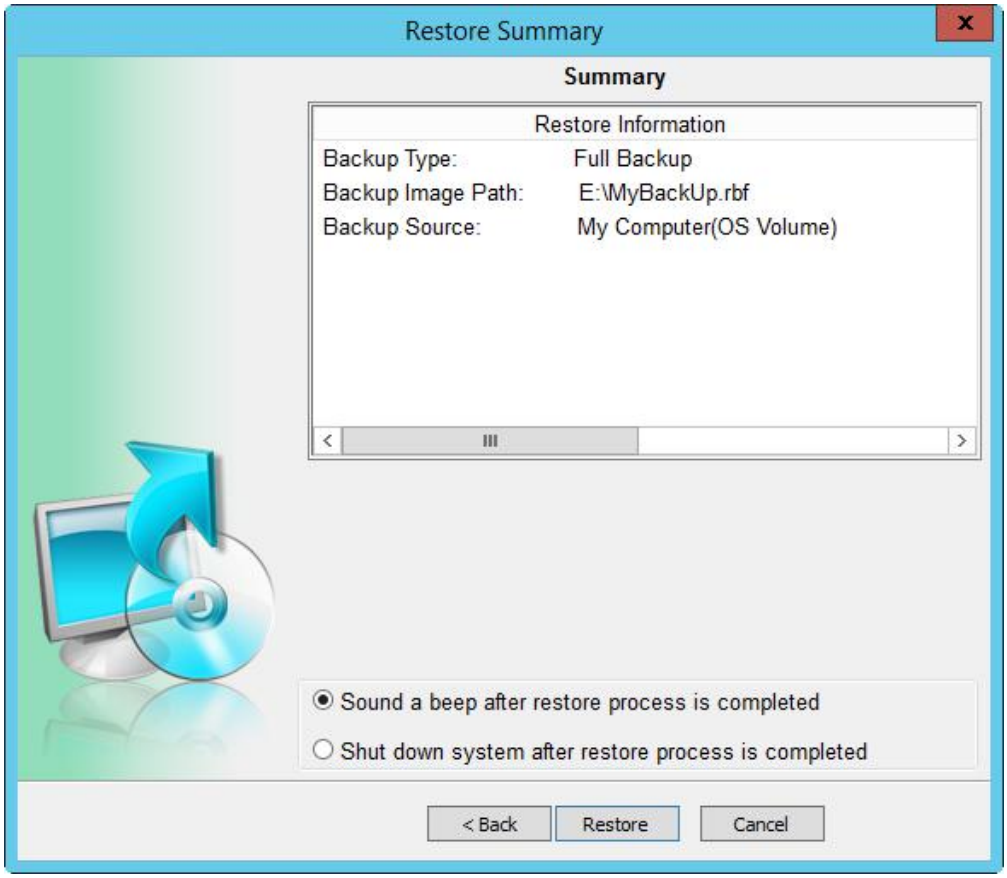
From the tree view in the left pane, select the files and folders that you wish to restore. Click **Next** to continue.

3. The *Select Destination Path* screen is displayed.



You can either select an existing destination folder or **Create new folder** to restore the backup. After selecting the folder, specify the full destination path. Click **Next** to continue.

4. The *Summary* screen is displayed.



Review the restoration details. You can go **Back** to the previous screens to edit the details or click **Restore** to start the process. You can also select **Sound a beep after restore process is completed** or **Shut down the system after the restore process is completed** by clicking the corresponding radio buttons.

Rescue Disc

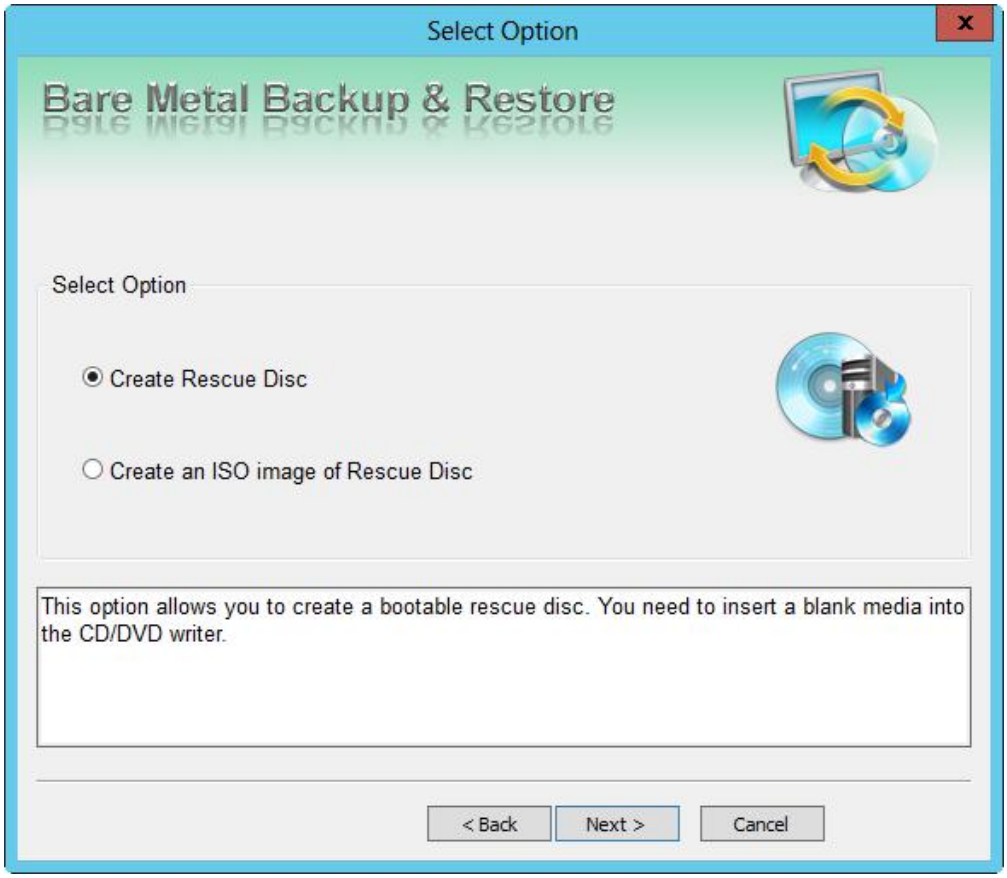
This option allows you to create a bootable rescue disc. This disc can be used to boot your machine and restore OS drive from the backup image, even if you are unable to boot into the OS. It can also be used to restore the complete OS drive from the backup image created in any of the drives, or an external drive.

To create rescue disc:

1. From the Home screen, select **Rescue Disc**. The *Welcome to Create Rescue Disc Wizard* is displayed.

Click **Next** to continue.

2. The *Select Option* screen is displayed.



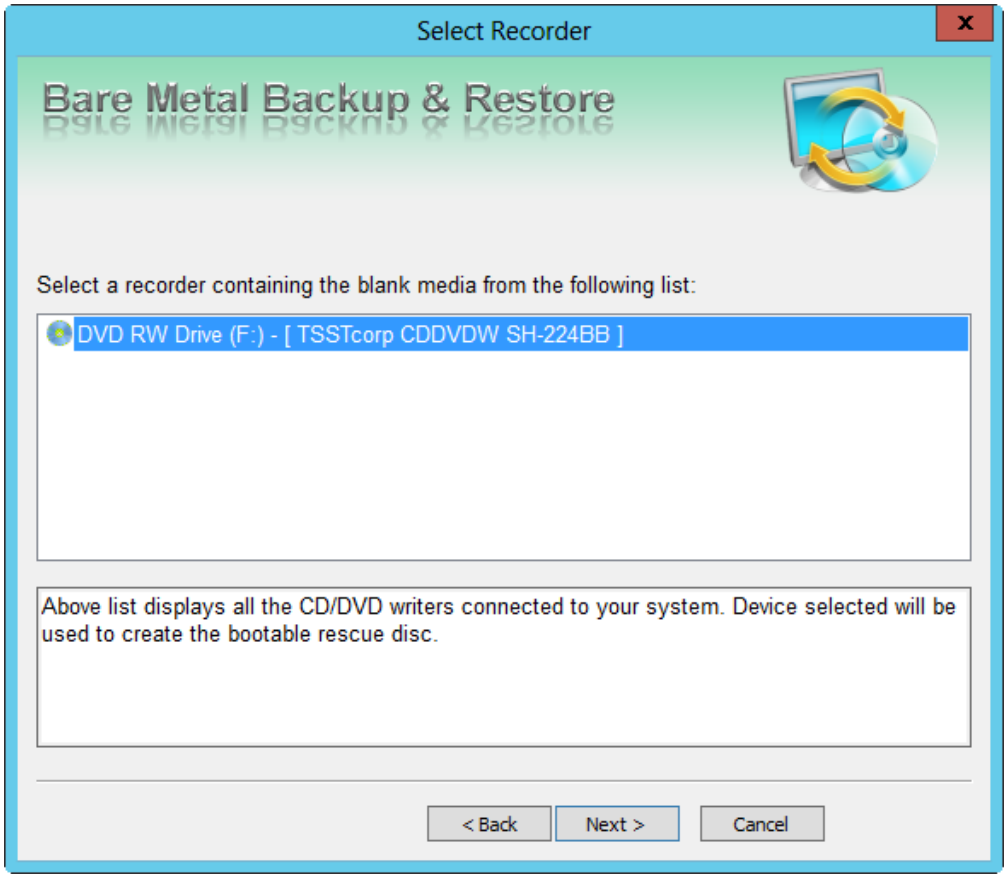
You have two options to select - Create Rescue Disc and Create an ISO Image of Rescue Disc.

Create Rescue Disc

Select **Create Rescue Disc.** This option allows you to create a bootable rescue disc. You must insert a blank media into the CD or DVD writer.

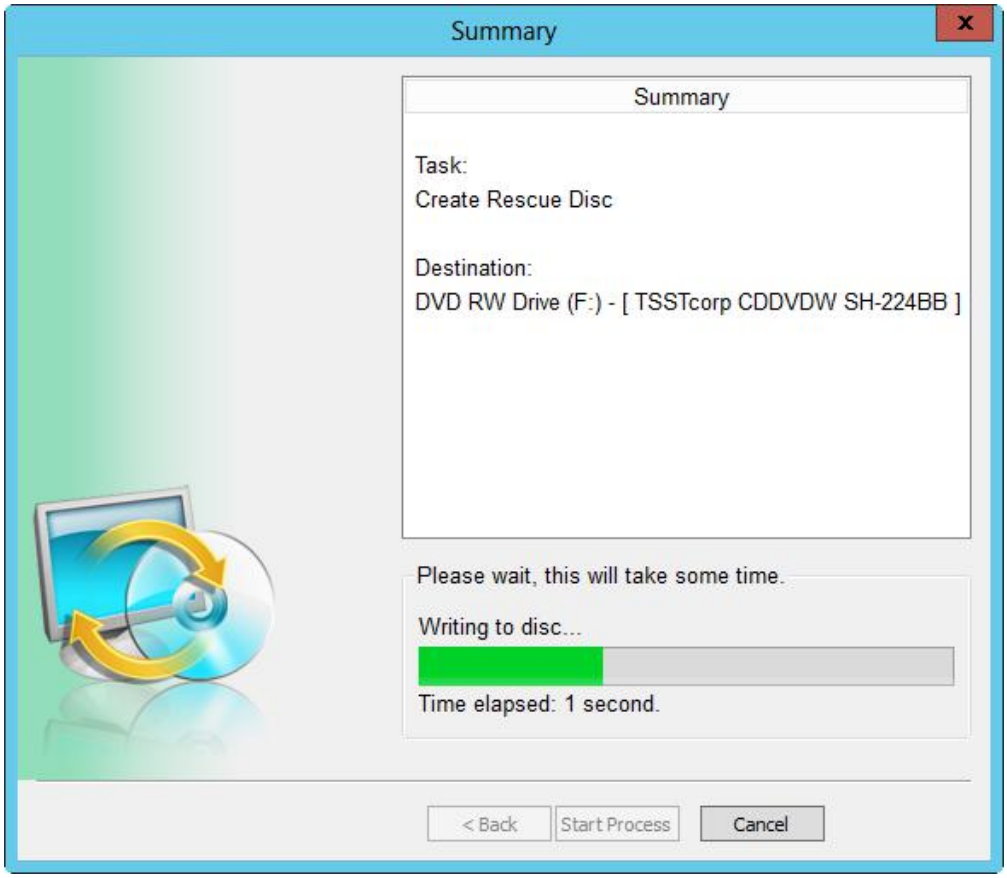
Click **Next** to continue.

3. The *Select Recorder* screen is displayed.

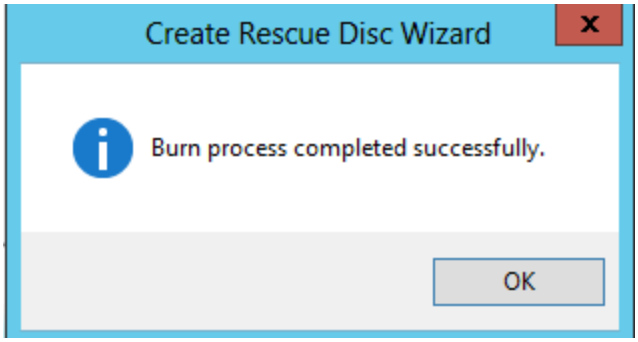


The screen displays the list of CD/DVD drivers connected to the system. The selected device will be used to created the bootable rescue disc. Select a device and click **Next** to continue.

4. The *Summary* screen is displayed.

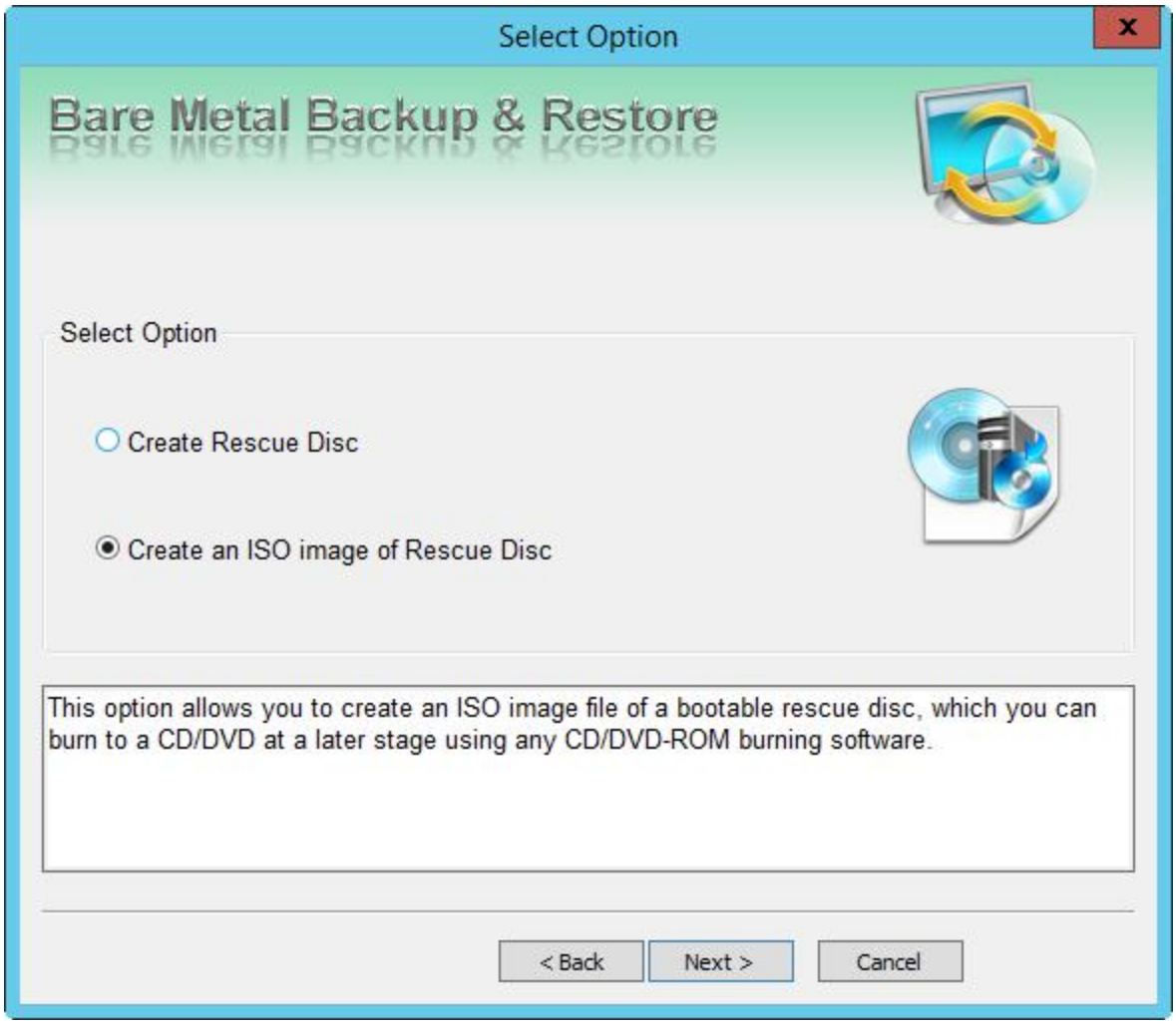


Click **Start Process** to start the burn process. When the process is completed successfully, a corresponding message is displayed.



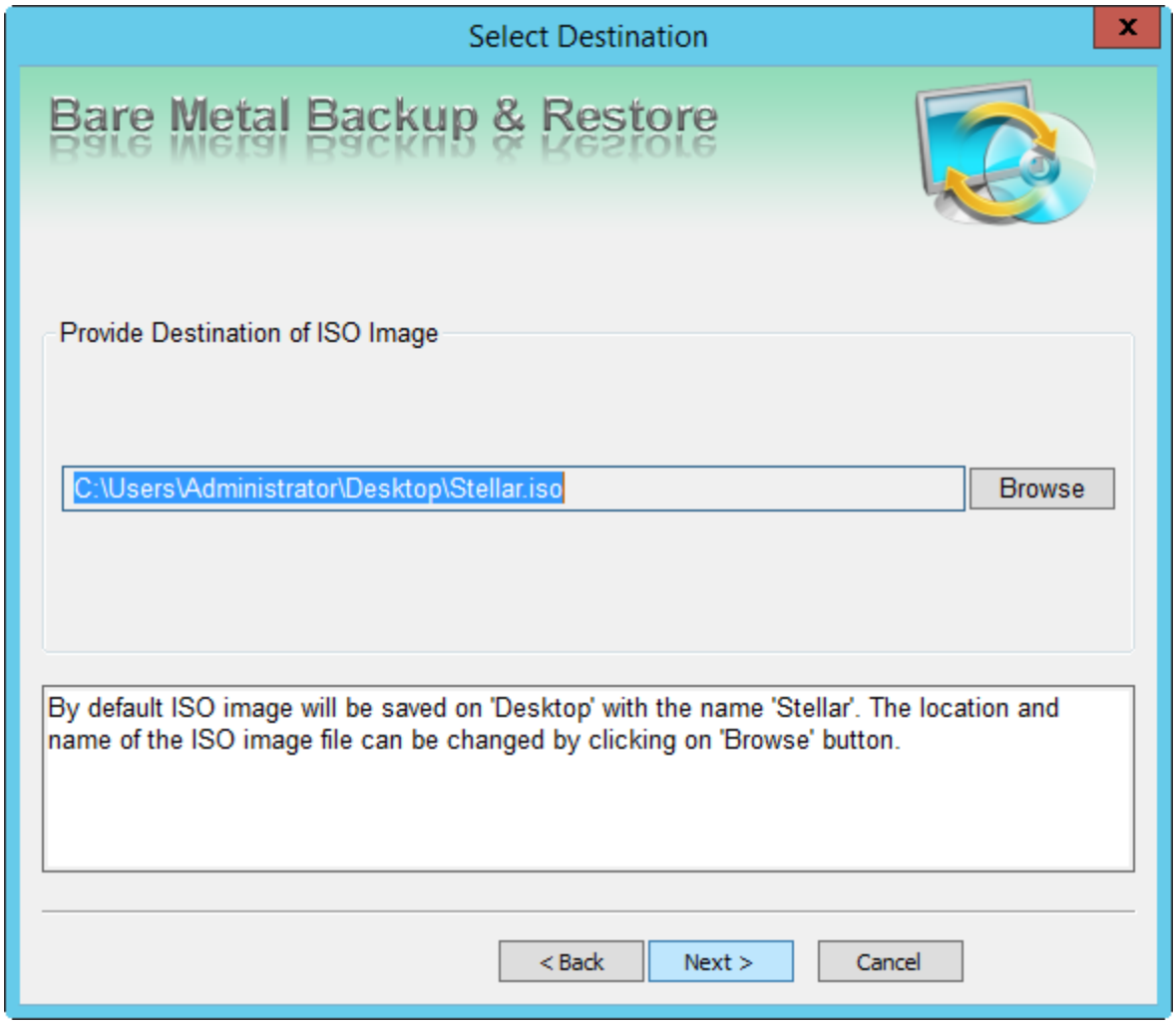
Create an ISO image of Rescue Disc

1. From the *Select Option* screen select **Create an ISO Image of Rescue Disc**.



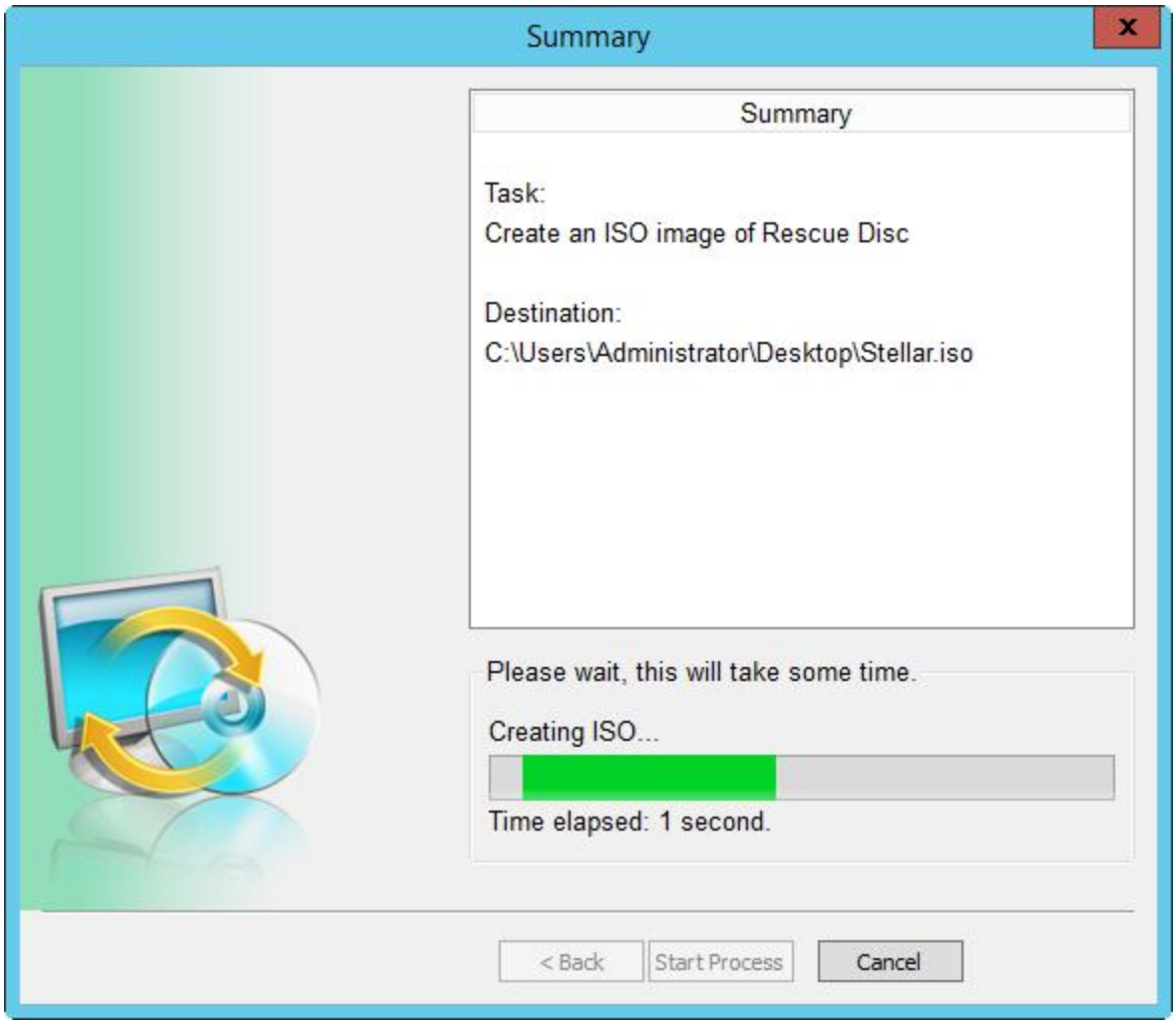
Click **Next** to continue.

2. The *Select Destination* screen is displayed.

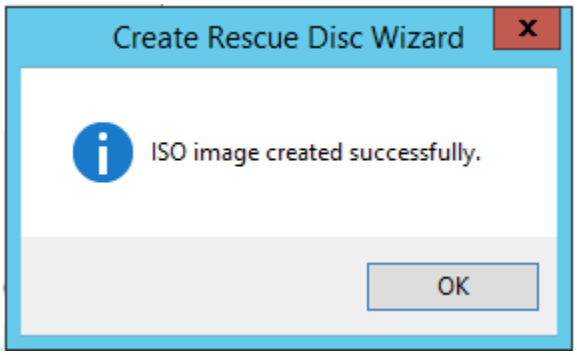


Enter the destination path where you want to save the ISO image. By default the image is saved on the Desktop and assigned the name "Stellar", however, you can **Browse** to select a different location to save the ISO image. Click **Next** to continue.

3. The *Summary* screen is displayed.



Click **Start Process** to start the burn process. When the process is completed successfully, a corresponding message is displayed.



Click **OK** to return to the Home screen.

Schedule Task

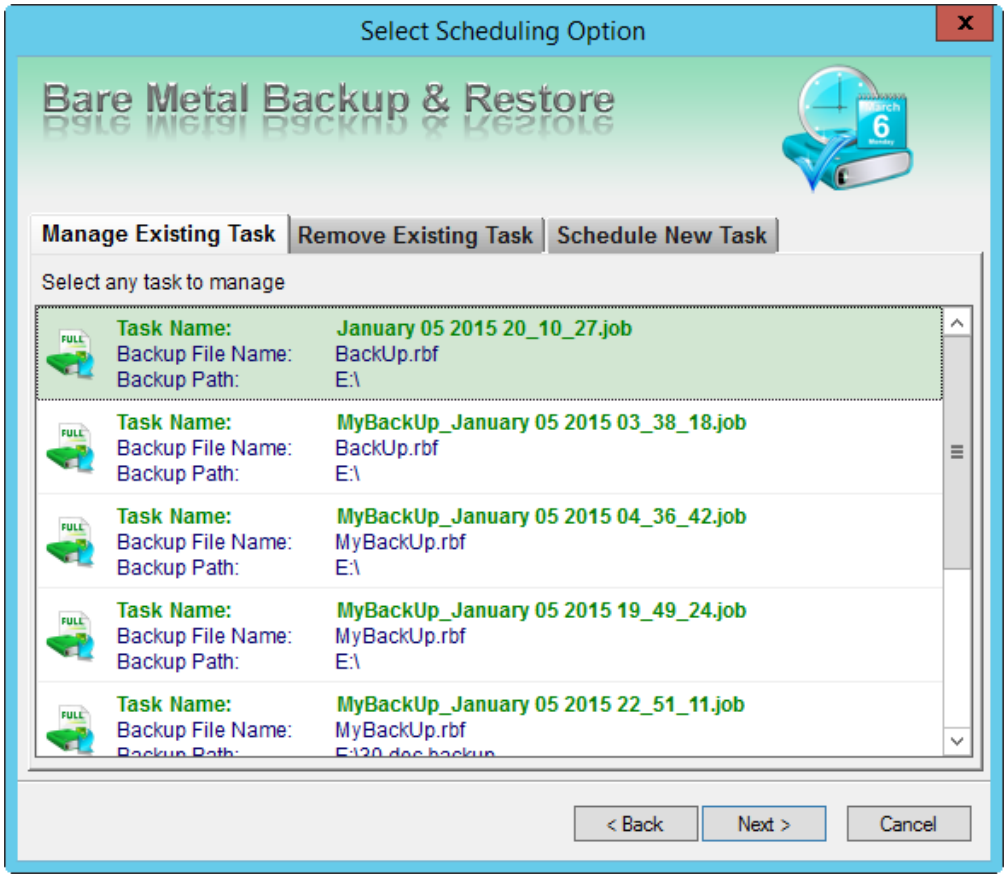
The option allows you to schedule periodic backup tasks.

To schedule backups:

1. From the Home screen, select **Schedule Backup**. The *Welcome to Schedule task Wizard* screen is displayed.

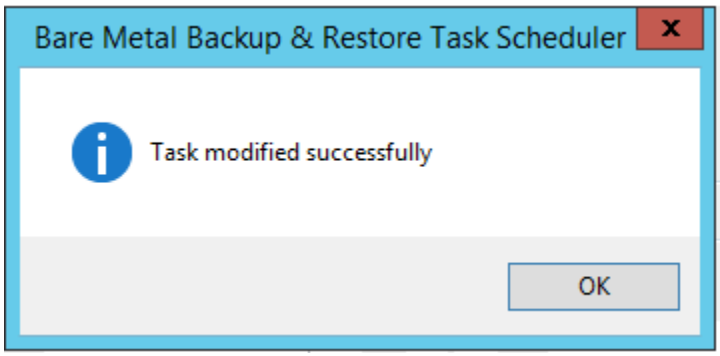
Besides scheduling a backup task, you can use this option to edit and delete a task as well. Click **Next** to continue.

2. The *Select Scheduling Option* screen is displayed.



You can use this screen to:

Manage Existing Tasks - this option allows you select an existing task from the list and re-schedule the same to suit your requirements. You can change the backup storage destination, settings, frequency and time. After the successful modification of task, a corresponding message is displayed. Click **OK** to return to the *Select Scheduling Option* screen.

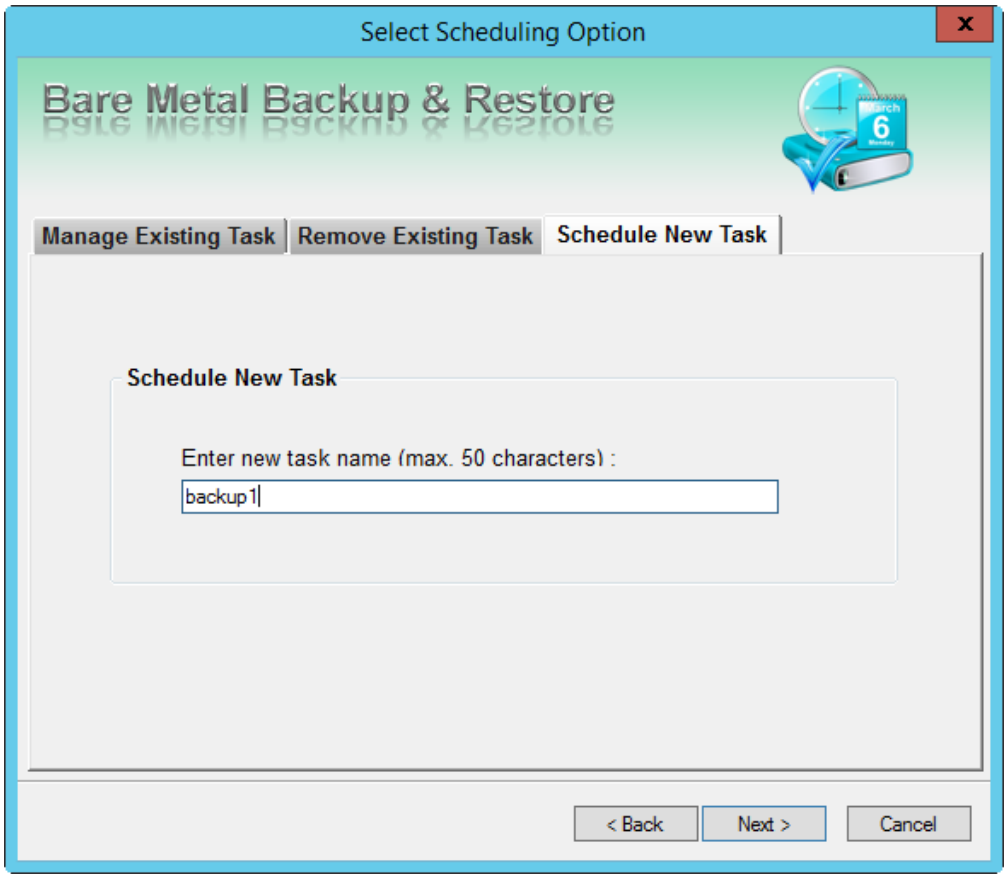


Remove Existing Task - this option allows you to select and delete a task from the list

Schedule New Task - this option allows you to create a new task for scheduling. The following steps will guide you to create and schedule a new task.

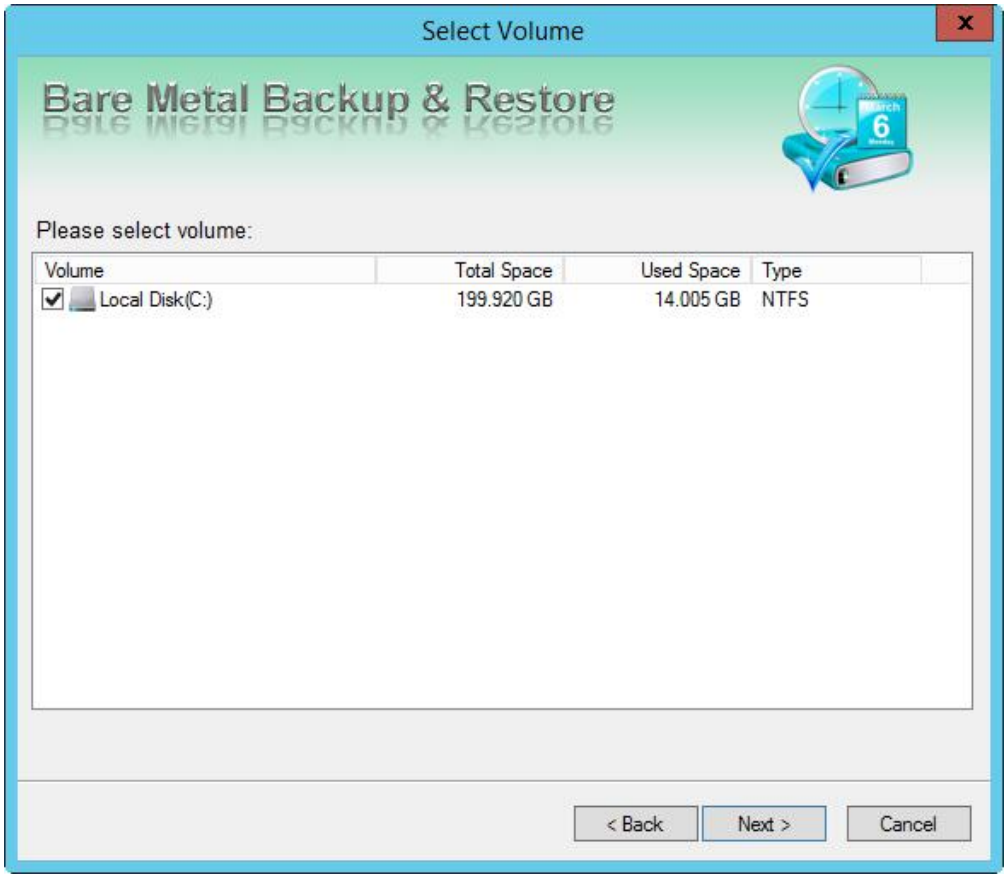
Select **Schedule New Task** option and click **Next** to continue.

3. The *Schedule New Task* view is displayed.



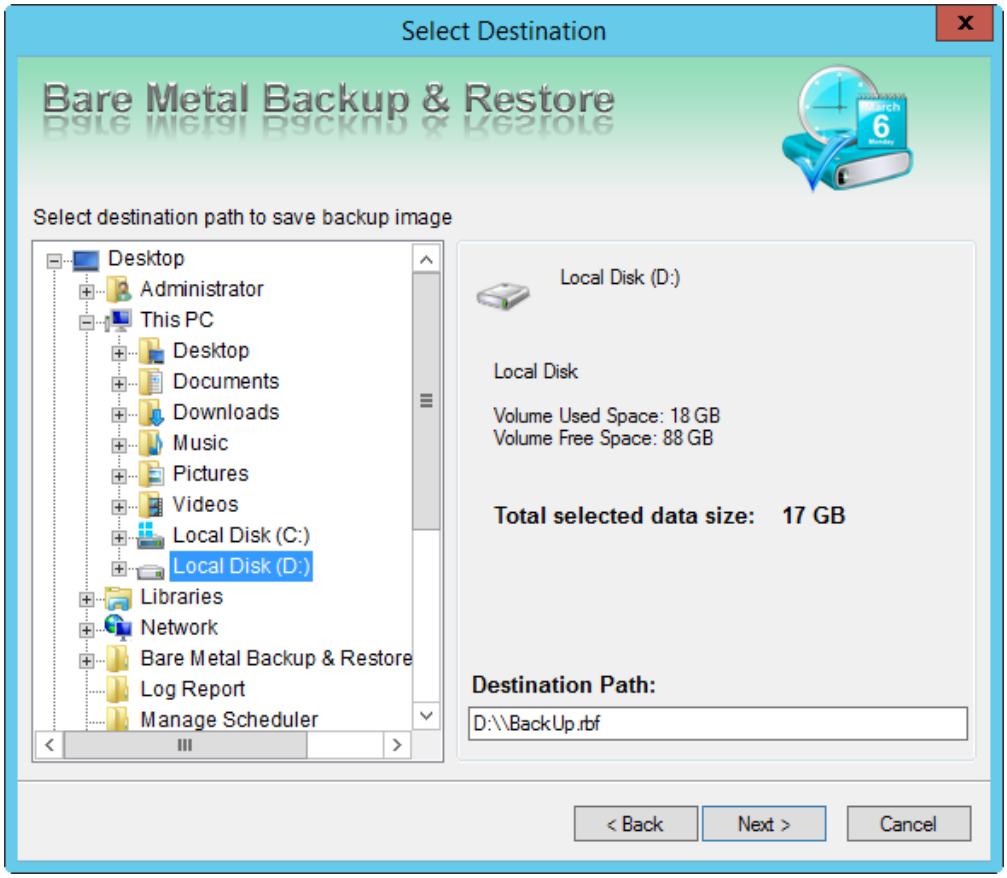
Type a task name in the *Enter a new task name* text box. Ensure that the task name length does not exceed 50 characters. Click **Next** to continue.

4. The *Select Volume* screen is displayed.



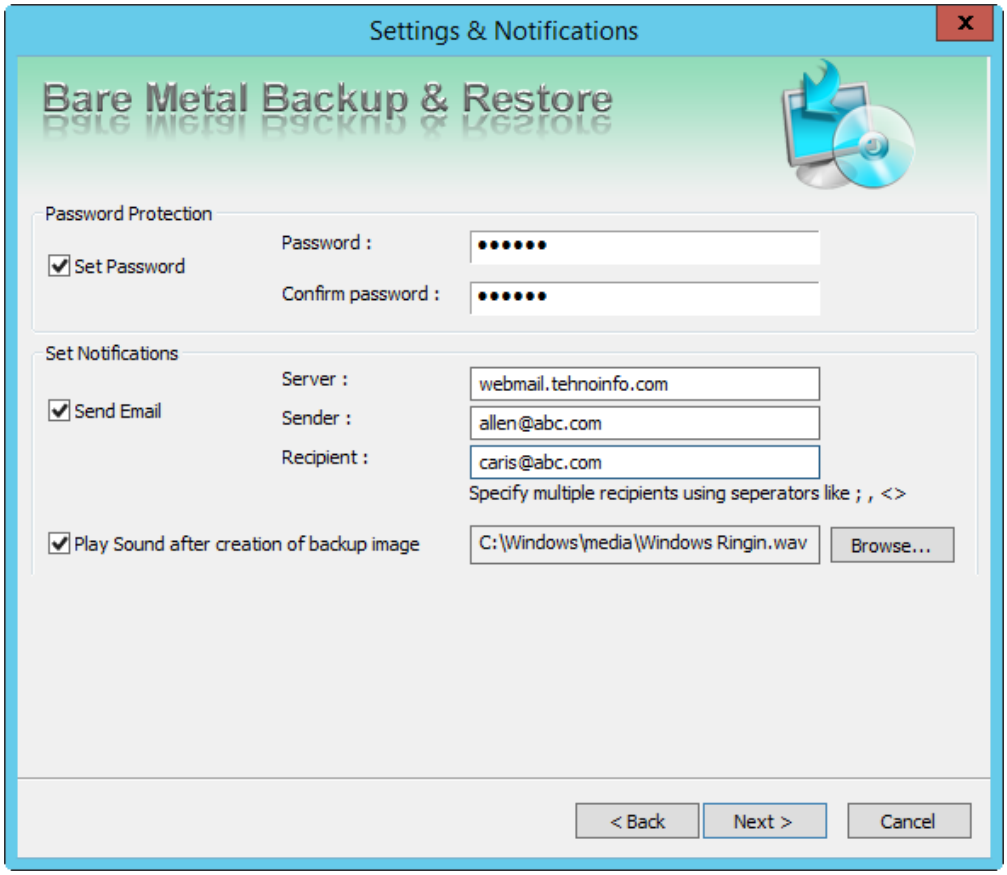
Select the volume to backup and click **Next** to continue.

5. The *Select Destination* screen is displayed.



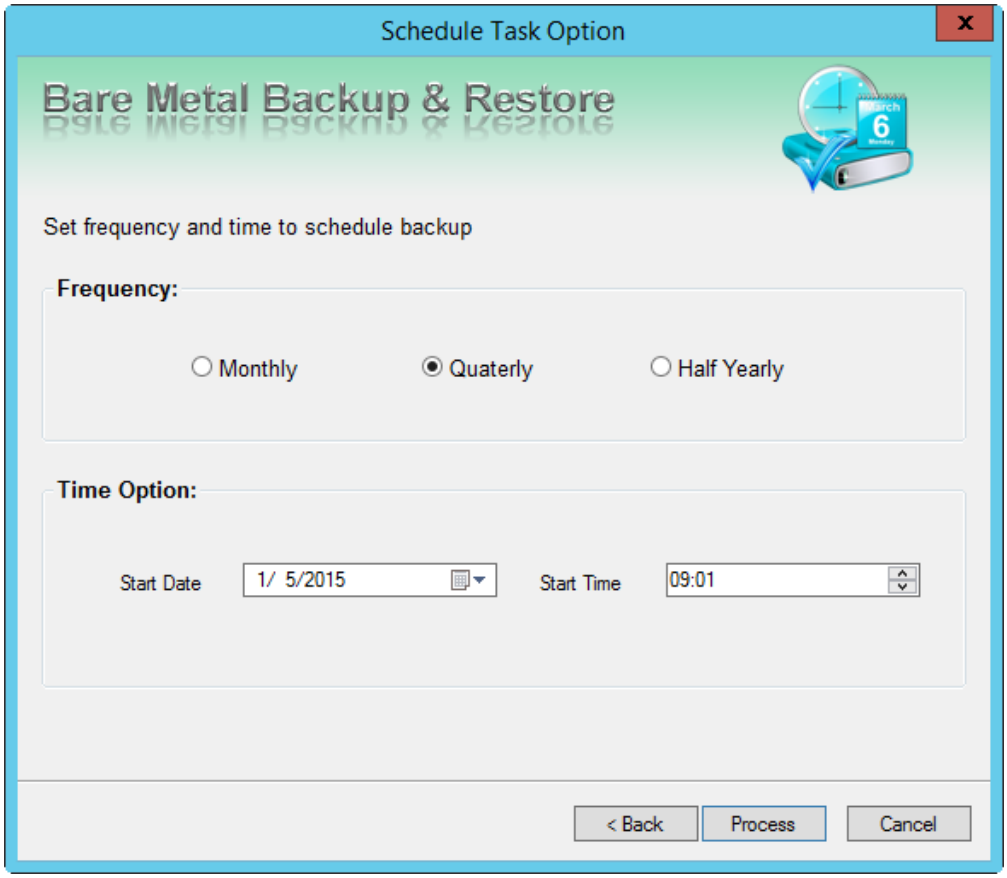
Select the destination path where you want to store the backup. The screen also displays the selected used and available volume space and the size of the backup to be created. Click **Next** to continue.

6. The *Settings and Notifications* screen is displayed.

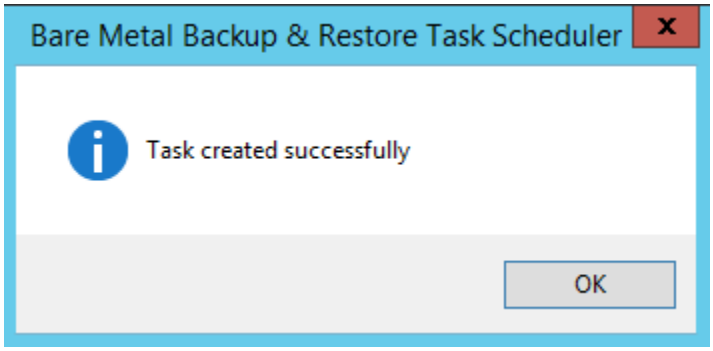


The schedule settings are displayed. Click **Next** to continue.

7. The *Schedule Task Option* screen is displayed.



You can set the frequency and time to schedule the backup. Click **Process** to initiate the scheduling process. After the task is created successfully a corresponding message is displayed. Click **OK** to exit and return to Home screen.

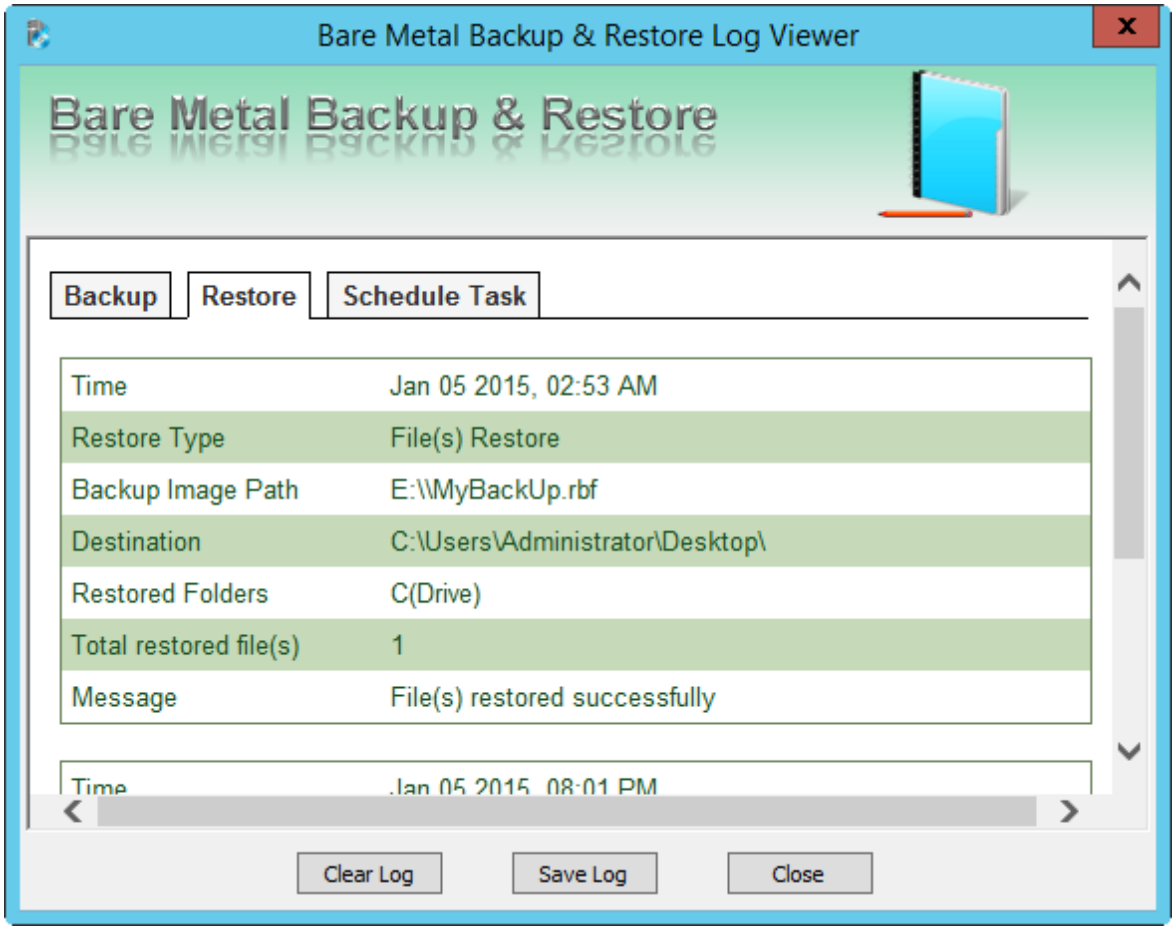


Log Report

This option helps generate report containing all the necessary technical information and allows you to save the information to a file. By default it is saved as an HTML file.

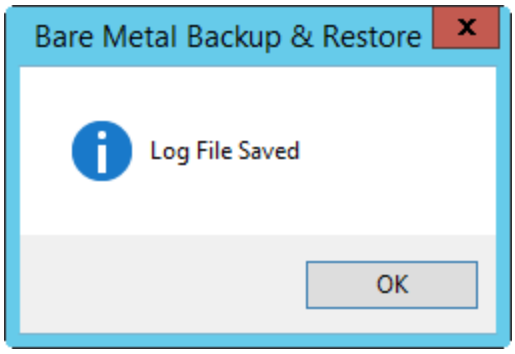
To view reports:

1. From the Home screen, select **Log Report**. The *Bare Metal Backup and Restore Log Viewer* screen is displayed.



The screen displays three options. Click on each option to view the corresponding log details. You can **Clear Log** or **Save Log** or **Close** the screen and return to the Home screen.

2. To save the log click the corresponding button. By default it will be saved as an HTML file. You will be prompted to enter the destination path. After saving the file a corresponding message is displayed. Click **OK** to exit and return to Home screen.


Bare Metal Backup & Restore
Log File Saved
OK