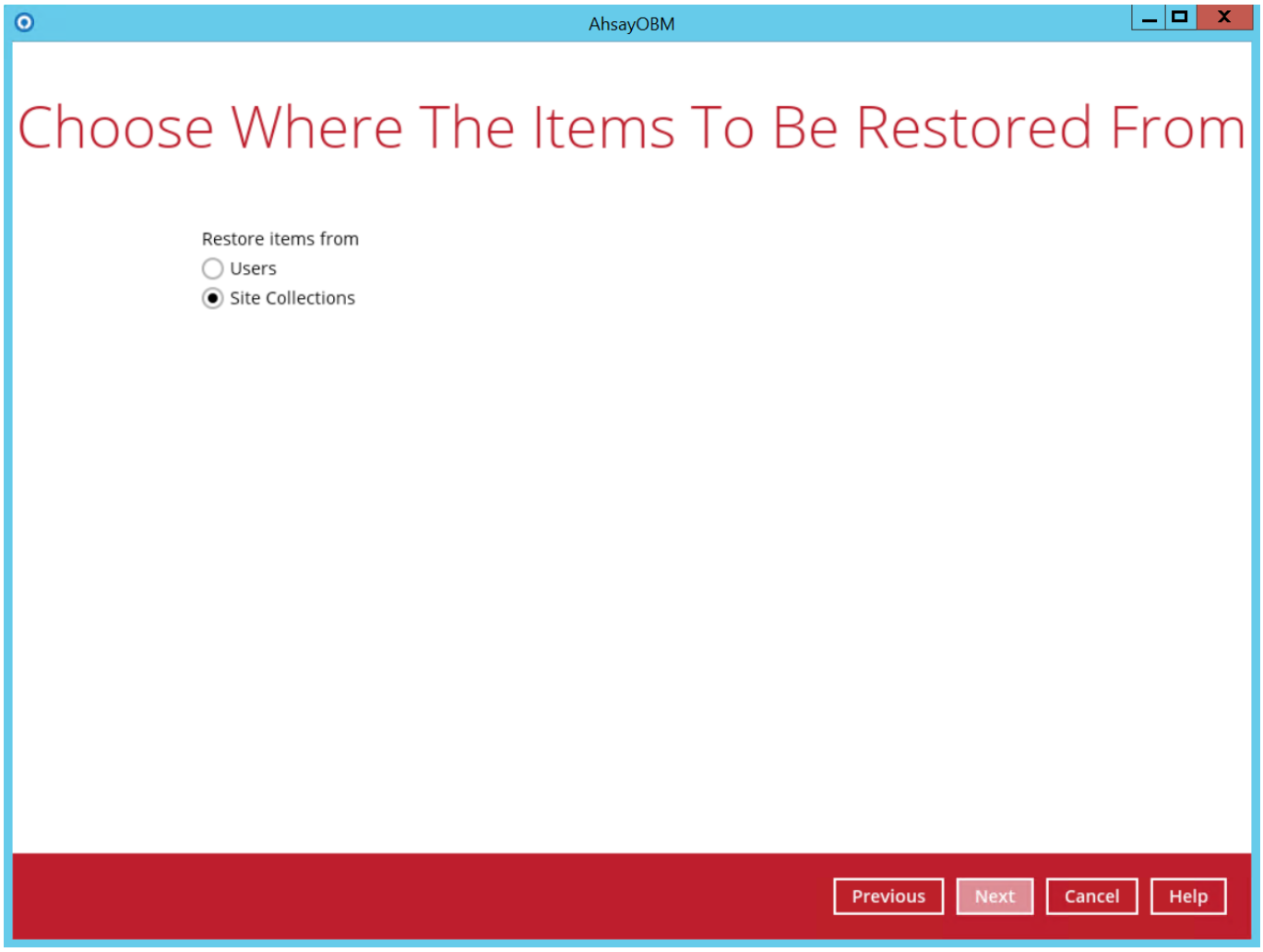
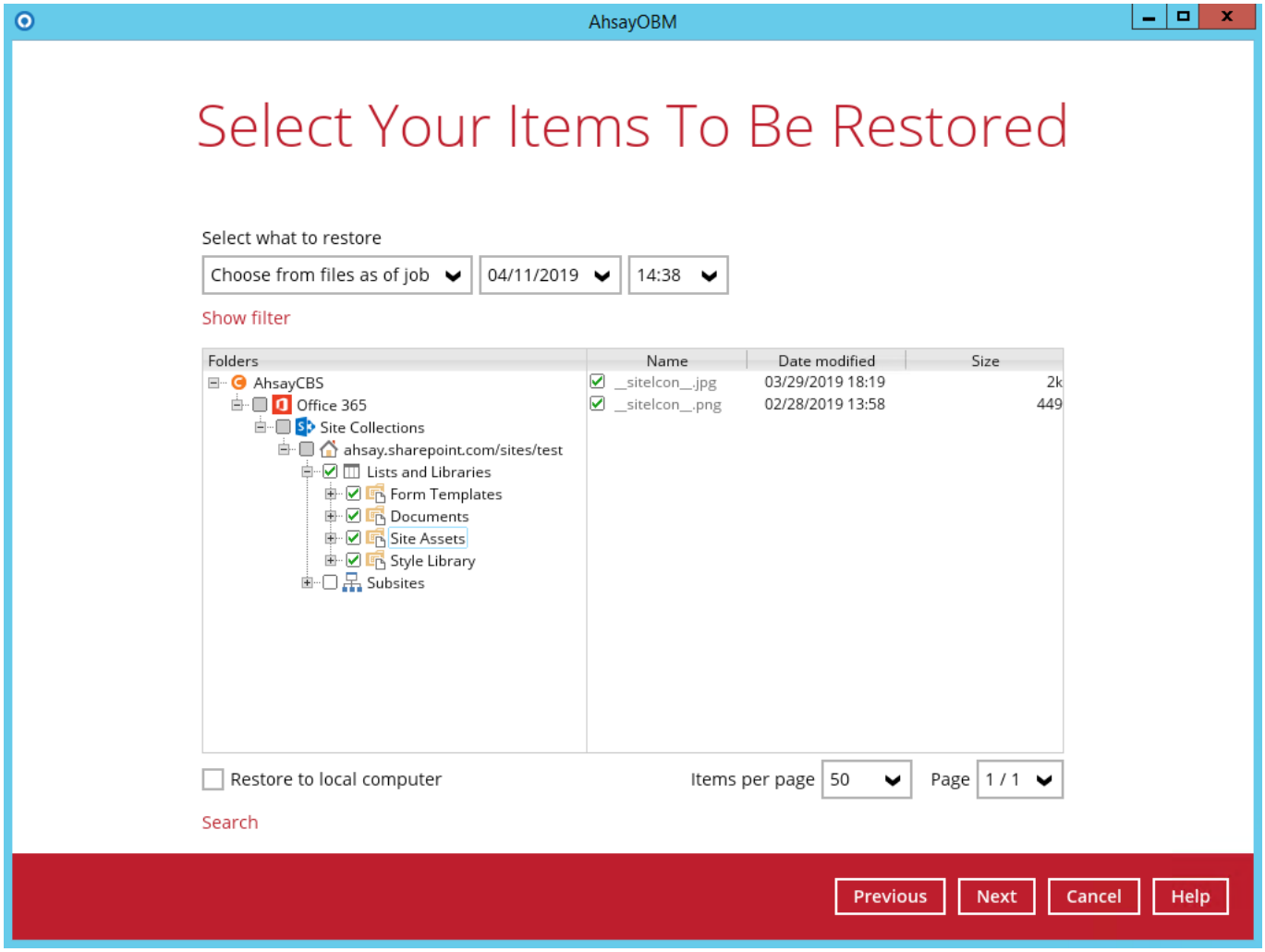
7.1.2 Restore Office 365 Items from Site Collections



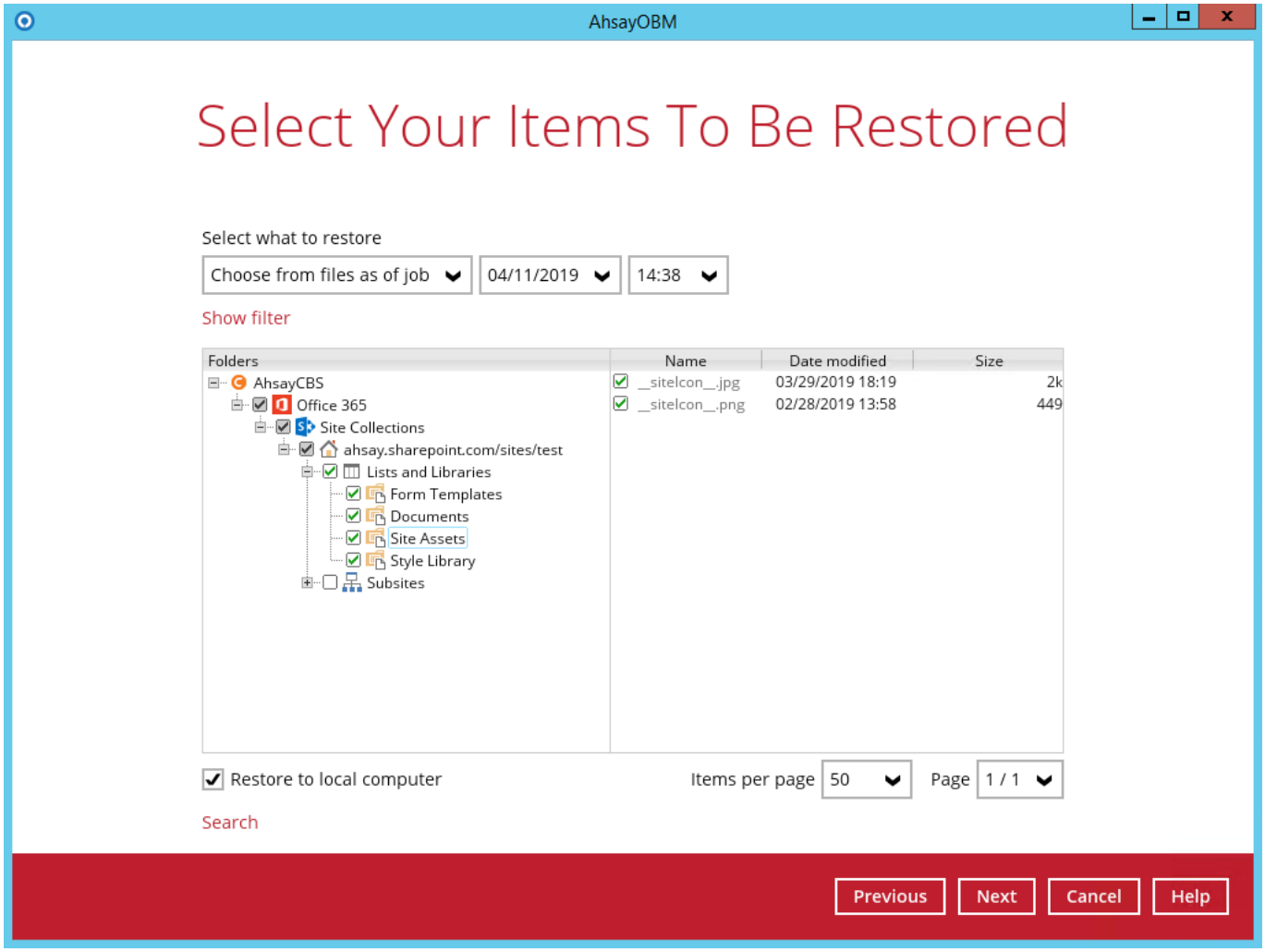
Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the Select what to restore drop-down menu at the top. Click Next to proceed when you are done with the selection.



Select the destination you would like the mail objects to be restored.

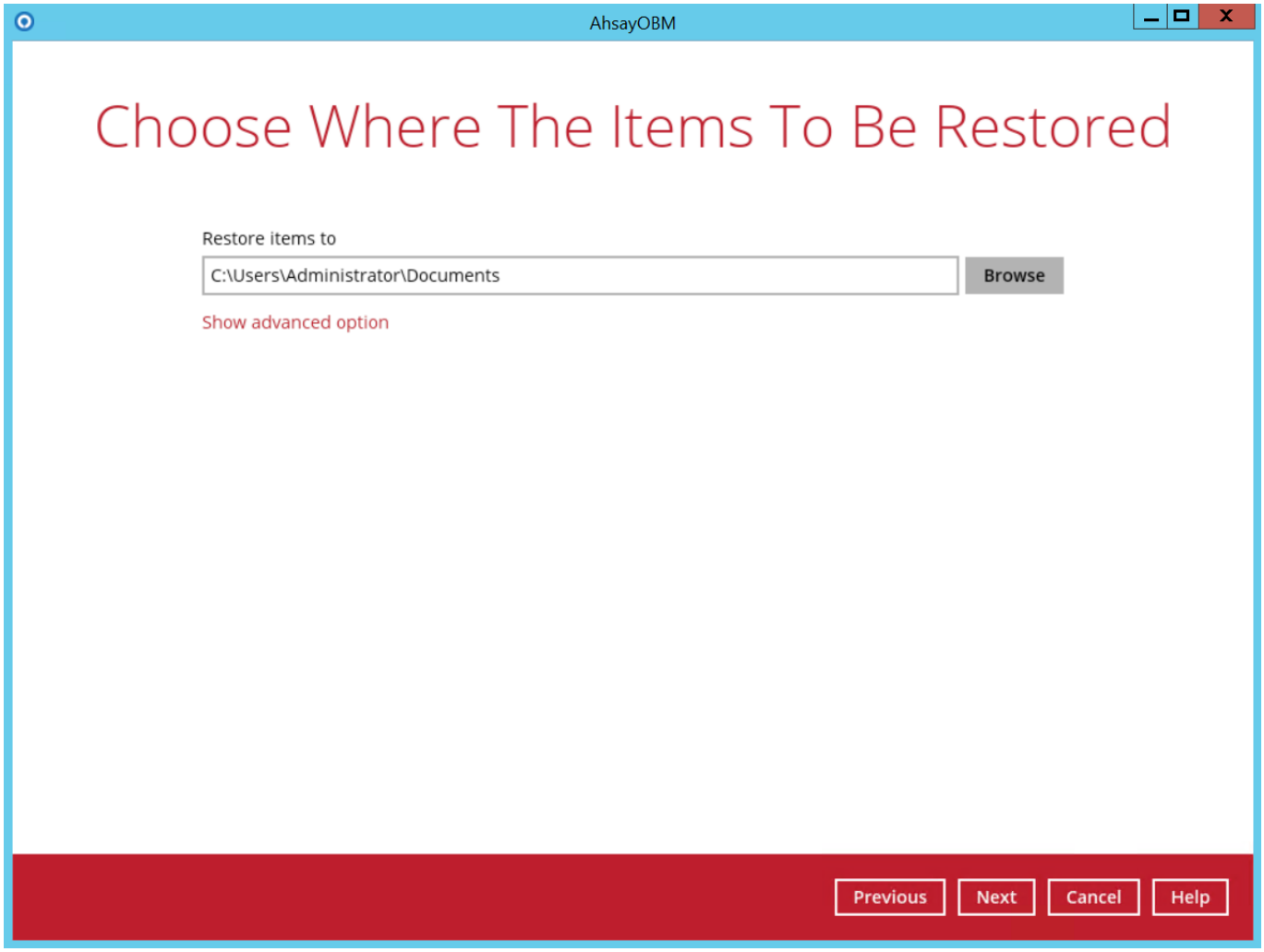
7.1.2.1. To Local machine

1. Tick the **Restore to local computer** checkbox and click **Next** to proceed.



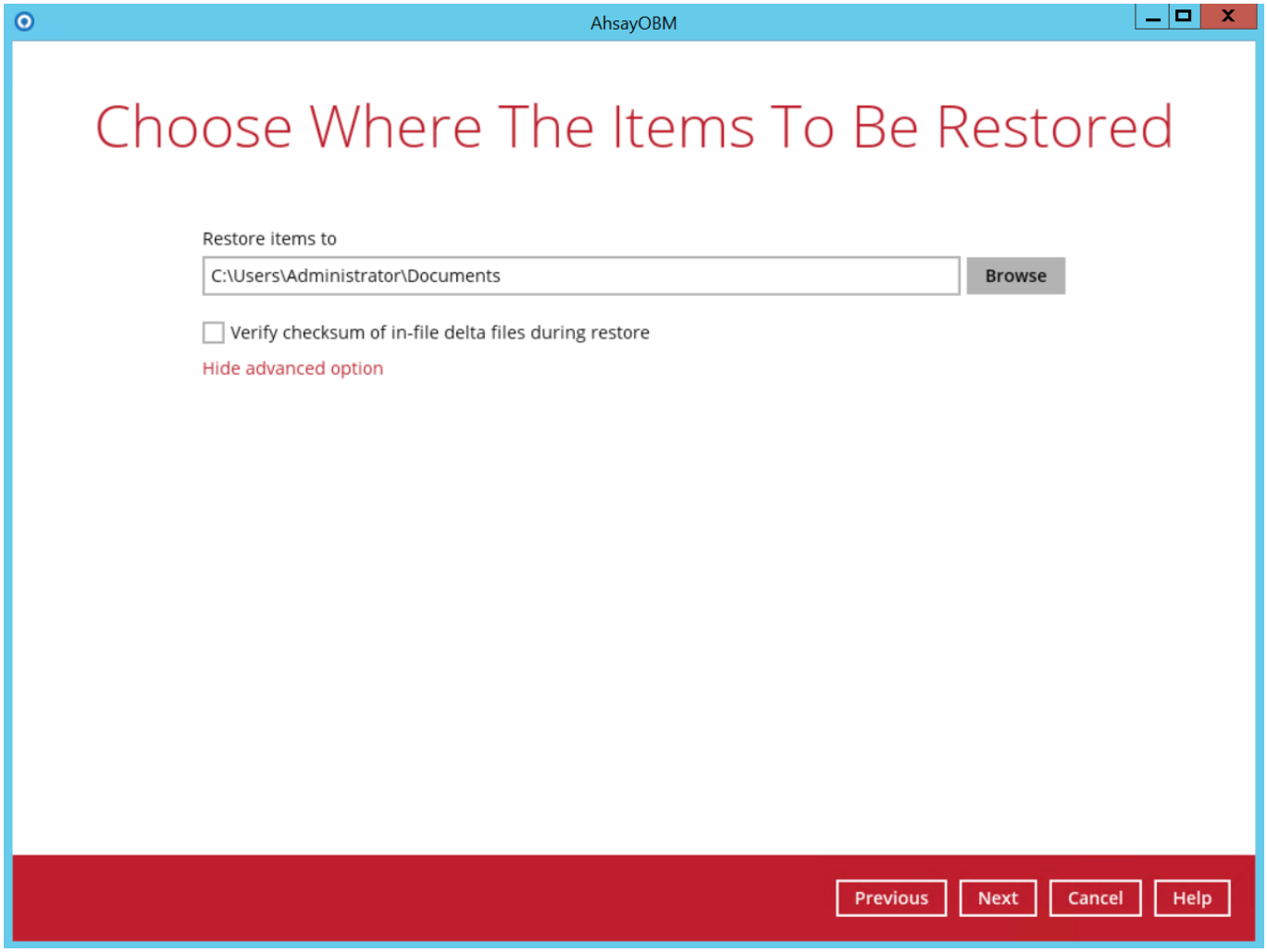
2. Click the **Browse** button to select a path on where you want the items to be restored on your local computer. Make sure it has enough space to accommodate your restoration.

Also, click the **Show advanced option** to configure other restore settings.



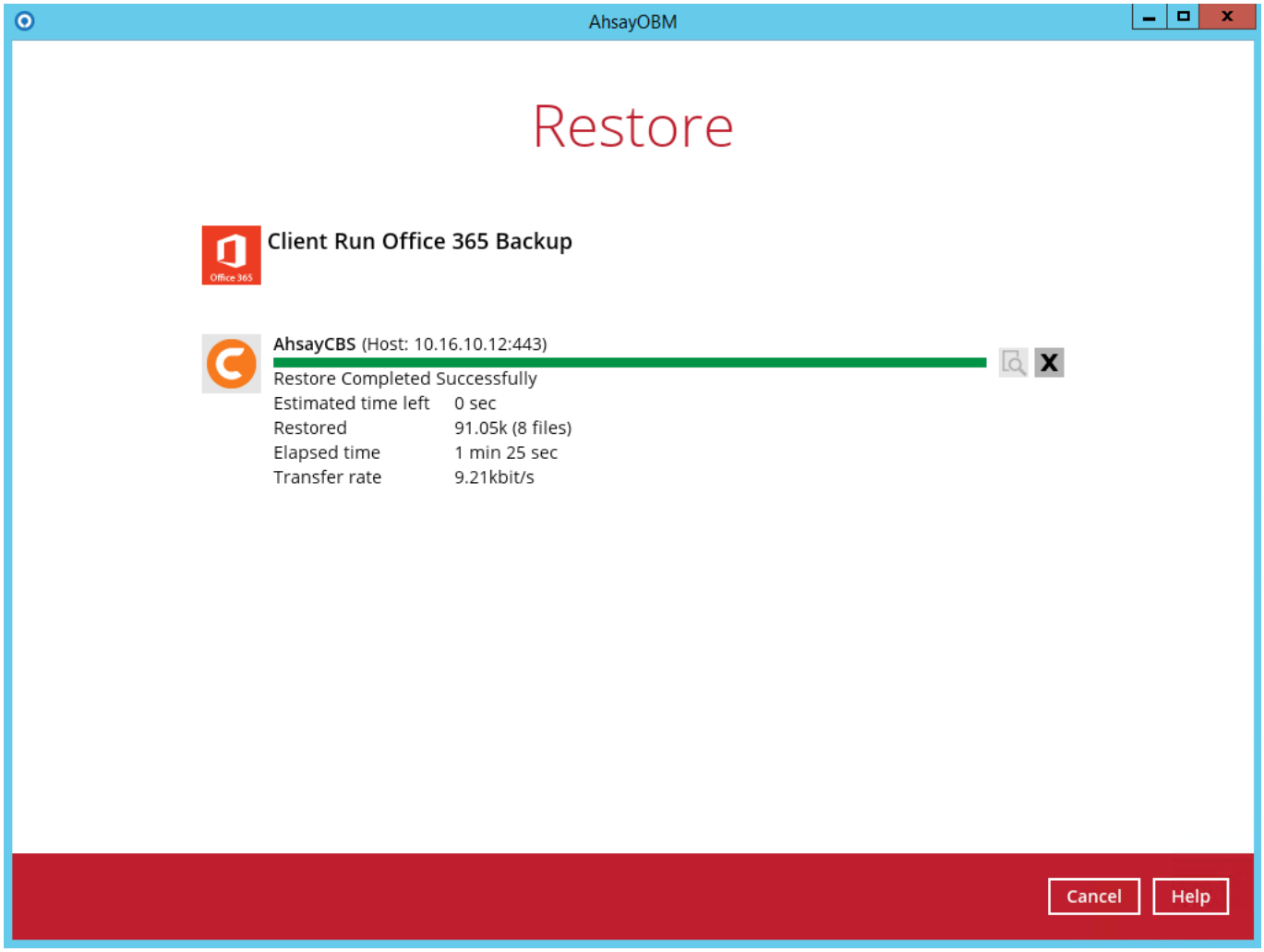
Verify checksum of in-file delta files during restore - By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

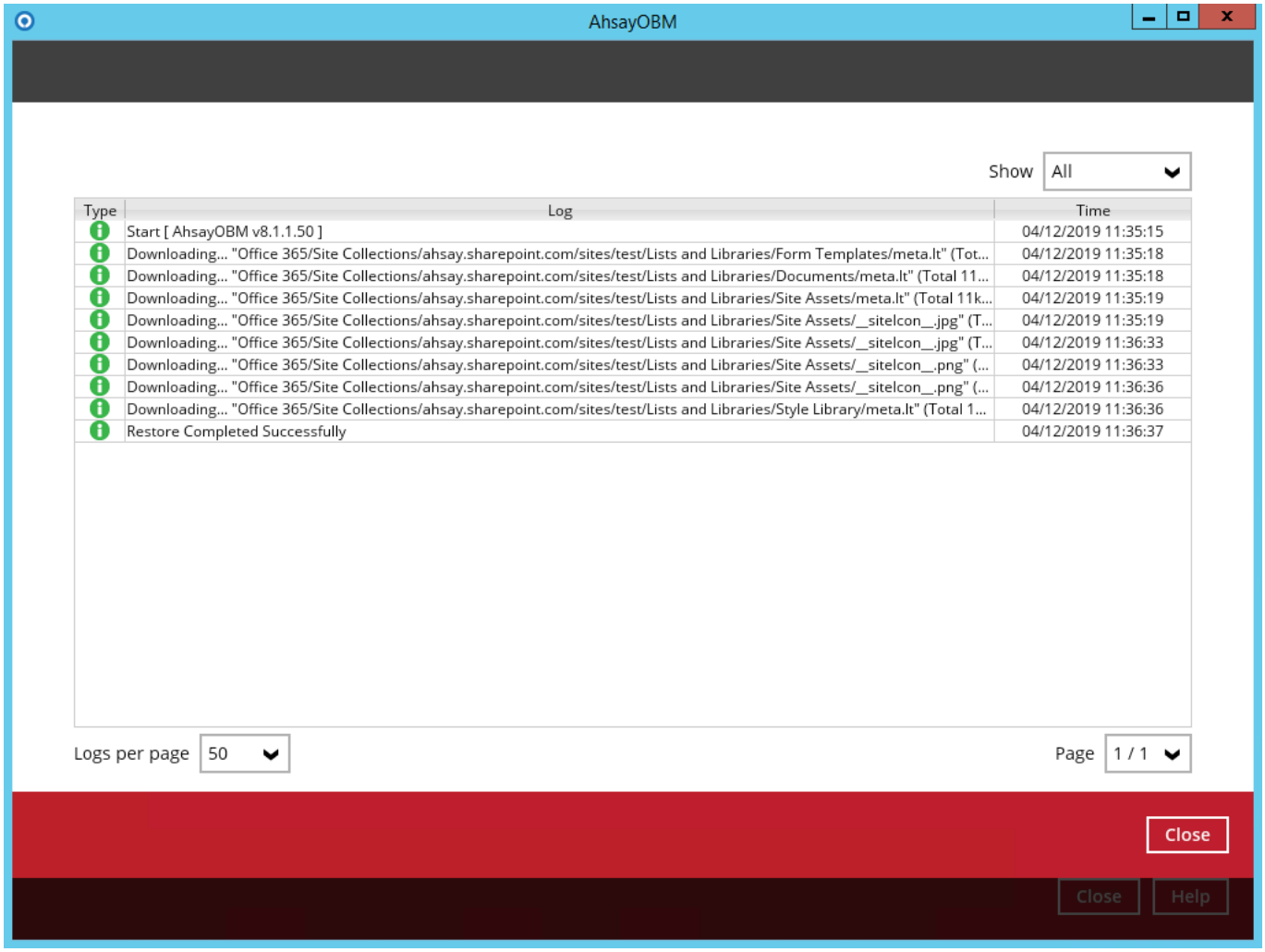
Click **Next** to proceed.



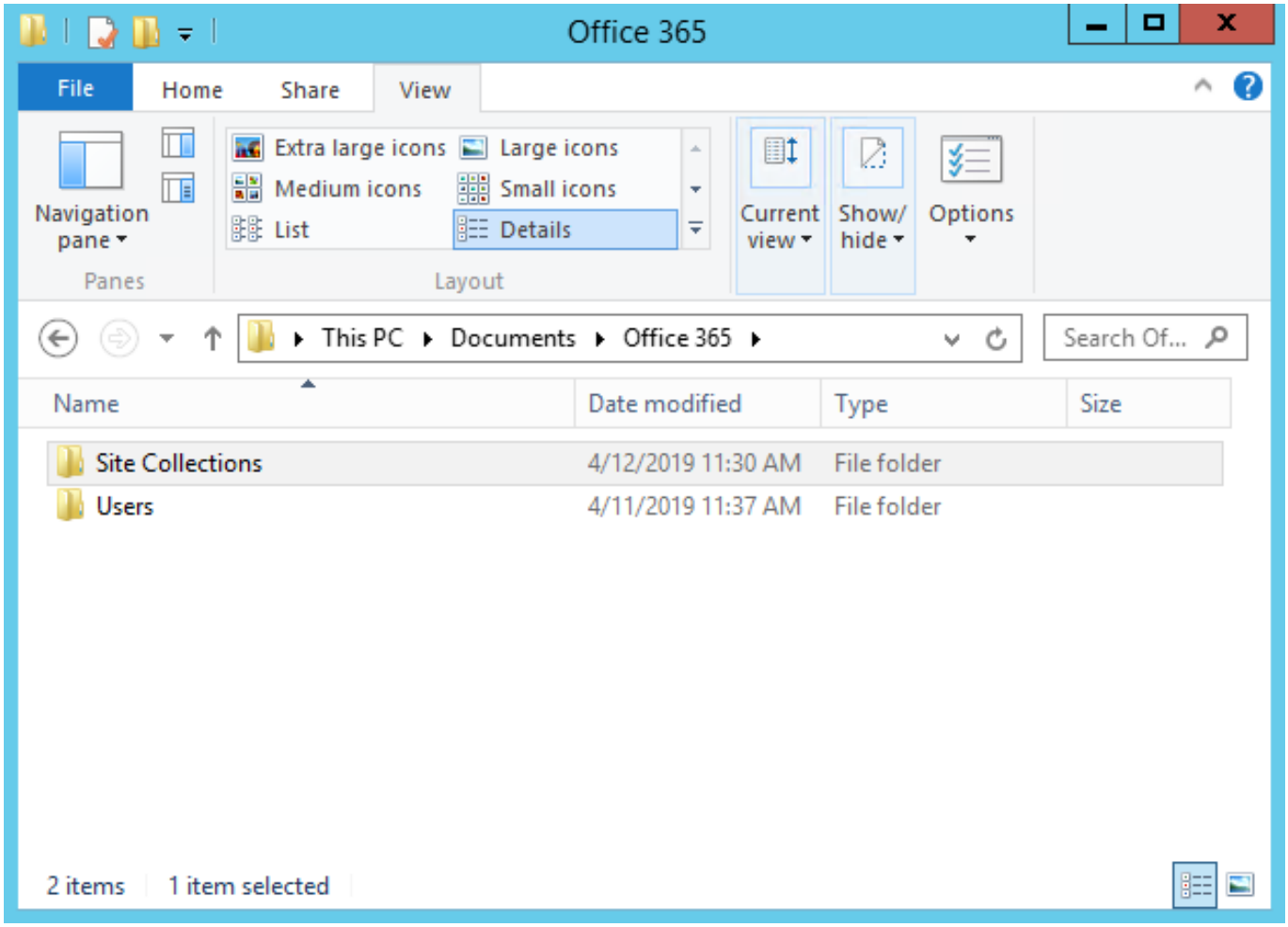
3. Select the temporary directory for storing temporary files, such as delta files when they are being merged, click **Restore** to start the restoration

Restore is completed. Click the to show the log of the restoration.

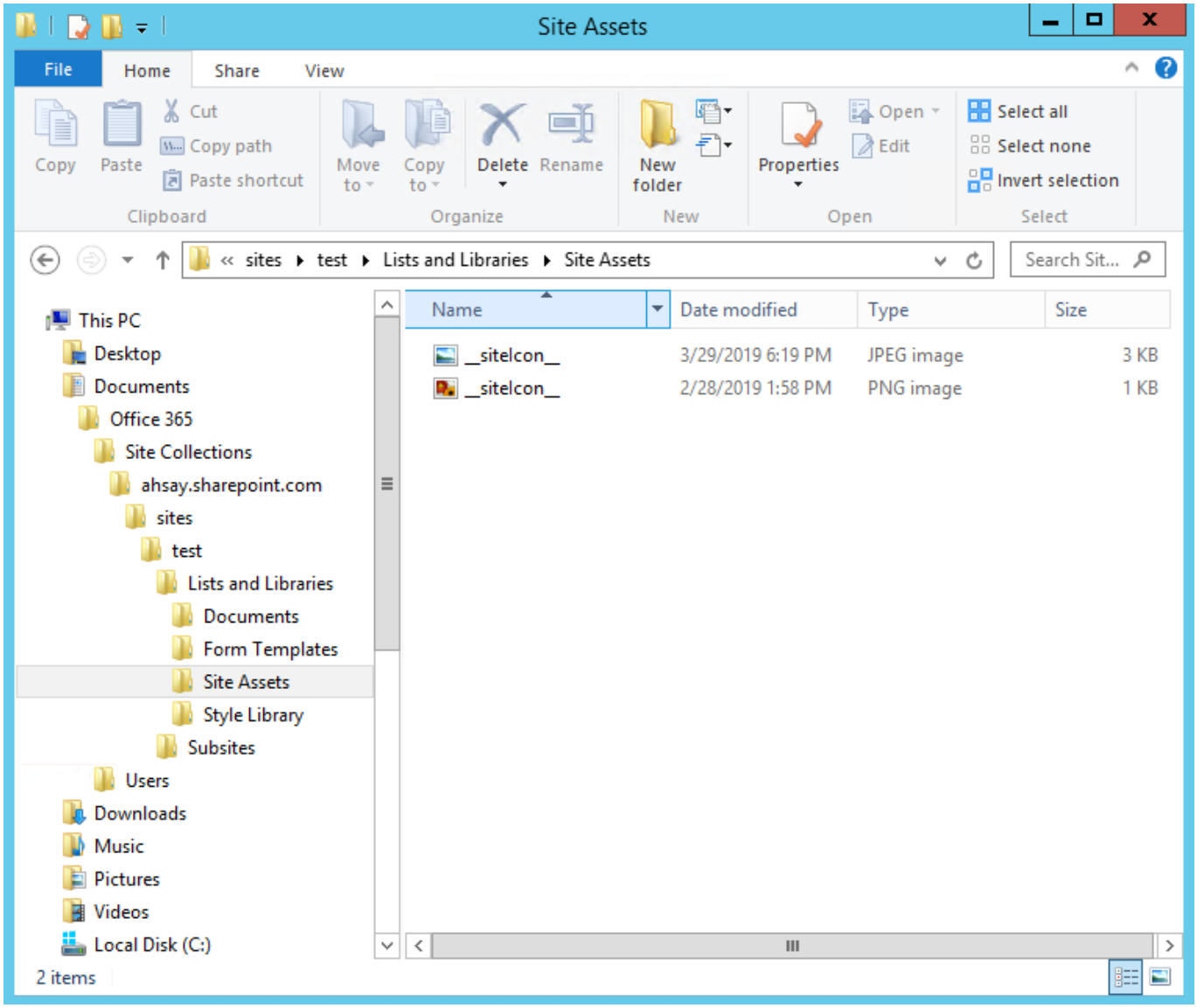

AhsayOBM
Restore
Client Run Office 365 Backup
AhsayCBS (Host: 10.16.10.12:443)
Restore Completed Successfully
Estimated time left 0 sec
Restored 91.05k (8 files)
Elapsed time 1 min 25 sec
Transfer rate 9.21kbit/s
Cancel
Help



4. To check if the files from the Site Collections are fully restored in the location machine on the selected directory which is **C:\Users\Administrator\Documents**, go to the Documents folder. There should be an available **Office 365** folder.

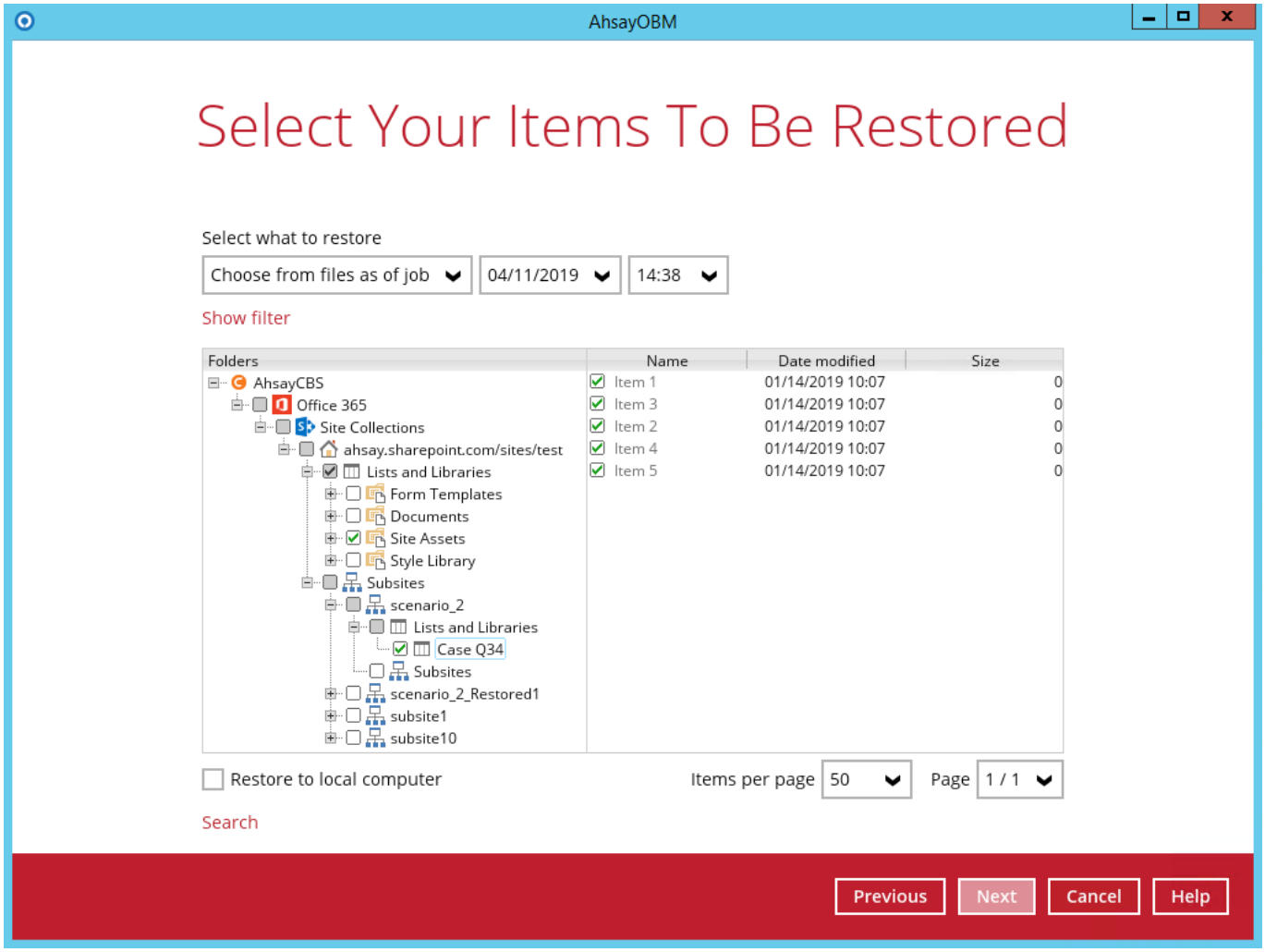


5. Open the Office 365 folder and you will see a Site Collections folder. This includes the selected SharePoint site which is the ahsay.sharepoint.com. Open the folder and you will see the sites, list and libraries, and subsites.

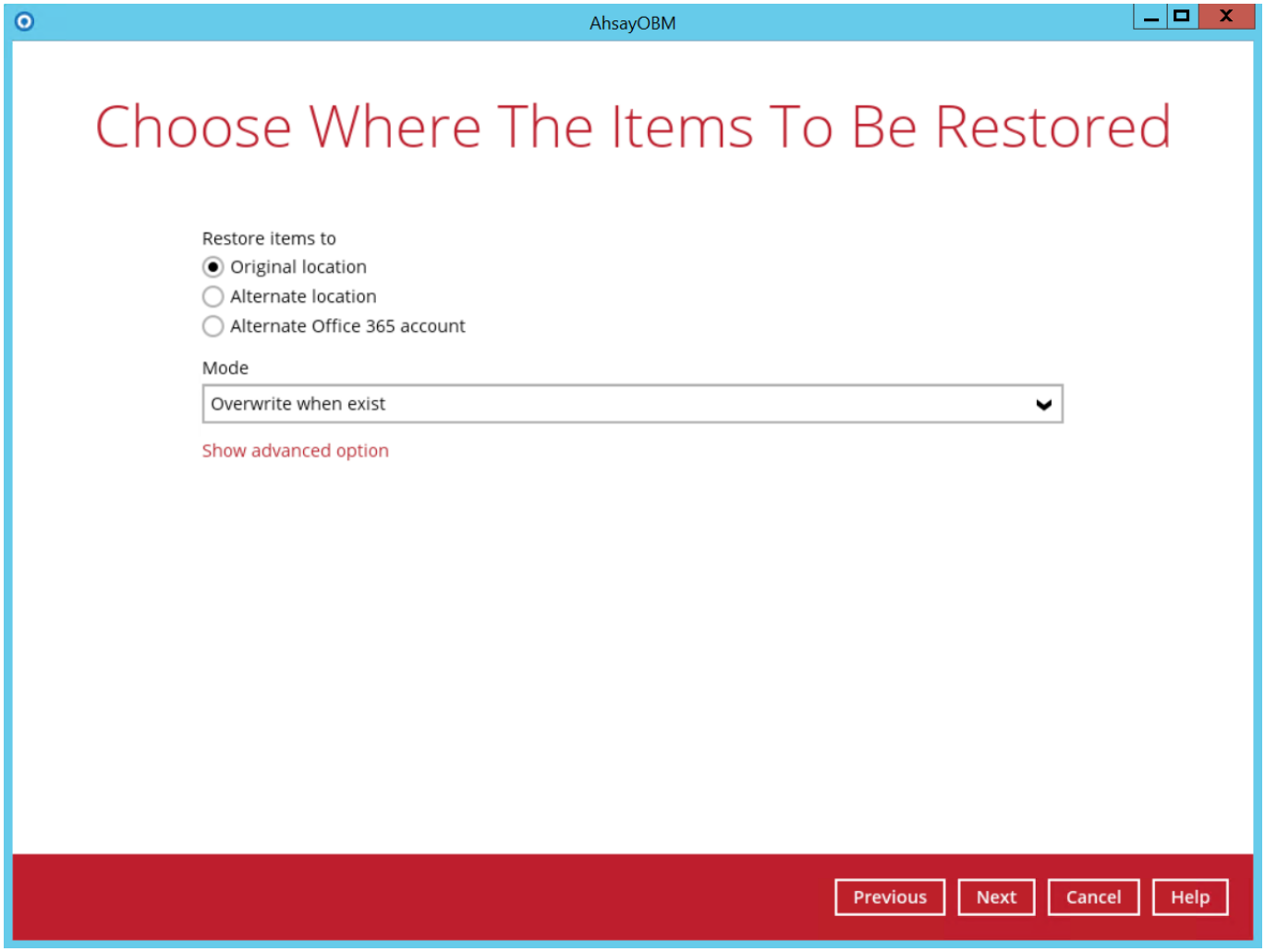


7.1.2.2. To Original Location

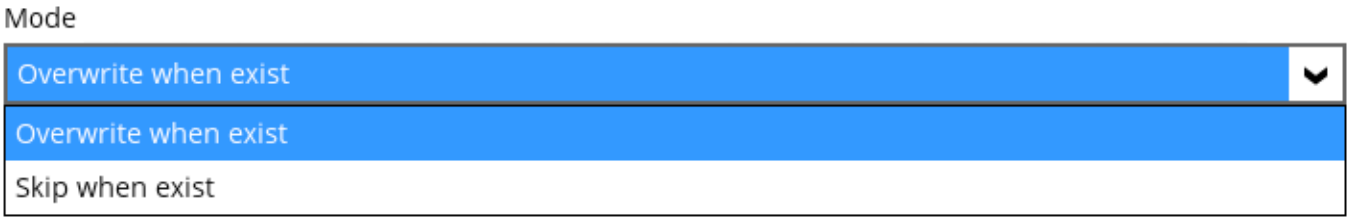
1. Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection.



2. Choose from the following three (3) options on where you want your items to be restored. Select the Original location.

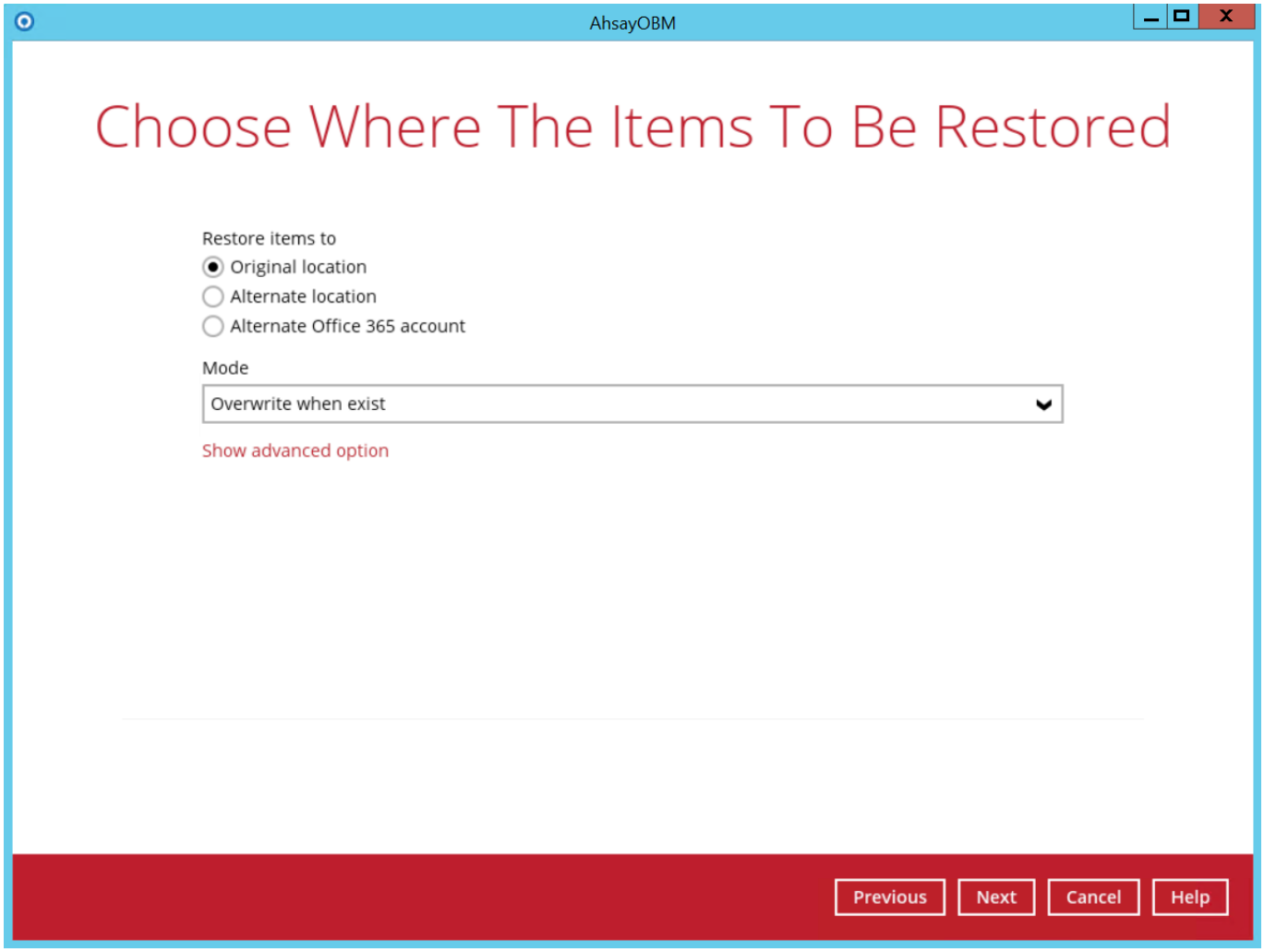


3. Select a Mode.



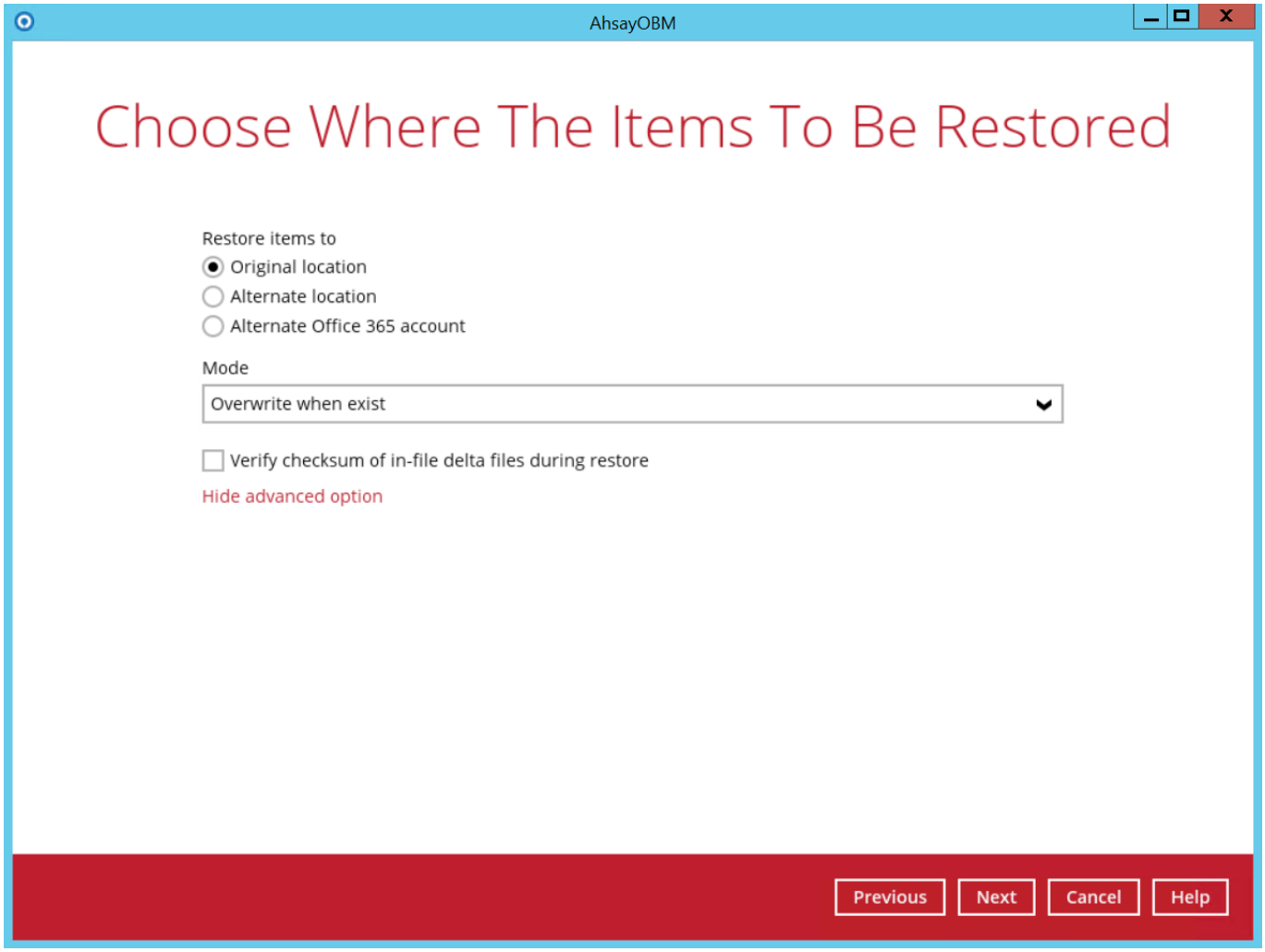
- **Overwrite when exist**
  If the data that you will be restoring is already available in the Office 365 account, then you have a choice to still overwrite the existing data.
- **Skip when exist**
  If the data you will be restoring is already available in the Office 365 account, then you have a choice to skip and move to the next one.

4. Click the **Show advanced option** to configure other restore settings.



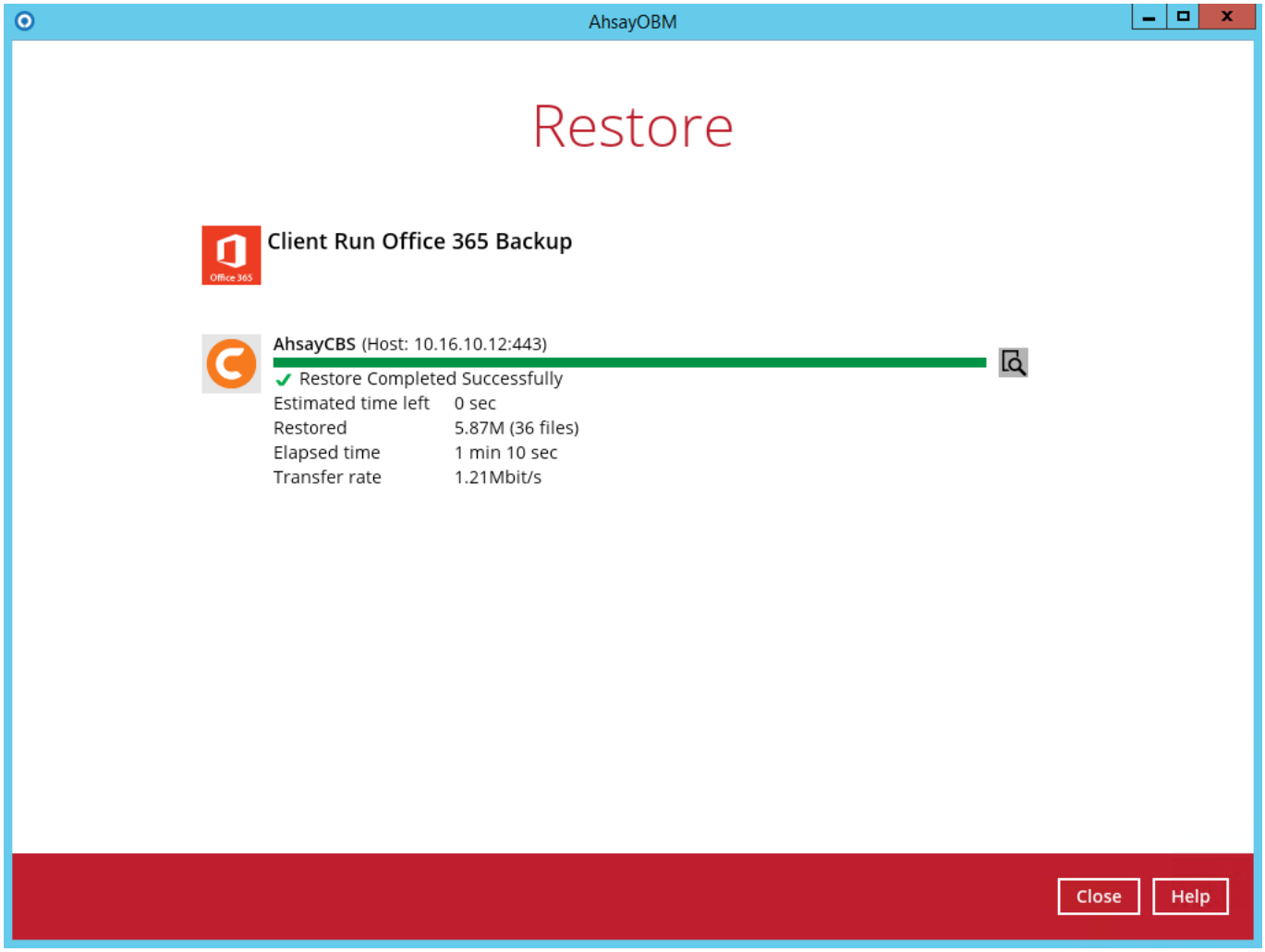
Verify checksum of in-file delta files during restore - By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

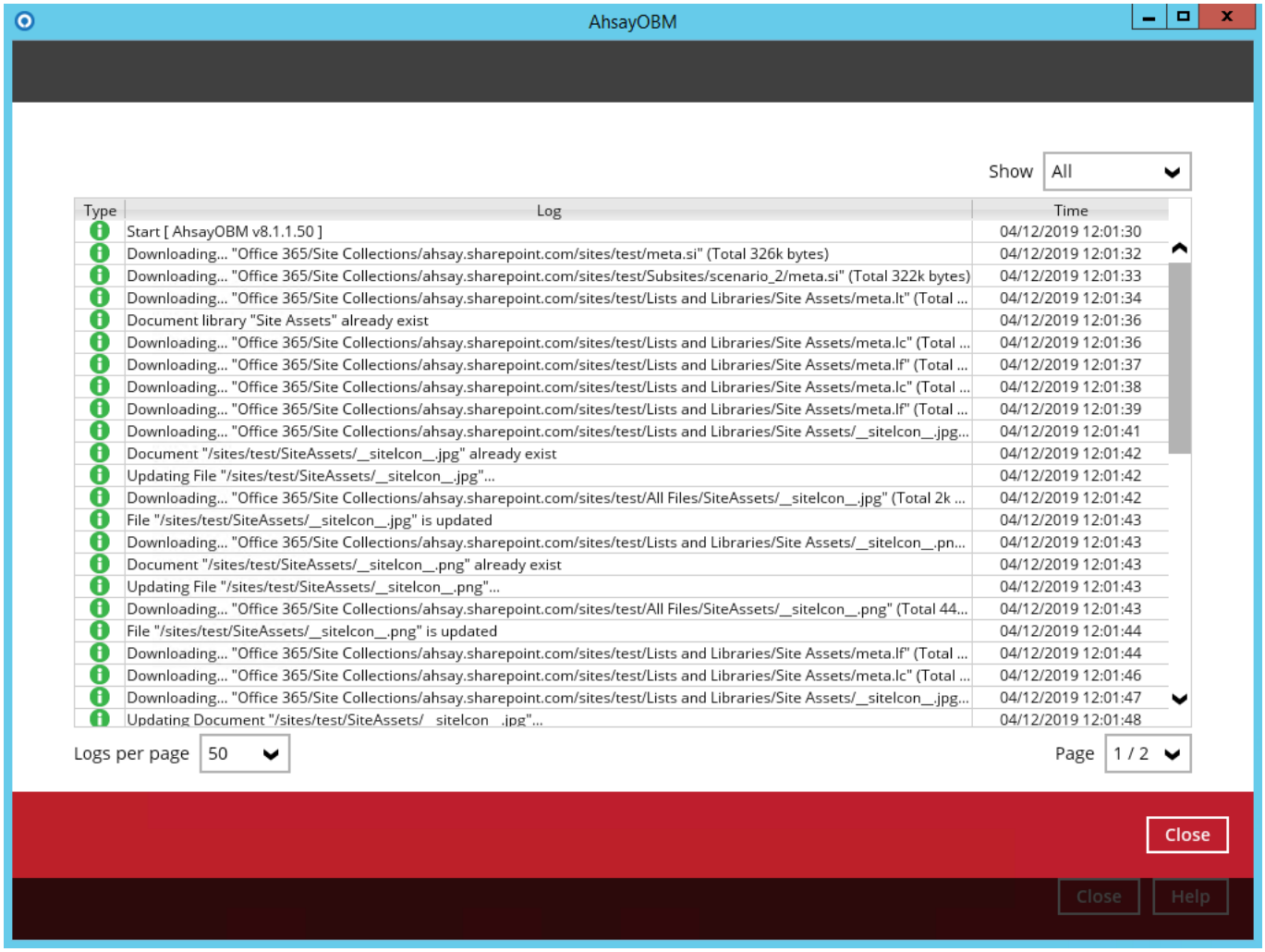
Click **Next** to proceed.



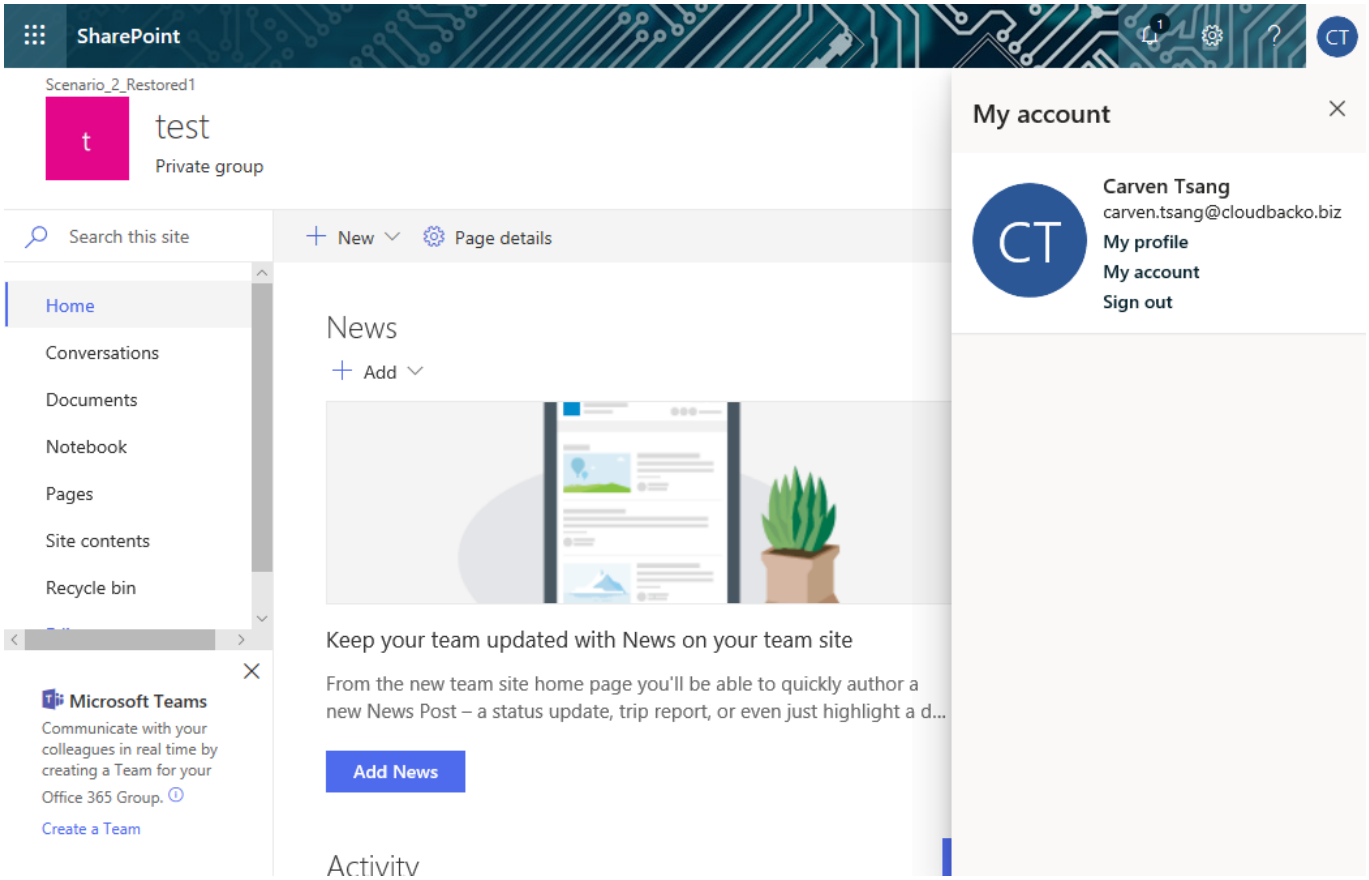
5. Select the temporary directory for storing temporary files, such as delta files when they are being merged, click Restore to start the restoration

6. Restore is completed. Click the to show the log of the restoration.


AhsayOBM
Restore
Client Run Office 365 Backup
AhsayCBS (Host: 10.16.10.12:443)
Restore Completed Successfully
Estimated time left 0 sec
Restored 5.87M (36 files)
Elapsed time 1 min 10 sec
Transfer rate 1.21Mbit/s
Close
Help

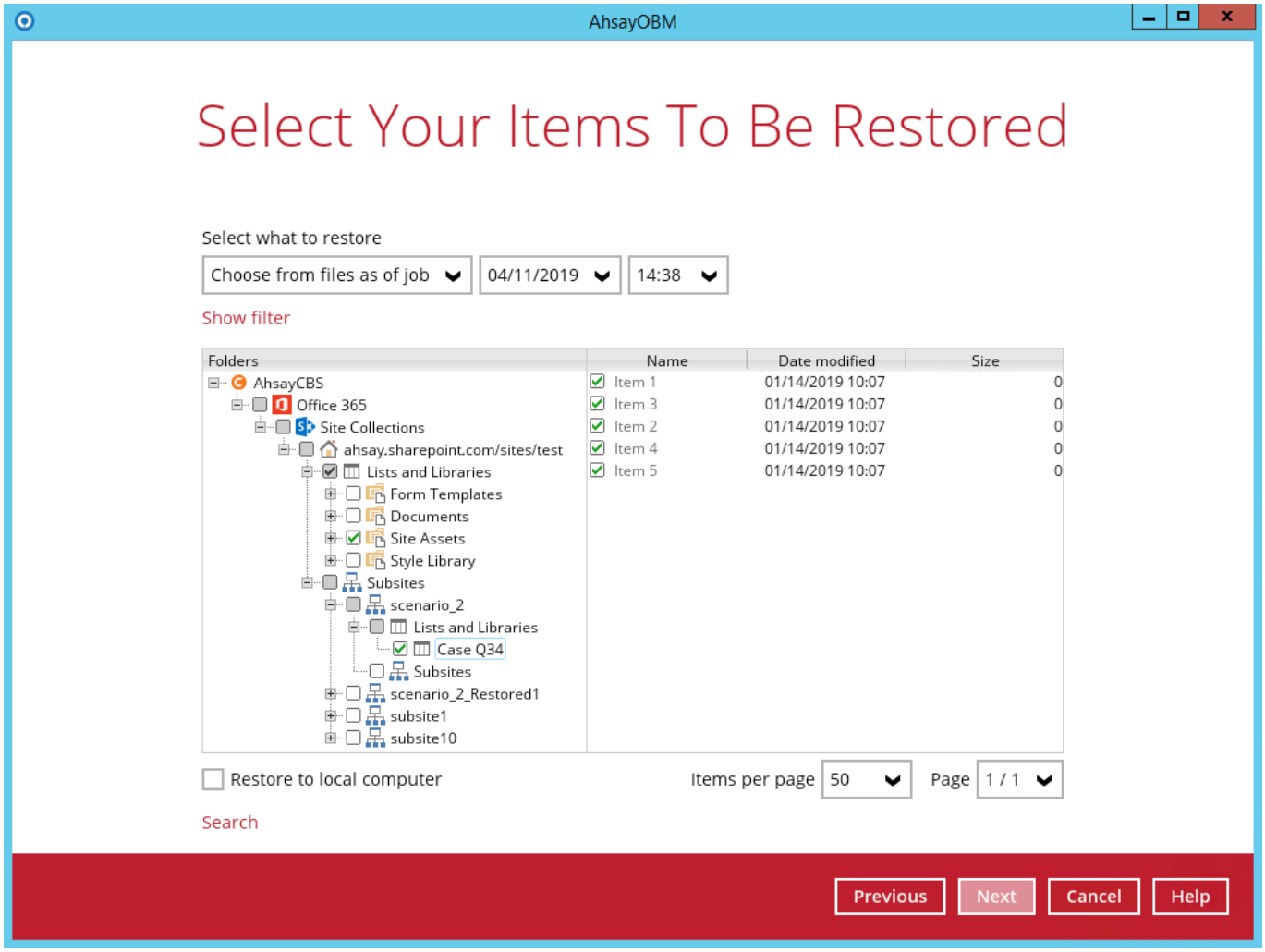


7. To check if the selected site from Site Collections is fully restored, login and check the SharePoint. As you can see on our example screen shot below, Carven Tsang is logged in and the ahsay.sharepoint.com/sites/test is completely restored.

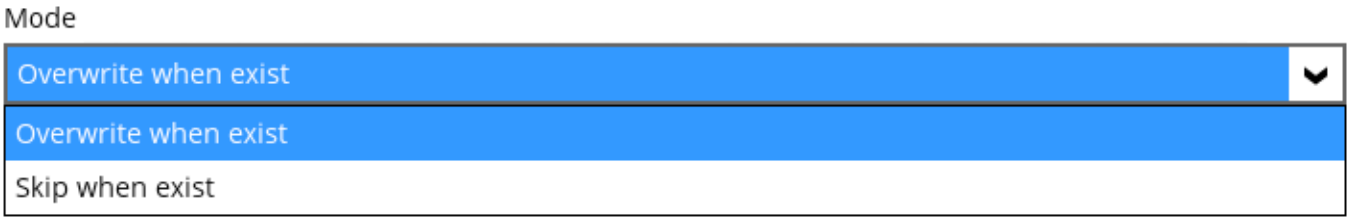


7.1.2.3. To Alternate Location

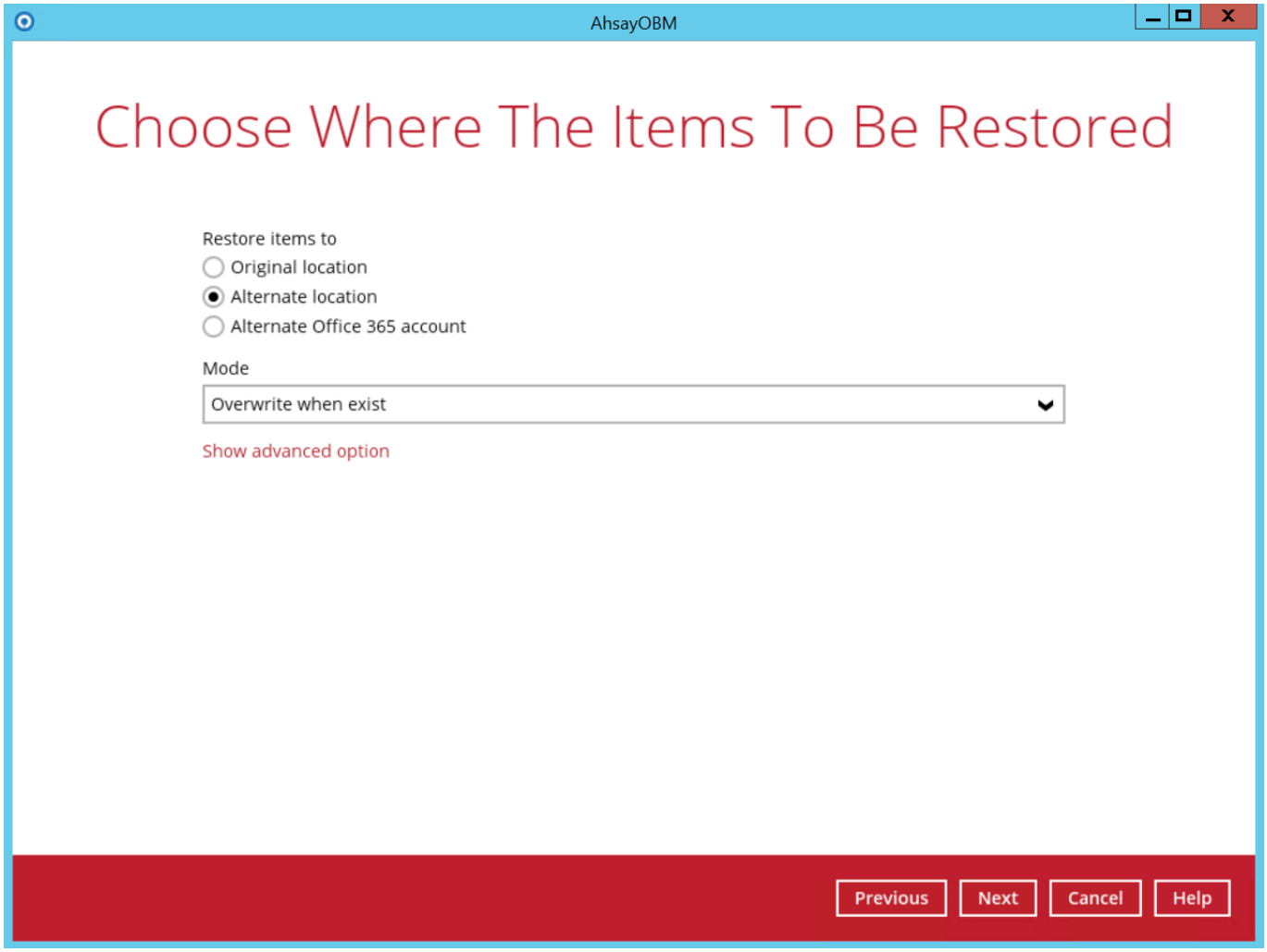
1. Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed when you are done with the selection.



2. Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate location**.

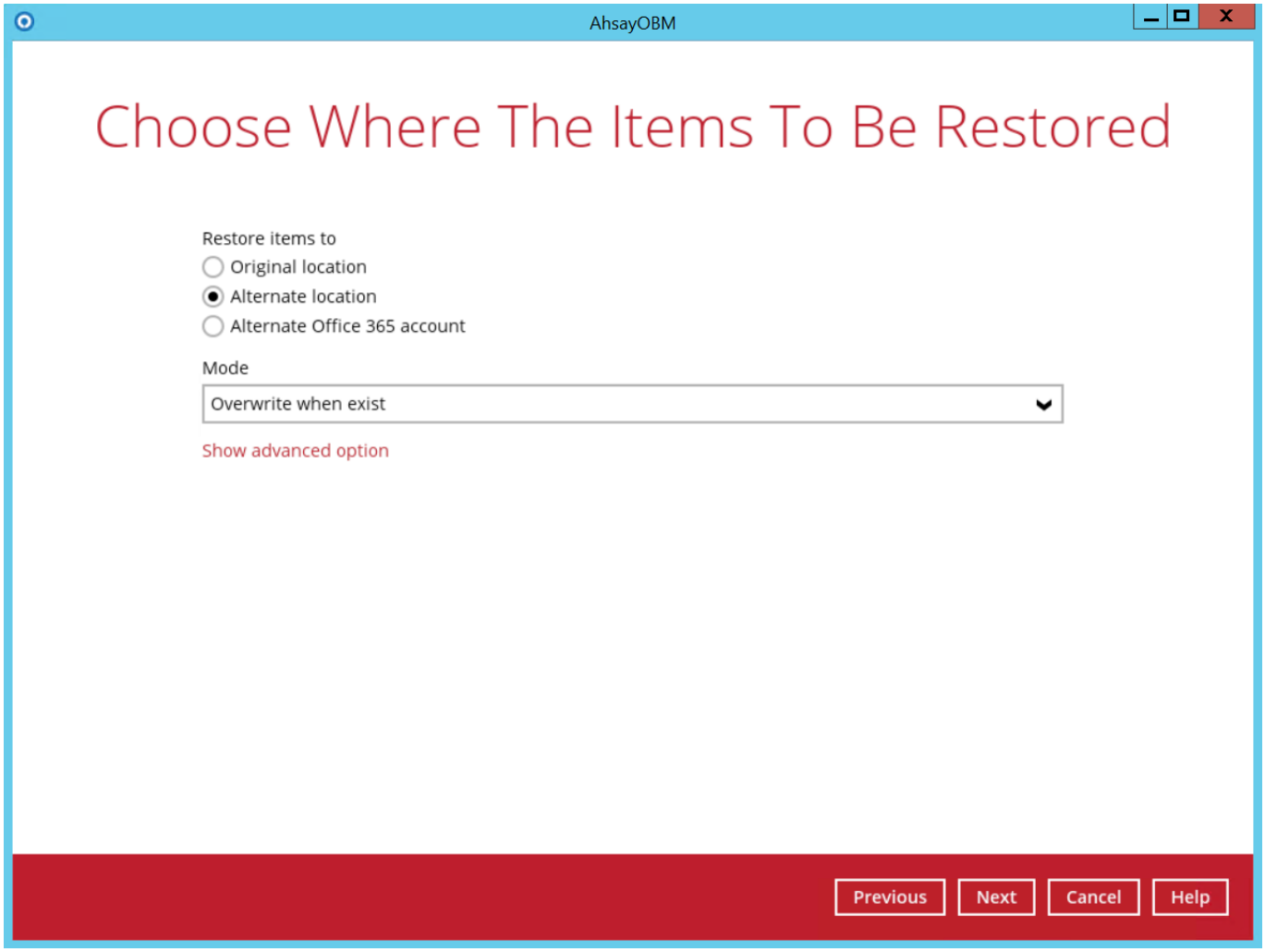


3. Select a **Mode**



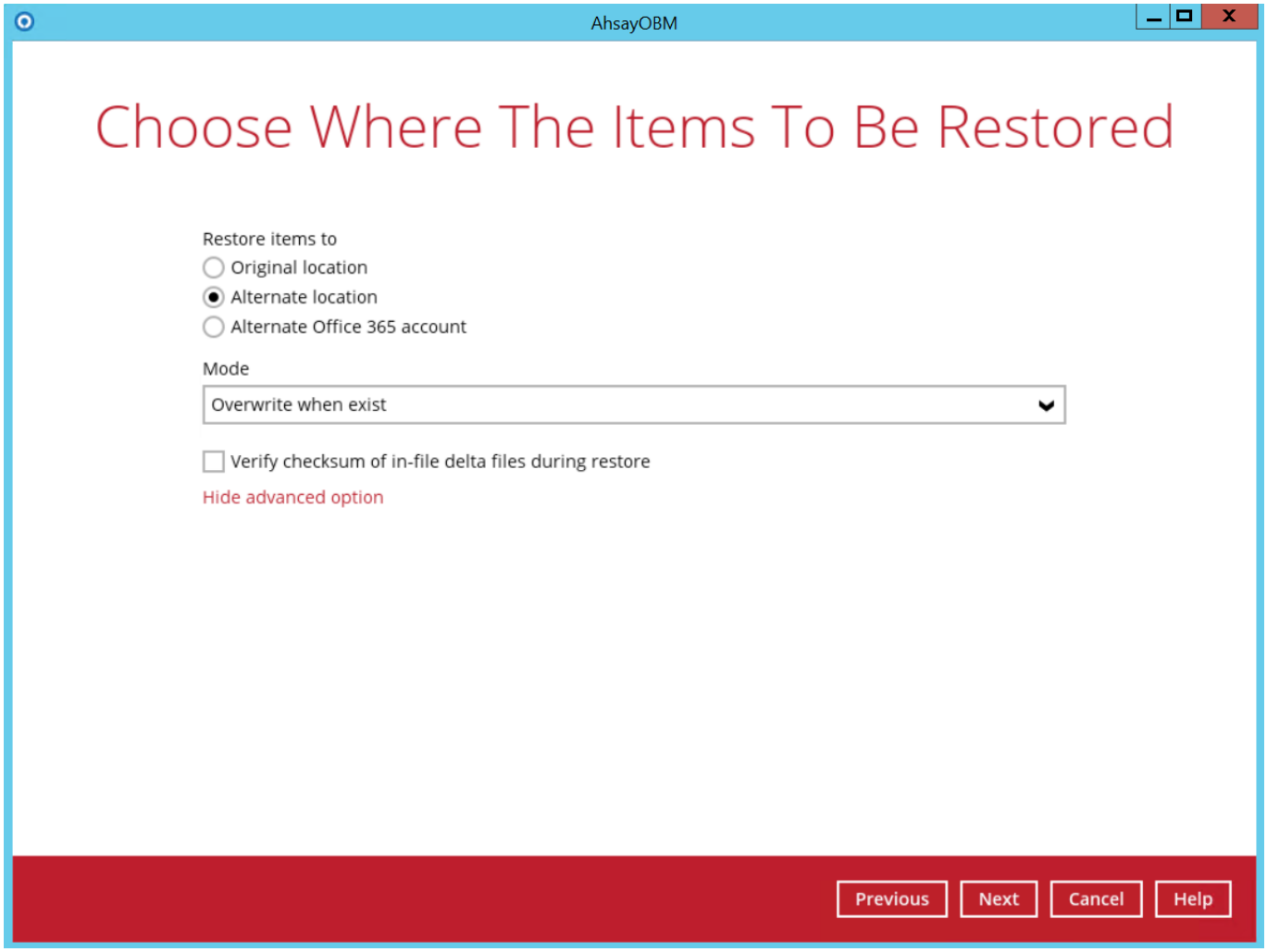
- **Overwrite when exist**
  If the data that you will be restoring is already available in the alternate location in the Office 365 account, then you have a choice to still overwrite the existing data.
- **Skip when exist**
  If the data you will be restoring is already available in the alternate location in the Office 365 account, then you have a choice to skip and move to the next one.

4. Click the **Show advanced option** to configure other restore settings.

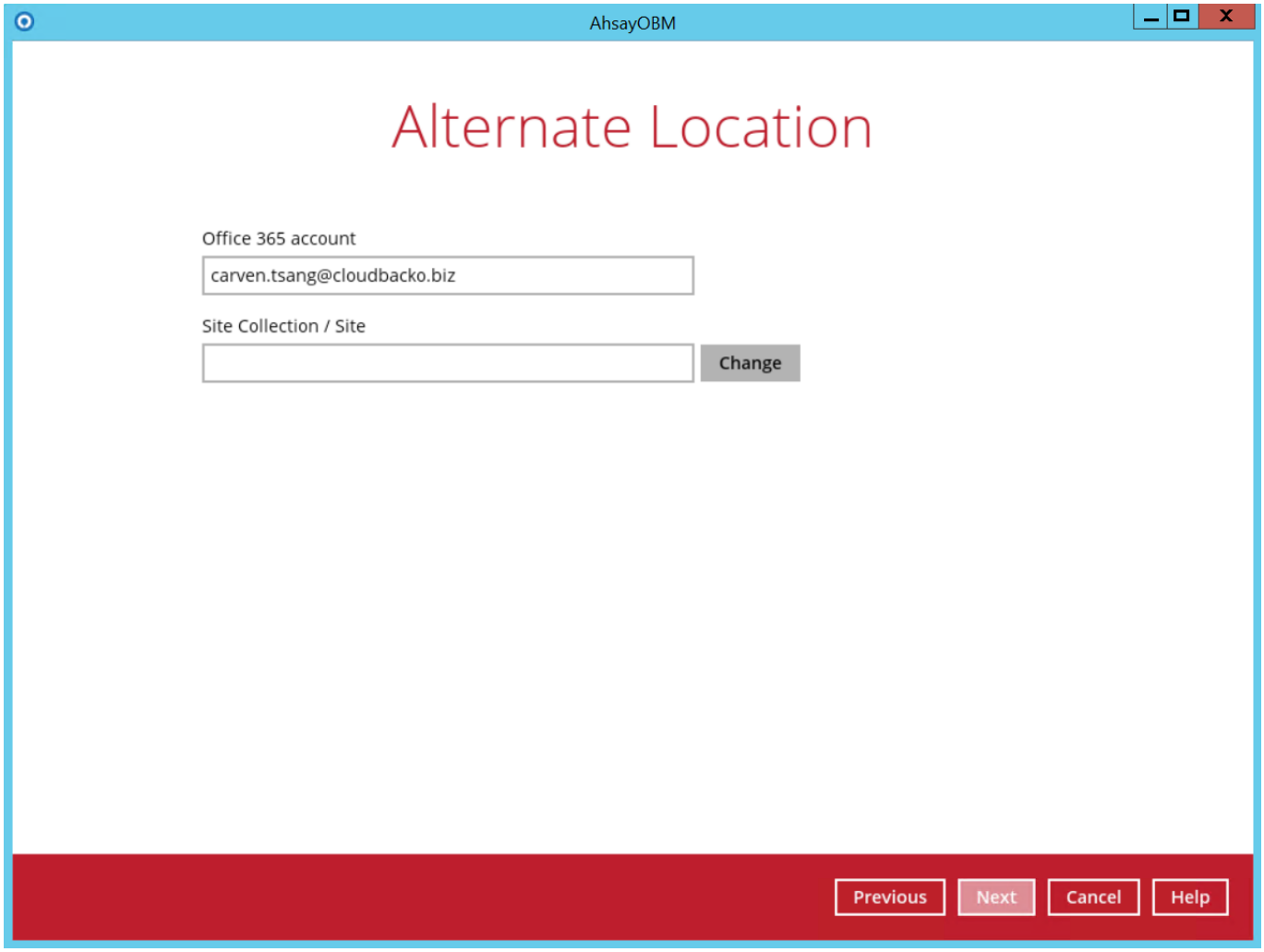


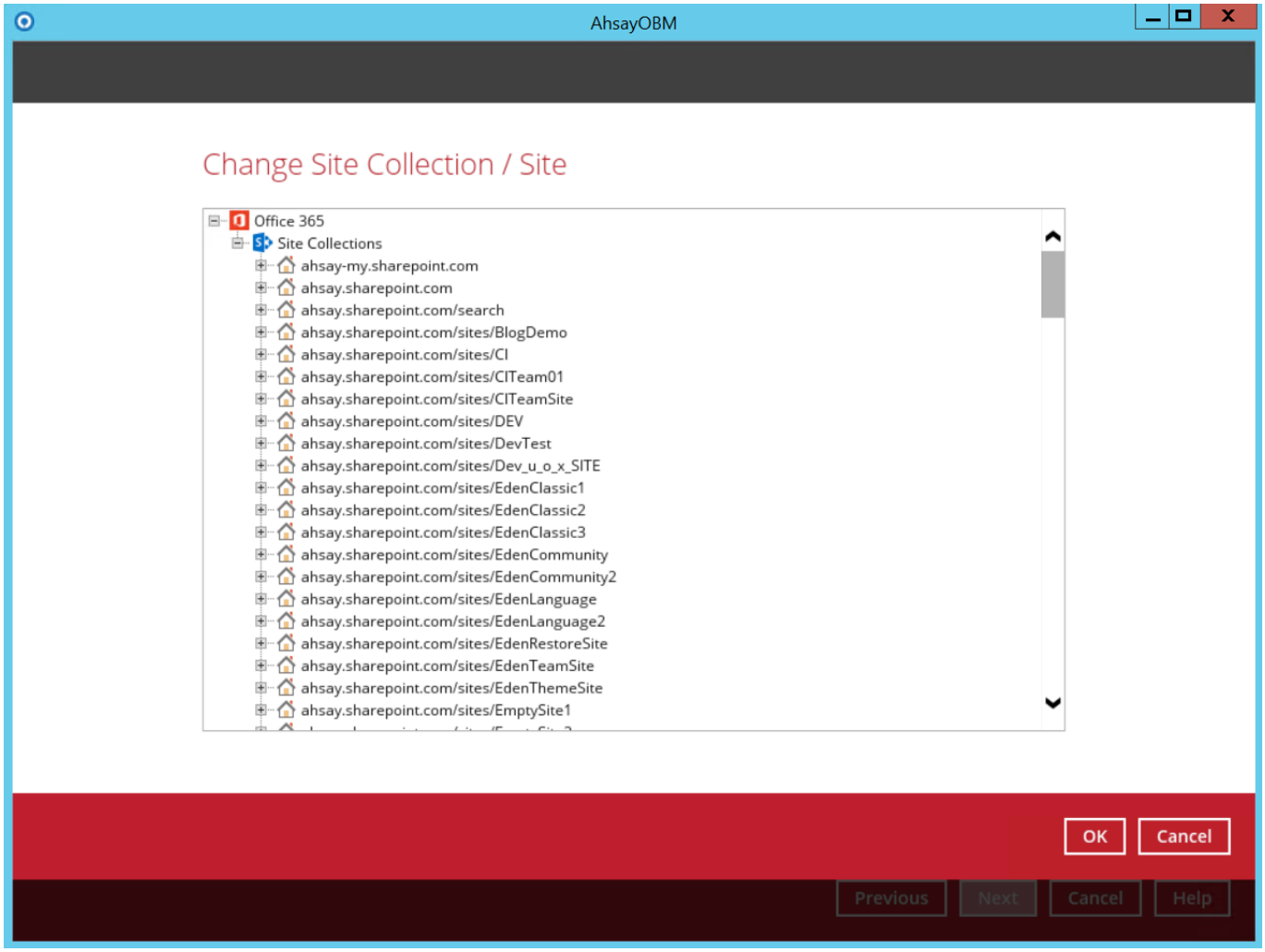
Verify checksum of in-file delta files during restore - By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

Click **Next** to proceed.

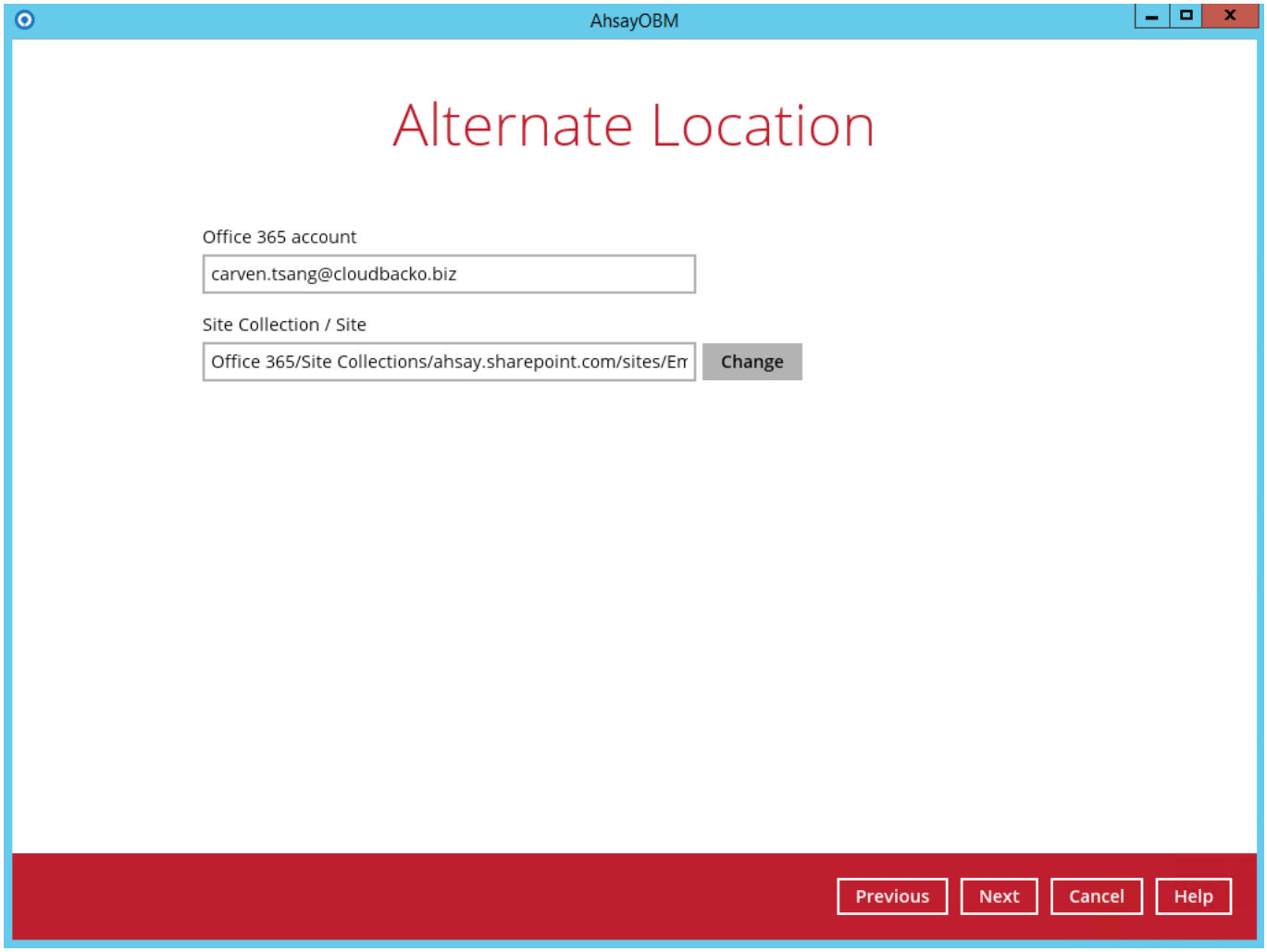


5. Click **Change** to select an alternate Site Collection / Site on which the data will be restored. Click on the dropdown arrow to view the available Sites.


AhsayOBM
Alternate Location
Office 365 account
carven.tsang@cloudbacko.biz
Site Collection / Site
Change
Previous
Next
Cancel
Help

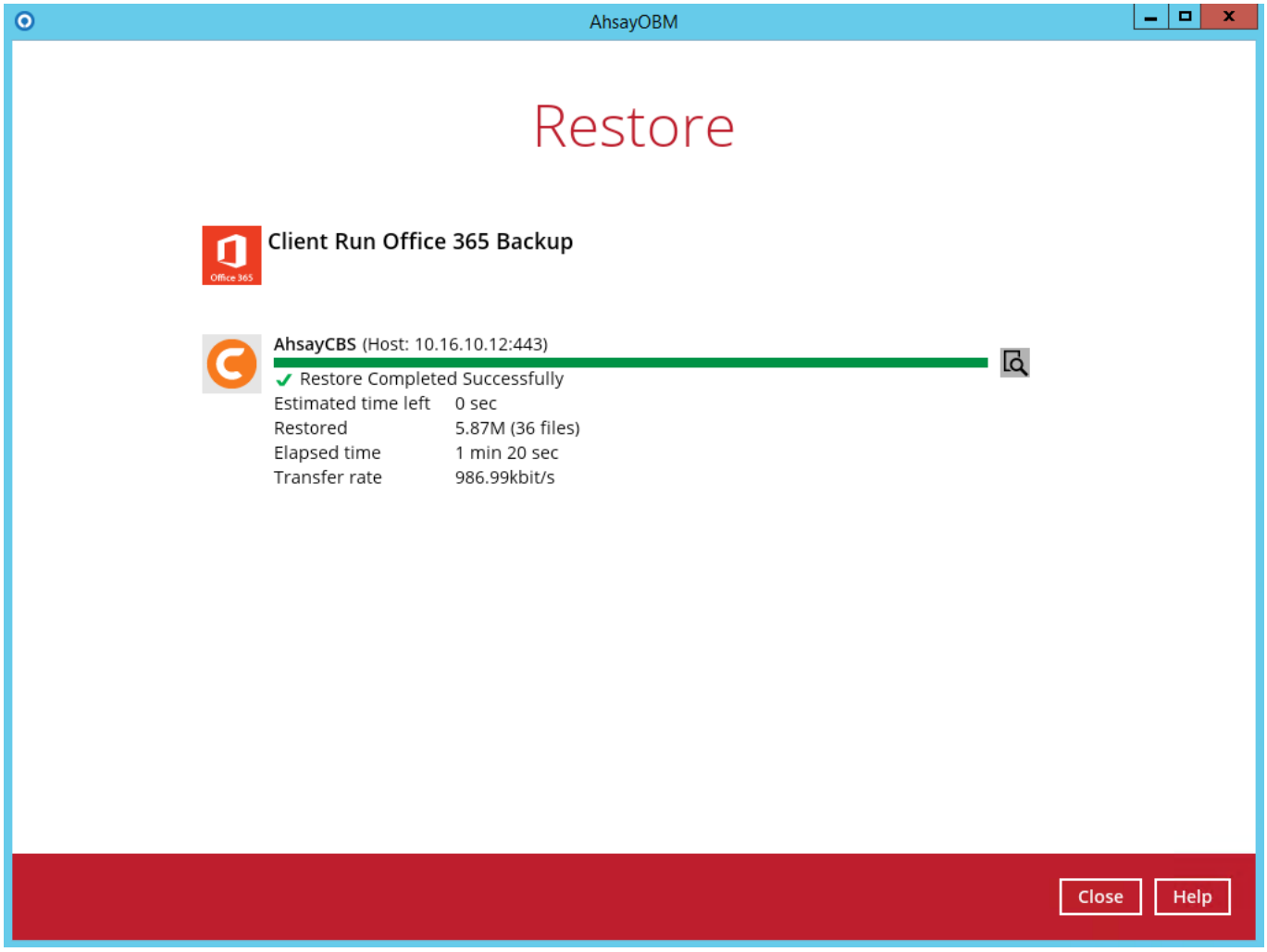


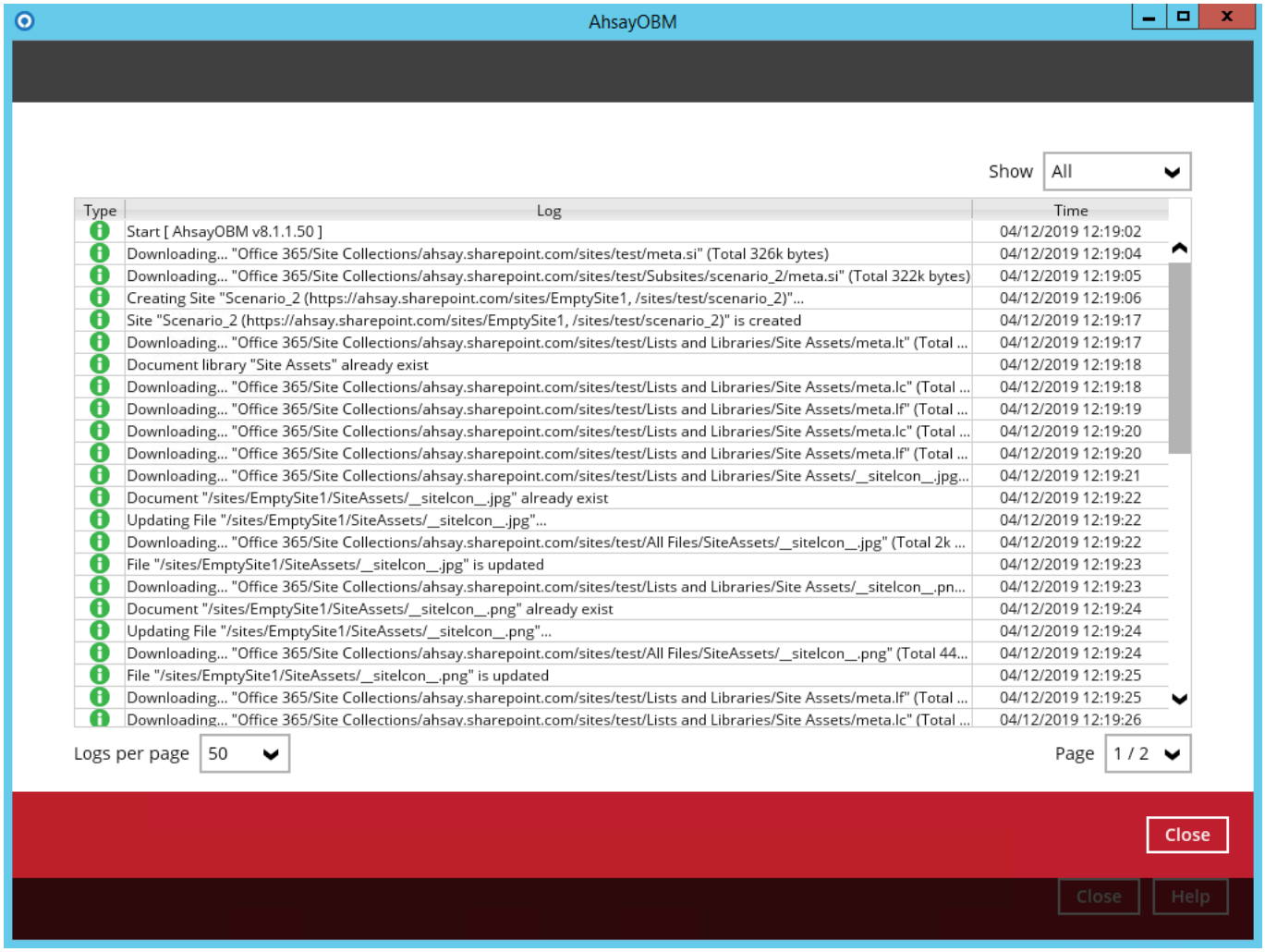
Click **Next** to proceed.



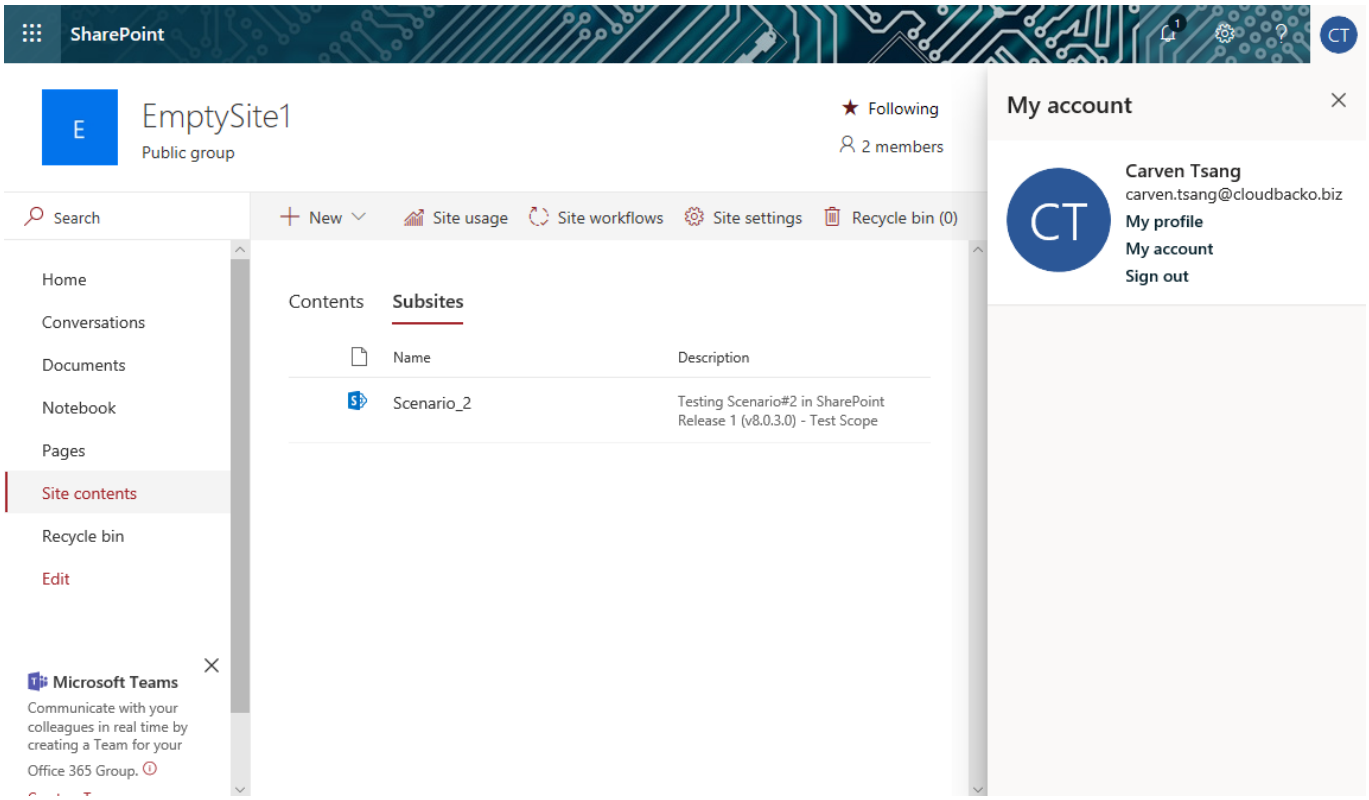
6. Select the temporary directory for storing temporary files, such as delta files when they are being merged, click **Restore** to start the restoration

7. Restore is completed. Click the to show the log of the restoration.


AhsayOBM
Restore
Client Run Office 365 Backup
AhsayCBS (Host: 10.16.10.12:443)
Restore Completed Successfully
Estimated time left 0 sec
Restored 5.87M (36 files)
Elapsed time 1 min 20 sec
Transfer rate 986.99kbit/s
Close
Help

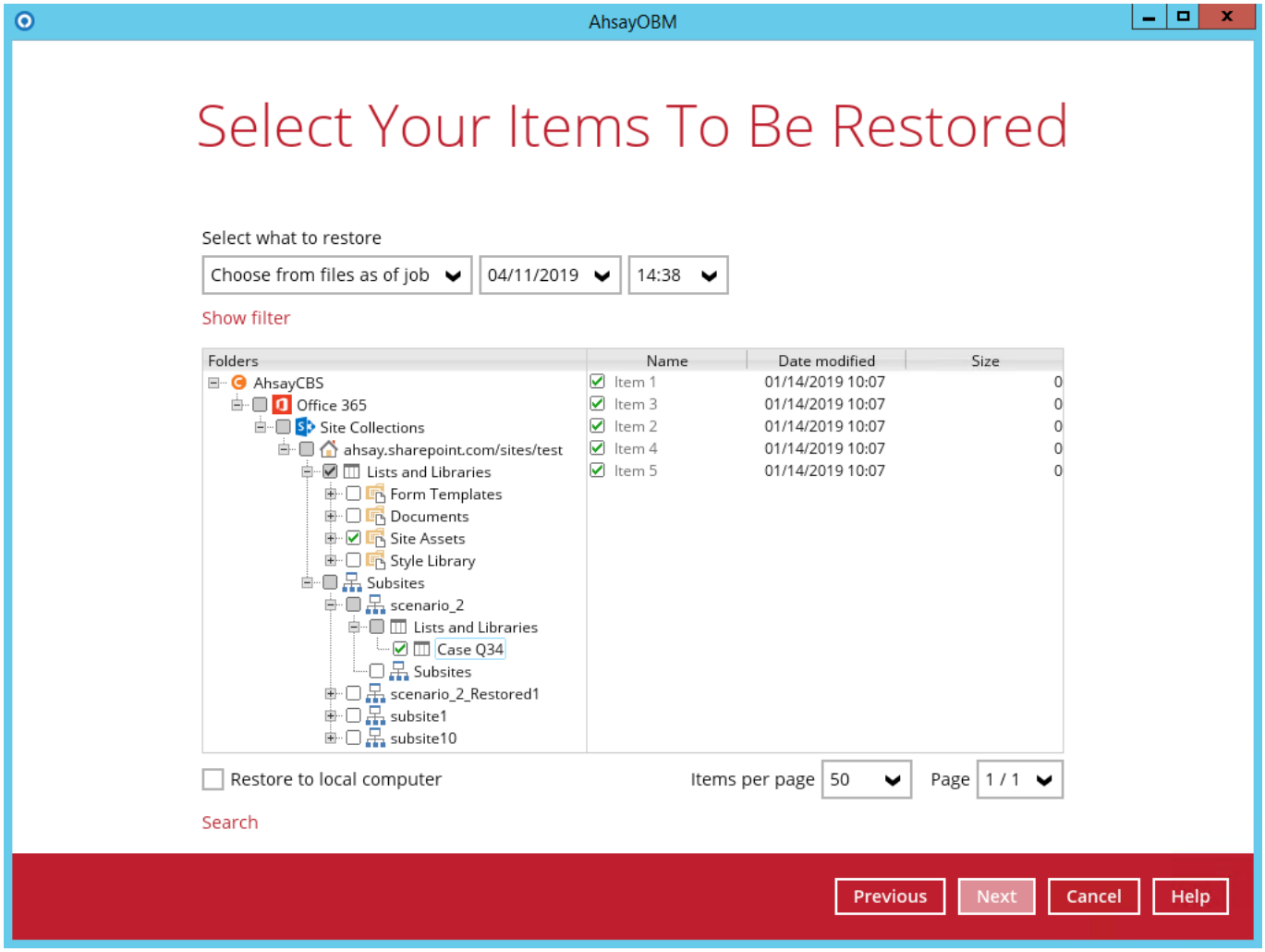


8. To check if the selected site from Site Collections is fully restored, login and check the SharePoint. As you can see on our example screen shot below, Carven Tsang is logged in and the contents in ahsay.sharepoint.com/sites/test is completely restored in ahsay.sharepoint.com/sites/EmptySite1.



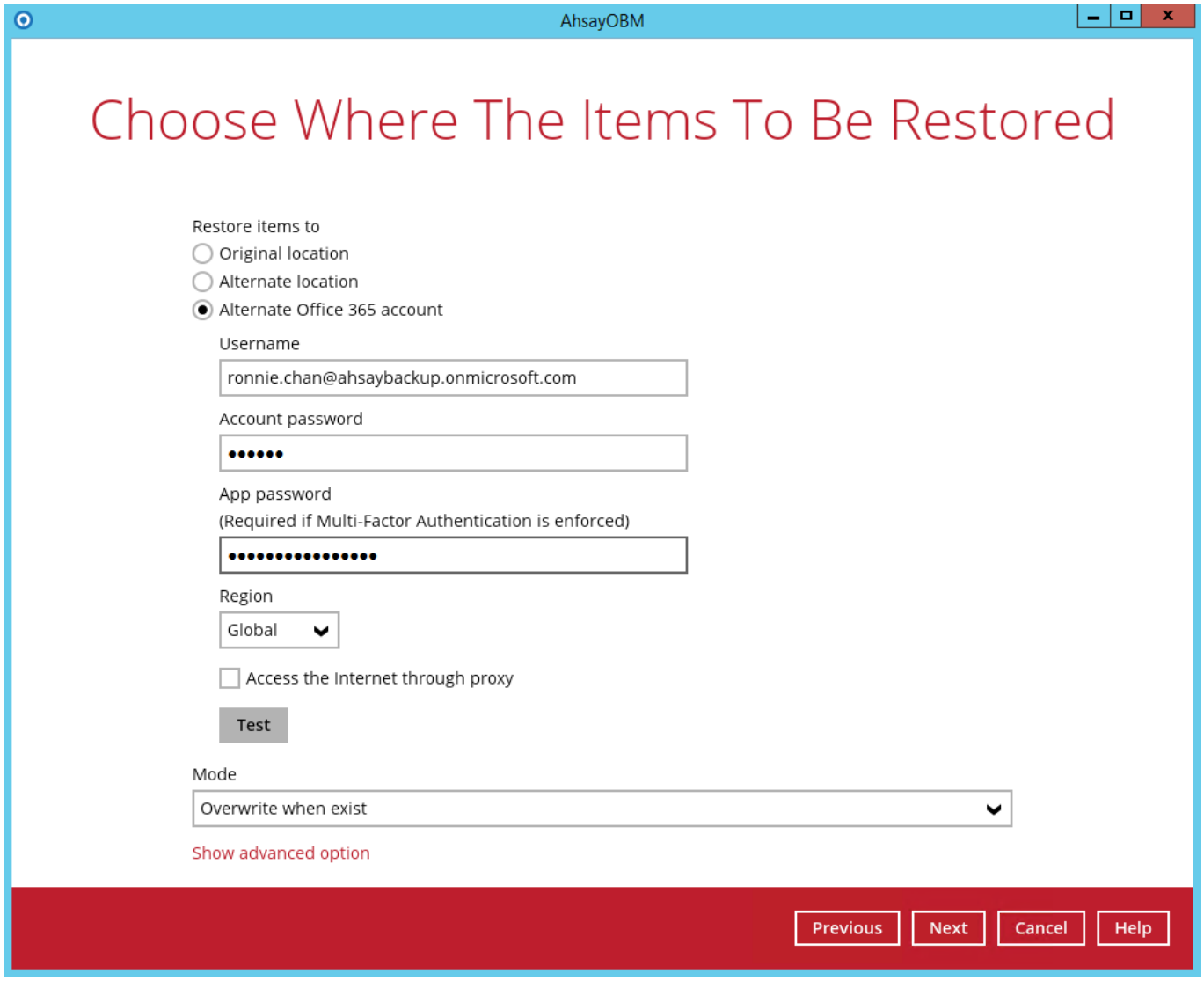
7.1.2.4. To Alternate Office 365 Account

1. Select the item(s) you would like to restore. You can also choose to restore backed up file from a specific backup job of your choice using the Select what to restore drop-down menu at the top. Click Next to proceed when you are done with the selection.

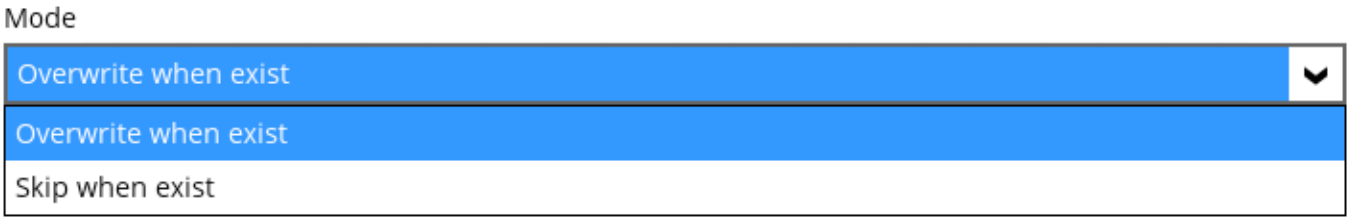


2. Choose from the following three (3) options on where you want your items to be restored. Select the **Alternate Office 365 Account**.

Input the Username, Password, App password, and choose the region for the other Office 365 account.



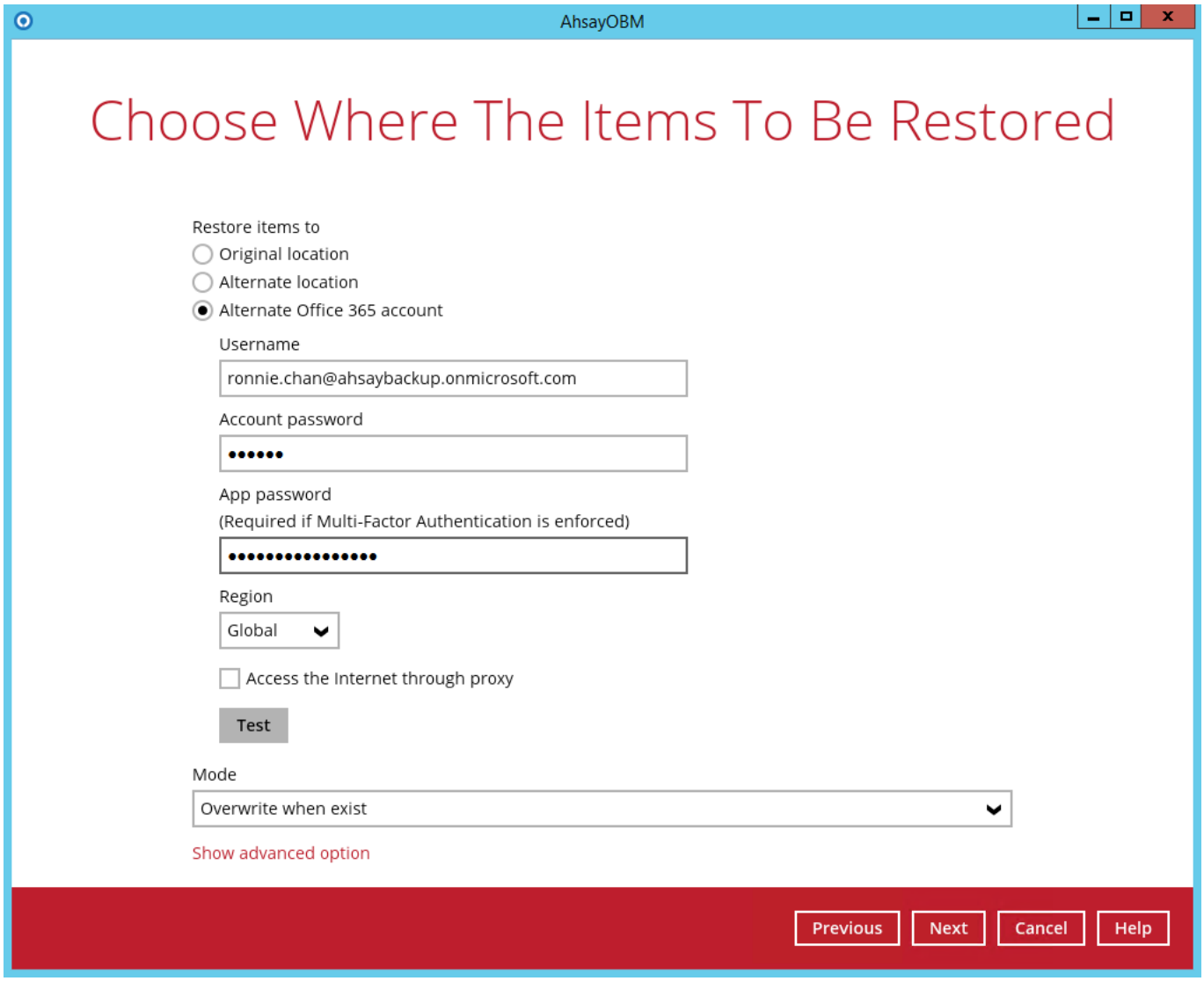
3. Select a **Mode**:



- **Overwrite when exist**
  If the data that you will be restoring is already available in the alternate Office 365 account, then you have a choice to still overwrite the existing data.
- **Skip when exist**

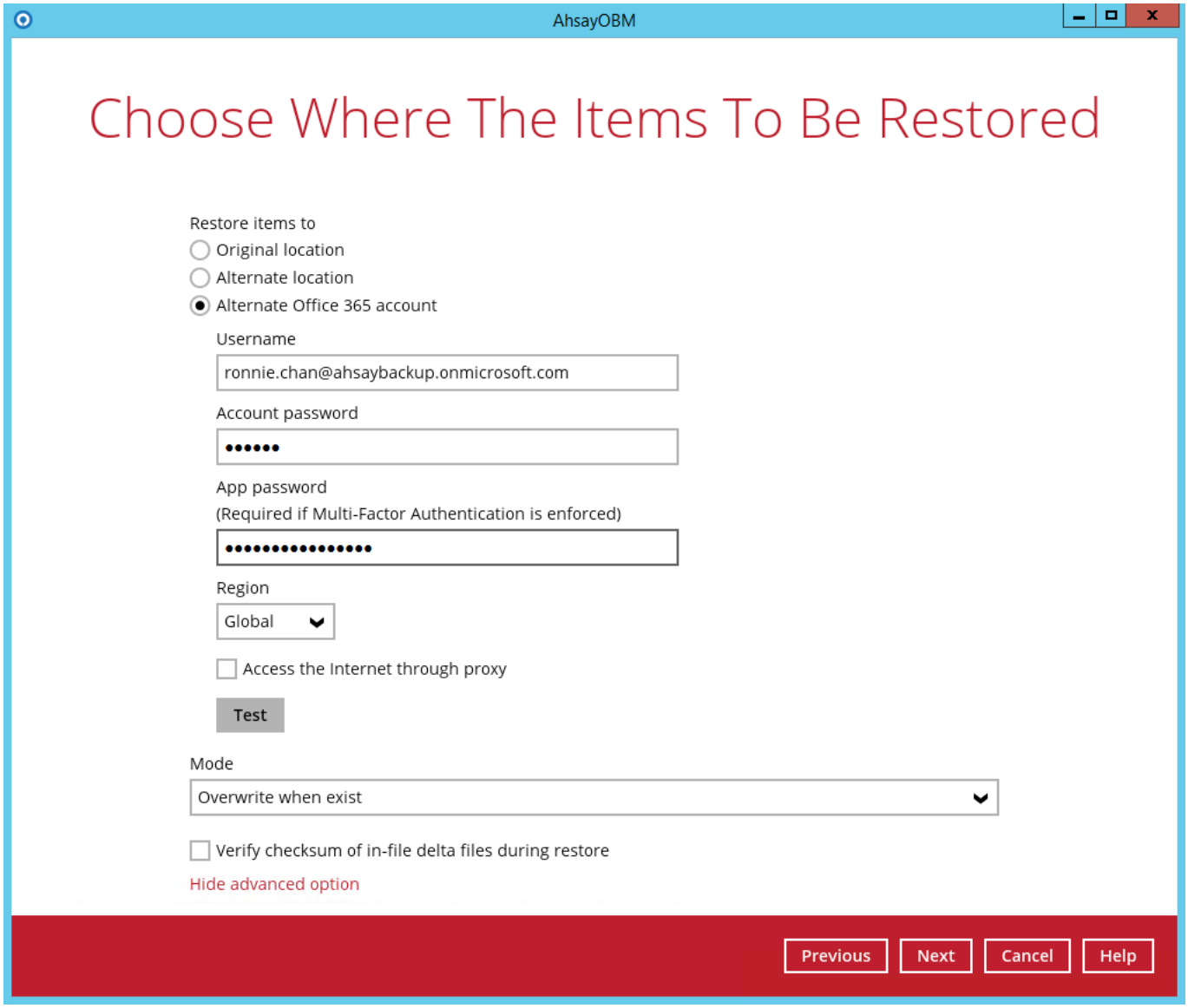
If the data you will be restoring is already available in the alternate Office 365 account, then you have a choice to skip and move to the next one.

4. Click the **Show advanced option** to configure other restore settings.

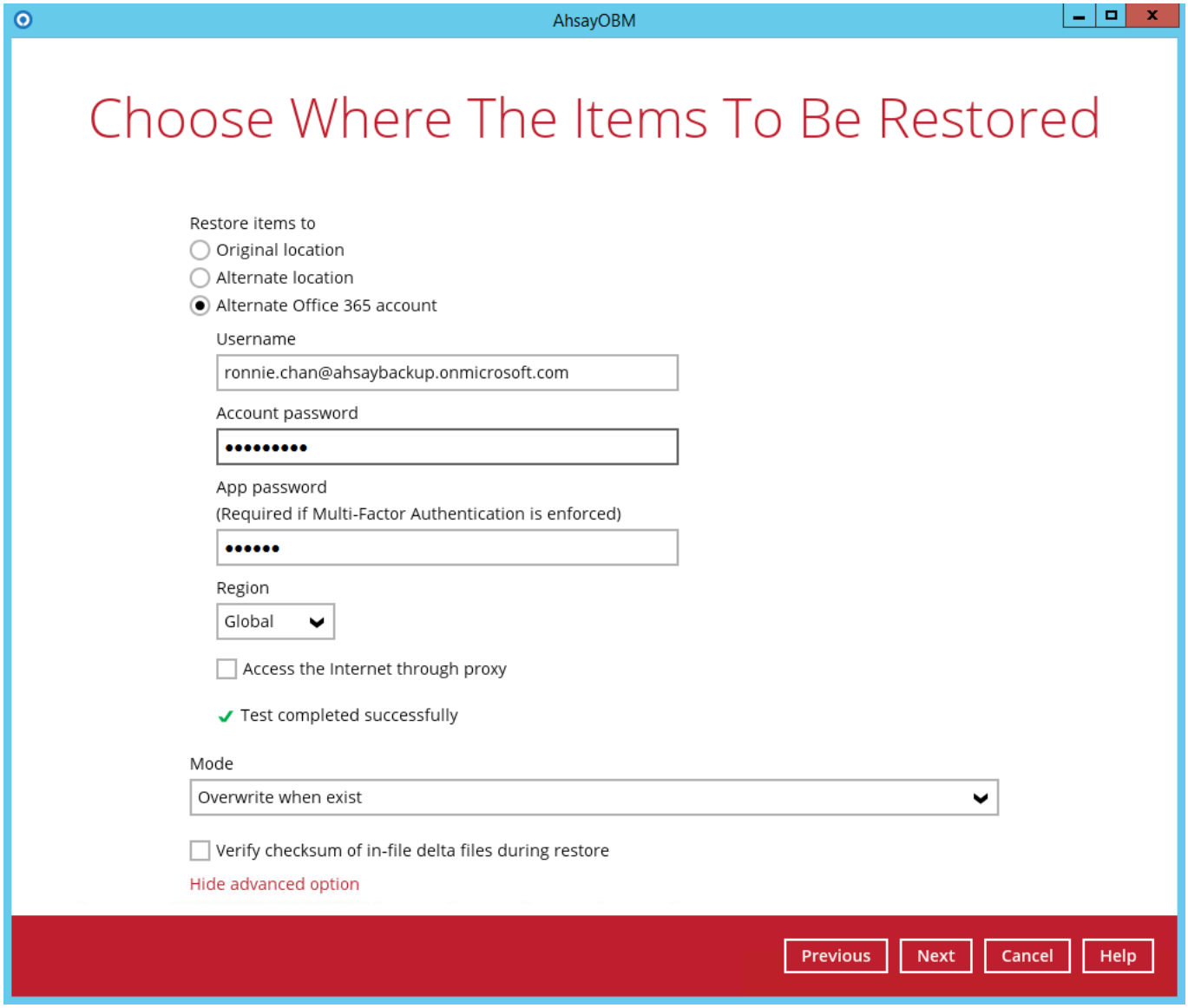


Verify checksum of in-file delta files during restore - By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and create a data summary of the in-file delta files which will be included in the report.

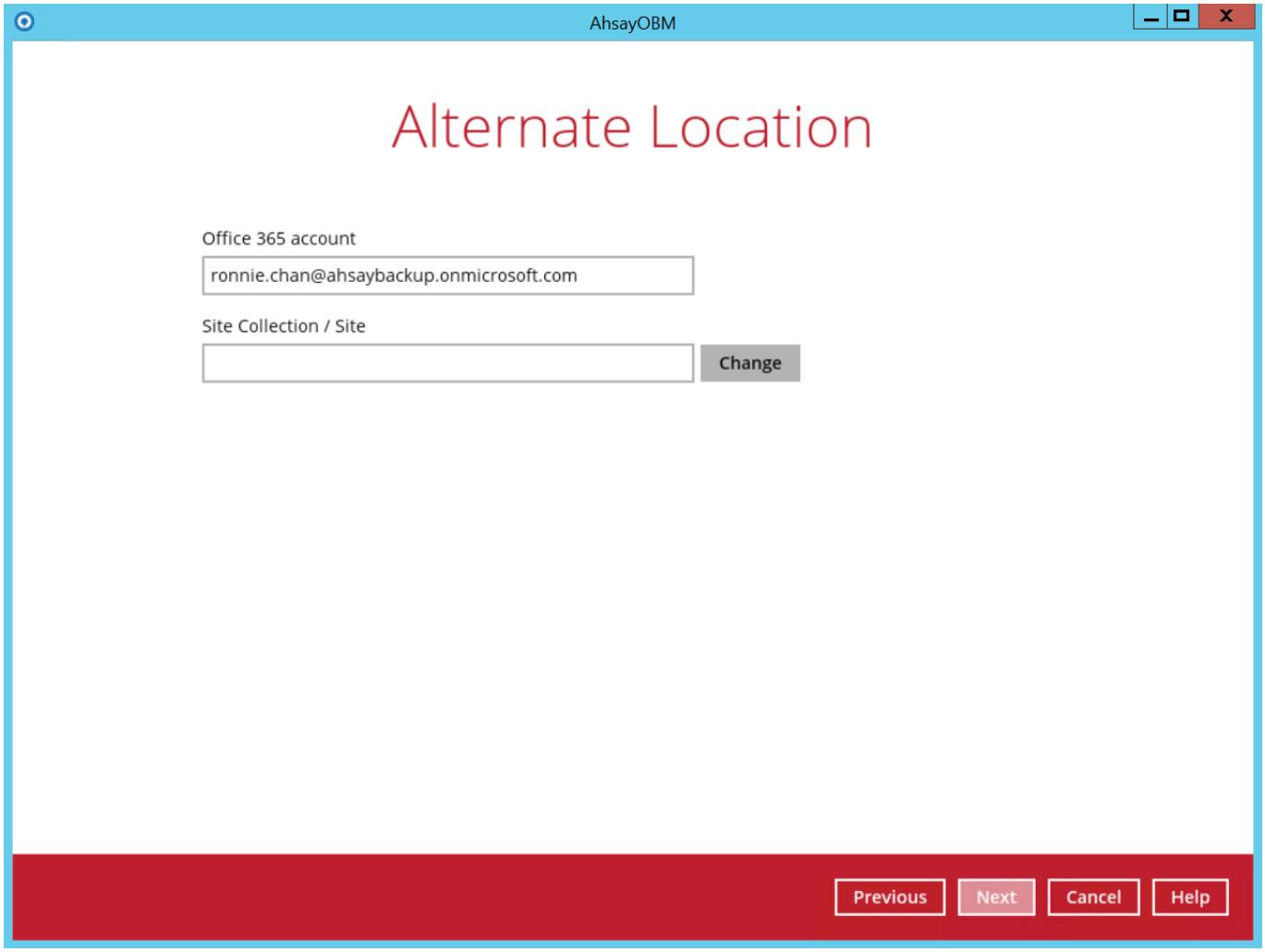
5. Click **Next** to proceed.

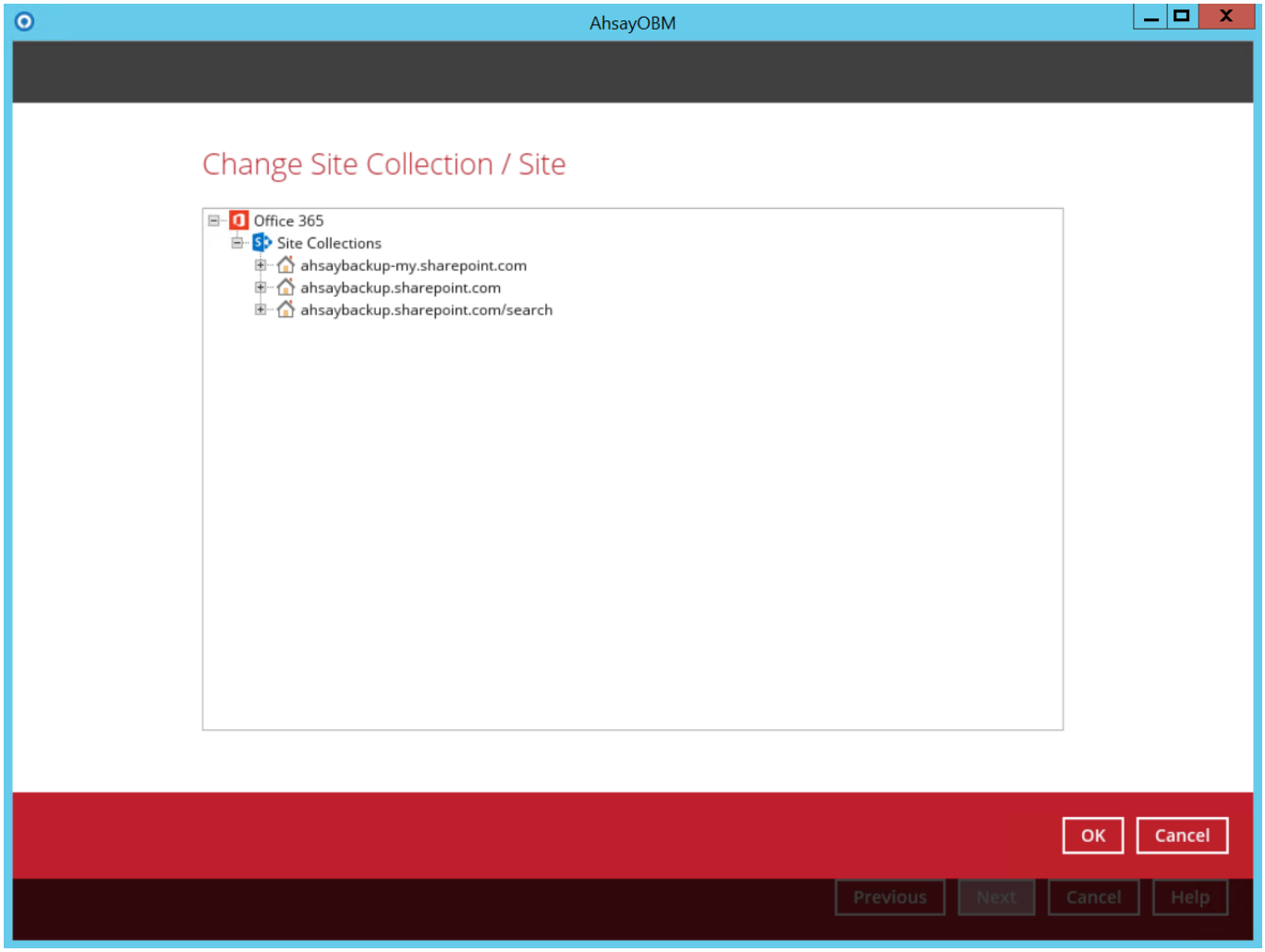


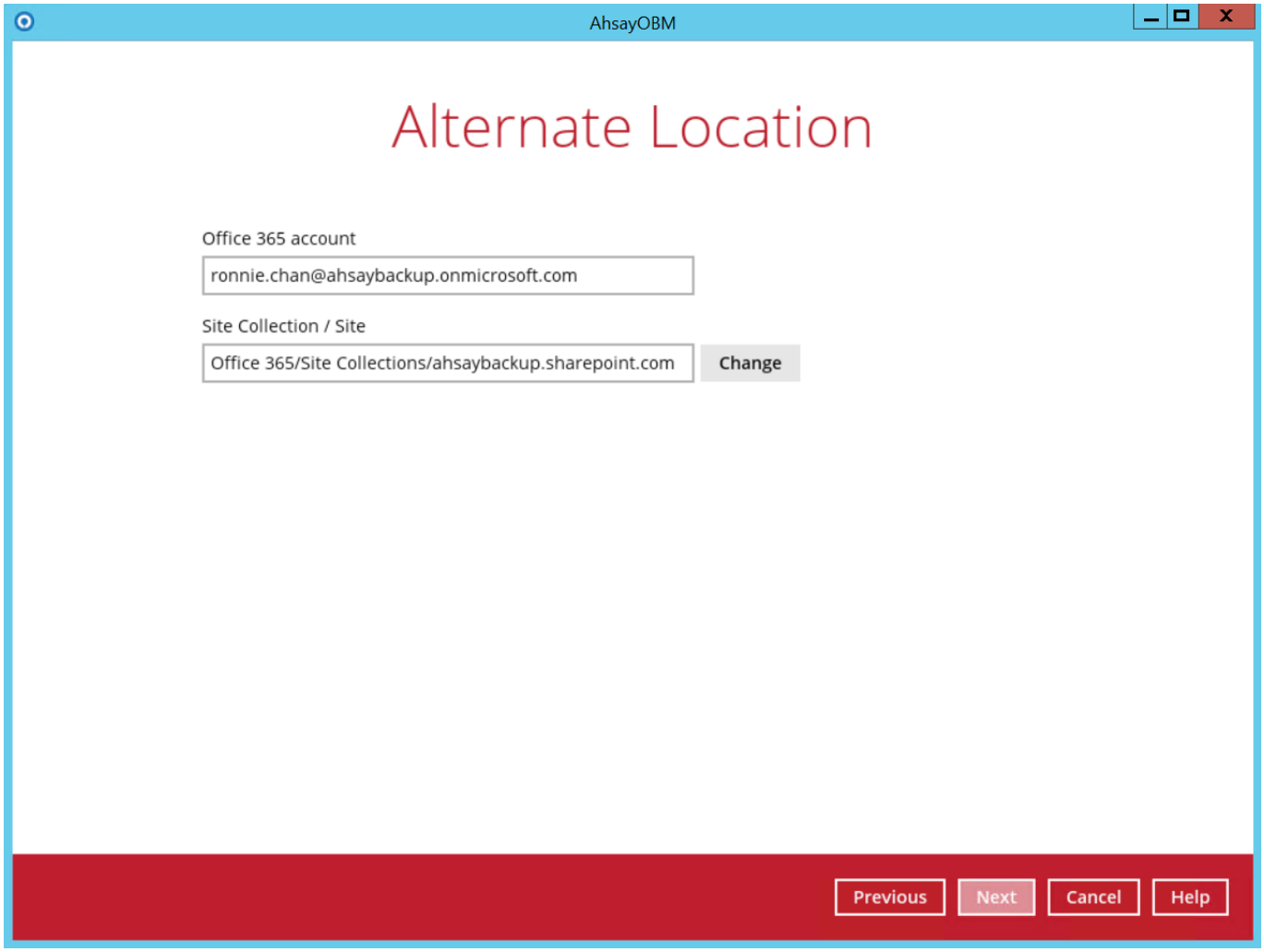
6. **Test completed successfully** shows when the validation is successful, then click **Next** to continue.



7. Click **Change** to select an alternate Site Collection / Site on which the data will be restored. Click on the dropdown arrow to view the available Sites.


AhsayOBM
Alternate Location
Office 365 account
ronnie.chan@ahsaybackup.onmicrosoft.com
Site Collection / Site
Change
Previous
Next
Cancel
Help

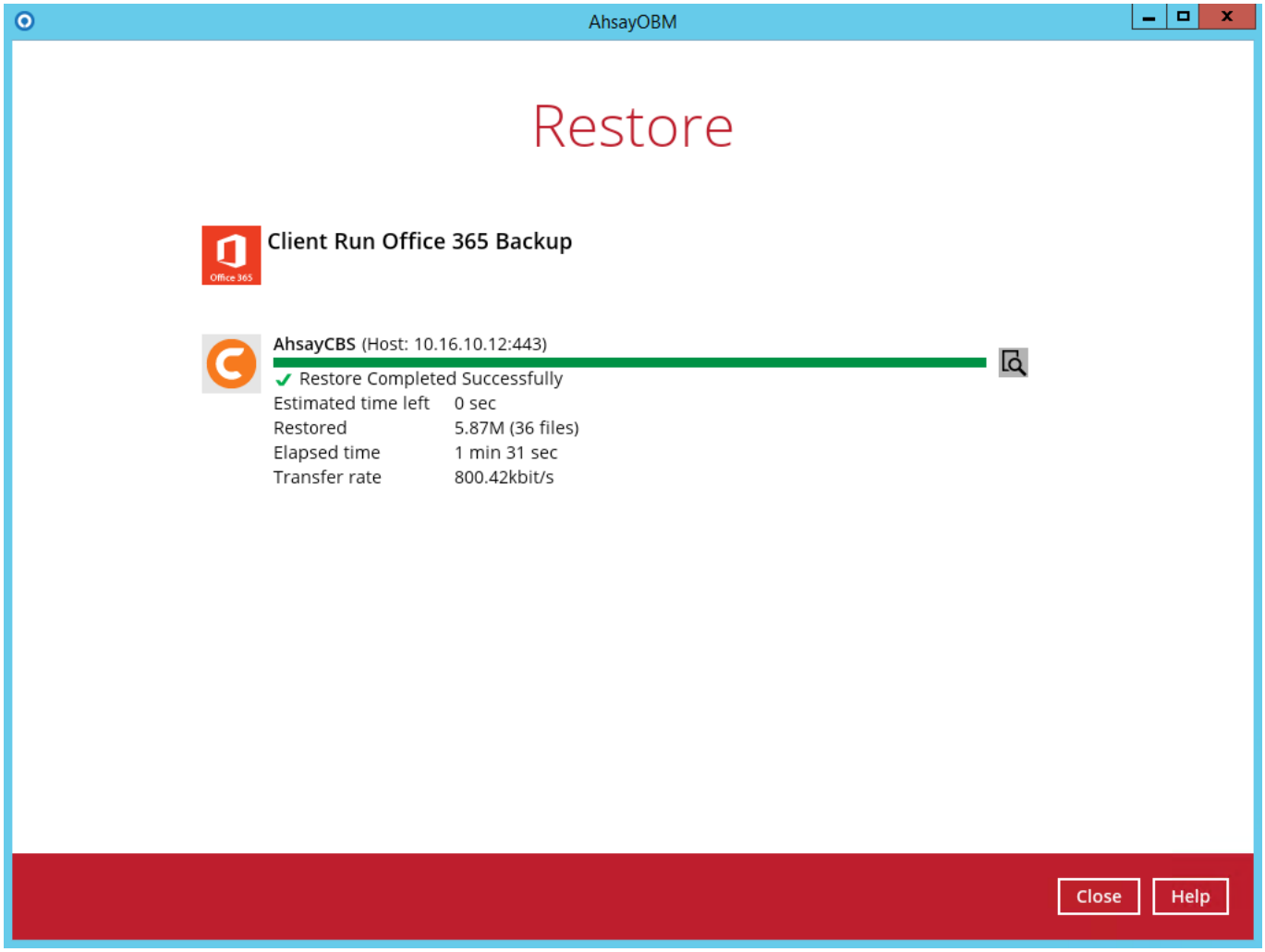

AhsayOBM
Change Site Collection / Site
Office 365
Site Collections
ahsaybackup-my.sharepoint.com
ahsaybackup.sharepoint.com
ahsaybackup.sharepoint.com/search
OK
Cancel
Previous
Next
Cancel
Help

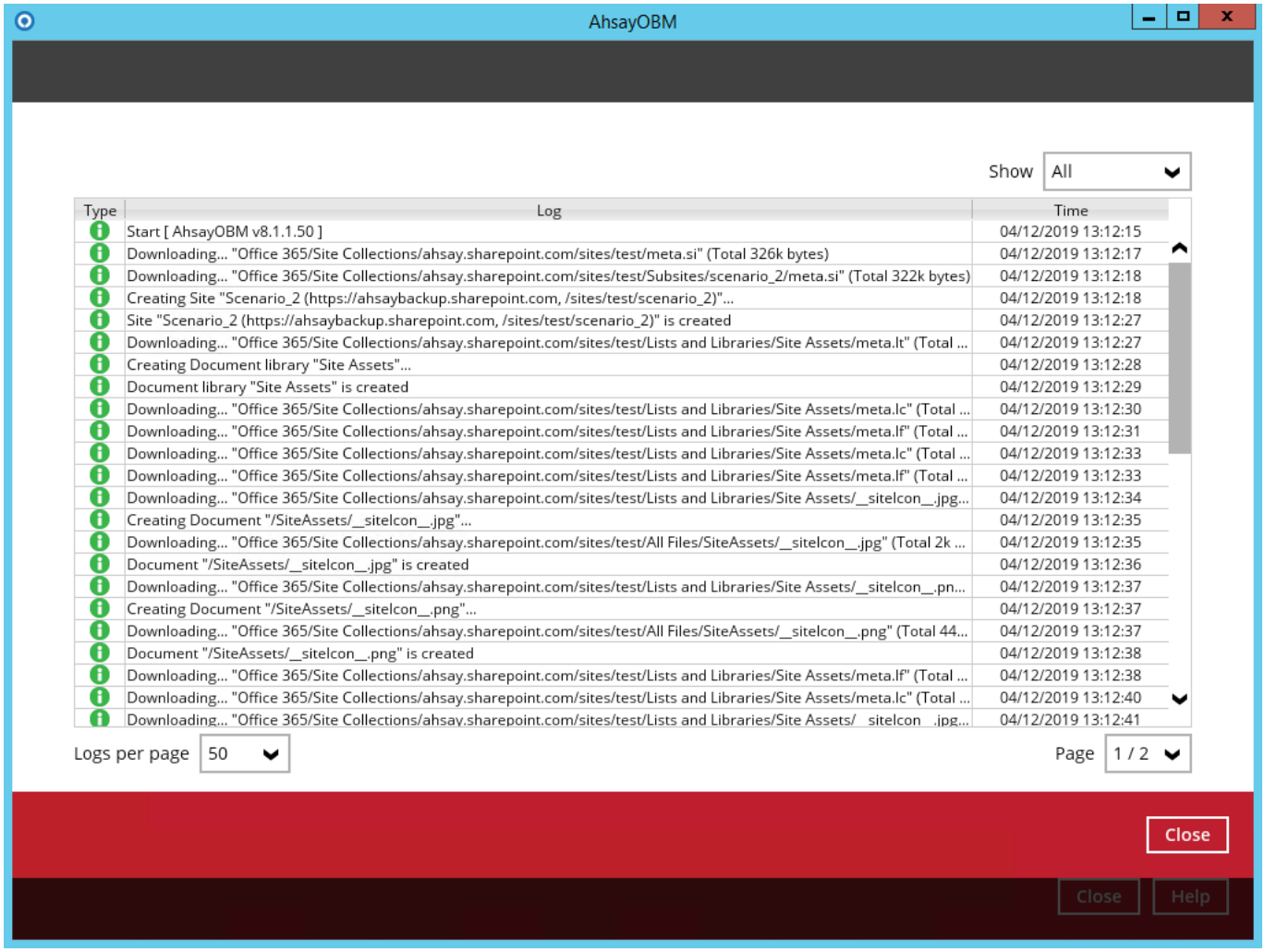


Click **Next** to proceed.

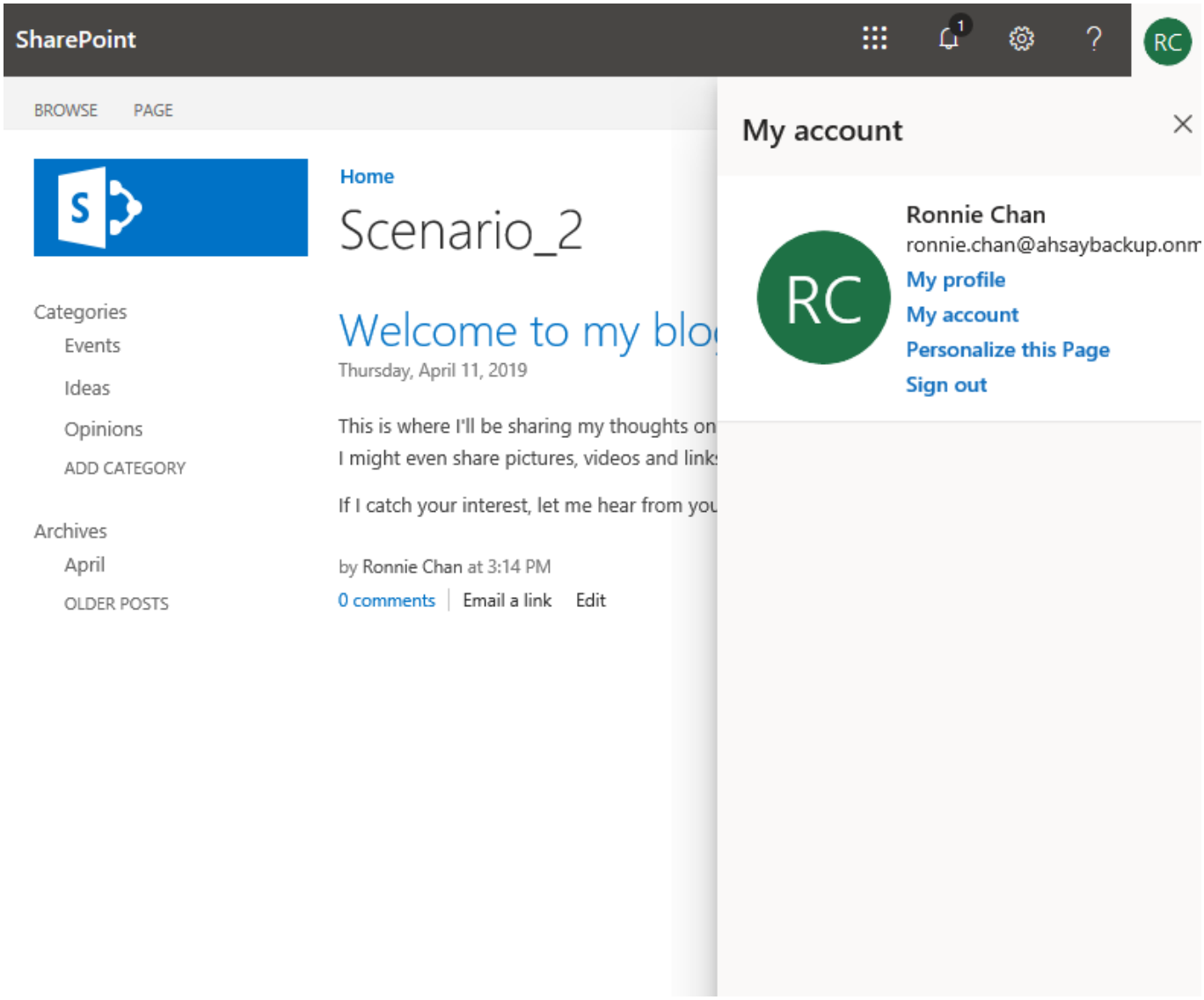
8. Select the temporary directory for storing temporary files, such as delta files when they are being merged, click **Restore** to start the restoration

9. Restore is completed. Click the to show the log of the restoration.


AhsayOBM
Restore
Client Run Office 365 Backup
AhsayCBS (Host: 10.16.10.12:443)
Restore Completed Successfully
Estimated time left 0 sec
Restored 5.87M (36 files)
Elapsed time 1 min 31 sec
Transfer rate 800.42kbit/s
Close
Help



10. To check if the selected site from Site Collections is fully restored, login and check the SharePoint. As you can see on our example screen shot below, Ronnie Chan is logged in and the ahsay.sharepoint.com/sites/test is completely restored in another Office 365 account.



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Last update: **2020/04/29 13:38**