

7.2.1 Restore with Filter from Users

Choose Where The Items To Be Restored From

Restore items from

☒ Users

☐ Site Collections

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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.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job 03/05/2020 Latest

Show filter

Folders	Name	Date modified	Size
 AhsayCBS			
 Office 365			
 Users			
 Public Folders			

☐ Restore to local computer

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Search

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2. Click **Search** located below the Restore to local computer checkbox.

☐ Restore to local computer

Search

3. Change the path if you want to restore items from other location. Click the Change button then click **OK** to proceed.



Search

Look in

Change

☐ Search subfolders

Kind

Type

Pattern

Files and Folders

contains

☐ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

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Change Path

Backup Server

Office 365

Users

Public Folders

OK

Cancel

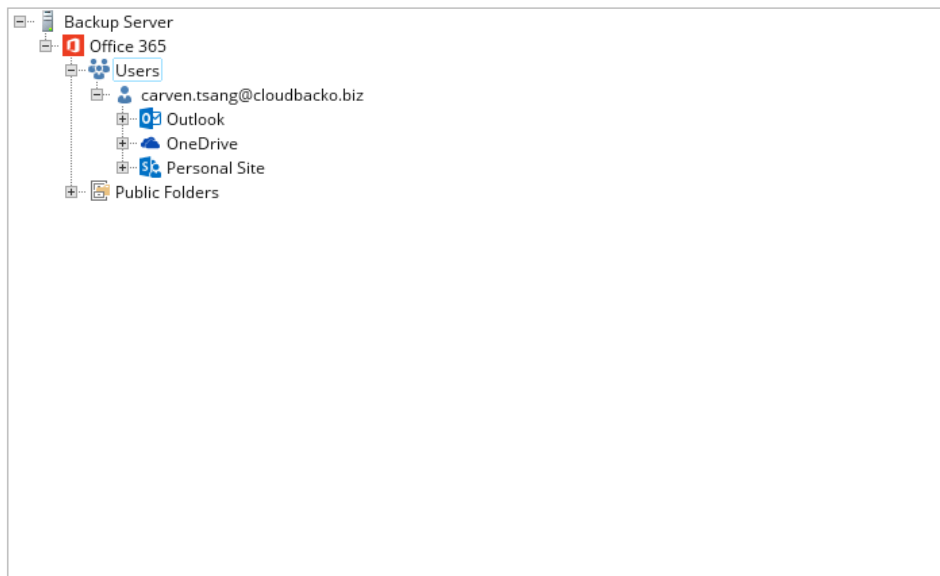
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Change Path



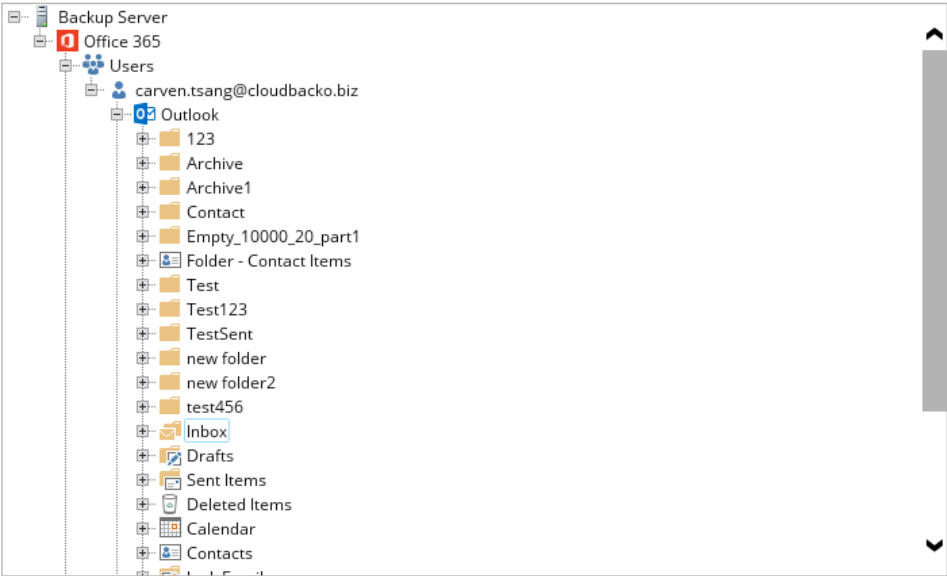
OK Cancel

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4. If you are going to search for specific mails, then click the Outlook to expand for more selection. In our example below, **Inbox of carven.tsang@cloudbacko.biz** is selected.



Change Path



OKCancel

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Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☒ Search subfolders

Kind

Type

Pattern

Mail - Subject

contains

☐ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

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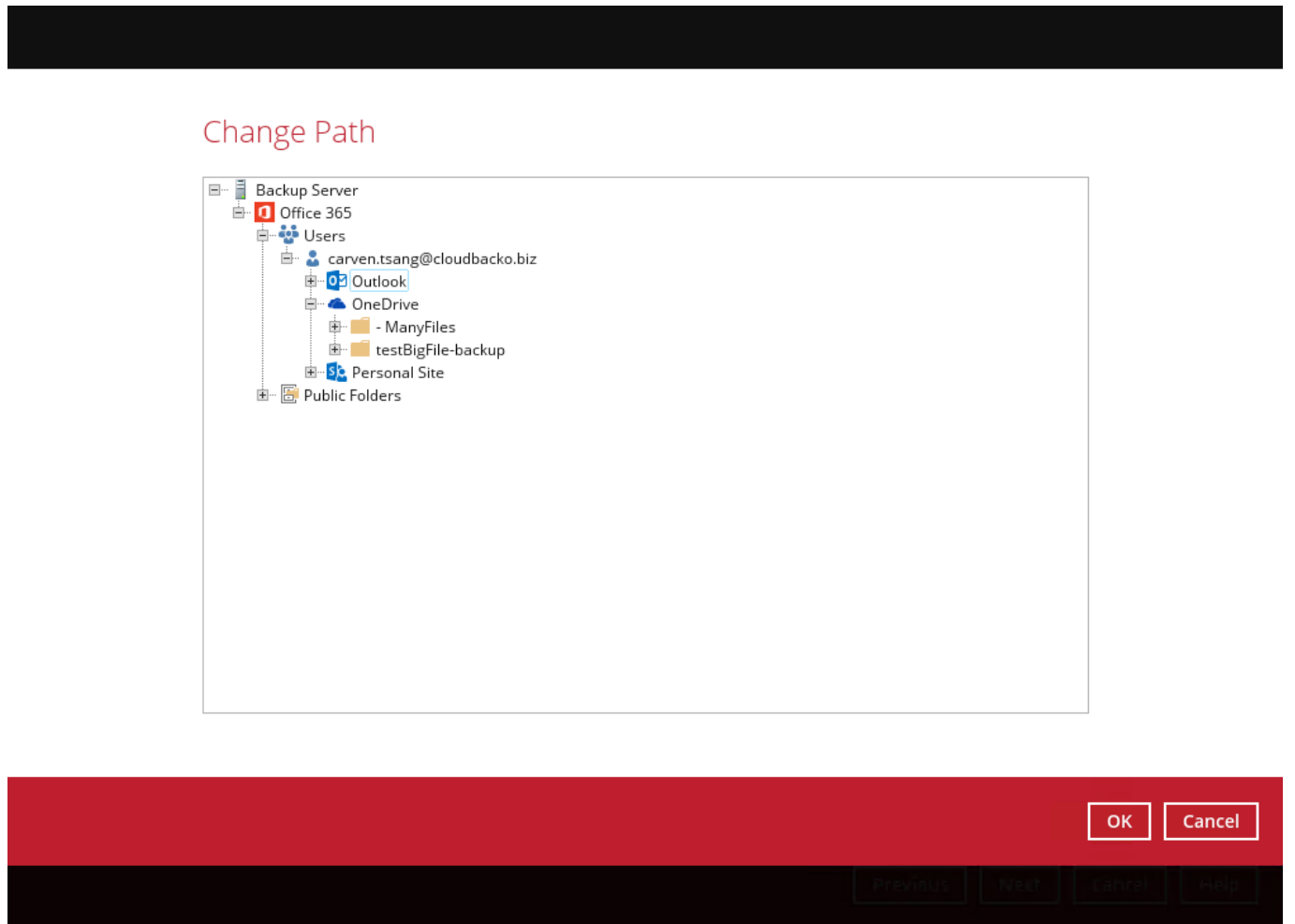
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OR

If you are going to search for specific files and/or folders, then click the OneDrive to expand for more selection. In our example below, testBigFile-backup folder in OneDrive is selected.



Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/OneDrive/D913_testBigFile-backup

Change

☒ Search subfolders

Kind

Type

Pattern

Files and Folders

contains

☐ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

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5. Tick the Search subfolders checkbox if you want to include available subfolders upon searching.

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/OneDrive/D913_testBigFile-backup

Change

☐ Search subfolders

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/OneDrive/D913_testBigFile-backup

Change

☒ Search subfolders

6. Select from the following kind of files you want to search:

- Files and Folders
- Files only
- Folders only
- Mail – Subject
- Mail – From
- Mail – To
- Mail – CC

- Mail – BCC
- Mail – Received Date
- Mail – Sent Date

Search

Look in

☐ Search subfolders

Kind Type Pattern

Mail - Subject contains

☐ Match case

Files and Folders
Files only
Folders only
Mail - Subject
Mail - From
Mail - To
Mail - CC
Mail - BCC

In Folder	Size	Date modified
-----------	------	---------------

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7. Select from the following type of filtering you want to search.

- Contains
- Exact
- Starts With
- Ends With



Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☐ Search subfolders

Kind

Type

Pattern

Mail - Subject

contains

☐ Match case

Search

contains

exact

starts with

ends with

Name	Size	Date modified
------	------	---------------

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8. Enter a pattern you want and Tick the Match Case checkbox if you want to accurately search for a specific file.

Kind

Type

Pattern

Mail - Subject

contains

Office 365 changes

☐ Match case

Kind

Type

Pattern

Mail - Subject

contains

Office 365 changes

☒ Match case

9. Click the Search button and the result will be displayed.



Search

Look in

Office 365/Users

Change

☒ Search subfolders

Kind

Files and Folders

Type

contains

Pattern

arch

☒ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

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Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☒ Search subfolders

Kind

Type

Pattern

Mail - Subject

contains

Office 365 changes

☒ Match case

Searching ...

Stop

	Name	In Folder	Size	Date modified
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	71k	05/07/2018 12:05
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	77k	05/07/2018 12:05
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	62k	05/07/2018 12:12
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	67k	05/07/2018 12:12
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	63k	05/07/2018 12:06
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	72k	07/09/2018 04:14
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	74k	07/16/2018 03:44
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	68k	05/07/2018 12:04
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	70k	05/11/2018 10:52
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	66k	05/11/2018 10:52

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OK

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Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☒ Search subfolders

Kind

Type

Pattern

Mail - Subject

contains

Office 365 changes

☒ Match case

Search

	Name	In Folder	Size	Date modified
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	71k	05/07/2018 12:05
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	77k	05/07/2018 12:05
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☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	74k	07/16/2018 03:44
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☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	66k	05/11/2018 10:52

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10. Choose files by ticking each checkbox that you wanted to restore and click the **OK** button.

Search

Look in

Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox

Change

☒ Search subfolders

Kind

Type

Pattern

Mail - Subject

contains

Office 365 changes

☒ Match case

Search

	Name	In Folder	Size	Date modified
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	71k	05/07/2018 12:05
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	77k	05/07/2018 12:05
☒	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	62k	05/07/2018 12:12
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☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	72k	07/09/2018 04:14
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	74k	07/16/2018 03:44
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	68k	05/07/2018 12:04
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	70k	05/11/2018 10:52
☐	Weekly digest: Office 365 changes	Office 365/Users/carven.tsang@cloudbacko.biz/Outlook/Inbox	66k	05/11/2018 10:52

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11. The selected files will reflect on the Restore main screen. Click the Next button to proceed.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job ▼ 03/05/2020 ▼ Latest ▼

Show filter

Folders	From	Subject	Received	Size
AhsayCBS	☐ Microsoft Onlin...	您的月租方案...	03/29/2018 08:...	75k
Office 365	☒ Office 365 Mess...	Weekly digest:...	04/02/2018 03:...	71k
Users	☐ Arpit Vyas	Streamline yo...	04/04/2018 15:...	58k
carven.tsang@cloudbacko.biz	☐ Office 365 Mess...	Message Cent...	04/04/2018 22:...	66k
Outlook	☒ Office 365 Mess...	Weekly digest:...	04/09/2018 04:...	77k
Inbox	☐ Microsoft Office...	Your Office 36...	03/09/2018 11:...	83k
Back-up	☐ Microsoft Office...	Your Office 36...	03/09/2018 11:...	83k
new	☒ Office 365 Mess...	Weekly digest:...	03/12/2018 03:...	62k
test21456	☒ Office 365 Mess...	Weekly digest:...	03/19/2018 03:...	67k
test_folder_000	☒ Office 365 Mess...	Weekly digest:...	03/26/2018 02:...	63k
testing	☐ Microsoft Onlin...	New or modifi...	07/05/2018 02:...	62k
test/123	☐ Office 365 Mess...	Weekly digest:...	07/09/2018 04:...	72k
test/123/2356	☐ Microsoft Onlin...	New or modifi...	07/11/2018 06:...	64k
Public Folders	☐ Microsoft Onlin...	New or modifi...	07/11/2018 06:...	64k
	☐ Arpit Vyas	Update Alert! ...	07/11/2018 15:...	56k
	☐ Office 365 Mess...	Weekly digest:...	07/16/2018 03:...	74k
	☐ Microsoft Tech ...	Stay connecte...	07/16/2018 20:...	65k

☐ Restore to local computer

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12. Select which location the items will be restored. Choose from the following options:

- Local machine – this option is located on the Restore main screen, lower left part.
- Original location
- Alternate location
- Alternate Office 365 account

13. Click the Next button to proceed.

Choose Where The Items To Be Restored

Restore items to

- ☐ Original location
☒ Alternate location
☐ Alternate Office 365 account

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Alternate Location

Office 365 account

User

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14. Input the temporary directory or click the Browse button to browse for the path. Click the Restore button to start.

Temporary Directory

Temporary directory for storing restore files

Browse

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Restore

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If restore is completed, the status of the activity should be **Restore Completed Successfully**.

Restore



Client Run Office 365 Backup Set



AhsayCBS (Host: 125.5.184.171:443)

✓ Restore Completed Successfully
Restored 203.41k (5 files)
Elapsed time 1 min 47 sec
Transfer rate 15.49kbit/s



CloseHelp

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