

# DATTO SaaS PROTECTION FOR OFFICE 365

## Quick Start Guide

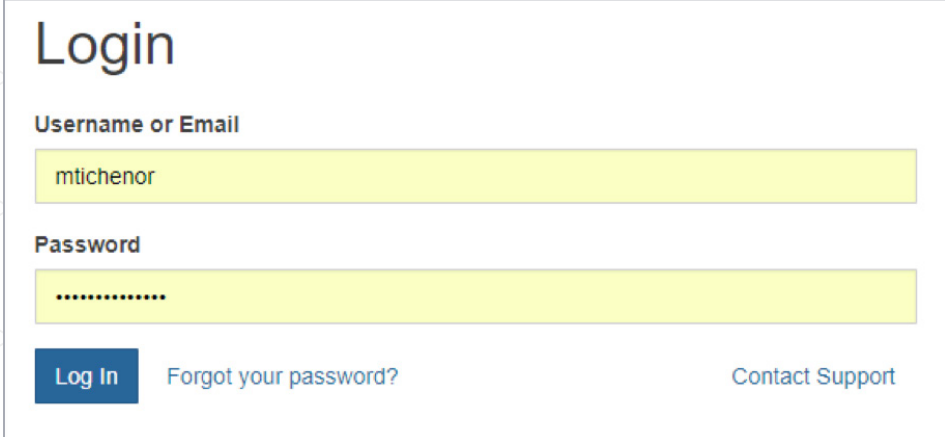


Welcome to the Datto SaaS Protection for Office 365 Managed Account quick start guide. This guide explains the process to get your clients set up and protected with Datto SaaS Protection.

For End users purchasing Datto SaaS Protection directly, go to the Direct for SaaS Protection for O365 Quick-Start Guide

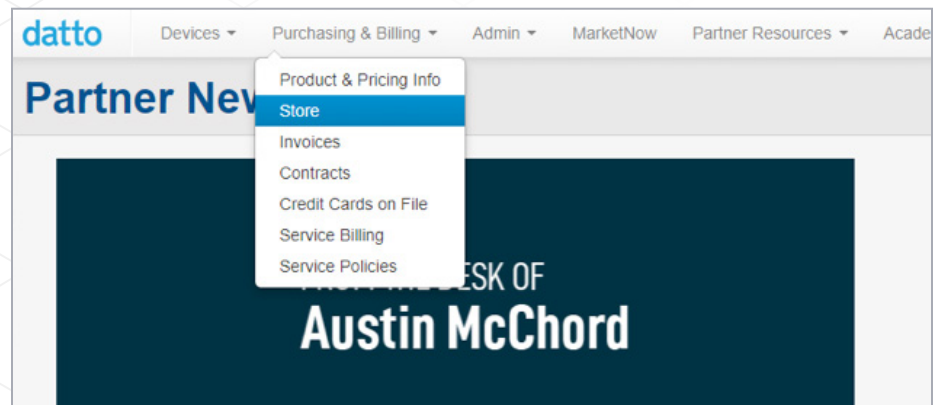
## GETTING STARTED WITH DATTO SAAS PROTECTION FOR OFFICE 365

1. Open an incognito or private browsing session, and log into the [partner portal](#) with your Datto Partner credentials.

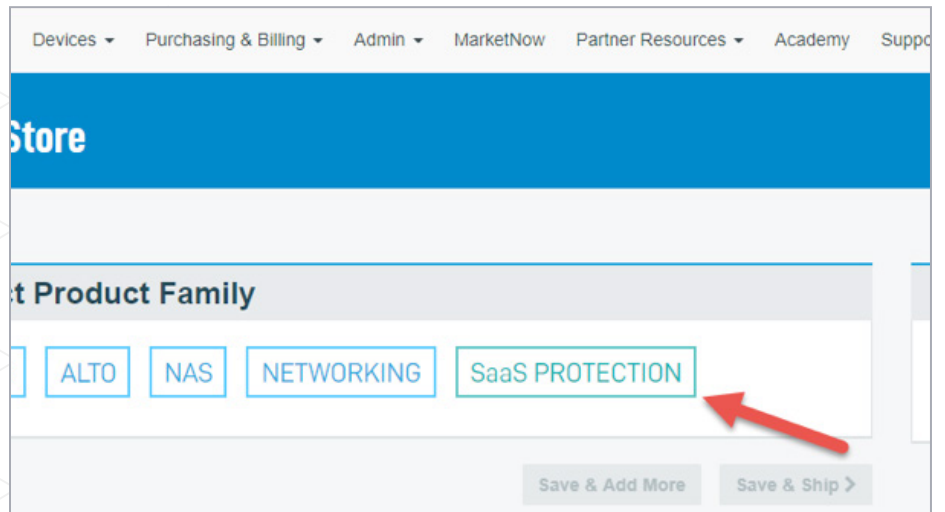


The screenshot shows the 'Login' page of the Datto Partner Portal. It features a 'Username or Email' field with the text 'mtichenor' and a 'Password' field with masked characters. Below the fields are three links: 'Log In' (a blue button), 'Forgot your password?', and 'Contact Support'.

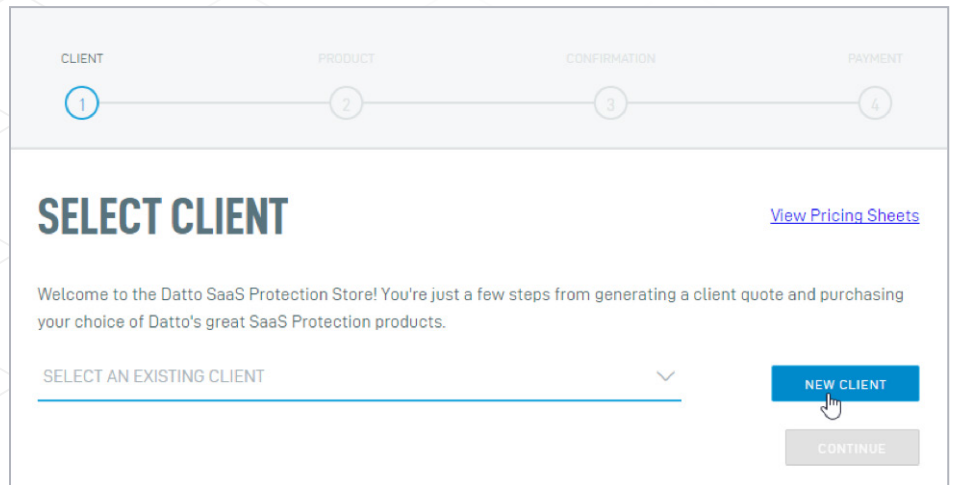
2. From the partner portal, select **Purchasing and Billing**, and choose **Store** from the drop-down menu.



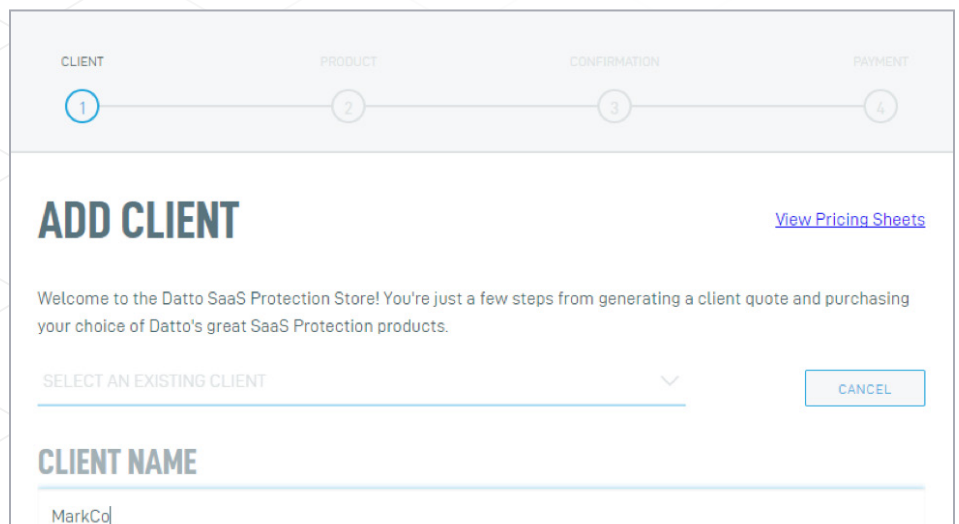
3. In the Datto Store, choose **SaaS Protection**.



4. In the **Select Client** screen of the SaaS Store, choose **New Client**.



5. Enter the company name of the client to be protected.



6. On the **Select Product** screen, select Office 365, and enter the number of seats to protect. Then click **Generate Quote**.

The screenshot shows the 'SELECT PRODUCT' screen, which is the second step in a four-step process (CLIENT, PRODUCT, CONFIRMATION, PAYMENT). The 'PRODUCT' step is highlighted with a blue circle and the number 2. The screen title is 'SELECT PRODUCT' in large, bold, dark blue letters. To the right of the title is a link 'View Pricing Sheets'. Below the title is a section 'NEW LICENSES' with a sub-instruction: 'Choose the product you would like to protect for **Whizco**. The number of users you specify will determine what pricing tier your client falls into.' There are two product options listed: 'Office 365' with its logo and 'Google Apps' with its logo. To the right of 'Office 365' is a dropdown menu labeled 'NO. OF SEATS' with the value '5' selected. At the bottom right of the screen is a blue button labeled 'GENERATE QUOTE'.

7. The SaaS store will generate a quote for your review. When ready, click **Confirm Quote**.

The screenshot shows the 'CONFIRM QUOTE' screen, which is the third step in the four-step process. The 'CONFIRMATION' step is highlighted with a blue circle and the number 3. The screen title is 'CONFIRM QUOTE' in large, bold, dark blue letters. Below the title, the product 'Office 365 Backup' for client 'Whizco' is displayed. To the right, the pricing is shown as '1-10 Seat Tier' and '\$15.00/month'. Below this, the text 'Pricing: \$15.00/month' is displayed. At the bottom right, there are two buttons: a light blue 'CANCEL' button and a dark blue 'CONFIRM QUOTE' button, which is being clicked by a mouse cursor.

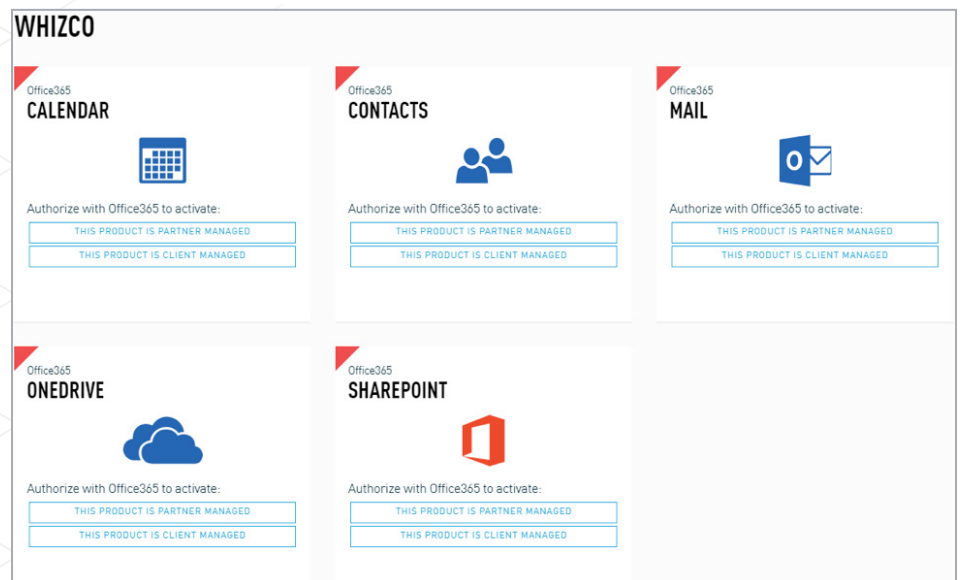
- On the Payment Method screen, click **Confirm Purchase** to finish the purchase of Datto SaaS Protection for Office 365. The SaaS store will select the same saved default payment method for all clients. To choose a different payment method for this client, click **Change Credit Card**.

The screenshot shows the 'PAYMENT METHOD' screen. At the top, a progress bar has four steps: CLIENT, PRODUCT, CONFIRMATION, and PAYMENT. The first three steps are marked with checkmarks, and the fourth step, 'PAYMENT', is marked with a '4' inside a circle. Below the progress bar, the title 'PAYMENT METHOD' is displayed in large, bold, dark blue letters. A red note states: 'NOTE: The payment method specified below is being used by our billing system as the default for all of your clients. This payment method will be invoiced for all of your clients' services upon the first of each month.' Below the note, there are two input fields: 'Partner Name:' and 'Address:'. At the bottom right, there are two buttons: 'CHANGE CREDIT CARD' (light blue) and 'CONFIRM PURCHASE' (dark blue). A mouse cursor is pointing at the 'CONFIRM PURCHASE' button.

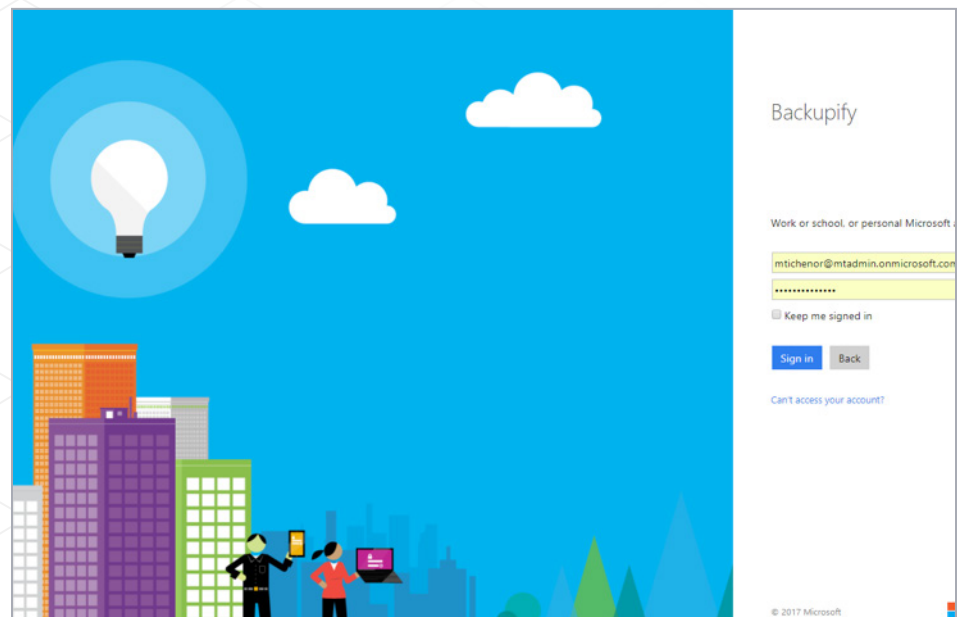
- On the **Payment Received** screen, click **Manage Clients/Applications**.

The screenshot shows the 'PAYMENT RECEIVED' screen. At the top, a progress bar has four steps: CLIENT, PRODUCT, CONFIRMATION, and PAYMENT. All four steps are marked with checkmarks. Below the progress bar, the title 'PAYMENT RECEIVED' is displayed in large, bold, dark blue letters. A message states: 'Thank you for your Datto SaaS Protection purchase! Your order totaling \$15.00/mo will be charged to the following payment method on the first of next month:'. Below the message, there are two input fields: 'Partner Name:' and 'Address:'. At the bottom right, there are two buttons: 'MANAGE CLIENTS/APPLICATIONS' (dark blue) and 'RETURN TO STORE' (light blue). A mouse cursor is pointing at the 'MANAGE CLIENTS/APPLICATIONS' button.

10. The Client's Office 365 management options will appear in the Application Management Dashboard. Click **This product is partner managed**, then agree to the terms and conditions and click **Authorize**. This dashboard is a one-time setup screen.



11. On the login screen, log into the Microsoft account using a Global Administrator account.



12. Datto SaaS Protection will add your Active Directory, and you'll be taken to the Seat Management screen. Depending on the size of your Active Directory, this may take several minutes to load.

**Auto-Add** automatically backs up all users and resources in the domain. Click **disable** to manually select which users and resources should be backed up during the initial setup. With Auto-Add disabled, search for the users you wish to back up in the **Add Users** field. Click the checkbox for the user you've selected, click **Back up selected users**, then **Confirm** to perform a backup for that user. At the bottom of the screen, you can add CSV files of existing user lists and custom site collections from an Excel spreadsheet.

**datto** | SAAS PROTECTION

OneDriveExchangeSharePointReporting

SEAT MANAGEMENT

**AUTO-ADD**

Enabling Auto-Add will automatically initiate backups for all the users and shared/resource mailboxes in your domain (Limit 500 users for Trials):

ENABLE

DISABLE

Your current auto-add status is: OFF

REFRESH USERS

**ADD USERS**

SEARCH BY NAME OR E-MAIL

BACK UP SELECTED USERS

	NAME	EMAIL
<input checked="" type="checkbox"/>	Mark Tichenor	mtichenor@mtadmin.onmicrosoft.com

LOAD MORE

**REMOVE USERS**

SEARCH BY NAME OR E-MAIL

STOP BACKING UP SELECTED USERS

No items to display.

**SHARED/RESOURCE MAILBOXES**

**ADD USERS**

SEARCH BY NAME OR E-MAIL

BACK UP SELECTED USERS

No items to display.

**REMOVE USERS**

SEARCH BY NAME OR E-MAIL

STOP BACKING UP SELECTED USERS

No items to display.

**USER LIST UPLOAD**

Upload a CSV file of users and shared/resource mailboxes that should be backed up:

UPLOAD CSV

**IGNORED USERS LIST UPLOAD**

Upload a CSV file of users and shared/resource mailboxes that should not be backed up:

UPLOAD CSV

ADVANCE TO DASH@BOARD

**ADD CUSTOM SITE COLLECTIONS**

Learn More

PASTE URLS FROM CLIPBOARD






**SITE COLLECTION LIST UPLOAD**

Upload a CSV file of Site Collections:

UPLOAD CSV

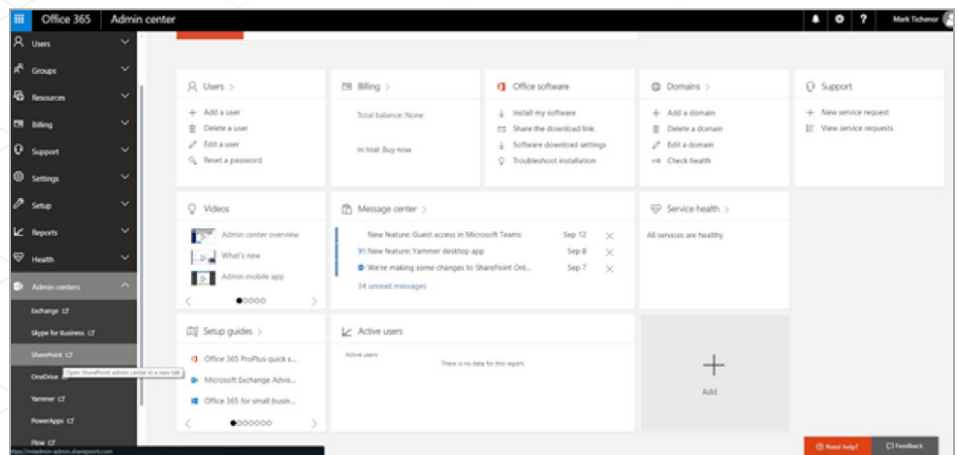


When finished adding users, click **Advance to Dashboard**. Your Office 365 apps are now protected by Datto SaaS Protection.

<div>Office365</div> <div>CALENDAR</div> <div></div> <div>BACKUP STATUS Accounts backing up properly</div> <div>BACKUP SEATS</div> <div>100</div> <div>0</div> <div>10</div> <div>1</div> <div>TOTAL LICENSES</div> <div>MANAGED</div> <div>OPEN LICENSES</div> <div>UNPROTECTED</div>	<div>Office365</div> <div>CONTACTS</div> <div></div> <div>BACKUP STATUS Accounts backing up properly</div> <div>BACKUP SEATS</div> <div>100</div> <div>0</div> <div>10</div> <div>1</div> <div>TOTAL LICENSES</div> <div>MANAGED</div> <div>OPEN LICENSES</div> <div>UNPROTECTED</div>	<div>Office365</div> <div>MAIL</div> <div></div> <div>BACKUP STATUS Accounts backing up properly</div> <div>BACKUP SEATS</div> <div>100</div> <div>0</div> <div>10</div> <div>1</div> <div>TOTAL LICENSES</div> <div>MANAGED</div> <div>OPEN LICENSES</div> <div>UNPROTECTED</div>	<div>Office365</div> <div>ONEDRIVE</div> <div></div> <div>BACKUP STATUS Accounts backing up properly</div> <div>BACKUP SEATS</div> <div>100</div> <div>0</div> <div>10</div> <div>1</div> <div>TOTAL LICENSES</div> <div>MANAGED</div> <div>OPEN LICENSES</div> <div>UNPROTECTED</div>
<div>Office365</div> <div>SHAREPOINT</div> <div></div> <div>BACKUP STATUS Accounts backing up properly</div> <div>BACKUP SEATS</div> <div>100</div> <div>0</div> <div>10</div> <div>1</div> <div>TOTAL LICENSES</div> <div>MANAGED</div> <div>OPEN LICENSES</div> <div>UNPROTECTED</div>			

## ADDING SHAREPOINT SITES

1. Log in to Office and click the Admin option.
2. In the Admin panel, expand the **Admin Centers** section of the drop-down menu and select the **SharePoint** option.

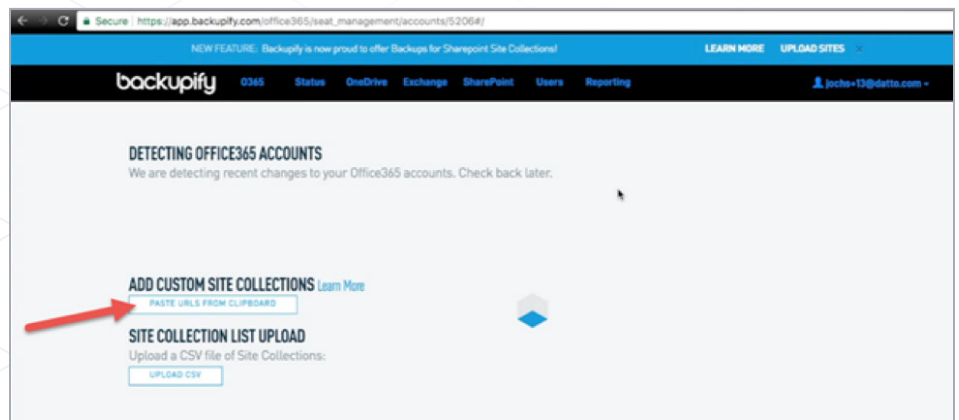




3. Select all addresses and copy them to your clipboard. You can use Ctrl + A keys to copy the entire screen, as Datto SaaS Protection will parse out the SharePoint addresses.



4. Log in to Datto SaaS Protection for Office 365 and click the **Users** button from the toolbar at the top, then scroll to the bottom of the page and click the **Paste URLs from clipboard** button.



5. Paste the text into the box; your sites will be added automatically.

For further steps, or general support, visit our [knowledge base](#) and search for "Datto SaaS Protection O365"