



# **Hosted Exchange Email Backup MSP Guide**

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## Introduction

This document describes the prerequisites required and the process to add hosted exchange mailboxes to Dropsuite backup.

## Prerequisites

- Remote PowerShell should be enabled in the Exchange Server.
- PowerShell admin user account that has permissions to execute following commands.
  - Get-Mailbox
  - Select-Object
  - Get-MailboxPermission
  - Add-MailboxPermission
  - Remove-MailboxPermission
  - Remove-MailboxFolderPermission
  - Set-MailboxFolderPermission
  - Add-MailboxFolderPermission
  - Get-MailboxFolderPermission
  - Get-ExchangeServer
  - New-Mailbox
  - Get-WebServicesVirtualDirectory

If the subscription is an Archive subscription PowerShell user required permissions to execute following additional command to setup journaling.

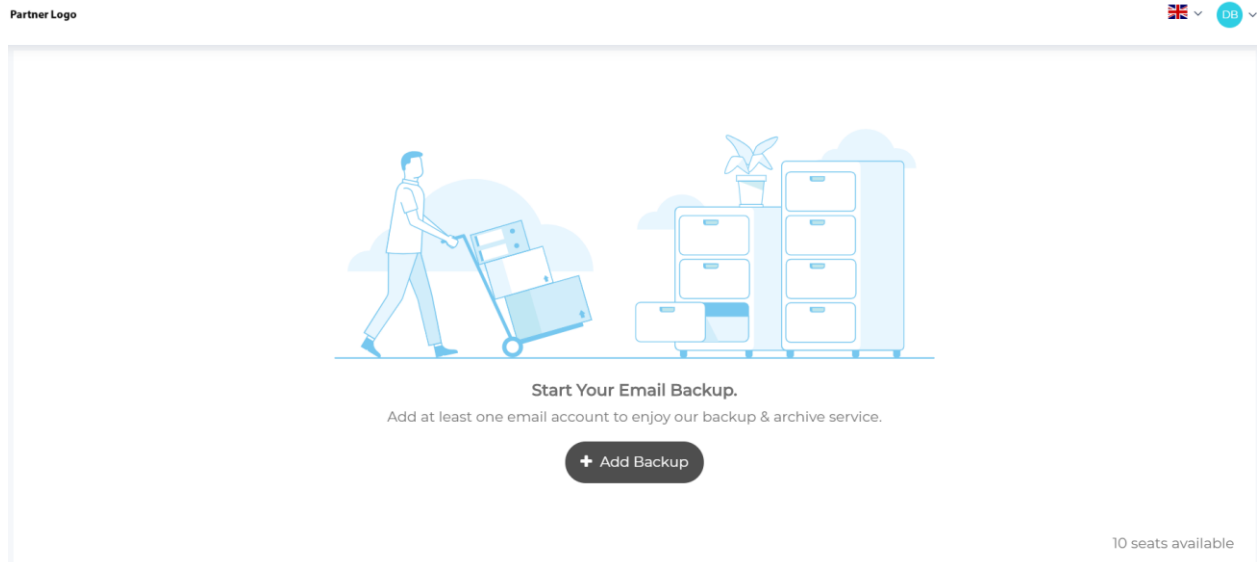
- Get-DistributionGroup
  - New-DistributionGroup
  - Get-DistributionGroupMember
  - Add-DistributionGroupMember
  - Get-JournalRule
  - New-JournalRule
  - Remove-DistributionGroupMember
  - Get-DistributionGroupMember
  - Get-TransportConfig
  - Set-TransportConfig
  - Remove-DistributionGroup
  - Remove-JournalRule
- Whitelist Dropsuite PowerShell service IP to remotely log into the Exchange Server. PowerShell service IP is shown in the Add Hosted Exchange Emails form.

### Enter Exchange Server PowerShell Admin Credentials to add mailboxes for backup

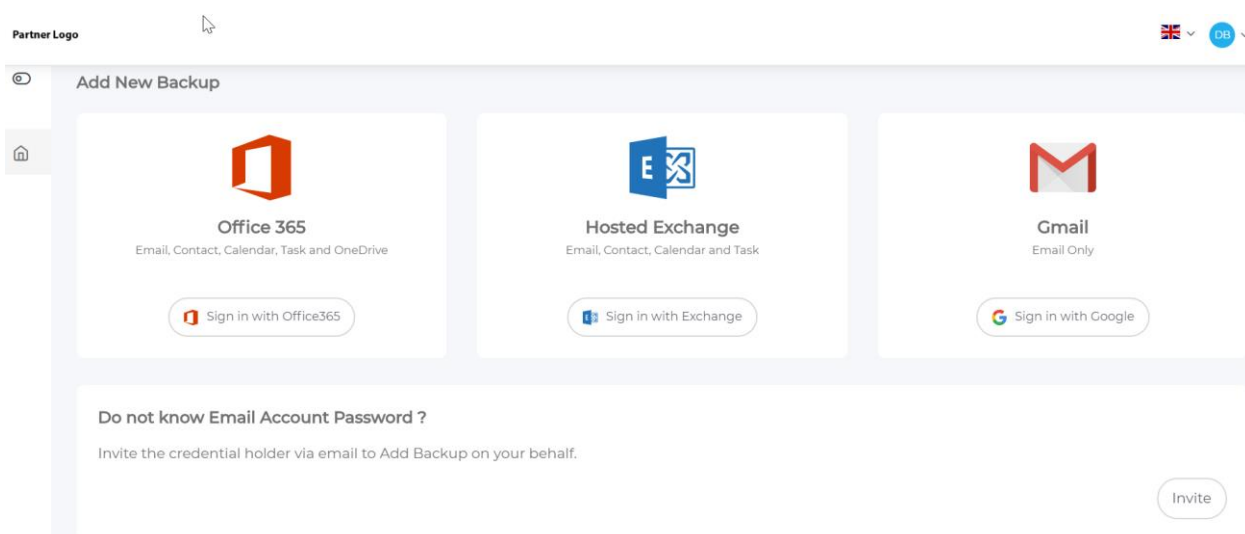
Our external IP address for powershell service is [REDACTED] Please update your firewall settings to allow access to this IP

## Adding Exchange mailboxes for backup

- Login into the end user dashboard.
- Click Add backup



- Click on Hosted Exchange Icon



- Enter Exchange server PowerShell admin credentials

- **Powershell Connection Uri:** Powershell connection Url of the Exchange Server  
E.g.: https://exchange.dropmyemail.com/powershell/
- **Username:** Powershell admin username with domain  
E.g.: exchange.dropmyemail.com\Administrator
- **Password:** Powershell admin password
- **Authentication Mechanism:** Default is Basic
- **Enable SSL:** Default is Enable

- Click on **Login**

**Enter Exchange Server PowerShell Admin Credentials to add mailboxes for backup**

Our external IP address for powershell service is **209.232.177**. Please update your firewall settings to allow access to this IP

Powershell Connection Uri

Username






Password

Authentication Mechanism

Enable SSL

Login

- Select the mailboxes that need to add to the backup and Click in Start Backup

<input type="checkbox"/>		december2 december2@dropmail.com	Available	⋮
<input type="checkbox"/>		december3048 december3048@dropmail.com	Available	⋮
<input type="checkbox"/>		Dondi Shared dondi@dropmail.com	Available	⋮
<input type="checkbox"/>		fj@dropmail.com fj@dropmail.com	Available	⋮
<input type="checkbox"/>		globaladmin globaladmin@dropmail.com	Available	⋮

## Important

- Make sure not to delete or change password of the mailbox we create on exchange server for granting permissions to user mailboxes. ([dropsuitebackupXXXX@domain.com](mailto:dropsuitebackupXXXX@domain.com))
- Please set the password expiration policy for this mailbox to never expire.
- You can find the powershell connection URL by login into your exchange admin center (ECP).
- Go to servers > virtual directories, select powershell and click edit. Here you can note the External URL.

Enterprise Office 365

### Exchange admin center

recipients servers databases database availability groups **virtual directories** certificates

Select server: All Servers  
 Select type: All

NAME	SERVER	TYPE
Autodiscover (Default Web Site)	WIN-RBG7HQTHOUE	Autodiscover
ecp (Default Web Site)	WIN-RBG7HQTHOUE	ECP
EWS (Default Web Site)	WIN-RBG7HQTHOUE	EWS
Microsoft-Server-ActiveSync (Default Web S...	WIN-RBG7HQTHOUE	EAS
OAB (Default Web Site)	WIN-RBG7HQTHOUE	OAB
owa (Default Web Site)	WIN-RBG7HQTHOUE	OWA
<b>PowerShell (Default Web Site)</b>	WIN-RBG7HQTHOUE	<b>PowerShell</b>

Virtual Directory

Secure https://exchange.dropmyemail.com/ecp/VDirMgmt/EditPowershellVDir.aspx?pwmcid=4&Retur...

PowerShell (Default Web Site) Help

general authentication

Server: WIN-RBG7HQTHOUE

Last modified time: 9/22/2017 12:16 PM

Internal URL: http://win-rbg7qthoue.exchange.dropmyemail.com/pow

External URL: https://exchange.dropmyemail.com/powershell

save cancel