# Vaultastic for Microsoft 365

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## Overview

Your use of the M365 applications such as Outlook, Teams, OneDrive and Sharepoint generate a lot of valuable data that should be archived for data backup, supervision or compliance use cases.

Vaultastic can be configured to receive, store and index email, file, teams and sharepoint data in various stores depending on the data type and the frequency of access.

There are different ways to ingest this data automatically or manually to the various Vaultastic stores as shown in the table below

| Data Source | Destination Vaultastic Store | Description |
|---|---|---|
| Live Email transactions | Active Store | To make sure that a **copy of every mail transacted by selected or all users is automatically copied** to the Vaultastic Active Store, the **journaling feature of M365** is used.<br><br>**The one-time setup to configure this automation is as** [documented here](https://docs.mithi.com/home/how-to-configure-microsoft-365-or-office-365-to-journal-emails-to-vaultastic) (https://docs.mithi.com/home/how-to-configure-microsoft-365-or-office-365-to-journal-emails-to-vaultastic)**.** |

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| Data Source | Destination Vaultastic Store | Description |
|---|---|---|
| Email already delivered to user's mailboxes. | Active, Open or Deep Store | **Email residing in users mailboxes can be copied from the mailboxes to the Vaultastic Active, Open or Deep Stores using the appropriate LegacyFlo request types.**<br><br>The details of copying this data to Vaultastic Open or Deep Store is given here (https://docs.mithi.com/home/upload-from-a-mailbox-to-vaultastic-v4-open-store).<br><br>The details of copying the data to Vaultastic Active Store is given here (https://docs.mithi.com/home/import-from-a-mailbox-into-vaultastic-v4-active-store).<br><br>**If the Outlook mailboxes have been configured to automatically move aging data to the M365 In-place Archive**, then this data can be exported into PST files and uploaded to the Vaultastic Open or Deep Store as given here (https://docs.mithi.com/home/exporting-pst-files-from-microsoft-365-in-place-archive). |
| Email exported from mailboxes and stored in EML/PST files. | Active, Open or Deep Store | Email data already in PST files can be uploaded to the Vaultastic Open Store. **There are multiple ways to upload to the Open/Deep Store as** given here (https://docs.mithi.com/home/vaultastic-open-store).<br><br>Once uploaded to Open or Deep Store, this data can be activated by copying to the Active Store. |

| Data Source | Destination Vaultastic Store | Description |
|---|---|---|
| Teams chat communication data | Active, Open or Deep Store | Teams Chat communication data can be archived to Vaultastic for supervision, long term data protection and compliance needs.<br><br>LegacyFlo requests can be used to archive OneOnOne or Group chats of selected or all users on M365 filtered by a start and end date.<br><br>LegacyFlo converts the chats into emails which can be uploaded to the Vaultastic Active or the Vaultastic Open and Deep Stores.<br><br>Refer to the following documents for details: TEAMS-S3-PST (https://docs.mithi.com/home/backup-m365-teams-data-onto-the-vaultastic-open-store), TEAMS-S3-ZIP (https://docs.mithi.com/home/backup-m365-teams-data-onto-the-vaultastic-open-store) and TEAMS-VAULTASTIC4 (https://docs.mithi.com/home/backup-m365-teams-data-onto-the-vaultastic-active-store) |
| OneDrive data | Open or Deep Store | OneDrive data can be uploaded to the Vaultastic Open or Deep Store using LegacyFlo as mentioned here (https://docs.mithi.com/home/backup-onedrive-data-onto-the-vaultastic-open-store). |
| Sharepoint Documents | Open or Deep Store | Sharepoint Site documents can be uploaded to the Vaultastic Open or Deep Store as detailed here (https://docs.mithi.com/home/backup-documents-from-m365-sharepoint-to-vaultastic-open-or-deep-store). |

## Getting started

Getting started is a few easy steps as mentioned below:

Step 1: Create one or more Distribution Lists on M365 to collect the user lists for whom you want to backup data. If the archival has to be done for all the users in a domain, then you can follow the steps to create a dynamic distribution list (https://docs.mithi.com/home/adding-a-dynamic-distribution-list-for-all-users-in-a-domain).

Step 2: Set up journaling to safeguard live mail flow (https://docs.mithi.com/home/how-to-configure-microsoft-365-or-office-365-to-journal-emails-to-vaultastic).

Step 3: Generate Microsoft Graph API access keys (https://docs.mithi.com/home/getting-access-to-the-m365-graph-api) to access required data and register with LegacyFlo.

Step 4: Define LegacyFlo schedules to automatically backup (https://docs.mithi.com/home/legacyflo-scheduler) OneDrive, Teams and Sharepoint Site document data.

Step 5: One-time upload of old data from users mailboxes / drives or teams chat using LegacyFlo (https://docs.mithi.com/home/how-to-submit-multiple-data-migration-requests-in-legacyflo-application)