



# Backup and Archiving for Microsoft 365

Most companies don't realize why Microsoft 365 users need backup and archiving systems. Here are the facts:

- ✓ The most common mistake employees make is **accidentally deleting data.**
- ✓ Microsoft 365 saves deleted emails in the recycle bin for only **up to 90 days.**
- ✓ Based on **Microsoft's Service Agreement (Sec.6b):**

*"Microsoft is not liable for any disruption or loss you may suffer as a result. In the event of an outage, you may not be able to retrieve Your Content or Data that you've stored... We recommend that you regularly backup Your Content and Data that you store on the Services or store using Third-Party Apps and Services."*

With companies **losing \$4.61M on average**, and data breach costs growing by 10% every year, a backup and archiving solution for your Microsoft 365 data is paramount to business success.

For more information, please contact us:

## Dropsuite's Backup and Archiving Options protect your Microsoft 365 Tools.

### Exchange Online Backup

Emails, attachments, and other data stored in Exchange Online can have massive file sizes. Take the hassle out of keeping Exchange Online files secure and protected through our automated backup and archiving system. Dropsuite also provides unlimited storage, so you'll never need to worry about running out of space.

### OneDrive Backup

With Dropsuite, end your worries about experiencing interference from other apps in Microsoft 365. Back up your OneDrive files and secure complete copies of critical business digital assets, ensuring protection from hackers, encryption malware, accidental deletion, and more.

### SharePoint Backup

Protect your business-critical data in SharePoint from loss or threat. Dropsuite backs up documents and folders, assigns permissions, offers restoration options, and uses our intelligent backup tools to easily store, secure, administer and quickly restore your SharePoint data.

### Groups Backup

Backing up Groups is critical to enable the continuation of work with minimal recovery time or data loss in the event of a security breach. Dropsuite's 1-Click option restores your Group data and communications, and gets you back to sharing, collaborating, and accessing all your Group information and resources in a single click.

### Teams Backup

Leverage the flexibility of Teams and enable a wide range of capabilities across the entire service – from file sharing to meetings, to private chats, and more – without the worry of data loss and accidental deletion. Dropsuite ensures your Teams' business-critical information is securely backed up in the event of breaches or insider threats.

### Calendars, Contacts, and Tasks

Microsoft Calendars, Contacts, and Tasks are often forgotten or overlooked and can lead to significant data protection gaps. But these files contain critical business information, as well, and they are just as necessary to protect. With Dropsuite, you can.

## Additional Functionalities and Benefits



### Automated Backups

Setting up automated backups for compliance or just to “set and forget” is easy with just a few clicks of a button.



### Insights BI Analytics

Advanced analytics toolkit that enables you to find patterns of usage, identify issues, and recommend optimizations.



### Military-Grade Encryption

Dropsuite uses military-grade AES 256-bit encryption and TLS/SSL to ensure your data is protected in transit and at rest.



### Incremental Backups

Our solution finds and backs up only changed files which means your backup time is fast, and your storage is minimized.



### Single Pane of Glass

Our Microsoft 365 data backup dashboard makes it simple to set up, administer, manage user access, restore files, and much more.



### Granular Restore

We provide granular restore so you can easily find and restore a single email, a mailbox, or the entire email ecosystem.

## Microsoft 365 Backup Details

Outlook	Sharepoint	OneDrive	Contacts/ Calendars/ Tasks	Groups & Teams
<ul style="list-style-type: none"><li>• View email without search</li><li>• Migrate per user to other user or destination</li><li>• Download (PST EML)</li><li>• Download Mailbox</li><li>• Shared Mailbox</li><li>• Restore mailbox, folder, message</li><li>• Migrate per mailbox to other user or destination</li><li>• Download PST, EML, mailbox</li></ul>	<ul style="list-style-type: none"><li>• Restore site, document library, folder, files</li><li>• Restore to other site</li><li>• Restore all to one folder</li><li>• Download files</li><li>• Lists – items and columns for all permissions</li><li>• Document Libraries – content, views and content types for all permissions</li><li>• Sub-Sites – lists and document libraries</li></ul>	<ul style="list-style-type: none"><li>• Restore drive, folder, files</li><li>• Restore to other drive</li><li>• Restore all to one folder</li><li>• Download drive, folder, files</li></ul>	<ul style="list-style-type: none"><li>• Restore calendar events, contacts, tasks</li><li>• Download files</li><li>• Email and Folders for Mailboxes and Public Folders</li><li>• Shared Mailboxes</li></ul>	<ul style="list-style-type: none"><li>• Download files</li><li>• Channel Chat</li><li>• Tasks</li><li>• Email</li><li>• Drive</li><li>• Site</li><li>• Calendar</li><li>• Files</li><li>• Conversations</li><li>• Notebook</li><li>• Planner</li><li>• Private Chat*</li></ul>

\*Please note that Microsoft charges for M365 Teams Private Chat export. Therefore, if you are backing up Teams Private Chat, you will see pass-along cost from Microsoft within your monthly Azure bill. This is not an additional charge from Dropsuite.