



# MYTH VS. REALITY

What you need to know about  
Microsoft Office 365 Backup

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# Introduction

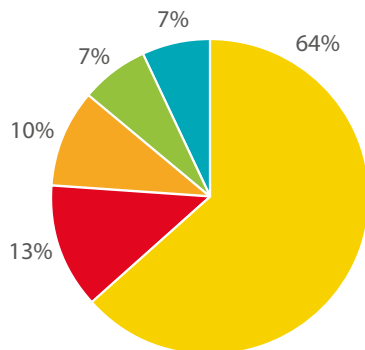


## **FACT:** Data loss can occur in cloud-based applications, including Microsoft Office 365

Office 365 and the cloud do not prevent data loss caused by users. 75% of data loss is due to people deleting content accidentally or intentionally<sup>1</sup>, and that's not the only threat.

Another study<sup>2</sup> found that 32% of the companies surveyed had experienced data loss from:

- User Error (64%)
- Malware (13%)
- Closing an Account (10%)
- Malicious Deletion (7%)
- Third-Party Software (7%)



Sources of Data Loss



## **FACT:** Deleted items in Office 365 will be permanently removed after 14 days<sup>3</sup>

Deleted items in Office 365 may be unrecoverable before anyone realizes the needed files are missing. Expanded Office 365 licenses and features offer some archiving tools but don't protect against deletion. Plus, with Office 365 alone there's no fast, easy way to restore content exactly as it was and where it was so your users can get back on track quickly.

Exchange Online, SharePoint Online, and OneDrive for Business are the applications your business relies on every day. But without a smart backup plan, finding and restoring lost Office 365 data can take hours, days, or even longer. Spanning Backup for Office 365 gives you the tools to quickly recover lost emails, folders, files and more. No more panic when a user deletes an item, just quick recovery and back to business.

**Read on and learn how to broaden your backup and recovery plan to include purpose-built protection for Microsoft Office 365.**

**FACT:** Without smart backup, the time and cost of restoring lost data can be extreme.

## Estimated time to restore from Office 365:



<sup>1</sup> IT Compliance Policy Group <sup>2</sup> January 2013 SaaS report by the Aberdeen Group

<sup>3</sup> This retention can be extended to a maximum of 30 days.



## EMAIL

Searching for a lost email can take hours.  
Or, it can take seconds with the right backup plan in place.

# Protecting Email: Exchange Online



## EMAIL

Recover in seconds  
instead of hours or days

**FACT: Finding and restoring a lost email via Office 365 can take hours.**

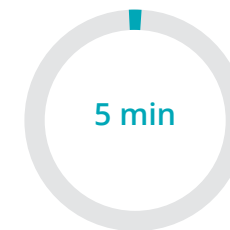
Key business decisions, project planning, file sharing, and other employee-generated data that makes your business run is often communicated over email. With many workers connected via email for extended hours each day, backup for Exchange Online is more and more important.

But lost email is inevitable. Users will accidentally delete important messages as they manage their overflowing mailboxes. Some organizations will suffer loss by ransomware, file corruption, or malicious deletion. By default, Exchange Online purges deleted messages after 14 days. That key email may already be permanently erased by the time a user realizes it's missing.

Even if you choose extended Office 365 licenses with a longer window before purges, the time it takes to find and restore a lost email can be cost prohibitive. If you've ever had to search through archives using the Exchange Online Litigation Hold feature, most likely you never want to suffer through that again. Litigation Hold is a great safety net for archiving but not an effective method for backup and recovery. There's an easier way, and you've got better things to do with your time.

**Two ways to find and restore lost email:**

**Spanning  
Backup for Office 365**



**Office 365  
Archiving**



Spanning Backup for Office 365 protects your employees' email for a low per user per month price. When an email is lost, you can quickly search or browse to what you need in an intuitive web interface and restore what's missing. The whole process takes seconds or minutes, instead of hours.

With Unitrends you can also restore entire Outlook mailboxes, something you can't do with Office 365 alone.



## FILES

Users can delete key files on SharePoint and OneDrive.  
You can panic, or you can recover.

# Protecting Files: SharePoint & OneDrive



## FILES

Restore files with ease,  
even after Office 365 purges

**FACT: SharePoint Online and OneDrive for Business have no archiving or expanded data protection features to recover lost data.**

SharePoint Online and OneDrive for Business are key tools for many Office 365 users as well as for the IT staff that supports them. Both applications provide users and teams with the tools to share and organize files, plus the ability to work from nearly anywhere. Another benefit for IT organizations is that these applications make it easy to manage user access and permission levels as compared to setting up custom network drives.

Many users are under the false impression that their SharePoint Online and OneDrive for Business data can't be lost because it's in the cloud. But data can be deleted due to user error or malicious deletion, and files can become corrupted. Without a backup solution, Office 365 provides no method for recovery after data is purged. And even if the data is still in the Office 365 Recycle Bin, searching for what's needed can be a needle in a haystack, and restoring can be tricky.

But there is another way. Spanning Backup for Office 365 helps you quickly find the data you need and restore it. Unlimited backup, auto-discovery, and up to 6 snapshots daily ensure complete and up-to-date protection. The powerful search makes it easy to find what you're looking for, and one-click restore puts it right back where it was with no overwrites.

SharePoint Site Admins can permanently delete their SharePoint data, making it immediately unrecoverable.



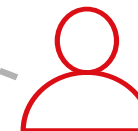
Corrupted files can take hours to rebuild.



Office 365  
Business  
Data



Items in the recycle bin are unrecoverable after 186 days.



End users can permanently delete data in their OneDrive for Business account, making it immediately unrecoverable.



## TOTAL MAILBOXES

Deleted Exchange Online mailboxes, folders and calendar items can't be restored with just Office 365. But there is another way.



# Protecting Total Mailboxes: Exchange



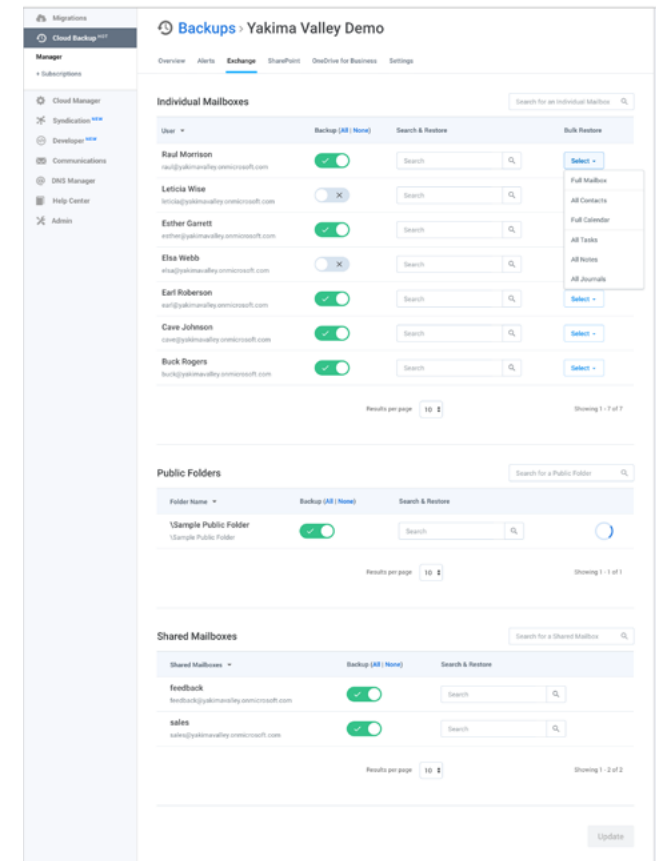
## TOTAL MAILBOXES

Safeguard all of your users' Exchange Online data, not just email

**FACT:** Office 365 has no protection against deleted mailboxes, folders, & calendars.

Though it may require hours of searching, it can be possible to restore single lost emails using Office 365 alone. However, there's no way to restore account information such as folders, calendars, tasks, or entire mailboxes. Your company's executives and sales team may have information for important business connections stored in Outlook. Lost data can mean lost deals or stalled strategic partnerships. Plus, entire Exchange Online mailboxes may be lost to malicious or accidental deletion, and restoring these emails one-by-one would take forever.

Spanning Backup for Office 365 provides an easy way to find and recover any lost Exchange Online data. Quickly locate and restore a set of emails, a folder, or an entire mailbox. Easily restore deleted calendar items and tasks. Just need a single email? That's easy, too. All of the data is available through an intuitive web interface. Use the powerful search tool or browse by Office 365 username to what you need and restore with one click.



Spanning Backup for Office 365 Web Interface



## UNLIMITED RETENTION

Cloud backup should make life easier, but it doesn't if you're forced to constantly manage your storage.

# Unlimited Retention for Hands-Off Backup



## UNLIMITED RETENTION

Reduce the time spent managing your cloud backup with low-cost, unlimited retention

**FACT:** Constantly managing cloud retention and storage limits in cloud can eat up all the hassle you wanted to avoid.

Cloud backup offers many benefits to overworked IT admins, including storage that easily grows with an organization's data footprint. However, depending on the backup solution you choose, increasing data in the cloud can come at a high cost that may not fit your budget. Constantly monitoring and adjusting cloud storage eats up all the time you were supposed to save with cloud backup. This is especially true when backing up applications with constantly changing amounts of data, such as Office 365 which grows as rapidly as your company grows.

But backup in the cloud doesn't have to break the bank or kill your productivity. Spanning Backup for Office 365 delivers unlimited retention in the cloud for one low monthly price per user. It's part of our über easy solution for protecting Office 365. No installation, no configuration changes when users are added, and no fussing with storage. Just automatic, hands-off backup and simple recovery when data is lost.

**FACT:** Forecast rates of growth in the next decade\*



**50 x Data**



**75 x Files**



\*Source: IDC Digital Universe Study (2014)



## **NO SWEAT RECOVERY**

When data loss happens in Office 365,  
recover quickly and get on with your day.

# Spanning Backup for Office 365



## NO SWEAT RECOVERY

Kill the panic and save the day

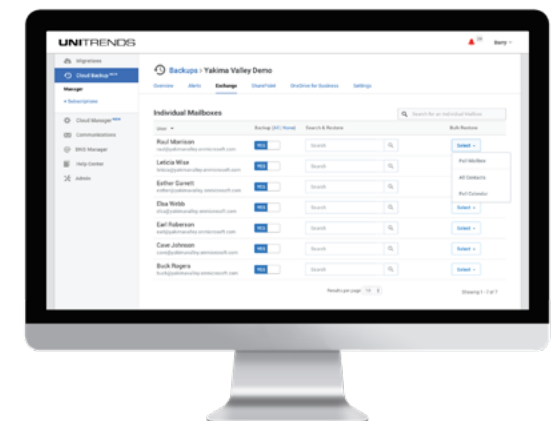
**FACT:** There's an easy, low-cost way to add backup for Office 365.

You already have Unitrends backup appliances in place for your physical and virtual servers. Now, broaden your backup and recovery plan to include purpose-built protection for Microsoft Office 365.

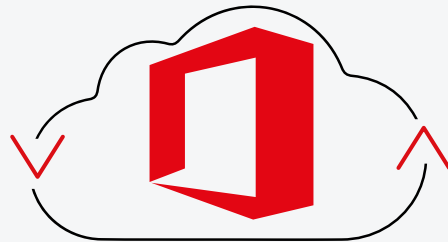
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## Spanning Backup for Office 365

- Automatic backup.
- Self-service recovery in seconds.
- Lost email restored in just a few clicks.
- Unlimited retention.
- Secure encryption.
- Easy set-up—nothing to install.
- Priced simply—per user, per month on an annual term.



## Your next step



To discover how Unitrends delivers automatic backup and easy recovery for Office 365:

### **Explore Spanning Backup for Office 365**

See details, read customer testimonials, and get pricing.

### **Request a free trial**



Contact us to test drive Spanning Backup for Office 365 in your environment.

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unitrends.com