

CHECKLIST · TECHNOLOGY

How to back up Microsoft 365 and Google Workspace data

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- ☐ **Write down your windows.** Note the default periods that apply to you: 14 days for Exchange Online items removed from Deleted Items, 93 days for the OneDrive work recycle bin, 30 days for Drive and Gmail trash plus 25 days for an administrator.
 - ☐ **Raise Exchange Online's deleted-item retention to 30 days.** Ask your Microsoft 365 administrator; the default is 14.
 - ☐ **Add a step to your staff-leaving routine.** Transfer or copy the person's mail and files before the account is deleted. Google Workspace data is gone 20 days after deletion, and a Microsoft 365 mailbox after 30.
 - ☐ **Check for unlicensed OneDrive accounts.** Ask your administrator to list them, since by default Microsoft makes them read-only after 60 days and archives them after 93.
 - ☐ **Choose a backup route for each service.** For Microsoft 365, Microsoft 365 Backup or a third-party service. For Google Workspace, a regular Data Export or Takeout stored outside Google, or a third-party service.
 - ☐ **Get a price in Australian dollars.** For Microsoft 365 Backup, ask your reseller, as Microsoft's page lists \$0.15 per gigabyte a month without naming a currency.
 - ☐ **Test it.** With a backup service, delete a test file and a test email and recover each. With an export, open the downloaded copy and confirm a known file and email are in it.
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