

BACKUPIFY FOR G SUITE

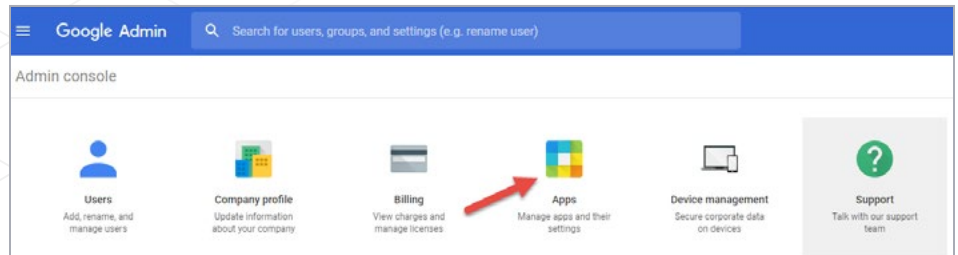
Quick Start Guide



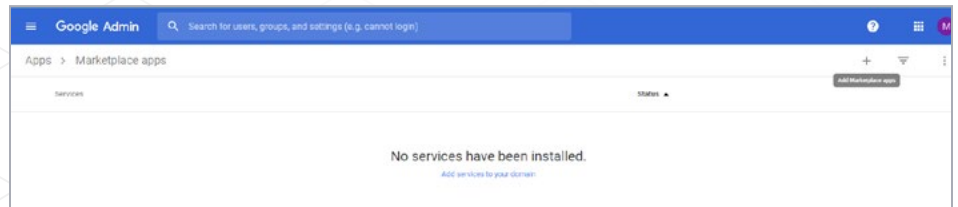
For Partners or Partner-managed customers, go to the Channel Setup for SaaS Protection for O365.

GETTING STARTED WITH BACKUPIFY FOR G SUITE

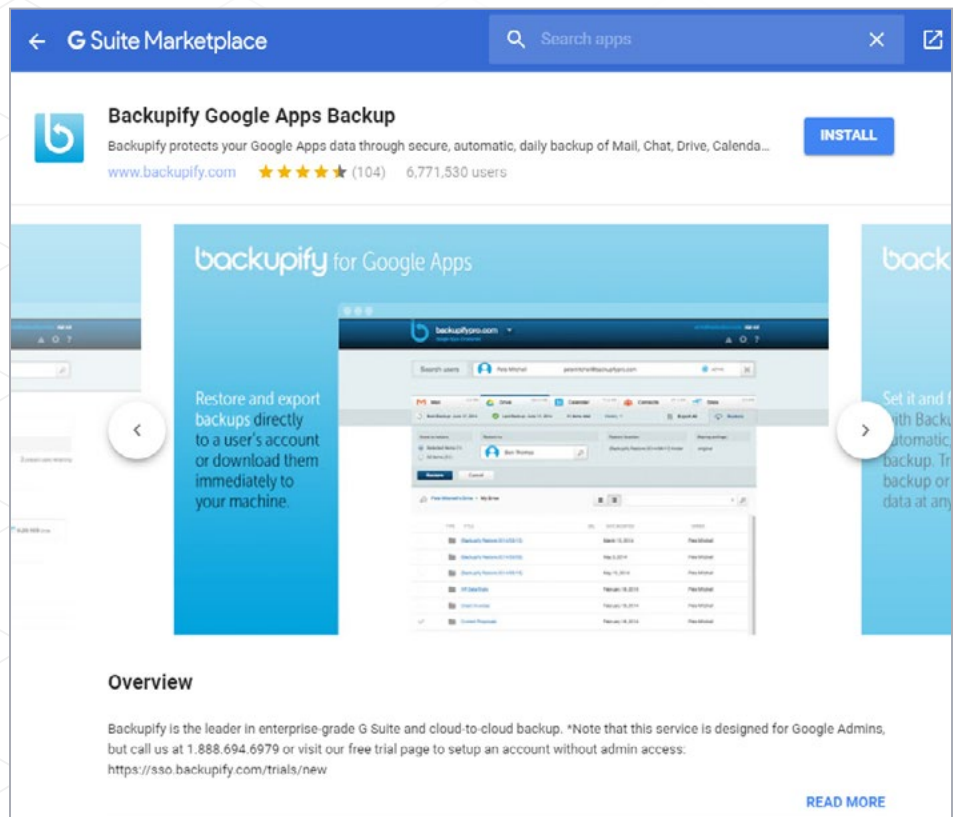
1. Open an incognito window and log into G Suite as a super admin user. **Install the Backupify App in G suite.** From the G Suite admin page, choose **Apps**.




2. Click the **plus sign** to add Marketplace apps.



3. In the Marketplace, search for Backupify. Then click the icon to install.

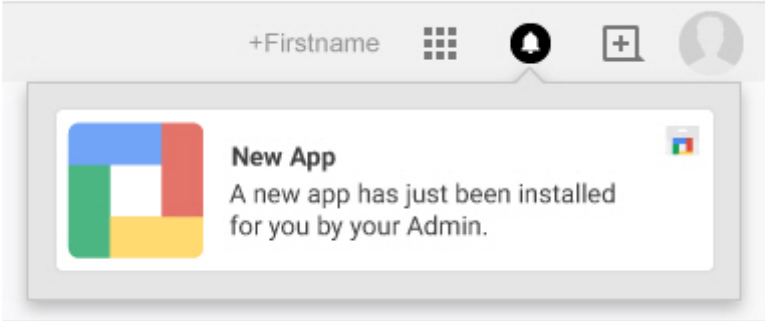


4. Click through the installation wizard to complete the installation.

 Backupify Go... has been installed! ✕

1 of 3 Notify your users

Would you like to notify your users that a new app has been installed?




Notification will be sent to users

Note: The notification will be sent in a few hours to users for whom the app is enabled.

[NEXT](#)


5. Click **Next**, then click **Complete Additional Setup Now** on the next screen.

 Backupify Go... has been installed! ✕

3 of 3 Additional setup

Backupify Google Apps Backup requires additional setup before your users can start using it. It is recommended that you complete this setup now.

[Complete additional setup now](#)

Opens in a new browser tab/window 

Notification will be sent to users: ON

- You'll now see the Backupify signup screen. Under **Select Backupify Product**, choose **G Suite**, then fill in the appropriate information and click **On to Backupify!**

The screenshot shows the Backupify signup interface. At the top left is the Backupify logo with the tagline 'a datto company'. The main content is divided into two sections: '1 SELECT BACKUPIFY PRODUCT' and '2 ADD ACCOUNT DETAILS'. Under '1', there are two product options: 'Office 365' and 'G Suite'. The 'G Suite' option is highlighted with a blue border and includes the text '\$3 / user per month'. Under '2', there are several form fields: 'First name' (filled with 'Mark'), 'Last name' (filled with 'Tehener'), 'Company' (filled with 'FlughubH, Inc.'), 'E-mail' (filled with 'ttschebor@flughubh.com'), and a password field (filled with asterisks). Below the password field, there are requirements: 'Required: 8 characters', '5 character minimum', and '2 or more different upper lowercase character types (numbers, letters, symbols)'. At the bottom, there is a 'TRIAL' section with a 'Code' field (filled with 'f722ea61-2209-44dc-96c2-2241a7e1c43') and a 'Trial code not working? Get a new one now!' link.

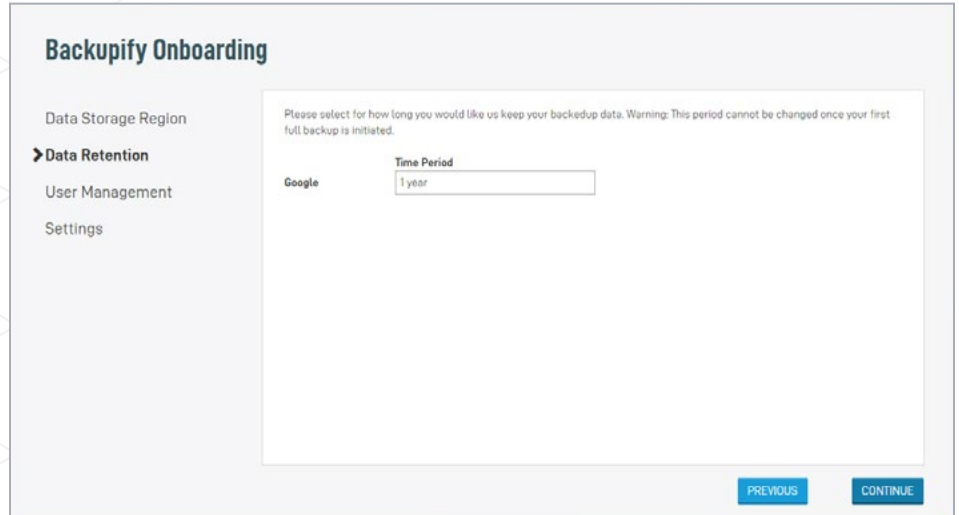
- The Onboarding Wizard will open. **Click Continue.**

The screenshot shows the 'Backupify Onboarding' wizard. On the left is a sidebar menu with the following items: 'Data Storage Region', 'Data Retention', 'User Management', and 'Settings'. The main content area has a heading 'Welcome To Backupify!' followed by the text: 'Thanks for procuring our backup services. As the first step of on-boarding, we'll need to establish how this service will be setup.' At the bottom right of the main content area is a blue 'CONTINUE' button.

- Choose the geographically appropriate data storage region. If your business is located outside the US, Backupify strongly recommends selecting **US (Pennsylvania) region**.

The screenshot shows the 'Backupify Onboarding' wizard at the 'Data Storage Region' step. The sidebar menu on the left has 'Data Storage Region' selected. The main content area has a heading 'Data Storage Region' followed by a text box: 'Please select where you would like Backupify to store your backed up data. You **WILL NOT** be able to change this after finalizing your on-board. If your business operates out of the United States, we highly recommend storing your data in the US(Pennsylvania) region.' Below this text is a dropdown menu for 'Data Storage Region' with 'US (Pennsylvania)' selected. At the bottom right of the main content area is a blue 'CONTINUE' button.

- Next, select how long you would like Backupify to retain your backed-up data. This setting cannot be changed once the initial backup is taken.



Backupify Onboarding

Data Storage Region

> Data Retention

User Management

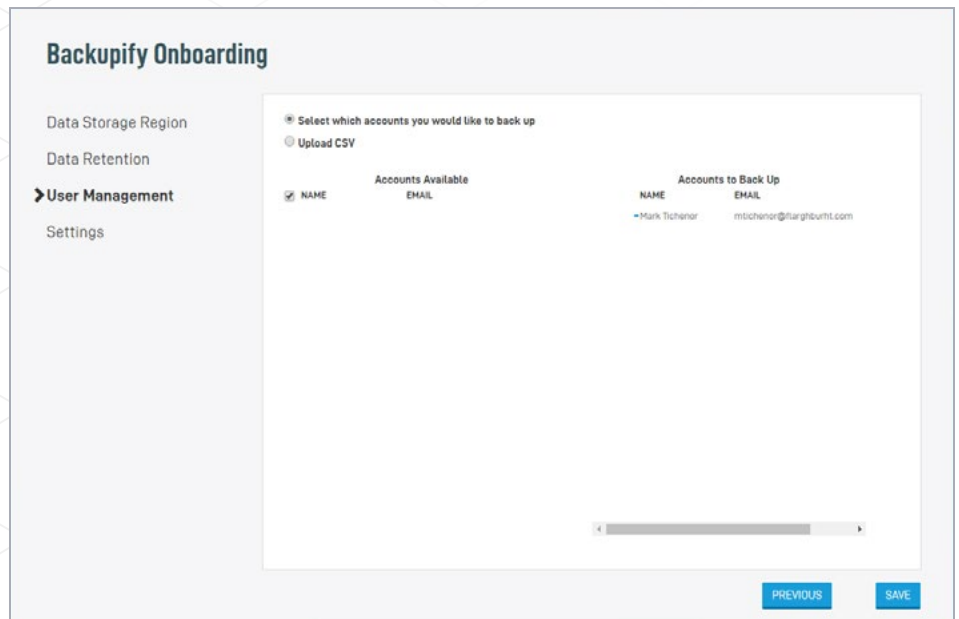
Settings

Please select for how long you would like us keep your backedup data. Warning: This period cannot be changed once your first full backup is initiated.

Google

PREVIOUS CONTINUE

- On the User management screen, choose **Select which accounts you would like to back up** to manually add users from the list. Choose Upload **CSV** to import a spreadsheet of users. After selecting users, click **Save**.



Backupify Onboarding

Data Storage Region

Data Retention

> User Management

Settings

Select which accounts you would like to back up

Upload CSV

Accounts Available		Accounts to Back Up	
NAME	EMAIL	NAME	EMAIL
		Mark Tichenor	mtichenor@farghbournt.com

PREVIOUS SAVE

11. On the Settings screen, select **Shared Settings** if you would like Backupify to export and restore account level permissions.

12. Select **Encrypt Exports** if you want to encrypt all of your exports.

The screenshot shows the 'Backupify Onboarding' settings page. On the left is a navigation menu with 'Data Storage Region', 'Data Retention', 'User Management', and 'Settings' (highlighted with a right-pointing arrow). The main content area is divided into two sections: 'Shared Settings' and 'Encryption'. The 'Shared Settings' section contains the text 'Please select whether you would like to retain the Shared Settings for our Shared Resources retained through the Backup, Restore, and Export processes of Backupify.' and a checked checkbox for 'Store Shared Settings'. The 'Encryption' section contains the text 'Please select whether you would like to encrypt exports. Warning: upon export, you will be responsible for decrypting the export.' and an unchecked checkbox for 'Encrypt Exports'. At the bottom right of the main content area are two buttons: 'PREVIOUS' and 'SUBMIT'.

13. The Backupify setup process is now complete. Click **Finish** to exit the wizard and go to the Backupify dashboard.

The screenshot shows the 'Backupify Onboarding' 'All Done!' screen. The left navigation menu now includes 'Settings' and is no longer highlighted. The main content area displays the text 'All Done!' followed by 'You are done. [Go to Dashboard.](#)' At the bottom right of the main content area is a single button labeled 'FINISH'.

Backupify will now take initial backups. G Suite is now protected.

NEW FEATURE: Backupify is now proud to offer Backups for Sharepoint Site Collections! [LEARN MORE](#) [UPLOAD SITES](#)

[DASHBOARD](#) [USERS](#)

14 days left on your trial
Ready to buy peace of mind? [BUY NOW](#)

? Questions about Backupify?
Check out our FAQ

Get the most out of your trial.
Learn more about Backupify's key features

Search users

Initial backup in progress. Check back in 24 hours to see your data.

USER SUMMARY

active 0	archived 0	not protected 1
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[View Users](#) [CSV](#) [Add Users](#)

Auto-add new users is **OFF**

TOTAL STORAGE: WILL APPEAR IN ABOUT 24 HOURS

[Email](#) [Calendar](#) [Contacts](#) [Drive](#) [Sites](#)

DOMAIN WATCH: 0 NOTEWORTHY ACTIVITIES

Time	Action	Name	Details
Today at 3:11 PM	Add Domain	Mark Tichenor	
Today at 2:58 PM	Login	Mark Tichenor	
Yesterday at 8:39 AM	Login	Mark Tichenor	

[Full Activity Log](#)