

# The Ultimate IT Checklist:

## What to Look For in a Microsoft 365 and Google Workspace Backup Solution



If you're in the market for a backup vendor to protect your business's cloud-based data, it's important to understand what to look for. With Microsoft 365 and Google Workspace becoming the crux of internal business operations and collaboration, your backup solution will have a lasting impact.

Here are some things to keep in mind while evaluating cloud backup solutions:

### Data

- Identify which data is most critical to your business.** Identifying where your utmost critical data resides, and where the business is expecting to grow, will help you identify the vendor that is best suited for you.
- Calculate how much data needs to be backed up.** Some vendors charge for storage. These costs can build up very quickly. Your data can too. With no storage limits, your backup solution will grow seamlessly with you, with no added costs involved.
- Compare the solution's ease of use to the time your team has available to manage it.** Staff time is at a premium; you want a solution that doesn't put additional pressure on already limited staff availability.
- Identify key feature priorities.** How many backups per day make sense for your business? How speedy is the recovery process? Does the solution take a fair amount of manual management, or can you 'set it and forget it'? These are items to prioritize with your team.

### Security

- Assess your security needs.** Products that back up data in compliance with Service Organization Control (SOC 1/ SSAE 16 and SOC 2 Type II) reporting standards can meet HIPAA and GDPR compliance needs.
- Choose your cloud preference.** Look for a host with a private cloud to provide maximum peace of mind in terms of data security. You maintain control over your data and minimize potential ransomware, hardware failure, theft, and accidental deletion.

### Costs

- Determine what cost structure works best for your business.** Per-user costs may seem straightforward. Sometimes they're not. If an employee leaves and a new employee needs access to their data, is that a new user? For some vendors, it is, and that can increase your costs exponentially.
- Look for upfront pricing.** The bottom line is that you need to know what your upfront costs are, as well as what you should budget for future expenses.

### Product Support

- Assess your team's support needs.** You need access to your data and answers to your questions when you need it. Most large enterprises operate across multiple time zones and can't be held hostage by a provider only available during specific hours.
- Ensure support doesn't come as an added cost.** You want to form a relationship with a vendor that doesn't charge extra for doing what they should be doing in the first place — providing you with exceptional service and support.

If your business's backup solution doesn't cover the points above, you may not be able to recover valuable data and could experience business-threatening downtime. Backupify can help. A cloud-to-cloud backup solution that offers comprehensive backup and recovery for critical cloud data, Backupify is built for businesses with critical data in Microsoft 365 and Google Workspace.

### Comprehensive Data Protection

#### Microsoft 365

- Exchange
- Tasks
- OneDrive
- SharePoint
- Teams

#### Google Workplace

- Gmail
- Google Drive
- Calendar
- Contacts
- Shared Drive

To learn more about how Backupify can keep your business-critical data accessible even in the event of loss, [request a personalized demonstration to see it in action.](#)



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