



# Backup and Archiving for Google Workspace

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

- ✓ Humans are prone to mistakes, and the most common mistake employees make is **accidentally deleting data**.
- ✓ Google deletes end-user Drive files in the Trash folder **after 30 days**.
- ✓ Workspace only **allows admins 25 days to restore items** deleted from a user's trash.
- ✓ Emails are also only kept in the Trash and Spam folders for 30 days before being **permanently deleted**.

Using Trash as a temporary data backup repository is a risky business. With companies **losing \$4.61M on average**, and data breach costs growing by 10% every year, a backup and archiving solution for your Google Workspace data is paramount to business success.

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For more information, please contact us:  
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## Dropsuite's Backup and Archiving Options protect your Google Workspace Tools.

### Google Workspace Backup

Workspace Gmail backup protects your data where Gmail does not, ensuring data is backed up to most regulatory specifications. Key features include:

- Automated backup process
- One-Click restore and download
- Advanced search with 20+ criteria
- Secure 256-bit (AES) military-grade encryption

### Google Workspace Archiving

Google Workspace Archiving includes everything in Backup, plus additional features such as archiving, journaling, compliance, and e-Discovery. Dropsuite's cloud-based email archiving solution helps businesses efficiently store, manage, safeguard, and discover data for Google Workspace users.

### My Drive Backup

Ensure all your business digital assets in My Drive are protected. Maintain complete copies of critical business digital assets in My Drive to ensure protection from hackers, encryption malware, accidental deletion, and more.

### Gmail Backup

Set up an automated Gmail Backup system that backs up several times a day. Speed is maximized because Dropsuite backs up recently updated files first. Never have to worry about running out of space with Dropsuite's unlimited Gmail backup storage. Take the hassle out of keeping your Gmail files, attachments, and emails secure and protected.

### Shared Drive Backup

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

### Contacts, Calendars, Tasks

Google Calendars, Contacts, and Tasks are often overlooked, leading to significant data protection gaps. Because these files can contain critical business information, they are just as necessary to protect. Keep records of important events, meetings, and errands, plus save your Contacts and keep track of your Tasks with Dropsuite.

## 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 Google Workspace 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.

## Google Workspace Backup Details

Gmail	Shared Drive	My Drive	Contacts / Calendars / Tasks
<ul style="list-style-type: none"><li>• Restore mailbox, label, message</li><li>• Migrate per user/per mailbox to other user or destination</li><li>• Shared Mailbox</li><li>• Download PST, EML, mailbox</li><li>• Restore to original label, other label, new label</li><li>• Restore to original mailbox/user</li><li>• Restore/Migrate to other Workspace mailbox/user</li><li>• Restore/Migrate to other M365, Hex, Gmail and other mailbox/user</li></ul>	<ul style="list-style-type: none"><li>• Restore all file types, including Google files</li><li>• Restore Shared Drive to a new folder</li><li>• Download Shared Drive file</li><li>• Advanced Search for Shared Drive</li></ul>	<ul style="list-style-type: none"><li>• Restore drive, label, files</li><li>• Restore to other Drives</li><li>• Restore all to one folder</li><li>• Download drive, folder, files</li><li>• Restore all kinds of files including Google file type</li><li>• Download My Drive file</li><li>• Restore with conflict option (Append, create a copy, replace, skip)</li></ul>	<ul style="list-style-type: none"><li>• Restore Contacts</li><li>• Restore Calendars</li><li>• Restore Tasks</li><li>• Download Contacts</li><li>• Download Calendars - Event, Meeting, etc.</li><li>• Download Tasks</li></ul>