

# Backup Limitations of Microsoft Office 365

Common misconceptions of data backup and disaster recovery in Office 365 – and how to regain control over your data.



# Microsoft Office 365 Backup Basics

When you purchase a license of Microsoft Office 365, the last thing on your mind is data backups and disaster recovery. Why? Because most people assume that Microsoft is responsible for backing up everything from your calendars and your emails to your files in SharePoint and OneDrive. This could stem from the belief that everything in the cloud is backed up, or just be a general unawareness of accountability.

The truth is, Microsoft is only responsible for the Office 365 infrastructure and uptime of the cloud and apps within Office 365. Which means, if you're currently relying on Microsoft to protect your organization from data loss, your data and your business are at risk.



## MICROSOFT'S RESPONSIBILITY

- Hardware Failure
- Software Failure
- Natural Disaster
- Power Outage

## YOUR RESPONSIBILITY

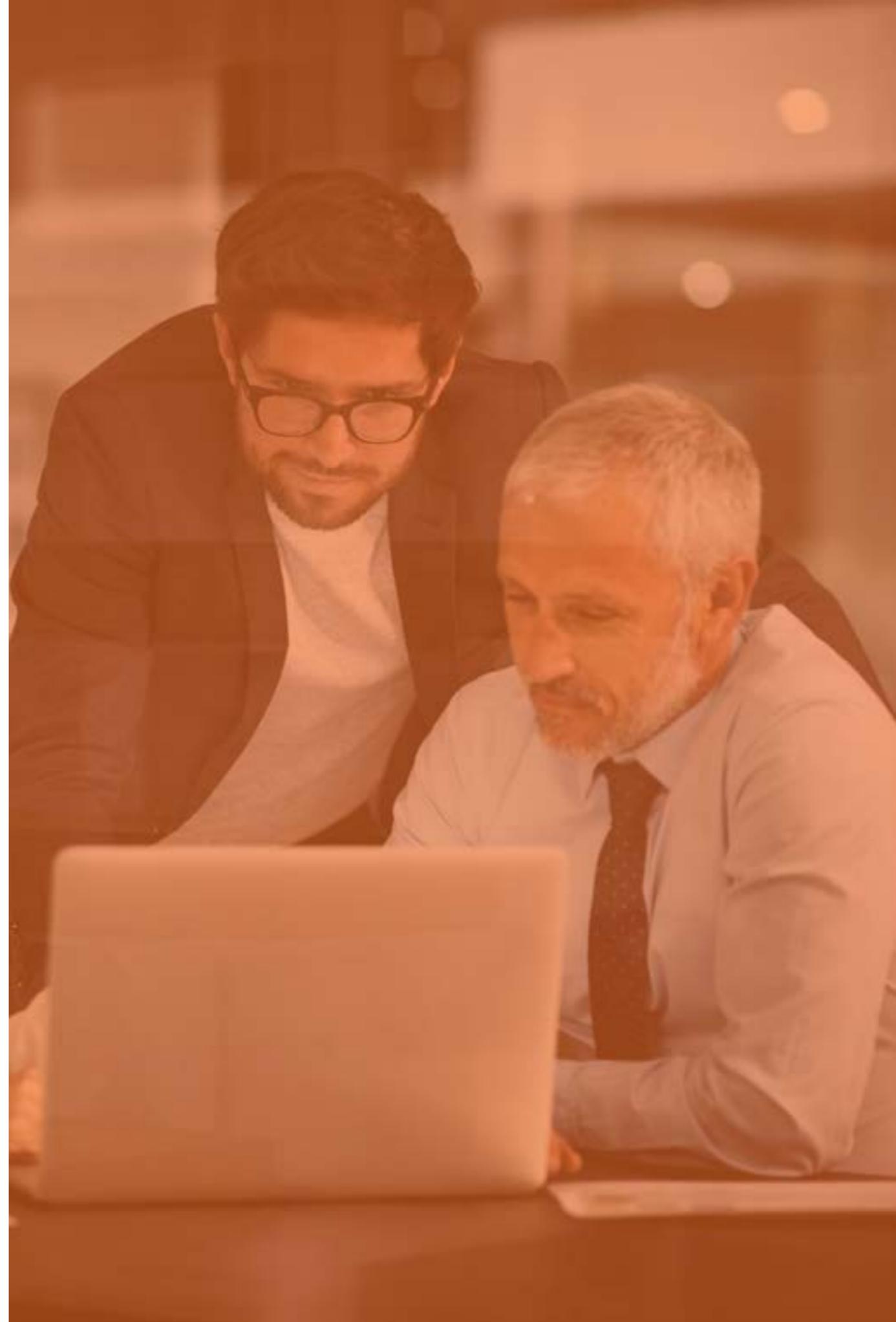
- Accidental Data Deletion
- Data Theft
- Malicious Attacks
- Viruses/Malware

# Common Office 365 Backup Misperceptions

Did you know that the number one cause of data loss in cloud and SaaS solutions, like Office 365, is accidental data deletion? In fact, about 70% of all lost data is due to accidental or malicious deletion by end-users, system failure, viruses or a fire.

While Microsoft has industry-leading security measures in place, they only protect you from natural disasters, outages, and hardware failures that affect their data centers. So, when a user accidentally deletes a critical file, many administrators are forced to face the harsh reality that Microsoft can't guarantee a complete and speedy restore of that file.

The bottom line when it comes to Office 365 is that it's your data. You own it, you control it, and you are responsible for managing all the data and archives within Exchange Online, SharePoint, OneDrive, etc. Even when data is retrievable from Microsoft, the process long and arduous.



# Common Office 365 Backup Misperceptions

Let's take a look at some of the most common backup limitations in Office 365 and why they exist.

 <p><b>All Retention Time is Determined by the End User</b></p>	<p>Microsoft's retention policy allows administrators to customize retention time for deleted items in Outlook and Exchange Online, but items can be permanently deleted if a user chooses to empty the folder. There are separate security and data accessibility measures you can put in place to avoid this risk of human error.</p>
 <p><b>Document Versioning is Not Automatic</b></p>	<p>While the layers of protection exist in Office 365, administrators need to turn on document versioning to use it. OneDrive and SharePoint only store the most recent version of your content, not its entire history, so it doesn't protect against accidental deletion.</p>
 <p><b>Data Restore in Office 365 Overwrites Existing Data</b></p>	<p>When you go to restore an older file from a SharePoint backup, the restore is targeted at the same URL and will overwrite whatever data currently exists. There is also no rollback option so that older data is lost forever if you aren't careful or unaware of the repercussions.</p>
 <p><b>Recycle Bin is Not a Safe Data Recovery Method</b></p>	<p>Many administrators use the recycle bin as a backup repository, instead of implementing an actual data recovery solution to store valuable client data. This can have some devastating effects, considering Microsoft only stores that data for 30 days (93 days for OneDrive and SharePoint) before it's permanently deleted.</p>
 <p><b>Terminated Accounts Will Terminate All Files Created by That Employee</b></p>	<p>An active license in Office 365 is required to access data. When an employee is terminated, and their account deactivated, all those files are also terminated. As a result, some companies keep paying for those licenses.</p>

# How to Fully Protect Your Data in Office 365

To ensure full protection of your critical data and applications in Office 365, we recommend you invest in a complete cloud-to-cloud backup solution. A third-party backup solution can offer enhanced protection of Office 365 data that features automated and daily backup, unlimited storage, and faster data recovery options.

With Tigunia's backup expertise and guidance, we can help save you money in the long run, keep your data secure, and prevent you from losing any data in the face of cyber attacks or human errors.

**➤ Take Control Over Your Office 365 Data**





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