

# M365 Backup – Dataprotection



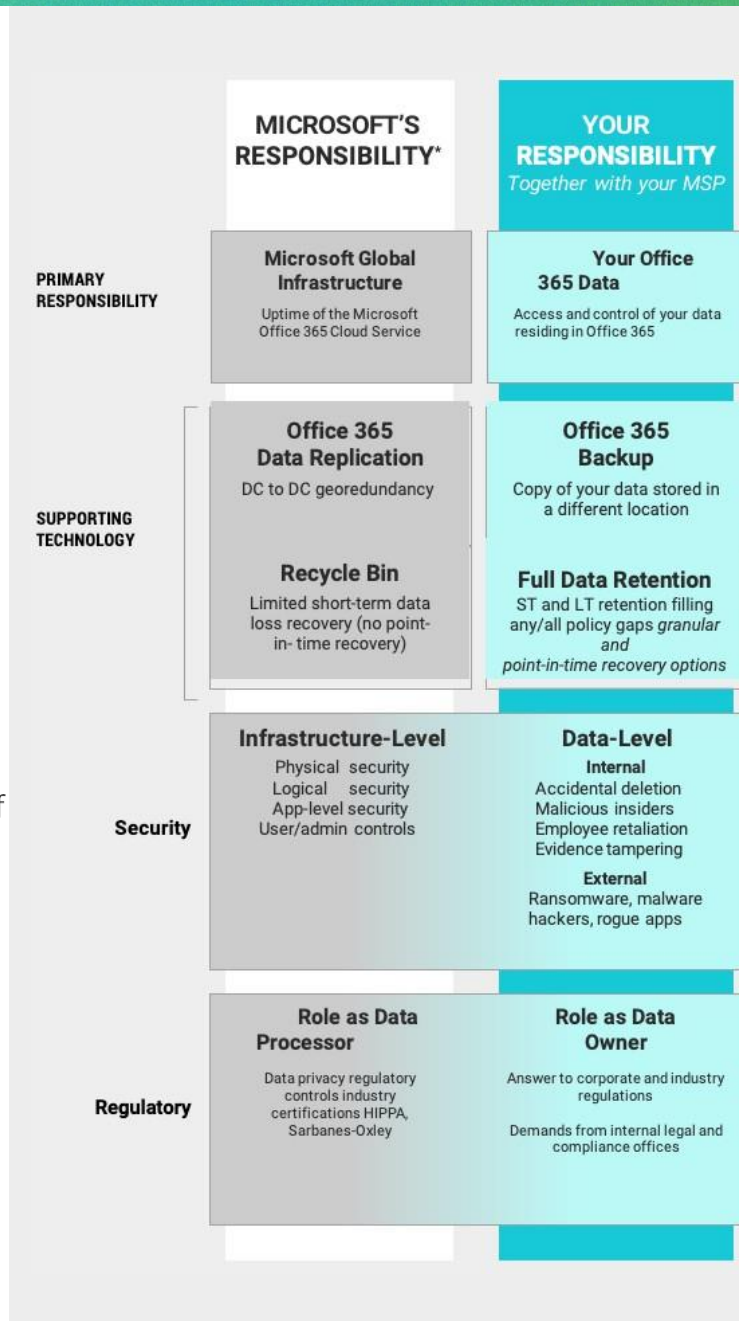
## Protecting Your Microsoft Office 365 Data

### A Shared Responsibility

As more organizations adopt Microsoft® Office 365®, questions may arise about the role of Microsoft in keeping your data safe and recoverable. It's important to know that, while Microsoft is primarily focused on availability, your trusted IT managed services provider (MSP) is the one to rely on for helping ensure recoverability and retention of Office 365 data.

Just as you count on your MSP to manage and protect your other computing resources and data, they will likely be the ones you call upon when you discover data retention gaps or suffer accidental data loss with Office 365.

The chart on the right outlines the shared responsibility model, showing what Microsoft provides and what you—together with your MSP—must still handle.



\*Learn more from the [Office365TrustCenter](#).

### OFFICE 365 DEFAULT DATA RETENTION

Many business people do not fully realize there are limits to Microsoft's default data-retention policies. If your MSP is not providing you with a data-protection solution for Office365, you may find yourself in an unpleasant situation where vital material has been permanently deleted. Without a backup, even the most skilled MSP will not be able to recover your data, which is highlighted in the table below (assuming use of Business Essentials or Business Premium):

	1 wk.	1 mo.	3 mo.	1 yr.	2 yrs.	5 yrs.	7 yrs.
Active Exchange inbox or folder data	In Office 365* Moved to archive**						
Active Exchange Data	Retained and recoverable with Cove Data Protection***						
Deleted Exchange items	Trash folder (90 days)			Recycle bin 1 (14 days)	Recycle bin 2 (30days)	Permanently Deleted	
	Retained and recoverable with Cove Data Protection						
Employee leaves the company, Exchange account deleted	InOffice 365	Recycle bin	Permanently Deleted				
	Retained and recoverable with Cove Data Protection						

\* If using Office 365 Business Essentials or Business Premium, 1 TB of active data storage is available per OneDrive user and persists as long as the subscription is active.

\*\* If using Office 365 Business Essentials or Business Premium, 1 TB of active storage is available per SharePoint site collection.

\*\*\* Active data is backed up on an ongoing basis, and for one year all restore points are maintained. Active data restore points more than one year old will be deleted.

Active OneDrive data	In Office 365*			
Active OneDrive data	Retained and recoverable with Cove Data Protection***			
	1 wk.	1 mo.	3 mo.	1 yr.
Deleted OneDrive files	Recycle bin (90 days)			Permanently deleted
	Retained and recoverable with Cove Data Protection			
Employee leaves the company, OneDrive account deleted	InOffice365	Recycle bin	Permanently deleted	
	Retained and recoverable with Cove Data Protection			

Active SharePoint data	In Office 365**			
Active SharePoint data	Retained and recoverable with Cove Data Protection***			
	1 wk.	1 mo.	3 mo.	1 yr.
Deleted SharePoint sites & items	Recycle bin (90 days)			Permanently deleted
	Retained and recoverable with Cove Data Protection			

\*If using Office 365 Business Essentials or Business Premium, 1TB of active data storage is available per OneDrive user and persists as long as the subscription is active.

\*\*If using Office 365 Business Essentials or Business Premium, 1TB of active storage is available per SharePoint site collection.

\*\*\*Active data is backed up on an ongoing basis, and for one year all restore points are maintained. Active data restore points more than one year old will be deleted.

We recommend that you regularly backup Your Content and Data that you store on the Services or store using Third-Party Apps and Services.”

–Microsoft Services Agreement

Cove Data Protection™ for Microsoft 365® is designed to help you protect Microsoft 365 users from data loss. Cove for Microsoft 365 helps you retain and restore Exchange™, OneDrive®, and SharePoint®.

Contact us to ensure your data is fully protected.

Lime Networks  
Bahialaan 600A  
3065WC Rotterdam

Contact us at  
[verfrissend@limenetworks.nl](mailto:verfrissend@limenetworks.nl)  
010 - 2121806

