



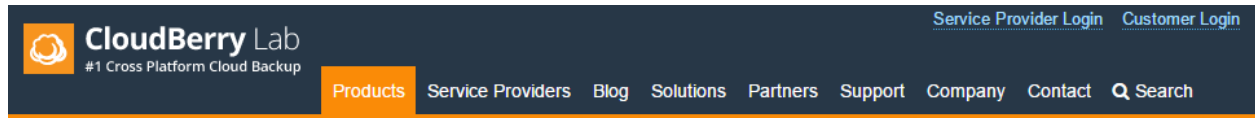
CloudBerry Lab
#1 Cross Platform Cloud Backup

Getting Started with **CloudBerry G Suite Backup**



Getting Started with CloudBerry G Suite Backup

1. Go to cloudberrylab.com/backup/gsuite.aspx. Click **Start Free Trial**.



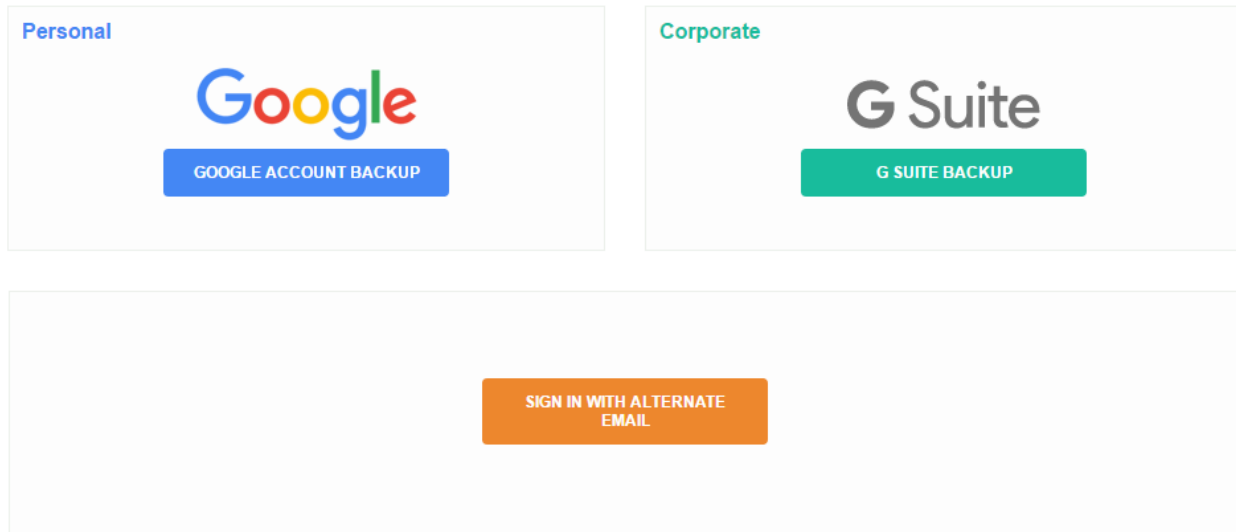
CloudBerry Backup for G Suite (Google Apps)



CloudBerry Backup for Gmail and G Suite (Google Apps) is designed for the cloud to cloud backup of your Google accounts, including Gmail mailboxes, calendars, and contacts, as well as Google Drive backup. The solution is fully integrated with Amazon S3 and Microsoft Azure for backup storage and allows restoring to the original or new Google account when required.

[Start Free Trial](#)

2. Click **G Suite Backup**.



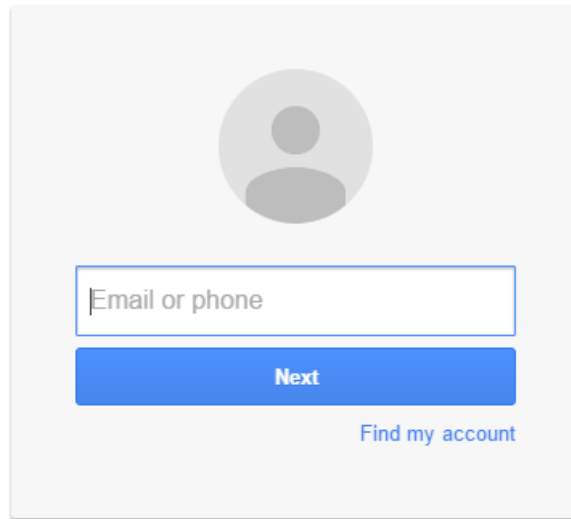
Getting Started with CloudBerry G Suite Backup

3. Sign in as an administrator.



One account. All of Google.

Sign in with your Google Account

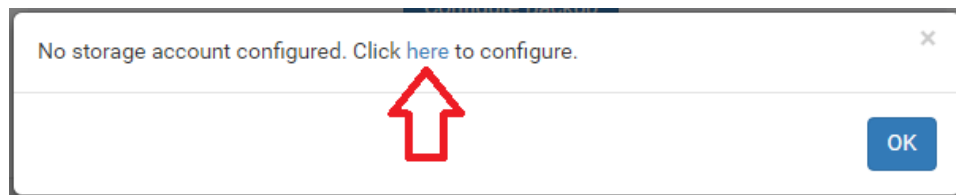
A screenshot of the Google sign-in interface. It features a grey circular profile picture placeholder at the top. Below it is a white text input field with the placeholder text "Email or phone". Underneath the input field is a blue button labeled "Next". To the right of the "Next" button is a blue link that says "Find my account".

[Create account](#)

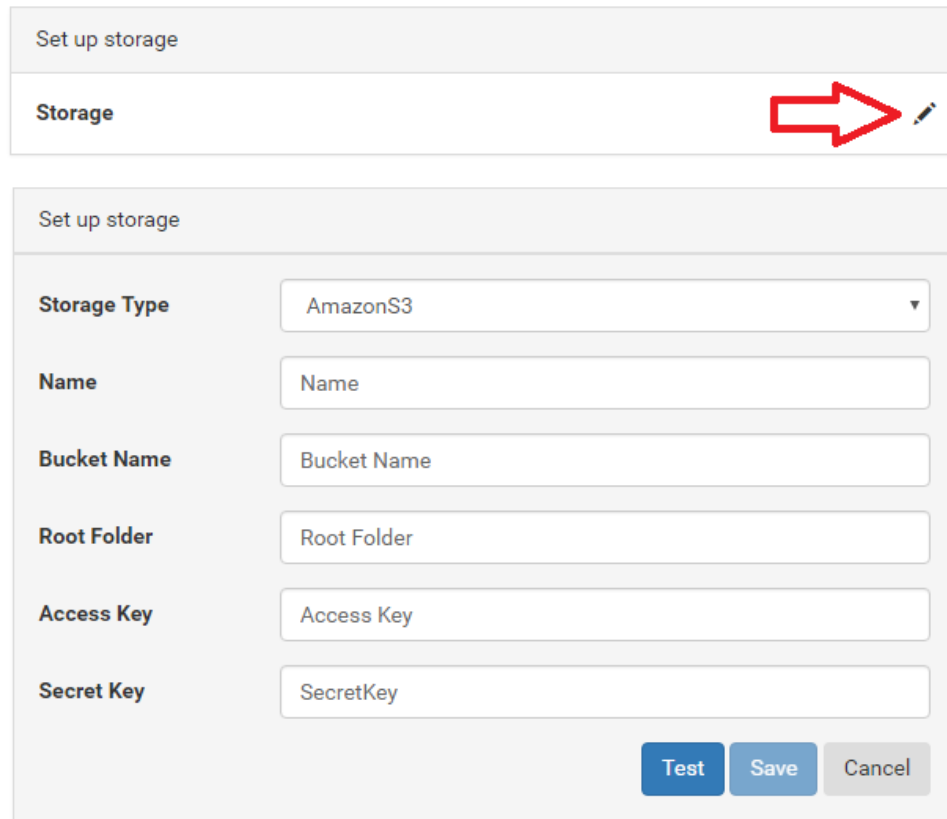
One Google Account for everything Google





4. Add your storage account. Two storage types are available: Amazon S3 and MS Azure.



Getting Started with CloudBerry G Suite Backup



Set up storage

Storage  

Set up storage

Storage Type

Name

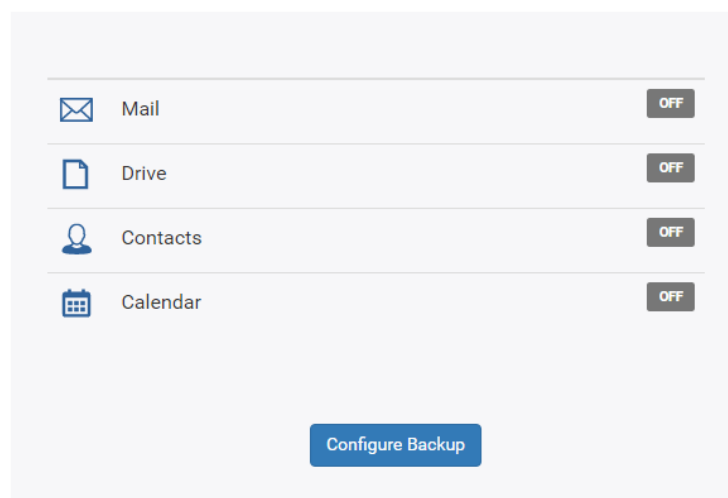
Bucket Name





Root Folder

Access Key

Secret Key

5. On the Dashboard tab select the services to backup for the domain by clicking **Configure Backup**. After selecting the services, click **Save**.

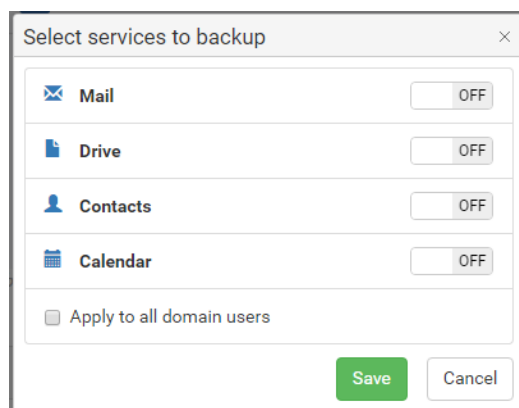


| | | |
|---|----------|------------------------------------|
|  | Mail | <input type="button" value="OFF"/> |
|  | Drive | <input type="button" value="OFF"/> |
|  | Contacts | <input type="button" value="OFF"/> |
|  | Calendar | <input type="button" value="OFF"/> |

The backup is scheduled to run at least twice a day automatically



Getting Started with CloudBerry G Suite Backup

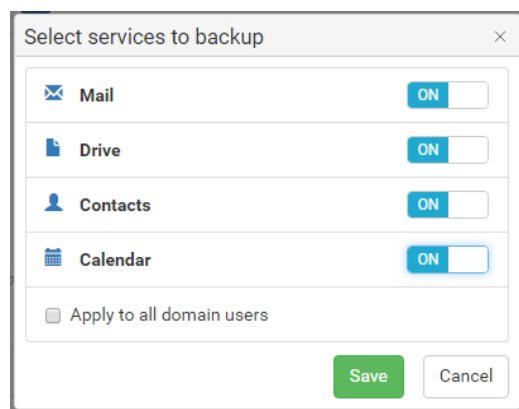


Select services to backup

| | |
|-----------------------------------|-----|
| <input type="checkbox"/> Mail | OFF |
| <input type="checkbox"/> Drive | OFF |
| <input type="checkbox"/> Contacts | OFF |
| <input type="checkbox"/> Calendar | OFF |

Apply to all domain users

Save Cancel



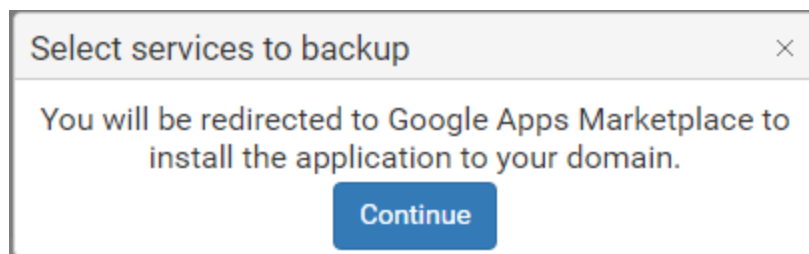
Select services to backup

| | |
|--|----|
| <input checked="" type="checkbox"/> Mail | ON |
| <input checked="" type="checkbox"/> Drive | ON |
| <input checked="" type="checkbox"/> Contacts | ON |
| <input checked="" type="checkbox"/> Calendar | ON |

Apply to all domain users

Save Cancel

6. Click **Continue** to be redirected to the Google Market to install the app to your domain.



Select services to backup

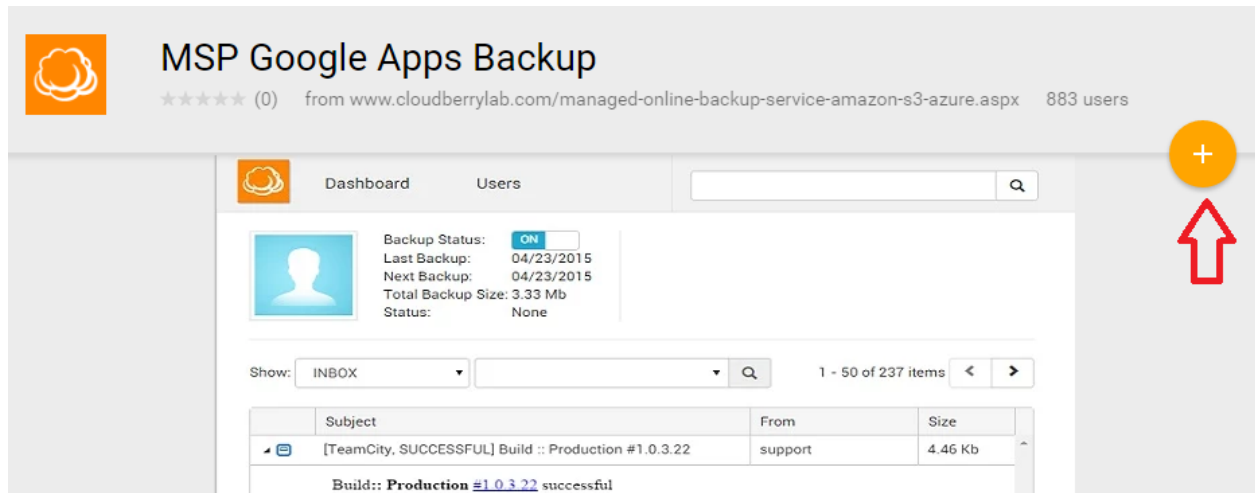
You will be redirected to Google Apps Marketplace to install the application to your domain.

Continue



Getting Started with CloudBerry G Suite Backup

7. Click **Install App**.



MSP Google Apps Backup

★★★★★ (0) from www.cloudberrylab.com/managed-online-backup-service-amazon-s3-azure.aspx 883 users

Dashboard Users

Backup Status: **ON**

Last Backup: 04/23/2015

Next Backup: 04/23/2015

Total Backup Size: 3.33 Mb

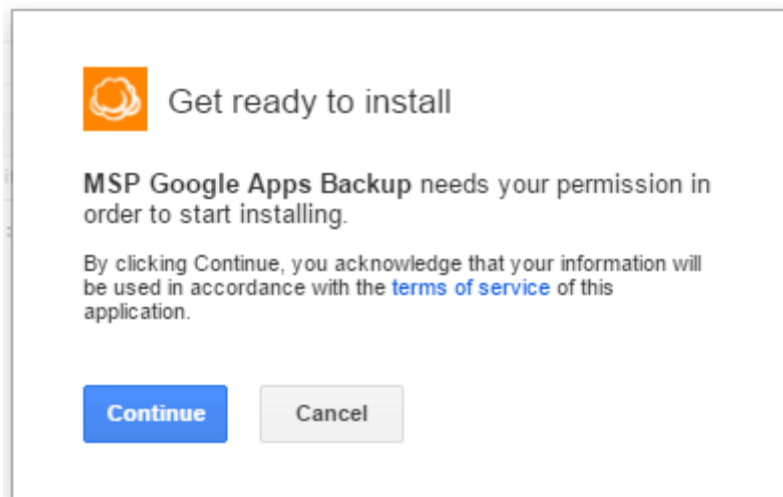
Status: None

Show: INBOX 1 - 50 of 237 items

| Subject | From | Size |
|--|---------|---------|
| [TeamCity, SUCCESSFUL] Build :: Production #1.0.3.22 | support | 4.46 Kb |

Build:: [Production #1.0.3.22](#) successful

8. Install the app.



Get ready to install


MSP Google Apps Backup needs your permission in order to start installing.

By clicking Continue, you acknowledge that your information will be used in accordance with the [terms of service](#) of this application.

Continue Cancel




Getting Started with CloudBerry G Suite Backup

9. Grant the app the right to access your domain data.




MSP Google Apps Backup

You are granting **MSP Google Apps Backup** the right to access your domain data:

- Read, send, delete, and manage your email 
- Manage your contacts 
- View and manage the provisioning of users on your domain 

Turn ON for :

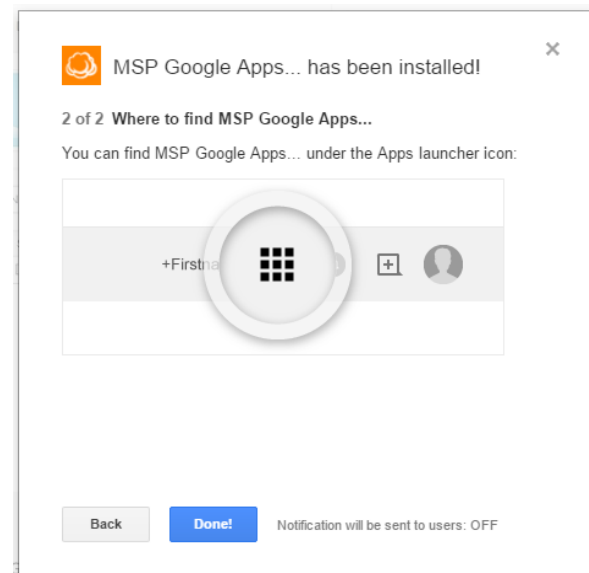
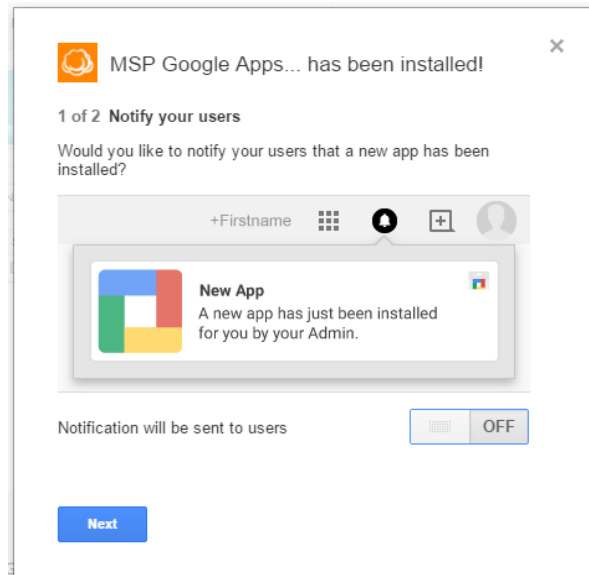
backovery.com 

I agree to the application's [Terms of Service](#) and G Suite Marketplace [Terms of Service](#)



Getting Started with CloudBerry G Suite Backup

10. Set up the app.



Getting Started with CloudBerry G Suite Backup

11. The app has been successfully installed. Close this window. Sign in to the G Suite/Google Apps backup service.



Congratulations!

The app has been successfully installed.
Close this window. Sign in to the G Suite/Google Apps backup service.

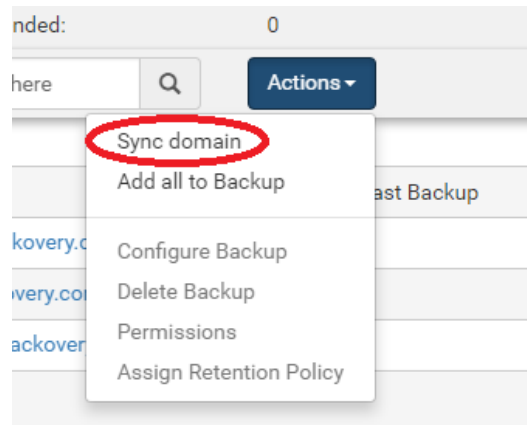
12. On the Users tab you can add users to backup, disable or enable backup services for each or all users.

| Name | Email | Last Backup | Storage Size | Services | Backup |
|----------------|---------------------|-------------|--------------|---------------------------------|--------|
| Alex Smith | alex@backovery.com | | 0 B | Mail, Drive, Contacts, Calendar | ON |
| Helmuth Rouger | hr@backovery.com | | 0 B | Mail, Drive, Contacts, Calendar | ON |
| John Doe | admin@backovery.com | | 0 B | Mail, Drive, Contacts, Calendar | ON |





















Getting Started with CloudBerry G Suite Backup



















13. To add new users, click **Actions** and then click **Sync domain**.



14. To exclude users from the backup, click on the **ON/OFF** button.

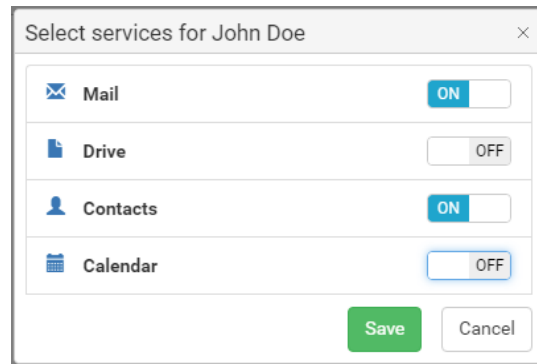
| Name ▲ | Email | Last Backup | Storage Size | Services | Backup | | | | |
|--|---------------------|-------------|--------------|--|-----------------------------|---|---|---|---|
|  Alex Smith | alex@backovery.com | | 0 B |  | <input type="checkbox"/> ON |  |  |  |  |
|  Helmuth Rouger | hr@backovery.com | | 0 B |  | <input type="checkbox"/> ON |  |  |  |  |
|  John Doe | admin@backovery.com | | 0 B |  | <input type="checkbox"/> ON |  |  |  |  |

15. You can select the services you want to back up for each user. Click on the gear icon to enable/disable services for a particular user.

| Name ▲ | Email | Last Backup | Storage Size | Services | Backup | | | | |
|--|---------------------|-------------|--------------|--|-----------------------------|---|---|---|---|
|  Alex Smith | alex@backovery.com | | 0 B |  | <input type="checkbox"/> ON |  |  |  |  |
|  Helmuth Rouger | hr@backovery.com | | 0 B |  | <input type="checkbox"/> ON |  |  |  |  |
|  John Doe | admin@backovery.com | | 0 B |  | <input type="checkbox"/> ON |  |  |  |  |



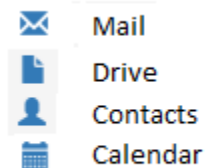
Getting Started with CloudBerry G Suite Backup



16. Service icons indicate the state of services. Blue is for enabled services. Conversely, grey represents disabled services.

| Name ▲ | Email | Last Backup | Storage Size | Services | Backup | | | |
|----------------|---------------------|-------------|--------------|----------|--|--|--|--|
| Alex Smith | alex@backovery.com | | 0 B | | <input checked="" type="checkbox"/> ON | | | |
| Helmuth Rouger | hr@backovery.com | | 0 B | | <input checked="" type="checkbox"/> ON | | | |
| John Doe | admin@backovery.com | | 0 B | | <input checked="" type="checkbox"/> ON | | | |

17. Click on the enabled icon to open a related page.



Getting Started with CloudBerry G Suite Backup

18. If a user is not selected for backup, then the user will not be able to sign in to Google Apps Backup.

| Name ▲ | Email | Last Backup | Storage Size | Services | Backup | | | |
|----------------|---------------------|------------------|--------------|----------|--|--|--|--|
| Alex Smith | alex@backovery.com | | 0 B | | <input checked="" type="checkbox"/> ON | | | |
| Helmuth Rouger | hr@backovery.com | | 0 B | | <input type="checkbox"/> OFF | | | |
| John Doe | admin@backovery.com | 3/7/2017 7:26 PM | 98.40 MB | | <input checked="" type="checkbox"/> ON | | | |

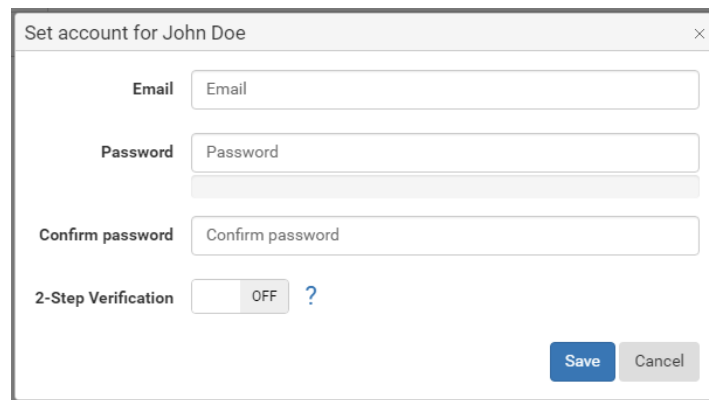
19. You can add alternative email addresses to your users and use them to sign in, recover passwords, and delete backups. Click on the key icon next to the user for whom you want to add an alternative address.

| Name ▲ | Email | Last Backup | Storage Size | Services | Backup | | | |
|----------------|---------------------|------------------|--------------|----------|--|--|--|--|
| Alex Smith | alex@backovery.com | | 0 B | | <input checked="" type="checkbox"/> ON | | | |
| Helmuth Rouger | hr@backovery.com | | 0 B | | <input type="checkbox"/> OFF | | | |
| John Doe | admin@backovery.com | 3/7/2017 7:26 PM | 98.40 MB | | <input checked="" type="checkbox"/> ON | | | |



Getting Started with CloudBerry G Suite Backup

20. In the pop-up window, enter the alternative email address and password. You can use any email address, it doesn't even have to be a Gmail address. Once you've clicked **Save**, you should receive a verification message at the email address you just entered. Click on the verification link in the email.



Set account for John Doe

Email
























Password

Confirm password

2-Step Verification OFF ?

Save Cancel

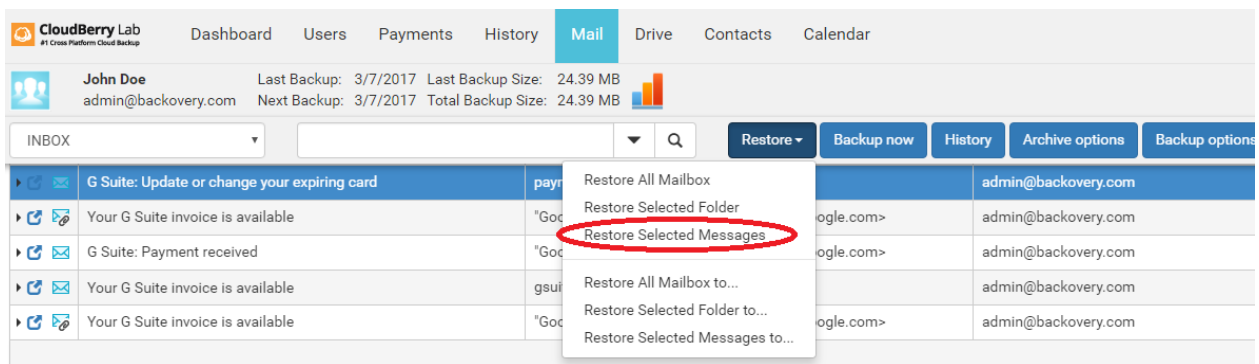
21. Click on any user in the list and you will be redirected to the Mail backup page. Currently there are no items to display because we haven't yet performed the backup.

| <input type="checkbox"/> | Name ▲ | Email | Last Backup | Storage Size | Services | Backup | | | |
|--------------------------|---------------|---------------------|-------------|--------------|--|--|---|---|---|
| <input type="checkbox"/> | Alex Smith | alex@backovery.com | | 0 B |     | ON  |  |  |  |
| <input type="checkbox"/> | Helmut Rouger | hr@backovery.com | | 0 B |     | ON  |  |  |  |
| <input type="checkbox"/> | John Doe | admin@backovery.com | | 0 B |     | ON  | |  |  |

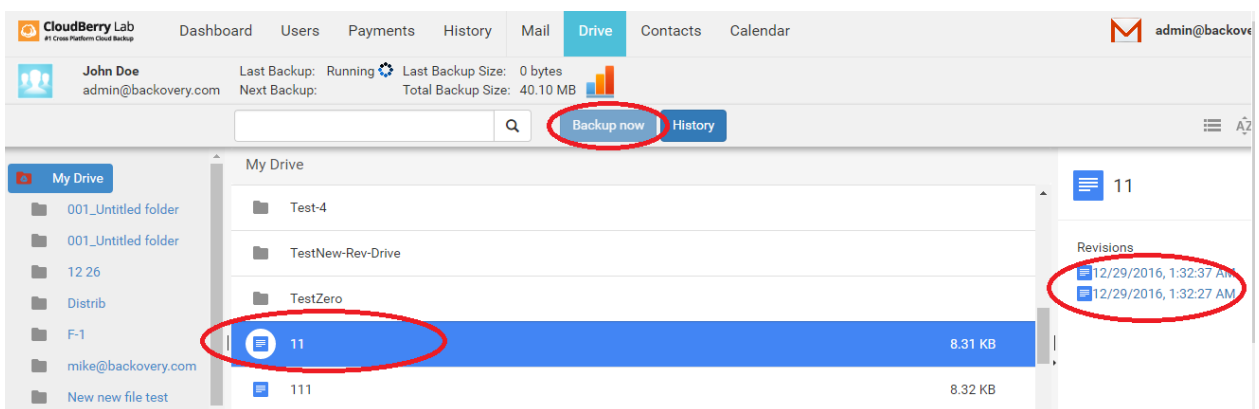


Getting Started with CloudBerry G Suite Backup

24. Now that your emails have been backed up, you can restore any messages to your **Gmail** account. Click on any email message to select it, click **Restore**, and then click **Restore Selected Messages**. The email message now will be restored to your email account. Sign into your email account and navigate to the Restore folder and there you can see the email message we just restored.



25. Click on the Drive tab. Click **Backup**. You will see the list of your Google Drive items. Each item contains a list of revisions. Each revision can be downloaded to your computer. To do that, select a revision that you want to download.



Getting Started with CloudBerry G Suite Backup

26. Click on the Contacts tab. Click **Backup**. You will see a list of your Google Contacts. Each contact contains the list of revisions.

CloudBerry Lab #1 Cross Platform Cloud Backup Dashboard Users Payments History admin@backovery.com

John Doe admin@backovery.com Last Backup: 3/7/2017 Next Backup: 3/7/2017

My Contacts [Search] [Restore] [Backup now] [History] 1 - 25 of 57 items

| FirstName | LastName | Primary Email | Phone Number |
|-----------|----------|--------------------|--------------|
| David | Cooper | davidcop@gmail.com | |
| Don | Peterman | donpeter@gmail.com | |
| James | Lavelle | james@gmail.com | |

27. Click on the Calendar tab. You will see your Google Calendar events.

CloudBerry Lab #1 Cross Platform Cloud Backup Dashboard Users Payments History Mail Drive Contacts Calendar admin@backovery.com

John Doe admin@backovery.com Last Backup: 3/7/2017 Last Backup Size: 6.56 MB Next Backup: 3/7/2017 Total Backup Size: 6.56 MB

[Search] [Restore] [Backup now] [History]

Today March, 2017 [Day] [Workweek] [Week] [Month] [Agenda]

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------------------|---------------------------------|---------|----------------------------------|----------|--------------------------------|-----------------------------|
| 26 Sabres (3) @ Avalanche (1) | 27 Sabres (2) @ Coyotes (3) | 28 | 01 Predators (5) @ Sabres (1) | 02 | 03 Coyotes (3) @ Sabres (6) | 04 |
| 05 Lightning (2) @ Sabres (1) | 06 Sabres (3) @ Penguins (1) | 07 | 08 Flyers @ Sabres | 09 | 10 | 11 Sabres @ Blue Jackets |

- admin@backover
- Contacts
- Bryant Bulldogs
- Buffalo Bills
- Buffalo Sabres
- Calgary Flames



Getting Started with CloudBerry G Suite Backup

28. To delete user backups click on the bin icon. Enter your alternative email address password. Click **Delete Backup**.

| Name | Email | Last Backup | Storage Size | Services | Backup | |
|----------------|---------------------|------------------|--------------|----------|----------|---|
| Alex Smith | alex@backovery.com | | 0 B | ✉ 📁 👤 📅 | ON ⚙️ | 🔗 |
| Helmuth Rouger | hr@backovery.com | | 0 B | ✉ 📁 👤 📅 | ON ⚙️ | 🔗 |
| John Doe | admin@backovery.com | 4/6/2016 4:04 PM | 33.11 MB | ✉ 📁 👤 📅 | ON ⚙️ 🗑️ | 🔗 |

1 - 4 of 4 items

Delete backup for John Doe

| Service | Size/Count | Clear |
|------------|---------------|-------------------------------------|
| ✉ Email | 6.31 MB / 295 | <input checked="" type="checkbox"/> |
| 📁 Drive | 26.80 MB / 9 | <input checked="" type="checkbox"/> |
| 👤 Contact | 11 | <input checked="" type="checkbox"/> |
| 📅 Calendar | 0 bytes / 322 | <input checked="" type="checkbox"/> |

Alternate password:

Getting Started with CloudBerry G Suite Backup

29. User permissions. There are two non-admin features that are disabled by default: the ability to restore items and sign in to the backup service. A lock icon indicates which features are available. Gray color means all features are disabled. Yellow color means one of the features is disabled. Green color indicates that all features are available. To set user permissions, click on the corresponding lock icon or the Permissions button.

| Name | Email | Last Backup | Storage Size | Services | Backup | | | |
|----------------|---------------------|------------------|--------------|----------|--------|--------|-----------|--------|
| Alex Smith | alex@backovery.com | | 0 B | [Icons] | ON | [Lock] | [Refresh] | [User] |
| Helmuth Rouger | hr@backovery.com | | 0 B | [Icons] | ON | [Lock] | [Refresh] | [User] |
| John Doe | admin@backovery.com | 3/7/2017 7:26 PM | 98.40 MB | [Icons] | ON | [Lock] | [Refresh] | [User] |

All domain users | Type user name or email here | Actions | 1 - 3 of 3 items

| Name | Email | Last Backup | Storage Size | Services | Backup | | | |
|----------------|---------------------|------------------|--------------|----------|--------|--------|-----------|--------|
| Alex Smith | alex@backovery.com | | 0 B | [Icons] | ON | [Lock] | [Refresh] | [User] |
| Helmuth Rouger | hr@backovery.com | | 0 B | [Icons] | ON | [Lock] | [Refresh] | [User] |
| John Doe | admin@backovery.com | 3/7/2017 7:26 PM | 98.40 MB | [Icons] | ON | [Lock] | [Refresh] | [User] |

- Sync domain
- Add all to Backup
- Configure Backup
- Delete Backup
- Permissions
- Assign Retention Policy

Set permissions for Alex Smith

Sign in

Restore

Save **Cancel**

* The backup is scheduled to run 4 times a day automatically.