How to back up Google Workspace data?

To back up Google Workspace data, you must specify the Google Workspace backup settings in an existing profile or in a new profile. For more information, see Create a profile or Update a profile.

inSync will start backing up the user data from Google Workspace per the backup schedule that is defined for a profile with SaaS Apps enabled. To know more about how to configure the backup interval for SaaS Apps, see Define the backup interval for SaaS Apps.

You can see the backup details for SaaS Apps data at User Details page. For more information, see User Details page.

Note: At least one Google Workspace device must be online for scheduled backup of Google Workspace data.

Additionally, inSync Cloud administrator can back up the Google Workspace data as and when required. For more information, see Start backup of Google Workspace data.

Note: Consider a scenario where your individual folder and a shared folder have the same folder name. In this situation, inSync renames the shared folder as <shared folder name> <internal ID> during backup. inSync does not rename your individual folder.

Policies applicable to Google Workspace data

Following policies, that are defined for a SaaS Apps enabled profile, will be applicable to Google Workspace backup data.

- Backup policy for SaaS Apps data

  Backup policy defines how frequently you want inSync to backup SaaS Apps data. For more information,
See Define the backup interval for SaaS Apps.

- Backup retention policy for SaaS Apps data

  Backup retention policy defines how long inSync will retain the backed up data in storage. For more information, see Configure the backup retention policy.

- User data privacy policy for SaaS Apps data

  The user data privacy policy defines who can access user data across your organization. For a profile, SaaS Apps and devices are governed by the same data privacy policy. For more information, see Configure the user data privacy policy.

- Global exclusion policy for SaaS Apps data

  Global exclusion lets you exclude specific file types and folders from inSync backups. For more information, see Configure the global exclude list.

Start backup of Google Workspace data

Overview

As an inSync Cloud administrator, you can start an unscheduled backup of Google Workspace data for Gmail and Google Drive as and when necessary.

Note: If an email has multiple attachments, inSync creates an .eml file for the email and separate .eml files for every attachment after backing up the Gmail data. You can then view and access the .eml files through WebDAV. For more information, see Access Legal Hold data using WebDAV.

Procedure

To start the backup of Gmail data:

1. On the inSync Management Console menu bar, click the

   https://docs.druva.com/SaaS_Apps/Protect_Google_Workspace_Apps/How_to_back_up_Google_Workspace_data%3F

   Updated: Mon, 20 Sep 2021 13:46:55 GMT

   Powered by
icon to access the global navigation panel.

2. Click SaaS Apps.


4. Click the Gmail tab, select the user whose data you want to backup.

5. Click Backup Now.

inSync initiates the backup of the selected Gmail data. You can view the backup details at the following pages:

- On the inSync Management Console on the Jobs page
- On inSync Client on the Backup and Restore tab
- On the inSync Mobile App on Android device and iOS device

To start the backup of Google Drive data:

1. On the inSync Management Console menu bar, click the

   icon to access the global navigation panel.

2. Click SaaS Apps.


4. Click the Google Drive tab, select the user whose data you want to backup.

5. Click Backup Now.

inSync initiates the backup of the selected Google Drive. You can view the backup details at the following pages:

- On the inSync Management Console on the Jobs page
- On inSync Client on the Backup and Restore tab
- On the inSync Mobile App on Android device and iOS device