

7 best practices for Microsoft 365 backup



#1

Define your RPOs and RTOs

RPO determines the amount of data that your organization can withstand losing as a result of a disaster without causing significant losses. RTO is the maximum amount of downtime your organization can withstand without impacting your revenue or credibility.

Classify your data depending on its criticality, and ensure the backup service provider can provide the level of backup frequency and restoration time that your critical and sensitive data.



Adhere to the 3-2-1 backup principle

Retain three copies of data: live data, and two other backup copies which are stored in different mediums, including one stored in an offsite environment. This ensures your backup is safe even if your storage system is corrupted or there's a site wide attack.

#3

Implement comprehensive e-discovery capabilities

Trawling through gigabytes of data to find one particular item is inefficient, and tedious. Ensure your backup solution enables you to search for specific Exchange Online mailbox, SharePoint Online, and OneDrive for Business site items using macros directly within the backup.



Ability to perform granular recovery

Ensure your backup solution can quickly restore even the smallest items, such as a single contact, email, or file, without having to restore the entire mailbox or site.

#5

Automate and review backups

Set backup schedules based on your RPO and review the status of completed backup processes. Periodically monitor completed backup operations and your repository to ensure there is adequate space for future backups.



Configure retention policies for backups

Configure retention policies based on your industry compliance regulations and organization guidelines.

#7

Periodically test backups for recovery

A backup that doesn't work when you need it is as bad as having no disaster recovery plan. Regularly check your backup solution to ensure you can restore your Microsoft 365 data without any hassle.



Check out RecoveryManager Plus

A unified enterprise backup and recovery tool for Active Directory, Azure Active Directory, Microsoft 365, Google Workspace, and Exchange environments.

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