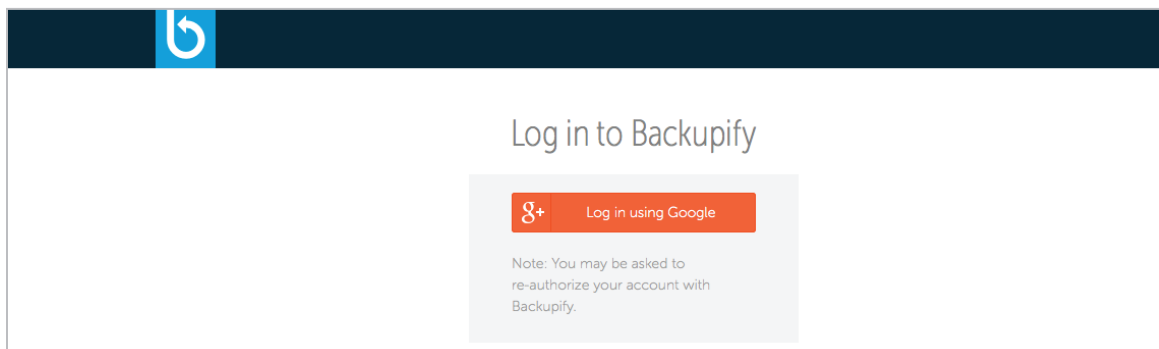# Quick Tips for using Backupify

## Logging into your Backupify Account

Backupify can be accessed in two ways:

### 1. Via the Backupify website at www.backupify.com.

Click "Login" in the upper-right corner of the Backupify homepage and select the orange "Log in using Google" button.



### 2. Via the apps icon in Google Apps.

Navigate to Backupify from any of your Google Apps pages by clicking the App Grid in the upper righthand corner of the page. From the App Grid, select "Even More from Google" and click on the Backupify Icon. Login using Google or your Backupify credentials.
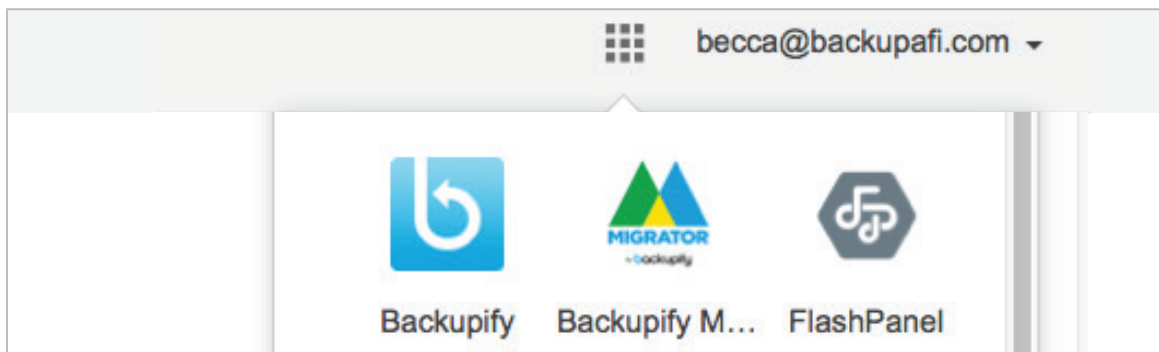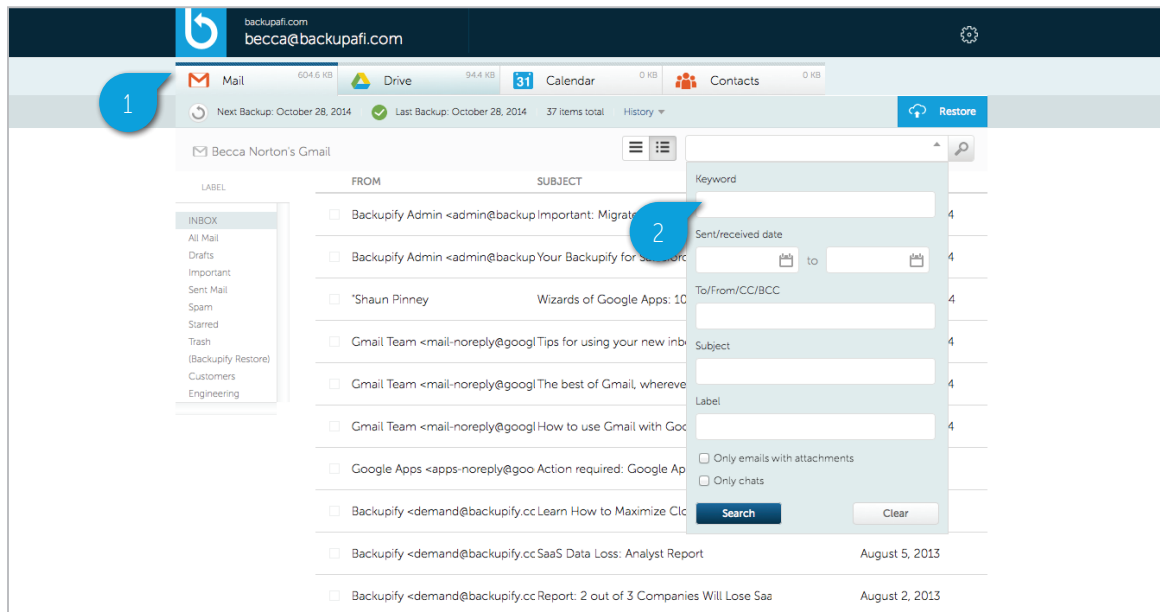


## I want to....

Browse & search my backups ▶

Restore data from my backups to ▶

Download data from my backups ▶

Interested in learning more about your Backupify Account? Check out our Knowledge Base to browse FAQs.

backupify

# How to Browse & Search Your Backups



## Browse:

1. Click the tabs at the top of the screen to load either Gmail, Drive, Calendar, or Contacts backup data

   - **Tip:** You can browse emails by label, and Drive documents by folder

## Search:

2. Type in a Keyword search term or use the dropdown 'advanced search' to target specific metadata (eg. you can do specific searches by: To/From, Subject, Title, Labels, Folders, Name, etc.).

   - **Tip:** if you are looking for a document that is deleted from Drive, use the advanced search checkbox for 'deleted documents'

   - **Tip:** if you are looking for an email attachment in Gmail, use the search 'only emails with attachments' checkbox

*Note: you can start a backup at any point by clicking on the icon next to Next Backup and located beneath the service tabs. The manual backup will be enqueued and processed at a speed dependent on amount of data in your account. Initiating the backup will not impact the automated backup schedule for the service.*

# How to Restore Data

1. Locate the item to restore by browsing or searching and select it by clicking the checkbox to the left of the item.

   - Tip: You can restore one item, or multiple items at a time

2. Click the blue Restore button on the top right of the screen, review the item(s) to be restored, and then start the restore by clicking the orange button.

- Restored items will appear under a "Backupify Restore" folder or label in your Google Apps service

*Note: Restored Gmail data will retain original labels (including nested labels) and Drive items will will be restored with the pre-existing folder hierarchy and sharing permissions.*

# How to Download Data from your Backups

- Locate the item to download by browsing or searching. Once located, click the item to view the details.

- Click Download from within the details box

  ○ **Tip:** For Drive documents, you can also download previous versions of the document by clicking the "Download Previous Versions" dropdown

- The download will begin immediately. Choose a location to save the file.

  ○ **Tip:** Download formats:

    □ Emails: .eml

    □ Documents: original file format, and Google Docs will be downloaded in their Microsoft Office equivalent

    □ Calendar: .ics

    □ Contacts: .vcf



- **Tip:** If you want to download multiple items, contact your domain administrator.