

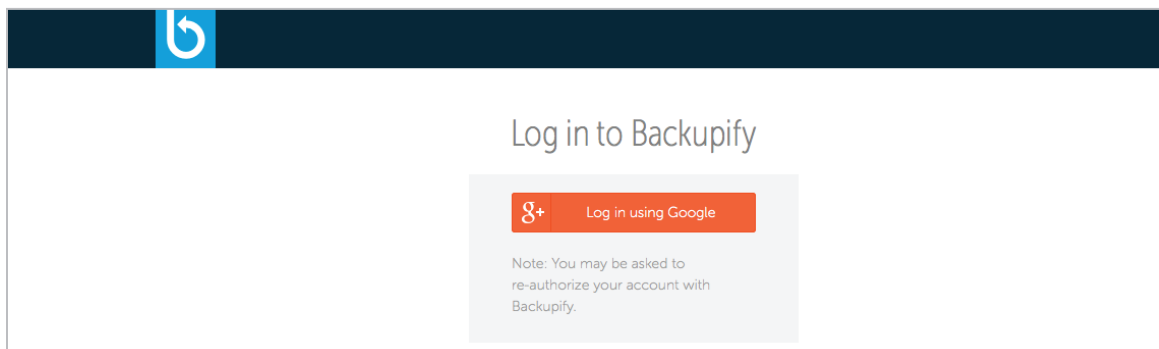
Quick Tips for using Backupify

Logging into your Backupify Account

Backupify can be accessed in two ways:

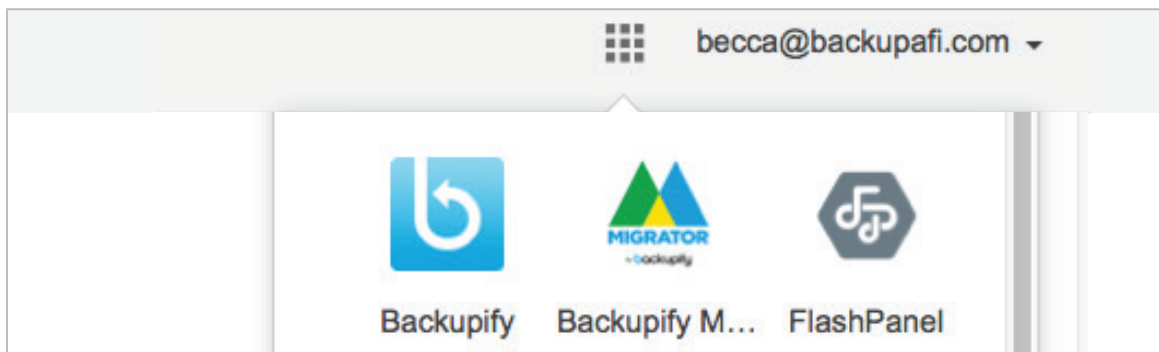
1. Via the Backupify website at www.backupify.com.

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....

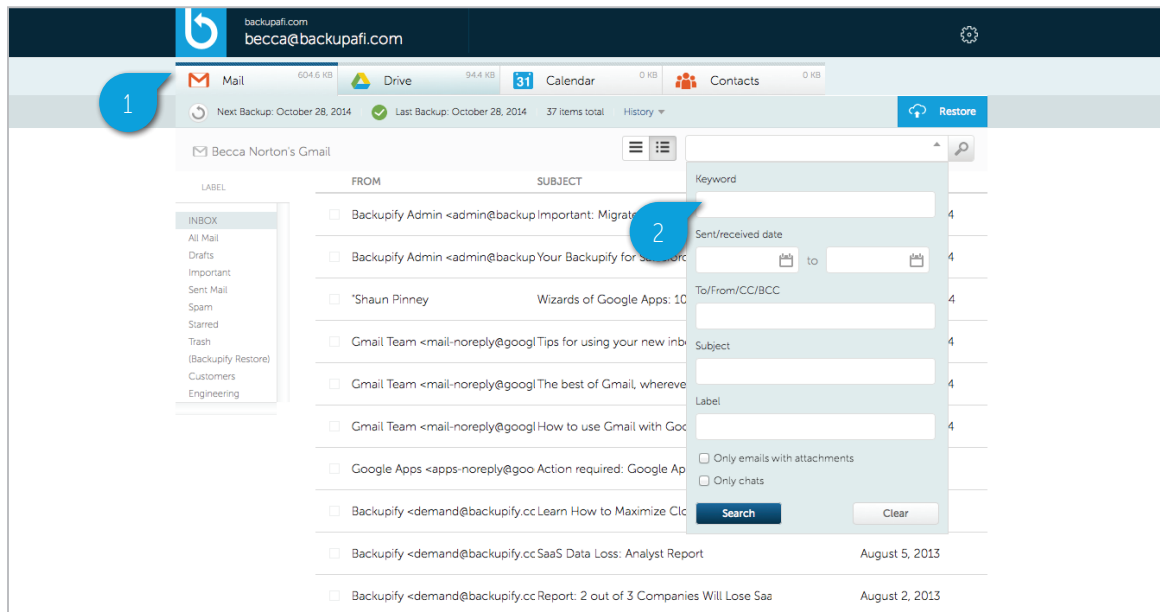
[Browse & search my backups ▶](#)

[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.

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 be restored with the pre-existing folder hierarchy and sharing permissions.

The screenshot displays the Backupify web interface for restoring data. The top navigation bar includes icons for Mail (604.6 KB), Drive (94.4 KB), Calendar (0 KB), and Contacts (0 KB). Below the navigation bar, a summary bar shows the next and last backup dates as October 28, 2014, with 37 items total and a 'Restore' button. The main area is divided into three sections: 'ITEMS TO RESTORE' (Selected Items (1)), 'RESTORE TO' (Becca Norton), and 'RESTORE LOCATION' ((Backupify Restore) folder). At the bottom, there are 'Restore' and 'Cancel' buttons. A second screenshot shows the restored email in a Gmail inbox. The email list has columns for LABEL, FROM, SUBJECT, ATTACHMENT, and DATE. A blue callout '1' points to the 'INBOX' label in the left sidebar, and another blue callout '2' points to the 'Restore' button in the top right of the first screenshot.

LABEL	FROM	SUBJECT	ATTACHMENT	DATE
	<input type="checkbox"/>	Backupify Admin <admin@backup>	Important: Migrate from discontinued Goo	October 27, 2014
	<input type="checkbox"/>	Backupify Admin <admin@backup>	Your Backupify for Salesforce Weekly Overv	October 27, 2014
	<input checked="" type="checkbox"/>	'Shaun Pinney	Wizards of Google Apps: 10 Time Saving Tip	October 23, 2014
	<input type="checkbox"/>	Gmail Team <mail-noreply@google>	Tips for using your new inbox	October 21, 2014
	<input type="checkbox"/>	Gmail Team <mail-noreply@google>	The best of Gmail, wherever you are	October 21, 2014
	<input type="checkbox"/>	Gmail Team <mail-noreply@google>	How to use Gmail with Google Apps	October 21, 2014

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

The screenshot shows the Backupify web interface. At the top, there's a navigation bar with the Backupify logo and the user's email, becca@backupafi.com. Below that, there are tabs for Mail (604.6 KB), Drive (94.4 KB), Calendar (0 KB), and Contacts (0 KB). The main content area shows a table of files in 'My Drive'. The table has columns for TYPE, TITLE, DEL, and DATE MODIFIED. The file 'Employee Contact List' is highlighted in blue, and a blue callout '1' points to it. To the right of the table, a details panel for the 'Employee Contact List' is open. It shows a 'Download' button and a 'Restore' button. A blue callout '2' points to the 'Download' button. The details panel also shows 'Document ID', 'Sharing' information (becca@backupafi.com, owner), 'Location' (My Drive), and 'Size on Backupify'.

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