



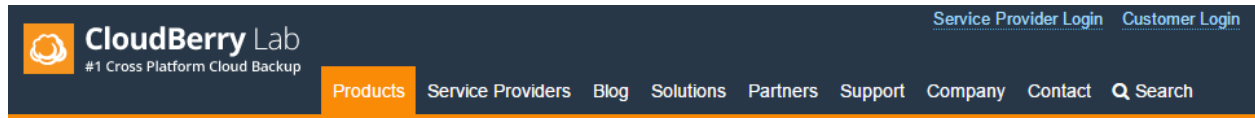
**CloudBerry Lab**  
#1 Cross Platform Cloud Backup

# Getting Started with **CloudBerry G Suite Backup**



# Getting Started with CloudBerry G Suite Backup

1. Go to [cloudberrylab.com/backup/gsuite.aspx](http://cloudberrylab.com/backup/gsuite.aspx). Click **Start Free Trial**.



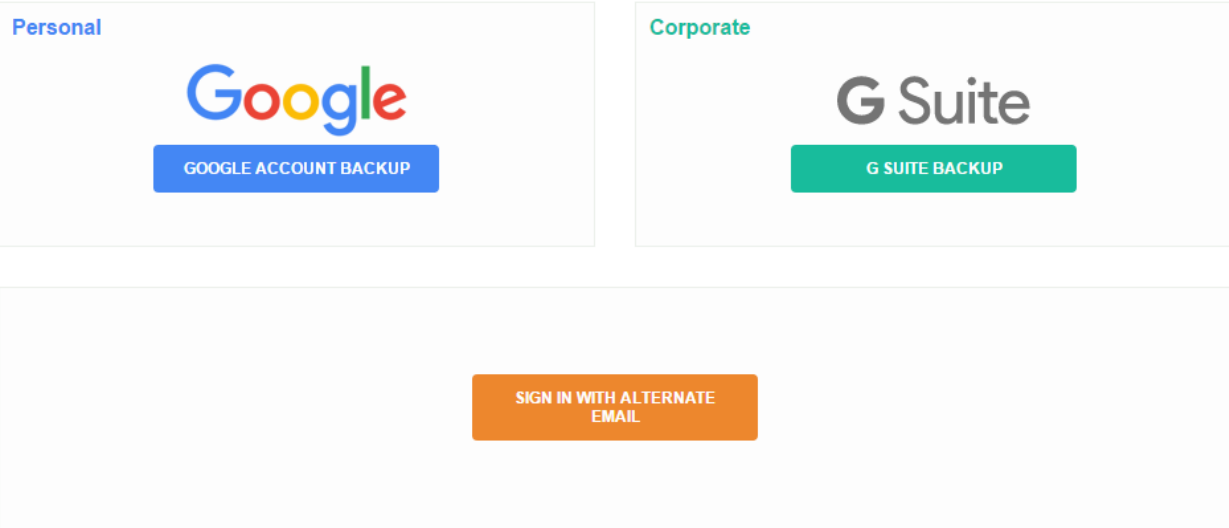
## CloudBerry Backup for G Suite (Google Apps)



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**.



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#1 Cross Platform Cloud Backup

Learn more  
[www.cloudberrylab.com](http://www.cloudberrylab.com)

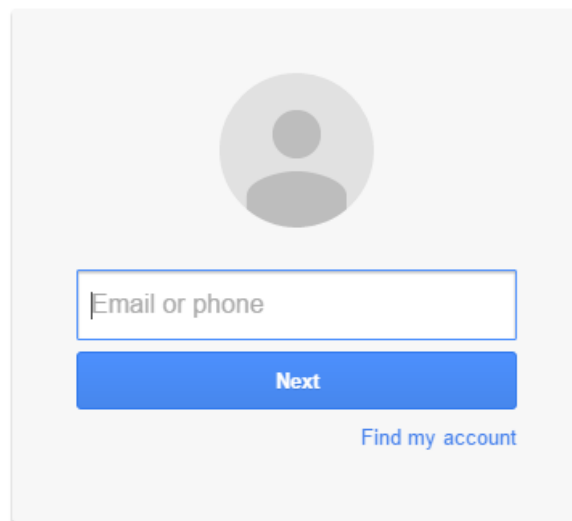
# Getting Started with CloudBerry G Suite Backup

3. Sign in as an administrator.



## One account. All of Google.

Sign in with your Google Account

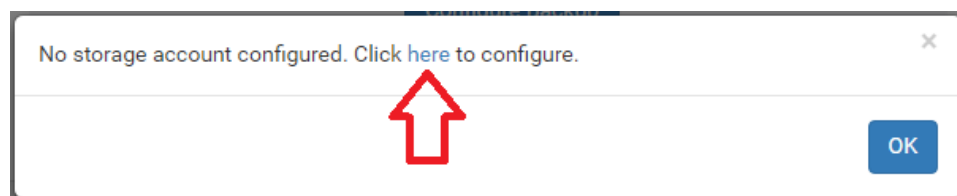
A screenshot of the Google sign-in interface. It features a grey rounded rectangle containing a circular profile icon placeholder at the top. Below it is a text input field with the placeholder text "Email or phone". Under the input field is a blue button labeled "Next". To the right of the "Next" button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

[Create account](#)

One Google Account for everything Google



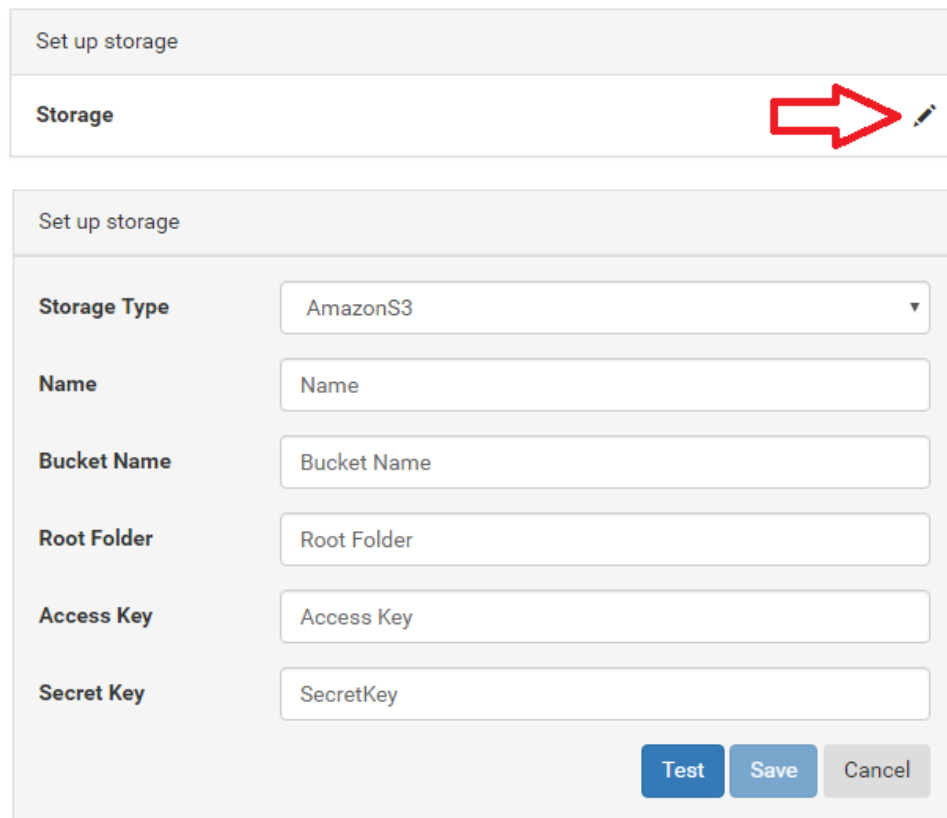
4. Add your storage account. Two storage types are available: Amazon S3 and MS Azure.



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Learn more  
[www.cloudberrylab.com](http://www.cloudberrylab.com)

# Getting Started with CloudBerry G Suite Backup

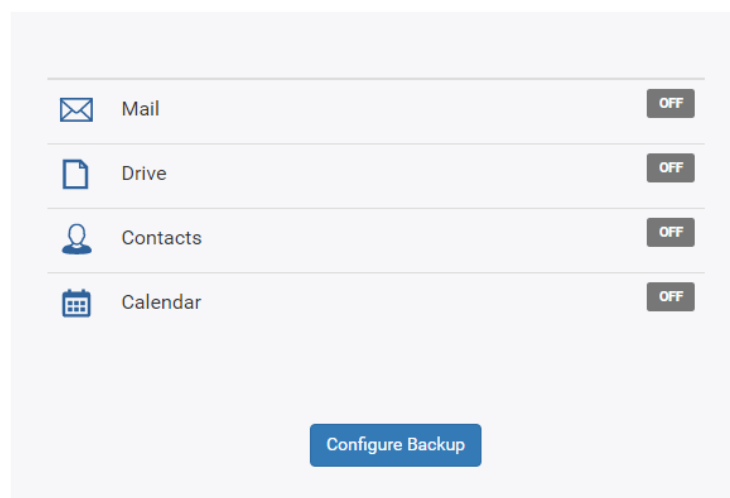


The image shows two overlapping 'Set up storage' dialog boxes. The top box is partially obscured by the bottom one. A red arrow points to the 'Storage' header in the top box. The bottom box is the active one and contains the following fields:

- Storage Type:** AmazonS3 (dropdown menu)
- Name:** Name (text input)
- Bucket Name:** Bucket Name (text input)
- Root Folder:** Root Folder (text input)
- Access Key:** Access Key (text input)
- Secret Key:** SecretKey (text input)

At the bottom right of the bottom box are three buttons: **Test** (blue), **Save** (blue), and **Cancel** (grey).

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



The image shows the 'Configure Backup' dialog box with a list of services and their backup status:

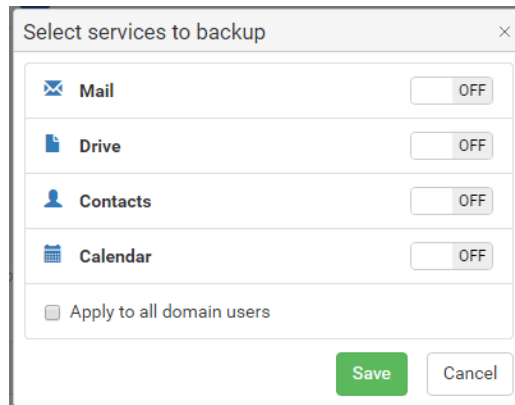
Service	Status
Mail	OFF
Drive	OFF
Contacts	OFF
Calendar	OFF

At the bottom of the dialog is a blue button labeled **Configure Backup**.





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



# Getting Started with CloudBerry G Suite Backup

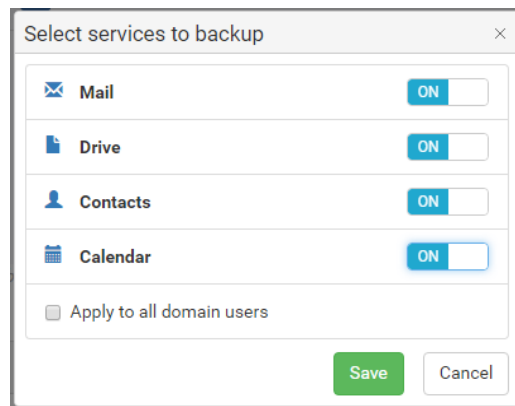


Select services to backup





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

☐ Apply to all domain users

Save Cancel



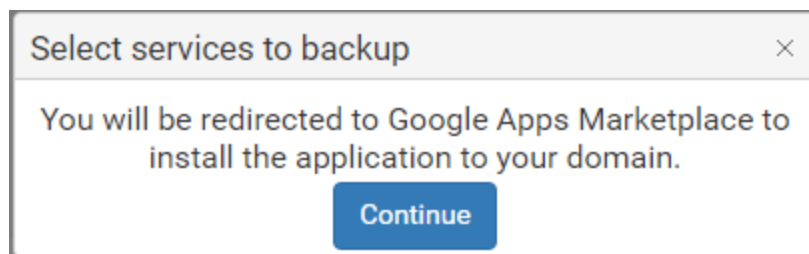
Select services to backup

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

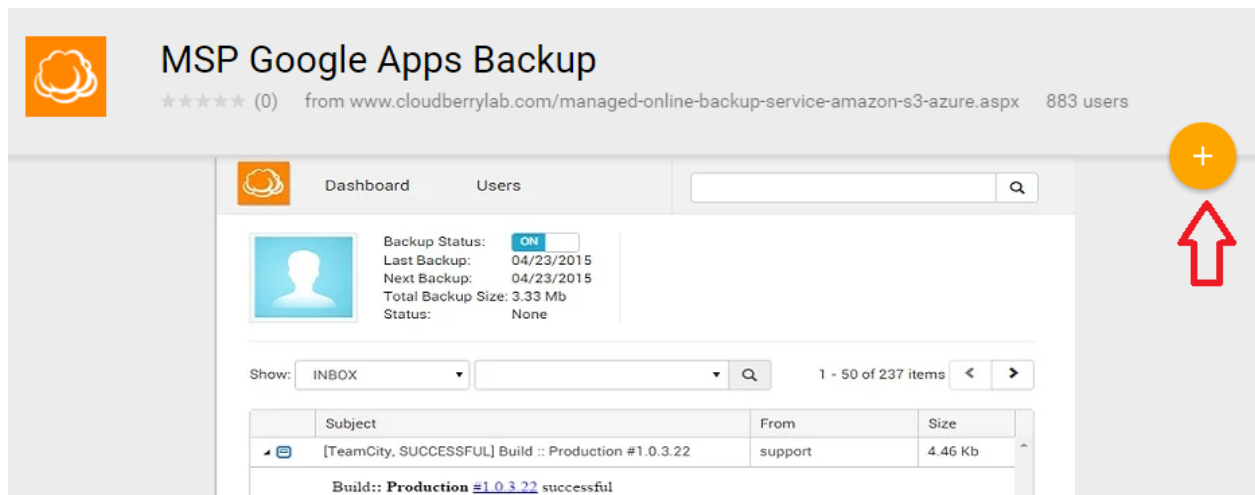
You will be redirected to Google Apps Marketplace to install the application to your domain.

Continue

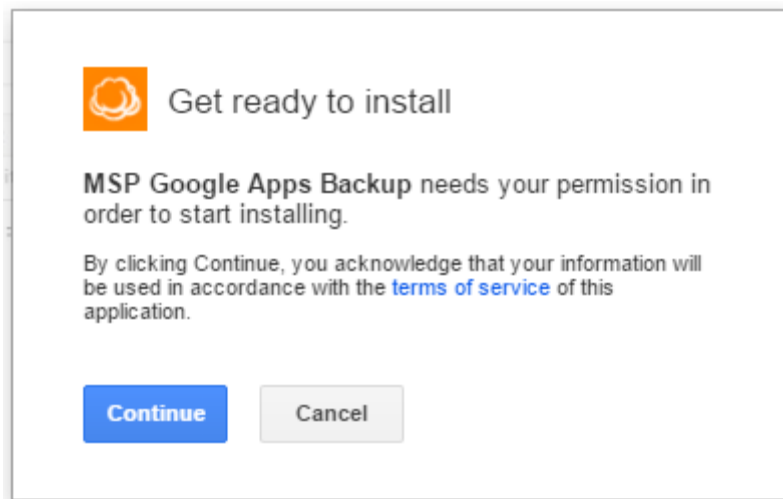


# Getting Started with CloudBerry G Suite Backup

7. Click **Install App**.



8. Install the app.






# 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](#)

Cancel

Accept

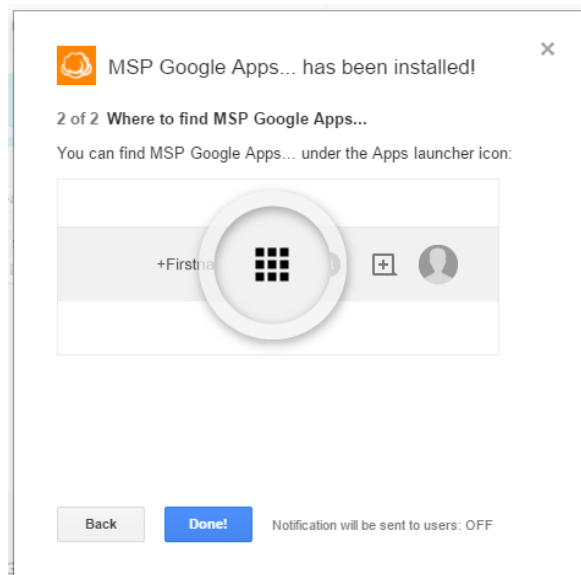
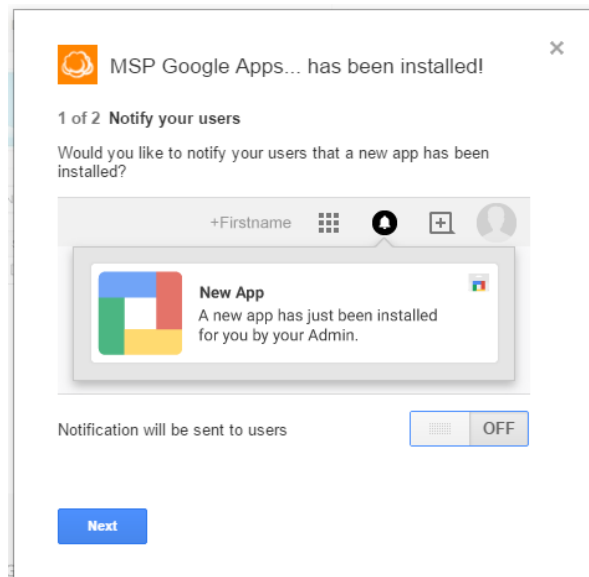


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# Getting Started with CloudBerry G Suite Backup

## 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.

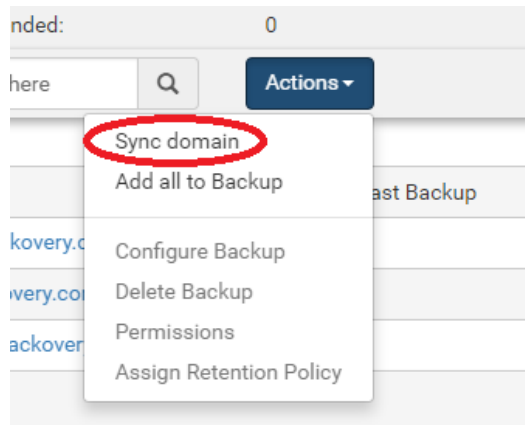
The screenshot shows the CloudBerry Lab web interface with the 'Users' tab selected. The top navigation bar includes 'Dashboard', 'Users', 'Payments', 'History', 'Mail', 'Drive', 'Contacts', and 'Calendar'. The user 'admin@backovery.com' is logged in. Below the navigation bar, a summary shows 3 users for backovery.com: 1 included in backup, 2 not in backup, 0 with backup but not in domain, and 0 suspended. A search bar and an 'Actions' button are present. The main table lists three users: Alex Smith, Helmut Rouger, and John Doe, all with storage size of 0 B and backup status 'ON'. The interface includes pagination for '1 - 3 of 3 items'.

Name	Email	Last Backup	Storage Size	Services	Backup			
Alex Smith	alex@backovery.com		0 B	Mail, Drive, Contacts, Calendar	ON	Settings	Lock	Share
Helmut Rouger	hr@backovery.com		0 B	Mail, Drive, Contacts, Calendar	ON	Settings	Lock	Share
John Doe	admin@backovery.com		0 B	Mail, Drive, Contacts, Calendar	ON	Settings	Lock	Share



# 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.

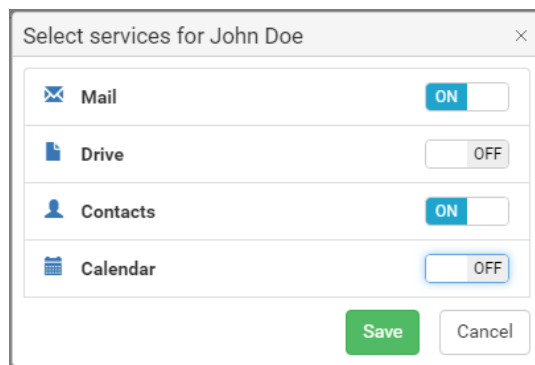
	Name ▲	Email	Last Backup	Storage Size	Services	Backup			
	Alex Smith	alex@backovery.com		0 B	✉ 📁 👤 📅	ON	⚙	🔒	🔄
	Helmuth Rouger	hr@backovery.com		0 B	✉ 📁 👤 📅	ON	⚙	🔒	🔄
	John Doe	admin@backovery.com		0 B	✉ 📁 👤 📅	ON	⚙		🔄

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	✉ 📁 👤 📅	ON	⚙	🔒	🔄
	Helmuth Rouger	hr@backovery.com		0 B	✉ 📁 👤 📅	ON	⚙	🔒	🔄
	John Doe	admin@backovery.com		0 B	✉ 📁 👤 📅	ON	⚙		🔄



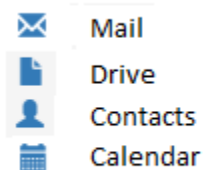
# Getting Started with CloudBerry G Suite Backup



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	✉ 📁 👤 📅	ON	⚙️	🔒	🔄
👤	Helmuth Rouger	hr@backovery.com		0 B	✉ 📁 👤 📅	ON	⚙️	🔒	🔄
👤	John Doe	admin@backovery.com		0 B	✉ 📁 👤 📅	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.

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

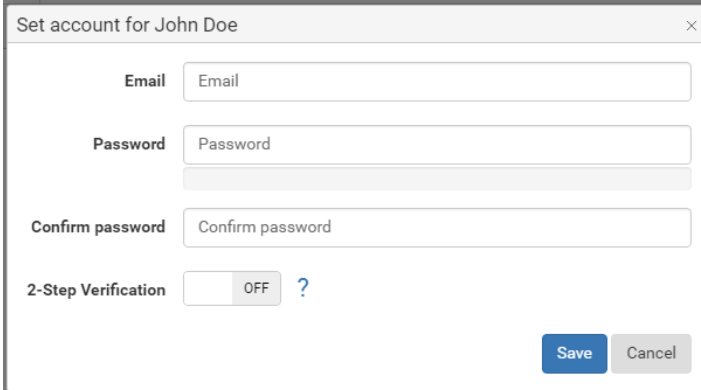
19. You can add alternative email addresses to your users and use them to sign in, recover passwords, and delete backups. Click on the key icon next to the user for whom you want to add an alternative address.

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

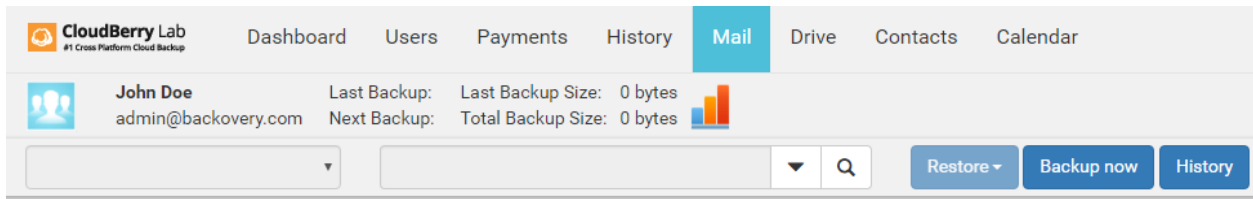
**Save** Cancel

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			
	Alex Smith	alex@backovery.com		0 B		ON			
	Helmuth Rouger	hr@backovery.com		0 B		ON			
	John Doe	admin@backovery.com		0 B		ON			

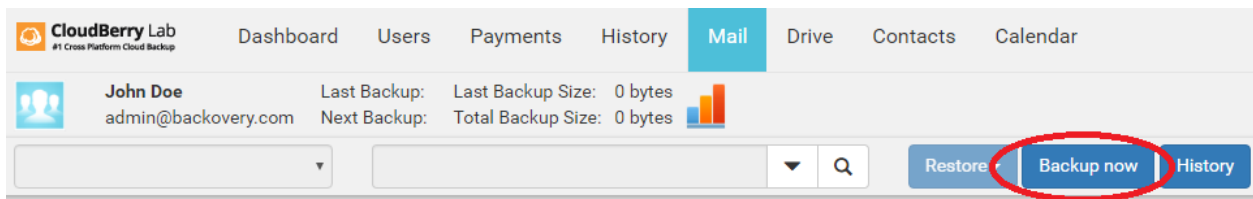


# Getting Started with CloudBerry G Suite Backup



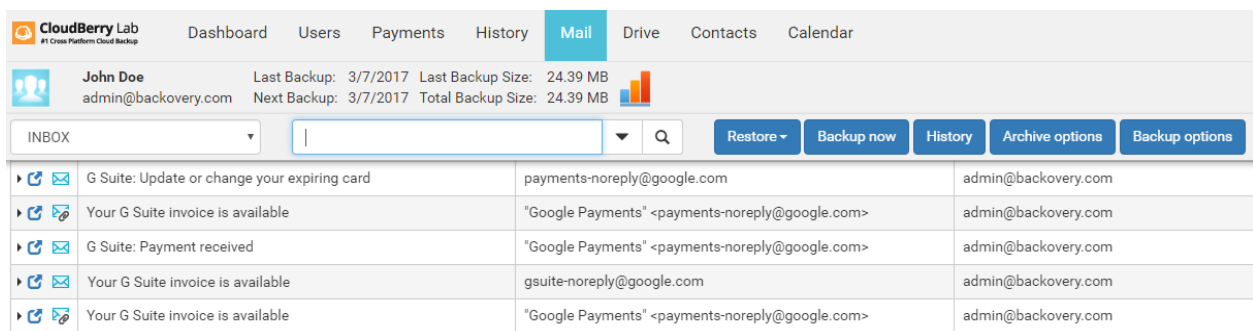
No items to display

22. You can manually backup the user. Click **Backup now**. Give it a moment to finish backing up, and then you can refresh the page.



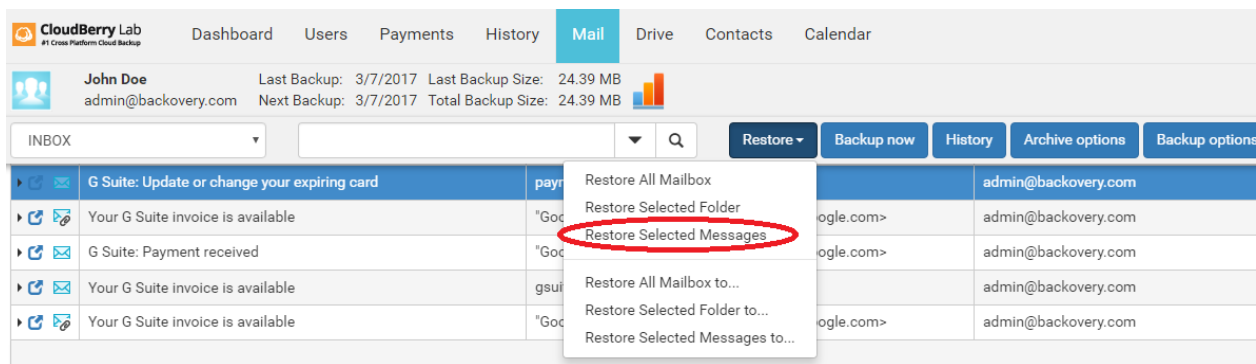
No items to display

23. Now you will see a list of all email messages that have been backed up.

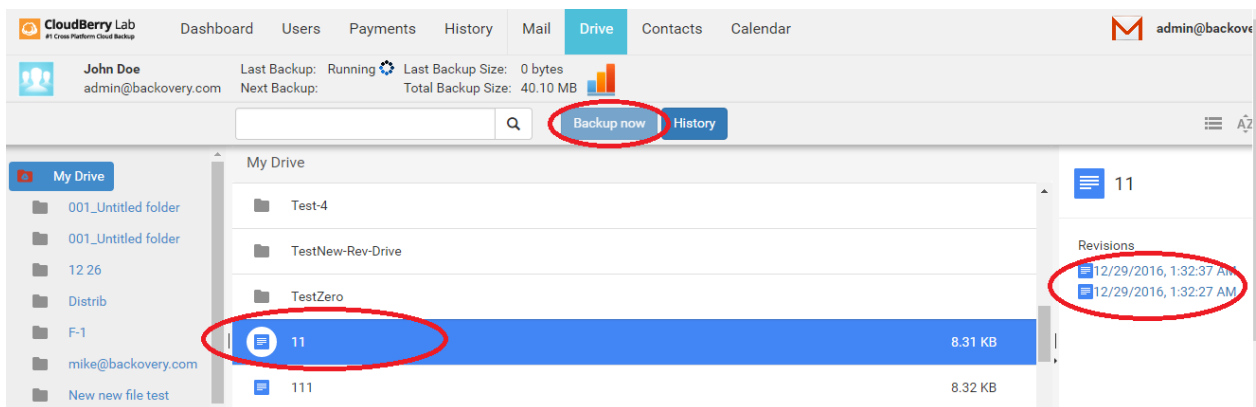


# Getting Started with CloudBerry G Suite Backup

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.

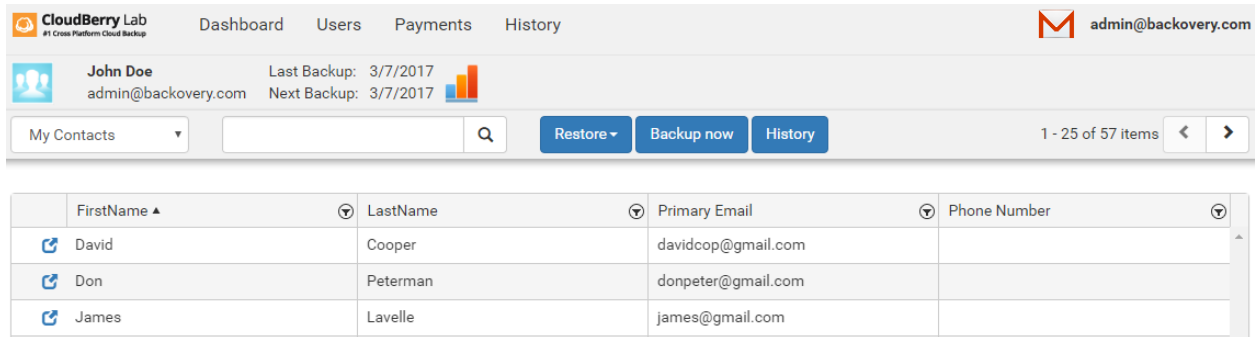


25. Click on the Drive tab. Click **Backup**. You will see the list of your Google Drive items. Each item contains a list of revisions. Each revision can be downloaded to your computer. To do that, select a revision that you want to download.



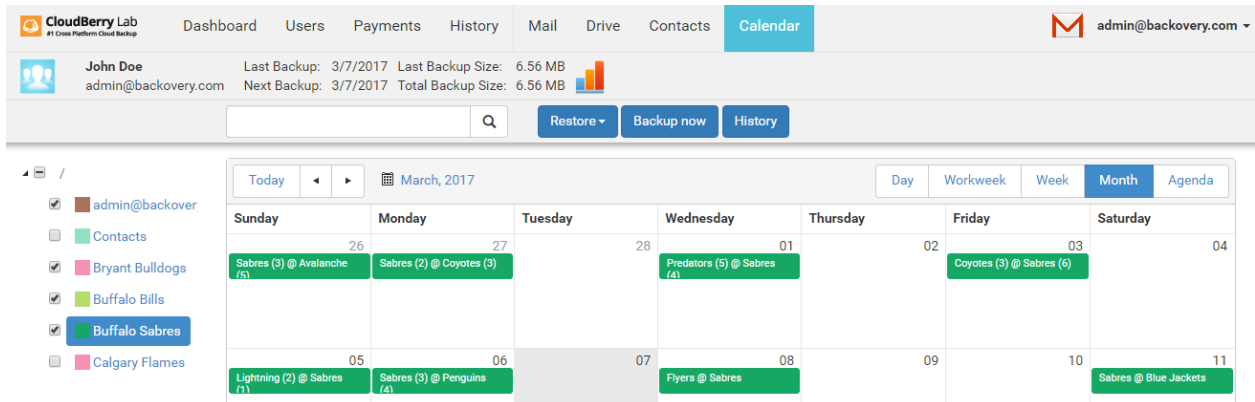
# Getting Started with CloudBerry G Suite Backup

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



First Name	Last Name	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.



Day	Workweek	Week	Month	Agenda		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sabres (3) @ Avalanche (4)	Sabres (2) @ Coyotes (3)		Predators (5) @ Sabres (4)		Coyotes (3) @ Sabres (6)	
Lightning (2) @ Sabres (1)	Sabres (3) @ Penguins (4)		Flyers @ Sabres			Sabres @ Blue Jackets





# 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**.

<input type="checkbox"/>	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

Alternate email password

Delete backup

Cancel



# 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 Icon]
Helmuth Rouger	hr@backovery.com		0 B	[Icons]	ON [Lock Icon]
John Doe	admin@backovery.com	3/7/2017 7:26 PM	98.40 MB	[Icons]	ON [Lock Icon]

1 - 3 of 3 items

Actions

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

Set permissions for Alex Smith

Sign in ON

Restore ON

Save Cancel

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

