CHECKLIST · TECHNOLOGY

How to back up Microsoft 365 and Google Workspace data

Published 12 October 2026. Read the full story, sources and any updates at
digitaladvisors.com.au/journal/back-up-microsoft-365-google-workspace-data/

- [ ] **Write down your windows.** Note the default periods that apply to you: 14 days for Exchange Online items removed from Deleted Items, 93 days for the OneDrive work recycle bin, 30 days for Drive and Gmail trash plus 25 days for an administrator.
- [ ] **Raise Exchange Online's deleted-item retention to 30 days.** Ask your Microsoft 365 administrator; the default is 14.
- [ ] **Add a step to your staff-leaving routine.** Transfer or copy the person's mail and files before the account is deleted. Google Workspace data is gone 20 days after deletion, and a Microsoft 365 mailbox after 30.
- [ ] **Check for unlicensed OneDrive accounts.** Ask your administrator to list them, since by default Microsoft makes them read-only after 60 days and archives them after 93.
- [ ] **Choose a backup route for each service.** For Microsoft 365, Microsoft 365 Backup or a third-party service. For Google Workspace, a regular Data Export or Takeout stored outside Google, or a third-party service.
- [ ] **Get a price in Australian dollars.** For Microsoft 365 Backup, ask your reseller, as Microsoft's page lists $0.15 per gigabyte a month without naming a currency.
- [ ] **Test it.** With a backup service, delete a test file and a test email and recover each. With an export, open the downloaded copy and confirm a known file and email are in it.

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.