



Backup settings

SaaS Backup For Office 365

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You can update your backup settings to control various backup options. Available backup settings vary based on service.

Backup setting	Description	Enabled	Available in...
Auto Sync	Enables the automatic scheduled synchronization of newly added or deleted users, OneDrives, or site collections once every 24 hours.	By default	<ul style="list-style-type: none">• Microsoft Exchange Online• Microsoft SharePoint Online• Microsoft OneDrive for Business• Microsoft Office 365 Groups
Enable OneNote Backup	Enables the backup of OneNote notebooks.	Manually	<ul style="list-style-type: none">• Microsoft SharePoint Online• Microsoft OneDrive for Business
Enable Restore of Recoverable Items	Enables the user to restore Microsoft Exchange recoverable items.	Manually	<ul style="list-style-type: none">• Microsoft Exchange Online
Enable Backup of Recoverable Items	Enables the backup of Microsoft Exchange recoverable items. Only the tier 1 backup policy allows for the backup of recoverable items.	Manually	<ul style="list-style-type: none">• Microsoft Exchange Online

Backup setting	Description	Enabled	Available in...
Include Workflows	Includes workflows in the backup.	Manually	<ul style="list-style-type: none"> • Microsoft SharePoint Online • Microsoft Office 365 Groups
Include List Views	Includes list views in backup.	Manually	<ul style="list-style-type: none"> • Microsoft SharePoint Online • Microsoft Office 365 Groups
Include Version History	<p>Enables maintenance of multiple file versions in the backup.</p> <div>  <p>This setting only applies to individual files. It does not apply to entire folders, tiers, or services.</p> </div>	By default	<ul style="list-style-type: none"> • Microsoft SharePoint Online • Microsoft OneDrive for Business • Microsoft Office 365 Groups
Number of Versions	<p>Sets the number of backup file versions to maintain.</p> <p>By default, the latest version is automatically backed up, even if this setting is not enabled.</p>	Set to 20 by default	<ul style="list-style-type: none"> • Microsoft SharePoint Online • Microsoft OneDrive for Business • Microsoft Office 365 Groups

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