



Backup settings

SaaS Backup for Microsoft 365

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Backup settings

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

Backup settings per 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 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
Include Workflows	Includes workflows in the backup.	Manually	<ul style="list-style-type: none">• Microsoft SharePoint Online• Microsoft 365 Groups

Backup setting	Description	Enabled	Available in...
Include List Views	Includes list views in backup.	Manually	<ul style="list-style-type: none"> • Microsoft SharePoint Online • Microsoft 365 Groups
Include Version History	<p>Enables maintenance of multiple file versions in the backup.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  This setting only applies to individual files. It does not apply to entire folders, tiers, or services. </div>	By default	<ul style="list-style-type: none"> • Microsoft SharePoint Online • Microsoft OneDrive for Business • Microsoft 365 Groups
Number of Versions	Sets the number of backup file versions to maintain. By default, the latest version is automatically backed up, even if this setting is not enabled.	Set to 20 by default	<ul style="list-style-type: none"> • Microsoft SharePoint Online • Microsoft OneDrive for Business • Microsoft 365 Groups

Update backup settings


Steps

1. Click **Services** from the left navigation pane.



2. Click Microsoft 365.



3. Under **Manage Services**, click the backup settings icon  next to the service that you need to update. A list of your backup settings available for the selected service is displayed.
4. Select the desired backup settings.
5. Click **Confirm**.

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