



Purge a user, site collection, or Microsoft 365 group

SaaS Backup for Microsoft 365

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August 27, 2021


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Purge a user, site collection, or Microsoft 365 group

You can completely remove all the data associated with a user, site collection, or Microsoft 365 group. Purged data is recoverable for seven days. After seven days, the data is permanently deleted and the user license is automatically released.

Steps

1. Click the configuration icon  next to your SaaS Backup user id in the top left corner.
2. Select **ACCOUNT SETTINGS**.
3. Click **RETAIN AND PURGE**.
4. Under **Purge Data**, select the **Type of Service** (Exchange, OneDrive, or SharePoint) from the dropdown menu.
5. Search for the user, site collection, or Microsoft 365 group that you want to purge.
For Microsoft Exchange Online or OneDrive for Business, enter the user or Microsoft 365 group name. For SharePoint Online, enter the site collection name.

NOTE: If the user has an archive mailbox, the username of the archive mailbox is prefixed by "In-Place Archive".

6. When the search result returns, click the  to select the user, site collection, or Microsoft 365 group.
7. Click **Save**.
8. Click **Yes** to confirm that you want purge the data.

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