

Shield Backup GSuite

Administrator's Manual

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1. Backup Licenses

Backup for the following GSuite services is included in the user license:

- Google Mail
- Contacts
- Calendar
- Google Drive
- Team Drives

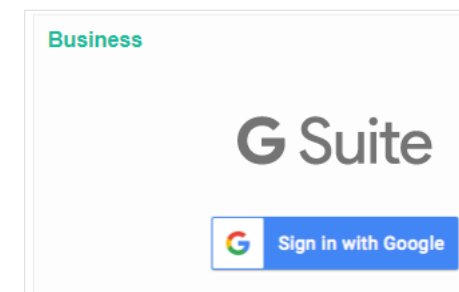
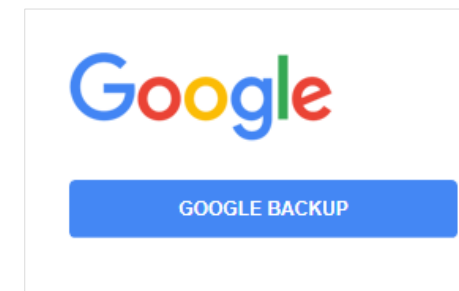
50 GB of storage space is included in each user license.

Backup Licenses

- All end-users under the domain share the customer's total storage space
(10 users x 50 GB / user = 500 GB for all users to share)
- Extra disk space for the domain can be purchased as an additional service.
- License options for extra space:
 - 50 GB
 - 100 GB
 - 250 GB
 - 500 GB
 - 1 TB

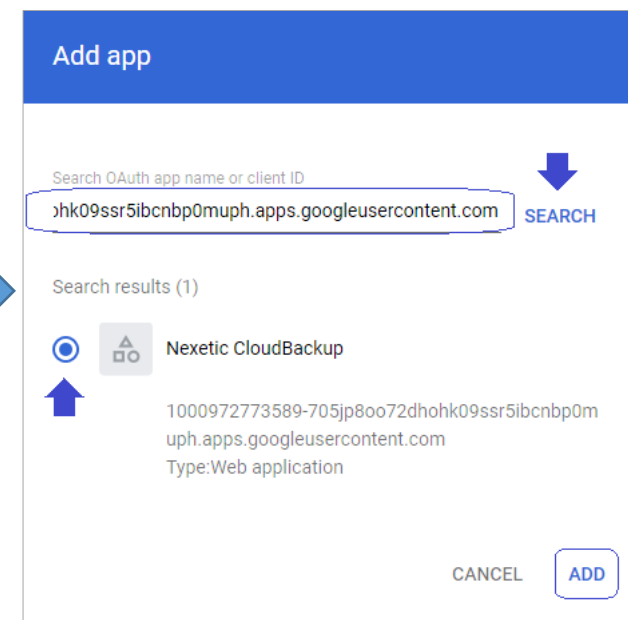
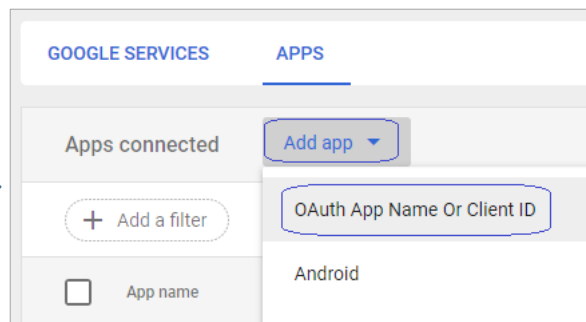
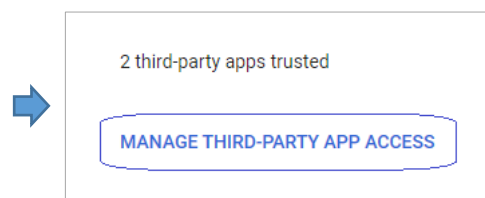
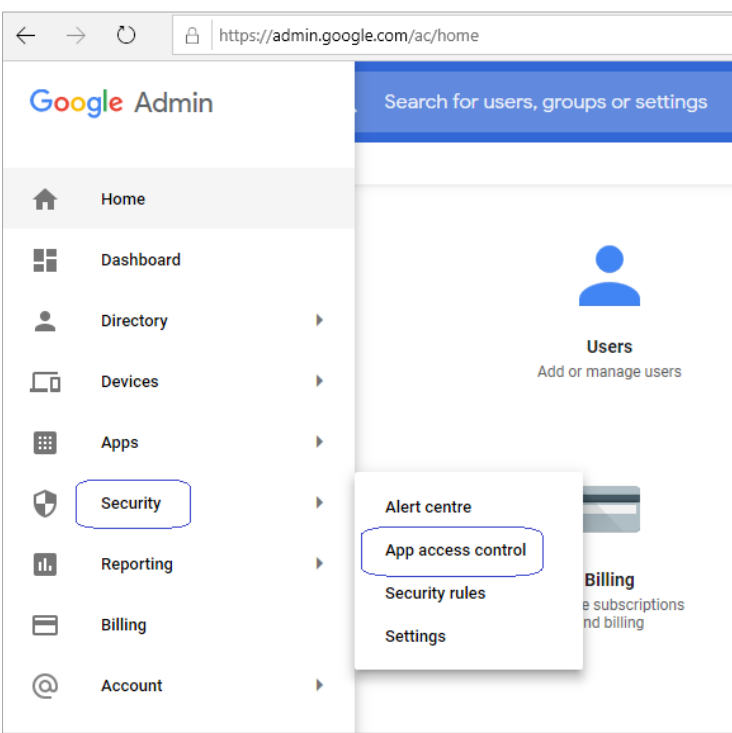
2. Logging into the Management Portal

- We will send the Administrator instructions on how to log into the Management Portal. It is located at: <https://cloudbackup.nexetic.com/>
- Administrator's own GSuite user credentials for the domain are used to log in
 - Super Admin user role is required for activating the service
- Alternate email address can also be set up for logging in
- User's rights will be based on user roles in GSuite.



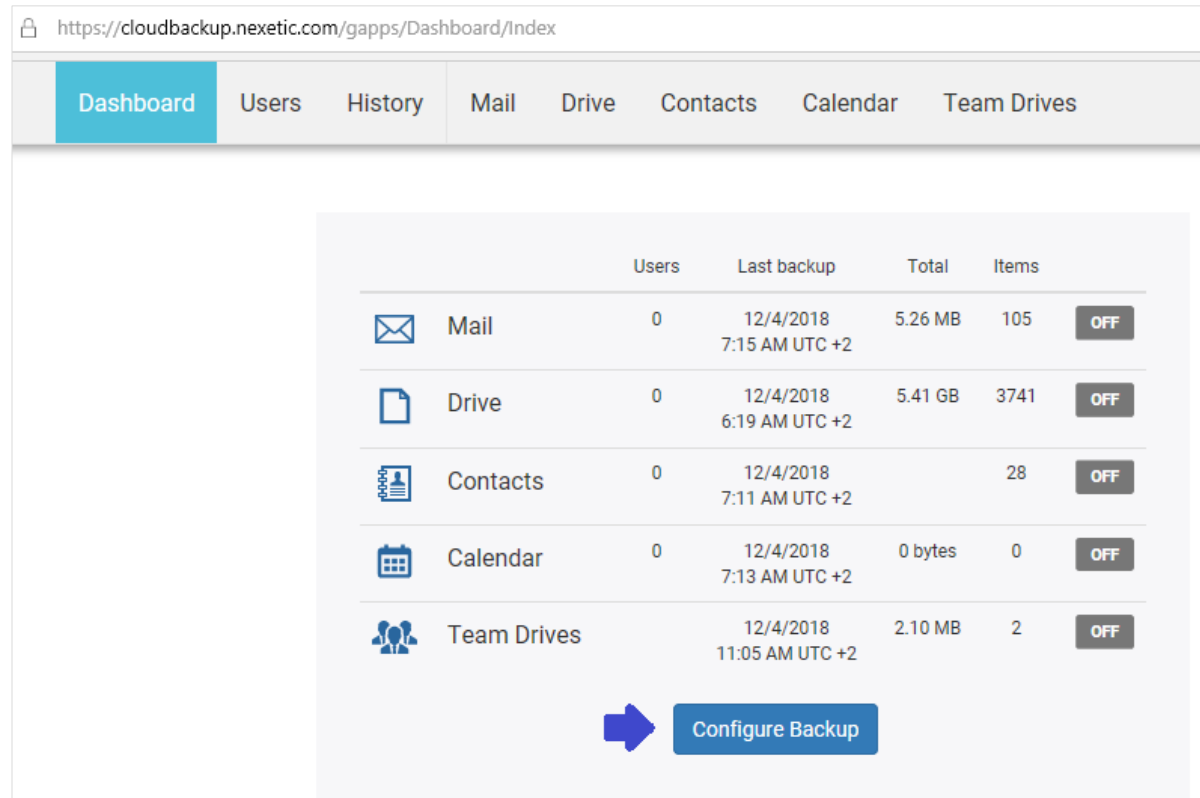
3. Whitelisting the CloudBackup app

- For GSuite Backup, first you need to whitelist our application. Sign into the Google Admin Portal at <https://admin.google.com> as Super Administrator of the domain.
- Click **Security** from the Main Menu -> **App Access Control** -> **Manage Third-Party App Access** -> **Add app** -> **OAuth App Name or Client ID**.
- Search and add these apps by their Client IDs:
 - Client ID: [1000972773589-705jp8oo72dhohk09ssr5ibcnp0muph.apps.googleusercontent.com](https://www.googleapis.com/oauth2/v1/userinfo?client_id=1000972773589-705jp8oo72dhohk09ssr5ibcnp0muph.apps.googleusercontent.com)
 - Client ID: [102858480050358139674](https://www.googleapis.com/oauth2/v1/userinfo?client_id=102858480050358139674)
- Once the application is added as trusted app, you can proceed to configure the backup according to instructions on the next slide.








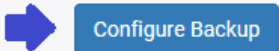
4. Configuring Backup

- When Administrator has logged into the [Shield Backup GSuite Management Portal](#), first the services need to be selected for backup. To do that, click [Configure backup](#) on [Dashboard](#).



The screenshot shows the dashboard of the Shield Backup GSuite Management Portal. The URL in the browser is <https://cloudbackup.nexetic.com/gapps/Dashboard/Index>. The dashboard has a navigation menu with the following items: Dashboard (selected), Users, History, Mail, Drive, Contacts, Calendar, and Team Drives. Below the navigation menu, there is a table displaying backup information for various services. The table has columns for Users, Last backup, Total, and Items. Each row represents a service and includes an 'OFF' button to toggle backup status. A blue arrow points to a 'Configure Backup' button at the bottom of the table.

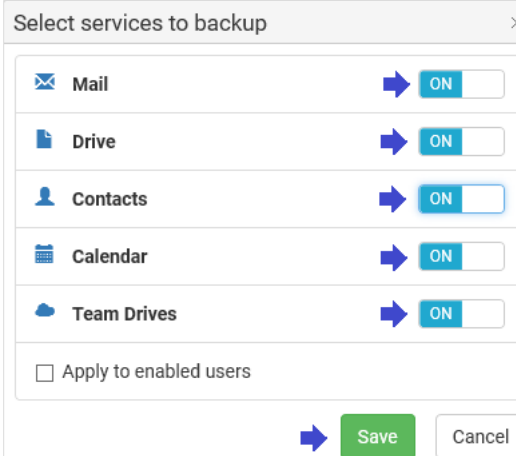
	Users	Last backup	Total	Items	
 Mail	0	12/4/2018 7:15 AM UTC +2	5.26 MB	105	<input type="button" value="OFF"/>
 Drive	0	12/4/2018 6:19 AM UTC +2	5.41 GB	3741	<input type="button" value="OFF"/>
 Contacts	0	12/4/2018 7:11 AM UTC +2		28	<input type="button" value="OFF"/>
 Calendar	0	12/4/2018 7:13 AM UTC +2	0 bytes	0	<input type="button" value="OFF"/>
 Team Drives		12/4/2018 11:05 AM UTC +2	2.10 MB	2	<input type="button" value="OFF"/>













Configuring Backup

- Select the services for backup (click **OFF** -> **ON**)
- Click **Save**


- **NOTE:** In GSuite portal Administrator needs to install Nexetic CloudBackup application. Notification about this will be automatically displayed and you will be redirected to GSuite Marketplace to download the application. In installation phase you need to select **Install to domain**.

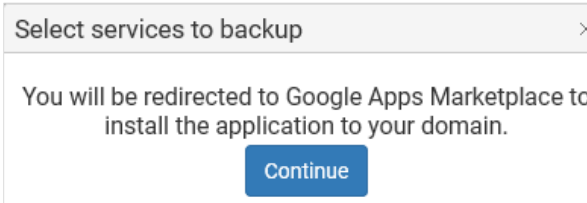


Select services to backup

 Mail	 ON
 Drive	 ON
 Contacts	 ON
 Calendar	 ON
 Team Drives	 ON

Apply to enabled users

 **Save** Cancel



Select services to backup

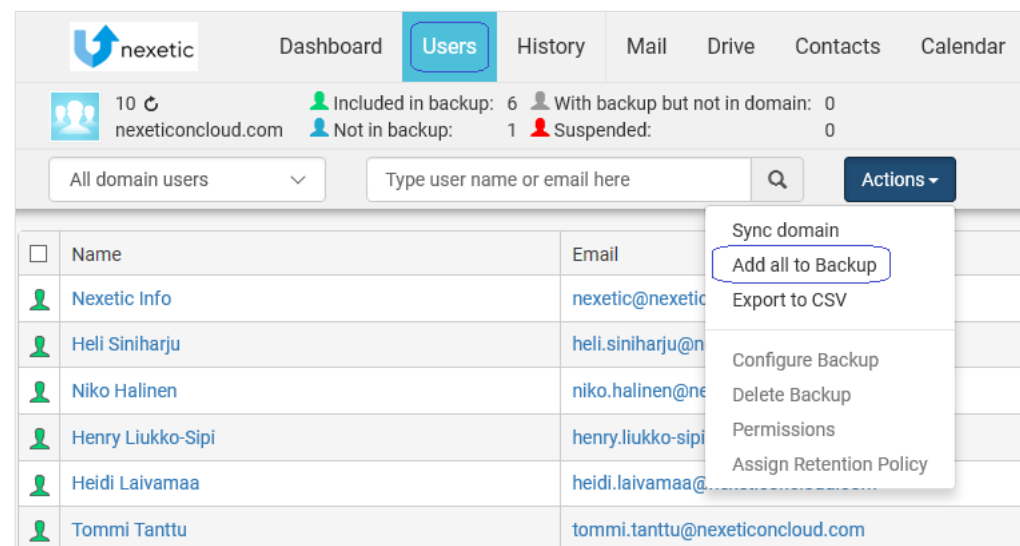
You will be redirected to Google Apps Marketplace to install the application to your domain.

Continue

5. Turning on backups

- List of domain users are displayed on [Users](#) page. It may take a few minutes for the full user list to appear. Once the list is visible, you can define which users will be included in backup.

- Click [Actions](#) -> [Add all to Backup](#) to turn on backup for all users on the list.
- Or turn on backup for single users one by one from the [Backup](#) column (-> Backup: “ON”).

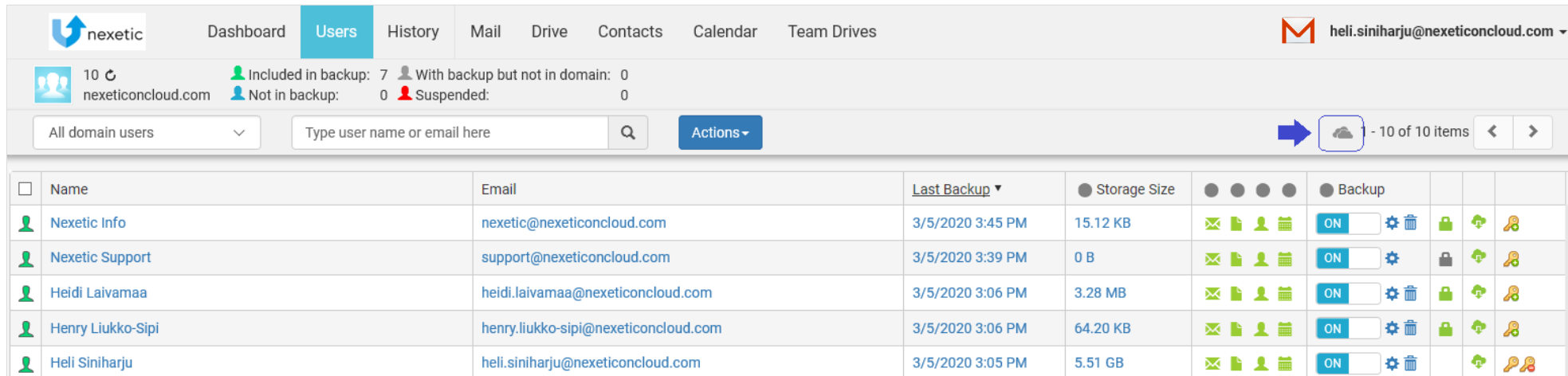


The screenshot shows the Nexetic interface for managing users. At the top, there are navigation tabs: Dashboard, Users (selected), History, Mail, Drive, Contacts, and Calendar. Below the tabs, there is a summary for the domain 'nexeticcloud.com' with 10 users. Statistics show: 6 included in backup, 1 not in backup, 0 with backup but not in domain, and 0 suspended. A search bar and an 'Actions' button are present. The main area displays a table of users with columns for Name and Email. An 'Actions' dropdown menu is open over the table, showing options: Sync domain, Add all to Backup (highlighted), Export to CSV, Configure Backup, Delete Backup, Permissions, and Assign Retention Policy.

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Nexetic Info	nexetic@nexetic.com
<input type="checkbox"/>	Heli Siniharju	heli.siniharju@nexetic.com
<input type="checkbox"/>	Niko Halinen	niko.halinen@nexetic.com
<input type="checkbox"/>	Henry Liukko-Sipi	henry.liukko-sipi@nexetic.com
<input type="checkbox"/>	Heidi Laivamaa	heidi.laivamaa@nexetic.com
<input type="checkbox"/>	Tommi Tantt	tommi.tantt@nexeticcloud.com

Turning on backups

- There is an option to add all new GSuite users to backup automatically. This option can be enabled by clicking the cloud symbol on [Users](#) page.
- Using this option requires purchasing the needed Shield Backup GSuite licenses beforehand. If no licenses are available, backup for new users will be turned on, but this will result in an “No licenses available” error and the service icons for the new users’ services will turn red.
- If this option is not enabled, new GSuite users are not included in backup automatically.

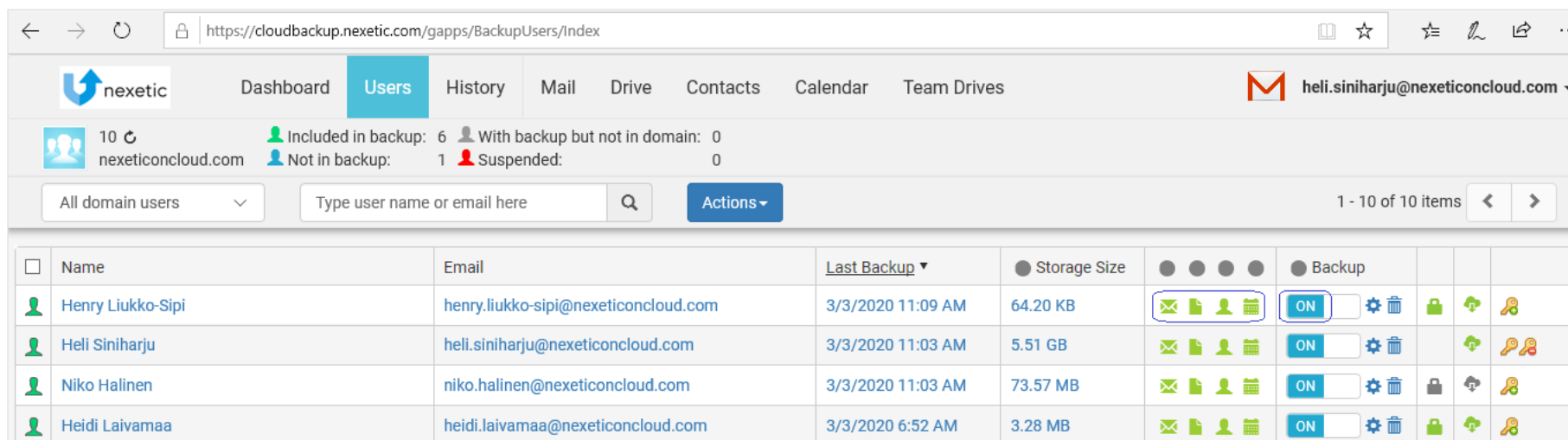


The screenshot shows the 'Users' page in the Nexetic interface. At the top, there are navigation tabs: Dashboard, Users (selected), History, Mail, Drive, Contacts, Calendar, and Team Drives. The user's email is heli.siniharju@nexeticcloud.com. Below the navigation, there are statistics: 10 users in total, 7 included in backup, 0 with backup but not in domain, 0 not in backup, and 0 suspended. A search bar and an 'Actions' button are also present. The main part of the page is a table with columns for Name, Email, Last Backup, Storage Size, and Backup status. The Backup status column includes a cloud icon and an 'ON' toggle switch.

Name	Email	Last Backup	Storage Size	Backup
Nexetic Info	nexetic@nexeticcloud.com	3/5/2020 3:45 PM	15.12 KB	ON
Nexetic Support	support@nexeticcloud.com	3/5/2020 3:39 PM	0 B	ON
Heidi Laivamaa	heidi.laivamaa@nexeticcloud.com	3/5/2020 3:06 PM	3.28 MB	ON
Henry Liukko-Sipi	henry.liukko-sipi@nexeticcloud.com	3/5/2020 3:06 PM	64.20 KB	ON
Heli Siniharju	heli.siniharju@nexeticcloud.com	3/5/2020 3:05 PM	5.51 GB	ON

Turning on backups

- Now you can check that correct users and services have been selected for backups. If backup is enabled for a user, “ON” is displayed in **Backup** column for the user.
- Previous column displays the services that have been enabled for backup, indicated by bright green font. Backup for services marked in grey font are disabled from the user.
- If you want to do any changes, select the users by clicking the green symbol next to the username, then click **Actions** -> **Configure backup**.



The screenshot shows the 'BackupUsers/Index' page in the Nexetic interface. The page displays a list of users with their backup status. The 'Backup' column shows 'ON' for all listed users, indicating that backups are enabled for them. The interface also includes a search bar, a filter dropdown, and a summary of backup statistics.

Name	Email	Last Backup	Storage Size	Backup
Henry Liukko-Sipi	henry.liukko-sipi@nexeticoncloud.com	3/3/2020 11:09 AM	64.20 KB	ON
Heli Siniharju	heli.siniharju@nexeticoncloud.com	3/3/2020 11:03 AM	5.51 GB	ON
Niko Halinen	niko.halinen@nexeticoncloud.com	3/3/2020 11:03 AM	73.57 MB	ON
Heidi Laivamaa	heidi.laivamaa@nexeticoncloud.com	3/3/2020 6:52 AM	3.28 MB	ON

Backups will start automatically according to pre-set schedule and they will be run every 6 hours, starting at 11 am, 5 pm, 11 pm, and 5 am UTC.

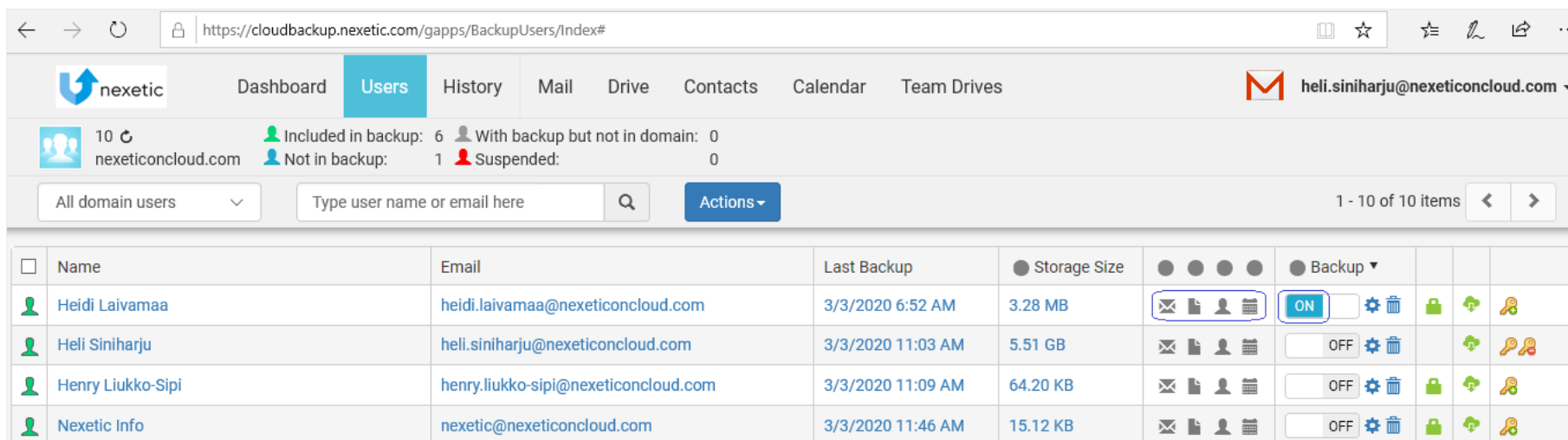
6. Turning on backup for Team Drives

- First select Team Drives to backup by clicking [Configure backup](#) and Team Drives = **ON** on Dashboard.
- IF YOU WANT TO BACK UP TEAM DRIVES ONLY:
 - A single backup license is required to back up Team Drives only.
 - On [Users](#) page turn on backup for one user (can be any user, even an admin-user). No need to configure user's own services for backup, it's enough that Backup = **ON** for one user.

Select services to backup

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

Apply to all domain users

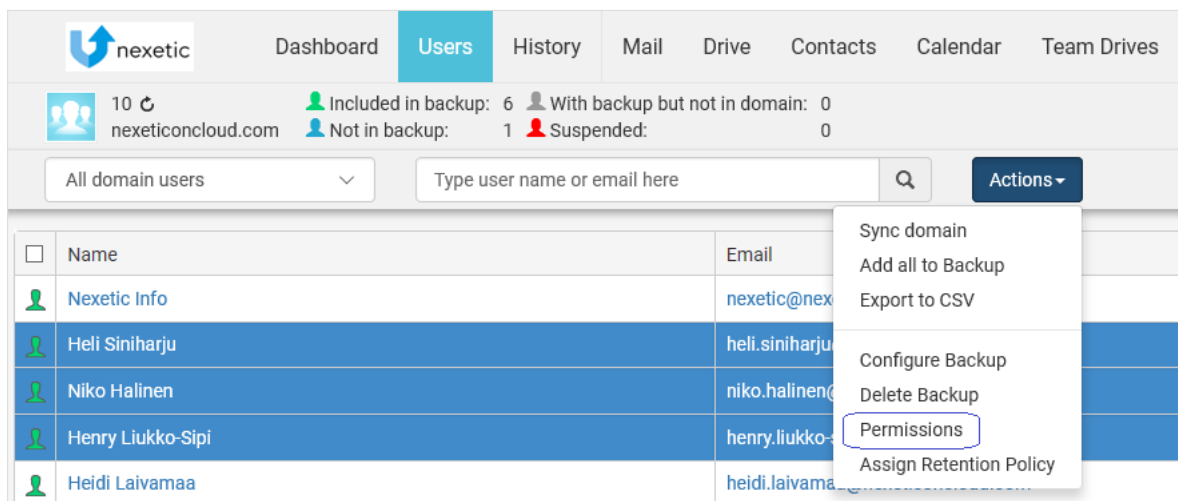


The screenshot shows the 'Users' page in the Nexetic dashboard. The page header includes navigation tabs for Dashboard, Users, History, Mail, Drive, Contacts, Calendar, and Team Drives. The user 'heli.siniharju@nexeticoncloud.com' is logged in. Below the header, there are statistics for 10 users: 6 included in backup, 1 not in backup, 0 with backup but not in domain, and 0 suspended. A search bar and 'Actions' dropdown are present. The main table lists users with columns for Name, Email, Last Backup, Storage Size, and Backup status. The 'Backup' column for Heidi Laivamaa is highlighted as 'ON'.

Name	Email	Last Backup	Storage Size	Backup
Heidi Laivamaa	heidi.laivamaa@nexeticoncloud.com	3/3/2020 6:52 AM	3.28 MB	ON
Heli Siniharju	heli.siniharju@nexeticoncloud.com	3/3/2020 11:03 AM	5.51 GB	OFF
Henry Liukko-Sipi	henry.liukko-sipi@nexeticoncloud.com	3/3/2020 11:09 AM	64.20 KB	OFF
Nexetic Info	nexetic@nexeticoncloud.com	3/3/2020 11:46 AM	15.12 KB	OFF

7. Giving Permissions

- The administrator can always restore data on behalf of the end-users.
- If end-users will need to restore their own data, they must be given permissions to sign into the Management Portal and to restore their data. Select the users and click [Actions](#) -> [Permissions](#).



Dashboard **Users** History Mail Drive Contacts Calendar Team Drives

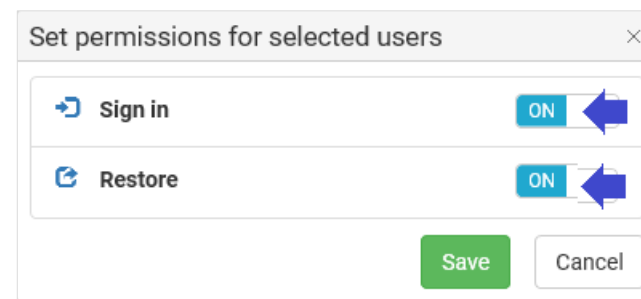
10 users nexeticconcloud.com
Included in backup: 6 Not in backup: 1 With backup but not in domain: 0 Suspended: 0

All domain users Type user name or email here Actions

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Nexetic Info	nexetic@nex
<input checked="" type="checkbox"/>	Heli Siniharju	heli.siniharju
<input checked="" type="checkbox"/>	Niko Halinen	niko.halinen
<input checked="" type="checkbox"/>	Henry Liukko-Sipi	henry.liukko-sipi
<input checked="" type="checkbox"/>	Heidi Laivamaa	heidi.laivamaa

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

- For data restoration, both [Sign in](#) and [Restore](#) permissions are needed. Click them “ON” and [Save](#).



Set permissions for selected users

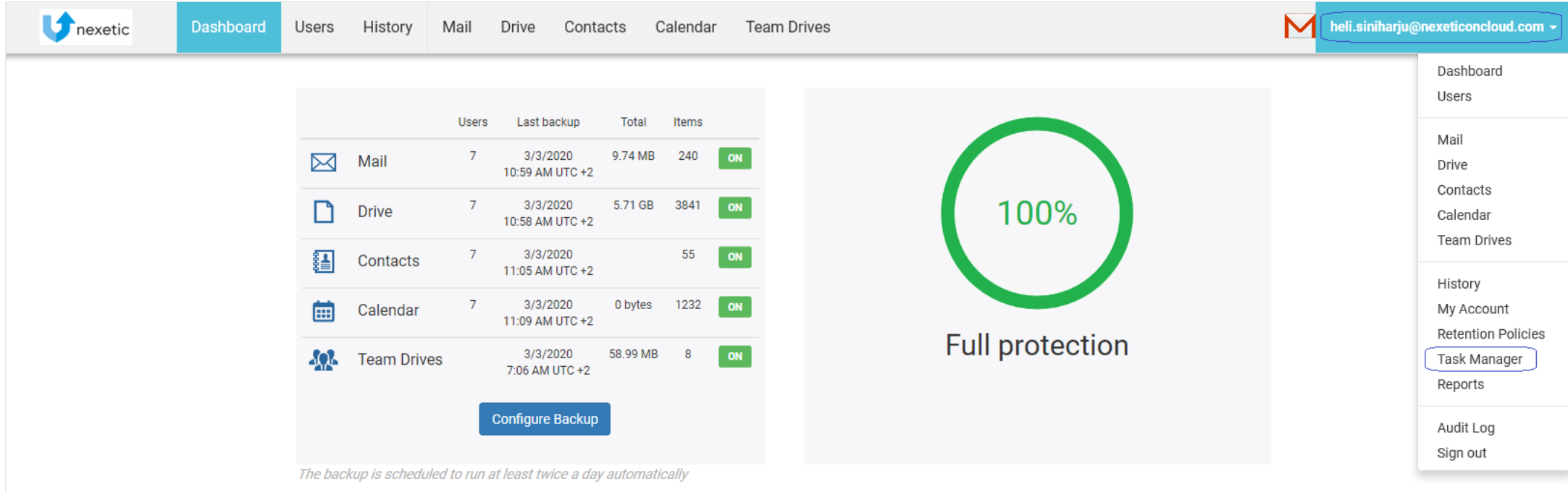
Sign in ON

Restore ON

Save Cancel






8. Checking Backup Progress

- To see how users' backups are progressing in real time, click your email address in the upper right corner of the page, and select **Task Manager** from the menu.
- If the list is empty, there are no backups or data restorations ongoing at that moment.



The screenshot shows the Nexetic dashboard interface. At the top, there is a navigation bar with the Nexetic logo, a 'Dashboard' tab, and several menu items: Users, History, Mail, Drive, Contacts, Calendar, and Team Drives. On the right side of the navigation bar, there is a user profile section with an email address 'heli.siniharju@nexeticcloud.com' and a dropdown arrow.

The main content area is divided into two sections. On the left, there is a table showing backup progress for different services. On the right, there is a large green circle with '100%' inside, and the text 'Full protection' below it.

	Users	Last backup	Total	Items	
 Mail	7	3/3/2020 10:59 AM UTC +2	9.74 MB	240	ON
 Drive	7	3/3/2020 10:58 AM UTC +2	5.71 GB	3841	ON
 Contacts	7	3/3/2020 11:05 AM UTC +2		55	ON
 Calendar	7	3/3/2020 11:09 AM UTC +2	0 bytes	1232	ON
 Team Drives		3/3/2020 7:06 AM UTC +2	58.99 MB	8	ON

[Configure Backup](#)

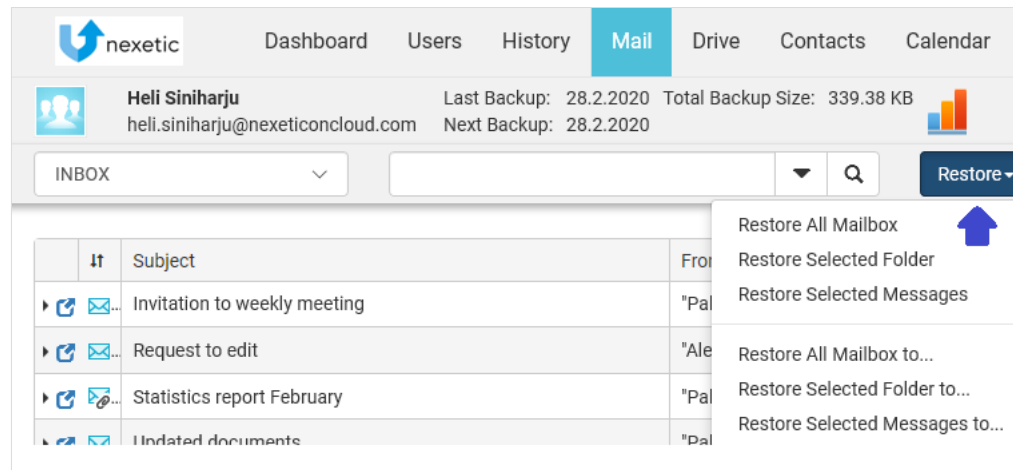
The backup is scheduled to run at least twice a day automatically

100%
Full protection

- Dashboard
- Users
- Mail
- Drive
- Contacts
- Calendar
- Team Drives
- History
- My Account
- Retention Policies
- Task Manager**
- Reports
- Audit Log
- Sign out

9. Restoring Data in Mail / Contacts / Calendar

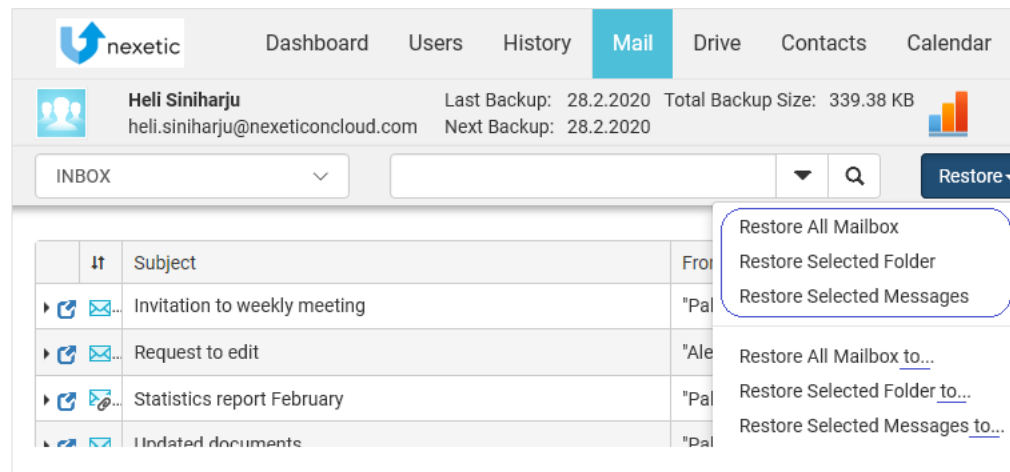
- Restoration from Mail / Contacts / Calendar is done by clicking [Restore](#) button
- Then select from the drop-down menu which folders / messages / contacts / calendars need to be restored
- Content will be restored back to user's GSuite
 - For Mail: also option to restore to another GMail (["Restore...to"](#)).



The screenshot shows the Nexetic Mail interface. At the top, there are navigation tabs: Dashboard, Users, History, Mail (selected), Drive, Contacts, and Calendar. Below the navigation, the user's name 'Heli Siniharju' and email 'heli.siniharju@nexeticcloud.com' are displayed, along with backup information: 'Last Backup: 28.2.2020', 'Total Backup Size: 339.38 KB', and 'Next Backup: 28.2.2020'. The main area shows an 'INBOX' folder selected, with a search bar and a 'Restore' button. A dropdown menu is open from the 'Restore' button, showing the following options: 'Restore All Mailbox', 'Restore Selected Folder', 'Restore Selected Messages', 'Restore All Mailbox to...', 'Restore Selected Folder to...', and 'Restore Selected Messages to...'. The email list below shows several messages, including 'Invitation to weekly meeting', 'Request to edit', 'Statistics report February', and 'Undated documents'.

10. Restore Options in Mail

- **Restore All Mailbox**
 - The entire mailbox is restored with its original structure to original folders
 - If folders don't exist, they will be created
- **Restore Selected Folder**
 - Messages are restored to the original folder
 - If a folder doesn't exist, it will be created
- **Restore Selected Messages**
 - Messages are restored to **Restore** folder
- The original date&time is kept in all the cases
- The same logic applies to the “Restore... to” restore options



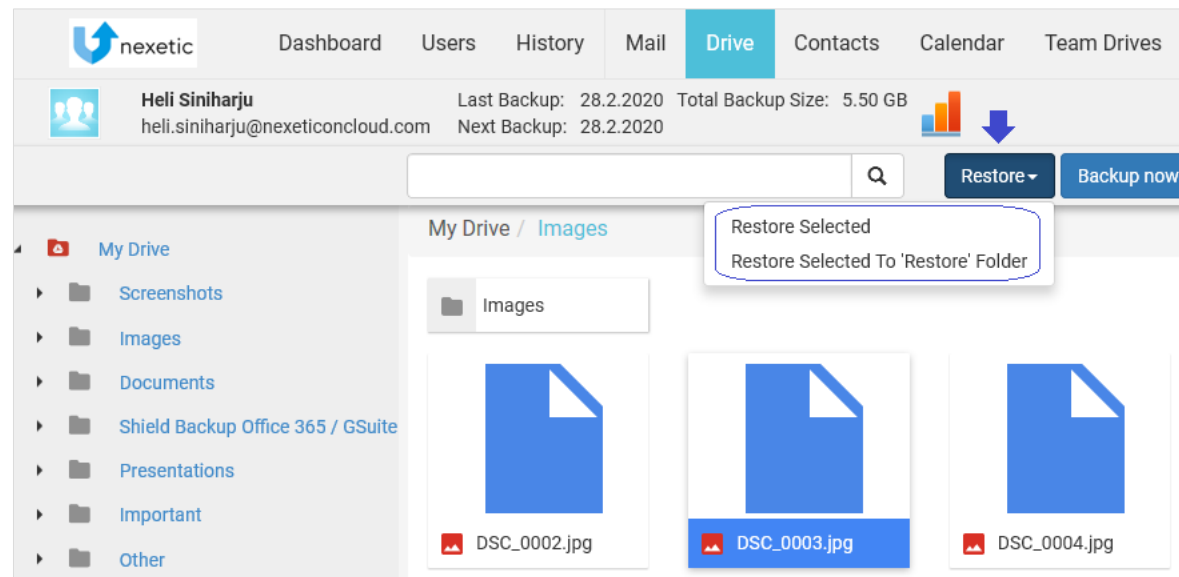
The screenshot shows the Nexetic Mail interface. At the top, there are navigation tabs: Dashboard, Users, History, Mail (selected), Drive, Contacts, and Calendar. Below the navigation, the user's name 'Heli Siniharju' and email 'heli.siniharju@nexeticoncloud.com' are displayed, along with backup information: 'Last Backup: 28.2.2020', 'Next Backup: 28.2.2020', and 'Total Backup Size: 339.38 KB'. A 'Restore' button is visible in the top right corner. Below the navigation, there is a search bar and a dropdown menu showing 'INBOX'. A table of email messages is displayed, with columns for 'It', 'Subject', and 'From'. The messages listed are: 'Invitation to weekly meeting', 'Request to edit', 'Statistics report February', and 'Undated documents'. A dropdown menu is open over the 'Restore' button, showing three options: 'Restore All Mailbox', 'Restore Selected Folder', and 'Restore Selected Messages'. Below these options, there are three links: 'Restore All Mailbox to...', 'Restore Selected Folder to...', and 'Restore Selected Messages to...'.

It	Subject	From
▶	Invitation to weekly meeting	"Pal
▶	Request to edit	"Ale
▶	Statistics report February	"Pal
▶	Undated documents	"Pal

11. Restoring Data in Drive



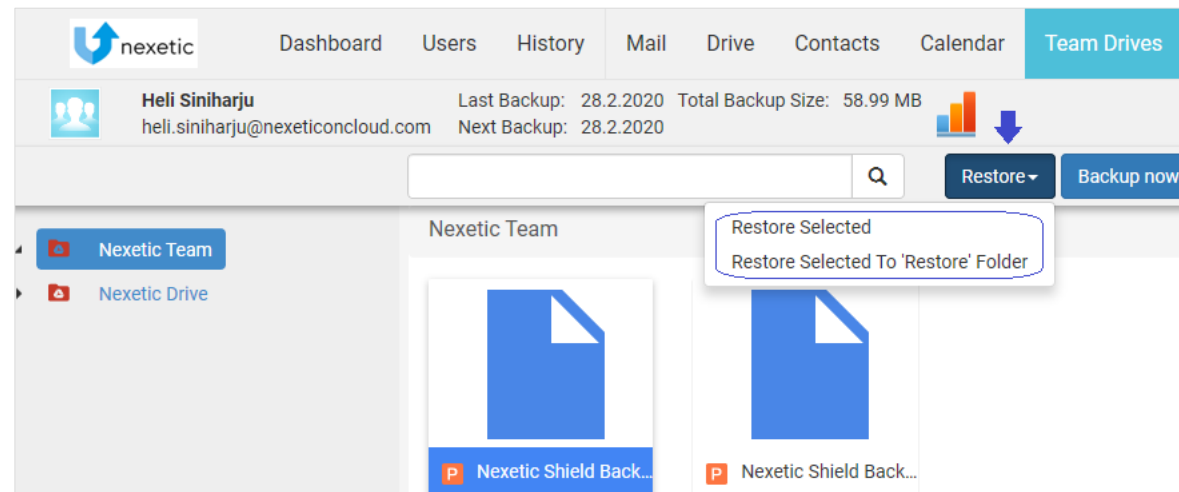
- On [Drive](#) page, Google Drive files or folders can be directly restored back to user's [Google Drive](#) (by admin / end user), or downloaded to the [local workstation](#) (by end user only).
- To restore back to [GSuite](#), select the items you need to restore, then click [Restore](#) and one of the options in drop-down menu:
 - [Restore Selected](#) will allow you to restore content to the original folder.
 - [Restore Selected to "Restore" Folder](#) will restore items to a Restore folder in the destination folder.
- Next, select the version to be restored: [Latest version](#), or from [Point in time](#).
- To [download files to the local workstation](#), select a file from the directory tree and you will see the list of revisions on the right. Choose a revision and you can then either open it or save it on your workstation.



12. Restoring Data in Team Drives



- On [Team Drives](#) page, you can restore Team Drive files or folders directly back to [Team Drives in GSuite](#), or download files to the [local workstation](#) (by admin users with Super Admin rights only).
- Select the items you need to restore, then click [Restore](#) and one of the options in drop-down menu:
 - [Restore Selected](#) will allow you to restore content to the original folder.
 - [Restore Selected to "Restore" Folder](#) will restore items to a Restore folder in the destination folder.
- Next, select the version to be restored: [Latest version](#), or from [Point in time](#).
- It is not yet possible to restore the whole Team Drives structure.
- Currently only Documents and Document libraries can be restored.
- Super Admin rights are required to access or restore content from Team Drives.



13. Data Restore by End User

- If users need to restore their data from [GSuite Backup](#), they will need to sign in to the [Shield Backup GSuite Management Portal](#) with their GSuite user credentials.
- Both [Sign in](#) and [Restore](#) permissions are needed (see chapter 7)
- Users can either use the Restore functionality, or download single files and file revisions to their workstation.

14. Data Restore by Administrator

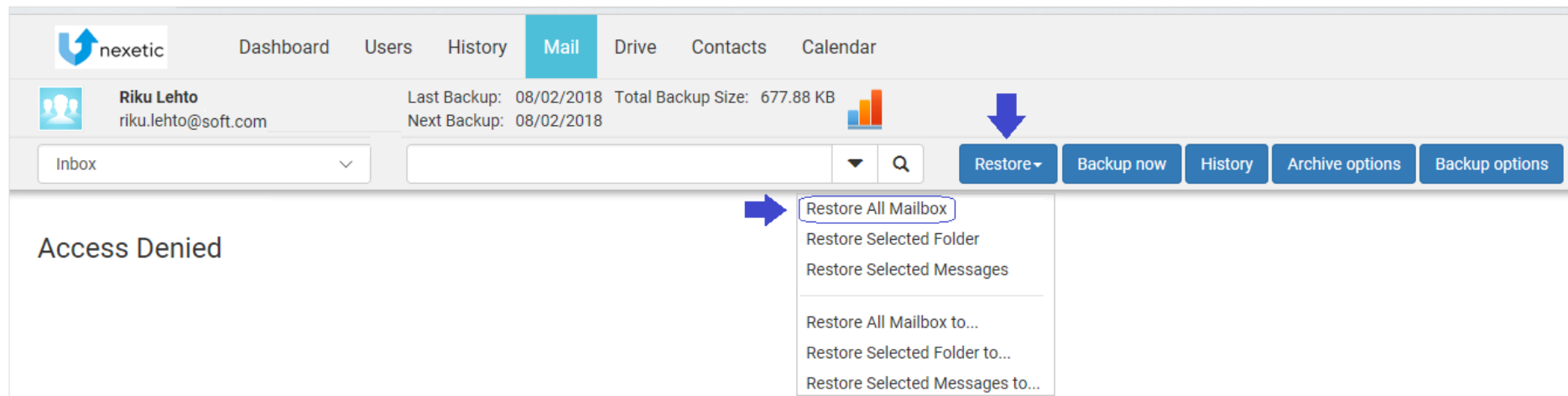


- Minimum [User Management Admin](#) role is required from the Administrator to be able to restore users' data on their behalf
- On [Users](#) page, select the user by clicking the user's name.
- User Management Admin:
 - Click [Restore](#) -> [Restore all..](#)
 - possibility to restore **all** Mails / Calendar / Contacts on behalf of the user (not groups / single items)
 - Only restoration back to user's GSuite is allowed
- Super Admin will have full access & restoration rights also on item level

The screenshot displays the Nexetic user management interface. At the top, there is a navigation bar with the Nexetic logo and menu items: Dashboard, Users, History, Mail (highlighted), Drive, Contacts, and Calendar. Below the navigation bar, the user profile for Riku Lehto (riku.lehto@soft.com) is shown, along with backup information: Last Backup: 08/02/2018, Total Backup Size: 677.88 KB, and Next Backup: 08/02/2018. A search bar and a dropdown menu (currently set to 'Inbox') are visible. A 'Restore' button is highlighted with a blue arrow, and its dropdown menu is open, showing options: 'Restore All Mailbox', 'Restore Selected Folder', 'Restore Selected Messages', 'Restore All Mailbox to...', 'Restore Selected Folder to...', and 'Restore Selected Messages to...'. A blue arrow points to the 'Restore All Mailbox' option. Below the restore options, the text 'Access Denied' is displayed.

15. Administrator Rights

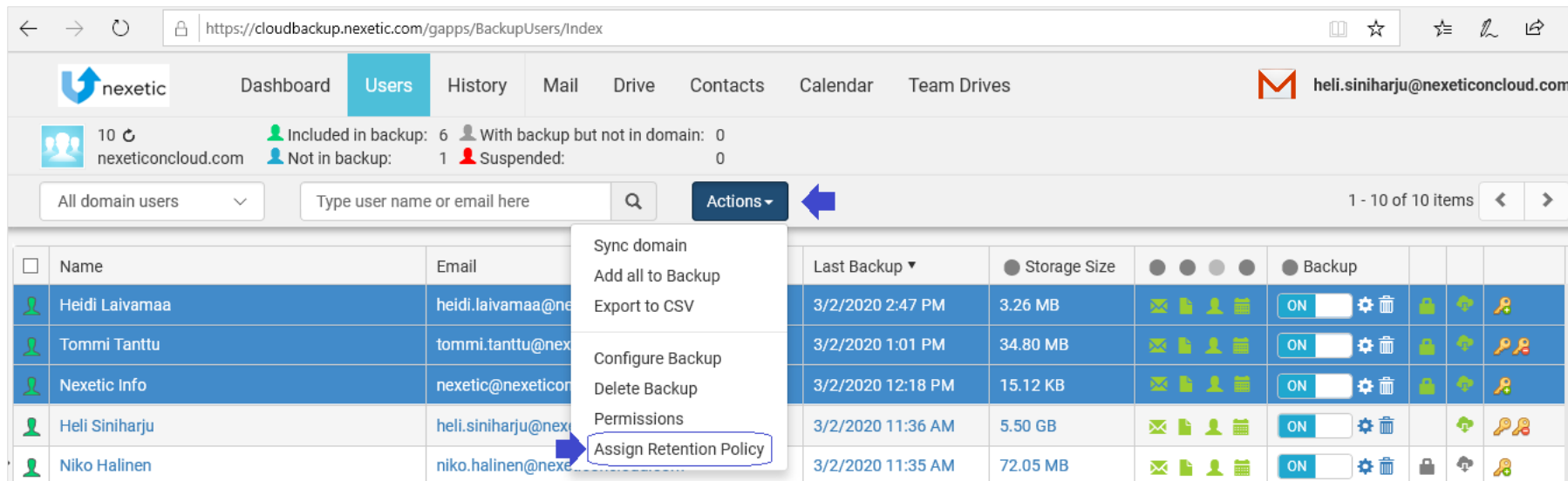
- To have Admin rights in cloudbackup.nexetic.com portal, minimum [User Management Admin](#) role in GSuite is required.
- User Management Admin level user has the following rights in cloudbackup.nexetic.com:
 - Add user to backup, configure backups
 - Add permissions
 - Restore all Mails / Calendar / Contacts on behalf of the user (not groups / single items)
- User Management Admin will **not** have the following rights in cloudbackup.nexetic.com:
 - Access to users' backup content
 - Access to Team Drives (Team Drives being a group level service)
 - Access [Audit Log](#) to see the actions of other users in cloudbackup.nexetic.com portal
- [Super Admin](#) will have more extensive access rights (complying with roles in the GSuite domain)



The screenshot displays the Nexetic web interface for a user named Riku Lehto (riku.lehto@soft.com). The interface includes a navigation bar with tabs for Dashboard, Users, History, Mail, Drive, Contacts, and Calendar. The 'Mail' tab is active. Below the navigation bar, the user's profile information is shown, along with backup statistics: Last Backup: 08/02/2018, Total Backup Size: 677.88 KB, and Next Backup: 08/02/2018. A search bar and several action buttons (Restore, Backup now, History, Archive options, Backup options) are visible. A blue arrow points to the 'Restore' button, which has a dropdown menu open. The dropdown menu contains the following options: Restore All Mailbox, Restore Selected Folder, Restore Selected Messages, Restore All Mailbox to..., Restore Selected Folder to..., and Restore Selected Messages to... Another blue arrow points to the 'Access Denied' message in the main content area.

16. Retention Policies

- By default there are no Retention Policies in place
- Unlimited version history is available for all services and all backups
- Admin-user can create retention policies for the customer in the Management Portal by clicking his username in the upper right corner and selecting [Retention policies](#) and [Create Retention Policy](#).
- Take retention policy in use on [Users](#) page by selecting the users, clicking [Actions](#) and [Assign Retention Policy](#). Select the policy by ticking the box and click [Save](#).



The screenshot shows the 'Users' page in the Nexetic Management Portal. The page displays a table of users with columns for Name, Email, Last Backup, Storage Size, and Backup status. An 'Actions' dropdown menu is open over the table, highlighting the 'Assign Retention Policy' option. The user 'Niko Halinen' is selected in the table.

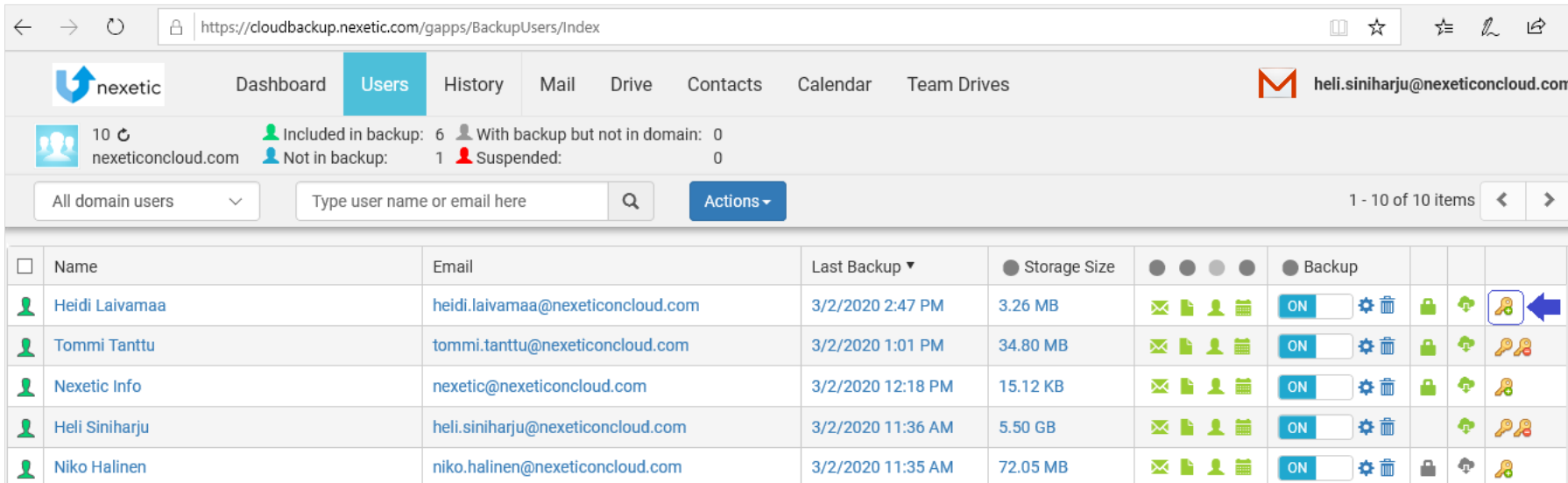
Name	Email	Last Backup	Storage Size	Backup
Heidi Laivamaa	heidi.laivamaa@nexetic.com	3/2/2020 2:47 PM	3.26 MB	ON
Tommi Tanttu	tommi.tanttu@nexetic.com	3/2/2020 1:01 PM	34.80 MB	ON
Nexetic Info	nexetic@nexetic.com	3/2/2020 12:18 PM	15.12 KB	ON
Heli Siniharju	heli.siniharju@nexetic.com	3/2/2020 11:36 AM	5.50 GB	ON
Niko Halinen	niko.halinen@nexetic.com	3/2/2020 11:35 AM	72.05 MB	ON

17. Storing deleted files

- If user deletes files from GSuite, the deleted files will be kept in the backup as regular files without any limits (or according to an applicable retention policy, if such retention policies has been created for the customer by the Administrator).
- Deleted files are shown as existing files in the Shield Backup GSuite Management Portal (not tagged as “deleted”)
- Backed up data will be permanently deleted from the system after 30 days, when..
 - End-user’s all backed up data is deleted in Management Portal by clicking the carbage bin symbol on Users page (deletion confirmation requires setting up alternate email – see slide 19)
 - AND there are no backups since that (backup = OFF)
- The above applies also to situations where user is deleted from GSuite. The user will remain visible in the Management Portal, and all the backed up data remains in the service, unless deleted by clicking the carbage bin on Users. Keeping deleted user’s data does not require a backup license since new backups are no longer taken.

18. Setting up an alternate email

- It is possible to log into the Management Portal with another email address (doesn't have to be Gmail address; any address will do)
- On [Users](#) page, click the key symbol for the selected user
- Add the email address and any chosen password. The password is created for this service only and it doesn't need to be the same as the e-mail password.



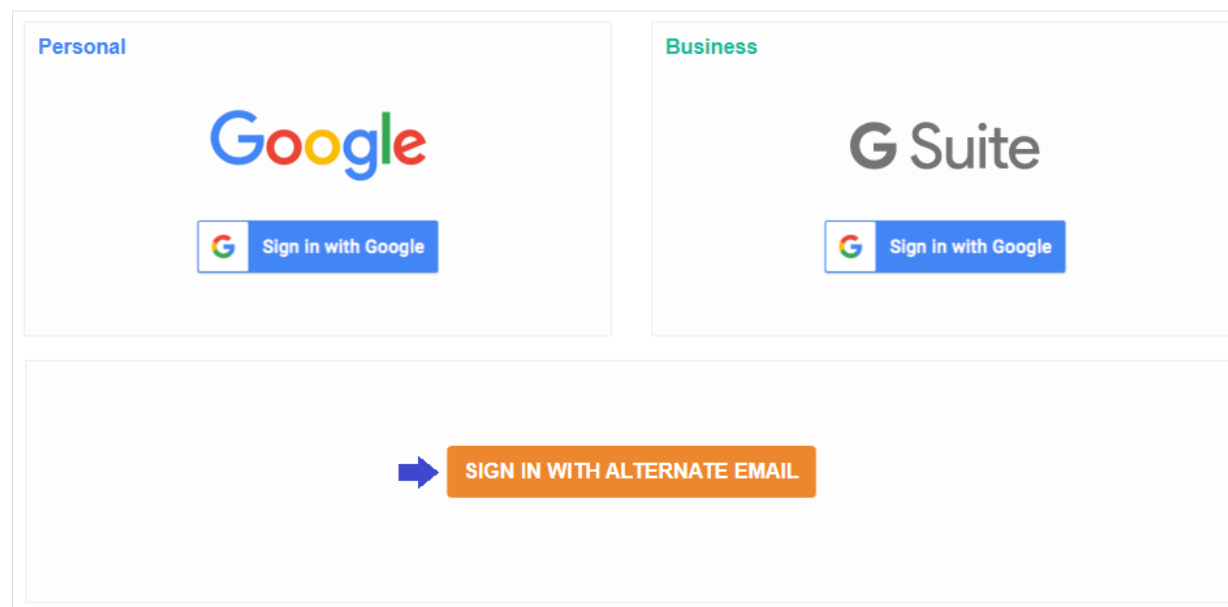
The screenshot shows the 'Users' page in the Nexetic Management Portal. The browser address bar displays 'https://cloudbackup.nexetic.com/gapps/BackupUsers/Index'. The navigation menu includes 'Dashboard', 'Users', 'History', 'Mail', 'Drive', 'Contacts', 'Calendar', and 'Team Drives'. The user 'heli.siniharju@nexeticoncloud.com' is logged in. A summary bar indicates 10 users, with 6 included in backup, 1 not in backup, 0 with backup but not in domain, and 0 suspended. A search bar and 'Actions' button are present. The main table lists users with columns for Name, Email, Last Backup, Storage Size, Backup status, and various action icons. A blue arrow points to the key icon for Heidi Laivamaa.

<input type="checkbox"/>	Name	Email	Last Backup ▾	Storage Size	Backup					
<input type="checkbox"/>	Heidi Laivamaa	heidi.laivamaa@nexeticoncloud.com	3/2/2020 2:47 PM	3.26 MB	ON	⚙️	🗑️	🔒	🔄	🔑
<input type="checkbox"/>	Tommi Tanttu	tommi.tanttu@nexeticoncloud.com	3/2/2020 1:01 PM	34.80 MB	ON	⚙️	🗑️	🔒	🔄	👤
<input type="checkbox"/>	Nexetic Info	nexetic@nexeticoncloud.com	3/2/2020 12:18 PM	15.12 KB	ON	⚙️	🗑️	🔒	🔄	👤
<input type="checkbox"/>	Heli Siniharju	heli.siniharju@nexeticoncloud.com	3/2/2020 11:36 AM	5.50 GB	ON	⚙️	🗑️	🔒	🔄	👤
<input type="checkbox"/>	Niko Halinen	niko.halinen@nexeticoncloud.com	3/2/2020 11:35 AM	72.05 MB	ON	⚙️	🗑️	🔒	🔄	👤

19. Signing in with the alternate email

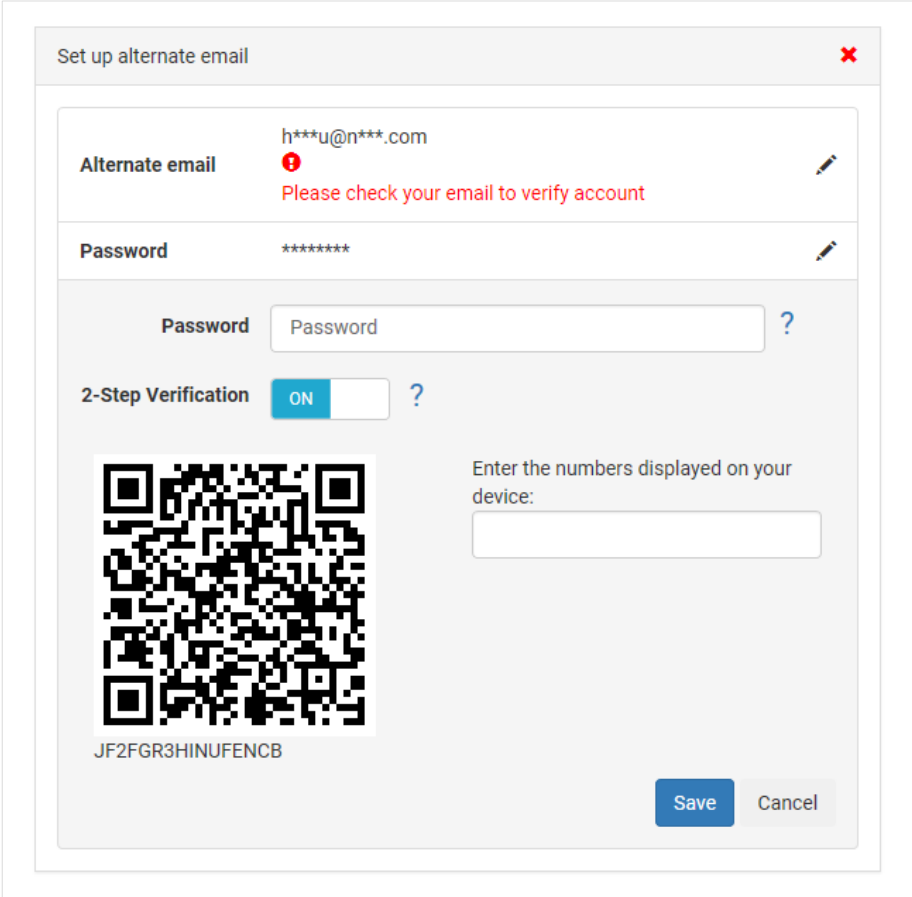
- Once the alternate email address has been set up, you can use it to login to the Cloudbackup.nexetic.com Management Portal
- Click [Sign in with alternate email](#) and fill in your alternate email address and password

- Tip: If you have set up alternate email, you can login to the Management Portal with it even if GSuite authentication isn't working.



20. 2-step verification

- If user is using alternate email address for signing into the Management portal, 2-step verification can be taken in use.
- Signed-in user can take 2-step verification in use by clicking his/her username and [My account](#) in the drop-down menu at the right upper corner of the page.
- Then click [2-step verification](#) and turn it “ON”. To do this Google Authentication App is required, so user will need to installed it in his/her phone first.



Set up alternate email

Alternate email h***u@n***.com
Please check your email to verify account

Password *****

Password Password ?

2-Step Verification ON ?

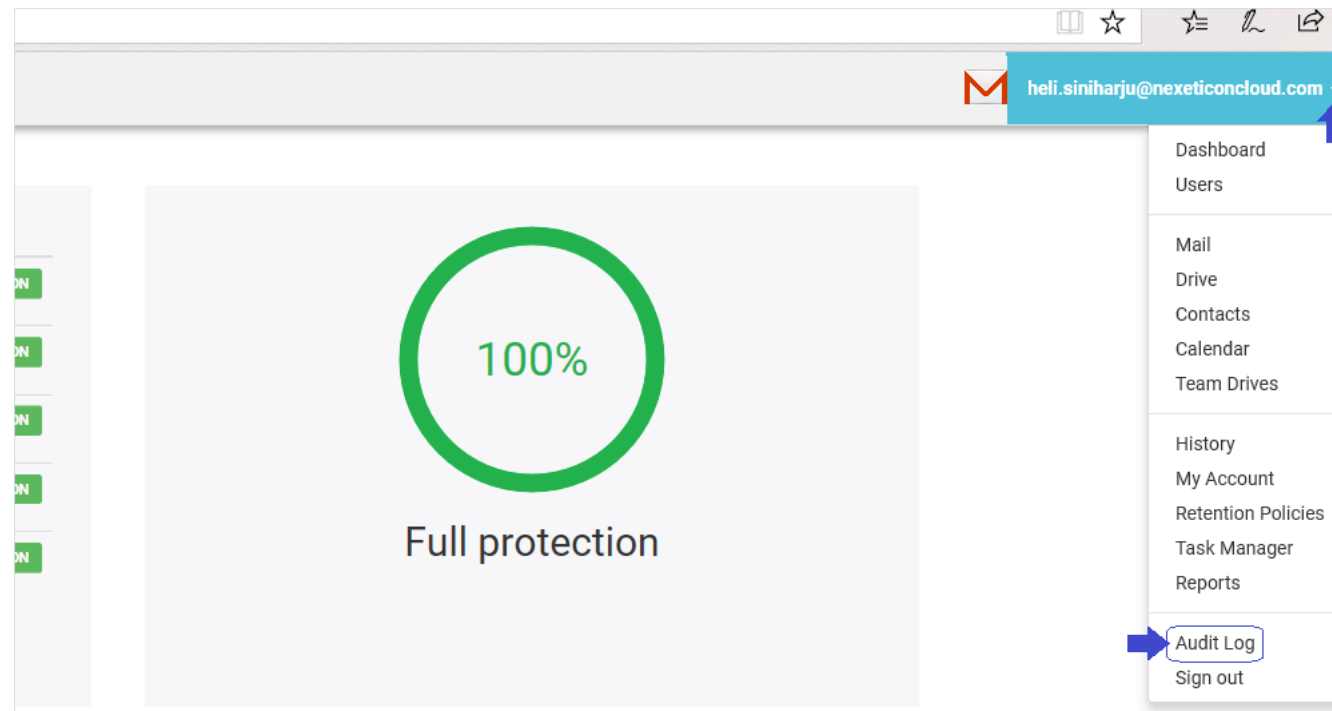
Enter the numbers displayed on your device:
[Input field]

JF2FGR3HINUFENCB

Save Cancel

21. Audit Log






- To see all actions of users under the domain, you can enter the [Access Log](#).
- Click your username at the right upper corner of the page and select [Access Log](#) from the drop-down menu.
- Super Admin user role is required in GSuite for accessing Audit Log.



Audit Log

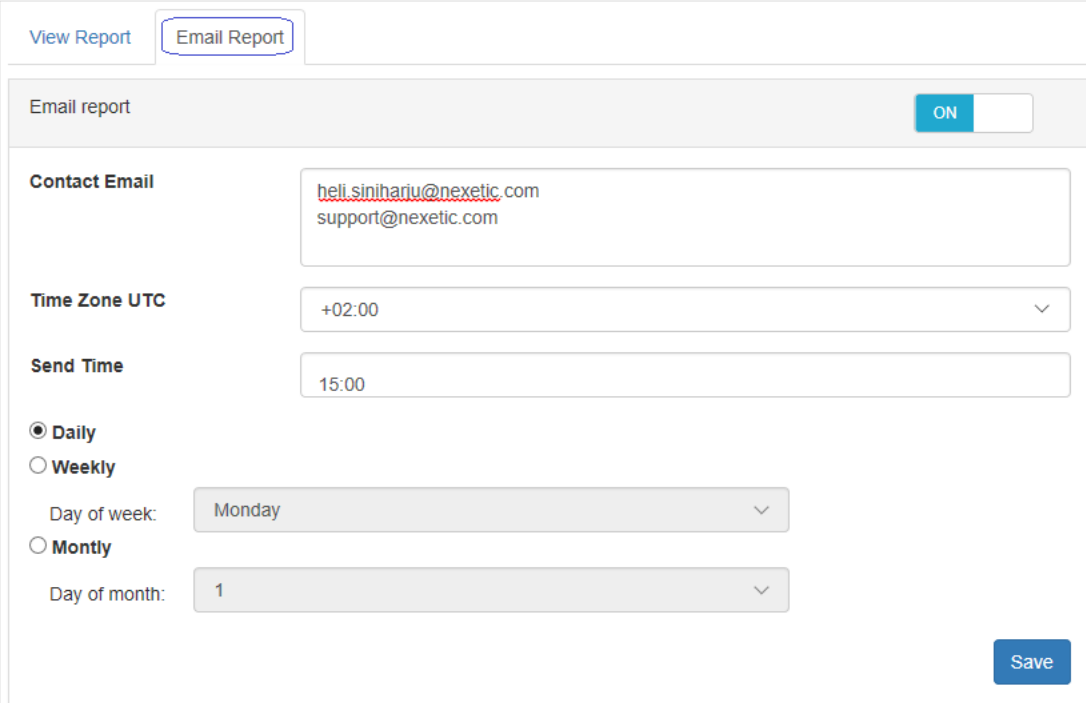
- **Filtering:**
 - The actions can be filtered by clicking the filter icon
 - Filter by User, Event, Action or Date
- **Sorting:**
 - Data can also be sorted by each column
 - To sort the data, click the column name

Currently data restorations from Google Drive and Team Drives are not shown in Audit Log. Also, the signed-in user cannot see actions that (s)he has taken for his/her own user; only actions regarding other domain users are shown.

 User	 Event	 Action	 Date ▼	 Description
heli.siniharju@nexeticoncloud.com	Restore	Mail Messages Restored	3/2/2020 5:19 PM	heli.siniharju@nexeticoncloud.com restored 1 messages to the folder 'Restore' for heli.siniharju@nexeticoncloud.com to the account of heli.siniharju@nexeticoncloud.com
heli.siniharju@nexeticoncloud.com	Page Visited	Drive Visited	3/2/2020 5:18 PM	heli.siniharju@nexeticoncloud.com visited the Drive page of niko.halinen@nexeticoncloud.com.
heli.siniharju@nexeticoncloud.com	Page Visited	Mail Visited	3/2/2020 5:18 PM	heli.siniharju@nexeticoncloud.com visited the Mail page of niko.halinen@nexeticoncloud.com.
heli.siniharju@nexeticoncloud.com	Page Visited	Mail Visited	3/2/2020 5:17 PM	heli.siniharju@nexeticoncloud.com visited the Mail page of henry.liukko-sipi@nexeticoncloud.com.
heli.siniharju@nexeticoncloud.com	Page Visited	Drive Visited	3/2/2020 5:17 PM	heli.siniharju@nexeticoncloud.com visited the Drive page of heidi.laivamaa@nexeticoncloud.com.
heli.siniharju@nexeticoncloud.com	Page Visited	Mail Visited	3/2/2020 5:17 PM	heli.siniharju@nexeticoncloud.com visited the Mail page of heidi.laivamaa@nexeticoncloud.com.
heli.siniharju@nexeticoncloud.com	Backup Configured	Domain Configured Backup	3/2/2020 5:00 PM	heli.siniharju@nexeticoncloud.com configured backup for the entire domain.

22. Automatic Email Reporting

- To receive regular reports of the users' backup statuses via email, click your username at the right upper corner of the page and select **Reports** from the drop-down menu. Move onto **Email Report** tab.
- Fill in report recipients' email addresses (one per row), time zone and sending time. Also select the schedule – daily, weekly, or monthly, and Save.



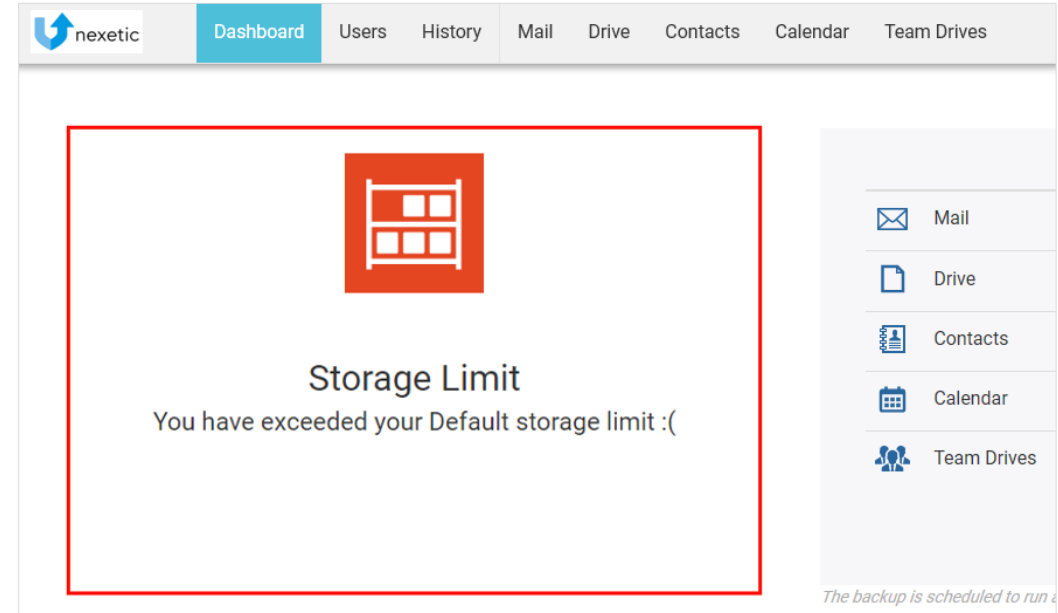
The screenshot shows the 'Email Report' configuration interface. At the top, there are two tabs: 'View Report' and 'Email Report'. Below the tabs, there is a section titled 'Email report' with an 'ON' toggle switch. The form contains the following fields:

- Contact Email:** A text input field containing two email addresses: `heli.sinihariu@nexetic.com` and `support@nexetic.com`.
- Time Zone UTC:** A dropdown menu showing '+02:00'.
- Send Time:** A text input field showing '15:00'.
- Schedule:** Three radio buttons for 'Daily', 'Weekly', and 'Monthly'. The 'Daily' option is selected.
- Day of week:** A dropdown menu showing 'Monday'.
- Day of month:** A dropdown menu showing '1'.

A 'Save' button is located at the bottom right of the form.

23. Reaching Storage Limit

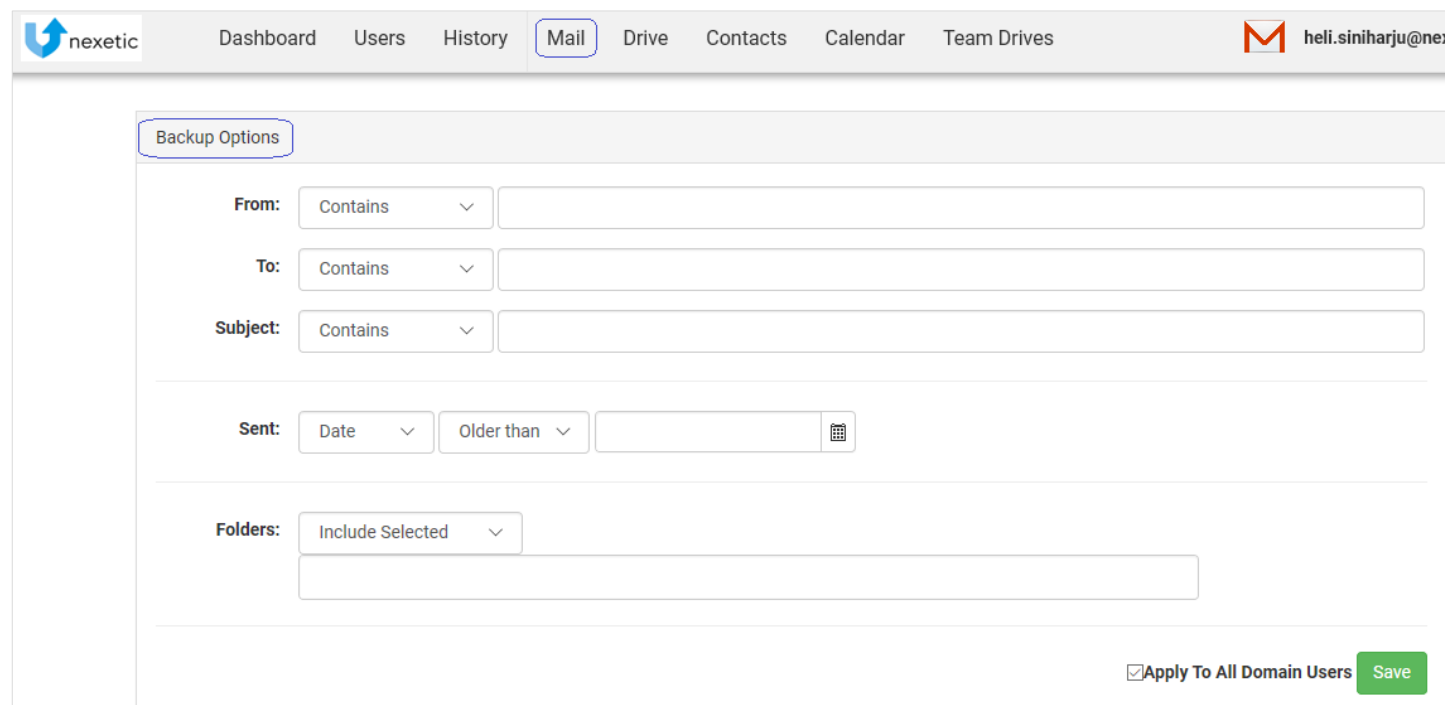
- If the total license space assigned to the customer has been reached, this notification will be displayed in the Management Portal's Dashboard view.
- Alert is also sent via email to the Main Admin (= Super Admin who activated the service).
- You can purchase more storage space when needed (options listed in chapter 1, "Backup Licenses")



The screenshot shows the Nexetic Management Portal Dashboard. The navigation bar includes the Nexetic logo, "Dashboard" (highlighted), "Users", "History", "Mail", "Drive", "Contacts", "Calendar", and "Team Drives". A red-bordered box highlights a notification area with an orange server rack icon, the text "Storage Limit", and "You have exceeded your Default storage limit :(". To the right is a sidebar with icons for Mail, Drive, Contacts, Calendar, and Team Drives. At the bottom right, a partial message reads "The backup is scheduled to run e".

24. Advanced features – Backup rules for Mail

- It is possible to make backup rules for emails based on Sender/Recipient, Subject, Sent date or Location/Folder. Check the next slide for more details.
- Backup options can be found under [Mail](#) by clicking [Backup Options](#).
- If [Apply To All Domain Users](#) is selected, the backup rules will apply to all users in the domain. If it's not selected, the rules only affect the selected user.



The screenshot shows the 'Backup Options' configuration page in the Nexetic interface. The page is titled 'Backup Options' and is part of the 'Mail' section. The interface includes the following fields and options:

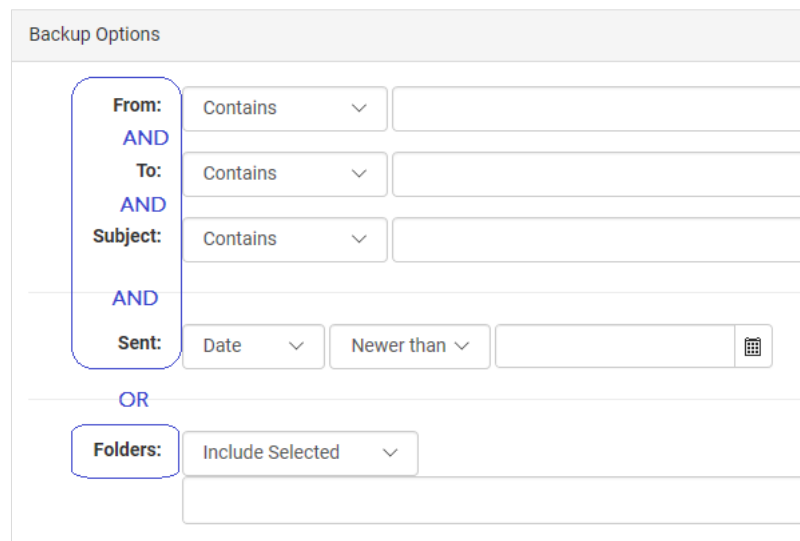
- From:** A dropdown menu set to 'Contains' and an adjacent text input field.
- To:** A dropdown menu set to 'Contains' and an adjacent text input field.
- Subject:** A dropdown menu set to 'Contains' and an adjacent text input field.
- Sent:** A dropdown menu set to 'Date', a secondary dropdown menu set to 'Older than', a text input field, and a calendar icon.
- Folders:** A dropdown menu set to 'Include Selected' and an adjacent text input field.

At the bottom right of the form, there is a checkbox labeled 'Apply To All Domain Users' which is checked, and a green 'Save' button.

Advanced features – Backup rules for Mail

- **From / To / Subject / Sent** options:
 - For the rule to apply, all these conditions (if defined) must be met: **From** & **To** & **Subject** & **Sent**.
 - Only the emails that at the same time meet all these conditions are backed up.
- **Folders** options:
 - Folder options are independent of the other, above mentioned options, and they can be used separately.

- **Example 1, two rules have been added:**
 - **Sent:** Newer than 1/1/2019
 - **Folders, Include Selected:** folder “Inbox”
-> Emails both newer than 1/1/2019 and all emails in folder “Inbox” are backed up.
- **Example 2, two rules have been added:**
 - **Sent:** Newer than 1/1/2019
 - **Folder, Not Include Selected:** folder “Misc”
-> Emails newer than 1/1/2019 are backed up; Nothing from folder “Misc” is backed up (not even the newest emails)



The screenshot shows the 'Backup Options' configuration window. It features a vertical list of conditions on the left, each with a corresponding input field on the right. The conditions are: 'From: Contains', 'To: Contains', and 'Subject: Contains', all grouped under an 'AND' operator. Below these is another 'AND' operator, followed by 'Sent: Date' (with a dropdown menu) and 'Newer than' (with a dropdown menu and a date picker icon). At the bottom, there is an 'OR' operator followed by 'Folders: Include Selected' (with a dropdown menu). The 'From', 'To', and 'Subject' labels are highlighted with a blue box in the original image.

25. Advanced features - Using Gmail Labels in Backup rules and email restoration



- If user has added Labels for emails in Gmail, it is also possible to use Labels to make Backup rules for Mail.
- Labels are backed up from Gmail and can be found from the **Folders** drop-down menu in **Backup Options** under **Mail**. You can use Labels to make backup rules; they are handled just like any folders.
- You can also restore data by Labels. Just select the label from the folder list from **Mail** tab, then click **Restore selected folder**.

Add backup rule for Label:

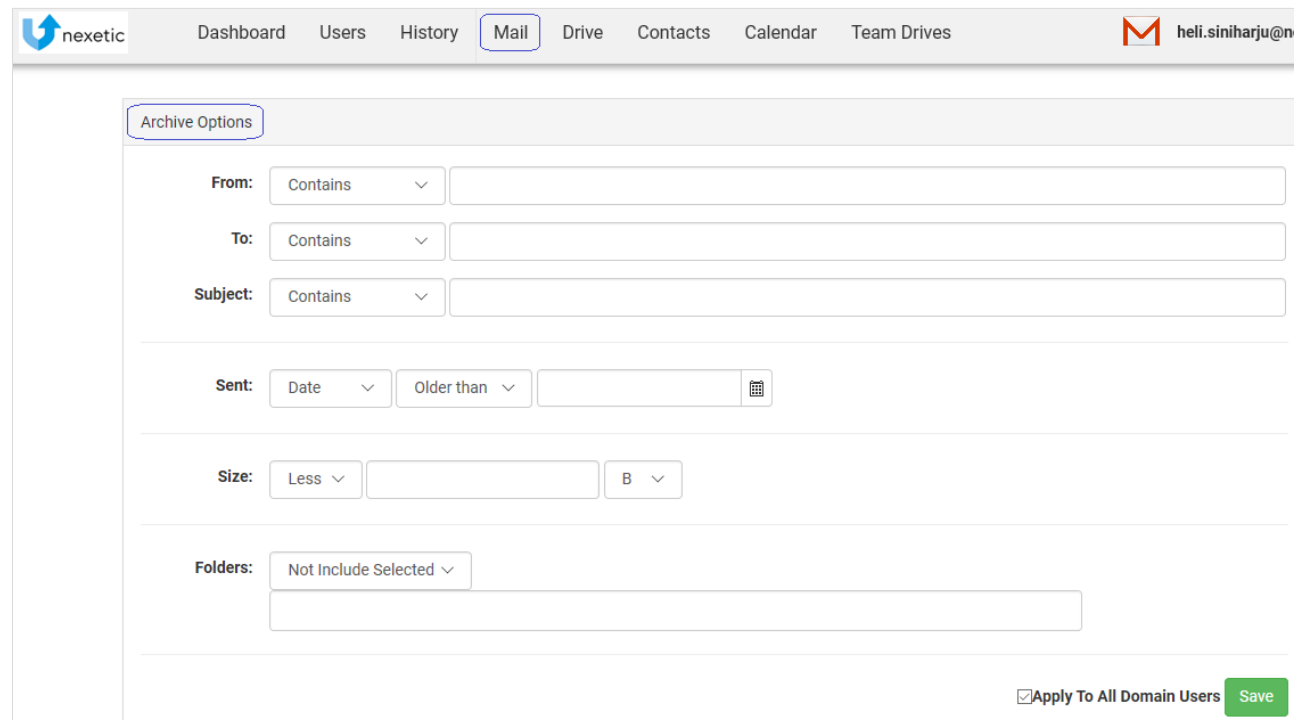
The screenshot shows the 'Backup Options' form. The 'From:', 'To:', and 'Subject:' fields are set to 'Contains'. The 'Sent:' field is set to 'Date' and 'Older than'. The 'Folders:' dropdown is set to 'Include Selected' and is open, showing a list of folders: '[Gmail]/important', '[Gmail]/All messages', '[Gmail]/Sent messages', '[Gmail]/Drafts', '[Gmail]/Trash bin', '[Gmail]/Label-1', '[Gmail]/Label-2', and '[Gmail]/Label-3'. A blue arrow points to the '[Gmail]/Label-1' option.

Restore by Label:

The screenshot shows the 'Mail' tab interface. The user is 'Heli Siniharju' with email 'heli.siniharju@nexeticoncloud.com'. The last backup was on 5.3.2020 and the next backup is on 5.3.2020. A dropdown menu is open, showing 'Label-1' selected. A blue arrow points to the dropdown arrow.

26. Advanced features – Mail Archiving

- It is possible to make rules for archiving emails based on Sender/Recipient, Subject, Sent date, Size or Location/Folder. Check the next slide for more details.
- Archiving deletes emails from GSuite but stores them in backup, whereas regular backup creates copies of emails so they exist both in GSuite and in backup.
- Archiving options can be found under [Mail](#) by clicking [Archive options](#).
- If [Apply To All Domain Users](#) is selected, the archive rules will apply to all users in the domain. If it's not selected, the rules only affect the selected user.



The screenshot shows the 'Mail' configuration page in the Nexetic interface. The 'Archive Options' section is highlighted with a blue box. It contains several fields for defining archiving rules:

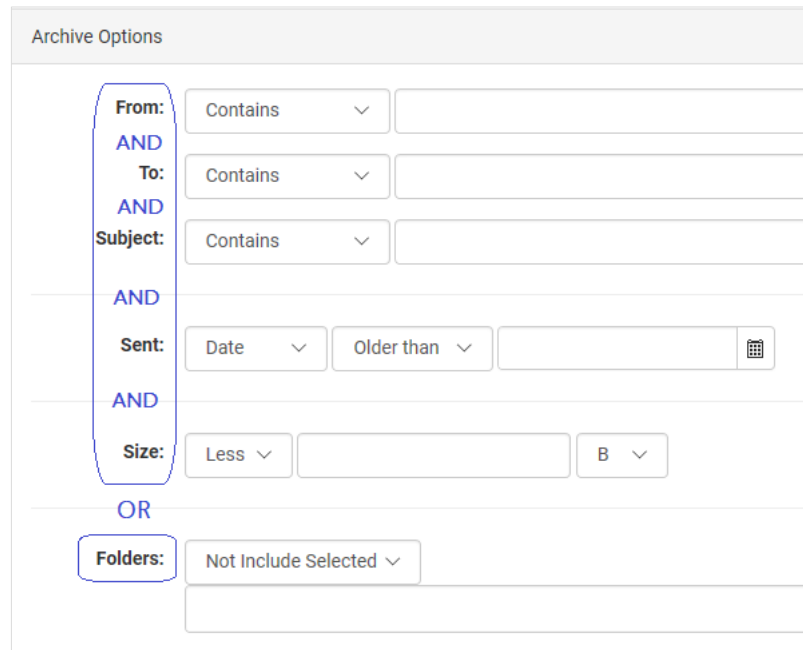
- From:** Contains [dropdown] [text input]
- To:** Contains [dropdown] [text input]
- Subject:** Contains [dropdown] [text input]
- Sent:** Date [dropdown] Older than [dropdown] [text input] [calendar icon]
- Size:** Less [dropdown] [text input] B [dropdown]
- Folders:** Not Include Selected [dropdown] [text input]

At the bottom right, there is a checkbox for **Apply To All Domain Users** and a **Save** button.

Advanced features – Mail Archiving

- **From / To / Subject / Sent / Size** options:
 - For the rule to apply, all these conditions (if defined) must be met: **From & To & Subject & Sent & Size**.
 - Only the emails that at the same time meet all these conditions are archived.
- **Folders** options:
 - Folder options are independent of the other, above mentioned options, and they can be used separately.

- Example 1, two rules have been added:
 - **Sent**: Older than 12/1/2017
 - **Folders, Include Selected**: folder “Important”
-> Emails both older than 12/1/2017 and all emails in folder “Important” are archived
- Example 2, two rules have been added:
 - **Sent**: Older than 12/1/2017
 - **Folder, Not Include Selected**: folder “Misc”
-> Emails older than 12/1/2017 are archived; Nothing from folder “Misc” is archived (not even the oldest emails)



Archive Options

From: Contains ▾

AND

To: Contains ▾

AND

Subject: Contains ▾

AND

Sent: Date ▾ Older than ▾

AND

Size: Less ▾ B ▾

OR

Folders: Not Include Selected ▾