

USE IT MATE

SYNC VS. BACKUP REALITY CHECK

SOP for identifying critical data vulnerabilities.

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- Uncover hidden risks in your Microsoft 365 setup
- Prevent catastrophic data loss from ransomware
- Ensure compliance for Trust Account records Keep this assessment with your annual business risk review.

Store the completed checklist with employee records.

Queensland-based • Remote-first • Managed IT for businesses

THE 2-MINUTE ASSESSMENT

Complete these questions to test your current setup.

Scenario 1: Accidental Deletion

If you accidentally delete a vital lease agreement on your laptop, does it also immediately delete from the cloud?

Yes No

Scenario 2: Ransomware Attack

If a staff member clicks a bad link and ransomware encrypts the files on their computer, does the cloud immediately sync those locked files?

Yes No

Important:

Most business owners believe Microsoft 365 automatically backs up their data. It does not. OneDrive and SharePoint are "Sync" tools. They mirror exactly what happens on your computer.

CLOUD RELIABILITY CHECK

Scenario 3: Silent Deletion

If a disgruntled employee deletes their entire inbox before they quit, and you don't notice for 45 days, can Microsoft restore those emails?

Yes No

Scenario 4: Platform Outage

If a global Microsoft outage locks you out of your account, do you have an independent way to access yesterday's files?

Yes No

Note: Sync is built for convenience, not safety. If you make a mistake, the cloud copies that mistake instantly.

THE VERDICT & FIX

Review your answers to determine your risk level.

Did you answer YES to scenarios 1 & 2, and NO to 3 & 4?

If so, you do not have a backup. You have **Sync only**.

You need a true Cloud-to-Cloud Backup that takes daily snapshots of your entire Microsoft 365 environment and stores it in an independent, secure vault.

Sounds like a lot of work?

We set up true, third-party cloud backups for all Microsoft 365 emails, SharePoint, and OneDrive files. We test the restores and confirm data retention policies for you.

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BACKUP REMEDIATION CONFIRMATION

Use this to confirm your agency has implemented true cloud backups.

Agency Name: _____

Reviewed By: _____

Review Date: _____

Action Plan:

- Current setup reviewed
- Third-party Cloud-to-Cloud backup selected
- Backup implemented for all M365 users
- First test-restore completed successfully

I confirm our agency data is backed up independently of Microsoft's sync services.

Manager Signature: _____

Date: _____

This checklist is provided as a general guide. For full implementation or assistance, professional IT support may be required.