

Solution Description

Google Workspace



GWS SD-CE 24.1.1

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1 Preface

This document describes the Google Workspace backup and restore solution that CloudAlly offers its customers, including Google Shared Drives.

1.1 Description of Google Workspace: From workspace.google.com

All Google Workspace plans provide a custom email for your business and include collaboration tools like:

- Gmail
- Calendar
- Tasks
- Meet -G
- Chat
- Drive
- Docs
- Sheets
- Slides
- Forms
- Sites
- Keep
- Jamboard
- Apps
- Script
- Cloud Search

When you sign up for Google Workspace, you'll gain access to a set of integrated apps that work together seamlessly. For instance, you can receive a message in Gmail and instantly convert it into a Calendar event. When you make a comment in Docs, Sheets, or Slides, collaborators automatically receive email alerts. With a single click, you can join a video meeting in Meet from your inbox or calendar. Using these tools together improves productivity and gives your business the most value.

2 CloudAlly Backup of Google Workspace

2.1 High Level Description

2.1.1 What Does CloudAlly Back Up?

Our systems back up all the data of the following applications:

- Gmail (email)
- Contacts (address book)
- Calendar (events and reminders)
- Tasks
- Drive (file storage system)
 - Documents
 - Sheets (spreadsheets)
 - Slides (for presentations)
 - Drawings (diagramming software)

The CloudAlly systems are capable of restoring this data, including the properties of individual elements: sharing rights, versions of the files.

2.1.2 Domains

CloudAlly automatically backs up data in both your Primary and Secondary domains.

2.1.3 What Doesn't CloudAlly Back Up?

- Meet (Online video calls and conferencing)
- Chat (Instant messaging)
- Forms (create and share online forms and surveys, and analyze responses in real-time)
- Sites (websites)
- Keep (Collaborative note-taking service)
- Jamboard ("Whiteboard" software)

- Apps Script (Scripting platform for light-weight application development in the Google Workspace platform)
- Cloud Search (AI-powered assistant)
- Maps

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3 Detailed Description

This chapter contains a table of all of the fields within this service, and whether or not we back them up and restore them.

3.1 Gmail

3.1.1 Folders

Field	Back Up?	Restore?
Inbox	Yes	Yes
Primary	Yes	Yes
Promotions	Yes	Yes
Social	Yes	Yes
Sent	Yes	Yes
Spam	Yes	Restored, but without the CloudAlly label "Restored." (Limitations of IMAP protocol.)
Trash	Yes	Restored, but without the CloudAlly label "Restored." (Limitations of IMAP protocol.)
Starred	Yes	Yes
Important	Yes	Yes
Chats	No	No
Scheduled	Yes	Yes, but added to the Drafts folder.
Drafts	Yes	Yes. (Only non-destructive)
Labels	Yes	Yes

3.1.1.1 Messages

Field	Back Up?	Restore / Export?
To	Yes	Yes
Cc	Yes	Yes
Bcc	Yes	Yes
Subject	Yes	Yes
Body of Message	Yes	Yes

Field	Back Up?	Restore / Export?
Links	Yes	Yes
Emoji	Yes	Yes
Photo	Yes	Yes
Confidential mode	No	No
Signature	Yes	Yes
Fonts	Yes	Yes
Numbers/bullets	Yes	Yes
Indent / outdent	Yes	Yes

3.1.2 Drive

Field	Back Up?	Restore / Export?
My Drive	Yes	Yes
Shared with me	No* (Metadata is backed up, but the file is not.)	No
Recent	No	No
Starred	Yes	Yes
Spam	Yes	Yes
Trash	Yes	Yes
Files and Folders	Yes	Yes
Name	Yes	Yes
Owner	Yes	Yes
Last modified	Yes	Yes
File size	Yes	Yes
Folder Details	Yes	Yes
Type	Yes	Yes
Document	Yes	Yes
Sheet	Yes	Yes
Slide	Yes	Yes
Drawing	Yes	Yes
Location	Yes	Yes
Dates: Modified, Opened, Created	Yes	Yes
Download permissions	Yes	Yes
Description	Yes	Yes
Activity	Yes	Yes

Field	Back Up?	Restore / Export?
File Details	Yes	Yes
Type	Yes	Yes
Size	Yes	Yes
Storage used	Yes	Yes
Location	Yes	Yes
Owner	Yes	Yes
Dates: modified, opened, created	Yes	No
Download permissions	Yes	Yes
Description	Yes	Yes

3.1.3 Contacts

3.1.3.1 Folders

Field	Back Up?	Restore / Export?
Contacts	Yes	Yes
Frequent	No	No
Other contacts	No	No
Trash	No	No
Labels	Yes	Yes

3.1.3.2 Contacts

Field	Back Up?	Restore / Export?
Prefix	Yes	Yes
First Name	Yes	Yes
Middle Name	Yes	Yes
Last Name	Yes	Yes
Suffix	Yes	Yes
Phonetic first, middle, last	Yes	Yes
Nickname	Yes	Yes
File as	Yes	Yes
Company	Yes	Yes
Job Title	Yes	Yes

Field	Back Up?	Restore / Export?
Email	Yes	Yes
Phone	Yes	Yes
Country / Region	Yes	Yes
Street Address	Yes	Yes
City	Yes	Yes
Postal code	Yes	Yes
PO Box	Yes	Yes
Label	Yes	Yes
Birthday	Yes	Yes
Event	Yes	Yes
Related people	Yes	Yes
Notes	Yes	Yes

3.1.4 Calendar

Field	Back Up?	Restore / Export?
My calendars	Yes	Yes
Other calendars	No	No
Event	Yes	Yes. Restored as if the user was the organizer (even if s/he was not.)
Title	Yes	Yes. Names are in double-quotes
Date	Yes	Yes
Time	Yes	Yes
Guests	Yes	Yes
Guest permissions	Yes	Yes
Location	Yes	Yes
Email reminder	Yes	Yes
Notification	Yes	Yes
Name of Calendar	Yes	Yes
Busy/Free	Yes	Yes
Visibility (Public/Private)	Yes	Yes
Description / Attachment	Yes	Yes

3.1.5 Tasks

Field	Back Up?	Restore / Export?
Title	Yes	Yes
Details	Yes	Yes
Date/Time	Yes	Yes
Sub-task	Yes	Yes
Details	Yes	Yes
Date/Time	Yes	Yes
List	Yes	Yes

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