



## **Microsoft 365 Backup Setup**

**£150 (one-time)**

**Priced per user per month — exact pricing provided following initial assessment**

*Unlimited storage*

A complete setup and ongoing management of a secure backup solution for your Microsoft 365 environment — ensuring your business data is continuously protected and recoverable when needed.

**Backup isn't included by default in Microsoft 365 — we implement it to ensure your data is always recoverable.**

### **When this service is suitable**

- Your business already uses Microsoft 365
- You rely on email, files, and shared data for daily operations
- You want protection against accidental deletion, user error, or ransomware
- You require the ability to restore lost or compromised data
- You want an additional layer of security beyond Microsoft's standard retention

### **What you get**

- Backup protection for emails, files, and shared data
- Automated daily backups
- Ongoing backup monitoring
- Ability to restore data if it is deleted or lost
- Secure and reliable backup configuration
- Peace of mind that your business data is protected
- Guided handover so you understand how your data is safeguarded

### **Outcome**

A fully managed backup solution that continuously protects your business data — ensuring emails and files can be recovered quickly in the event of accidental deletion, user error, or security incidents.



## Typical Business Scenario

A business relies heavily on Microsoft 365 for email and file storage but assumes that all data can be recovered if deleted.

In reality, files or emails may be permanently lost due to accidental deletion, user error, or security incidents.

Implementing a dedicated backup solution would ensure that all data is automatically backed up and can be restored when required.

### Typical result:

- Continuous backup of emails and files
- Ability to recover deleted or lost data
- Protection against common data loss scenarios
- Reduced operational risk
- Greater confidence in data security

The business gains an additional layer of protection that ensures critical data is not permanently lost.



We provide a complete backup setup and ongoing backup service for Microsoft 365, ensuring that your business data is protected beyond the standard capabilities provided by Microsoft. While Microsoft 365 offers a highly reliable platform, it does not provide comprehensive backup and recovery in the way most businesses expect. This means that deleted or compromised data may not always be recoverable without a dedicated backup solution in place.

This service is designed for businesses that want to ensure their data is protected against common risks such as accidental deletion, ransomware, user error, or malicious activity. It is particularly valuable for organisations that rely heavily on email and file storage, where data loss could result in operational disruption or reputational damage.

By implementing and managing a structured backup solution, we ensure that your data is automatically backed up on a regular basis and can be restored when needed. This provides an additional layer of protection and gives your business confidence that critical information is not permanently lost.

By the end of this setup, your business will have a reliable backup system in place that protects your data and ensures it can be recovered when needed.

- Your emails and files are backed up automatically
- Data can be restored if it is deleted or lost
- Your business is protected against common data loss scenarios
- Your Microsoft 365 environment is more resilient and secure
- You have confidence that critical information is recoverable

## Why backup is essential

While Microsoft 365 provides a highly reliable platform, it does not offer full protection against data loss in the way many businesses expect.

Data can still be permanently lost due to:

- Accidental deletion by users
- Overwritten or corrupted files
- Malicious activity or ransomware
- Account compromise
- Retention limitations within Microsoft 365

Without a dedicated backup solution, recovering this data may not always be possible.



## Cost vs Risk

The cost of data loss can be significant:

- Business downtime
- Loss of critical files or emails
- Reputational damage
- Potential financial loss or compliance issues

Typical impact of a data loss incident can range from **£10,000 to £50,000+**, depending on severity.

By comparison:

- Backup service: **£6 per user / month**
- Equivalent to: **£72 per user / year**

This provides continuous protection and the ability to recover critical business data when needed.

**Backup is an ongoing service rather than a one-time setup, as protection must be continuous to ensure data can be recovered at any point in time.**

## When backup becomes critical

This service becomes increasingly important as your business grows, particularly where:

- Multiple users rely on shared data
- Email is critical to daily operations
- Files are central to business processes
- Data loss would cause operational disruption



# What is included

## 1. Backup Solution Setup

We configure a backup solution for your Microsoft 365 environment.

This includes:

- Initial backup system configuration
  - Connecting Microsoft 365 accounts to the backup platform
  - Setting up backup coverage for required services
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## 2. Data Coverage Configuration

We ensure that key business data is included in the backup.

This includes:

- Exchange (emails and mailboxes)
  - OneDrive (user files)
  - SharePoint (shared data and Teams files)
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## 3. Backup Policy Configuration

We configure how your backups are performed.

This includes:

- Automated daily backups
  - Retention configuration
  - Ensuring backups run consistently
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## 4. Initial Backup Verification

We confirm that backups are working correctly.

This includes:

- Running initial backup processes
  - Verifying successful backup completion
  - Checking data availability
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## 5. Restore Capability Testing

We ensure that your data can be recovered if needed.

This includes:

- Testing restore functionality
  - Verifying that files and emails can be recovered
  - Ensuring recovery processes are working correctly
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## 6. Ongoing Backup Monitoring

We ensure your backup system continues to operate correctly.

This includes:

- Monitoring backup status
  - Ensuring backups run successfully
  - Identifying and resolving backup-related issues
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## 7. Basic User Guidance

We provide a simple overview of how your backup system works.

This includes guidance on:

- What data is protected
- How backups work
- What to do in the event of data loss
- How to request a restore



## What this service delivers

By the end of the project, your business will have:

- A fully configured and managed Microsoft 365 backup solution
- Protection for emails, files, and shared data
- Automated and reliable backup processes
- Verified ability to restore data
- Increased resilience against data loss

In short, your business gains continuous protection that ensures critical data is not permanently lost.

**For most businesses, backup is considered a standard part of a secure Microsoft 365 environment rather than an optional add-on.**

## What is not included

To keep the scope clear, the following are not included unless specifically agreed:

- Microsoft 365 licences
- Backup platform licensing costs (included within monthly fee)
- Advanced security configuration
- Incident response services
- Work outside the agreed scope

These can be quoted separately where required.



## Pricing Summary

### Microsoft 365 Backup Setup

£150 (one-time setup)

### Ongoing Backup Service

Priced per user per month — exact pricing provided following initial assessment

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## What happens next

If you'd like to proceed, we'll:

- Confirm your Microsoft 365 environment
  - Set up and configure the backup solution
  - Carry out initial backup and verification
  - Ensure ongoing protection is in place
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## Important Information

- Backup service is billed monthly based on number of users
  - Microsoft 365 licences are not included
  - All pricing is fixed based on agreed scope
  - Any additional work will be discussed and agreed in advance
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## Included with your project

All projects include:

14 days of implementation success support including user onboarding, troubleshooting, and minor optimisations

After this period, support is available at:  
**£75 per hour (minimum 1 hour)**



## Structured, professional delivery

All work is carried out in a controlled and structured manner to ensure minimal disruption to your business operations.

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## Ready to get started?


We'll ensure your business data is properly protected — securely, professionally, and continuously.

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## Contact

### Level Up Tech

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