

# Google Takeout Instructions

1 Navigate to <https://takeout.google.com/>

! Make sure that you are signed in to your school issued Google Account.

2 You should see Google Takeout at the top of your screen

Account

← Google Takeout

Your account, your data.  
Export a copy of content in your Google Account or use it with a service outside of Google.

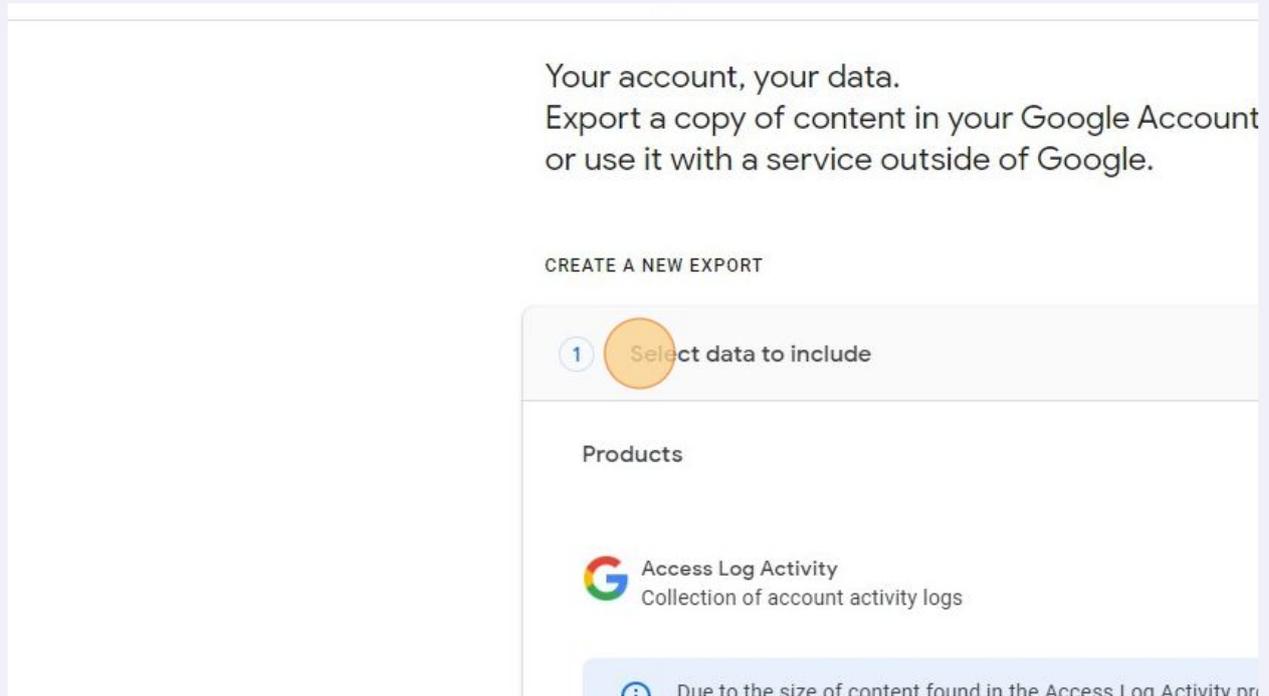
CREATE A NEW EXPORT

1 Select data to include

Products

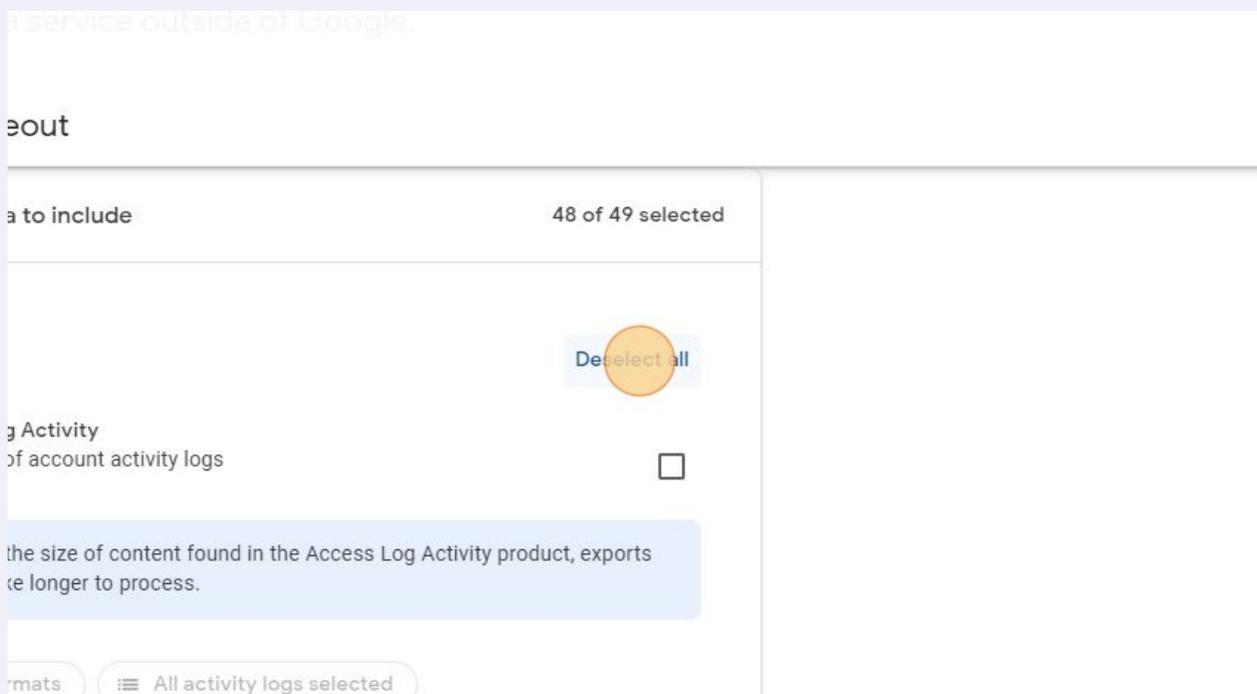
3

Find Section 1 that reads "Select Data to Include"

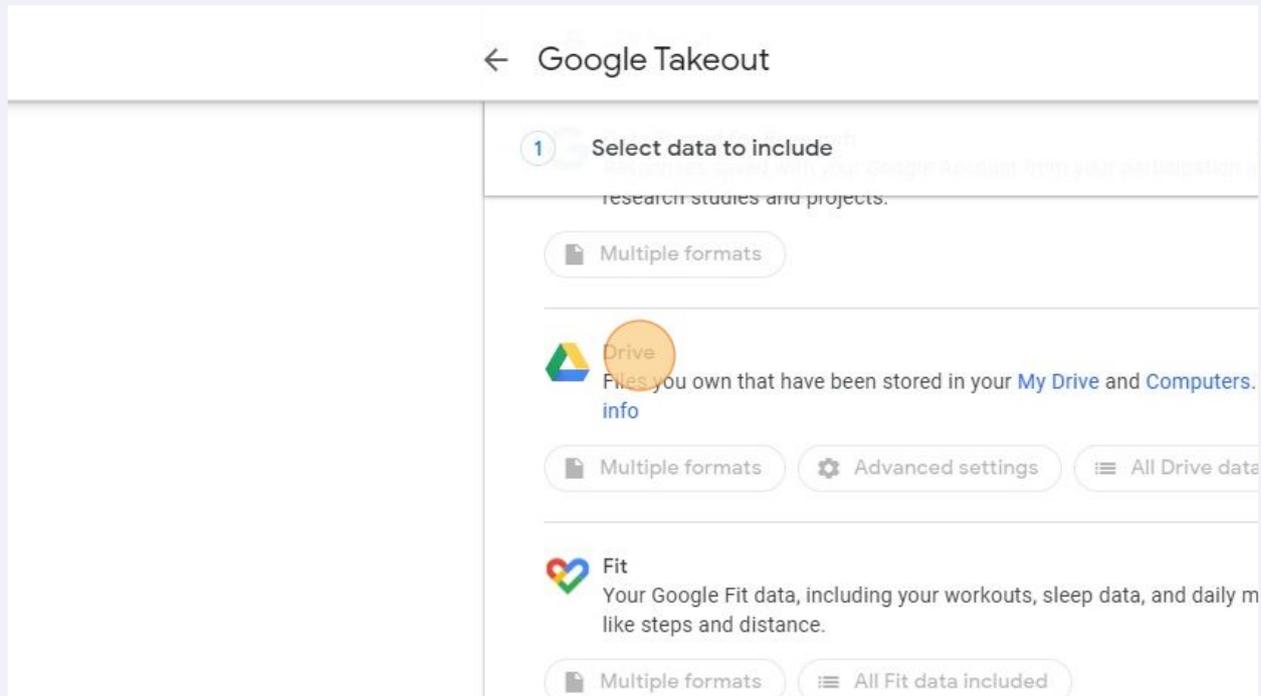


4

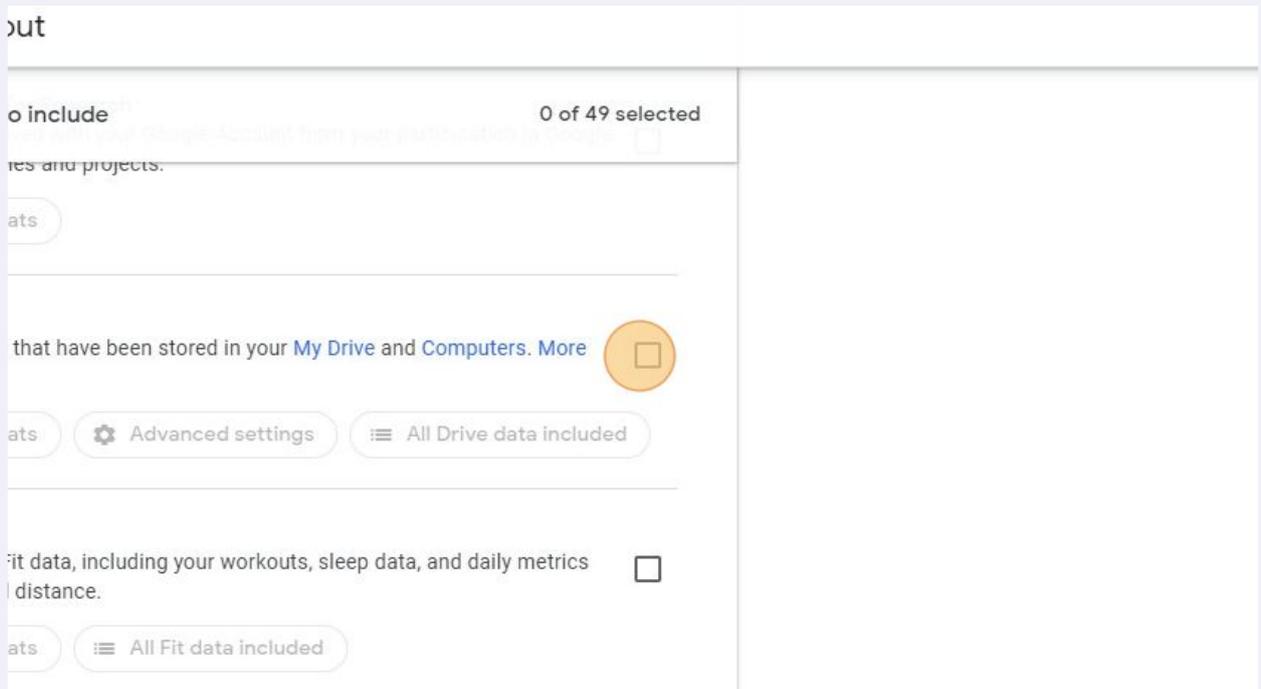
Click "Deselect all" This will allow you to go through the section and select the appropriate items to export. For this, we are only exporting Google Drive material.



- 5 Scroll down the section and find the header named "Drive".

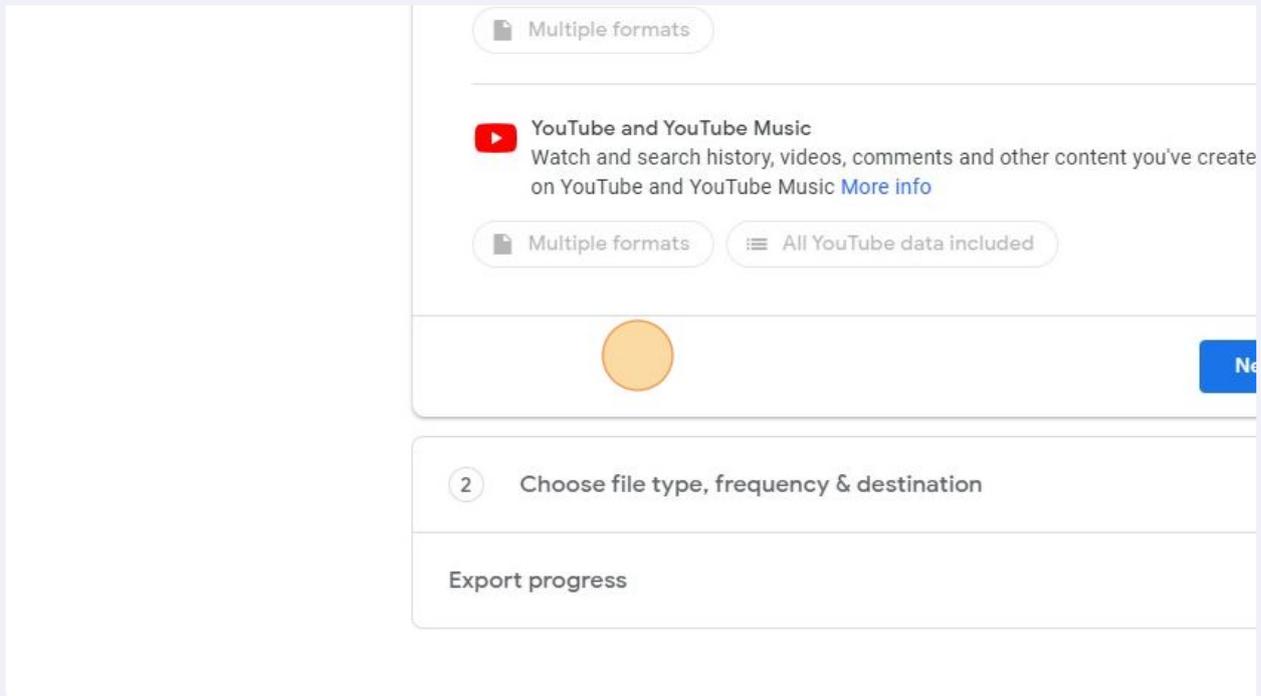


- 6 Make sure to click the checkbox next to the Drive header.



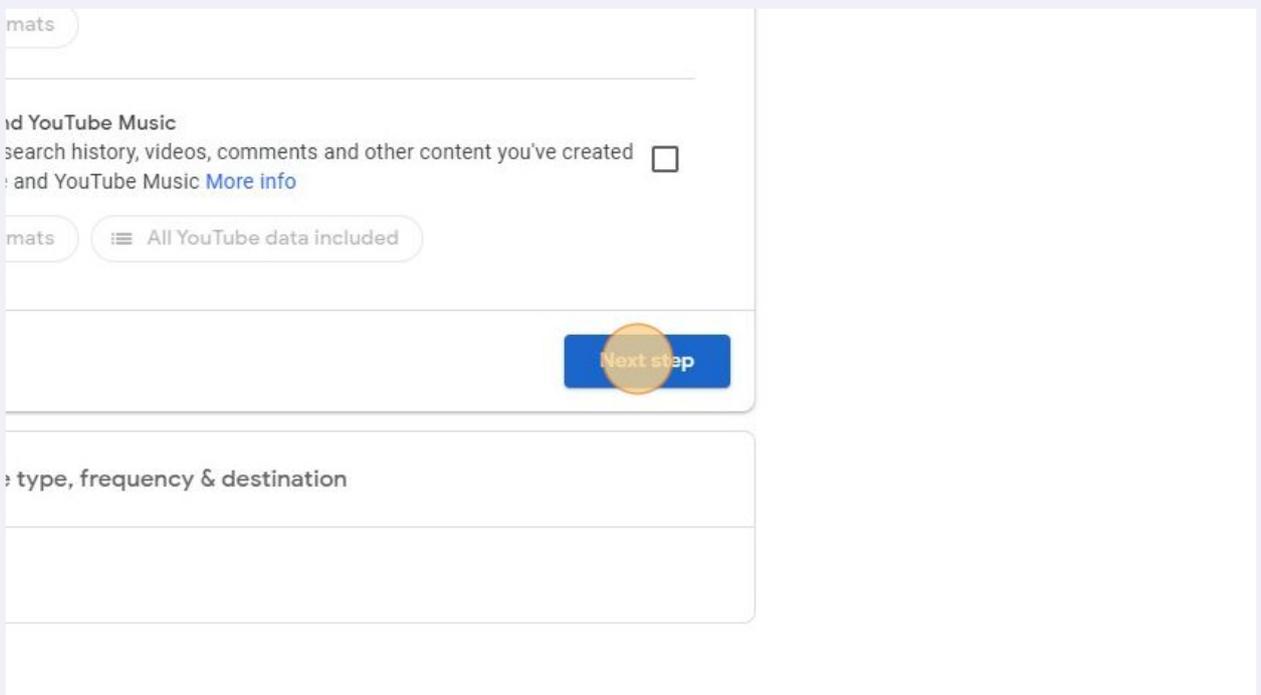
7

Scroll to the bottom of section 1 and find the blue "Next step" button.



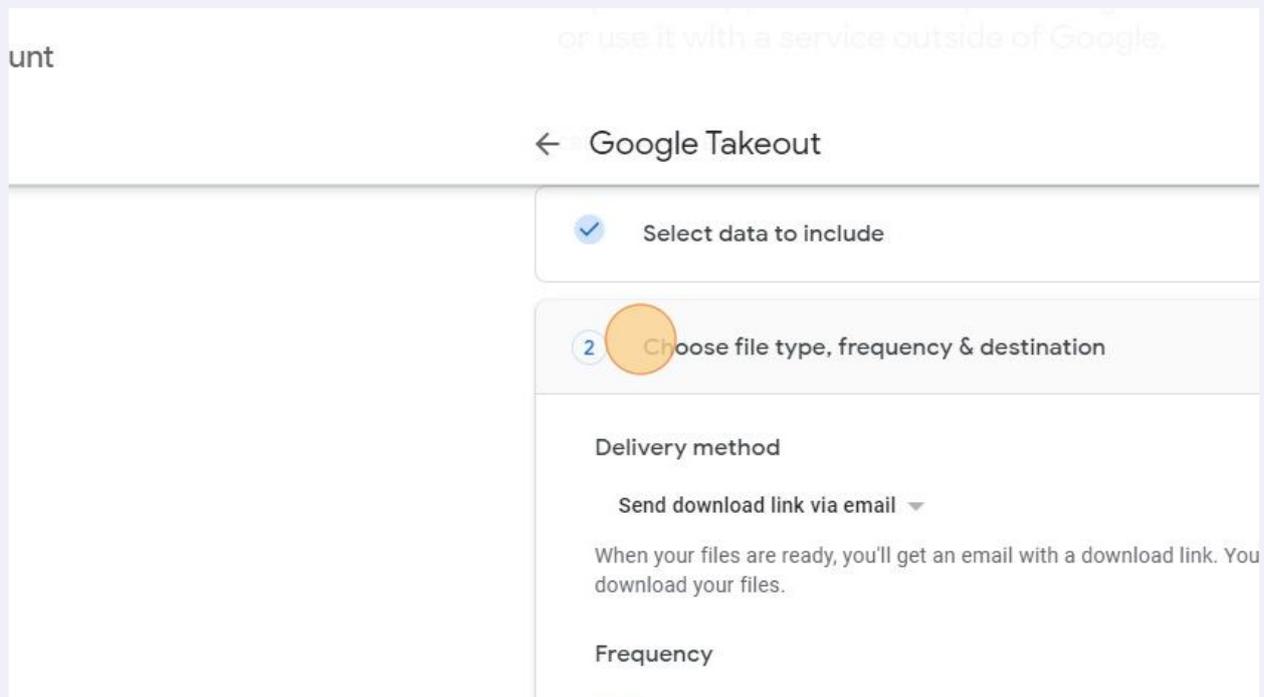
8

Click "Next step"



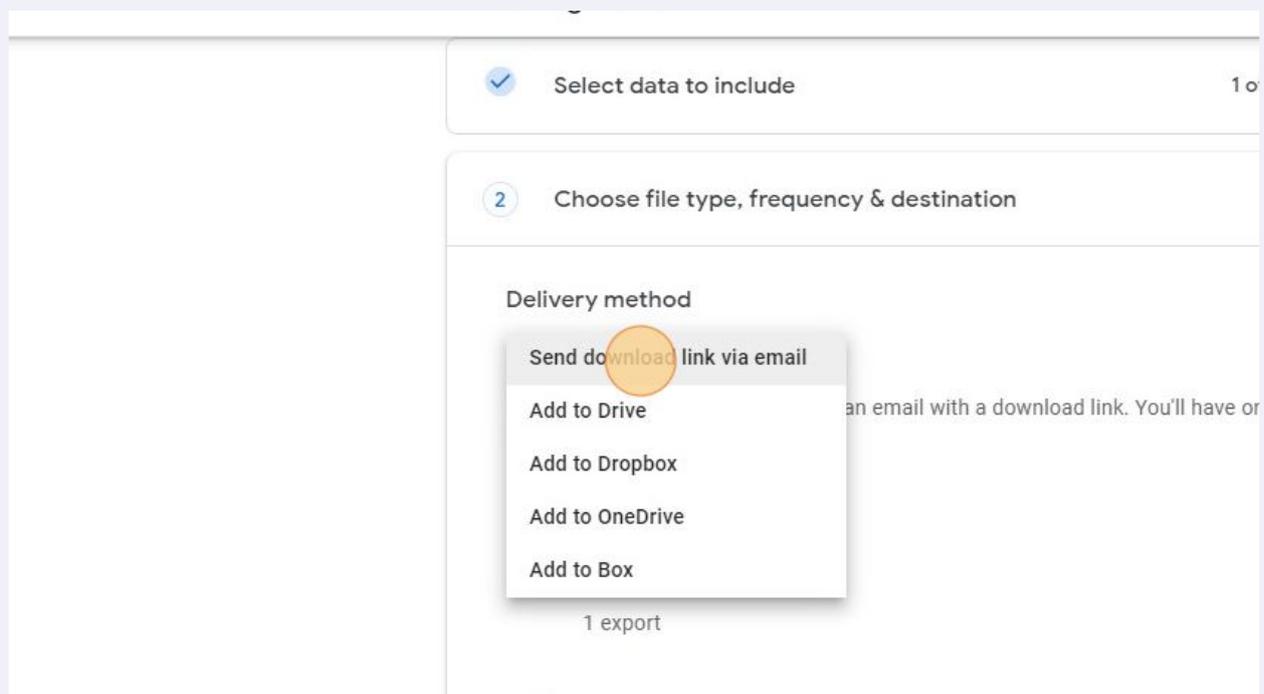
9

Under "Choose File Type, Frequency, and Destination", you will select how you want your data to be exported.



10

Under Delivery Method, click Send Download Link via email. Other cloud based options are available but may not work due to data restraints.



**11** Under Frequency, Click the "Export once" field.

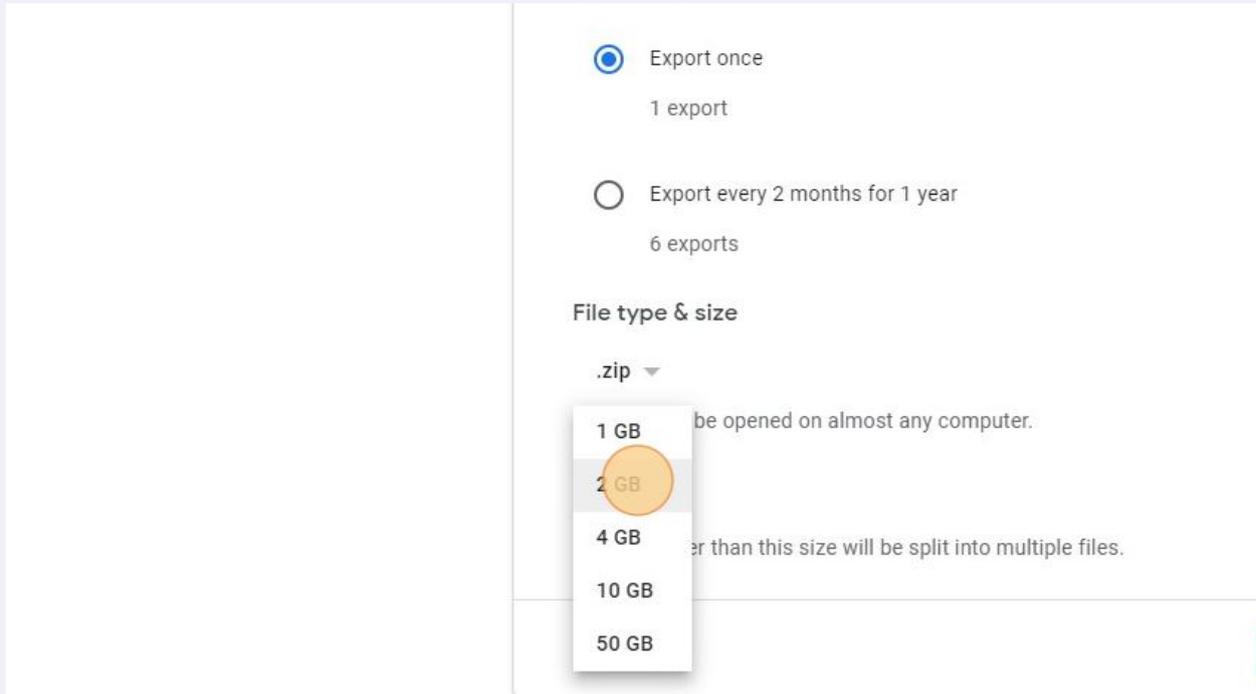
The screenshot shows a settings panel with three sections: 'Delivery method', 'Frequency', and 'File type & size'. Under 'Delivery method', there is a dropdown menu set to 'Send download link via email'. Below this is a descriptive sentence: 'When your files are ready, you'll get an email with a download link. You can then download your files.' The 'Frequency' section contains two radio button options: 'Export once' (which is selected and highlighted with an orange circle) and 'Export every 2 months for 1 year'. The 'File type & size' section shows a dropdown menu set to '.zip'.

**12** Under File Type and Size, choose "Zip" as your type.

This screenshot shows the same settings panel as above, but with the 'Export once' option now selected (indicated by a blue dot). The 'File type & size' section is expanded to show a dropdown menu with 'zip' selected and highlighted with an orange circle. Below the dropdown is the text: 'Zip files can be opened on almost any computer.' Further down, there is another dropdown menu set to '2 GB', with the text below it: 'Exports larger than this size will be split into multiple files.'

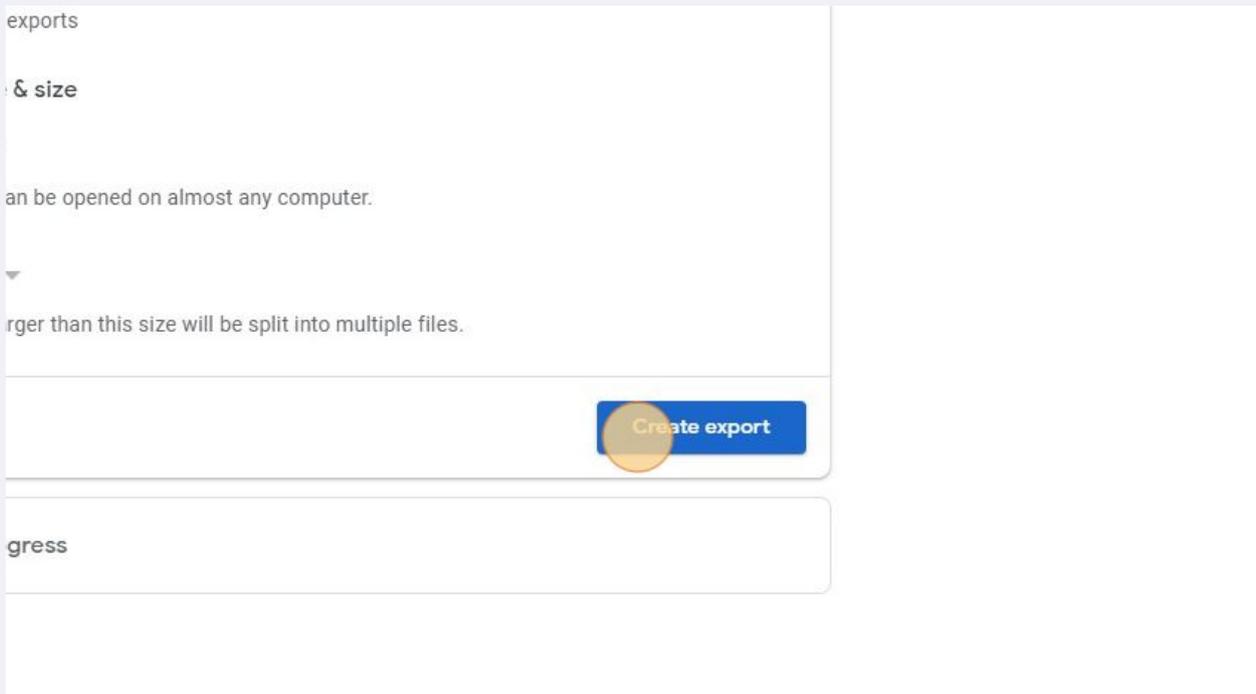
13

Make sure that you choose 2GB as your export size. This will allow most programs to open your export.



14

Click "Create export"



15

Once you have created your export, Google will begin copying your files. Once it is done, you will get a notification via email that your files are ready to download. Download your files and save them on a back up media for future reference.

