

Exporting your Google Data

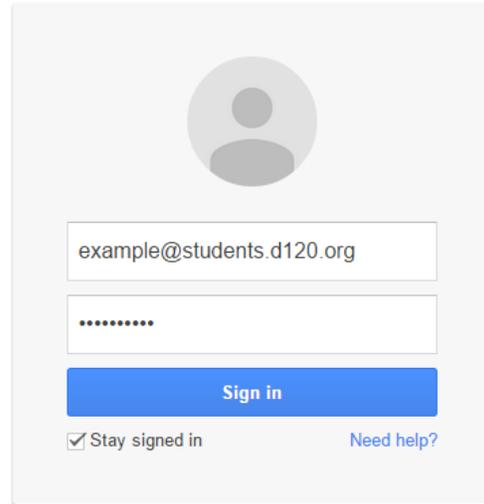
Important: It is not recommended to use your Chromebook due to possible storage size constraints.

1. Navigate to

<https://www.google.com/settings/takeout>

then sign in with your school email account.

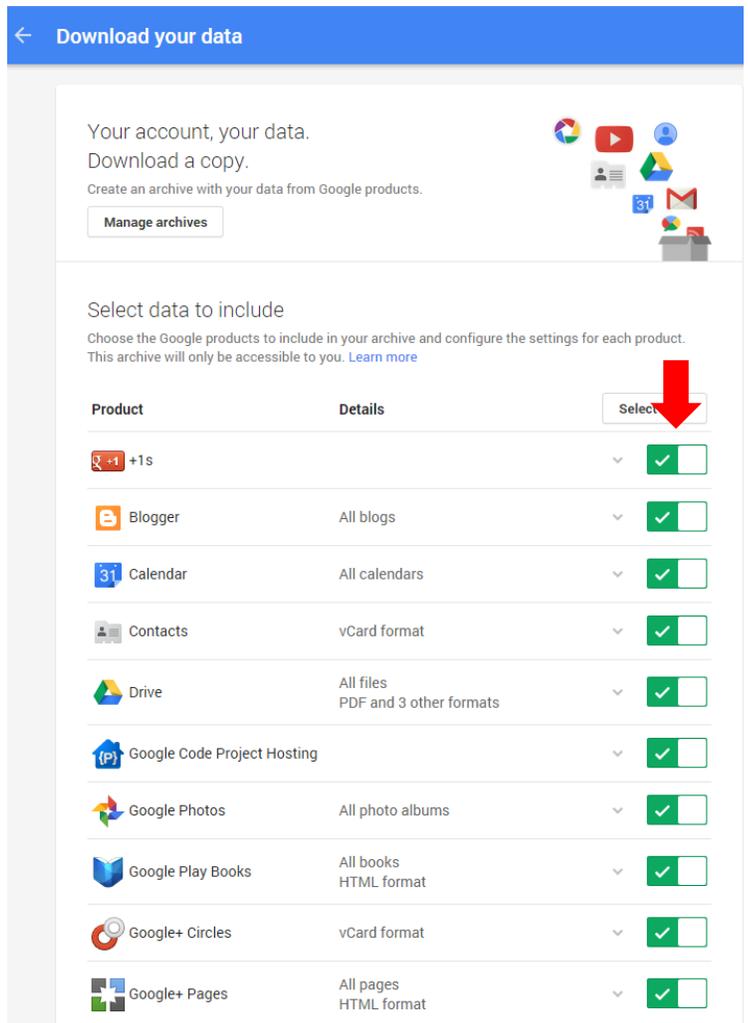
Sign in with your Google Account



The image shows a sign-in form for a Google Account. At the top, there is a placeholder for a profile picture. Below that is a text input field containing the email address "example@students.d120.org". Underneath the email field is a password field represented by a series of dots. A blue "Sign in" button is positioned below the password field. At the bottom left, there is a checkbox labeled "Stay signed in" which is checked. At the bottom right, there is a link that says "Need help?".

2. Select what data to export.

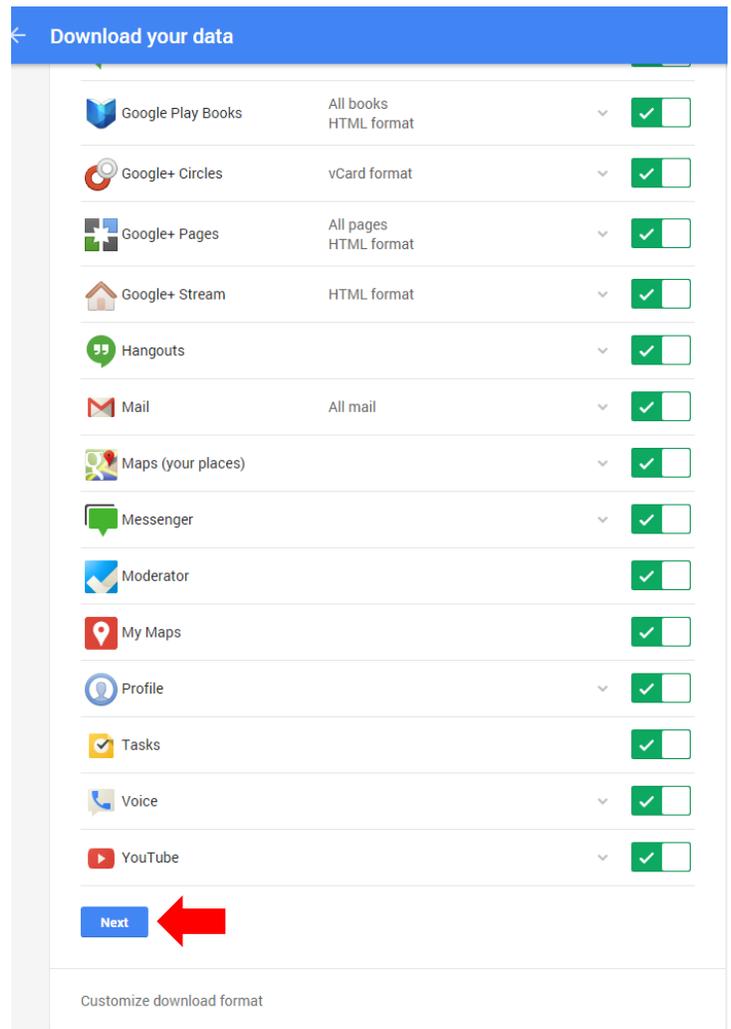
Note: By default, all services are selected.



The screenshot shows the "Download your data" page in Google's data export interface. At the top, there is a blue header with a back arrow and the text "Download your data". Below the header, the main content area has the heading "Your account, your data. Download a copy." followed by the instruction "Create an archive with your data from Google products." and a "Manage archives" button. To the right of this text are several icons representing different Google services. Below this is a section titled "Select data to include" with the instruction "Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. Learn more". A table lists various Google products with their details and a "Select" column containing a dropdown arrow and a toggle switch. A red arrow points to the "Select" column header. All toggle switches are currently turned on.

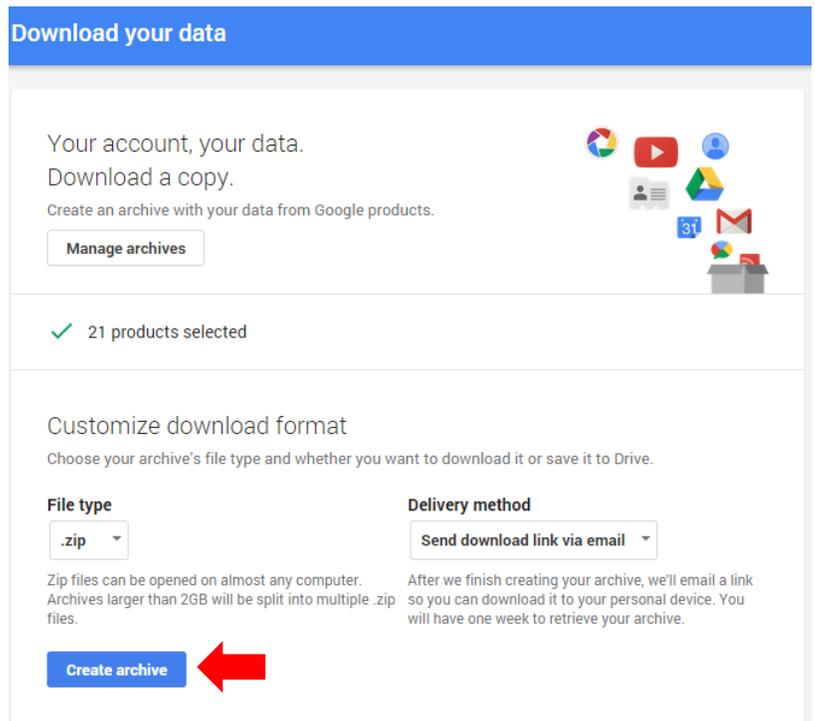
Product	Details	Select
+1s		✓
Blogger	All blogs	✓
Calendar	All calendars	✓
Contacts	vCard format	✓
Drive	All files PDF and 3 other formats	✓
Google Code Project Hosting		✓
Google Photos	All photo albums	✓
Google Play Books	All books HTML format	✓
Google+ Circles	vCard format	✓
Google+ Pages	All pages HTML format	✓

3. Click *Next* at the bottom left of the page.



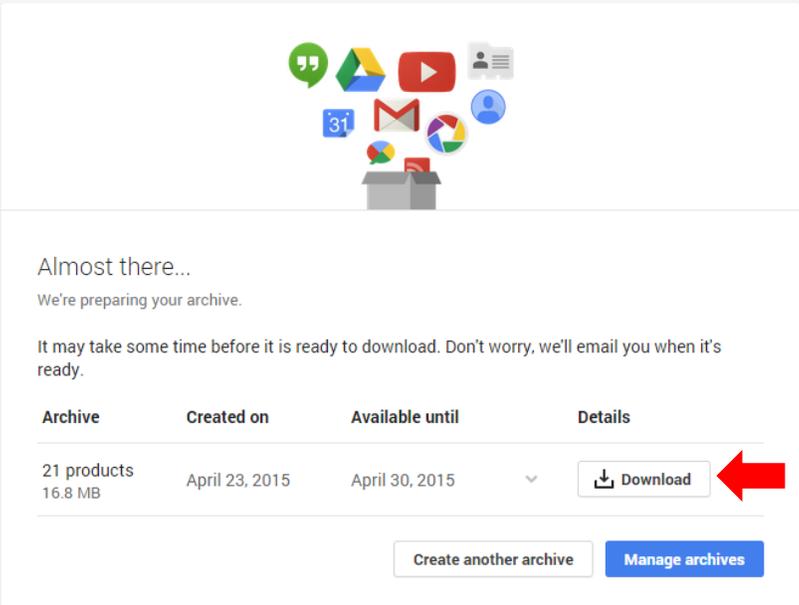
4. Click *Create archive*.

Note: Depending on the size of the data, this process could take upwards of 30 minutes.



5. Click *Download*.

Note: It may ask you to sign in again as a security measure.



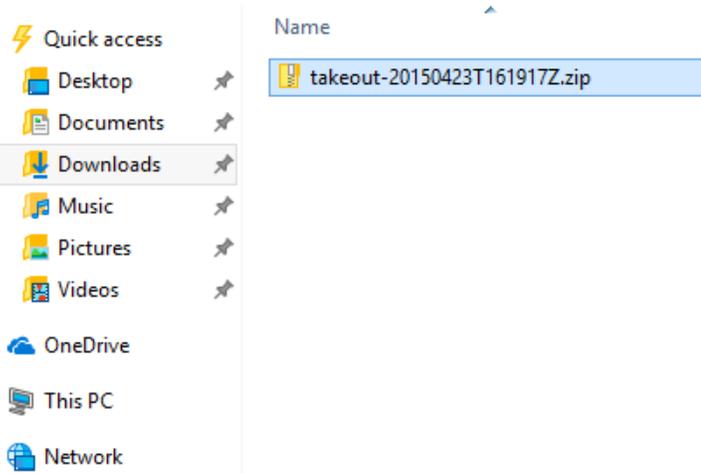
Almost there...
We're preparing your archive.

It may take some time before it is ready to download. Don't worry, we'll email you when it's ready.

Archive	Created on	Available until	Details
21 products 16.8 MB	April 23, 2015	April 30, 2015	Download

[Create another archive](#) [Manage archives](#)

6. Navigate to your *Downloads* folder, Right-click on the compressed file and click *Extract All*.



Quick access

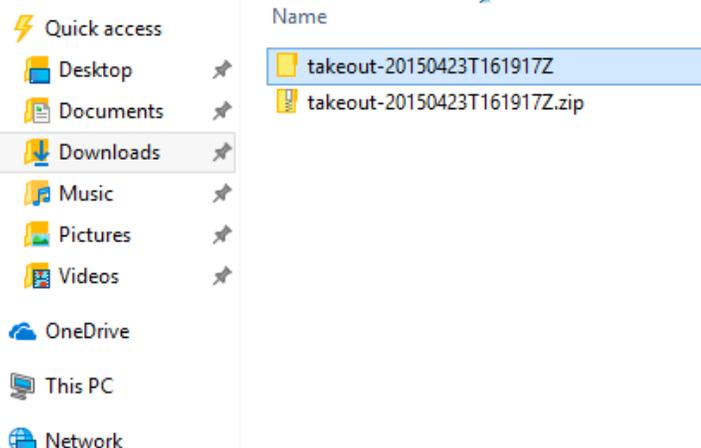
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos

OneDrive
This PC
Network

Name

- takeout-20150423T161917Z.zip

7. Your Google data is ready to go!



Quick access

- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos

OneDrive
This PC
Network

Name

- takeout-20150423T161917Z
- takeout-20150423T161917Z.zip