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
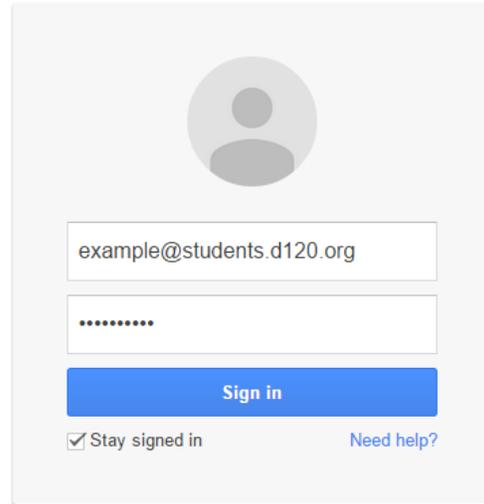
example@students.d120.org

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Sign in

☑ Stay signed in   Need help?

2. Select what data to export.

Note: By default, all services are selected.
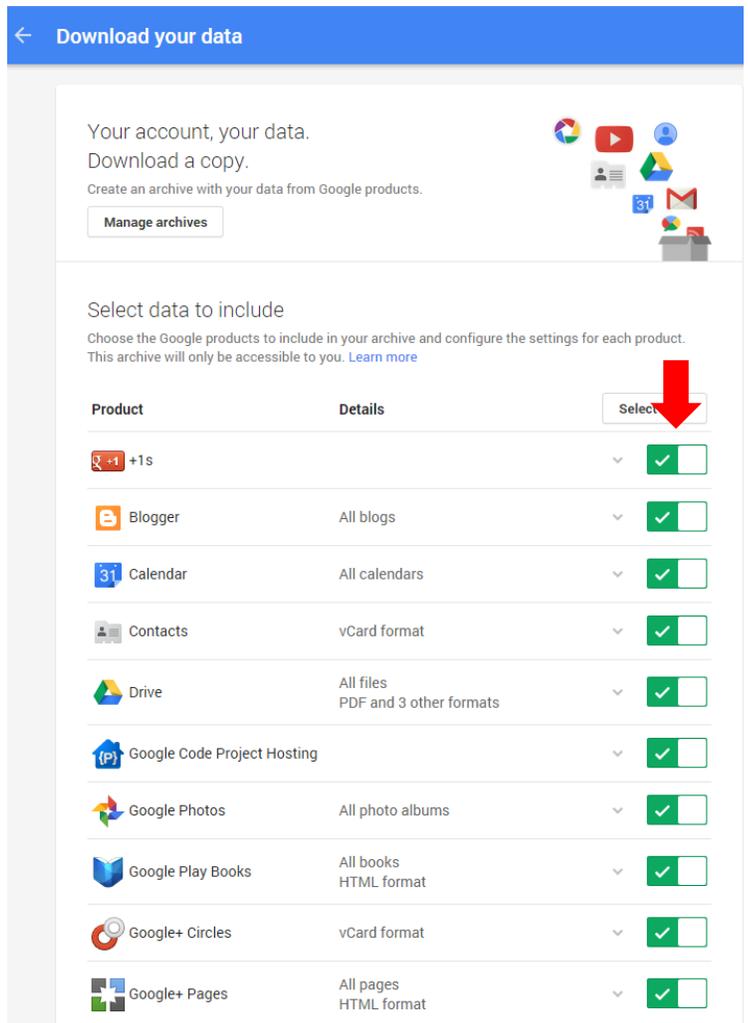
← **Download your data**

Your account, your data.
Download a copy.
Create an archive with your data from Google products.

Manage archives

Select data to include
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

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.
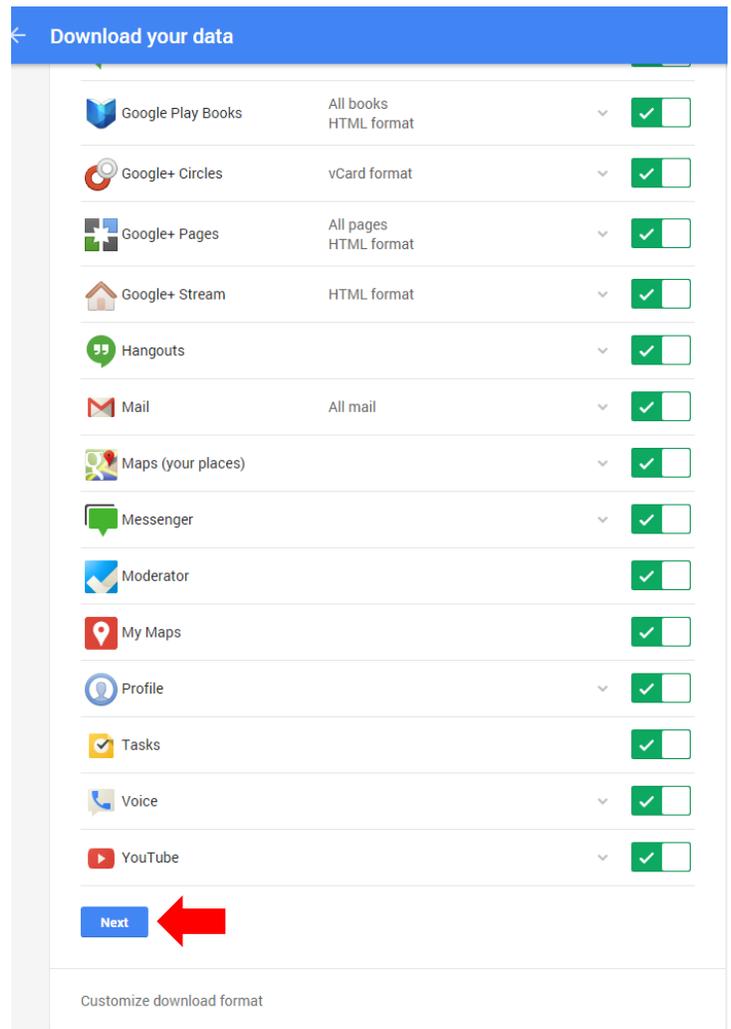
4. Click *Create archive.*

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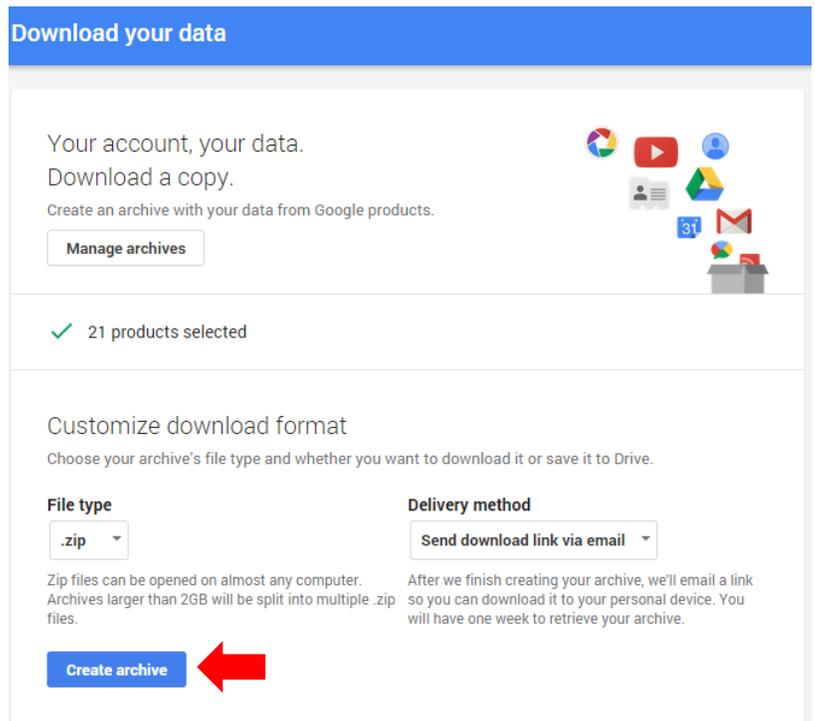
5. Click *Download*.

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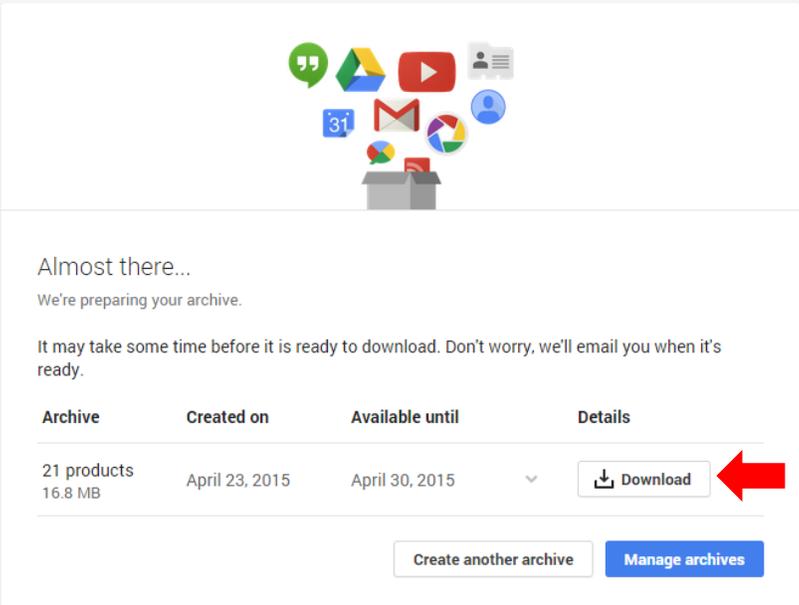
Almost there...

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*.
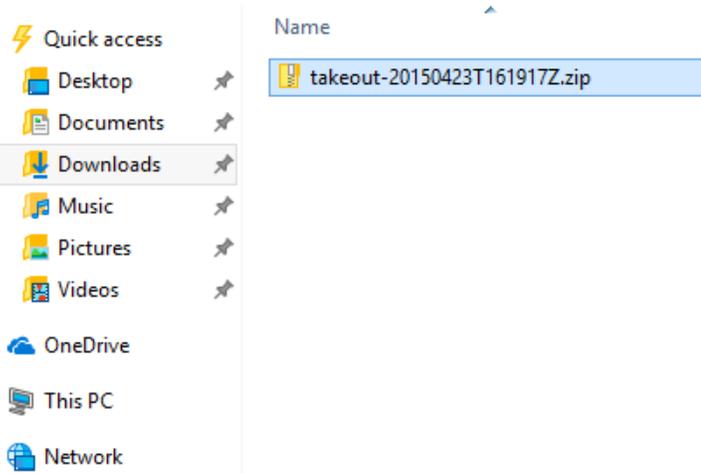
Quick access

Desktop 📌
Documents 📌
Downloads 📌
Music 📌
Pictures 📌
Videos 📌

OneDrive

This PC

Network

Name

takeout-20150423T161917Z.zip

7. Your Google data is ready to go!
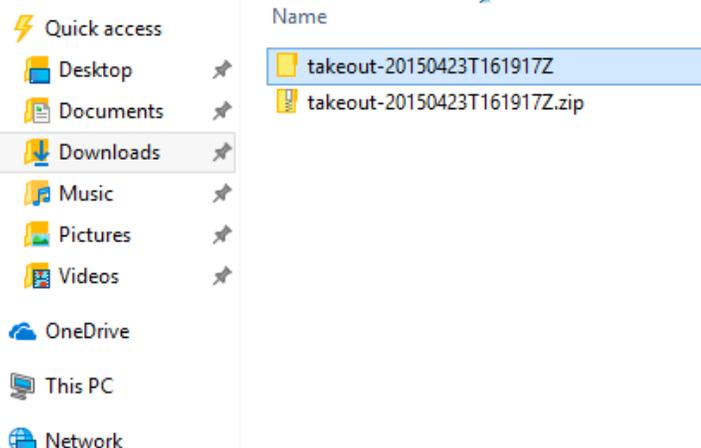
Quick access

Desktop 📌
Documents 📌
Downloads 📌
Music 📌
Pictures 📌
Videos 📌

OneDrive

This PC

Network

Name

takeout-20150423T161917Z
takeout-20150423T161917Z.zip