

How to download your data from Google:

Do you want to keep files and projects that are on your rafos.org Google Drive?

Please note if you are leaving at the end of a school year your account will be active for 30 days.

To download your data:

1. Login to your rafos.org Google account.
2. Type google.com/takeout in the address bar. This will bring you to the advanced settings within your Google account.
3. Choose the Google products you would like to download data for.
4. Click Next.
5. Choose the File Type you wish the data to download as – zip file is the default.
6. Choose the Delivery Method :
 - Send Download Link via Email - you will have 1 week to retrieve your archive.
 - Add to Drive - will upload your archive and email a link to its location.
 - Add to Dropbox - will upload your archive and email a link to its location.
 - Add to OneDrive - will upload your archive and email a link to its location.
7. Click Create archive or Link account and create archive.