

Google Takeout: Transfer Google Drive Content to a Personal Account

With Google Takeout you can export and download your data for the Google products you use, for example:

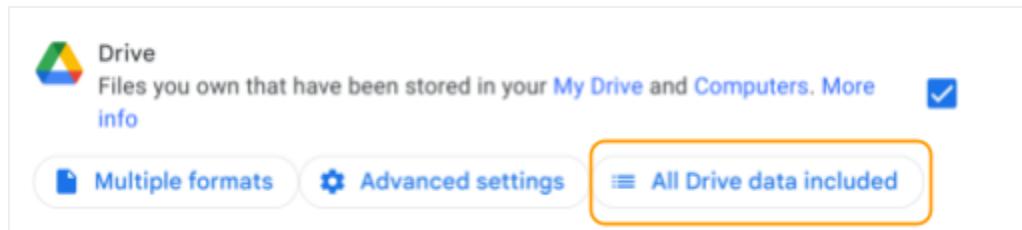
- Google Drive Documents
- Calendar
- Photos
- YouTube videos
- Google Sites

Prep Work

Pro Tip: If there are only certain documents or specific folders you want to take, create a folder (or a couple of folders) with only those files for easy downloading. It is important to note that any documents shared in folders with other users that are moved will no longer be accessible by others if you move a file out of a shared folder. Instead, make a copy and move the copy for downloading.

Step 1: Select data to include in your download archive

1. Log into your Google Account.
2. Go to the [Google Takeout](#) page. Google products which you utilize and hold your data are automatically selected.
 - a. If you don't want to download data from a product, uncheck the box beside it.
 - b. If you only want to download some of your data from a product, you may have the option to select a button like All data included . Then, you can uncheck the box next to data you don't want to include.



3. Select **Next step** at the bottom of the page.

*For more comprehensive instructions on how to use Google Takeout, visit Google's Help:
[How to Download Your Google Data](#)*

Step 2: Customize your archive format

1. Choose the file type, frequency and destination. Enter the following recommended settings:

2 Choose file type, frequency & destination

Destination

Transfer to:

Send download link via email

When your files are ready, you'll get an email with a download link. You'll have one week to download your files. [Learn more](#) about how to locate, access, and share your data.

Frequency

Export once
1 export

Export every 2 months for 1 year
6 exports

File type & size

File type:

.zip

Zip files can be opened on almost any computer.

File size:

50 GB

Exports larger than this size will be split into multiple files.
Zip files larger than 2GB will be compressed in zip64. Older operating systems may not be able to open this file format. There are external applications that can be used to uncompress zip64 files.

2. Click **Create Export**.

Step 3: Get your Google data archive

When your archive is created by using one of these options, we'll email you a link to its location. Depending on the amount of information in your account, this process could take from a few minutes to a few days. Most people get the link to their archive the same day that they request it.

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Step 4: Upload Your Data to Your Personal Account

Lastly, go to your Personal account and upload your data to Google Drive. *Please note that **personal accounts are limited to 15GB of data**. If you are trying to move more than 15GB of data to a personal account you will be prompted to purchase more storage space. Your archive can also be moved to an external storage device or other services such as Dropbox, etc.

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