

Google Takeout

Google Takeout can be used to export your data from Google Suite for Education (G-Suite). This is particularly useful if you are migrating to a new cloud platform or would like a copy of your data when departing LCPS. Please follow the directions below to either export your data to archive files or transfer to another cloud storage.

Step 1:

Navigate to <https://takeout.google.com> in a web browser.

Step 2:

After selecting the Products that you would like to include, scroll to the bottom of the page and click “NEXT”.

Step 3:

The next page gives you a summary of the products that you have selected and additional export options. On this page you will customize your export options.

- File Type: If you are planning on downloading the files as archive files you have the option of either “.zip” or “.tgz”. The Archive size will adjust how large the archive files can be when you download.
- Archive Size: Adjust the size of your archive file as necessary. This option is provided so that you can split the archive into multiple files (smaller) in the event you’re on a slower/unreliable internet connection
- Delivery Method: Choose your preferred delivery method. If you’re simply downloading a local copy to your computer, “Send download link via email” is recommended. If you wish to migrate your data to another cloud storage provider, choose the provider you wish to save to and follow the appropriate prompts to “link” that account.

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