

Gilbert Public Schools

Google Workspace Takeout (Transfer or Download) Directions

Please click on [this Google Takeout link](#) to learn how to **transfer** your Google Workspace account to a personal Google Account.

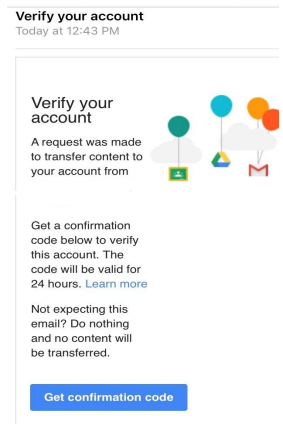
1. You will be asked to enter a destination Google account into a field. Enter the email of the new or personal Google Account that will *receive* your transferred content. If you don't have another, personal Google account, click here to [Create a new Google account](#).

2. Click on **Send Code** to send a confirmation code to the new account.

3. You will receive an email at your new or personal account asking you to verify the account, and you will get a confirmation code. Copy and paste the code into the Takeout website to verify your destination account.

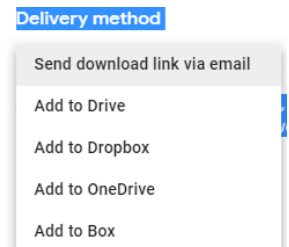
4. Deselect ALL and then select only the content you want to copy and transfer (Mail, Drive, etc) and click **Start Transfer**.

5. Your content should arrive in the new account within a day or so. If it doesn't, it may exceed the 15 GB limit.



Please click on [this Download Your Data link](#) to **download** your *gilbertschools.net* content to a device or external drive.

1. Deselect ALL and then select only the content to include in the download. Only check what you need to download.
2. Choose your archive's **file type** and whether you want to download it or save it in the cloud.
3. Click **Create Archive**.
4. An archive of your Drive data will be prepared in the form you selected.



Please note that archives may take a long time (hours or possibly days) to create. You will receive an email when your archive is complete.

Canva Download Directions

1. From **Home** or **Projects**, select multiple files and folders you want to download.
2. In the selection menu, select **Download**.
3. Choose your preferred **file type** (PDF, JPG, PNG, MP4, or GIF).
4. Select **Download**.

Your designs will be downloaded as a single ZIP file. You can download up to 200 designs at once, or up to 25 designs when exporting as MP4 or GIF, and up to 5 folders at a time.

If you wish to share your designs with a personal email address, [here are some directions from a Google search](#).