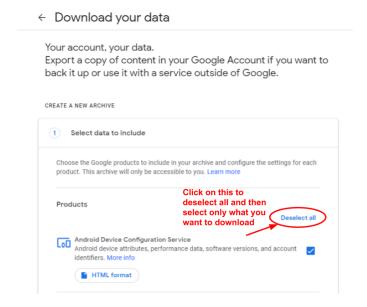
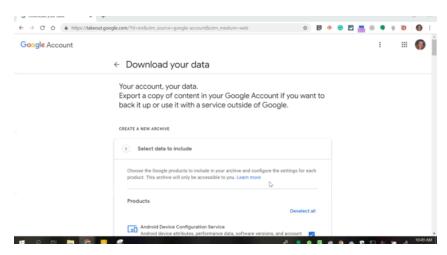
## **Export your Wayne Google data with Google Takeout**

You can export and download your data from the Google products you use, like your email, calendar, and photos. In a few easy steps, create an archive to keep for your records or use the data in another service.

- 1. Go to the website: <a href="https://takeout.google.com/settings/takeout">https://takeout.google.com/settings/takeout</a>
- 2. If you want archives of selected items click on the button "SELECT NONE" to deselect all.



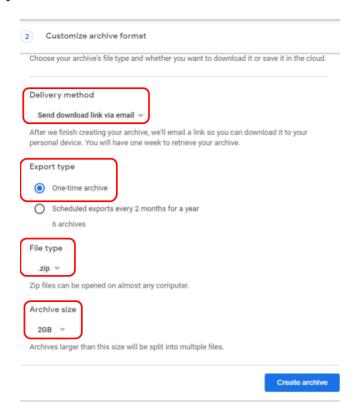
3. Choose the apps that you would like to archive as shown below.



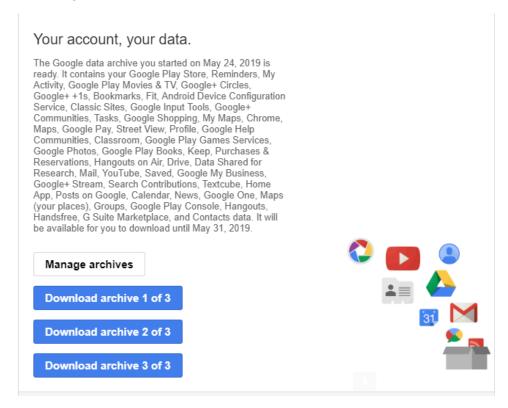
4. To see more details and options for a product, select the information below the product.

## **Export your Wayne Google data with Google Takeout**

- 5. Click the "Next" button once you are done selecting the items for archive.
- 6. On the Customize Archive Format page, leave the "File Type", "Archive Size", and "Delivery Method" as is and click on "CREATE ARCHIVE". See below.



7. Once the archive is ready Google will send you an email with links to download your archived data.



## **Export your Wayne Google data with Google Takeout**

- 8. Your archive download is only available for 7 days. After 7 days you will have to start the archive process again.
- 9. Your downloads will be in Zip files. You can extract the information and then upload to a personal Google account.

For additional information go to the **Google Support page**