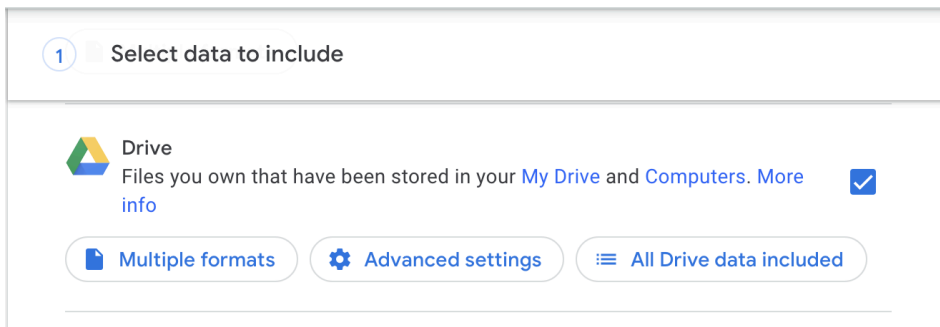


Google Takeout

Google Takeout exports your data from your Google account to a zip file that can be downloaded to your computer, external hard drive or USB Flash Drive.

To create a backup using Google Takeout, follow these steps:

1. Go to <http://www.google.com/takeout>.
2. Sign-in using your District email address and password.
3. Select the items you would like to backup [Select All or individual Google products]. At the least, backup **Drive**.



1 Select data to include

 Drive
Files you own that have been stored in your [My Drive](#) and [Computers](#). [More info](#) ☒

[Multiple formats](#) [Advanced settings](#) [All Drive data included](#)

4. Then scroll down to the bottom of the page and click the **Next Step** button.

Next step

5. Leave the “Delivery method” as **Send download link via email**, and “File type” as **.zip**.

Delivery method

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.

File type & size

.zip ▼

Zip files can be opened on almost any computer.

6. Click **Create export**.



7. You then have two options. You can either:
 - a. Wait until it is finished and then click **Download** to save the Zipped archive file to a safe location. [This process can take a while to complete]

OR

- b. Open the email message you received from "Google Download Your Data" and click **Download Archive** to save the Zipped archive file to a safe location [May require you to log back into Google]

Note: Your archive is only available for seven days on Google's servers so you will need to download this file within this timeframe. By default, Takeout limits archive files to 2 GB and creates as many sequentially numbered files as needed. However, you can select sizes up to 50 GB and does not include any "Shared with me" files.