

### **Option A: Download all your Google Drive files as Microsoft files (Word, PowerPoint, etc.)**

1. Whilst signed in to your College account go to [takeout.google.com](https://takeout.google.com)
2. Click 'Deselect all' then scroll down to Drive, click the checkbox and the scroll down to 'Next step'

Deselect all



Drive

Files that you own that have been stored in your [My drive](#) and [computers](#).

[More info](#)



Multiple formats



Advanced settings



All Drive data included

Next step

For over 90% of users, that's all you need. If you want any of the other downloads, feel free.

3. If you have a very large number of files in your Drive, you may wish to increase the size of the zip file packages from 2GB. Please note, not all computers can cope with a 50GB zip file, it might be better to split it as recommended.

Finally, click 'Create export'

Create export



You'll get an email containing the download links for your content. Save these to your home computer.

### **Option B: Transfer copies your files to a private Google account, keeping them as Google Docs, etc.**

Go to [takeout.google.com/transfer](https://takeout.google.com/transfer)

Follow the instructions to get a verification code sent to your private Google account.

When successful, you can choose what files to send across. You may wish to turn off Gmail since most users just want their Google Drive files.

Product	Details	
 Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
 Gmail	All mail	<input type="checkbox"/>

Click start transfer...

START TRANSFER

Once started, you can't stop this transfer, so make sure you've got the right destination account!