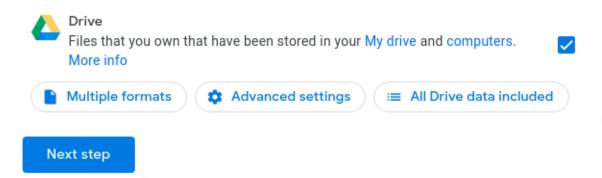
Option A: Download all your Google Drive files as Microsoft files (Word, PowerPoint, etc.)

- 1. Whilst signed in to your College account go to takeout.google.coma
- 2. Click 'Deselect all' then scroll down to Drive, click the checkbox and the scroll down to 'Next step'

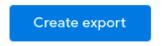
Deselect all



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'



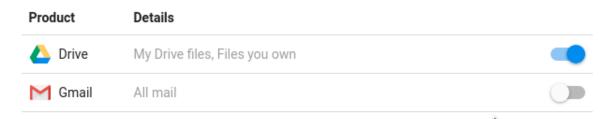
You'll get an email containing the download links for your content. Save these to your home computer.dr

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

Go to 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.



Click start transfer...



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