

## How to Download Files with Google Takeout

Google Takeout will convert all your files to the corresponding file types below:

Google Doc → Microsoft Word (.docx)

Google Slides → Microsoft PowerPoint (.PPTX)

Google Sheets & Forms → Microsoft Excel (.XLSX)

1. Click [HERE](#) and sign in with your Holy Family Google credentials.
2. You'll see a list of data that you can select to download. Most of this is not data you would need, so you should NOT *Select all*. It will significantly increase the size of your export as well as the time it takes for the file to prepare (which could mean days).

Scroll down the list until you find Google Drive. Once selected, you can also select specific folders for download by clicking *All Drive Data Included*.

CREATE A NEW EXPORT

1 Select data to include

0 of 56 selected

Products

Select all

 Access Log Activity  
Collection of account activity logs

 Due to the size of content found in the Access Log Activity product, exports may take longer to process.

 Multiple formats

 All activity logs selected

 Alerts  
User Google Alerts subscriptions

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

 Multiple formats

 Advanced settings

 All Drive data included

3. Click *Next Step* at the bottom of the list. Then, choose your export options. It's recommended to use the *Send download link via email* option. Enter your personal email address. Click *Create export*.

## 2 Choose file type, frequency & destination

### Destination

Transfer to:

Send download link via email

[Learn more](#) about how to locate, access, and share your data.

### Frequency

Export once

1 export

Export every 2 months for 1 year

6 exports

### File type & size

File type:

.zip

Zip files can be opened on almost any computer.

File size:

2 GB

Exports larger than this size will be split into multiple files.

Create export

4. Once your export is finished (it can take a while depending on the size), you'll receive an email with the message below. Click *Download your files*, and a zip file will download.

Your Google data is ready to download Inbox x

Google Takeout <noreply@google.com>  
to me ▾

  

## Your account, your data.

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We've finished creating a copy of the Google data you requested on May 6, 2024. You can download your files until May 13, 2024.

Your download will contain data from:

- Drive

[Manage exports](#)

[Download your files](#)

This message was sent to you because you recently used Google Takeout. [Learn more](#) about how to locate, access, and share your data.

[Privacy Policy](#) | [Terms of Service](#)



5. Extract the zip file, and you can store the files wherever you'd like. You can keep them on your hard drive and/or upload them to your own personal cloud storage (Dropbox, OneDrive, etc.)