

Google Takeout Instructions

What is it: Google Takeout is a service that allows you to download/backup all of your account data.

Why would I need to use this?

- You are a student who is graduating from high school
- You are a student moving to a new school
- You are staff who is retiring
- You are staff who is taking a job at another district

What if I want to only transfer my Gmail and Drive? If you just want to transfer your email and files, you can use Google Takeout for Schools. See these [instructions](#) to learn more.

What is the difference between Google Takeout for Schools and Google Takeout? Google Takeout for Schools allows you to transfer only Drive files that you are the owner or editor of as well as emails. Google Takeout allows you to preserve all account data, including Calendar events, contacts, Google Photos, Google Keep notes, etc. With Google Takeout for Schools, emails and files are automatically copied to the account you specify. With Google Takeout, by contrast, your account data needs to be downloaded to a device or flash drive and then uploaded to the other account manually. Further explanation [here](#).

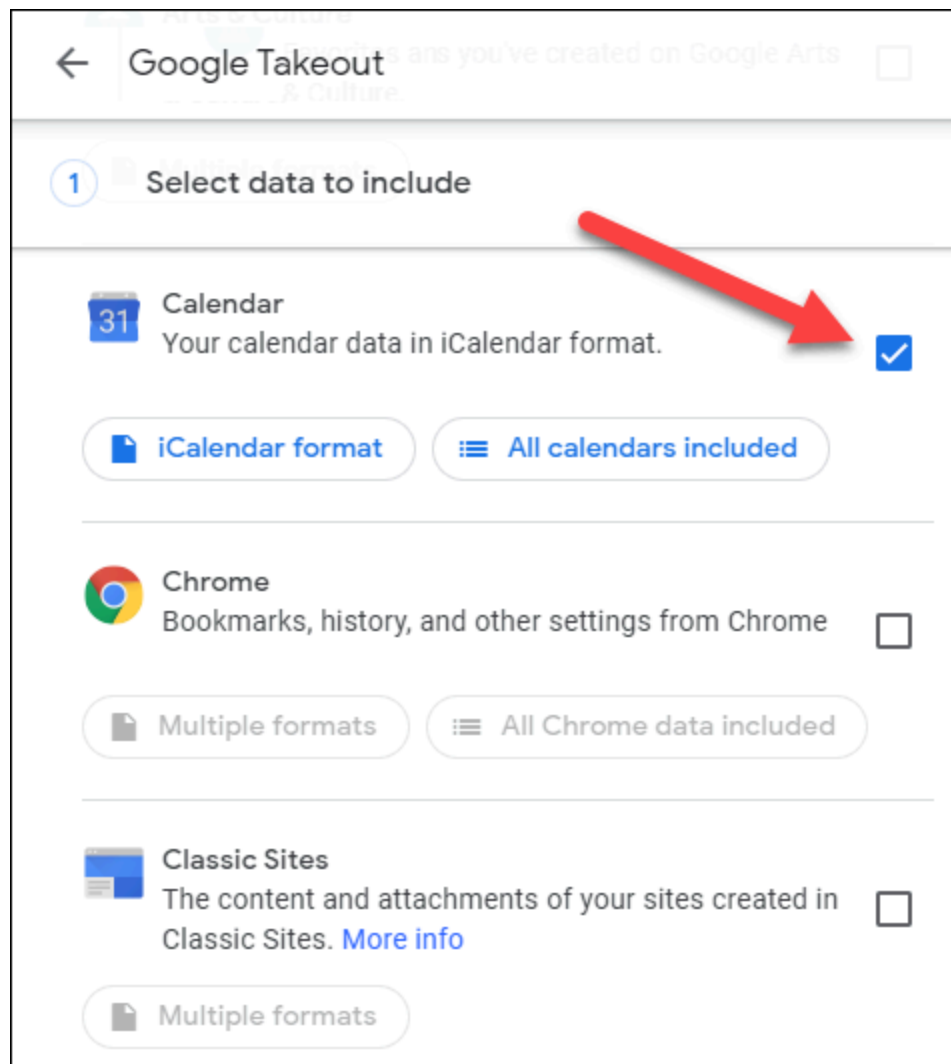
When is the deadline to use this service? When a student or staff member leaves the district, their account is deactivated immediately. Since you will not be able to access your account after deactivation, you must complete the Takeout process in advance. Depending on the amount of content you have in your account, this process can take up to 7 days to complete so you should aim to start the process at least a week before your last day in the district. When you leave the district, your cohes.org account will be deactivated which means you will lose access to all data in your cohes.org Google account.

How to Use Google Takeout

Read the directions below to learn how to download your account data or check out this [video tutorial](#).

STEP 1

- ☐ Login to your cohoes.org Google account
- ☐ Go to <https://takeout.google.com/>
- ☐ Check the box next to whatever content you would like to download to your computer.



The screenshot shows the Google Takeout interface with the title "Google Takeout" and a back arrow. Below the title is a section labeled "1 Select data to include". There are three data categories listed:

- Calendar**: "Your calendar data in iCalendar format." This option is selected, indicated by a blue checkmark in a box. A red arrow points to this checkmark. Below this category are two buttons: "iCalendar format" and "All calendars included".
- Chrome**: "Bookmarks, history, and other settings from Chrome." This option is unselected, indicated by an empty box. Below this category are two buttons: "Multiple formats" and "All Chrome data included".
- Classic Sites**: "The content and attachments of your sites created in Classic Sites. [More info](#)" This option is unselected, indicated by an empty box. Below this category is one button: "Multiple formats".

Note: The more data you include, the longer the process will take

- ☐ Choose "Next step"

STEP 2 Customize the format of your archive

You can now click if this is a one-time download, and if you want to change the file type (the default is .ZIP) or change the maximum size for each file.

Recommended Settings are as follows:

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Choose file type, frequency & destination

Destination

Transfer to:

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.

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:

10 GB

Exports larger than this size will be split into multiple files.
Zip files larger than 2GB will be compressed in zip64. Older operating systems may not be able to open this file format. There are external applications that can be used to uncompress zip64 files.

Create export

☐ Click "Create export"

Note: Once you click Create Export Google will create a copy of all products you selected in step 1. This process can take a long time (possibly hours or days) to complete. You can now close the Google Takeout tab. You will receive an email when your export is done.

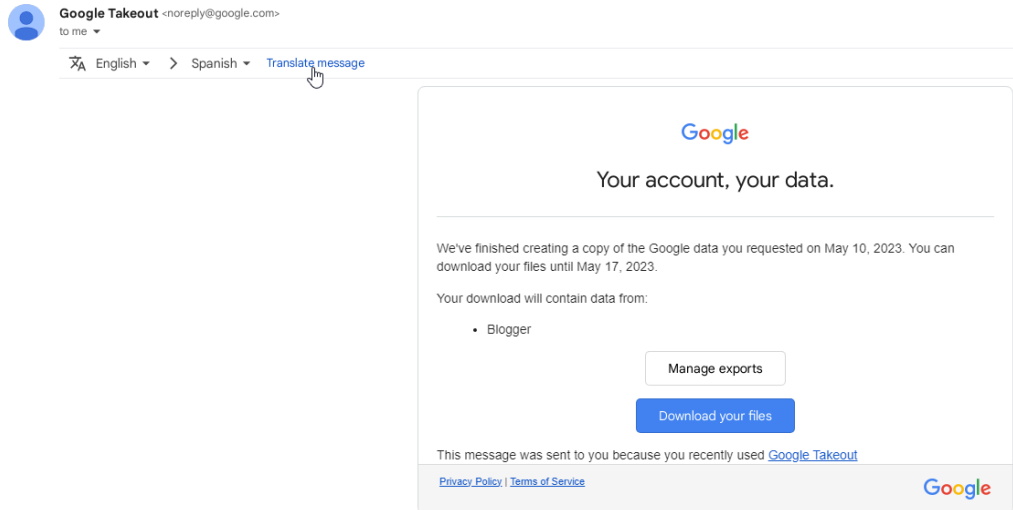
STEP 3 Download your data

When your data is ready to download, you will receive an email titled "Your Google data is ready to download".

IMPORTANT NOTES

- You will have one week to download your files.
- You need to download to personal device or flash drive

Your Google data is ready to download > [Inbox](#)



You have 2 options:



1. Click the **Download your files** button from the email message. If you have more than 10 GB of data, you will see multiple download buttons.
2. Click the Manage exports button. On the next screen, click the Download button.

← Manage your exports

Before you copy your data to another service, check that company's data export policies. Make sure you can take your important stuff, like your photos or contacts, with you if you ever want to leave that service.

Avoid downloading your exports onto public computers or saving them where others can see them.

Visit your [Google Account](#) to explore other ways to manage your data, including deleting your Account.

Export	Created on	Available until	Details
	May 10, 2023	May 17, 2023	Download 

[Create new export](#)

What do I do once I download my files?

Once your files are downloaded to your personal device or flash drive, what you do with them is up to you. You can keep them where they are as a backup or upload them to another account or service.

Depending on which content you downloaded, the instructions will vary. Below are resources on some common topics:

[How to Extract Files from a Zipped Folder](#)

[Upload Extracted Drive Files to Another Google Account](#)

Tip: Before you do this, go to Drive settings and make sure **Convert uploaded files to Google Docs editor format** is checked.