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.
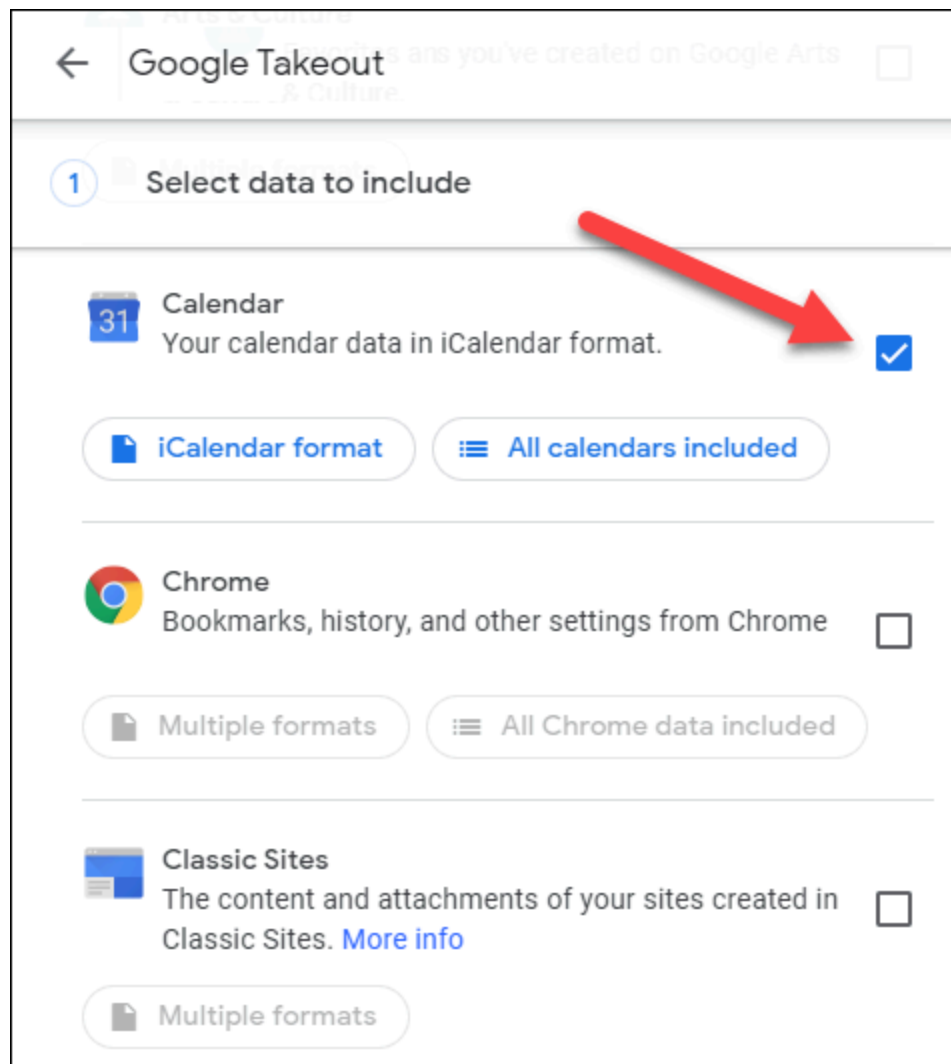
When is the deadline to use this service? When a student or staff member leaves the district, their account is deactivated immediately. Since you will not be able to access your account after deactivation, you must complete the Takeout process in advance. Depending on the amount of content you have in 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 cohoes.org account will be deactivated which means you will lose access to all data in your cohoes.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.

- ☐ 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.

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

- ☐ Choose "Next step"

STEP 2 Customize the format of your archive

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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:

☐ 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.
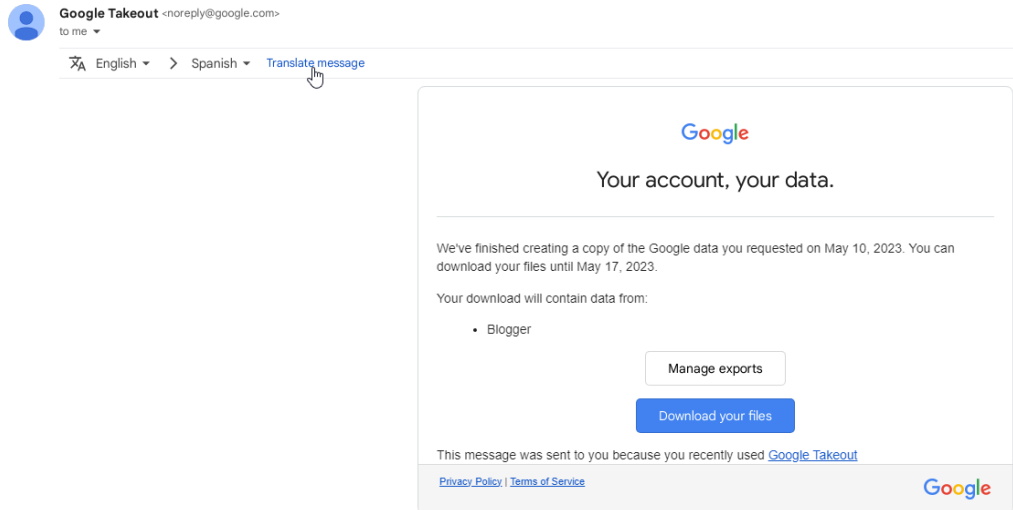
STEP 3 Download your data

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

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.

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.