

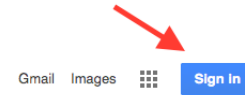
Follow these instructions to export and download your files from your district Google Apps account

Step 1

Open the **Google Chrome** browser

<https://www.google.com/>

Sign in with your district email address

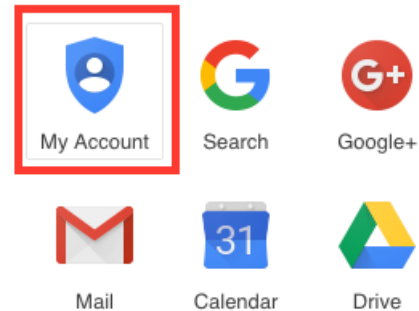


Google

Step 2

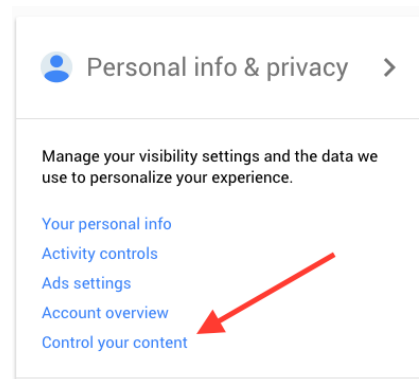
Click the waffle (*square of nine dots*) in the upper right corner to display the Google apps icons

Select the **My Account** icon

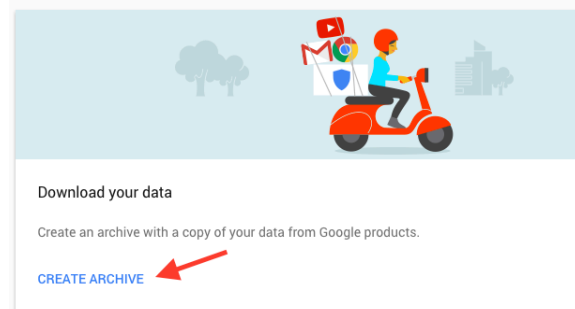

Step 3

In the category *Personal info & Privacy*

Select **Control your content**


Step 4

Select **Create Archive**



Select the files that you want to export.

Important:

Only the documents that you created or copied will be exported. You cannot export anything that has been shared with you.

To keep a copy of items shared with you: Open the shared document, select *File > Make a copy*. The copy you make can be included in your export.

Note: that the more data you select to export, the longer it will take to create the export of the zipped file, and/or Google will export the data into multiple zipped files.

Select the green checkmark next to each category to export all of the contents of that section

OR

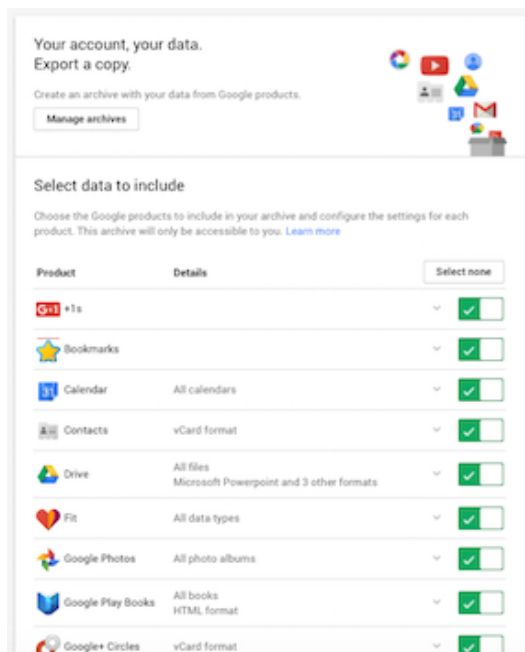
If you don't want to export everything, you can click the "down arrow" next to each category to select only the specific files or folders that you want to keep.

Select to export everything

OR

Select specific files to export

Step 5



Your account, your data.
Export a copy.

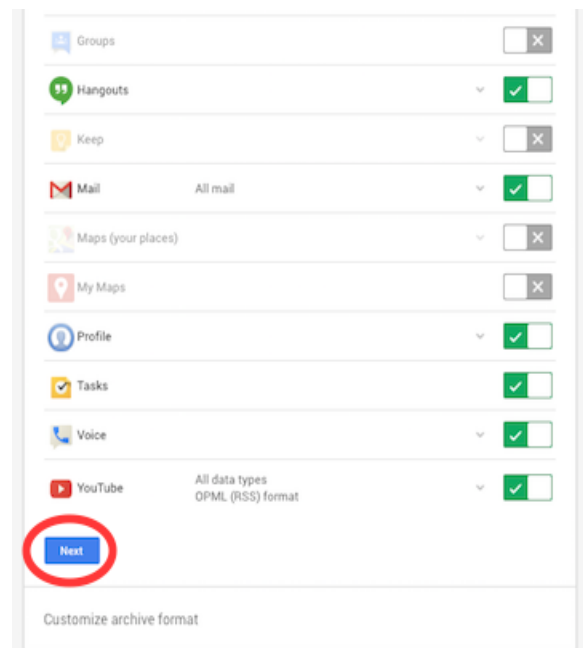
Create an archive with your data from Google products.

[Manage archives](#)

Select data to include

Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. [Learn more](#)

Product	Details	Select none
+1s		<input checked="" type="checkbox"/>
Bookmarks		<input checked="" type="checkbox"/>
Calendar	All calendars	<input checked="" type="checkbox"/>
Contacts	vCard format	<input checked="" type="checkbox"/>
Drive	All files Microsoft Powerpoint and 3 other formats	<input checked="" type="checkbox"/>
Fit	All data types	<input checked="" type="checkbox"/>
Google Photos	All photo albums	<input checked="" type="checkbox"/>
Google Play Books	All books HTML format	<input checked="" type="checkbox"/>
Google+ Circles	vCard format	<input checked="" type="checkbox"/>



Groups

Hangouts

Keep

Mail All mail

Maps (your places)

My Maps

Profile

Tasks

Voice

YouTube All data types
OPML (RSS) format

Next

Customize archive format

Select the **Delivery Method**:

Option #1 Send download file(s) via email

- If you are a student, it will send an email to your district email @bsd48.org
- If you are a staff member, it will send an email to your district Outlook account

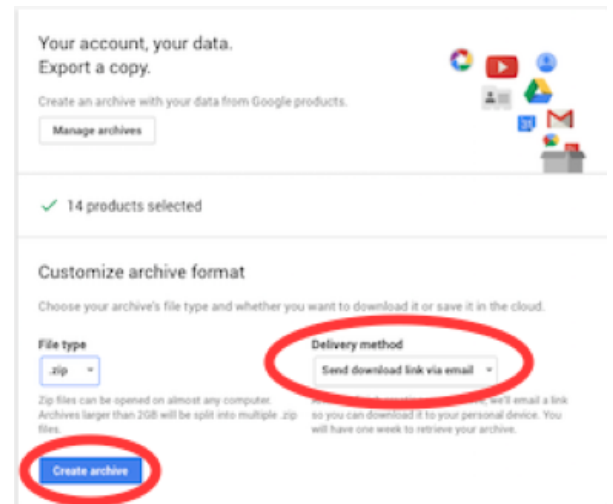
Option #2 Add to Dropbox

- Select this option if you want the file(s) to go to your personal Dropbox account

Option #3 Add to OneDrive

- Select this option if you want the file(s) to go to your personal OneDrive account

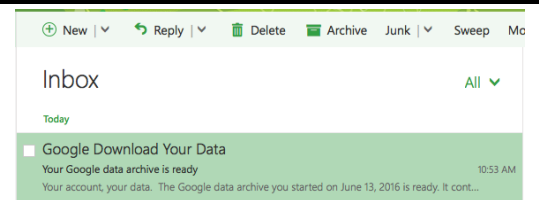
Then select **Create Archive**



Step 6

If you selected to receive the file(s) by email:

Locate the email in your district email account



Step 7

Select **Download Archive**

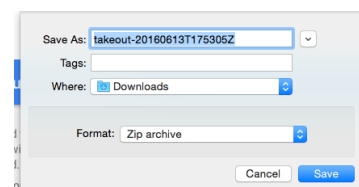
Your account, your data.
 The Google data archive you started on June 13, 2016 is ready. It contains your Drive data. It will be available for you to download until June 20, 2016.

Manage archives

Download archive

Step 8

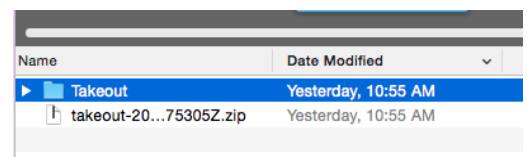
Select the location to download the file(s)



Step 9

Click on the zipped takeout file to open it.

The folder containing your data will appear.



You can login to your personal Google account to upload the files, or copy the folder to an external drive etc.

Step 10