

How To Use Google Takeout

Google Takeout is a project that allows users of Google products, such as YouTube and Gmail, to export their data to a downloadable archive file. If you are a graduating student, a student leaving Quitman School District, an employee leaving Quitman School District, or would like backups of your data these instructions will assist you on saving your data for future use.

1. Point your web browser to <https://takeout.google.com>
2. Enter your district provided email address in the blank labeled **“Email or phone.”** Click **“Next.”**
3. Enter your password in the blank labeled **“Enter your password.”** Click **“Next.”**
4. On this page you will find a list of Google products. If there is a checkmark next to a product the data associated with that product will be downloaded. Go down the list and place checkmarks next to any product’s data you would like to save.
5. Click **“Next Step.”**
6. In the section labeled **“Delivery Method”** select which method of delivery you would like your data archive sent. **“Send download link via email”** is the preferred delivery method.
7. In the section labeled **“Export Type”** select which type of export you prefer. If this is a one-time backup place a dot in **“One-time archive.”** If you want to have regularly scheduled backups place a dot in **“Scheduled exports every 2 months for a year.”**
8. In the section labeled **“File Type”** leave **“.zip”** as the preferred file type.
9. In the section labeled **“Archive size”** it is recommended to leave this set at 2GB. Because of file size limitations on certain devices anything over 4GB will cause issues. For compatibility purposes 2GB or lower are recommended.

10. Click **“Create archive.”**

11. Once Google has finished creating your archive you will be sent to page titled **“Manage archives.”** This page provided a list of all archives that have been created and download link for each archive. This page also provided important information that you may want to review.

12. Two emails will be sent to the address entered in Step 2. One email will provide information regarding the request of a data archive. The other email provides links that will allow you to manage your archives and also download the archive that was created.