

## Google Takeout Instructions

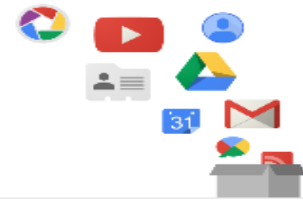
You should perform this task on your personal home computer. If you need to use a school computer, you must have a large enough USB drive to download all your data to so you can bring it home.

1. Log on to your Google.sanjuan.edu account
2. From your browser go to <https://www.google.com/settings/takeout>
3. Select the options you wish to download. By default everything is checked.

Your account, your data.  
Download 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
 Bookmarks		<input checked="" type="checkbox"/>
 Calendar	All calendars	<input checked="" type="checkbox"/>
 Contacts	vCard format	<input checked="" type="checkbox"/>
 Drive	All files PDF and 3 other formats	<input checked="" type="checkbox"/>
 Google Code Project Hosting		<input checked="" type="checkbox"/>
 Google Play Books	All books HTML format	<input checked="" type="checkbox"/>
 Mail	All mail	<input checked="" type="checkbox"/>
 Maps (your places)		<input checked="" type="checkbox"/>

4. Click Next
5. Select where you want to archive to go to(Gmail or Drive)

Your account, your data.

Download a copy.

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✓ 9 products selected

## Customize download format

Choose your archive's file type and whether you want to download it or save it to Drive.

### File type

.zip

Zip files can be opened on almost any computer. Archives larger than 2GB will be split into multiple .zip files.

### Delivery method

Send download link via email

Add to Drive

We'll email a link to your personal device. You will have one week to retrieve your archive.

Create archive

6. Click Create Archive
7. Go to your Gmail or Drive account and download the archive to your local computer's hard drive. You can also click "Manage My Archives" and download to your local computer from there.
8. Now you can upload to your personal Gmail, Yahoo!, Outlook, Office365 account. Each service to import is different so refer to their individual instructions to import successfully.