

Google Takeout

Items located in the Northside Google Drive can be very important to a user. The following steps will demonstrate how to archive files so they can be saved to another destination.

NOTE: This can be a very lengthy process. It is imperative to schedule accordingly. In some instances it could take hours to archive and export your files to another location.

1. Log into Google with your **credentials**.
2. Open a **new tab**.
3. In the *URL field*, type **https://takeout.google.com/settings/takeout**
4. Press **Enter**.



5. All items are automatically enabled. Disable any setting that does not need to be saved.

NOTE: Items with a **Multiple Formats button** allow users to specify select file types to download.

The **All _____ data included button** allows users to select/deselect folders or other items to download.

 A screenshot of the "Select data to include" page in Google Takeout. It shows a list of products with checkboxes and format options:

- Calendar:** Checked. Options: iCalendar format, All calendars included.
- Contacts:** Checked. Option: vCard format.
- Drive:** Checked. Options: Multiple formats, Advanced settings, All Drive data included.

6. At the bottom of the page, click **Next step**.
7. In the *Delivery method*, select the **desired option** to receive the file(s).
8. In the *File type*, choose **.zip** (suggested), or **.tgz** format.

NOTE: Archives that are larger than the number selected will archive in multiple folders.

9. In the *Archive size (max)*, select the **preferred size** of the folder.
10. Click **Create archive**.

 A screenshot of the "Delivery method" and "File type" sections of the Google Takeout interface.

- Delivery method:** "Send download link via email" is selected.
- File type:** ".zip" is selected. A note states: "Zip files can be opened on almost any computer."
- Archive size:** A dropdown menu is open showing options: 1GB, 2GB, 4GB, 10GB, 50GB. A note states: "Larger than this size will be split into multiple files."

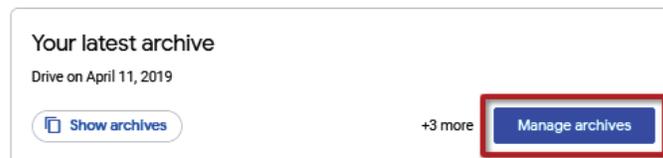
Locating Email Archives

Once an email archive has been created, the archive will be accessible for 7 days.

1. Log into Google with your **credentials**.
2. Open a **new tab**.
3. In the URL field, type **https://takeout.google.com/settings/takeout** .
4. Press **Enter**.



5. At the top of the page, select **Manage archives**.



6. From the list of archives, choose **Show archives** for the desired archive.

NOTE: Show archives will open a list of archives available for download that the user chose to send via email. Users can also open items sent to Drive and Dropbox.

Archive	Created on	Available until	Details
Drive 2.1 GB	April 11, 2019	April 18, 2019	Show archives ▼
Drive 75.4 MB	April 11, 2019	April 18, 2019	Download ▼
Drive 44.3 MB	April 11, 2019	April 18, 2019	Download ▼
Drive 1.2 MB	April 8, 2019	April 15, 2019	Download ▼

7. To save files to a preferred location, click **Download**.

