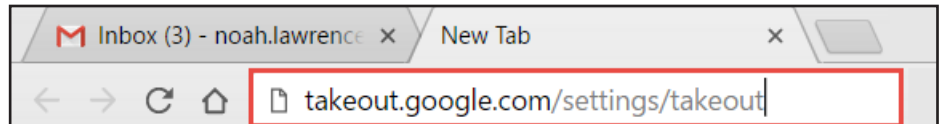


# Google Takeout

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.

**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 all
Calendar	All calendars	<input checked="" type="checkbox"/>
Drive	All files Microsoft Powerpoint and 3 other formats	<input checked="" type="checkbox"/>
Fit	All data types	<input type="checkbox"/>
Mail	All mail	<input checked="" type="checkbox"/>

**NOTE:** Items with a drop-down will allow users to specify items to download giving the user the option to take select file types.

Drive All files  
Microsoft Powerpoint and 3 other formats

**Files and folders**

Include all files and folders in Drive  
 Select files and folders

Files and folders: 1 folder selected.

**File formats**

Documents: Microsoft Word  
 Drawings: JPEG Image  
 Forms: Microsoft Excel  
 Presentations: Microsoft Powerpoint  
 Spreadsheets: Microsoft Excel

6. At the bottom of the page, click **Next**.
7. In the *Archive size (max)*, select the **preferred size** of the folder.

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

8. In the *Delivery method*, select the **desired option** to receive the file(s).
9. Click **Create archive**.

**Next**

**Delivery method**

Send download link via email

Add to Drive

Add to Dropbox

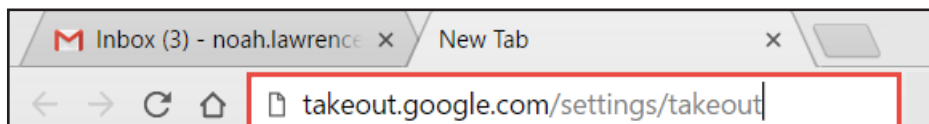
Add to OneDrive

**Create archive**

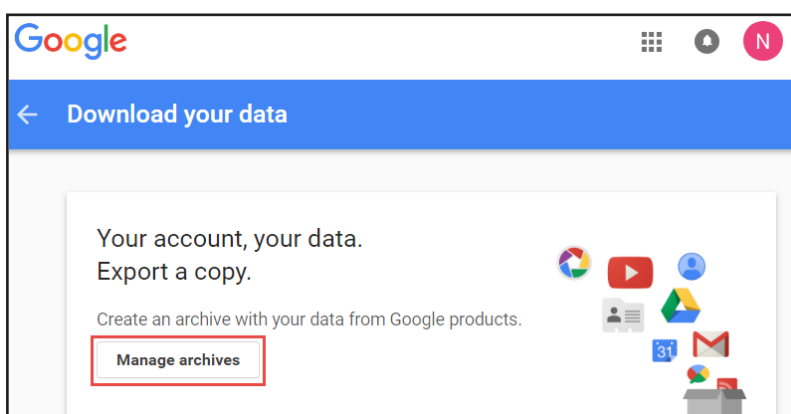
## Locating Email Archives

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**.

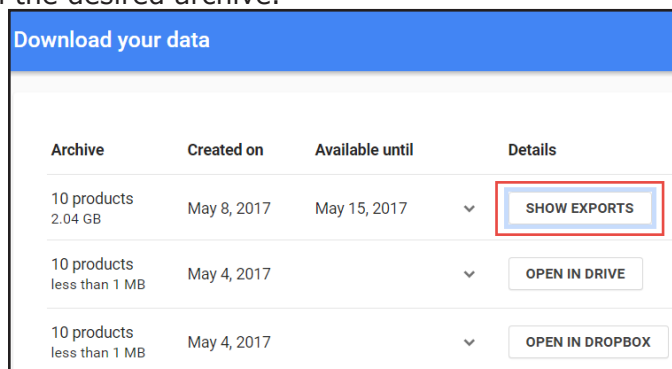


5. At the top of the page, click **Mange archives**.



6. From the list of archives, click **SHOW EXPORTS** on the desired archive.

**NOTE:** Show exports will open downloads a user chose to send via email. Users can also open items sent to Drive and Dropbox.



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

