Exporting G Suite Data with Google Takeout

Google Takeout exports your data from your CCSD G Suite account to a zip file that can be downloaded to your computer, external hard drive, USB flash drive, etc.

After leaving CCSD, your CCSD G Suite account will be deactivated and any files associated with this account will no longer be accessible.

To export your G Suite data, you must export it prior to your account being deactivated.

To create a backup using Google

Takeout

- 1. Connect to <u>www.google.com/takeout</u>.
- 2. Sign-in using your CCSD G Suite email address and password.
- 3. Select the items you would like to archive. You may **Select All** or select individual Google products, to include specific files/folders from Drive or Mail.

Your account, you	ur data.	
Export a copy.	C 🖪 🔹	
Create an archive with yo	200	
MANAGE ARCHIVES		
Select data to inc	lude	
	ucts to include in your archive and configure accessible to you. Learn more	the settings for each product.
Product	Details	SELECT ALL
2 Bookmarks		•)))
31 Calendar	All calendars	• 🕽
31 Calendar	All calendars All Chrome data types	~ (m

4. Scroll down to the bottom of the page, then select the **NEXT** button.



 In the Customize archive format section, select the File type .zip.

Customize arc	hive format
Choose your archive	's file type and whether you want to download it or save it in the cloud
File type	
.zip -	
	ned on almost any computer.

6. In the **Delivery method** section, select **Send** download link via email.



NOTE: Archives larger than the maximum archive size will be split into multiple files. It is suggested to leave the archive size at 2GB for compatibility purposes.

7. Select the **Create Archive** button.



8. Depending on the number of items being archived, this process may take a while to complete. Once the archive is created, select **Download** to save the zipped archive file to a safe location (your computer, a flash drive, etc.).

Archive	Created on	Available until	Details
Bookmarks less than 1 MB	April 27, 2018	May 4, 2018	
CREATE NEW AR	CHIVE VIEW HI	STORY	DONE

You will also receive an email from Google with a link to download the archive.

**NOTE: Your archive is only available for SEVEN (7) days on Google's servers, so you will need to download this file within this timeframe.

For more information on Google Takeout, please visit <u>https://support.google.com/accounts/answer/3024190</u>?hl=en.

For more information on working with .zip files, please visit <u>https://support.microsoft.com/en-</u> <u>us/help/14200/windows-compress-uncompress-zip-</u> files.