

Exporting G Suite Data with Google Takeout

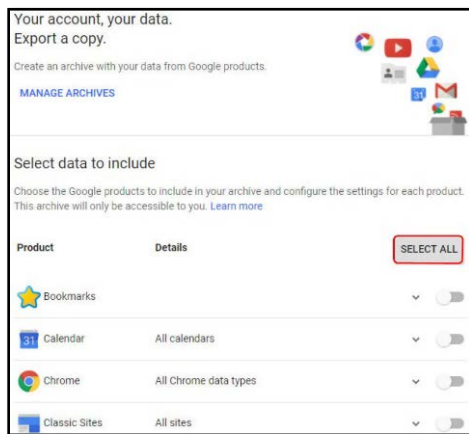
Google Takeout exports your data from your CCSD G Suite account to a zip file that can be downloaded to your computer, external hard drive, USB flash drive, etc.

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 www.google.com/takeout.
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.



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



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

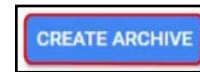


6. In the **Delivery method** section, select **Send download link via email**.

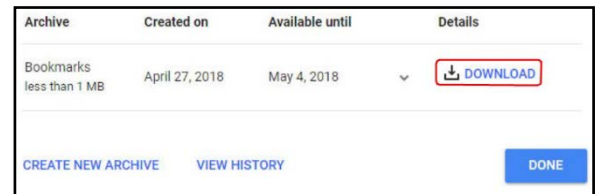


NOTE: Archives larger than the maximum archive size will be split into multiple files. It is suggested to leave the archive size at 2GB for compatibility purposes.

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.).



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 <https://support.google.com/accounts/answer/3024190?hl=en>.

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