

Exporting G Suite Data with Google Takeout

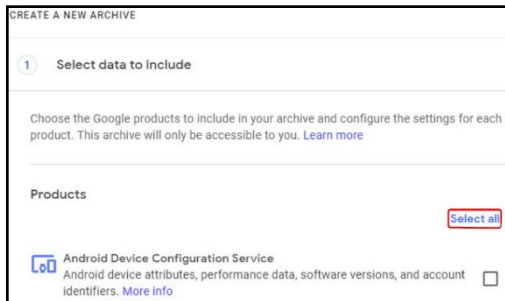
Google Takeout exports your data from your CCSD G Suite account to a zip file that can be downloaded to your computer, external hard drive, USB flash drive, etc.

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.

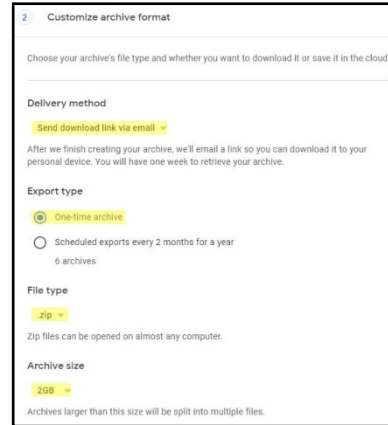
Creating a backup using Google Takeout

1. Connect to www.google.com/takeout.
2. Sign-in using your **CCSD G Suite email address** and **password**.
3. In the **CREATE A NEW ARCHIVE**, 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 step** button.
5. In the **Customize archive format** section the default settings are:
 - a. Delivery Method – Send download link via email
 - b. Export type – One-time archive
 - c. File type - .zip
 - d. Archive size 2GB

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.



6. Select the **Create Archive** button.
7. Depending on the number of items being archived, this process may take a while to complete.
8. Check your G Suite email. You should receive and email regarding your archive request.



9. Once the archive is created, you will receive another email telling you the archive is ready.



10. You may now download your archive file to a safe location (your computer, a flash drive, etc.).

****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>.