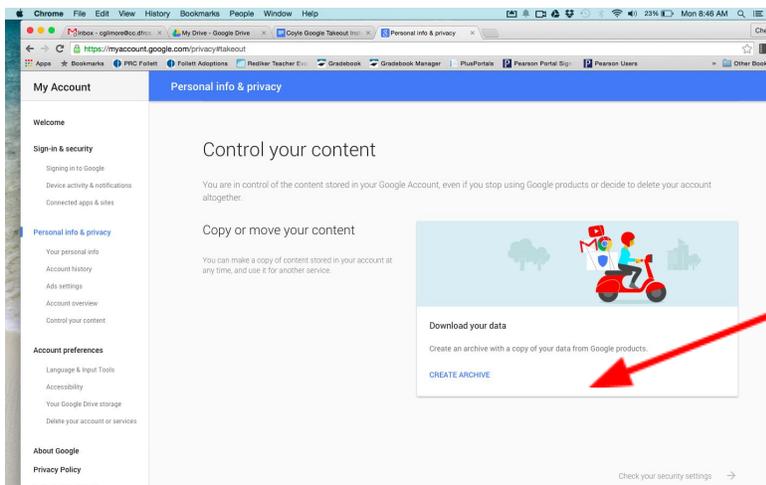
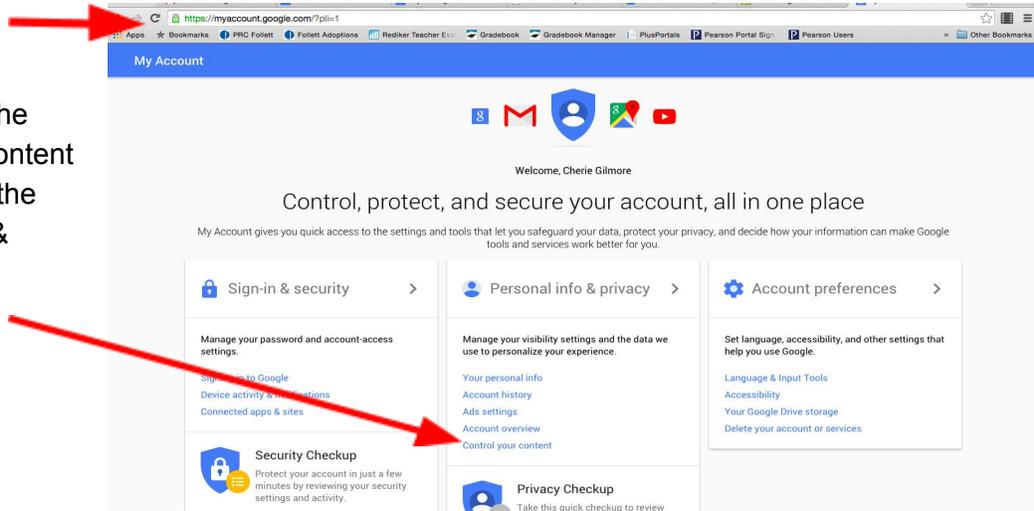


# Google Takeout Instructions

**Step 1:** Open your web browser and login to your school Google account on a personal computer

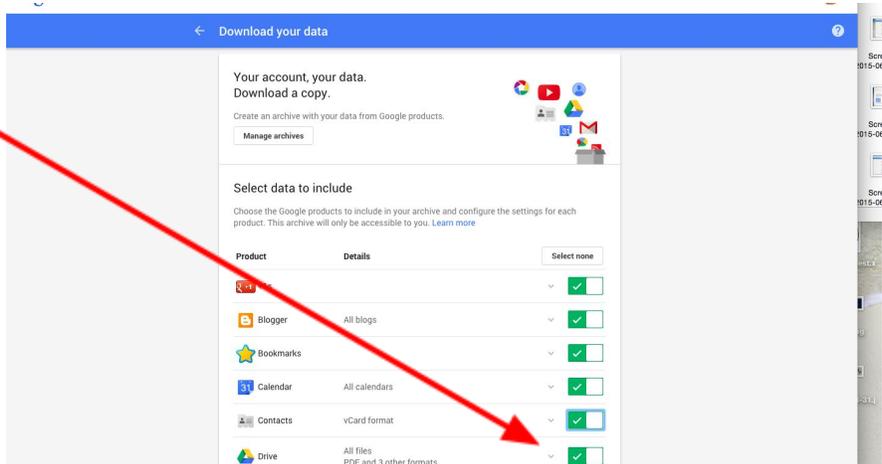
**Step 2:** Navigate to <https://myaccount.google.com/>

**Step 3:** Click the Control your content link located in the Personal info & privacy box.



**Step 4:** Select Create Archive

**Step 5:** Select data you would like to include by turning the switch on/off, as well as clicking on text under Details where available.

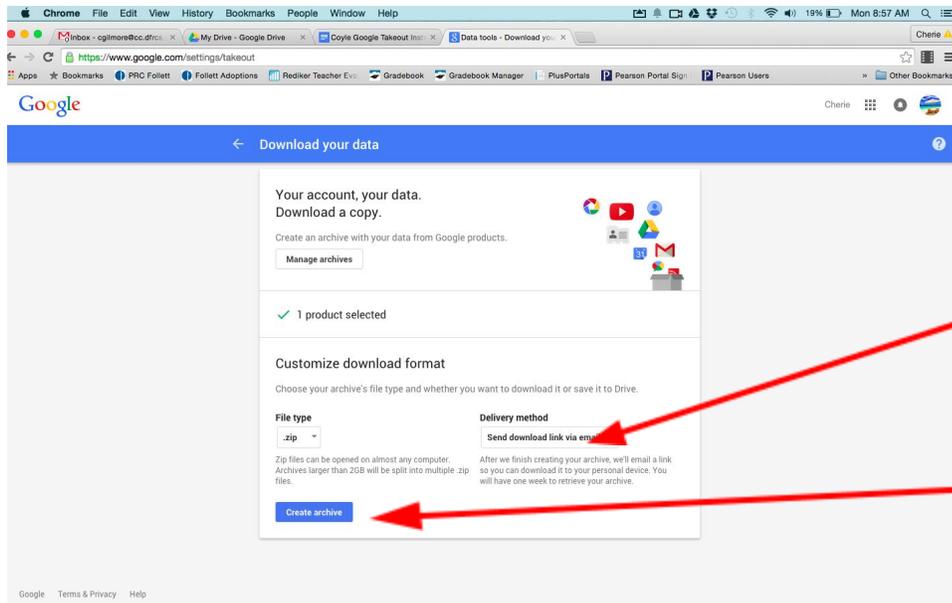
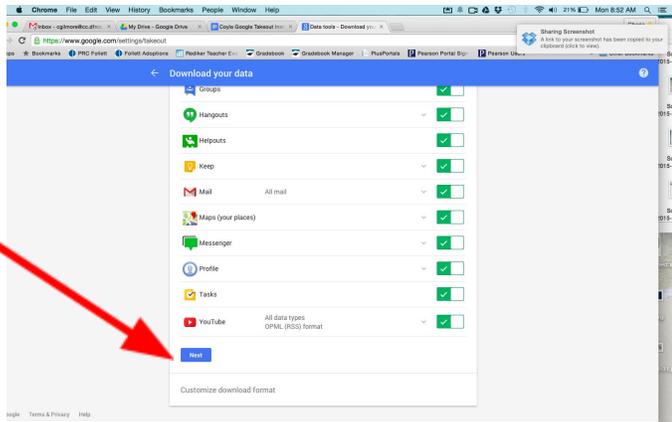


# Google Takeout Instructions

Note the more options you select, the longer the process will take.

**Step 6:** When you have completed your selections,

click



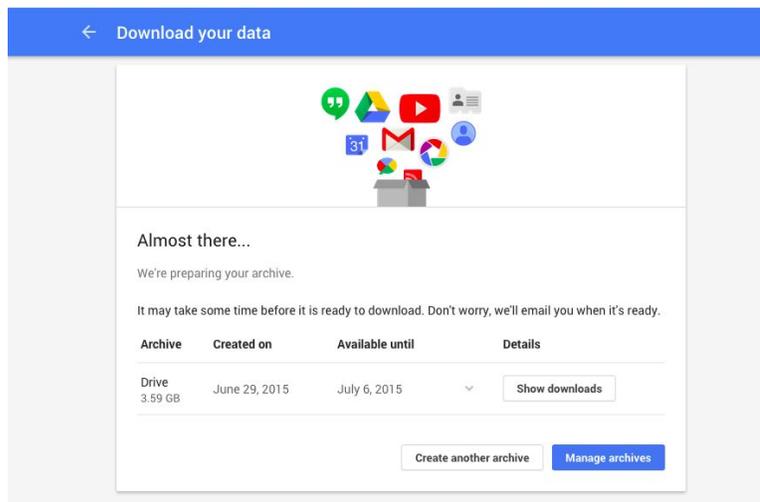
**Step 7:** Keep the format as .zip and send download link via email

**Step 8:** Click



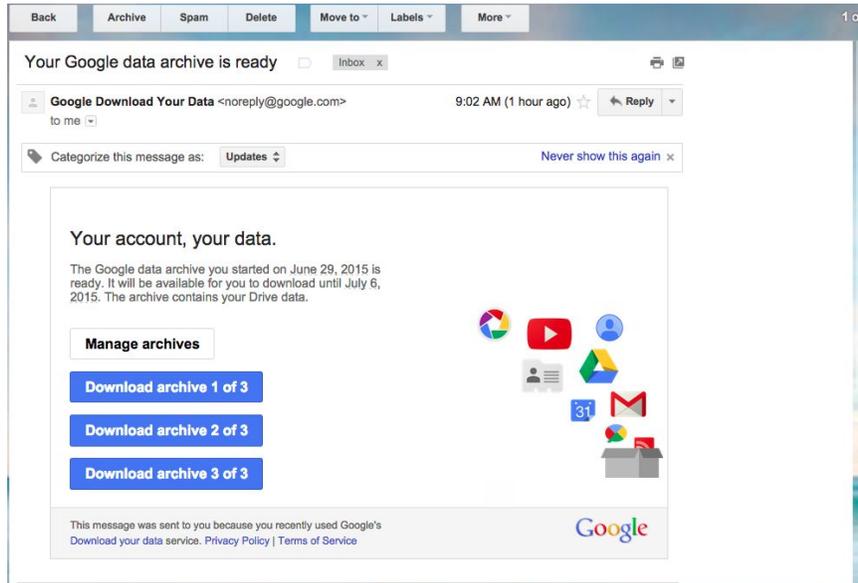
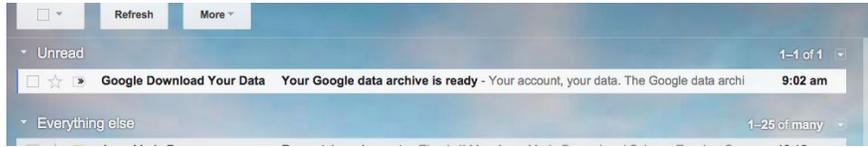
**Step 9:** The following status window will pop up:

**Step 10:** The archive will take some time to complete. You can close this window. You will receive an email in your school gmail account when the process is completed.



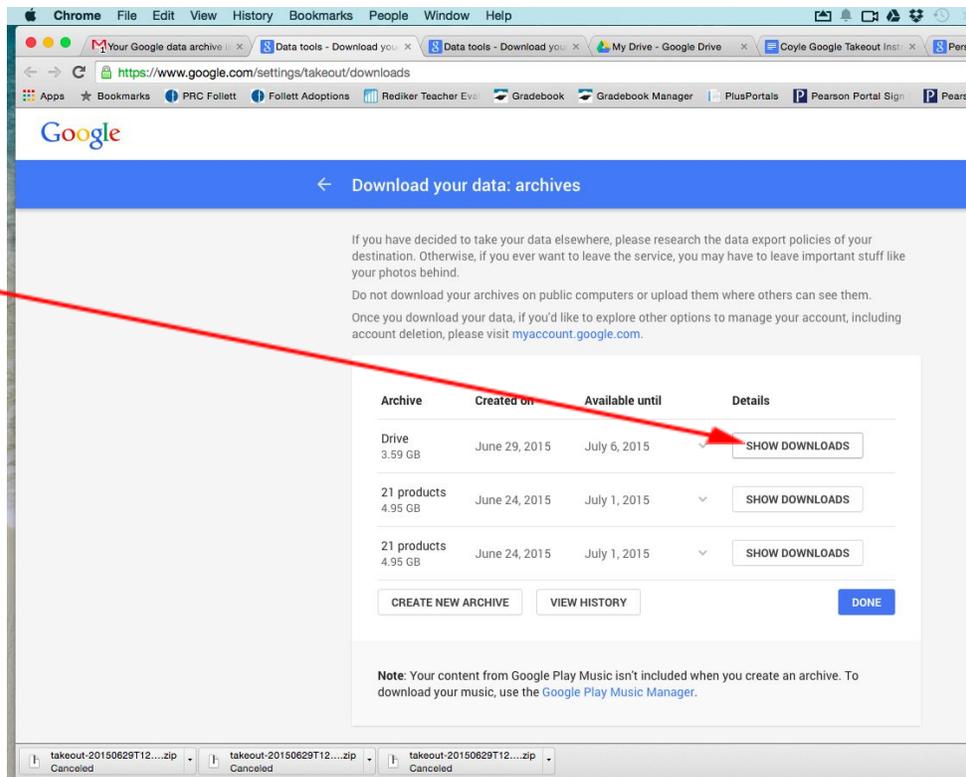
# Google Takeout Instructions

**Step 11:** To access your Google Takeout Data, Open the email that states that your Google data archive is ready.



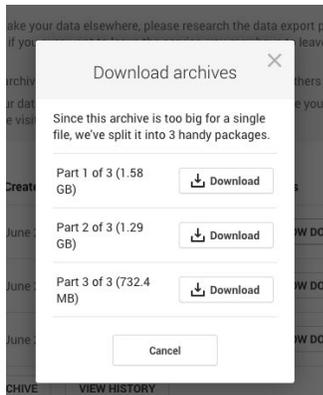
**Step 12:** Click the Manage archives button to access the the archives.

**Step 13:** Click the Show Downloads button to download the archives.



# Google Takeout Instructions

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**Step 14:** Click the Download button for each part of the archive to download the archives onto your personal computer. This process may take quite some time.

**Step 15:** You can either access the files locally on your personal computer or import the archives into a personal Google account.