

Export Data From Google Apps

Follow these instructions to export and download your files from your district Google Apps account.

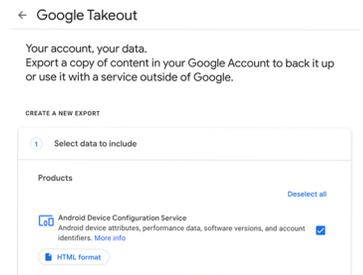
Step 1

Open the Google Chrome Browser.
Sign in with your district email address.
Go to takeout.google.com



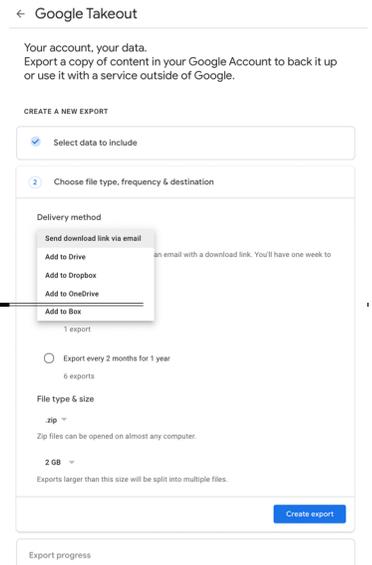
Step 2

Select the data you want to export.
IMPORTANT: Only the documents that you created or copied will be exported. (You cannot export anything that has been shared with you.)
To keep a copy of items shared with you: Open the shared document, select File > Make a Copy.
The copy you make can be included in your export.
Note: the more data you select to export, the longer it will take to create the exported zipped file.



Step 3

Select the delivery method.
Option 1: Send download link via email
For students: Your @bsd48.org account.
For staff: Your district account.
Use link in email to download the file. Open file to see saved data.
Additional Options: Add to Dropbox, OneDrive or Box
Select one of these options if you want the file(s) to go to your personal storage account.



Step 4

Select the frequency, file type, and size.
Frequency: Set to export once(1 export)
File Type: Set to .zip
Size: If your download is more than 2 GB of data, Google will create multiple download files.