

## **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	Gmail Images III Sign In Google
Step 2	Select the data you want to export. <i>IMPORTANT: Only the documents that you created or copied will be</i> <i>exported.</i> (You cannot export anything that has been shared with you.) <i>To keep a copy of items shared with you:</i> Open the shared document, select File > Make a Copy. The copy you make can be included in your export. <i>Note:</i> the more data you select to export, the longer it will take to create the exported zipped file.	Coogle Takeout      Court your data. Export a copy of content in your Google Account to back it up     our use it with a service outside of Google.      Destruct a tree service      Select data to include      Product      Destruct a      Mond device Configuration Service      Mond dev
Step 3	Select the delivery method. <b>Option 1: Send download link via email</b> 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. <b>Addional Options: Add to Dropbox, OneDrive or Box</b> Select one of these options of you want the file(s) to go to your personal storeage account.	Coogle Takeout Your account, your data. Export a copy of content in your Google Account to back it up or use it with a service outside of Google.  CELETE A NEW EXPORT  CELE
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.	Add to Box         Terport         C Export every 2 months for 1 year         6 exports         6 exports         File type 6 alao