



# Diman Technology Guides

Diman Department of Information Technology

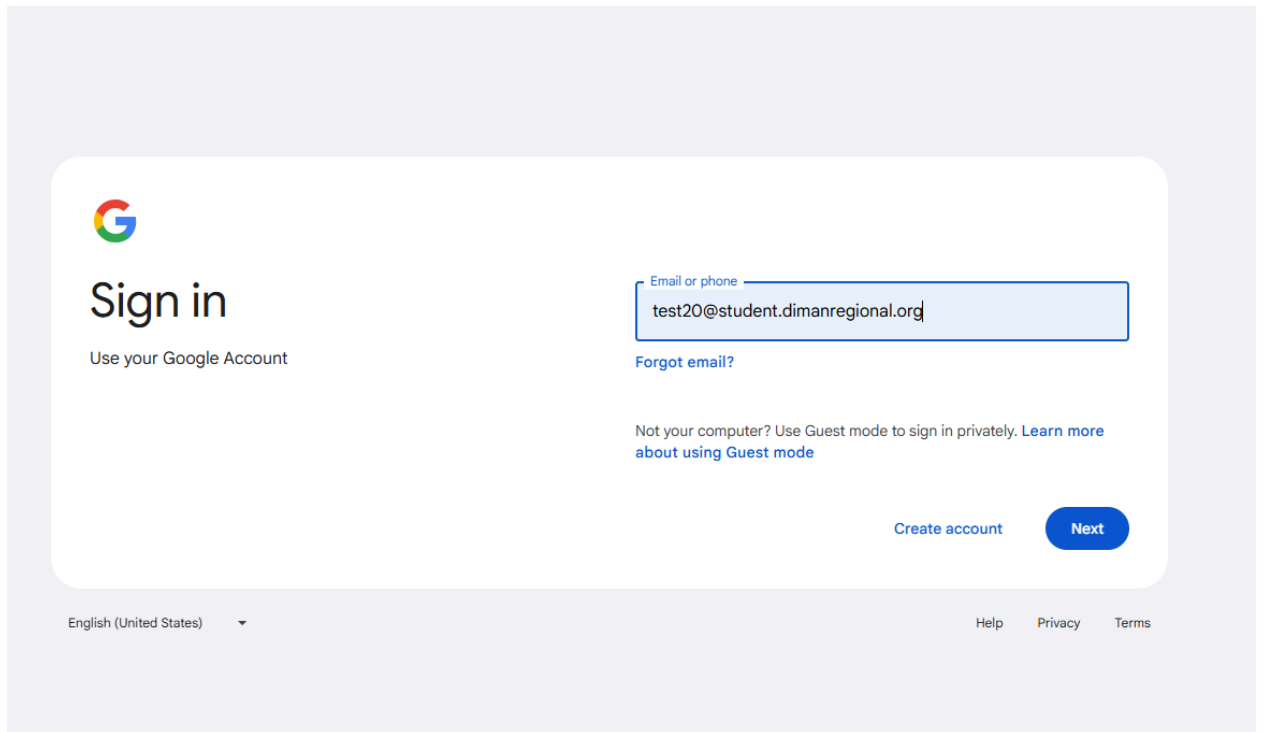
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## Student and Faculty Guide

How to use Google Takeout Services to transfer data to a personal account upon graduation or departure.

This guide is designed to show users how to access Google Drive and other data using Google's Takeout Service. Takeout allows graduating students or departing users to transfer files and content from their Diman Google account to a personal account. Users should already have a personal Google account created prior to attempting the takeout process.

1. Browse to [takeout.google.com](https://takeout.google.com) and enter your Diman Regional Google account credentials and click next:



2. Enter your [dimanregional.org](https://dimanregional.org) account password
3. The Takeout screen will ask which data/products to include in your request. These options may differ depending on what was accessible/enabled on your Google Account. Most users will want to make sure "Drive" and "Mail" are selected:


← Google Takeout

Your folders, files, and not interested settings saved by Discover

1 Select data to include 2 of 66 selected


Multiple formats

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 **Drive**  
Files you own that have been stored in your **My Drive** and **Computers**. [More info](#)


[Multiple formats](#) [Advanced settings](#) [All Drive data included](#)

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 **Embarck**  
Supplier enrollment information submitted to Embarck.


Multiple formats

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 **Firebase Dynamic Links**  
Your short-link configuration metadata from Firebase Dynamic Links.   
Note: each exported file is limited to 10M links. Please contact us at [Firebase Support](#) for any questions or issues.

[CSV format](#) [Advanced settings](#)

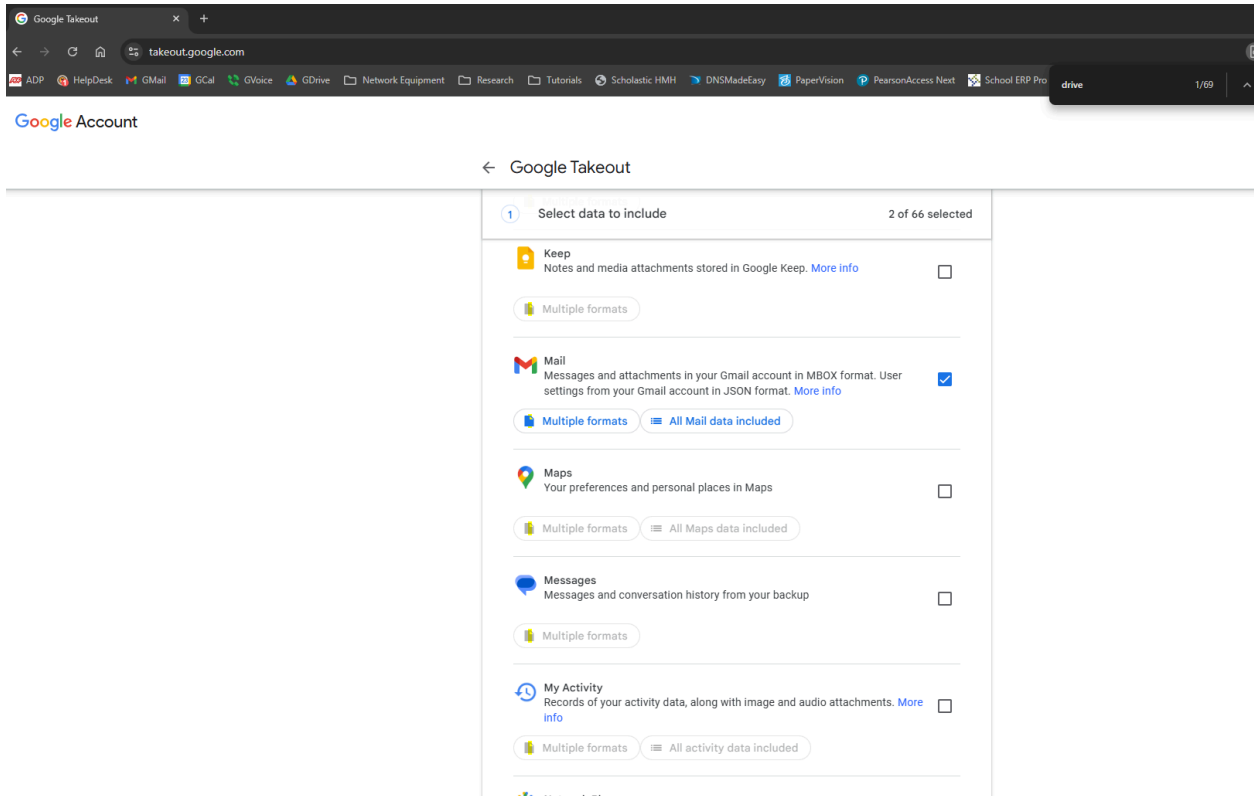
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 **Fit**  
Your Google Fit data, including your workouts, sleep data, and daily metrics like steps and distance.

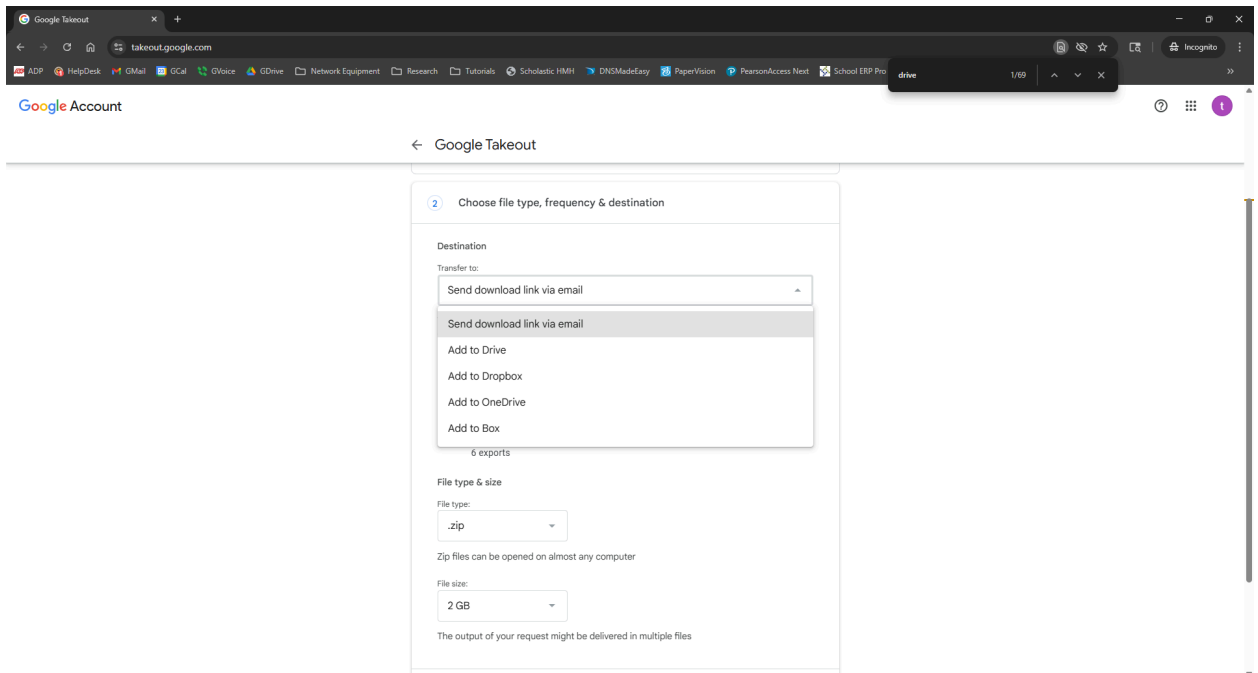
[Multiple formats](#) [All Fit data included](#)

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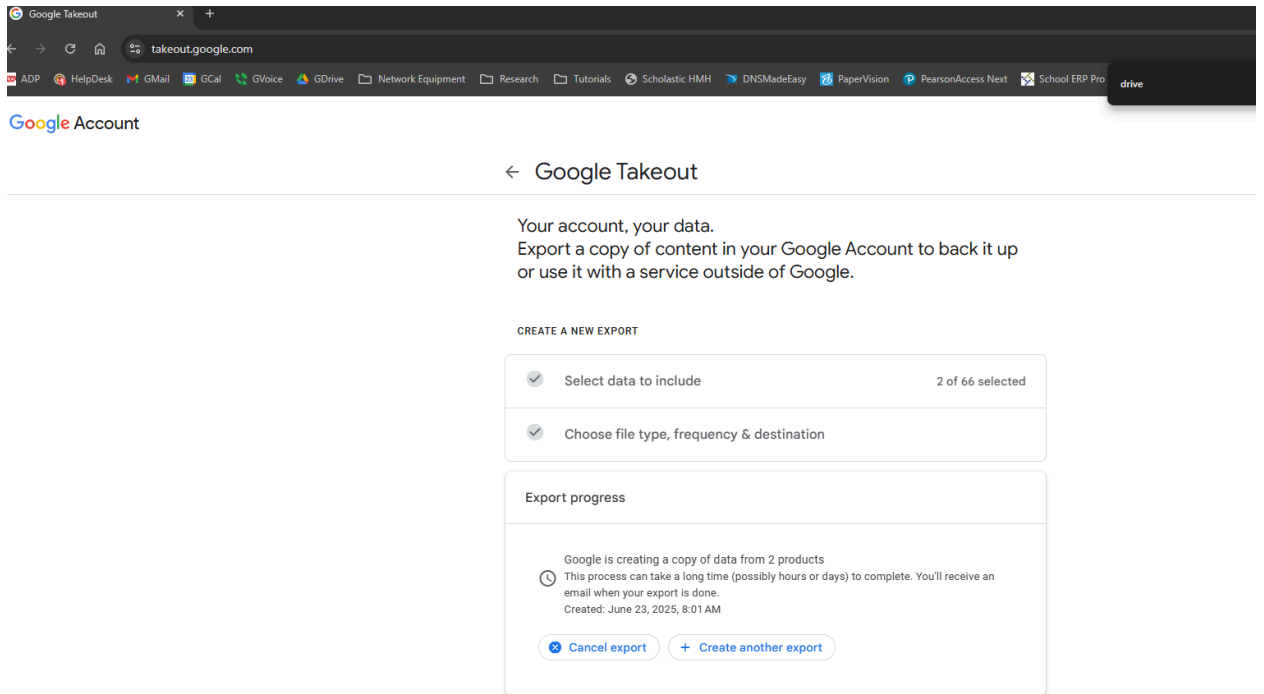
⋮ **Circle K**



4. Once you have checked off all applicable services you wish to TakeOut, click the “Next Step” button. This will have you select an export option and frequency. You can choose to have the files sent via a download link in email or transferred directly to a personal Google Drive, Box account or other cloud storage:



- For frequency users will want to select “Export Once”, select the file type (typically .zip) and file size limit, then create export. Progress can be monitored from here.



The screenshot shows the Google Takeout interface in a browser window. The address bar displays 'takeout.google.com'. The page title is 'Google Takeout'. Below the title, there is a heading 'Your account, your data.' followed by the text 'Export a copy of content in your Google Account to back it up or use it with a service outside of Google.' Below this, there is a section titled 'CREATE A NEW EXPORT' with two steps: 'Select data to include' (2 of 66 selected) and 'Choose file type, frequency & destination'. The main content area is titled 'Export progress' and contains the following text: 'Google is creating a copy of data from 2 products', 'This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.', and 'Created: June 23, 2025, 8:01 AM'. At the bottom of the progress section, there are two buttons: 'Cancel export' and '+ Create another export'.

- An email/download link will be received when your export is ready.