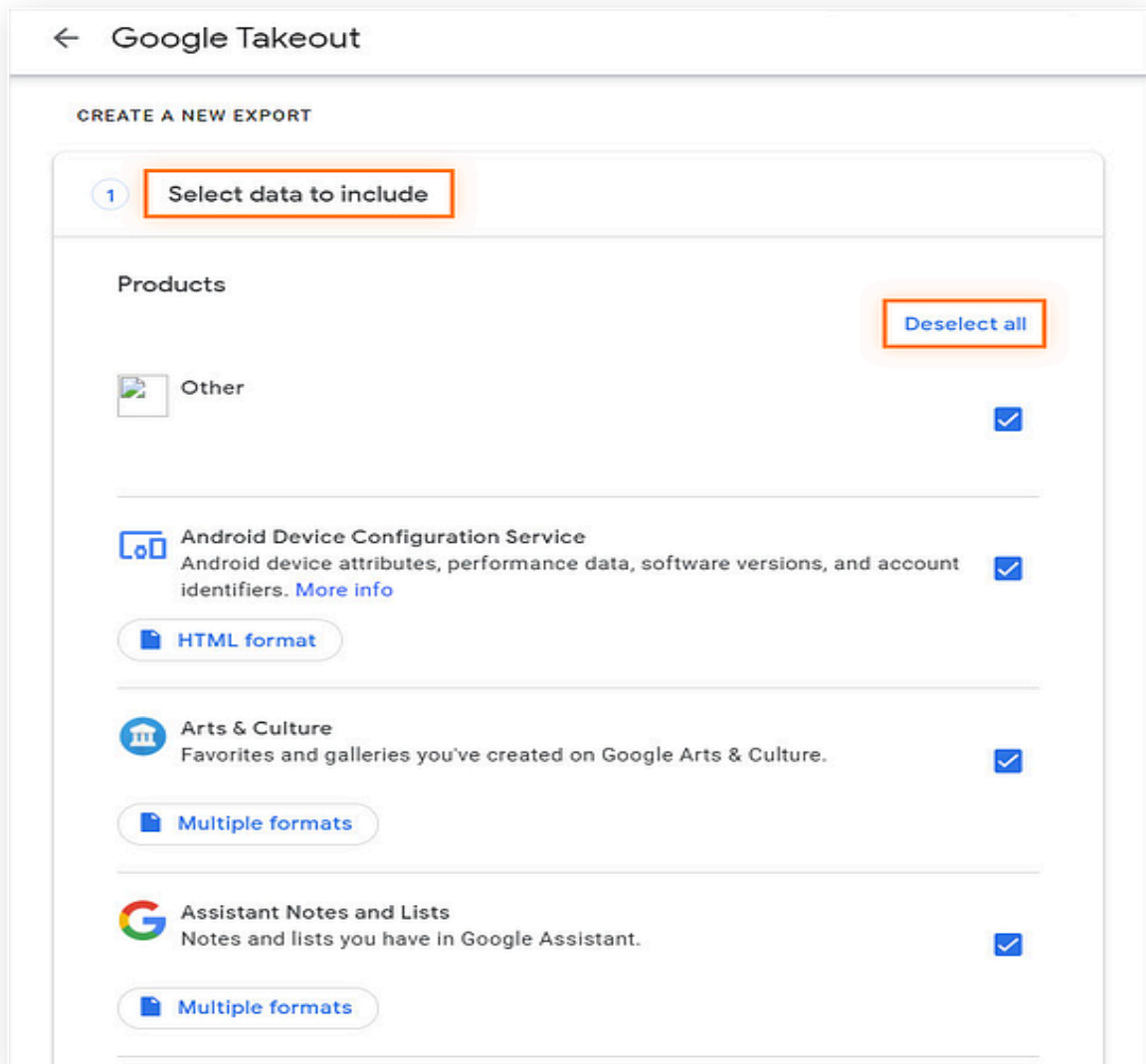


Google Takeout Instructions for 12th-grade Students

[Google Takeout](#) lets you make a copy of your data! You get to pick which apps you want to copy your information from, and we'll email you a link to download it. This is just a **Copy** of your data.

Steps:

- 1) First, log in to your RUSD Google account
- 2) Go to <https://takeout.google.com/>
- 3) You'll be shown the section **Select data to include**, which will show all products where you can download your data. Click on the **Deselect All to uncheck all products and ONLY select Google Mail and Drive. If all are checked off, then the export will be too large and will NOT work.**



4) Once you have selected the required apps, click the **Next Step** button


← Google Takeout

1 Select data to include 2 of 55 selected


Collections of saved links (images, places, web pages, etc.) from Google

Search and Maps. [More info](#)


Multiple formats

 **Search Contributions**
Your ratings, reviews, comments and other contributions to Google Search


Multiple formats

 **Search Notifications**
User notification configurations and topic subscriptions.


Multiple formats

 **Street View**
Images and videos you have uploaded to Google Street View

Multiple formats

 **Tasks**
Data for your open and completed tasks. [More info](#)

JSON format

 **Voice**
Your saved Google Voice call history, messages and voicemails as well as current linked numbers. [More info](#)

Multiple formats

Next step

5) Next, you'll choose the **Delivery method**, which will be to **send the download link via email**

2 Choose file type, frequency & destination

Destination

Transfer to:

Send download link via email

When your files are ready, you'll get an email with a download link. You'll have one week to download your files. [Learn more](#) about how to locate, access, and share your data.

Frequency

Export once

1 export

Export every 2 months for 1 year

6 exports

File type & size

File type:

.zip

Zip files can be opened on almost any computer

File size:

10 GB

The output of your request might be delivered in multiple files
Zip files larger than 2GB will be compressed in zip64. Older operating systems may not be able to open this file format. There are external applications that can be used to uncompress zip64 files.

Create export

- 6) The **Frequency** will be set to Export Once, **File Type** will be .zip, and **File Size** can be set to **10GB**. Setting the size to 50 GB will download your data as one file if it's up to 50 GB. If a smaller size is selected and the archive is larger than that size, it will split it into multiple files.
- 7) Click the **Create Export** button
- 8) The **Export progress** window will open, which may take some time to create your Google archive. But it's typically created the same day you make the request
- 9) **You may receive an email** from Google notifying you that an archive of Google data has been requested and asking to verify that you made that request. Select the button stating that you did make the request, and you'll see a screen that says "You're all set."
- 10) When the archive is complete, you'll receive an email with the link to your files. Select **Download Archive**, which will download like any other file.