

# Google Takeout

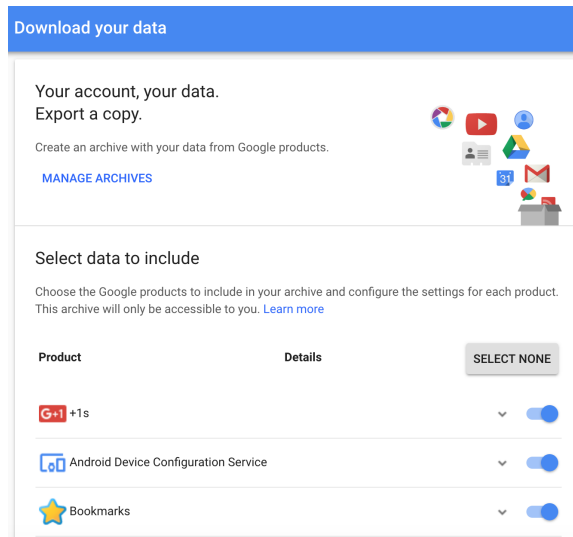
## Overview

How to archive your Google data using the Takeout archiving process.

## Step-by-step Guide

1

Go to the [Google Takeout](#) page.

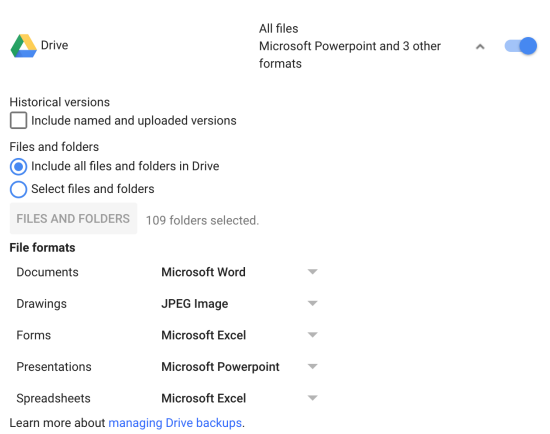


2

Go through the list and select data to back up.

You can leave everything selected; you may see many more Google Apps listed than you actually use (or even know what they are).

Some items, when they are selected, have a little drop down arrow next to them with additional items that can be selected. Google Drive is shown in the example below.



Unless you have a specific reason to exclude files or folders, you probably will not need to change any of these settings.

## Need more help?

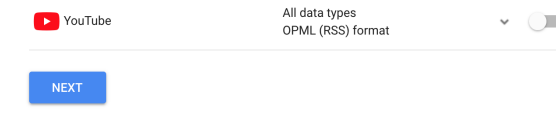
If this article does not help resolve the issue, please submit a ticket using this ticket type:

Technology > Software or Website Issue >> Google

Create via email: [Email WHD](#)

3

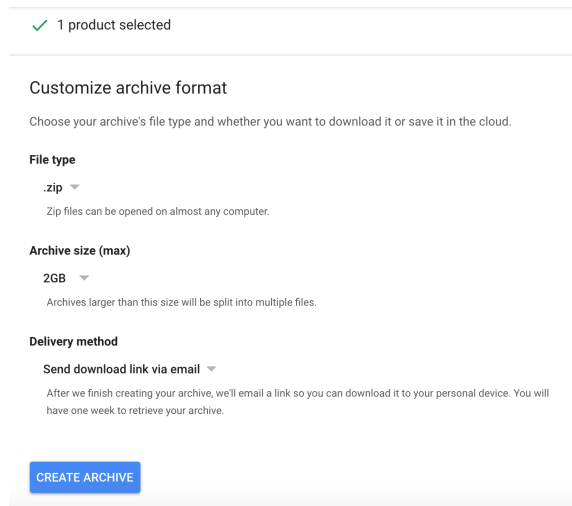
Scroll to the bottom of the list and click **Next**.



4

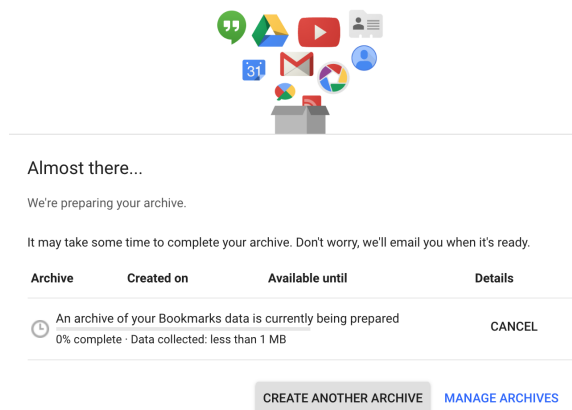
After clicking next, you can adjust settings for the archive format. Again, unless you have a specific reason to change these settings, leaving the default selections should be fine.

Next step is to click **Create Archive**.



5

You'll get a progress screen, which may be up for a while if you have a lot of data being archived.



6

Once the archive is completed, you'll see a final screen summarizing the archive actions.

You can click **Done**.

If you have decided to take your data elsewhere, please research the data export policies of your destination. Otherwise, if you ever want to leave the service, you may have to leave important stuff like your photos behind.

Do not download your archives on public computers or upload them where others can see them.

Once you download your data, if you'd like to explore other options to manage your account, including account deletion, please visit [myaccount.google.com](https://myaccount.google.com).

Archive	Created on	Available until	Details
Bookmarks less than 1 MB	July 19, 2018	July 26, 2018	▼ <a href="#">DOWNLOAD</a>

[CREATE NEW ARCHIVE](#)   [VIEW HISTORY](#)   [DONE](#)

**Note:** Your content from Google Play Music isn't included when you create an archive. To download your music, use the [Google Play Music Manager](#).

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You should soon receive an e-mail to your shakopeeschools.org account with a link to download the file.


**Your account, your data.**

The Google data archive you started on July 19, 2018 is ready. It contains your Bookmarks data. It will be available for you to download until July 26, 2018.

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Here is a video version of these instructions:

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- [Google Meet - Audio and Video Settings](#)
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- [Kanbanchi](#)
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#### Related Links & References

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