



SMUSD Ed Tech Quick Guide

Google Drive - Google Takeout/Download Google Drive Contents

About Google Takeout

Leaving SMUSD? You can export and download your data from Google Drive. In a few easy steps, create an archive to keep for your personal records. Please note: **Google Takeout will only allow you to save files that are in your “My Drive” and are owned by you. Google Takeout will not save files in your “Shared with Me” folder.**

Get Ready for Takeout Download & Export

If you have a large amount of files, it may take some time for Google Takeout to download your entire Drive. Before you begin the process described below, make sure the folders in your Drive are organized how you like them. Google Takeout will export your files as they currently exist in your Google Drive. If there are any files in your “shared with me” that you are hoping to download, you will need to “make a copy” of those documents so you have your own copy of the document inside your My Drive. **You will need a USB Drive, or to be initiating the Export from the computer you would like to store the files on to complete this process.**

Begin Google Takeout Export

Log in and Access Takeout

Sign in to your SMUSD Google account and navigate to google.takeout.com.

Choose What to Include

1. Click “Select None” from the list of Google Products
2. Choose “Drive.” This will copy all your Google files (including Docs, Forms, Sheets, and Drawings) and any other files (Word, Excel, etc.) that you have uploaded to Drive.
3. If you would only like to download specific folders within your Drive, click the arrow button next to the check mark where you selected Drive and choose “Select files and folders.”

Product	Details	Select all
+1s		<input type="checkbox"/>
Calendar	All calendars	<input type="checkbox"/>
Contacts	vCard format	<input type="checkbox"/>
Drive	All files Microsoft Powerpoint and 3 other formats	<input checked="" type="checkbox"/>

Files and folders

Include all files and folders in Drive

Select files and folders

Files and folders 20 folders selected.

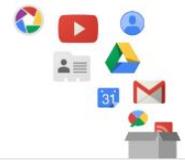
Choose How your Archive is Delivered

1. Keep the file type as .zip
2. Select how you want to receive the file containing your Drive contents. We recommend **Send download link via email**.
3. Click **Create Archive**.

Your account, your data.
Export a copy.

Create an archive with your data from Google products.

Manage archives



✓ 1 product selected

Customize archive format

Choose your archive's file type and whether you want to download it or save it in the cloud.

File type

.zip

Zip files can be opened on almost any computer. Archives larger than 2GB will be split into multiple .zip files.

Create archive

Delivery method

Send download link via email

Add to Drive

Add to Dropbox

Add to OneDrive

We'll email a link to your device. You can then download the files.

Access and Store your Takeout Archive

If you chose to receive a link to download your files, you will receive an email from noreply@google.com. Clicking on the links provided will download the files to your computer. The file(s) will be named "Takeout" and will likely appear in your downloads folder.

Your Google data archive is ready Inbox x

Google Download Your Data <noreply@google.com> to me

1:51 P

Your account, your data.

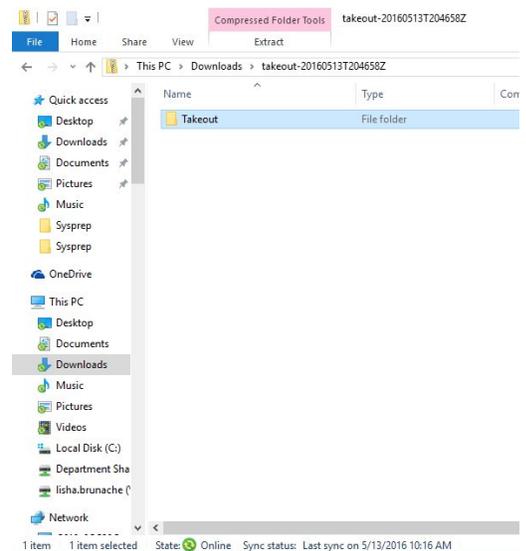
The Google data archive you started on May 13, 2016 is ready. It contains your Drive data. It will be available for you to download until May 20, 2016.

Manage archives

Download archive 1 of 2

Download archive 2 of 2

This message was sent to you because you recently used Google's Download your data service. [Privacy Policy](#) | [Terms of Service](#)



Store your Google Takeout Files

Now that you have a folder containing all the files from your Google Drive on your computer, you need to determine where to place these files. Here are some options:

- 1) Save the file on your personal home computer
- 2) Drag the folder to a flash drive and bring it home to transfer to your personal computer.
- 3) Upload the folder to any cloud based storage space, like your personal Google Drive or Dropbox.