

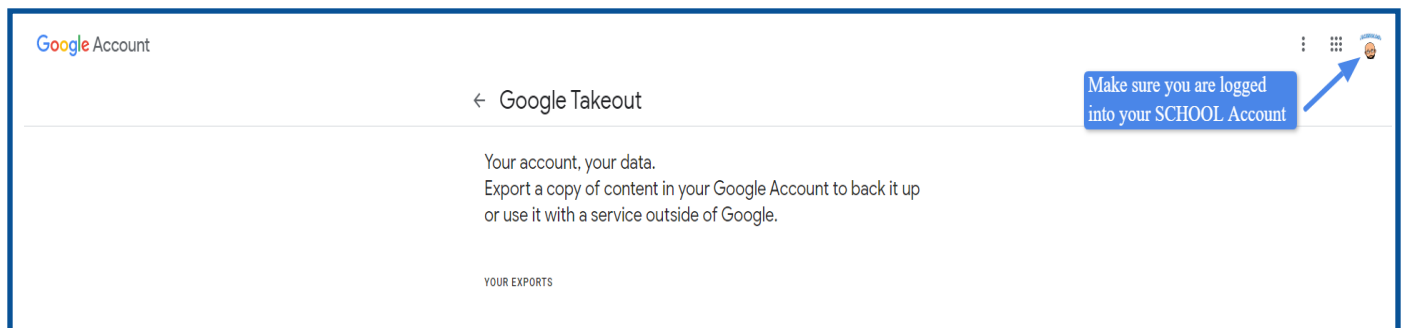
# Using Google Takeout to backup documents and emails

Step 1:

Open Chrome Browser and sign into your **SCHOOL ACCOUNT**

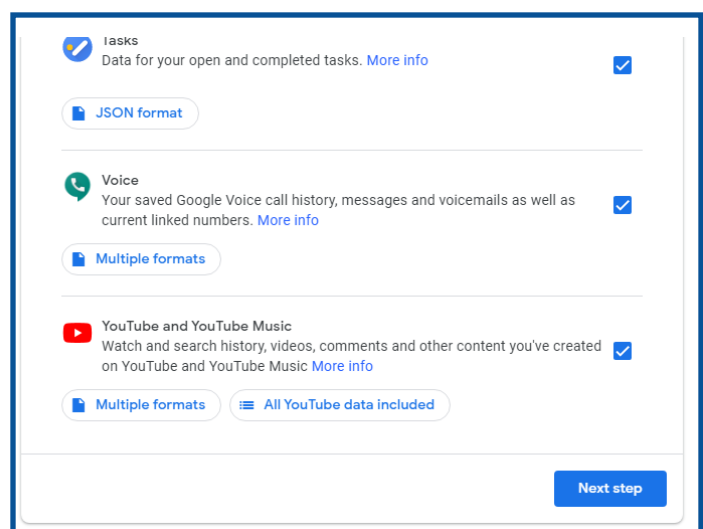
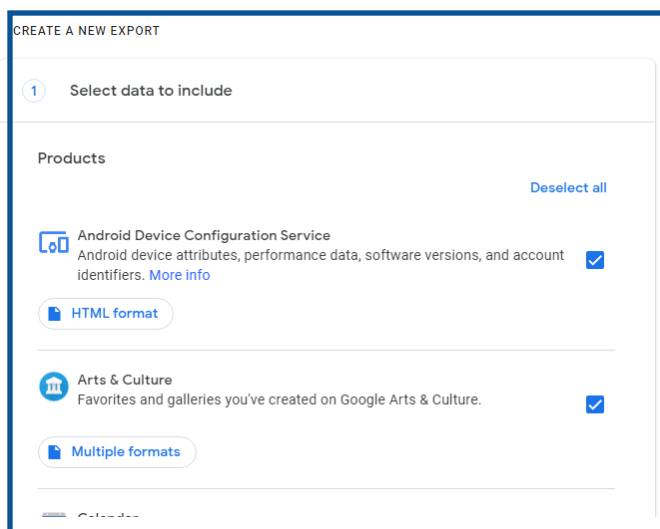
Step 2:

Go to <https://takeout.google.com/>



Step 3:

Select the data you want to include. Then scroll to bottom and click **Next Step**



Step 4:

Choose Delivery Method, Frequency, File Type & Size. Then click **Create Export**

**Delivery Methods:**

- Send Download link via email
- Add to Drive
- Add to Dropbox
- Add to OneDrive
- Add to Box

The screenshot shows the 'Choose file type, frequency & destination' step in the Google Takeout process. It includes options for delivery method, frequency, file type, and size.

← Google Takeout

2 Choose file type, frequency & destination

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.

Frequency

Export once  
1 export

Export every 2 months for 1 year  
6 exports

File type & size

.zip ▾

Zip files can be opened on almost any computer.

2 GB ▾

Exports larger than this size will be split into multiple files.

Create export

Step 5:

Finally you should see a notification similar to this and receive an email about your archive request.

The screenshot shows a notification titled 'Export progress' with a clock icon and two buttons.

Export progress

🕒 Google is creating a copy of files from 49 products  
This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.

✕ Cancel export    + Create another export