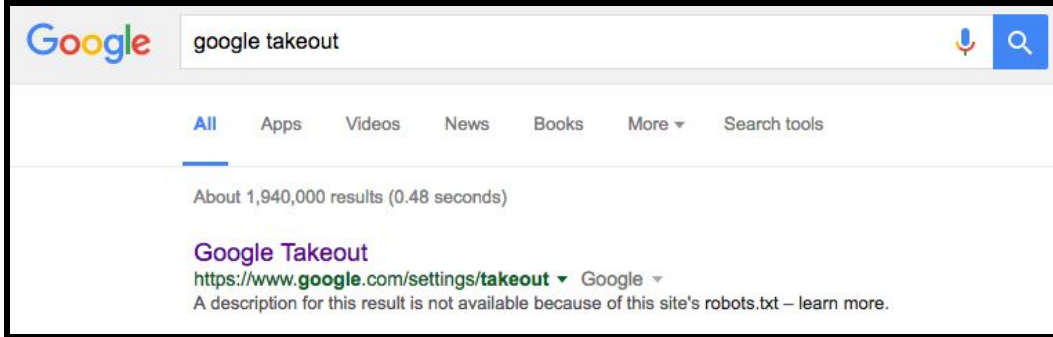


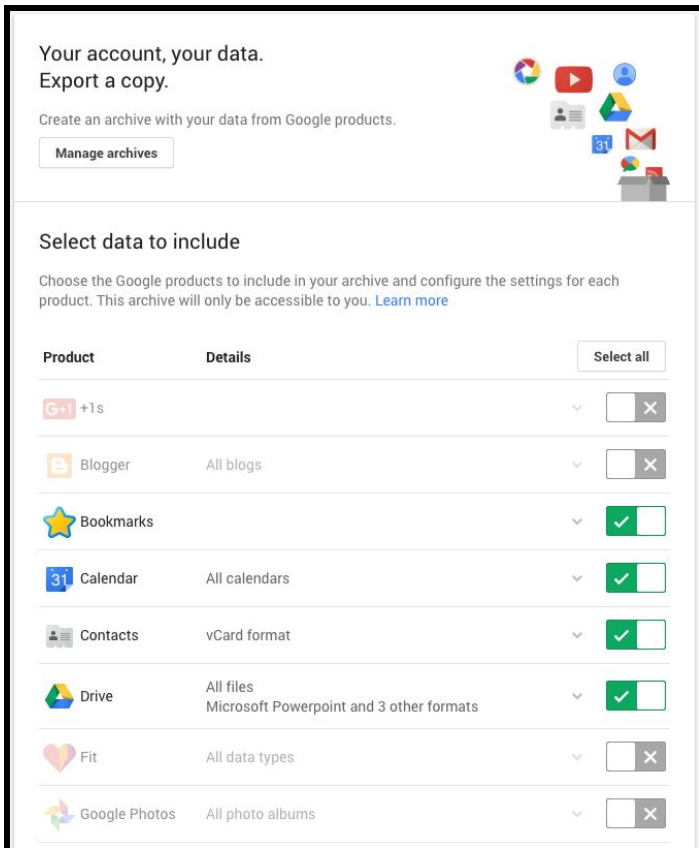
# Google Takeout Instructions

Follow the following directions to archive and download the contents of your Google account in order to migrate it to another Google account.

1. Log into your Google account.
2. Open up a new tab, or page, and in the URL type, "Google Takeout"

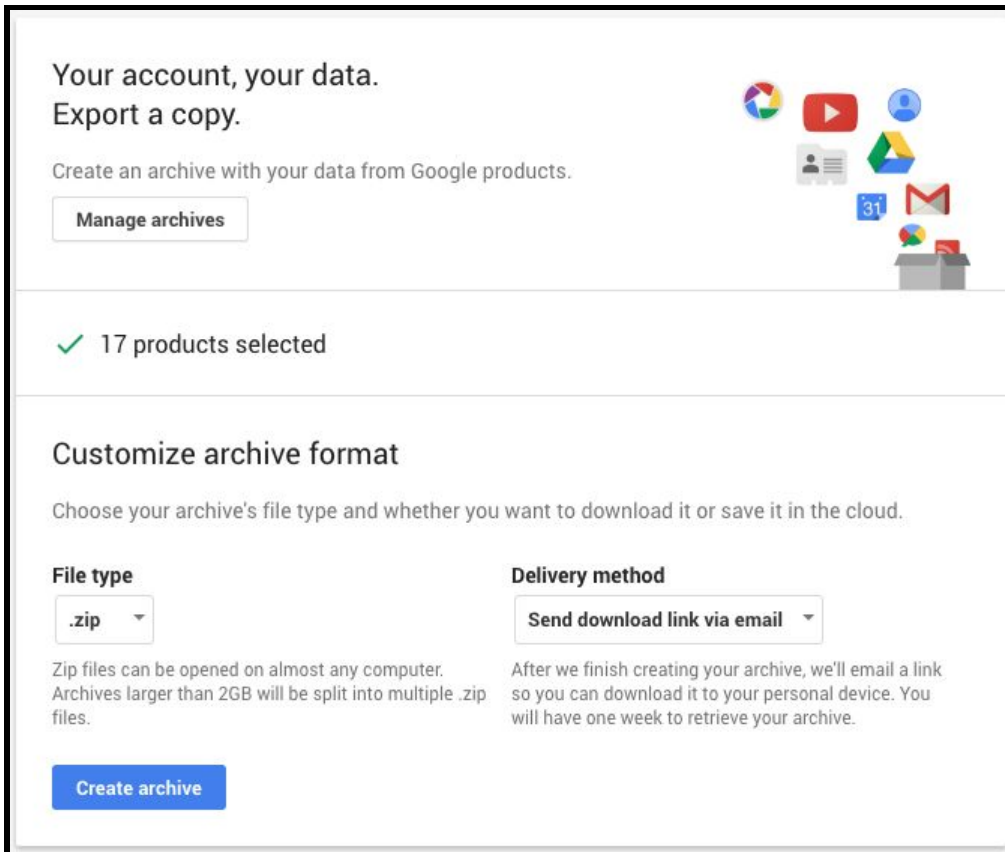


3. Click on "Google Takeout"
4. Uncheck the products you don't want to take out. The most important is "Drive."

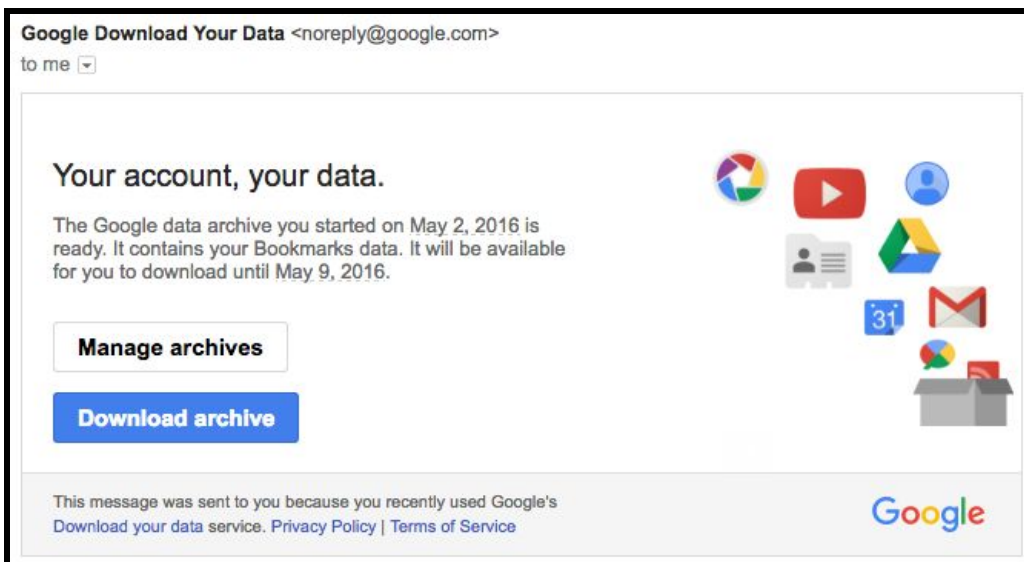


5. Click "Next"

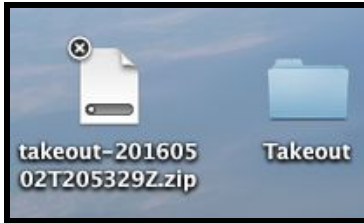
- Keep file type as, “.zip” and delivery method as “Send download link via email.”



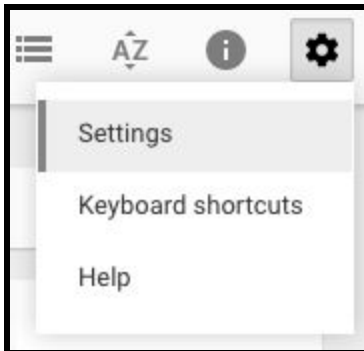
- Click, “Create archive.” The time to create the archive depends on how much you have in your Drive. Good idea to do this when you don’t need the computer. (Ex. Leave school or at home at night.)
- When archive is completed you will see the screen below as well as receive a link to the download in your gmail.



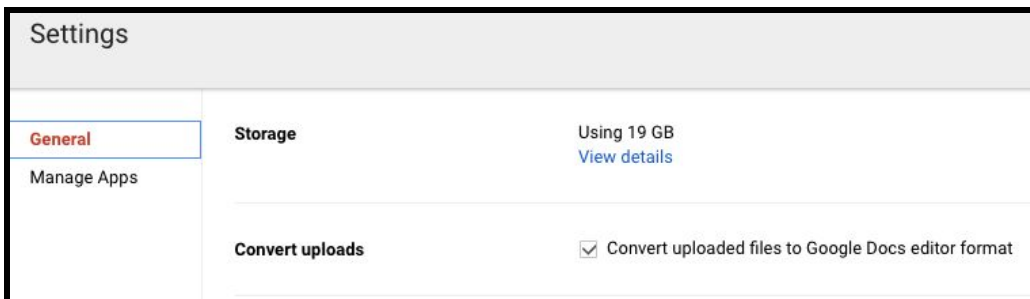
9. You can download the .zip file archive to your desktop, double click the .zip file to unzip it. A “Takeout” folder will appear containing your Google files and folders.



10. Before uploading your “Drive” folder or contents to your new Google account, make sure you have checked your new Google account settings located in the gear shape icon in the upper right of Google Drive.



11. Make sure that, “Convert uploads” is checked off. This setting allows uploaded files to convert to a Google format (Ex. Word .doc file to Google Doc format). If not, you’ll have the file in your Google Drive, but you won’t be able to use it in Google Drive. *Note: Some formatting of the original file may change to use Google formatting to make it compatible.*



12. You can now drag the contents of the Takeout folder to your new Google Drive account. Time to upload depends on how large your folders are.