- 1. Sign into your Gmail GusMail account (The old Google one).
- 2. In a new tab on your browser navigate to <u>https://takeout.google.com/settings/takeout</u>.
- 3. This page will list all of the data you can download from your Gmail GusMail account. At the top of the listed products click the deselect all link.

CREATE A NEW EXPORT	
1 Select data to include	45 of 46 selected
Products	Deselect all
G Access Log Activity Collection of account activity logs	

4. After everything has been deselected scroll down and select the options you want to download. The examples below show Drive data and Photos.

	Files you own that have been stored in your My Drive and Computers. More info	~
	Multiple formats Advanced settings 😑 All Drive data included	
≁	Google Photos Your photos and videos from Google Photos. More info	
	Multiple formats	

5. Now that you have selected the options you want, scroll down to the bottom of the page and click the Next step button.

6. This page will let you set a few options. You will want to set the frequency to Export once, and the file type to .zip. Keeping the file size small will make it easier to move data if you have a large amount to be exported. However you may choose whatever option you like.

Send	I download link via email 💌
When y downlo	our files are ready, you'll get an email with a download link. You'll have one week to ad your files.
Frequ	ency
\bigcirc	Export once
	1 export
0	Export every 2 months for 1 year
	6 exports
File ty	pe & size
.zip	▼
Zip file	s can be opened on almost any computer.
2 GB	
Exports	larger than this size will be split into multiple files.

7. After you have chosen your settings click the Create export button. This will begin the process of exporting your data. If you have a large amount of data this may take some time. Check this page after a few hours to see if your export is ready. Once the export is ready, Click the Download button to begin downloading your files.

8. If you are on a Windows machine this might open a dialog box that looks like the image below. You will want to click the save file radio button and click ok.

Opening takeout-20	0220208T144946Z-001.zip	×			
You have chosen t	o open:				
takeout-20220208T144946Z-001.zip					
which is: Compressed (zipped) Folder (1.2 MB)					
from:16af7c4f532b96a6531c3abb-apidata.googleusercontent.com					
What should Firefox do with this file?					
○ <u>O</u> pen with	Windows Explorer (default) \lor				
Save File					
Do this automatically for files like this from now on.					
	OK Cancel				

9. Now your documents should begin downloading to your downloads folder. If you have a lot of data this could take some time. After the download is complete you are done.