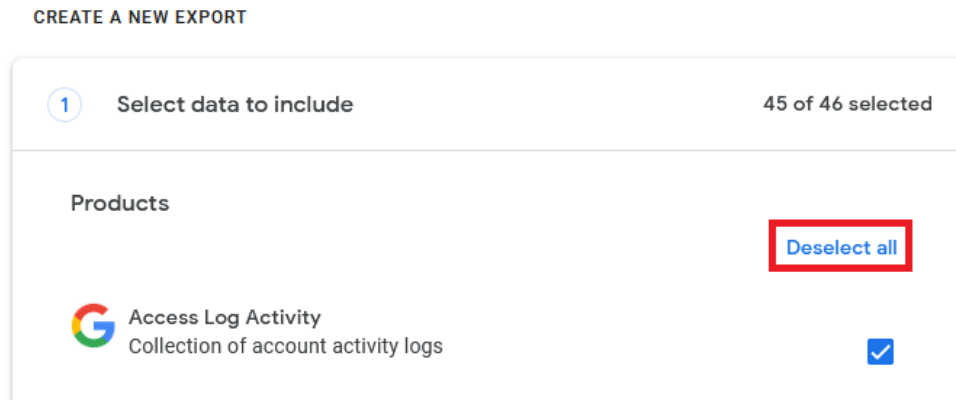
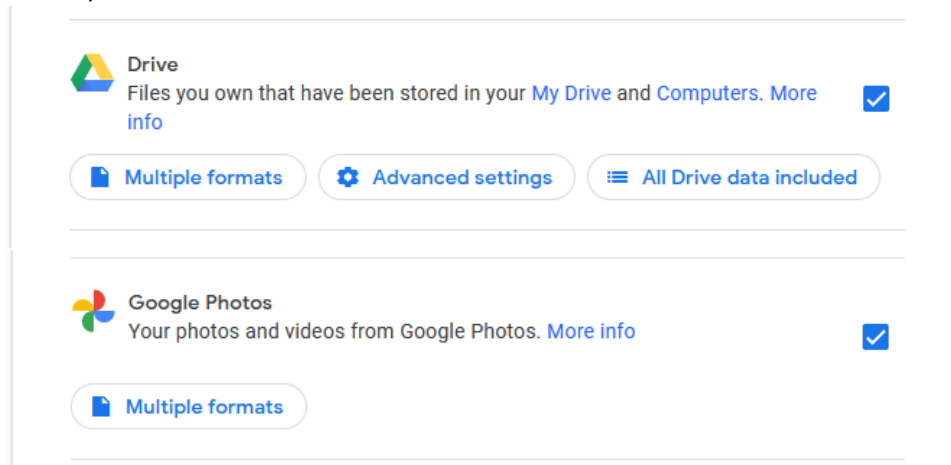


1. Sign into your Gmail GusMail account (The old Google one).
2. In a new tab on your browser navigate to <https://takeout.google.com/settings/takeout>.
3. This page will list all of the data you can download from your Gmail GusMail account. At the top of the listed products click the deselect all link.



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



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

- 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.

Delivery method

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.

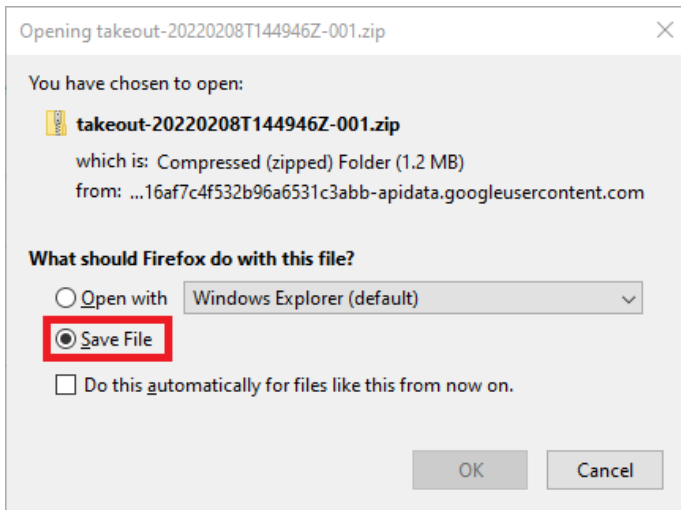
2 GB ▼

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

[Create export](#)

- 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.



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.