

# Google Takeout

Take a copy of your files when you leave.

[YouTube Video](#)

1. Go to [takeout.google.com](https://takeout.google.com) and sign into your @livingstonschools.net account.
2. Select the programs you want to take your content. The most important is Drive. Uncheck those that you don't need to transfer.


Your account, your data.


← Google Takeout content in your Google Account to back it up or use it with a service outside of Google.



CREATE A NEW EXPORT


1 Select data to include 51 of 52 selected


Products Deselect all


 Access Log Activity  
Collection of account activity logs


 Due to the size of content found in the Access Log Activity product, exports may take longer to process.


 Multiple formats  All activity logs selected


 Android Device Configuration Service  
Android device attributes, performance data, software versions, and account identifiers. [More info](#)


 HTML format


 Arts & Culture  
Favorites and galleries you've created on Google Arts & Culture.


 Multiple formats

 Assignments  
User data associated with Assignments usage.

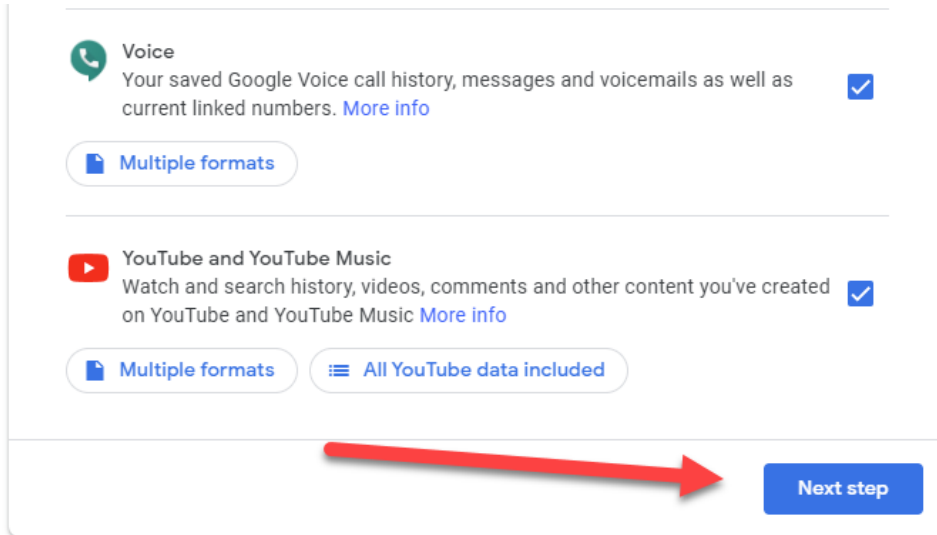
 Multiple formats

 Blogger  
Your Blogger blogs, including posts, pages, comments and videos, as well as settings and your Blogger profile.

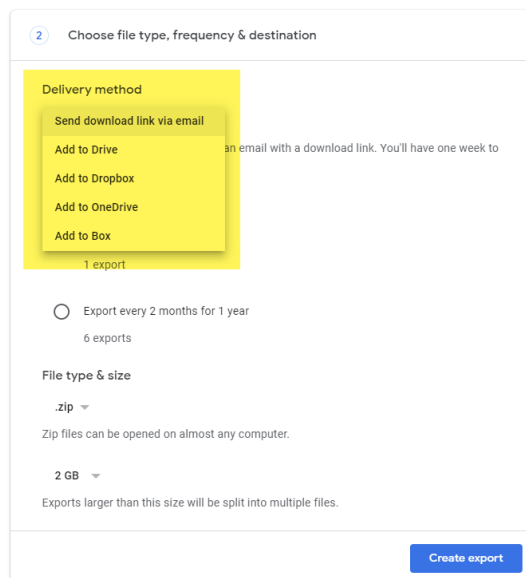
 Multiple formats



3) After you have checked the boxes of the programs you want your data from, click on Next Step.



4) You will need to choose your delivery method. Don't choose send download link via email. We cannot receive emails to our Gmail accounts. You will need to select one of the other options.



- 5) Decide how large you want your zip files to be. Exports larger than the selected size go into multiple folders.
- 6) Click Create Export.

### File type & size

.zip ▾

Zip files can be opened on almost any computer.

1 GB

2 GB

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

10 GB

50 GB

### 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

- 7) You can return to this page to check on the progress of your export at any time. The larger your export, the longer it will take.

### Export progress



Google is creating a copy of files from 51 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