


# Google Takeout Guide

Teachers who wish to keep their files from their personal @mlsd.net Google account will need to export them using Google Takeout. Here is a guide on how to do that.

# DOWNLOAD METHOD



Download your data

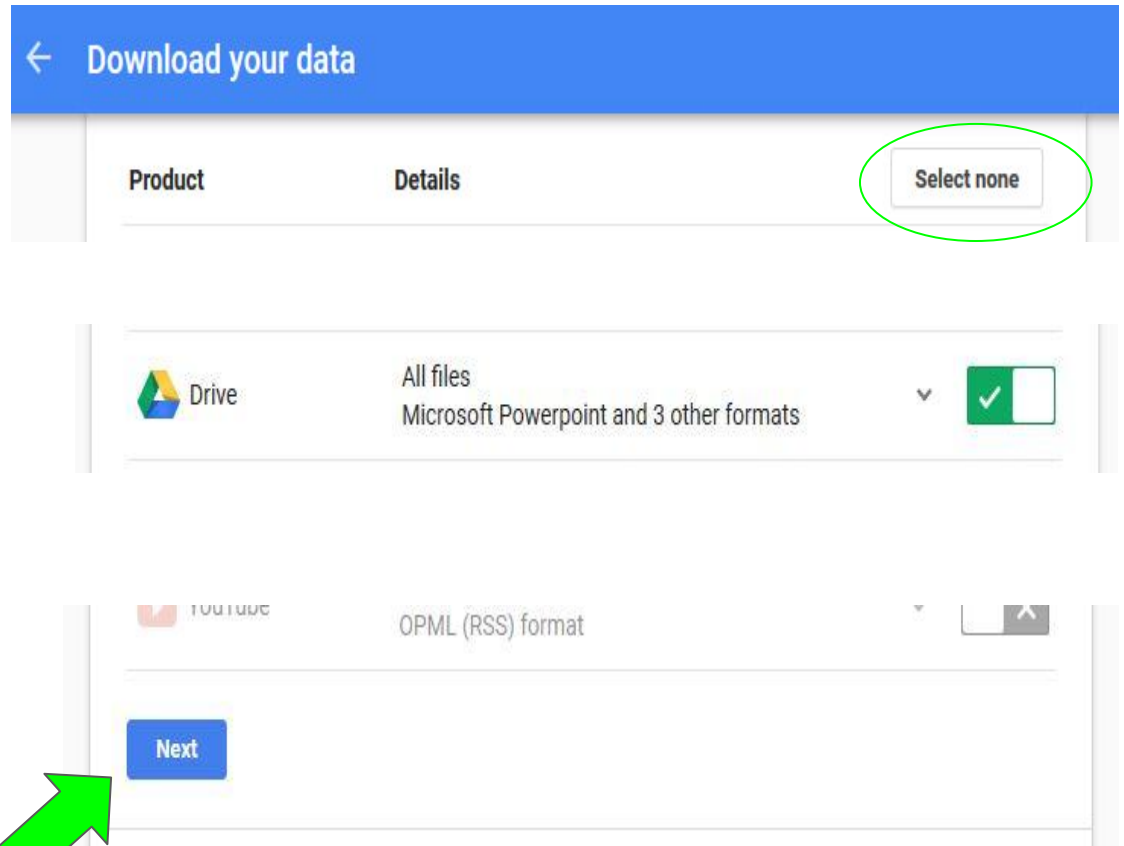
Create an archive with a copy of your data from Google products.

[CREATE ARCHIVE](#)

While logged into your @mlsd.net Google account, click on the link below. It will take you to the Google Takeout download page.

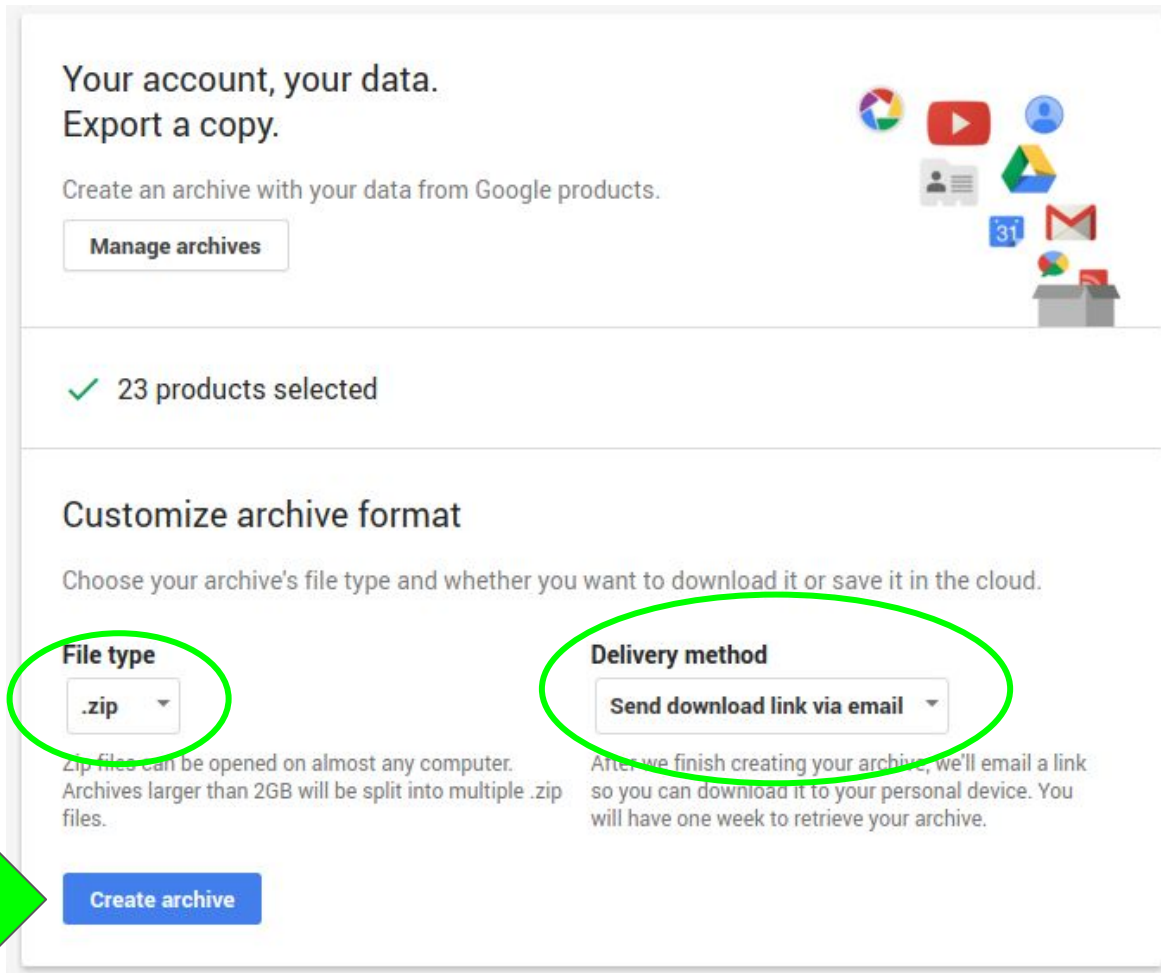
### [Google Takeout - Download](#)

Once you are at Google Takeout, click “Select none”, then scroll to and select Drive (and any other items you wish to save), finally scroll to the bottom of the page and click on the “**Next**” button.



On the next page, make sure the settings look like the settings that are circled in the screenshot on the right.

Then click the “**Create archive**” button.



Your account, your data.  
Export a copy.

Create an archive with your data from Google products.

[Manage archives](#)

✓ 23 products selected

### Customize archive format

Choose your archive's file type and whether you want to download it or save it in the cloud.

**File type**  
[.zip ▼]

Zip files can be opened on almost any computer. Archives larger than 2GB will be split into multiple .zip files.

**Delivery method**  
[Send download link via email ▼]

After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.

[Create archive](#)

Your archive will then be created and you will receive an email notification to your @mlsd.net account once it is ready for download. Then download the file from the email within 7 days to a personal device.

If you do not download your archive file within 7 days, you may lose your data.



Your Google data archive is ready Inbox x



**Google Download Your Data** <noreply@google.com>

1:33 PM (45 minutes ago) ☆

to me ▾

Your account, your data.

The Google data archive you started on May 18, 2016 is ready. It contains your Bookmarks data. It will be available for you to download until May 25, 2016.

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