

- 1) Go to <https://takeout.google.com/>
- 2) Select The Data you to back Up:

← Google Takeout

Select data to include 51 of 52 selected

- Calendar  
Your calendar data in iCalendar format. [More info](#)  
Multiple formats All calendars included
- Chrome  
Bookmarks, history, and other settings from Chrome [More info](#)  
Multiple formats All Chrome data included
- Classic Sites  
The content and attachments of your sites created in Classic Sites. [More info](#)  
Multiple formats
- Classroom  
Your Classroom classes, posts, submissions, and rosters [More info](#)  
JSON/PNG/XML format
- Contacts  
Contacts and contact photos you added yourself, as well as contacts saved from your interactions in Google products like Gmail. [More info](#)  
vCard format
- Crisis User Reports  
Information provided to help others during crises  
CSV format
- Data Shared for Research  
Responses saved with your Google Account from your participation in Google research studies and projects.  
Multiple formats
- Drive  
Files you own that have been stored in your My Drive and Computers. [More info](#)  
Multiple formats Advanced settings All Drive data included

- a)
- b) Scroll Down to the Bottom of the Page and Click **Next Step**
- 3) Change File Size to **50 GB** and Click **Create export**

← Google Takeout

Your account, your data.  
Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

CREATE A NEW EXPORT

Select data to include 51 of 52 selected

2 Choose file type, frequency & destination

Destination

Transfer to:

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

File type:

.zip

Zip files can be opened on almost any computer.

File size:

50 GB

Exports larger than this size will be split into multiple files.  
Zip files larger than 2GB will be compressed in zip64. Older operating systems may not be able to open this file format. There are external applications that can be used to uncompress zip64 files.

Create export

- a)
- b) Once you receive the email, Download the Zip File

- c) It can take up to 2 hours to receive the email depending on how much data you back up.