

# Option A

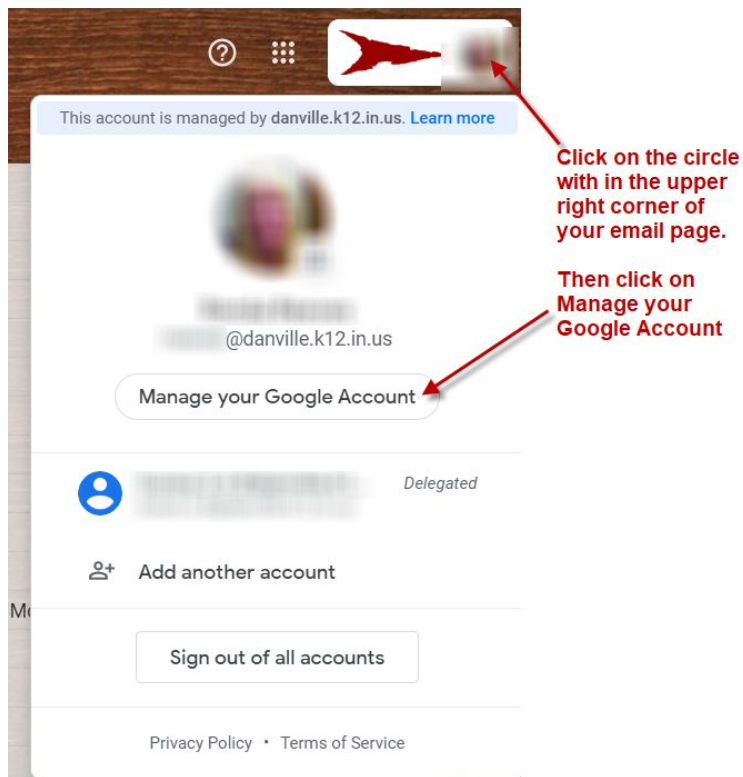
## Download Your Google Data

### Recommended Method

Downloading your content gives you greater flexibility than the transfer option would give. Downloading your content saves more of you data. If you choose to just Transfer it will only move content from Gmail and Drive. It is recommended that if you use the Transfer method you also download it also. This would be a "security blanket" in case something is missing.

When you complete the download process, you will receive an email with a link to download your Google archive files or the files will appear in the cloud solution you chose in the process. Make sure these files are saved to a personal device and not one owned by DCSC.

Google has instructions on this as well at <https://support.google.com/accounts/answer/3024190?hl=en> or follow the instructions below:



1.

- Home
- Personal info
- Data & personalization**
- Security
- People & sharing
- Payments & subscriptions

On the left side of the page you will see this list.  
Click on Data & personalization

2.

### ← 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

##### 1 Select data to include

- Products Deselect all
- 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
  - Calendar  
Your calendar data in iCalendar format.  
iCalendar format All calendars included

You will get this screen. The list may be very long depending on how many Google Apps you have used. Everything is checked by default. If you determine that you do not need everything just uncheck the box next to the item. After you are done with your choices scroll down and click Next.

3.

##### 2 Choose file type, frequency & destination

###### 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.

On this page just keep the defaults and click Create export.

Notice that a new file will be created for each 2 GB of data.

Create export

4.