

# Google Takeout: **Transferring** Content Between Google Accounts (Part 1)

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The following tutorial documents the steps for downloading Google content from a ?????@student.k12albemarle.org student account. This tutorial was created September 2015.

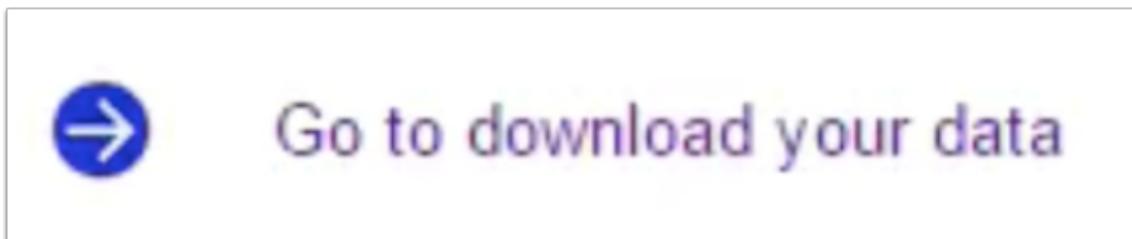
## Step 1: Google Chrome

Open **Google Chrome**. It's important to use the Google Chrome browser even if your default browser is Firefox, Explorer, or Safari.



## Step 2: Accessing Google Takeout

1. Go to [www.google.com](http://www.google.com).
2. Search for **Google Takeout**.
3. Click on the **Go to download your data** link.

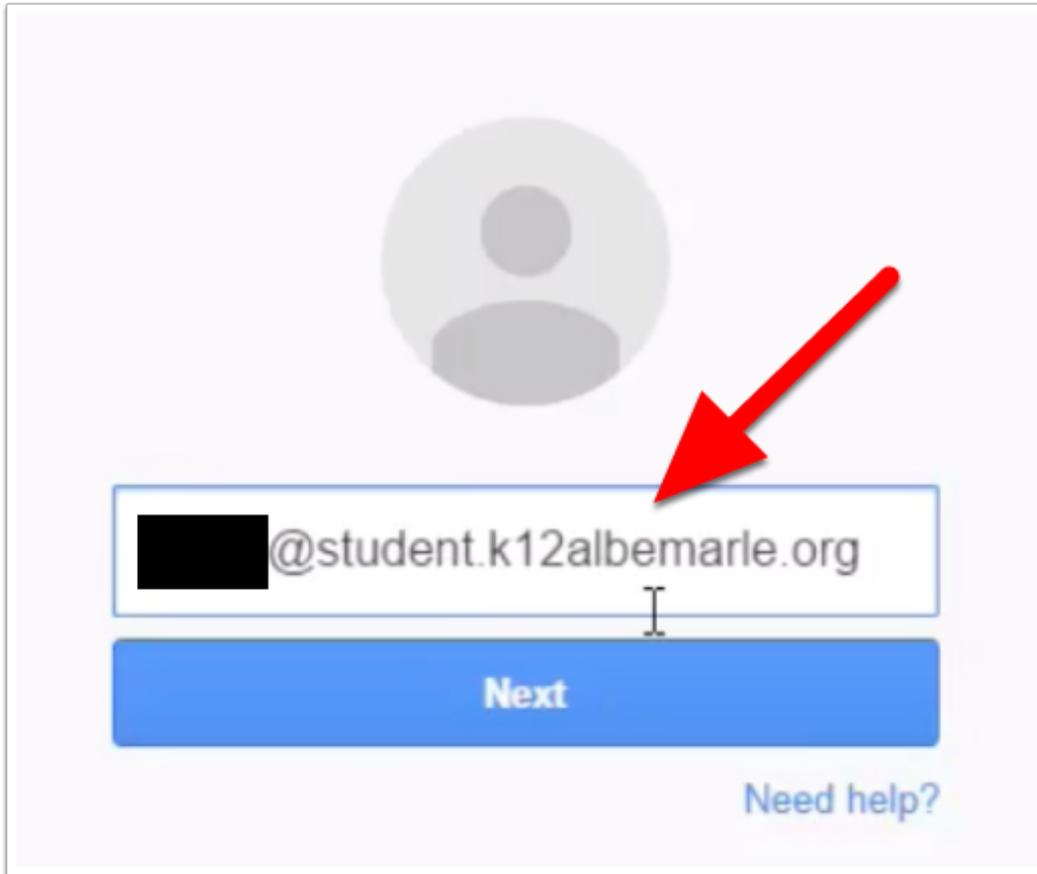


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## **Step 3: student.k12albemarle.org Account Login**

Log into your old ?????@student.k12albemarle.org Google account. It's very important that you use your **student.k12albemarle.org** account! You might need to log out of your existing Google account.



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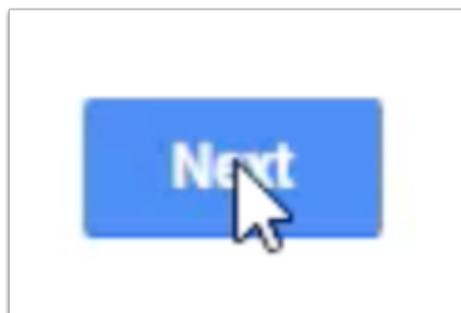
## Step 4: Select Data

Once you login, click on the **green check boxes** to deselect or select data to include. If there's a green check, then that data will be moved when the process is complete.

 Calendar	All calendars	<input type="checkbox"/>	<input type="checkbox"/>
 Contacts	vCard format	<input type="checkbox"/>	<input type="checkbox"/>
 Drive	All files PDF and 3 other formats	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Google Play Books	All books HTML format	<input type="checkbox"/>	<input type="checkbox"/>
 Groups		<input type="checkbox"/>	<input type="checkbox"/>

## Step 5: Next

After you have selected and deselected all of the data, click on the blue **Next** button in the bottom left corner of the browser window.



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## Step 6: Create Archive

1. Make sure that **File type** is set to **.zip**.
2. Make sure that **Delivery method** is set to **Send download link via email**. You won't be using email to send the file!
3. Click on the blue **Create archive** button in the bottom left corner of the browser window.

**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**

## Step 7: Wait

It will take a few minutes for Google Takeout to create an archive of your data. Tell a joke to a friend while you wait for the lovely bar to fill.

Archive	Created on	Available until	Details
	An archive of your Drive data is currently being prepared		<div style="border: 1px solid gray; width: 100%; height: 15px; background-color: #eee;"></div> <p>0% complete · Data collected: less than 1 MB</p>

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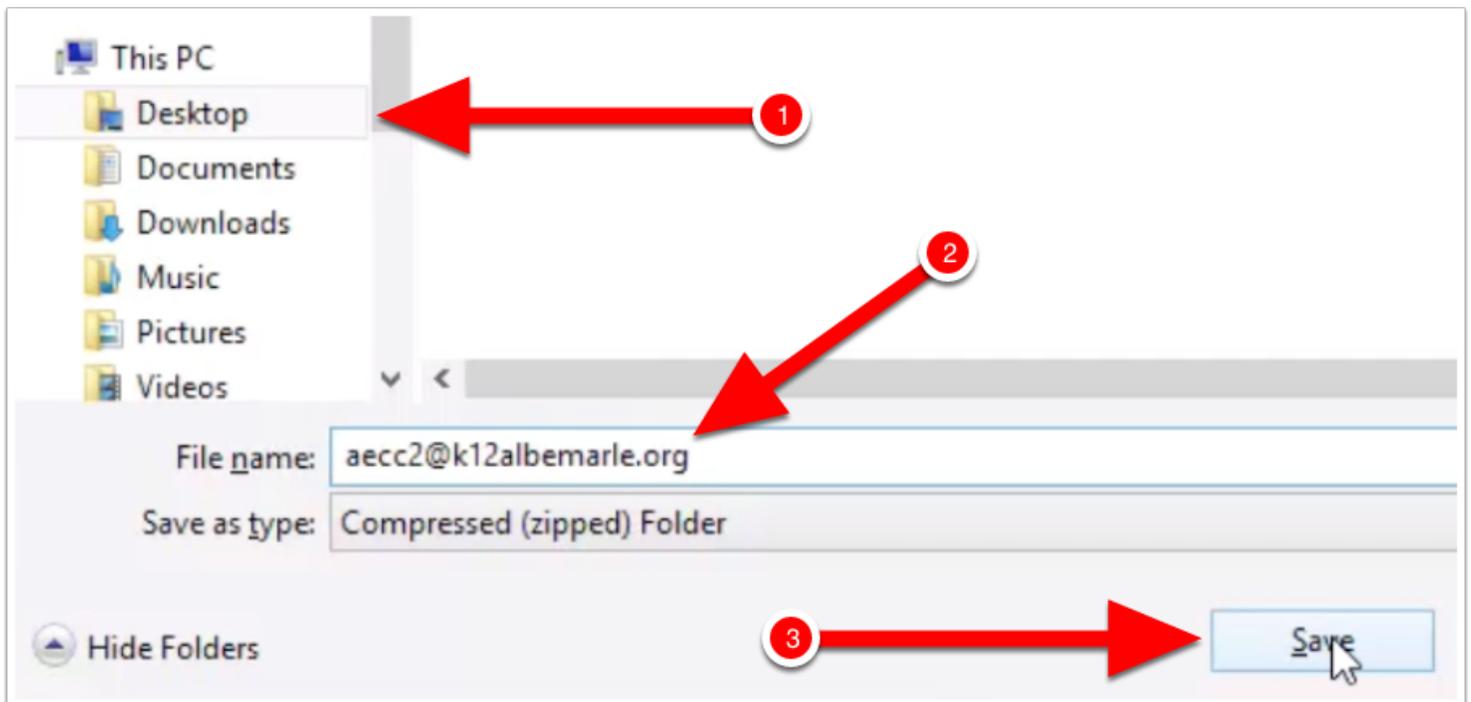
## Step 8: Download Archive

Click on the white **Download** button when it appears. You might have to log into to your ?????@student.k12albemarle.org account for a second time.

Archive	Created on	Available until	Details
Drive 4.1 MB	August 31, 2015	September 7, 2015	

## Step 9: Rename & Save to Desktop

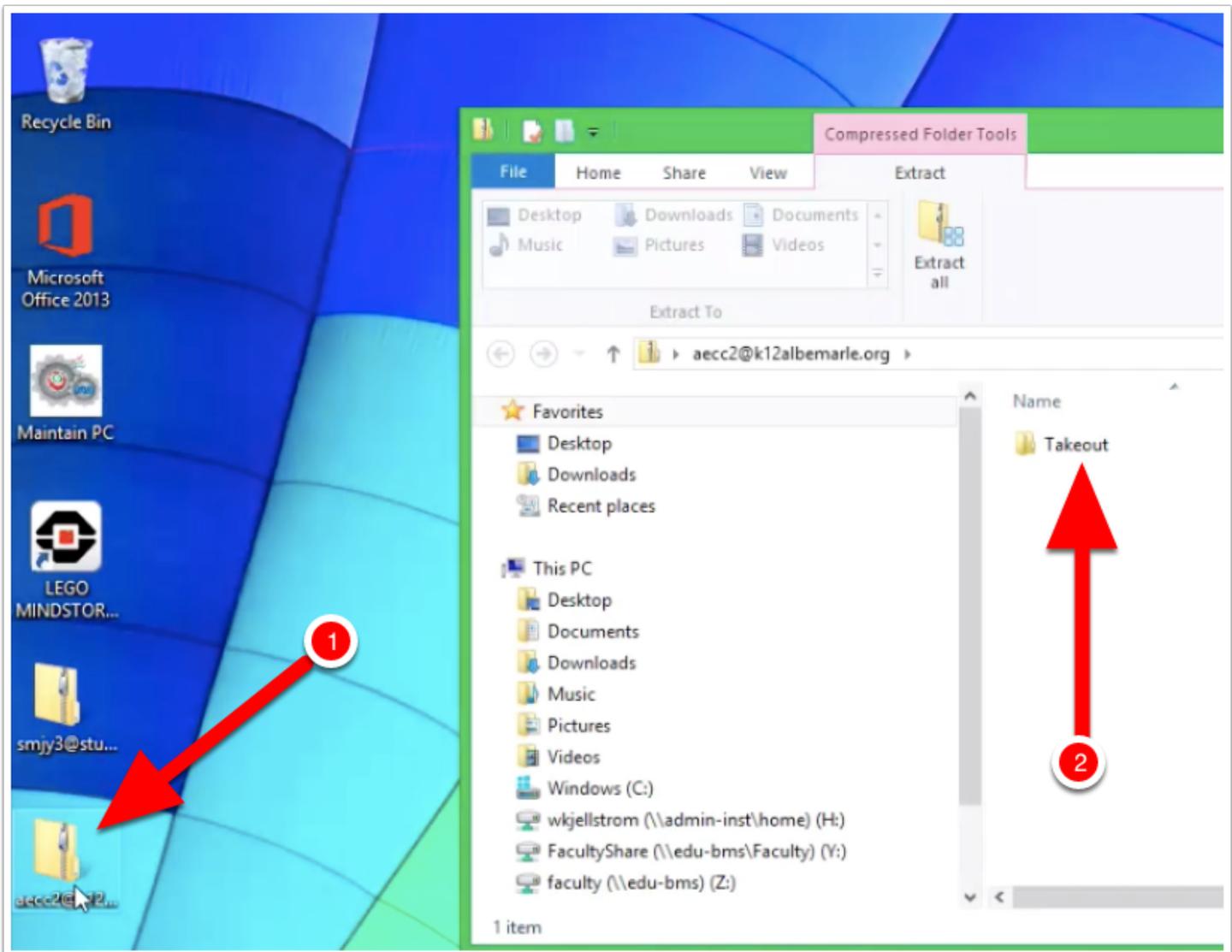
1. Select **Desktop** in the save window. This is where your file will be saved.
2. Rename your file using your old Google account username (????@student.k12albemarle.org).
3. Click the **Save** button.



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## Step 10: Open .Zip File

1. Double click on the .zip file that you saved to the desktop. The .zip file looks like a folder with a zipper and should be named ?????@student.k12albemarle.org.
2. A new window opens with a regular folder named **Takeout**.

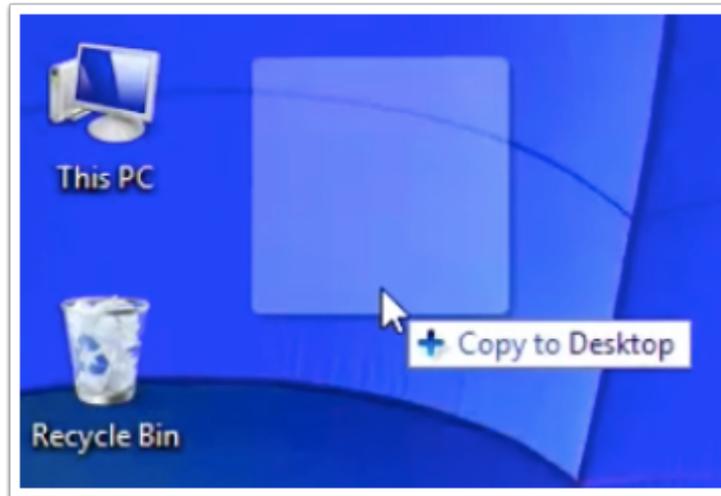


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## Step 11: Drag & Drop Takeout Folder

Click, hold, and drag the **Takeout** folder to your desktop.



## Done!

You are finished with the first tutorial when you see a folder named **Takeout** on your desktop. **Part 2** (a different tutorial) covers how to move the contents of this tutorial into your ?????@k12albemarle.org Google account.

