

GOOGLE DRIVE



Google Takeout:

- Go to takeout.google.com
- Click **Deselect all**
- Scroll down and check **Drive**
- Click **Next Step**
- Under **Transfer to:**, choose **Send download link via email**
- Choose **file type ZIP** and size **(2GB or larger)**
- Click **Create export**
- When it is ready, you will receive an email from Google with a download link
- When you receive the email notification from Google Takeout, click **Download your files**
- Find the downloaded .ZIP file on your computer and extract the file
- Inside your unzipped folder you will see your Google Drive files
- Docs, Sheets, and Slides are downloaded as Microsoft Office formats by default
- Open or move your files to organize appropriately
- Optionally, you can upload them back to your personal Google Account