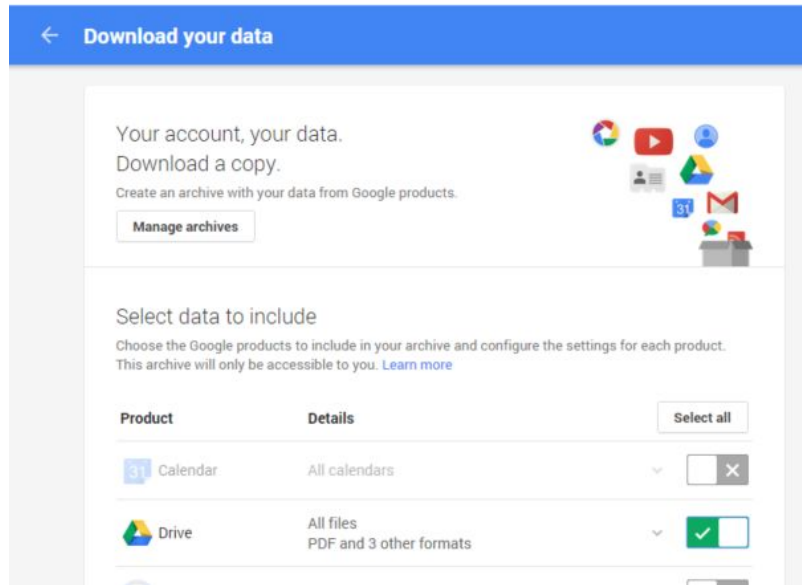


How To – Export data from your Google Drive

1. Navigate to <https://www.google.com/takeout>
2. Select or confirm that “Drive” has a green check next to it as shown below.
 - a. **NOTE:** If there are other Google Apps listed below that you would like to export the data for, you select them here as well.





← Download your data

Your account, your data.
Download a copy.
Create an archive with your data from Google products.

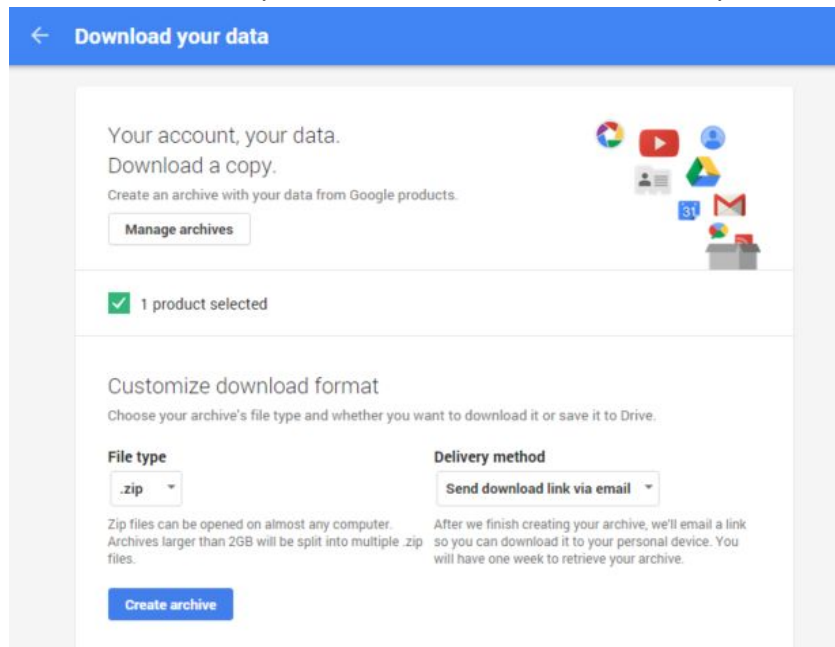
[Manage archives](#)

Select data to include
Choose the Google products to include in your archive and configure the settings for each product.
This archive will only be accessible to you. [Learn more](#)

Product	Details	Select all
 Calendar	All calendars	<input type="checkbox"/>
 Drive	All files PDF and 3 other formats	<input checked="" type="checkbox"/>

b.

3. Click “Next”
4. Click “Create Archive”
 - a. **NOTE:** This will send you an email with a link to download your data once finished.



← Download your data

Your account, your data.
Download a copy.
Create an archive with your data from Google products.

[Manage archives](#)

1 product selected

Customize download format
Choose your archive's file type and whether you want to download it or save it to Drive.

File type <input type="text" value=".zip"/>	Delivery method <input type="text" value="Send download link via email"/>
---	---

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

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](#)

b.