Google Takeout

Google Takeout offers you a way to export a copy of your Google account data to use as a backup or to use with a service outside of Google.

Google data that can be exported:

- Access log activity
- Android device configuration
- Calendar data
- Chrome bookmarks, history, and other settings
- Contacts
- Drive files that you own
- Google registration data and account activity
- Google Pay activity
- Google Photos
- Documents stored in your Google Translator toolkit
- Google Groups usage and data for groups that you own
- Your Chat conversation history and attachments
- Location History
- Mail and attachments from your Gmail
- Reminders, tasks, saved items from collections
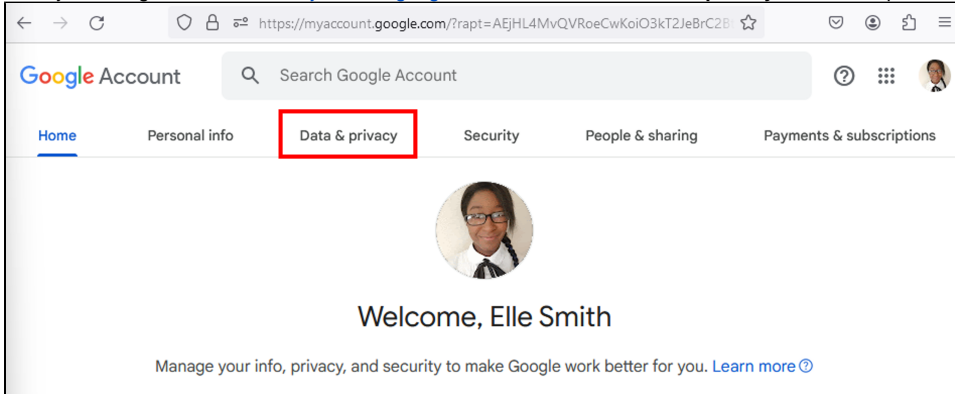- YouTube search history, videos, comments, and other created content

For a complete list of all data, visit takeout.google.com.
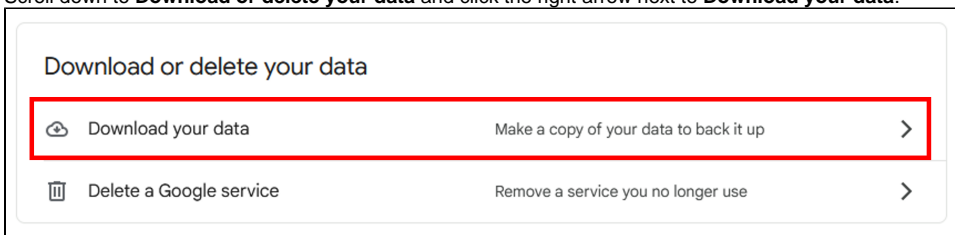
Before Beginning the Export Process

Organize content that needs to be exported into a personal folder in your Drive. This will streamline the exporting process and make the transfer of content easier.
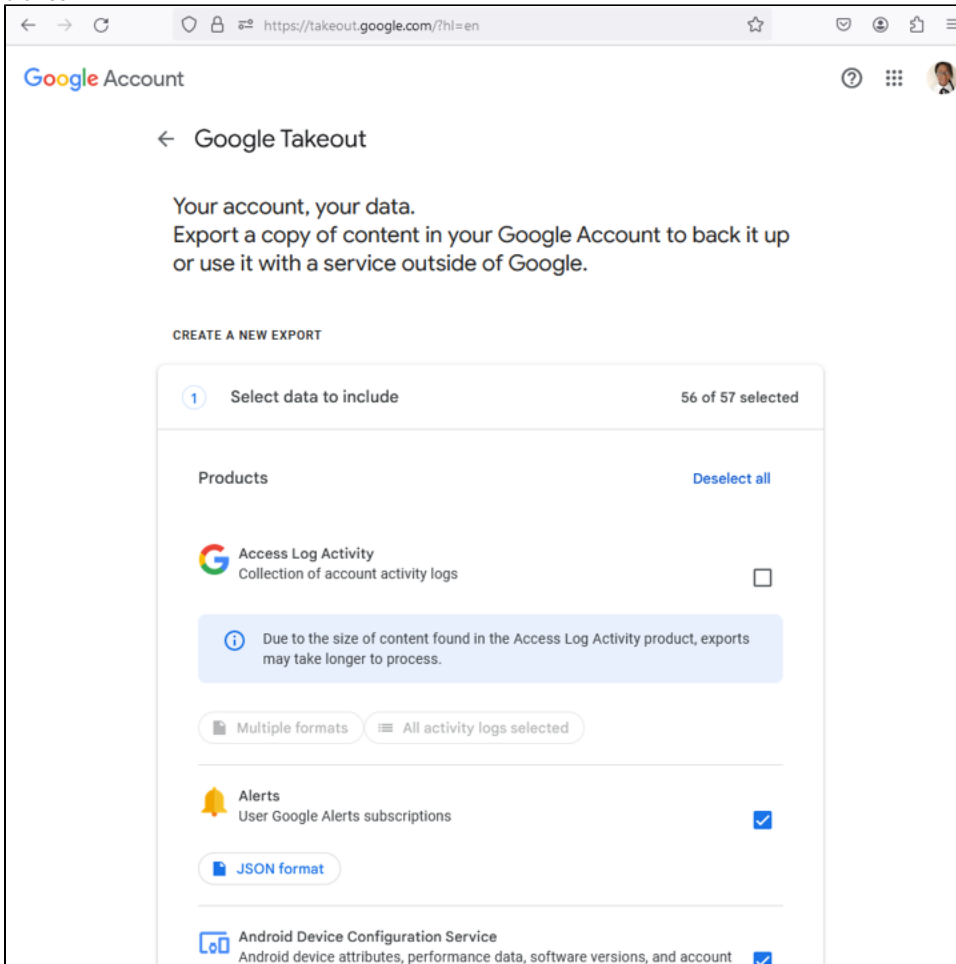
Accessing Google Takeout

1. From your Google dashboard at myaccount.google.com, click on the **Data and privacy** tab at the top of the page.

2. Scroll down to **Download or delete your data** and click the right arrow next to **Download your data**.
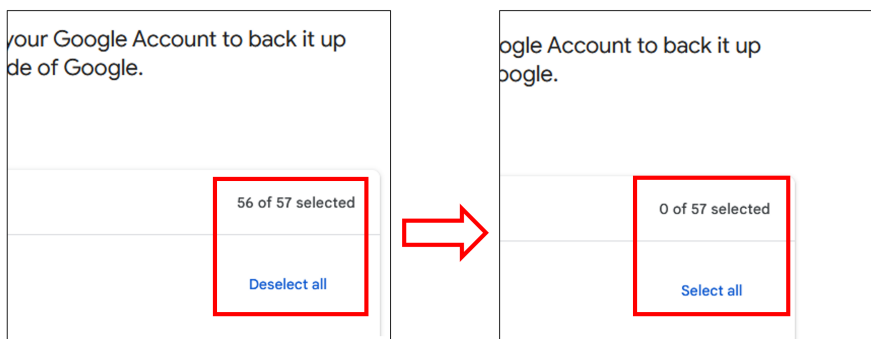
3. This will redirect you to the Google Takeout page (alternatively, you can navigate directly to this page by typing takeout.google.com into your browser.

Exporting Data
To Begin Exporting

1. On the Google Takeout home page, the default setting has all your Google data selected, but you can pick and choose which data you want to export by first clicking **Deselect all** and then individually checking the data you want to export.

2. Select any data you want to export.

3. For some data, you can choose what format you want to export your data into by clicking **Multiple formats**, and choosing a file type.

4. For **Drive**, you can select multiple file types depending on the Google file type used. Once you have made your file type selections, click **OK**.

5. To select specific folders in your Drive to export, click the **All Drive data included** button.

6. In the **Drive** content options menu, leaving the default option of **Include all files and folders in Drive** selected will ensure all of your Drive data is exported. To choose specific folders for export, deselect this option, then click the **Deselect all** button before choosing specific folders. Click **OK**.

Drive content options

Choose specific Drive data for your export

☑ Include all files and folders in Drive

Deselect all

☑ Biltmore 1.3.23

☑ COPYEDITING PROJECT

☑ Calc

☑ Dollywood

☑ ESO Mods

☑ Eine Reise nach Deutschland

☑ Fall 2022

☑ Fall 23

☑ For MB

☑ Gifs for Google Tips and Tricks

☑ Google Docs User Preferences

☑ Google Forms User Data

☑ Google Sheets User Data

☑ ITS_Writing_Projects

☑ Images For Community Dev Site

☑ Meeting Reports

☑ Portfolio

Cancel   OK

7. After selecting the specific data you want to export, and choosing your file formats, you will see a report of your options under the data you have included in your export.

8. After you have selected all the data you want to export (Drive, Photos, Mail, etc.), scroll to the bottom of the Takeout export page and click the **Next Step** button.

current linked numbers. More info

📄 Multiple formats

▶ YouTube and YouTube Music
Watch and search history, videos, comments and other content you've created on YouTube and YouTube Music More info

📄 Multiple formats   ☰ All YouTube data included

Next step

9. Next, you will choose a file type and a destination for the export (you can also choose to schedule future exports of this data for regular backup purposes. To download a single export, leave the default option **Export once** 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. Learn more about how to locate, access, and share your data.

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:

2 GB ▾

Exports larger than this size will be split into multiple files.

Create export

10. Select the destination from the **Transfer to** drop-down menu:

Send download link via email - Selecting this option will send a download link to your email and give you one week to download the files.
Add to Drive - After a copy has been created, your export will be added to your Google Drive and you will be sent an email link to their location in Drive. You can then download this export directly from Drive to your device (These files count against your storage quota).
Add to Dropbox, **Add to OneDrive**, **Add to Box** - Choosing either of these options will allow Google to upload your export directly to your Dropbox, OneDrive, or Box and a link to their location will be sent to your email.

11. Next, choose the file type and size of your export, zip files are the standard option, as they can be opened on most devices. Choosing the file size will break up any data into packets of that file size for easier download.

12. After clicking the **Create export** button, your export will begin processing. You can leave this page, as this process may take hours or days.

Accessing your Export File

If you selected the option for a download link via email in the export process:

1. Once your export is ready you will receive an email with a link for download that will allow you to download your export file directly to your device. Click the **Download your files** button.
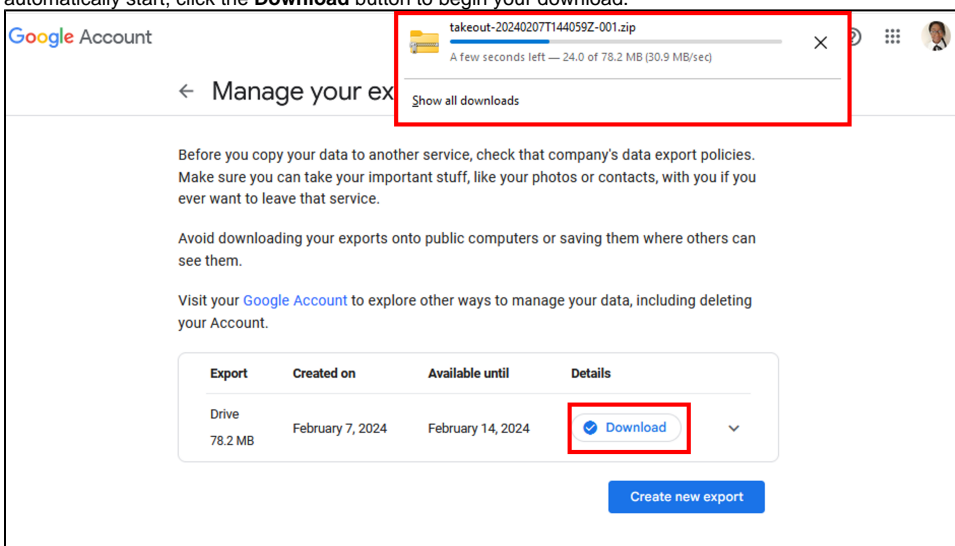

2. After clicking **Download your files**, you will be redirected to the **Manage Exports** page, and your download will start automatically. If it does not automatically start, click the **Download** button to begin your download.

If you selected the option to add to drive:

1. Once your export is ready you will receive an email with a link to your data in Google Drive. You can download your export as an attachment in the email, or click **View in Drive** to view the file in the Drive location where it is stored
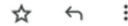
[External] Your Google data has been exported

Google Takeout <noreply@google.com>   10:23 AM (0 minutes ago)

to me

Google

Your account, your data.

We've finished exporting a copy of the Google data you requested on February 7, 2024. You can download a copy of your files in Drive.
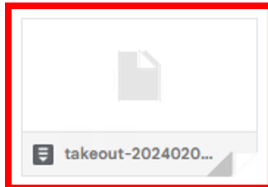
We exported a copy of your data from:

- Chrome

View in Drive

This message was sent to you because you recently used Google Takeout. Learn more about how to locate, access, and share your data.
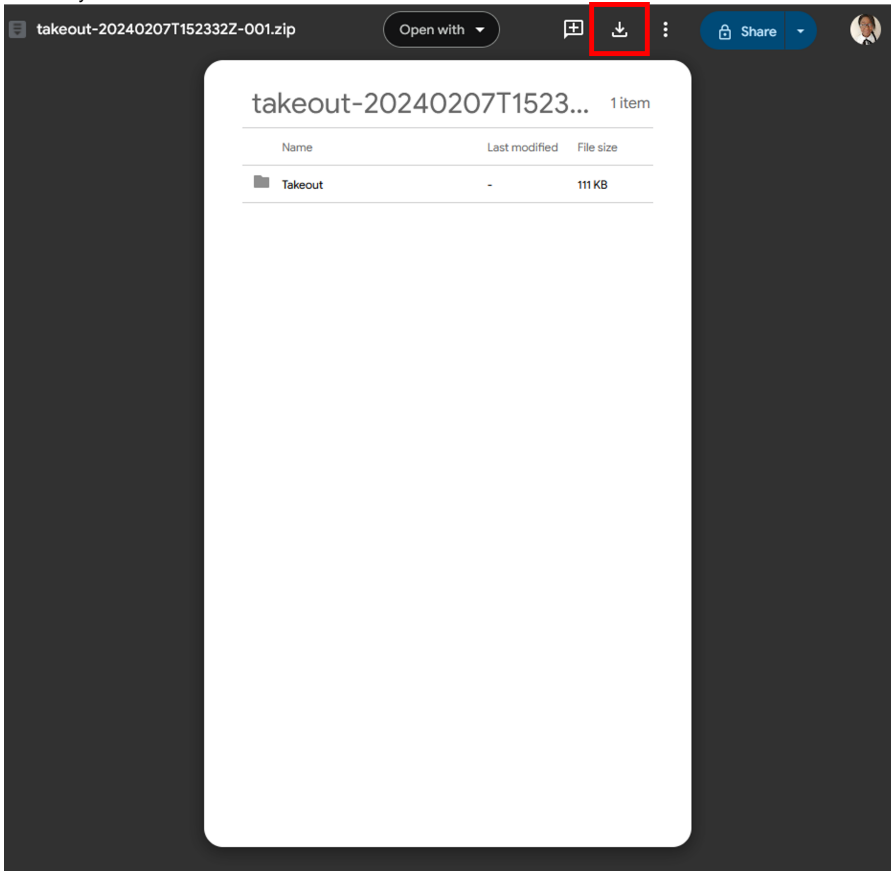
Privacy Policy | Terms of Service   Google

One attachment • Scanned by Gmail ⓘ

takeout-2024020...

↩ Reply   ↪ Forward

2. The **View in Drive** option will open your Drive where you can download the export file. Click the download icon to download your export from Drive to your device.

After a Successful Export

> ⚠️ **Delete Drive Data**
>
> Remember to go back into your Drive and delete the original data that was exported to clear up space in your Google Drive.