

Download and Archive Data

To download and archive your Calendar and Email data, perform the following steps:

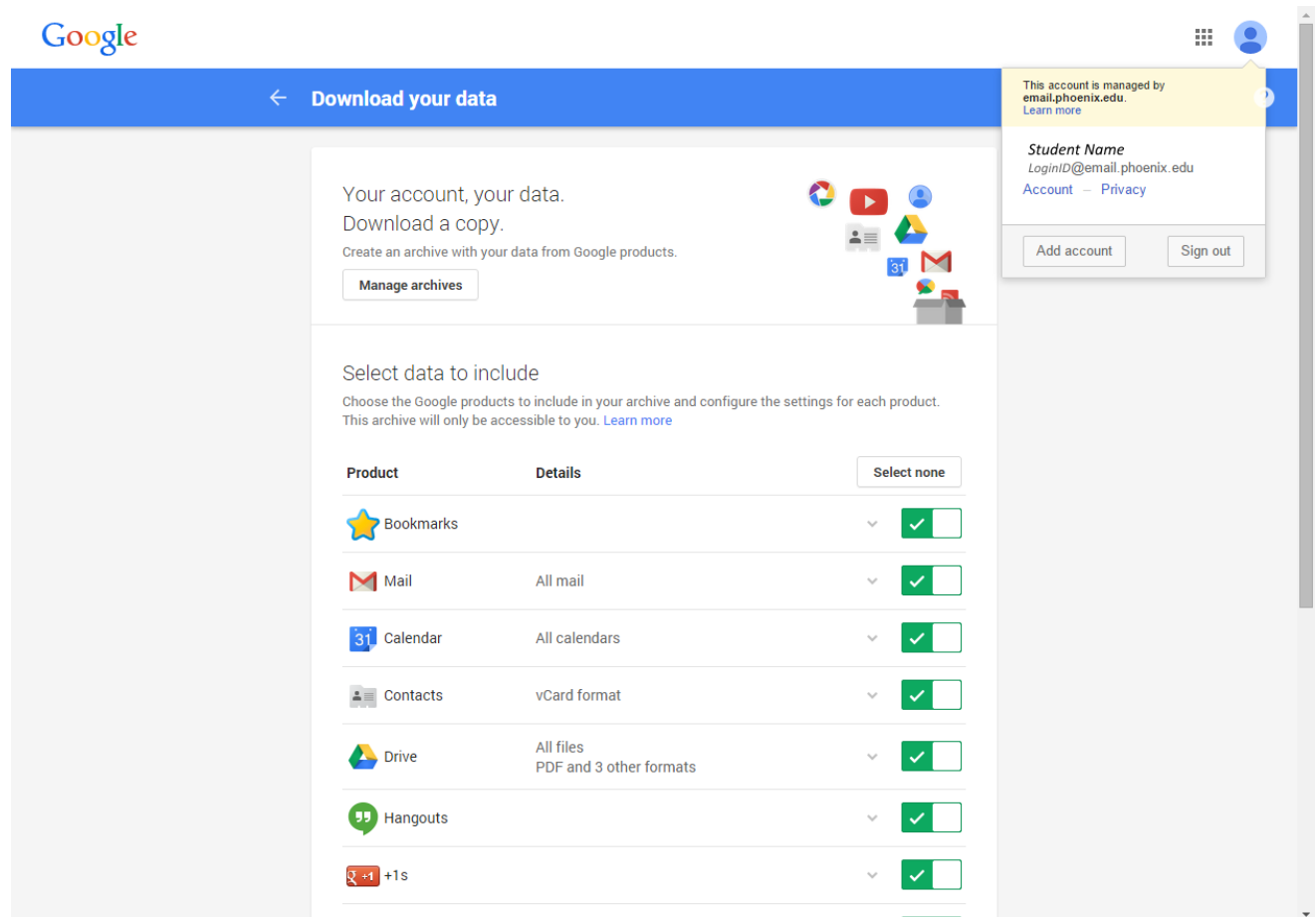
1. Open your QCS D Google Inbox and then go to Google Takeout at <https://www.google.com/settings/takeout>.

The Download your data page appears.

2. Click the **Profile** icon in the top-right corner.

Your Account/Profile information appears.

3. Verify that you are logged in with your QCS D email address: username@qcsdstu.org. If not, log out and repeat Step 1, ensuring that you log in using your QCS D email address.
4. On the Download your data page – Select data to include section, verify that the products you want to archive, such as Mail, are selected with a green-and-white check mark, like those shown in Figure 1:



The screenshot shows the Google 'Download your data' page. At the top, there is a blue header with the Google logo and a navigation bar with a back arrow and the text 'Download your data'. Below the header, the main content area is divided into two sections. The first section, 'Your account, your data', includes a 'Manage archives' button and a 'Select data to include' section. The 'Select data to include' section contains a table with columns for 'Product' and 'Details', and a 'Select none' button. The table lists several products with their details and a green checkmark in a box, indicating they are selected for archiving. The second section, 'Your account, your data', includes a 'Sign out' button and a 'Sign out' button.

| Product | Details | Select none |
|-----------|--------------------------------------|-------------------------------------|
| Bookmarks | | <input checked="" type="checkbox"/> |
| Mail | All mail | <input checked="" type="checkbox"/> |
| Calendar | All calendars | <input checked="" type="checkbox"/> |
| Contacts | vCard format | <input checked="" type="checkbox"/> |
| Drive | All files PDF and 3 other formats | <input checked="" type="checkbox"/> |
| Hangouts | | <input checked="" type="checkbox"/> |
| +1s | | <input checked="" type="checkbox"/> |

Figure 1. Download your data Page - Profile Details

5. Scroll to the bottom of the page and click the **Next button**, as shown in Figure 2:

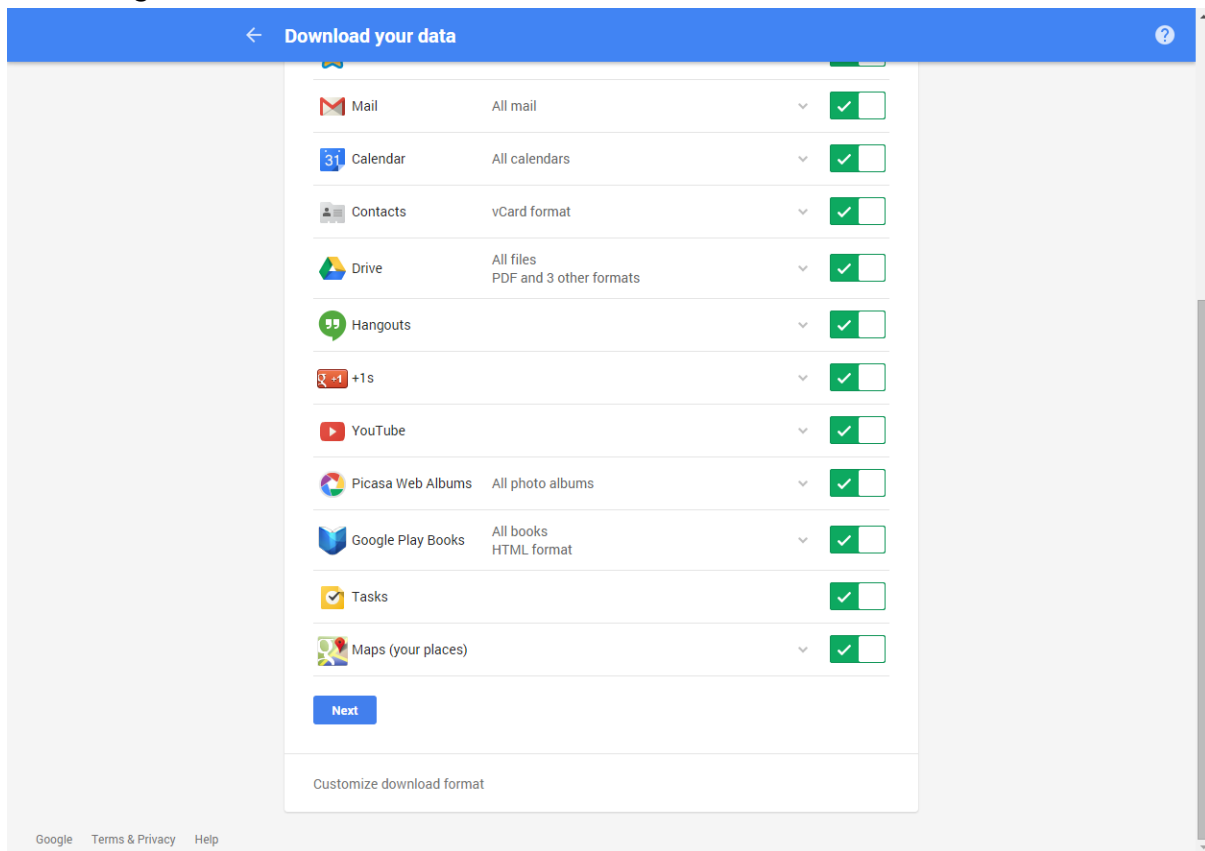


Figure 2. Download your data Page - Select Data to include Section
The Download your data page refreshes to display the Customize download format section, as shown in Figure 3:

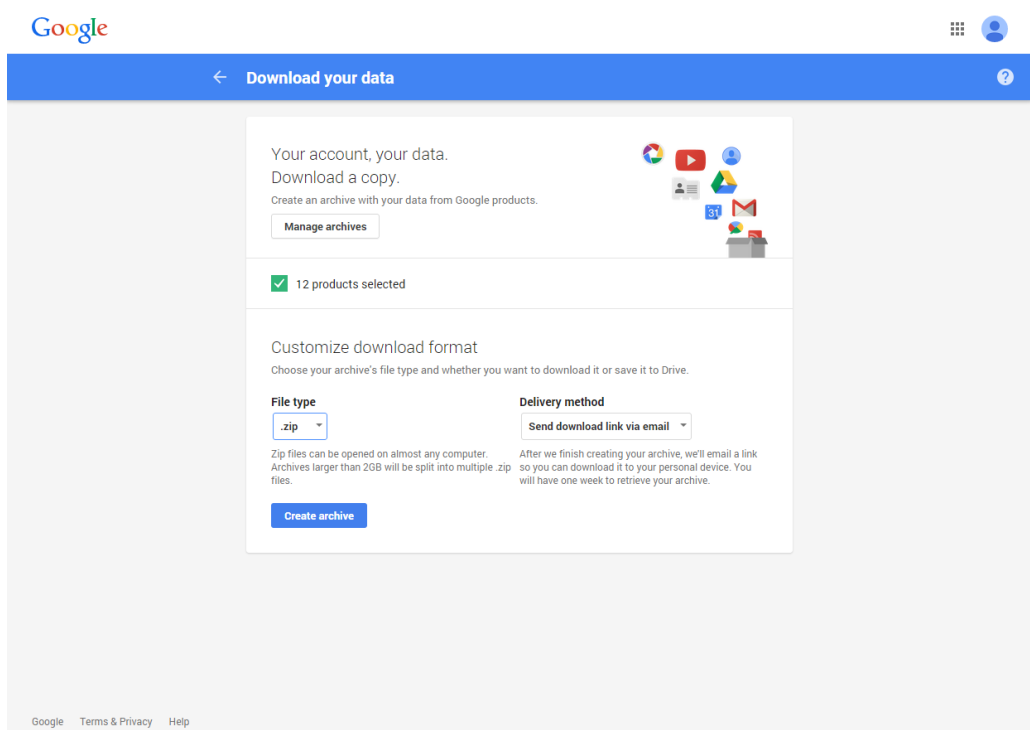


Figure 3. Download your data Page - Customize download format Section

6. Click the **File type** drop-down menu and select **.zip**.
7. Click the Delivery method drop-down menu and select **Send download link via email**.
8. Click the **Create archive** button.

Google begins archiving your data. Depending on how much data Google is archiving, it could take from several hours to several days for the archive to complete. Google will keep you updated during the process.

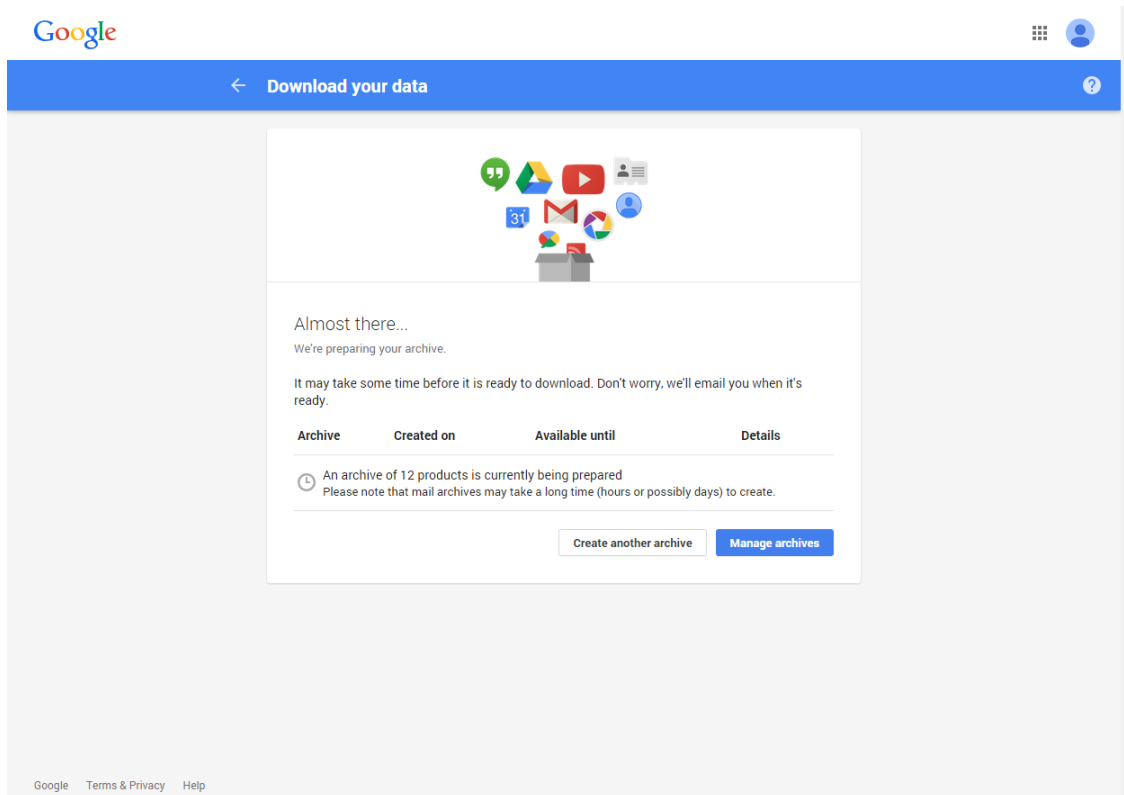


Figure 4. Download your data Page - Archive Status

9. After your data is archived, you will receive an email with the subject line 'Your Google archive data is ready' in your inbox. You can download or manage your archives from this email. Managing your archives allows you to access previous archives that you may have downloaded.
10. Open the email and click the **Download archive** button, as shown in Figure 5:

Your Google data archive is ready

Inbox x



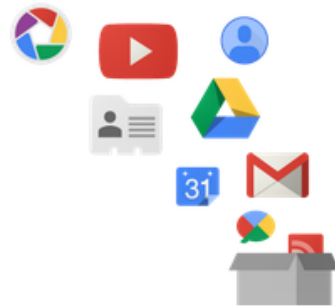
Google Takeout <noreply@google.com>
to me

11:50 AM (5 minutes ago) ☆



Your account, your data.

The Google data archive you started on December 15, 2014 is ready. It will be available for you to download until December 22, 2014. The archive contains your Bookmarks, Mail, Calendar, Contacts, Drive, Hangouts, +1s, YouTube, Picasa Web Albums, Google Play Books, Tasks, and Maps (your places) data.



Manage archives

Download archive

This message was sent to you because you recently used Google's Download your data service. [Privacy Policy](#) | [Terms of Service](#)



Figure 5. Your Google data archive is ready Email

Note: Your archive will only be available to download for one week from the time you archived it. If you do not download your archive within this time period, you will need to repeat Steps 1-9.

You may be prompted to use a Google password when you download your archive. If you do not have a Google password, then you can generate a new one by performing the next step.

11. Click the **Generate Password** button below to generate a new Google password.

Generate Google password

12. If prompted, confirm your QCSD email address and enter your new Google password, as shown in Figure 6:
13. Save your archived file on your local computer.

Now that your archive has been saved on your local computer, you can use mail clients, such as Mozilla Thunderbird to access your email messages. The other Google data you selected to archive is also available for use. More information about the formats included in your archive can be found on Google: <https://support.google.com/accounts/answer/3024195>.