



## Google Takeout

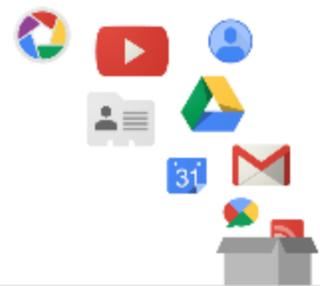
Google Takeout is a tool that allows you to create a backup copy of all of your Google “stuff”. This can be useful in many cases, but this support doc will focus on transferring files from your personal Drive account to your organizational Drive account

Step 1: Log into your *personal* Google account and navigate to [www.google.com/takeout](http://www.google.com/takeout)

Your account, your data.  
Export a copy.

Create an archive with your data from Google products.

[Manage archives](#)



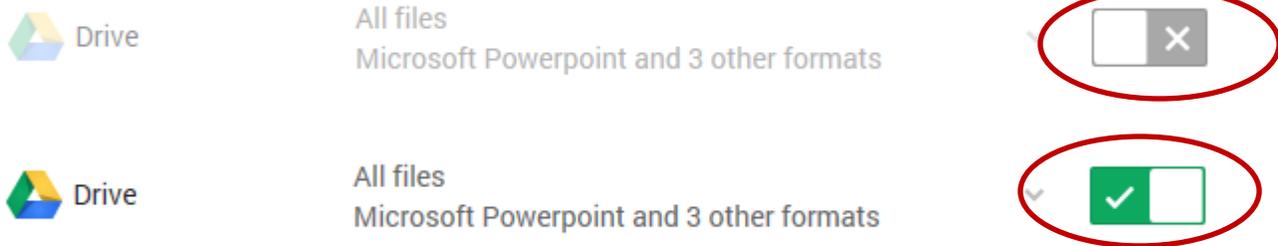
## Select data to include

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	<a href="#">Select none</a>
 Bookmarks		▼ <input checked="" type="checkbox"/>
 Calendar	All calendars	▼ <input checked="" type="checkbox"/>
 Contacts	vCard format	▼ <input checked="" type="checkbox"/>
 Drive	All files Microsoft Powerpoint and 3 other formats	▼ <input checked="" type="checkbox"/>

Step 2: You will see a list of all of the Google products you may have data in. By default, all applications are selected (indicated by the Green Checkmark in the box to the right of the screen). To unselect everything, click the **Select None** button

Step 3: This support doc will focus just on moving your Drive files...Click the empty box to the right of Drive to select it. The empty box will be replaced with a green checkmark.



Step 4: Click the Blue NEXT button at the bottom of the screen

Step 5: Leave the Default selections in the **File Type** and **Delivery Method** dropdown boxes and click the Blue **Create Archive** button.

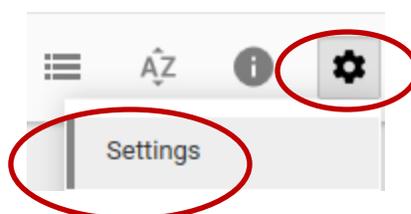
Step 6: Depending on how much data you have in your Drive account, the archive could take some time to complete. You can leave the page while the file is created and you will receive an email with a link to the download file when the process is complete. Once the archive file is created, you will have 1 week to download it.

Step 7: Click on the Download button to download your archived Drive files and save it to your computer or flash drive. After clicking the Download button, you will be prompted to re-enter your Google password for verification. After you re-enter your password, you will be prompted to select a save location and the download will begin.

Archive	Created on	Available until	Details
Drive less than 1 MB	May 24, 2016	May 31, 2016	Download

Step 8: You can now log out of your **personal** account and log into your **organizational** account

Step 9: Navigate to Drive, click on the Gear icon in the top right corner of the screen and choose Settings

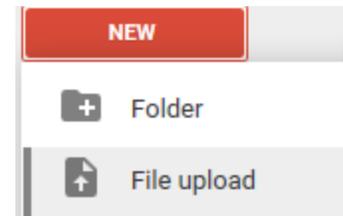


Step 10: Check the box next to “Convert uploaded files to Google Docs editor format”, then click the Blue **Done** button. Checking this box will ensure that you can work with the uploaded files in Google formats (i.e. Docs, Sheets, Slides, etc)

**Convert uploads**

Convert uploaded files to Google Docs editor format

Step 11: In the top left corner of the screen, click the Red **New** button and choose File Upload



Step 12: Navigate to the location of the Takeout file you downloaded. Note: the downloaded file will be in .zip format. You can unzip the file before uploading it so you can just select your Drive folder from the downloaded file. After you have selected the folder or file to upload, click the Open button and the file will begin uploading.

For further information please refer to the YouTube videos below

<https://www.youtube.com/watch?v=0vJs0b0bwqk&spfreload=5>

[https://www.youtube.com/watch?v=ZXhlvo\\_ZGk8](https://www.youtube.com/watch?v=ZXhlvo_ZGk8)