

# How to download your school google account before you leave school

This guide will help you download all of the data you have created in your school provided google account before you leave school.

Go to <https://myaccount.google.com>

Log in with your school provided google username and password eg. [12345@jhc.school.nz](mailto:12345@jhc.school.nz)

Under **Personal Info and Privacy**, click **Control your Content**

 **Personal info & privacy** >

Manage your visibility settings and the data we use to personalize your experience.

[Your personal info](#)

[Activity controls](#)

[Ads settings](#)

[Account overview](#)

[Control your content](#)

Now click on **Create Archive**













## Download your data

Create an archive with a copy of your data from Google products.

**CREATE ARCHIVE**

Select the data you want to export. We recommend selecting Everything.

product. This archive will only be accessible to you. [Learn more](#) settings for each

| Product                                                                                                 | Details                              | Select none                                                  |
|---------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------|
|  Blogger           | All blogs                            | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Bookmarks         |                                      | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Calendar          | All calendars                        | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Contacts          | vCard format                         | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Drive             | All files<br>PDF and 3 other formats | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Google Photos     | All photo albums                     | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Google Play Books | All books<br>HTML format             | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Groups            |                                      | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Hangouts          |                                      | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Helpouts          |                                      | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Keep              |                                      | <input type="checkbox"/> <input checked="" type="checkbox"/> |
|  Location History  | JSON format                          | <input type="checkbox"/> <input checked="" type="checkbox"/> |

## Customize download format

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

File type

.zip

Delivery method

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**

Select File type .zip and Delivery Method download via email

Then once your takeout is ready you will be sent an email with a download link. Make sure you download this file to your own device such as your home computer so you retain this data. You will have 1 week to download this data.