



# 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**

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 recommending Selecting Everything.

## Customize download format

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

### File type

.zip

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

### Delivery method

Send download link via email

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.

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**

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

Product	Details	Select none
Blogger	All blogs	<input checked="" type="checkbox"/>
Bookmarks		<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"/>
Google Photos	All photo albums	<input checked="" type="checkbox"/>
Google Play Books	All books HTML format	<input checked="" type="checkbox"/>
Groups		<input checked="" type="checkbox"/>
Hangouts		<input checked="" type="checkbox"/>
Helpouts		<input checked="" type="checkbox"/>
Keep		<input checked="" type="checkbox"/>
Location History	JSON format	<input checked="" type="checkbox"/>