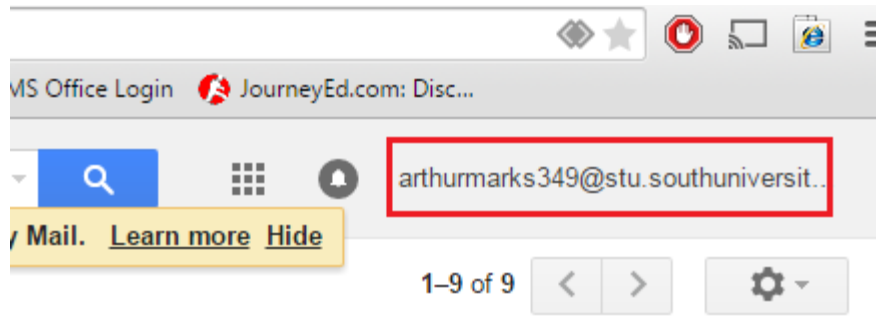
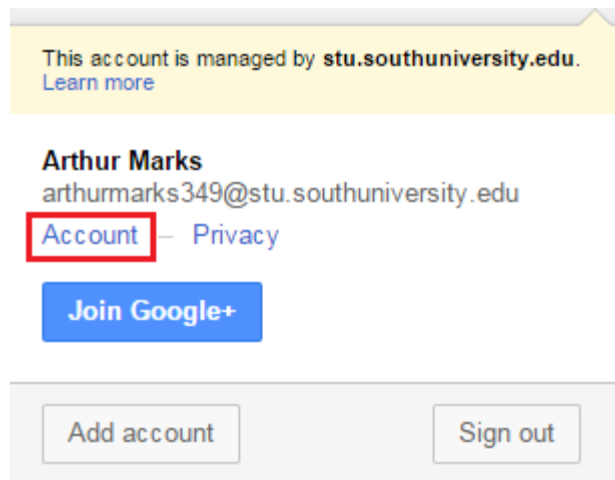


How to Export data from Gmail

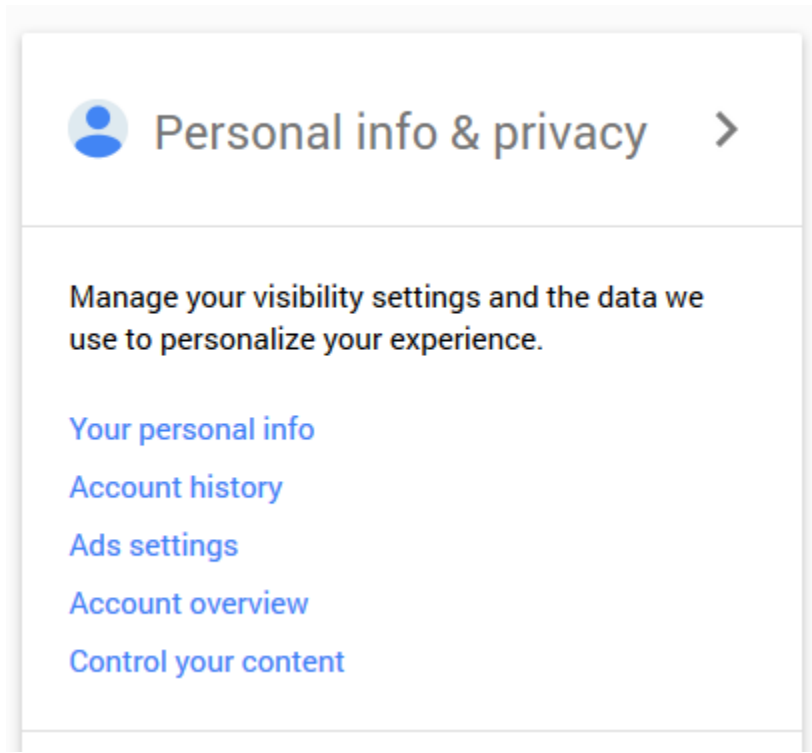
1. Access student email through the student portal
2. Click on email address in the top right hand corner




3. Click on "Account"



4. In the “Personal Info and Privacy” section, select “**Control your content**”



5. In the “DownloadYour Data” box, select “**Create Archive**”











Download Your Data

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

[CREATE ARCHIVE](#)

6. On the next page, select all of the services that you want to download. It is recommended that you select at least Mail, Calendar, and Drive, if there is data, then press the Next button.

Product	Details	Select none	
 Bookmarks		▼	<input checked="" type="checkbox"/>
 Calendar	All calendars	▼	<input checked="" type="checkbox"/>
 Drive	All files PDF and 3 other formats	▼	<input checked="" type="checkbox"/>
 Google Play Books	All books HTML format	▼	<input checked="" type="checkbox"/>
 Hangouts		▼	<input checked="" type="checkbox"/>
 Mail	All mail	▼	<input checked="" type="checkbox"/>
 Maps (your places)		▼	<input checked="" type="checkbox"/>
 Tasks			<input checked="" type="checkbox"/>

[Next](#)

7. On the next page, Make sure that the File type selected is .zip and that the Delivery method is Send Download Link via email.

Your account, your data.
Download a copy.

Create an archive with your data from Google products.

[Manage archives](#)



✓ 8 products selected

Customize download format

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

File type

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

Delivery method

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](#)


8. A message will be presented while the download is being prepared. The size of the file will be a major factor in determining the timeframe in which it takes the download to be ready:

Almost there...

We're preparing your archive.

It may take some time before it is ready to download. Don't worry, we'll email you when it's ready.

Archive	Created on	Available until	Details
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	An archive of 8 products is currently being prepared Please note that mail archives may take a long time (hours or possibly days) to create.		
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[Create another archive](#)


[Manage archives](#)

9. If the download is ready after a couple of moments, you will be presented with a download link right on the screen:

Almost there...

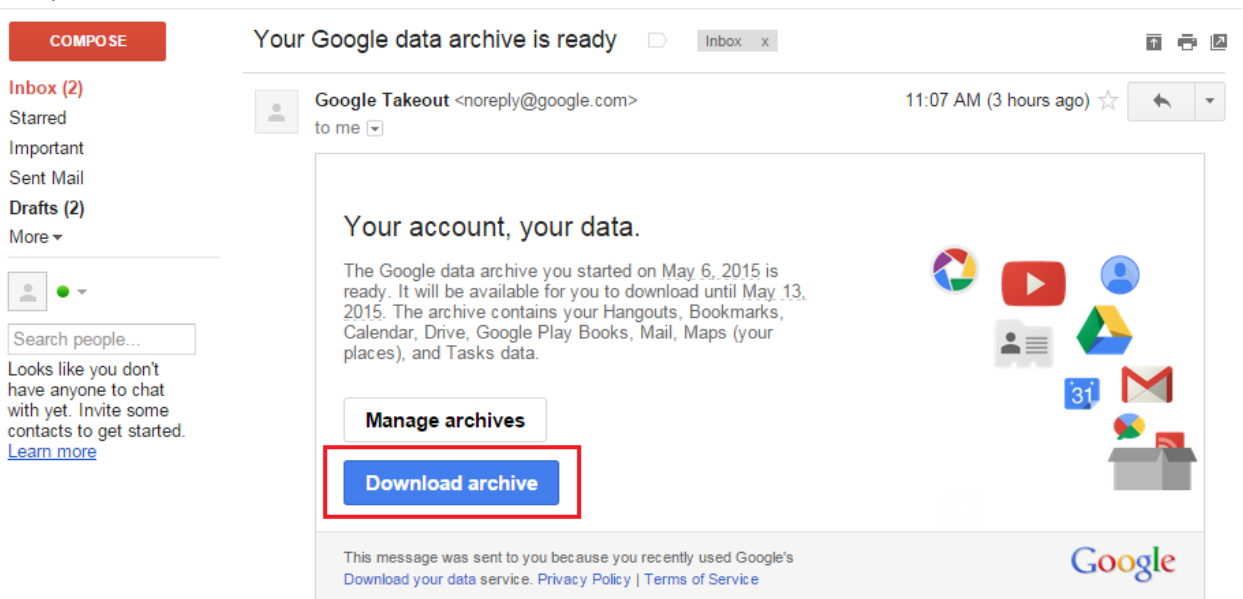
We're preparing your archive.

It may take some time before it is ready to download. Don't worry, we'll email you when it's ready.

Archive	Created on	Available until	Details
8 products less than 1 MB	May 6, 2015	May 13, 2015	 Download

[Create another archive](#) [Manage archives](#)

10. If the download takes some time, you will receive an email informing you when the download is ready:



COMPOSE Your Google data archive is ready Inbox x

Inbox (2)
Starred
Important
Sent Mail
Drafts (2)
More ▾

Search people...
Looks like you don't have anyone to chat with yet. Invite some contacts to get started.
[Learn more](#)

Google Takeout <noreply@google.com> 11:07 AM (3 hours ago) ☆
to me ▾

Your account, your data.

The Google data archive you started on May 6, 2015 is ready. It will be available for you to download until May 13, 2015. The archive contains your Hangouts, Bookmarks, Calendar, Drive, Google Play Books, Mail, Maps (your places), and Tasks data.

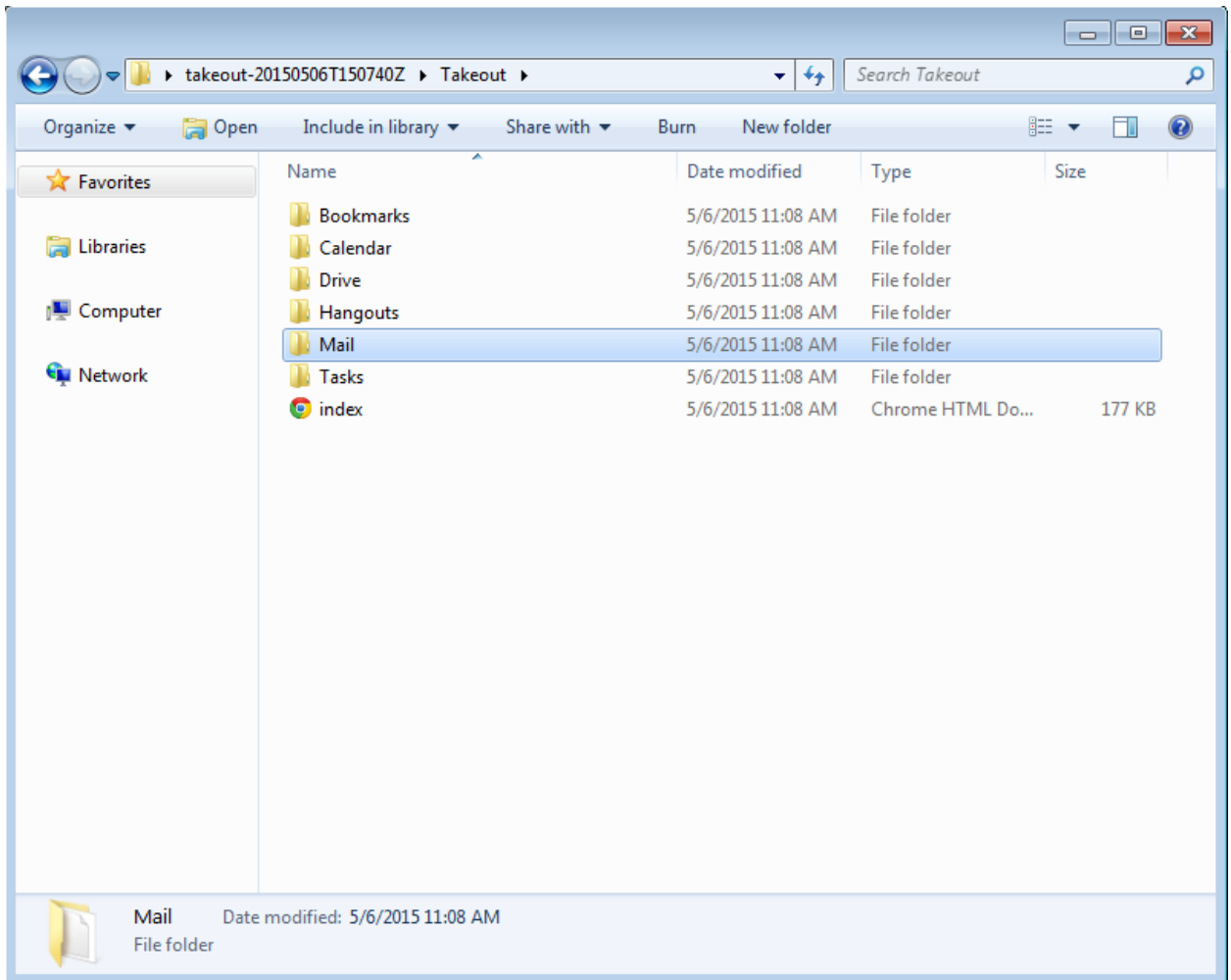
[Manage archives](#)

[Download archive](#)

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Google

11. Press the download link and download the file to your computer. You will end up with a zip folder. Extract the zip folder (Need help with unzipping a folder? Choose a platform: [Windows](#) or [Mac](#)) and you will end up with a folder that resembles this:



This folder contains all of the information that was downloaded from Google. Be sure to save this folder in a location that you will be able to find again and that can keep secure until it is needed to import into the new service