



Using Google Takeout

As you prepare to graduate from high school, you may have items in your Adams 12 Google account that you wish to keep. Google has an app called Takeout that allows you to either transfer your Gmail and Drive content to a personal Gmail account or download your Google Apps content into Microsoft Office file formats.

Accounts will be disabled after June 15, so please use Google Takeout to copy your content before then.

To launch the program:

- Log in to Gmail. Drop down your Google avatar or initial at the top right, and choose My Account.
- Or, open a new tab in the browser and navigate to accounts.google.com. Make sure you are signed in at the top right.

In the section **Personal Info & Privacy**, select **Control Your Content**.

- Choose **Download your content** to create a zip file that can be transferred to a flash drive or emailed to a personal account. You can download content from most Google Apps using this option.
- Choose **Transfer your content** to copy Gmail and Drive docs directly from your Adams 12 Google account to a personal Gmail account. You must have enough space available in your personal account to accommodate the transferred items.

Need help? You can find answers to many common [questions about downloading files here](https://goo.gl/CQNb74) (goo.gl/CQNb74), and answers to [questions about transferring content to a personal Gmail account here](https://goo.gl/0aqUq6). (goo.gl/0aqUq6)