

Backup/Download Google Drive Data using Google Takeout

The steps below will guide you on how to backup and/or download your Google Drive data using Google's Takeout tool.

Preparation Steps

- a) Make sure you are able to login to your Student Email using your student username
FirstName.LastName00#@mymdc.net
- b) If you are having password issues, please visit <https://www.mdc.edu/password/>

Step 1:

Click the following link to navigate to the [Google Takeout settings page](#)

Enter your MDC Student information

****Note: If you are already signed in to your Google account you will NOT be prompted to sign in**

Check the top right of the page to verify which Google account you are signed in as. It should be your MDC Student email:

FirstName.LastName00#@mymdc.net

← Google Takeout

Your account, your data.
Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

CREATE A NEW EXPORT

1 Select data to include
45 of 46 selected

Products
Deselect all

Access Log Activity

Collection of account activity logs

i Due to the size of content found in the Access Log Activity product, exports may take longer to process.

Multiple formats
 All activity logs selected

Step 2:

Select the items from the list that you wish to backup/download by clicking on the checkbox

Once clicked you will see a checkmark in the box

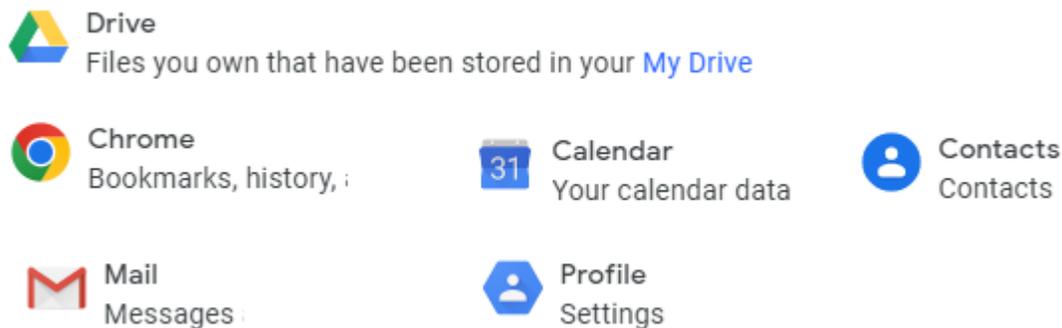
By default all items are selected with the exception of the first item **“Access Log Activity”**

It is not necessary to have all items selected.

Click **“Deselect all”**

Now scroll through the list and select the items you really want to backup/download.

Some key Items to select are: Drive, Chrome, Calendar, Contact, Mail and Profile



The Google Drive option  is the most important to be selected as it is the only item impacted by the changes in storage quota. All items are optional.

Once you have made your selection(s), click on the “Next Step” button:



Step 3:

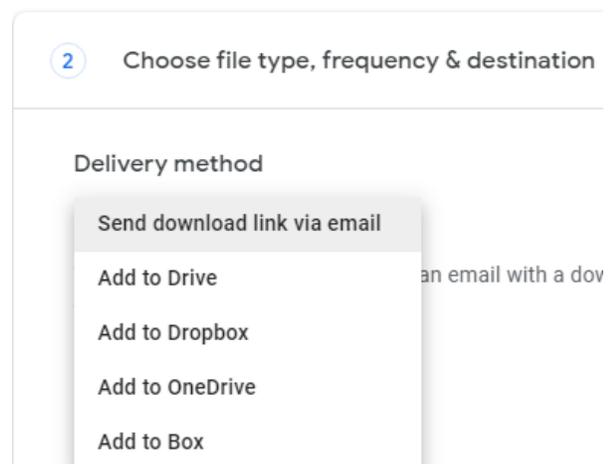
Under **“Delivery method”**

Verify that **“Send download link via email”** is selected.

****Note: “Add to OneDrive” will not work because it requires a Microsoft email: @hotmail, @live Your MDC Student email will not work.**

Leave all other options as default.

Click on the **“Create export”** button



Step 4:

Export	Created on	Available until	Details
Drive less than 1 MB	July 7, 2022	July 14, 2022	

Once completed, click on the “**Download**” button.

In your downloads folder, you should now have a .zip file(s)

 takeout-20220707T180052Z-001.zip

Inside are all the items you selected for backup.

You can now upload this to your OneDrive or anywhere else you would like to store the contents.