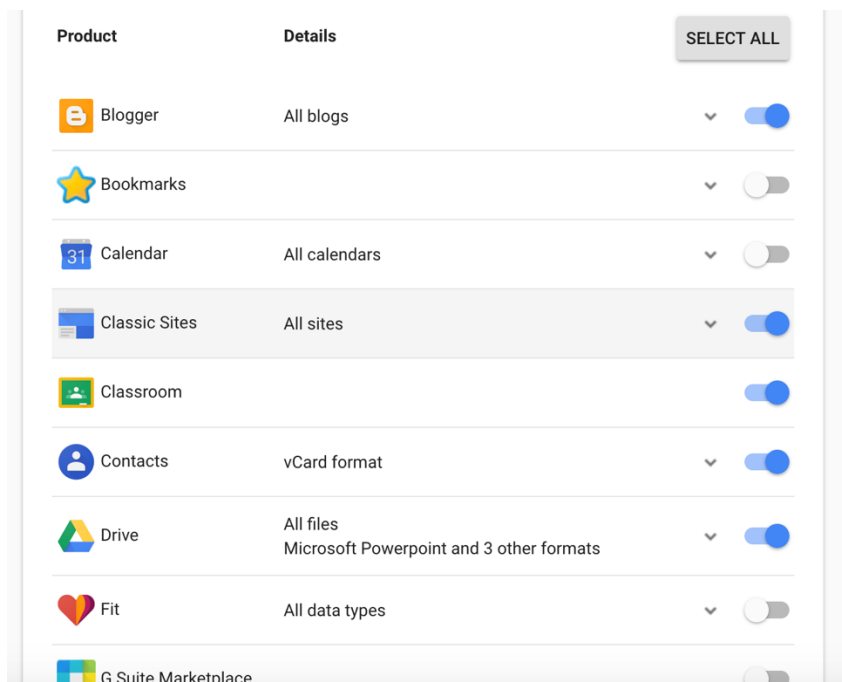
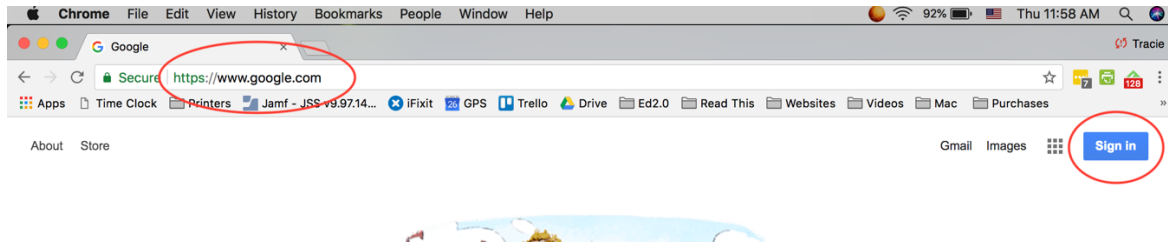


Graduating or Leaving the District? Learn How to Save Your Google Drive Documents

When you graduate or leave the district, we will delete your GPSNE Google account, which means you will no longer have access to your files unless you save them now.

First, you need to archive your files, then you need to email them to yourself so you can download them on a flash drive or to your personal computer.

Open up a browser and sign into your GPSNE Google account.



After you're signed into Google, type: **google.com/takeout** in the address field and hit enter.

On the page that opens, **archive** all the documents that you want to keep by selecting the applications that are storing the documents you want to save.

Scroll to the bottom and click **Next**.

← Download your data

✓ 5 products selected

Customize archive format

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

File type

.zip ▼

Zip files can be opened on almost any computer.

Archive size (max)

2GB ▼

Archives larger than this size will be split into multiple 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

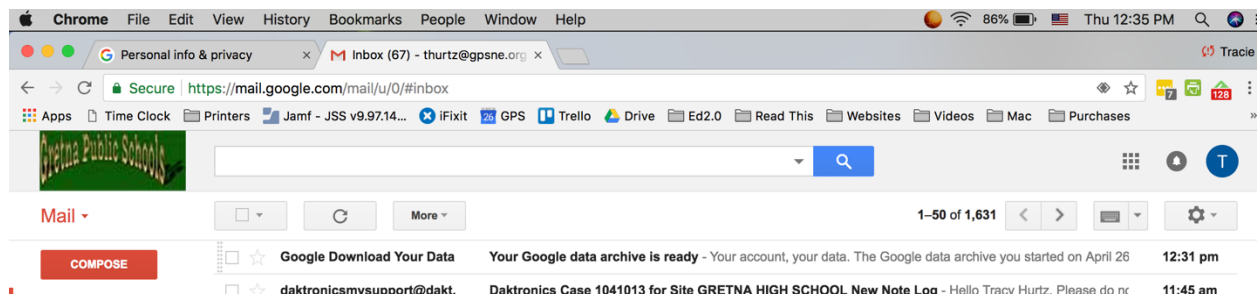
Now you are going to **zip** it up (condense it) so you can email it to yourself. **It will be emailed to your school GPSNE Google account that you are logged into right now.**

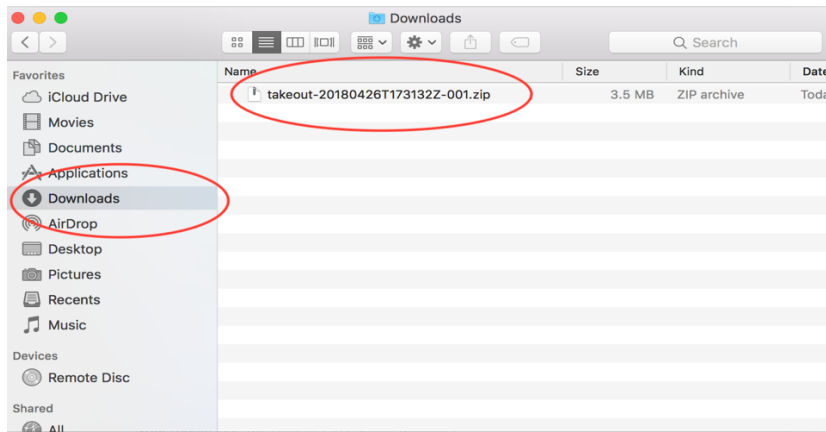
It may take some time but it will eventually finish and send it to your email.

Be sure to do this next step before we delete your account because you don't, you won't be able to log into your email.

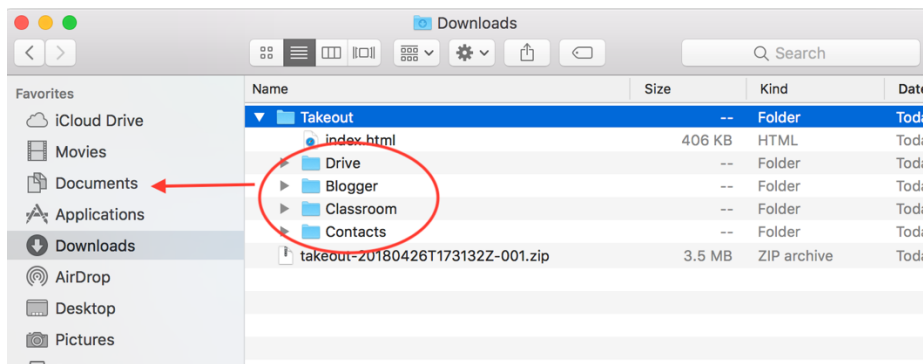
Now you're going to save your archived documents by downloading them to your personal computer or a flash drive.

Open your school email and find "Your Google data archive is ready" that was sent to you from Google. Open it and choose to download.





When it is finished downloading, find it by opening your finder (The smiley face on the bottom left side of your dock) and clicking on the Downloads folder. You will see the zipped-up takeout file. Click on it to unzip it.



Now you want to save what you downloaded. Open the Takeout folder that you just unzipped and drag your Google folders from the download folder to the Documents folder, or your flash drive. That's it! Be sure to eject your flash drive safely by left-clicking (Control + click) on it.