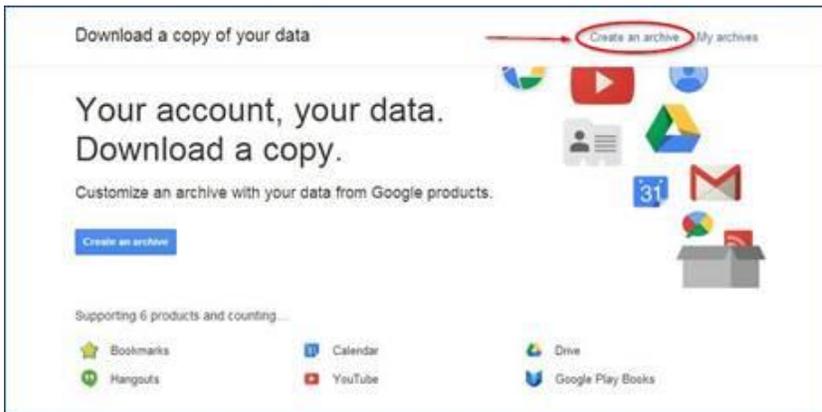


CREATE A BACKUP USING GOOGLE TAKEOUT

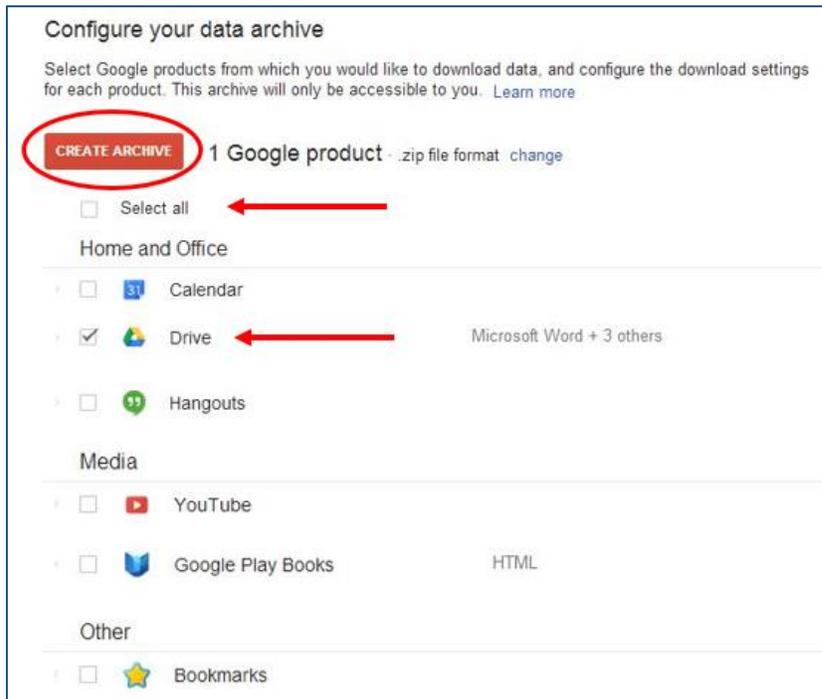
Google Takeout exports your data from your Google account to a zip file that can be stored on your computer, external hard drive or USB Flash Drive.

To create a backup using Google Takeout, follow these steps:

1. Go to <http://www.google.com/takeout>.
2. Sign-in using your District 113 email address and password.
3. Click **Create an Archive**.



4. Select the items you would like to backup [Select All or individual Google products] and then click the **Create Archive button**. At the least, backup **Drive**.

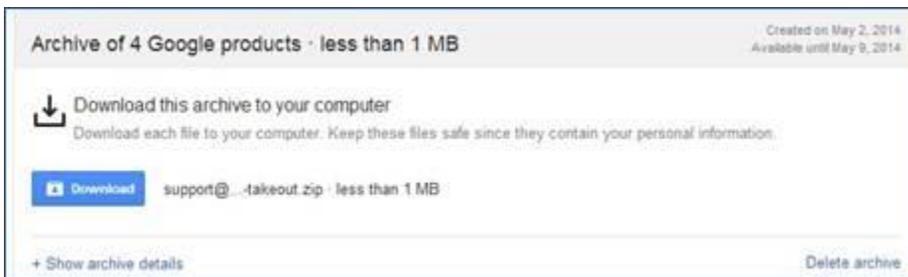


At this point the services you selected are being backed up. You do not need to monitor this process and do not need to stay logged in to your account for the process to continue. This process can take quite a while. You will be notified by email when your back up is ready to be accessed.

You can also access your archive by going to <http://www.google.com/takeout> and clicking the **My archives** link at the top of the page.



5. Click the Download button to access the Zip file that contains your archive data.



6. Save this file to a safe location you can easily find

Note: Your archive is only available for seven days on Google’s servers so you will need to download this file within this timeframe.

TRANSFER OWNERSHIP OF YOUR GOOGLE SITES

To maintain access to any Google Sites you created, you must transfer ownership of those sites to yourself at a private Gmail account. If you don’t have a free Gmail email account, go to the Gmail home page, click on “Create an account” and follow the instructions to create a new email account. Once you have a valid Gmail account, you may use this address to change ownership of your current District Google Sites and other Google tools.

TO CHANGE OWNERSHIP OF YOUR GOOGLE SITE

1. Log in to your Google Site as usual.
2. Click on the **More Actions > Site Permissions**.
3. In the **Sharing Settings** dialog box, add your new Gmail address in the **Add people** box.
4. Choose **Is owner** from the drop-down menu to the right.
Note: Be sure to check the option to send email notifications.
5. Click the **Share** button and close.

Your non-district Gmail account will soon receive an email with the URL of your Google site. Do this for every Google Site that you have created.

TRANSFER OWNERSHIP OF YOUR BLOG IN BLOGGER

After setting up your new Gmail account, you will now have access to Blogger the same way you did with your District Google account in the more > even more menu.

1. Log on to your Google Apps account and open Blogger.
2. While in your dashboard, click **Settings** below the blog that you want to transfer.
3. Click **Blog Tools > Export Blog** at the top of the window.
4. Download blog to your desktop as an **.xml** file.
5. Open your *new* Gmail account and open Blogger.
6. Create a new blog.
7. Select **Settings** and import your existing blog.