CREATE A BACKUP USING GOOGLE TAKEOUT

Google Takeout exports your data from your Google account to a zip file that can be downloaded to 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. Select the items you would like to backup [Select All or individual Google products]. At the least, backup **Drive**.

Select data to inc	lude			
Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. Learn more				
Product	Details	Select all		
₹ +1 +1s		~ ×		
Bookmarks		~ ×		
31 Calendar	All calendars	~ ×		
A Drive	All files PDF and 3 other formats	~ 🔽 🔶		
Google Dhotos	All photo albume			

4. Then scroll down to the bottom of the page and click the **Next** button.

YouTube	OPML (RSS) format	~ X
Next		
Customize download f	ormat	

5. Leave the "File type" as **.zip**, "Delivery method" as **Send download link via email** and click **Create Archive**.

ucts.
ant to download it or save it to Drive.
Delivery method Send download link via email 🔹
After we missive exing 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.

- 6. You then have two options. You can either:
 - a. Wait until it is finished and then click **Download** to save the Zipped archive file to a safe location. [This process can take a while to complete]

Archive	Created on	Available until	Details
Drive 51.8 MB	May 6, 2015	May 13, 2015	~ ↓ Download

- OR
- b. Open the email message you received from "Google Takeout" and click **Download Archive** to save the Zipped archive file to a safe location [May require you to log back into Google]



**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 homepage as usual
- 2. Click on the **More Actions** sprocket and select **Sharing and Permissions** (Or hold down your keyboard's "Shift" key and press "S")



- 3. Add your new Gmail address in the "Invite people" text box and select **Is Owner** from the dropdown menu to the right.
- 4. Make sure the "Notify people via email" box is checked and click the **Send** button.
- 5. Select Yes to the Google Apps Organization question

Your non-district Gmail account will soon receive an email with the URL of your Google Site. Do this for every Google Site 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 on your Blogger homepage, click the drop-down arrow to the left of the **View Blog** button and select settings



3. Click Other on the left side of the page under the Settings list



- 4. At the top of the page, under "Blog Tools", click **Export blog**.
- 5. Download the blog to your computer or flash drive in the .xml format
- 6. Open your new Gmail account and then open Blogger
- 7. Create a new blog
- 8. Repeat steps 2 & 3 from above
- 9. At the top of the page, under "Blog Tools", click **Import blog** and browse to your downloaded blog and click **Import blog**