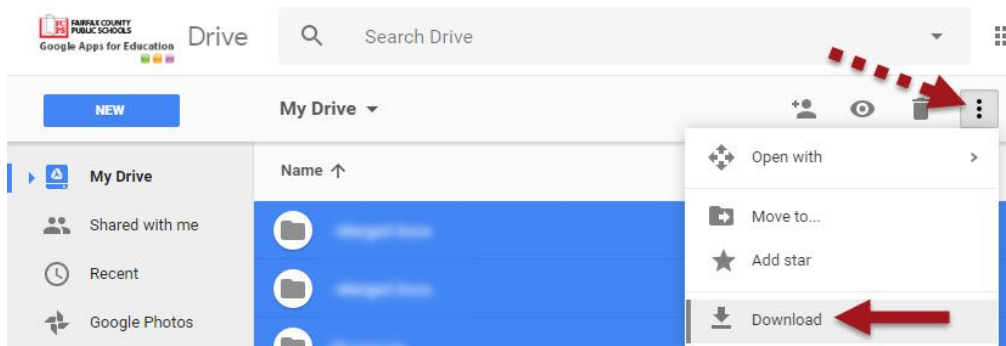


Downloading your Data from FCPS G Suite for Education

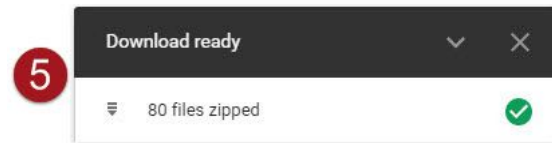
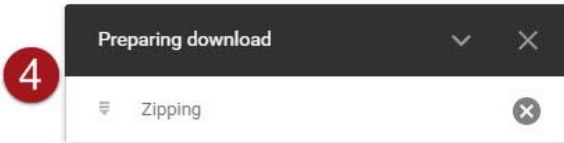
If you are graduating or leaving FCPS, you should download your all of your files and folders from your FCPS Google account to your own personal computer. There are two ways to do this: downloading directly from Google Drive or using Google Takeout.

Method 1: Downloading directly from Google Drive

1. Log in to your FCPS Google account at www.fcpsschools.net
2. Select all of your files and folder by pressing **Ctrl-A** (**Command-A** on a Mac).
3. From the More Actions (3 dots) menu, select **Download**.



4. Google will then create a ZIP (compressed) file of all of your files and folders, which may take a while if you have a lot of files. You will see a *Preparing download* pop-up in the lower-right of your screen.



5. Once your files have been successfully zipped, the pop-up will show *Download ready* and your browser should automatically begin downloading the ZIP file to your computer.

NOTE: Your Google documents, presentations and spreadsheets will be downloaded in the corresponding Microsoft Office format (Word, PowerPoint and Excel).

Method 2: Downloading with Google Takeout (only available for staff and 7th~12th grade students)

1. To access Google Takeout, log in with your FCPS Google e-mail address and password at www.google.com/takeout.

Select data to include

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](#)

2. Select the Google products from which you wish to download data. By default all available will be checked, but if you do not use or need to download data from certain tools, just uncheck them using the sliders on the right.

Product	Details		Select all
+1s		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calendar	All calendars	<input type="checkbox"/>	<input type="checkbox"/>
Contacts	vCard format	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Drive	All files PDF and 3 other formats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Use sliders to pick which data to download

NOTE: FCPS employees will have more products available than those shown at right.

3. Click the **small dropdown** beside each product to configure how your data is downloaded:

- Drive files can be downloaded in their corresponding Microsoft Office format, as well as PDF, RTF or plain text formats.
- Contacts can be downloaded in either vCard, CSV or HTML format.
- You have the option of downloading everything or only specific files and folders.

4. When you've finished configuring, click the **Next** button at the bottom of the page.

5. Archives are downloaded in ZIP format by default (but .tgz or .tbz formats are also available) and you can have a download link sent by e-mail (to your @fcpschools.net address) or have the archive added to your Drive. When you're ready to begin the process, click **Create Archive**.

6. You will see an on-screen message that your archive is being prepared. Depending on how much data you are archiving, the process of creating your archive can take anywhere from a few minutes to several hours.

NOTE: You do not need to wait for the archiving process to complete -- Google will e-mail your FCPS Google account when it's finished.

7. When the archiving process is complete, click the **Download archive** button in the notification message Google Takeout sent to your FCPS Google e-mail.

IMPORTANT: You should download your archived data to your own computer -- not an FCPS-owned or other public computer.

NOTE: Archives are available for download for 7 days after being created, and the notification e-mail will include the availability date for yours.

The screenshot shows the Google Takeout configuration interface. At the top, it says "All files" and "Microsoft Powerpoint and 3 other formats". Under "Files and folders", there are two radio buttons: "Include all files and folders in Drive" (selected) and "Select files and folders". A red arrow points to the "Include all files and folders in Drive" option with the text "Download everything or just specific files and folders". Below this, it says "Files and folders" and "12 folders selected".

Under "File formats", there are five dropdown menus: "Documents" (Microsoft Word), "Drawings" (JPEG Image), "Forms" (Microsoft Excel), "Presentations" (Microsoft Powerpoint), and "Spreadsheets" (Microsoft Excel). Red arrows point to the "Forms" and "Presentations" dropdowns with the text "Use dropdowns to select download format for different file types".

Below the file format section is the "Customize archive format" section. It has a "File type" dropdown set to ".zip" and a note: "Zip files can be opened on almost any computer." It also has an "Archive size (max)" dropdown set to "2GB" and a note: "Archives larger than this size will be split into multiple files." The "Delivery method" dropdown is set to "Send download link via email" with a note: "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."

A large blue "Create archive" button is shown with a red arrow pointing to it. Below this is a progress indicator "Almost there..." and a message "We're preparing your archive." It says "It may take some time to complete your archive. Don't worry, we'll email you when it's ready."

A table shows the archive status:

Archive	Created on	Available until	Details
	An archive of 4 products is currently being prepared	Please note that archives may take a long time (hours or possibly days) to create. You will receive an email when your archive is complete.	Cancel

Below the table, it says "Your Google data archive is ready" with a yellow checkmark and an "Inbox" link. A screenshot of an email from "Google Download Your Data <noreply@google.com>" is shown, dated "1:43 PM (29 minutes ago)". The email content says "Your account, your data." and "The Google data archive you started on June 1, 2015 is ready. It will be available for you to download until June 8, 2015. The archive contains your Drive, Contacts, and Calendar data." There are two buttons: "Manage archives" and "Download archive" (highlighted with a red arrow).

At the bottom of the email screenshot, it says "This message was sent to you because you recently used Google's Download your data service. Privacy Policy | Terms of Service" and the Google logo.