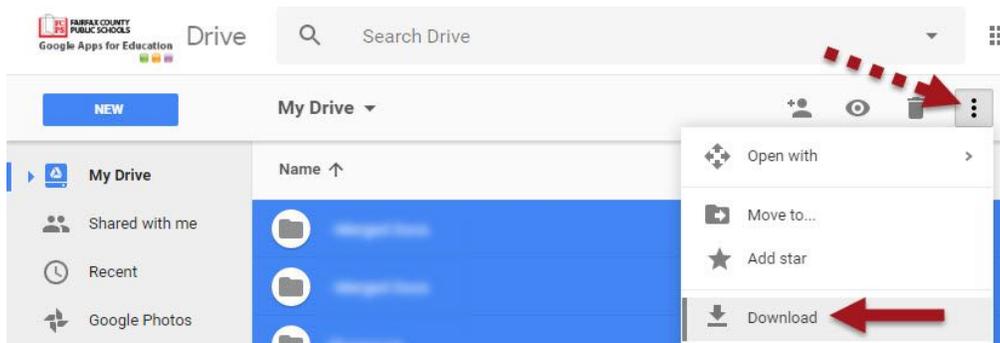


## Downloading your Data from FCPS Google Apps

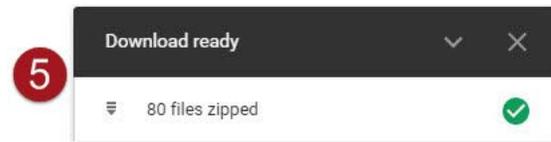
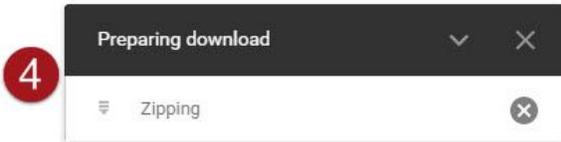
If you are graduating or leaving FCPS, you should download your all of your files and folders from Google Drive to your own personal computer. There are two ways to do this: downloading directly from Google Drive or using Google Takeout.

### Method 1: Downloading directly from Google Drive

1. Log in to your FCPS Google Apps account at [www.fcpsschools.net](http://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 7<sup>th</sup>~12<sup>th</sup> grade students)

1. To access Google Takeout, log in with your FCPS Google Apps e-mail address and password at [www.google.com/takeout](http://www.google.com/takeout).

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.

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](#)

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 Apps 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 Apps 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.

Archive	Created on	Available until	Details
An archive of 4 products is currently being prepared			Cancel