

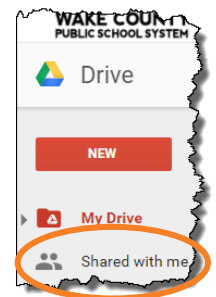
## Introduction

Follow the instructions below to export your WCPSS Google content. Be sure to review both sections.

## Save Items Shared with Me

Items that appear under Shared with me in your Google Drive must first be copied to your WCPSS Google Drive in order to become part of the file export.

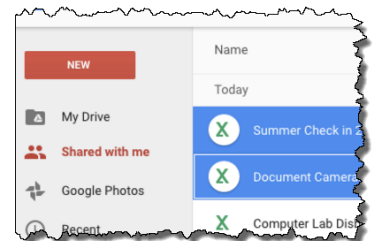
1. Using Google Chrome, visit <http://google.wcpss.net>.
2. Click the appropriate **Google Apps Login** link.
3. Sign into your **WCPSS Google** account using your **WakID** credentials.
  - These are the same credentials used to log into your WCPSS email account.



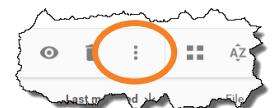
4. Click **Shared with me**.

5. Click to select the **individual documents** you want to save.

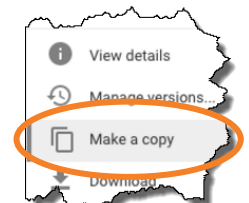
- Press the Ctrl key on your keyboard while clicking to select multiple items.
- **IMPORTANT:** Folders will not be saved. You must open each folder and select the individual documents inside each folder.
- **DO NOT** use the **Add to My Drive button**. This only makes a shortcut to the original document and retains the original owner. It does not make a copy of the document.



6. Click the **overflow icon** (3 dots) in the upper right of your screen.



7. Click **Make a copy**.



The documents will be copied and placed in your **My Drive** folder.

## Export Content Using Google Takeout

Google Takeout allows you to export your Google content as an archive to take with you. Archives can be opened on almost any computer or added to another Google account.

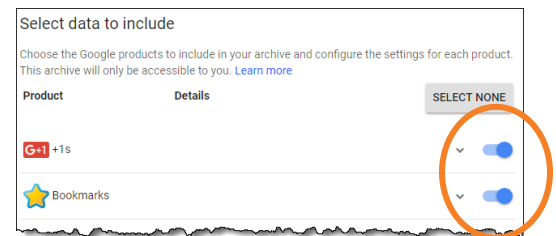
**IMPORTANT:** Google Sites are not saved using Google Takeout.

Visit: <http://google.wcpss.net> for specific Google Sites instructions.

1. Using **Google Chrome**, visit <http://google.wcpss.net>.
2. Click the appropriate **Google Apps Login** link.
3. Sign into your **WCPSS Google** account using your **WakelD** credentials.
  - These are the same credentials used to log into your WCPSS email account.

4. Visit <http://google.com/takeout> .

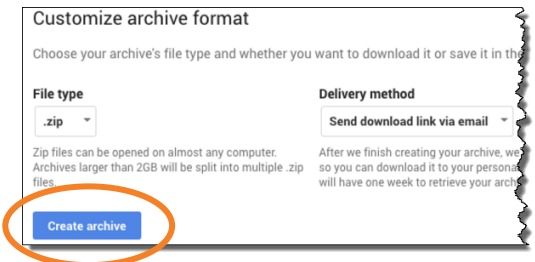
5. Click the **blue toggle** of any products you do not want to export.



6. Click the **Next** button at the bottom of the screen.

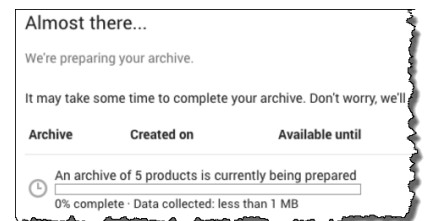
7. Leave the settings as they appear.

- File type: .zip
- Delivery method: send download link via email



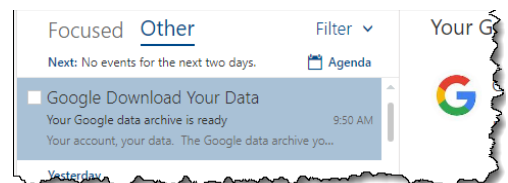
8. Click **Create archive**.

- Creation can take a few minutes or a few hours depending on how much data you have in your account.
- You will receive an email message in your WCPSS email account with a link to download the archive.
- The link to download the archive will only be active for **7 days**. After 7 days, you would need to repeat the process to create another archive.



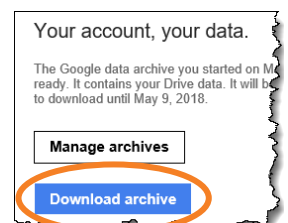
9. Log into your **WCPSS email** account.

10. Open the email message from **Google Download Your Data**.



11. Click **Download Archive**.

12. Select a **save location** on your personal computer or removable storage device (for example, flash drive.)



13. Click **Save**.