



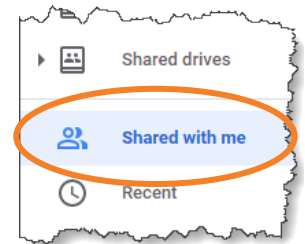
Introduction

Before you leave WCPSS, create an archive of your WCPSS Google content to take with you. Be sure to review both sections.

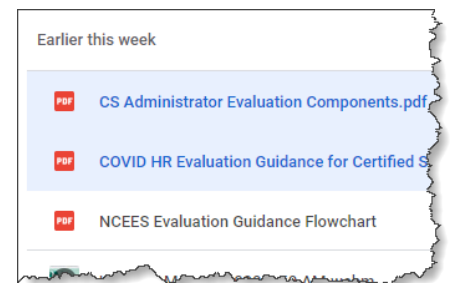
Save Items Shared with Me

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

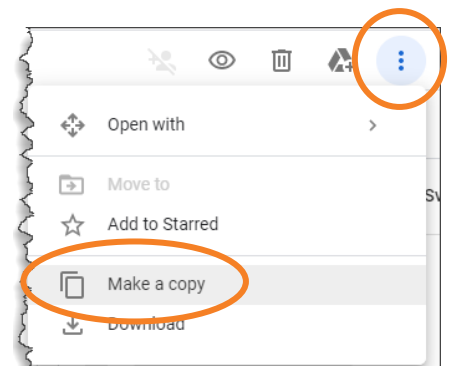
1. Using **Google Chrome**, visit <http://google.wcpss.net>.
2. Click the appropriate **Google Apps Login** link.
3. Sign into your **WCPSS Google** account using your **WakeID** login credentials.
 - These are the same credentials used to log into your WCPSS email account.



4. On left menu, click **Shared with me**.
5. Click to select the **individual documents** you want to save
 - Press **Ctrl** key on keyboard to select multiple items.
 - **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 keeps 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**.



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

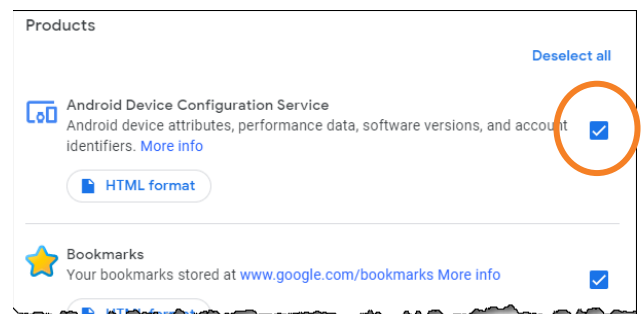


Export Content Using Google Takeout

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.

NOTE: Google Sites are **not** saved using Google Takeout. Visit <https://google.wcpss.net/save-content/> for instructions.

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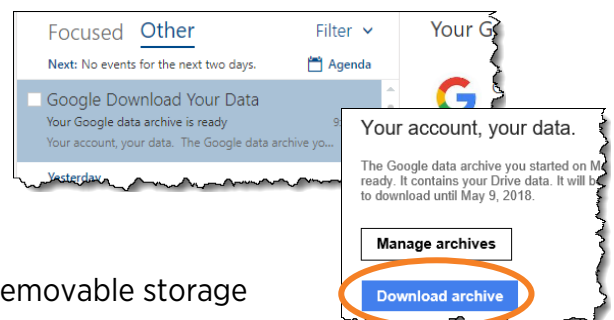


4. Visit <http://google.com/takeout> .
5. Uncheck **checkboxes** of any products you do not want to export.
6. At bottom of screen, click **Next Step**.
7. Leave settings as they appear.
 - Delivery method: send download link via email
 - Frequency: Export once
 - File type: .zip
 - Archive size: 2GB

8. At bottom of screen, click **Create export**.
 - 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 will need to repeat the process to create another archive.

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

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



11. Click **Download Archive**.

12. Select a **save location** on your personal computer or removable storage device (e.g. flash drive) and click **Save**.