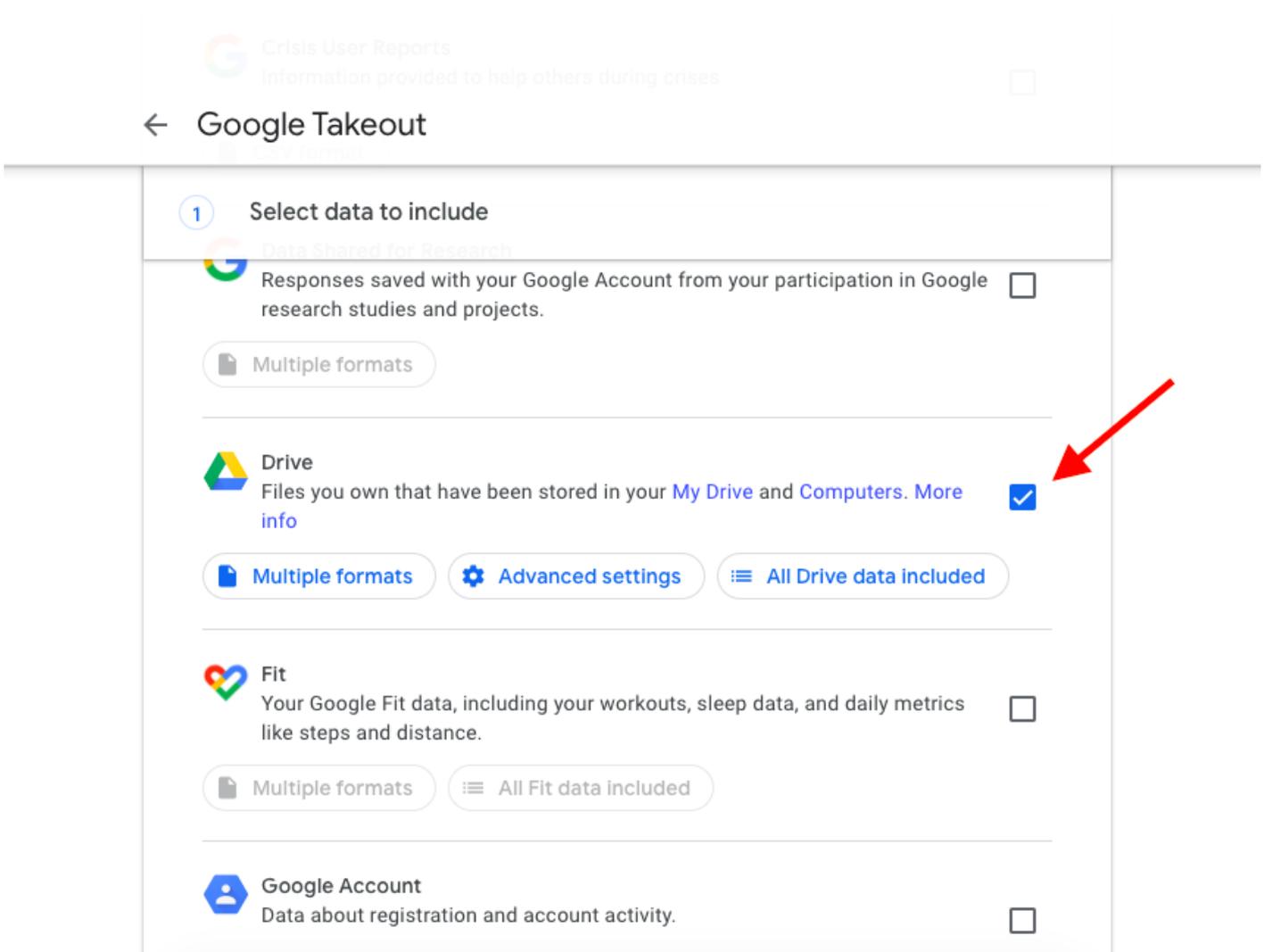


Ways to Transfer Google Drive Files

- Use Google Takeout

Use Google Takeout

Go to <https://takeout.google.com/> and choose which data you want to save from Google Takeout. If you want to ONLY download Google Drive, you can click **Deselect All** at the top and then check the box beside **Google Drive** and scroll down and click **Next**.



The screenshot shows the 'Select data to include' step of the Google Takeout process. At the top, there is a back arrow and the text 'Google Takeout'. Below this, a list of data categories is shown with checkboxes and format options:

- Crisis User Reports** (Information provided to help others during crises) -
- Data Shared for Research** (Responses saved with your Google Account from your participation in Google research studies and projects) -
Multiple formats
- Drive** (Files you own that have been stored in your My Drive and Computers. More info) - (indicated by a red arrow)
Multiple formats | Advanced settings | All Drive data included
- Fit** (Your Google Fit data, including your workouts, sleep data, and daily metrics like steps and distance) -
Multiple formats | All Fit data included
- Google Account** (Data about registration and account activity) -

Make sure the Options are Selected to **Send download link via email, and export once** and then click **Create Export**.

Select data to include

2 Choose file type, frequency & destination

Delivery method

Send download link via email ▾

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

Frequency

Export once

1 export

Export every 2 months for 1 year

6 exports

File type & size

.zip ▾

Zip files can be opened on almost any computer.

2 GB ▾

Exports larger than this size will be split into multiple files.



Create export