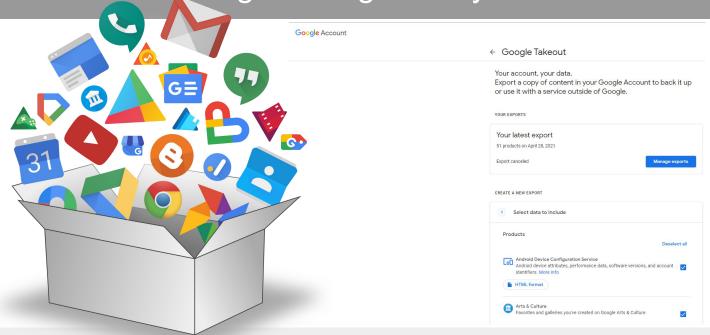
Google Takeout

For Graduating/Leaving Students and Retiring/Leaving Faculty & Staff



The Google Takeout App allows you to export and download a copy of your Pearl River UFSD Google Data Drive. In a few easy steps, you create an archive of your files that allows you to download everything so you can use them outside of the learn.pearlriver.org domain.

Procedure

- 1. Log into your **learn.pearlriver.org** G-Suite Account.
- 2. Go to www.google.com/takeout
- 3. Select the data that you want to archive.
- 4. Click Next
- 5. Choose **File type, frequency, and destination** [Google drive, once, .zip, 4GB (depending on where it's being stored)]
- 6. Click Create Export
- 7. Once the archive is in your Google Drive, **download** it to your personal computer to keep a copy of your data.