

How to Use Google Takeout

Overview

Google Takeout is a tool developed by Google that allows you to export and download a copy of various types of data currently stored in your Google account, like Drive or Mail. You can store the data locally on your computer or upload the data to another third-party cloud storage service. This document provides instructions for getting started with Google Takeout and using it in common scenarios.

Note: Google Takeout does not maintain sharing or permissions on files and folders that are exported.

Your export request can take a few minutes to several days to process, depending on the type of data, how much data you're exporting, and how many people are using the tool at the same time. **CUIT has no insight into this process and is unable to assist with Google Takeout.**

First Steps

To begin, you should consider which types of data you want to export from your LionMail Google account. For example, Google Takeout lets you pick which folders in Drive you'd like to export if you do not want to copy your entire Drive. In this case, you should organize the Drive files you'd like to export into folders you can select in the tool before starting the export process.

It is recommended to separate your exports into separate requests by each service. For example, one request for Email data, one for Drive data, etc. It has been recorded that if one of the services goes down or fails during the export, Takeout will cancel the export, and you will have to restart the process.

After deciding which types of data you want to export and organizing it appropriately, you can proceed with logging in to the tool.

1. Go to [Google Takeout](#). (It is recommended to use a Google Chrome browser.)
2. (If applicable) Enter your @columbia.edu email address in the sign-in prompt and click **Next**. You will then be redirected to LionMail CAS, where you should log in with your UNI and password and authenticate with Duo two-factor authentication if prompted.

Once you're logged in, Google services that have your data are automatically selected on the Google Takeout page.

- If you would like to proceed by **manually picking and choosing** the data you'd like to export, follow the [instructions provided by Google](#).
- If you would like to follow steps for **specific scenarios**, refer to the sections in this documentation that follow and are applicable (including exporting/downloading Google Drive files, exporting Google data to Dropbox, exporting/downloading Google Mail, and exporting/downloading other Google data (Calendar, Contacts, and Photos)).

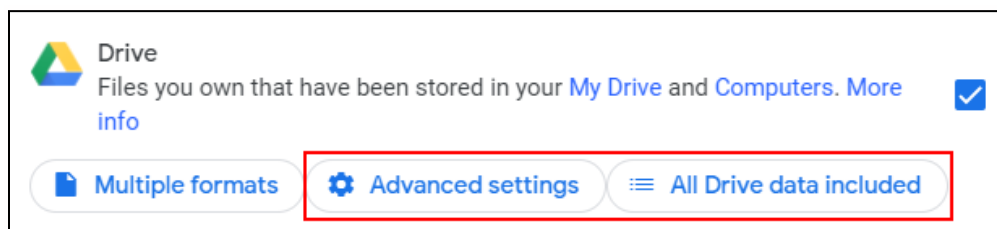
*Your data export file may not include certain data types and changes made to your data between when you request an export and when it is ready to download/view. Click on the link to [Learn more about what data may not be included](#).

Export & Download Your Google Drive (My Drive) Files

If you would like to export and download **only** your Google Drive files to your personal computer or other non-CU storage services, follow the instructions below.

*Google Takeout only provides download access to Google Drive files that you have created in your My Drive. Files stored in Google shared drives or owned by others (and shared with you) are not included in your Takeout export request.

1. Follow the instructions in the [First Steps](#) section.
2. Click **Deselect all** in the upper-right corner of the **Products** section.
3. Scroll down the page and find **Drive**. Check the box beside **Drive**.
4. Click **Advanced settings**, and then check the boxes for both options under **Additional Files**. Click **OK**.
5. Click **All Drive data included**. The tool will display all folders in your My Drive. You can keep the **"Include all files and folders in Drive"** box checked or uncheck it and select the specific folders you'd prefer to export. Click **OK**.



6. Scroll to the bottom of the page and click **Next step**.
7. Leave the default “**Send download link via email**” selected. (If you would like instructions for exporting to Dropbox, refer to the section below.)
8. Leave **Frequency** set to **Export once**.
9. You can adjust the file type and size of your export under **File type & size**. The defaults are .ZIP and 2GB.
10. Click **Create export**.

A confirmation of your choices and the date when your Google Takeout export is expected to start will display.

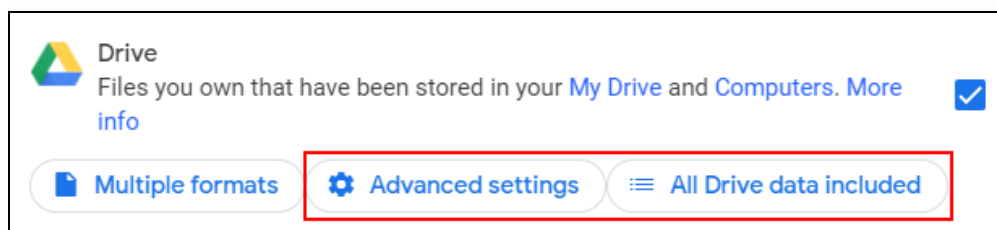
Refer to [Next Steps](#) for additional information on what happens next and how to proceed after submitting your Takeout data export request.

Export Your Google Data to a Personal Dropbox

If you would like to export your Google data to your personal (non-CU) Dropbox account, follow the instructions below.

*Google Takeout only provides download access to Google Drive files that you have created in your My Drive. Files stored in Google shared drives or owned by others (and shared with you) are not included in your Takeout export request.

1. Follow the instructions in the [First Steps](#) section.
2. Click **Deselect all** in the upper-right corner of the **Products** section.
3. Scroll down the page and find **Drive**. Check the box beside **Drive**.
4. Click **Advanced settings**, and then check the boxes for both options under **Additional Files**. Click **OK**.
5. Click **All Drive data included**. The tool will display all folders in your My Drive. You can keep the “**Include all files and folders in Drive**” box checked or uncheck it and select the specific folders you’d prefer to export. Click **OK**.



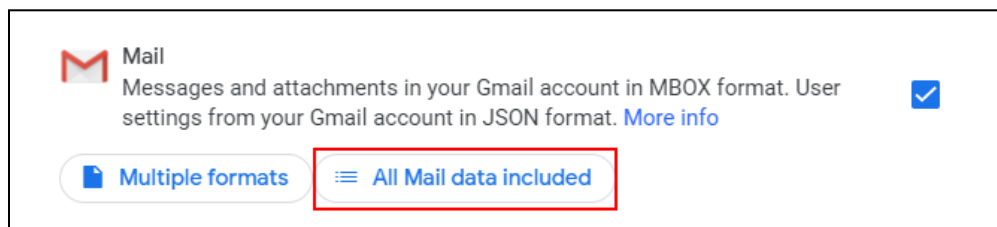
6. Check the boxes beside each additional service you'd like to include in your data export and customize as desired.
7. Scroll to the bottom of the page and click **Next step**.
8. Select **Add to Dropbox** from the **Destination** drop-down menu.
9. Leave **Frequency** set to **Export once**.
10. You can adjust the file type and size of your export under **File type & size**. The defaults are .ZIP and 2GB.
11. Click **Link accounts and create export**.
12. You will be redirected to a Dropbox login page to give Google access to export your files to your non-CU Dropbox account. Enter your personal email address and password to log in to your non-CU Dropbox and click **Sign in**.
13. You will be redirected to a page for authenticating to your Dropbox account. This action gives Google permission to export data to that account. If you have already authorized Google to access your Dropbox account in the past, you may be taken to a page to review your current exports. You should notice your Drive export is either in progress or completed.

Refer to [Next Steps](#) for additional information on what happens next and how to proceed after submitting your Takeout data export request.

Export & Download Your Google Mail

If you would like to export and download **only** your Google Mail to your personal computer, follow the instructions below.

1. Follow the instructions in the [First Steps](#) section.
2. Click **Deselect all** in the upper-right corner of the **Products** section.
3. Scroll down the page and find **Mail**. Check the box beside **Mail**.
4. Click **All Mail data included**. The tool will display all mail labels in your Gmail. You can keep the **"Include all messages in Mail"** box checked or uncheck it and select the specific labels you'd prefer to export. Click **OK**.



5. Scroll to the bottom of the page and click **Next step**.

6. Leave the default “**Send download link via email**” selected.
7. Leave **Frequency** set to **Export once**.
8. You can adjust the file type and size of your export under **File type & size**. The defaults are .ZIP and 2GB.
9. Click **Create export**.

A confirmation of your choices and the date when your Google Takeout export is expected to start will display.

Refer to [Next Steps](#) for additional information on what happens next and how to proceed after submitting your Takeout data export request.

Export & Download Other Google Data

If you would like to export and download data other than Google Drive (such as Calendars, Contacts, and Photos) to your personal computer or other non-CU storage services (that aren't listed as an export location), follow the instructions below.

*Google Takeout only provides download access to a) Google Calendars, for which you have the “Make changes and manage sharing” permission assigned to you (including those you've created), b) Google Photos that you have uploaded to your Photos library and any photos you've saved from a [Partner Sharing connection](#) (even if they are not owned by you or taking up space in LionMail), and c) Google Contacts and contact photos you've added, as well as contacts saved from your interactions in Google products such as Gmail.

1. Follow the instructions in the [First Steps](#) section. (If you have already done so, continue to step 2.)
2. Click **Deselect all** in the upper-right corner of the **Products** section.
3. Scroll through the page and check the boxes beside each service whose data you'd like to include.
 - a. The most common services include Calendar, Contacts, and Photos:
 - i. Check the box beside **Calendar**. Click **All calendars included**. The tool will display all calendars you created in Google Calendar. You can either keep them all selected or click **Deselect all** and select specific calendars you'd prefer to export. Click **OK**.
 - ii. Check the box beside **Contacts**. Click **vCard format**. The tool will give you the option to choose which file format you'd like to use to export your contacts. If you intend to use the export with macOS or

iOS devices, then keep the default vCard format setting. Otherwise, click the drop-down menu and select **CSV** for use with Microsoft Outlook or another personal Google account. Click **OK**.

- iii. Check the box beside **Google Photos**. Click **All photo albums included**. The tool will display all albums you have in your account. You can either keep them all selected or click **Deselect all** and select specific albums you'd prefer to export. Click **OK**.

*If you have [Partner Sharing](#) enabled, and the setting to save partner sharing photos to your account is set as "All photos" or "Photos of selected people," Google will automatically include those albums in your export **even if you do not own them, and they do not take up space in your LionMail account**. If you would like to not export them, please turn off Partner Sharing before starting the export. You can turn it back on after the export is complete.

4. Scroll to the bottom of the page and click **Next step**.
5. Leave the default "**Send download link via email**" selected.
6. Leave **Frequency** set to **Export once**.
7. You can adjust the file type and size of your export under **File type & size**. The defaults are .ZIP and 2GB.
8. Click **Create export**.

A confirmation of your choices and the date when your Google Takeout export is expected to start will display.

Refer to [Next Steps](#) for additional information on what happens next and how to proceed after submitting your Takeout data export request.

Next Steps

Your export request can take a **few minutes to several days** to process, depending on the type of data, how much data you're exporting, and how many people are using the tool at the same time. **CUIT has no insight into this process and is unable to assist with Takeout.** Please wait until you receive the email notification from noreply@google.com containing a link for downloading your data or viewing your data in Dropbox.

Caution: While you wait for your export to complete, do not retry the same Takeout request, as it will result in a duplication of effort/data and could create confusion. However, you can immediately submit another Takeout request for additional Google data types (e.g., Contacts,

Calendars, Email, etc.). You do not need to wait for your other Google Takeout request to complete.

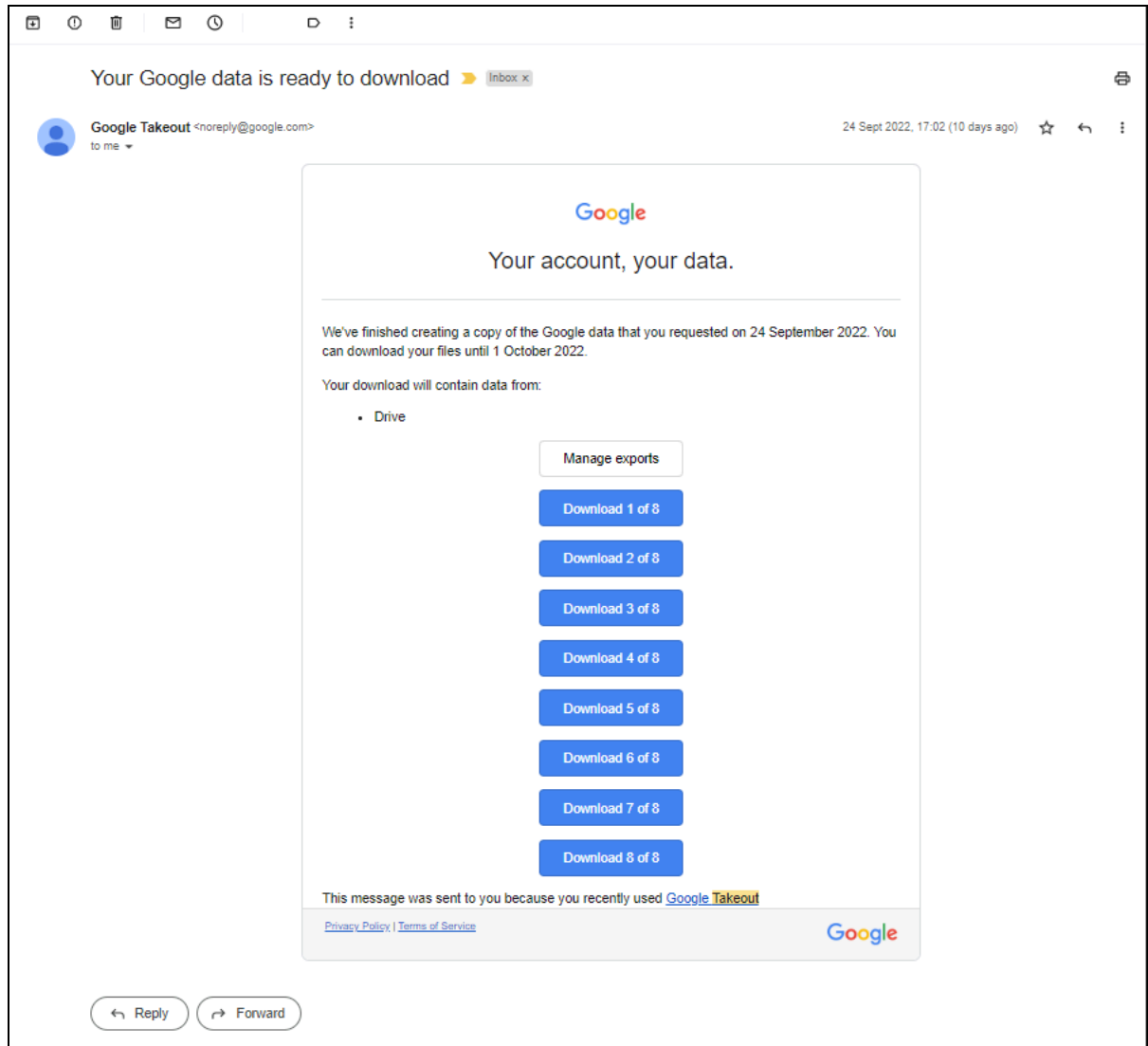
You should **always** compare your Google Takeout data with the original data still in your LionMail Google account to ensure everything has been exported properly. If Takeout fails or data is missing, either try the Takeout process again or [manually download your files/folders from Drive](#) to your desktop. (You can also manually export your [Google Calendars](#) and [Contacts](#) and [export your Photos to a personal Google account](#).)

Important: Google Takeout does not delete the data you exported from your LionMail Google account. You will need to go back to your account and [manually delete all of the data](#) that is no longer needed in Google.

If you submitted a Takeout export request to...

Download your Drive files

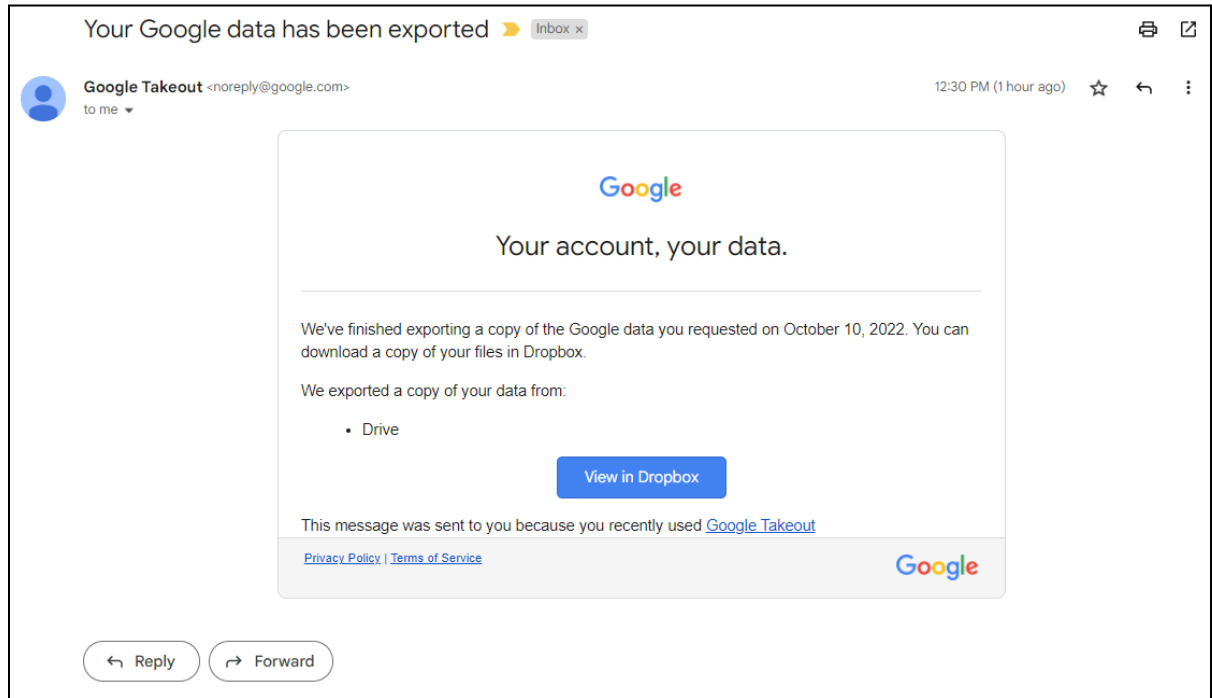
- When you receive the email notification from Google, click each download link to save each .ZIP file. There may be several.



- Find the downloaded .ZIP files on your computer and extract each one ([Windows](#) / [Mac](#)).
- For every file, you will notice a .JSON file. The .JSON file contains all the metadata for each file, including the creation date, modification date, and permission information. The file itself (not the .JSON one) does not contain the associated metadata except the creation date. (The .JSON format is a simple text format that can be read by any text editor or word processor (like Microsoft Word).)
- You can store your Google Takeout data locally on your computer or upload it to another cloud storage service, like a personal (non-CU) Google or Dropbox account or other non-CU cloud storage service.

Export your Drive files to Dropbox

- When you receive the email notification from Google, click **View in Dropbox**. You will be asked to log in to your personal Dropbox account. (If you are already logged in, you will be taken directly to your Dropbox account.)

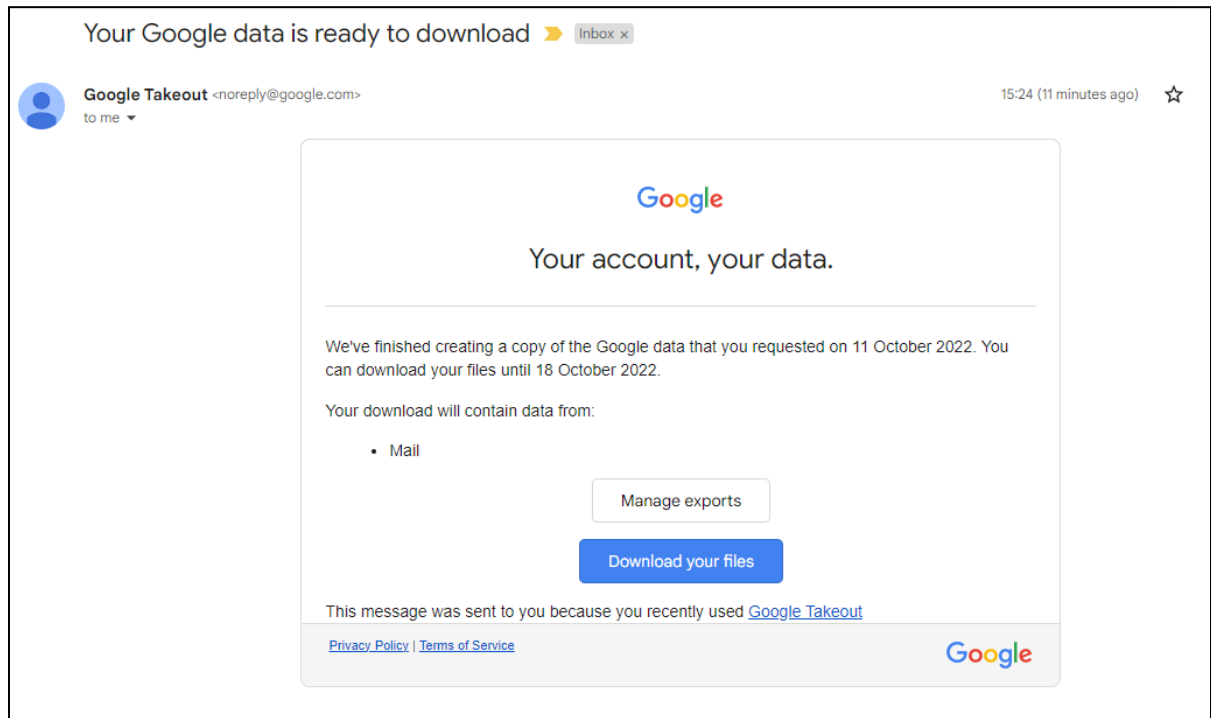


- Your Takeout files should be stored in the following file path in Dropbox: **All files > Apps > Google Download your Data**

You can [move the Takeout files from that folder](#) to any other location in your account.

Download your Google Mail

- When you receive the email notification from Google, click **Download your files**.

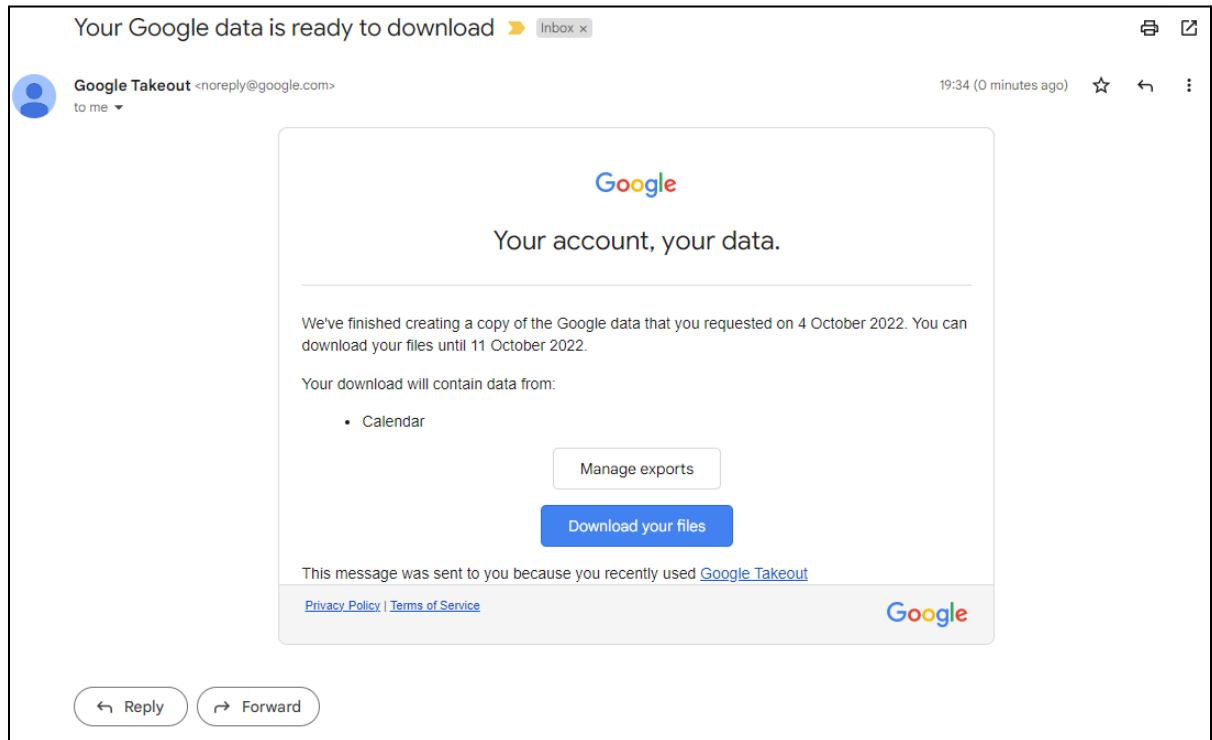


- Find the downloaded .ZIP files on your computer and extract each one ([Windows](#) / [Mac](#)).
- Google Takeout provides email in the .MBOX format. The .MBOX format is a simple text format that can be read by any text editor or word processor (like Microsoft Word). This can be useful if you only need to keep your email for archival purposes. You can also import the .MBOX files into any third-party mail client that supports the format or special purpose programs for transferring email between accounts.

***CUIT does not assist with importing email to third-party mail clients or personal accounts.** If you would like to do so, refer to the third-party vendor's documentation.

Download your Google Calendars

- Calendars usually become available for download quickly due to the general size of calendar files, but your experience may vary.
- When you receive the email notification from Google, click **Download your files**.

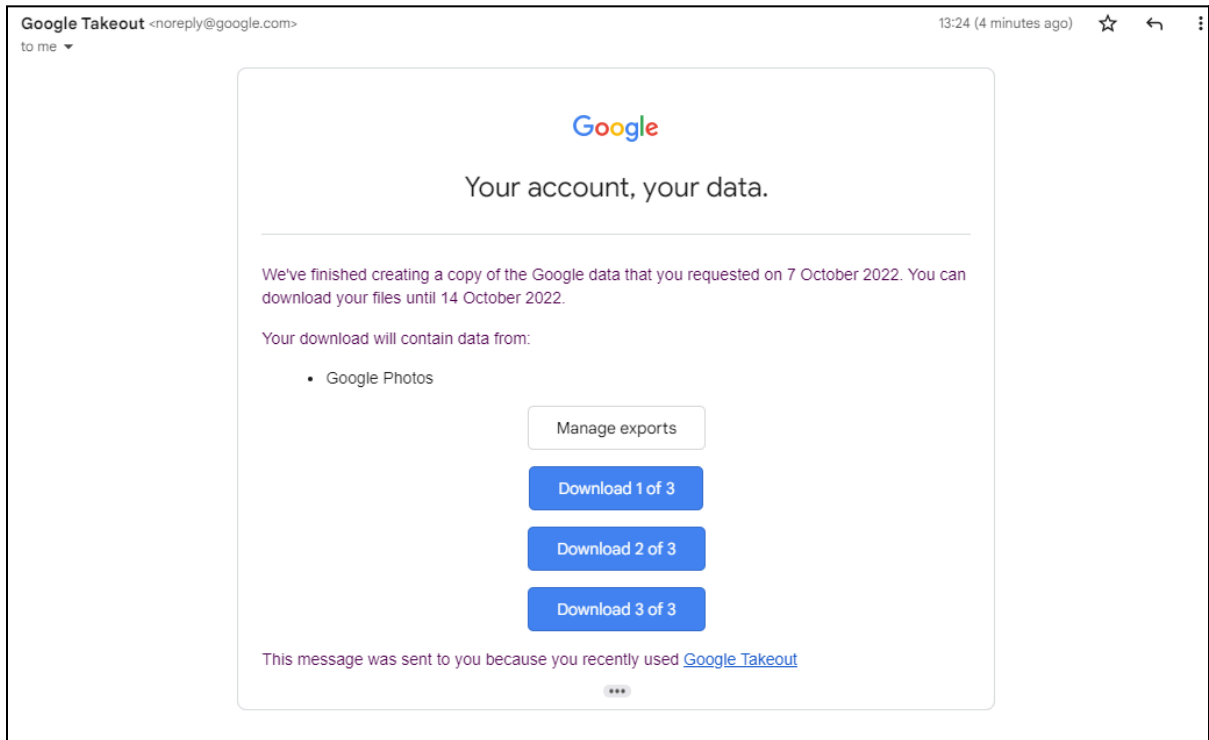


- Find the downloaded .ZIP files on your computer and extract each one ([Windows](#) / [Mac](#)).
- Google Calendar files are in the .ICS format. You can import them into other personal (non-CU) Google accounts or any calendar program that supports this format.

***CUIT will not assist with importing calendars to third-party clients or personal accounts.** If you would like to do so, refer to the third-party vendor's documentation.

Download your Google Photos

- When you receive the email notification from Google, click each download link to save each .ZIP file. There may be several.

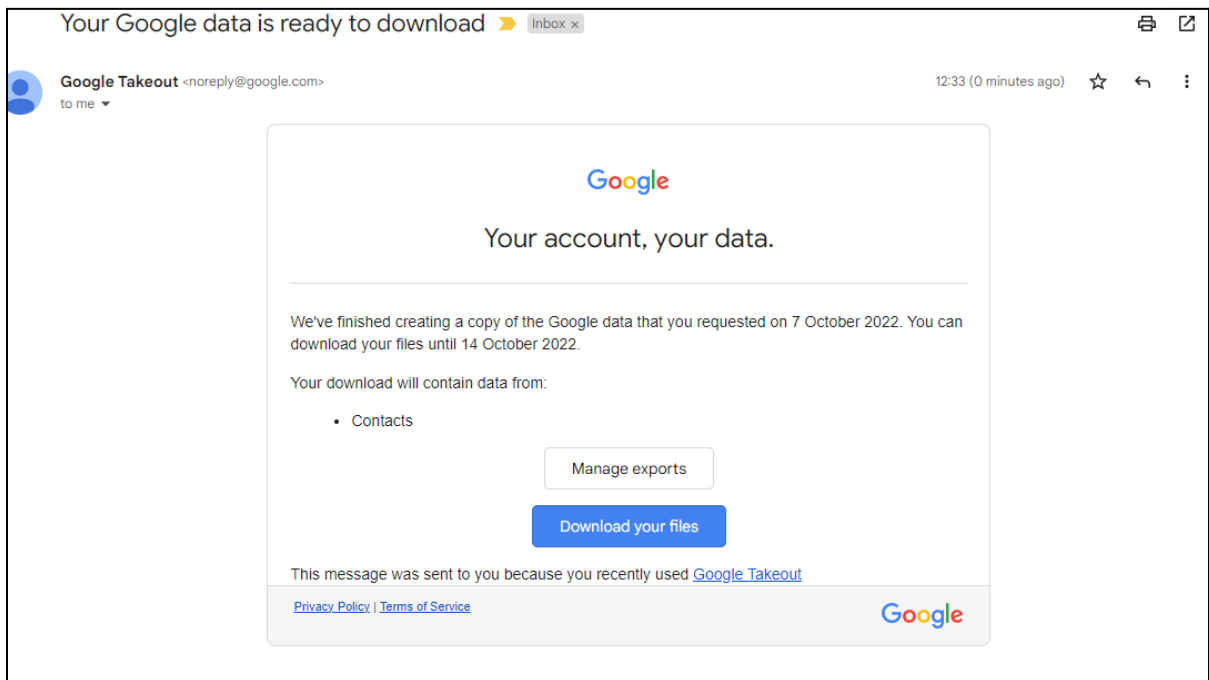


- Find the downloaded .ZIP files on your computer and extract each one ([Windows](#) / [Mac](#)).
- For every file, you will notice a .JSON file. The .JSON file is only useful if you have added any information like captions or descriptions to the photos/videos within Google Photos. The information about where and when a photo was taken and any camera settings are stored in the photo/video file and not a .JSON file. (The .JSON format is a simple text format that can be read by any text editor or word processor (like Microsoft Word).)
- You can store your Google Takeout data locally on your computer or upload it to another cloud storage service, like a personal (non-CU) Google or Dropbox account or other non-CU cloud storage service.
 - If you would like to upload your exported photos/videos to a personal (non-CU) Google Photos account:
 1. Go to [Google Photos](#) and log in with your personal (non-CU) Google account.
 2. Click **Import** and select **Computer**.

3. Find your extracted .ZIP Takeout folders and select all of the photos/videos you want to import.

Download your Google Contacts

- Contacts usually become available for download quite quickly due to the general size of contact files, but your experience may vary.
- When you receive the email notification from Google, click **Download your files**.



- Google Contact files will either be in the .VCF or .CSV file format, depending on which format you chose while going through the Takeout process.
 - .VCF is best for macOS or iOS apps.
 - .CSV is best for Microsoft Outlook or another personal Google account.
- Your download may include multiple folders, representing different sources of contacts. Each folder will contain the images that are included with each contact (.JPG files) and a single .VCF or .CSV file containing the actual contacts.
- Although the download includes the contacts' profile pictures, they are not associated with the corresponding contacts and may or may not appear when you import the .VCF/.CSV files, which is dependent on the program that is importing them.