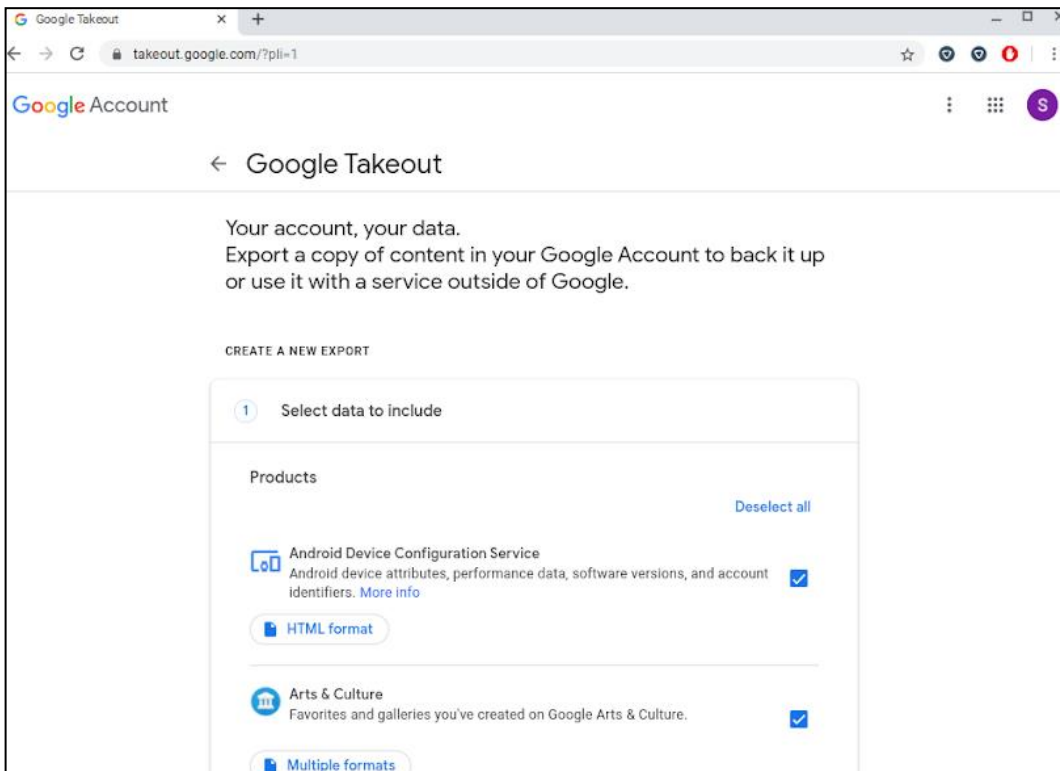


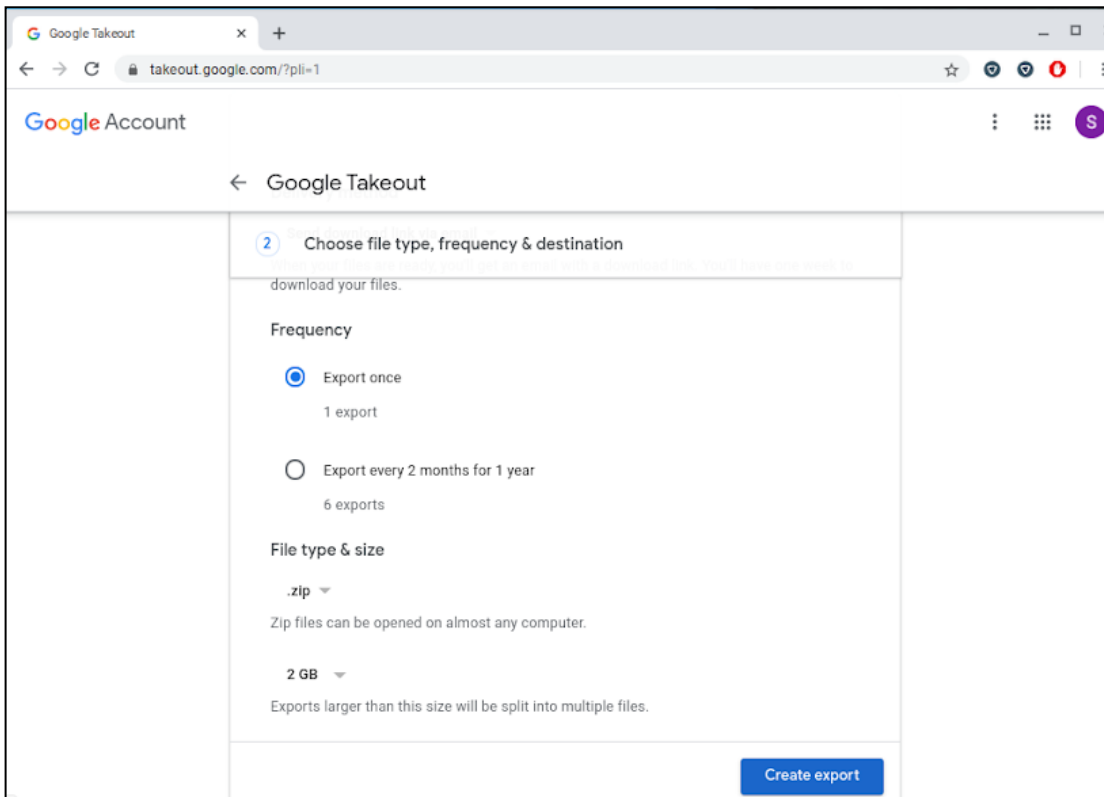
Backing up your student CVSD356 Google account with Takeout.Google.com

1. Log in to your Chromebook or a Chrome browser with your CVSD356 account. Open up Chrome and go to takeout.google.com
2. This page greets us. You can leave everything checked (the default) and scroll to the bottom. Not all the Google account features are used by CVSD356 accounts, but that's fine.

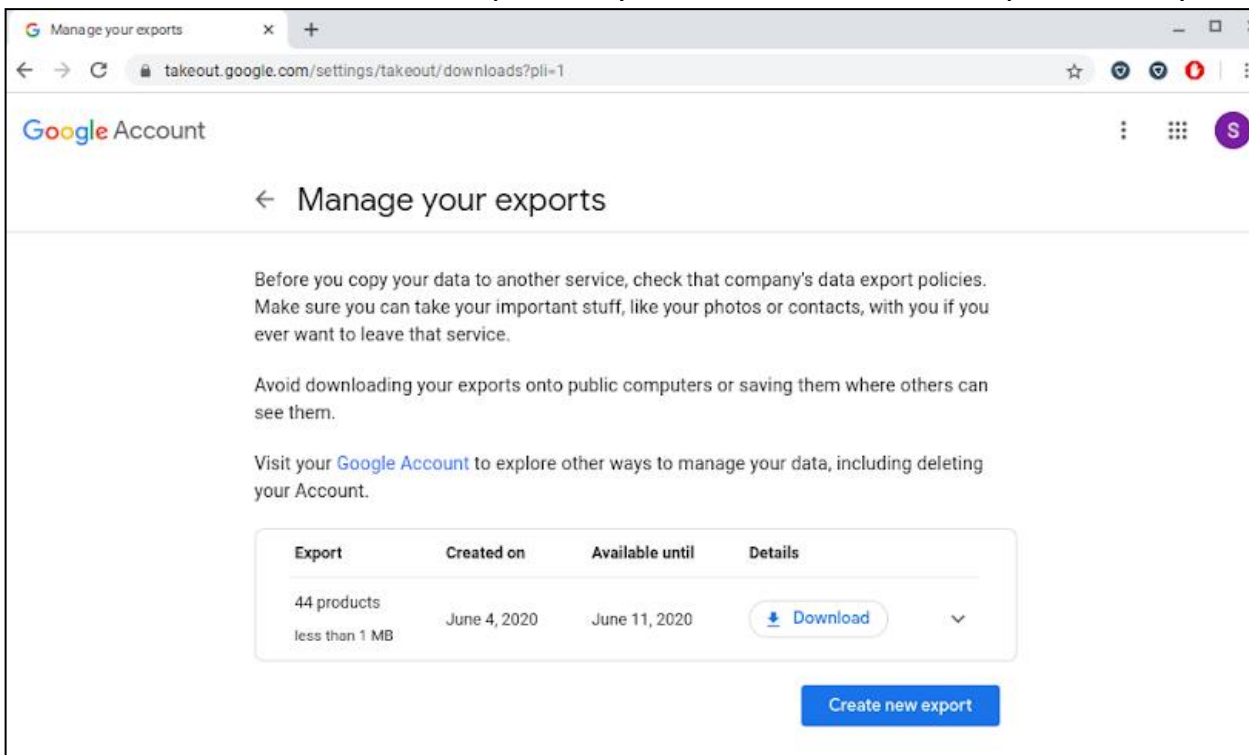


3. At the bottom of the page, click **Next Step**

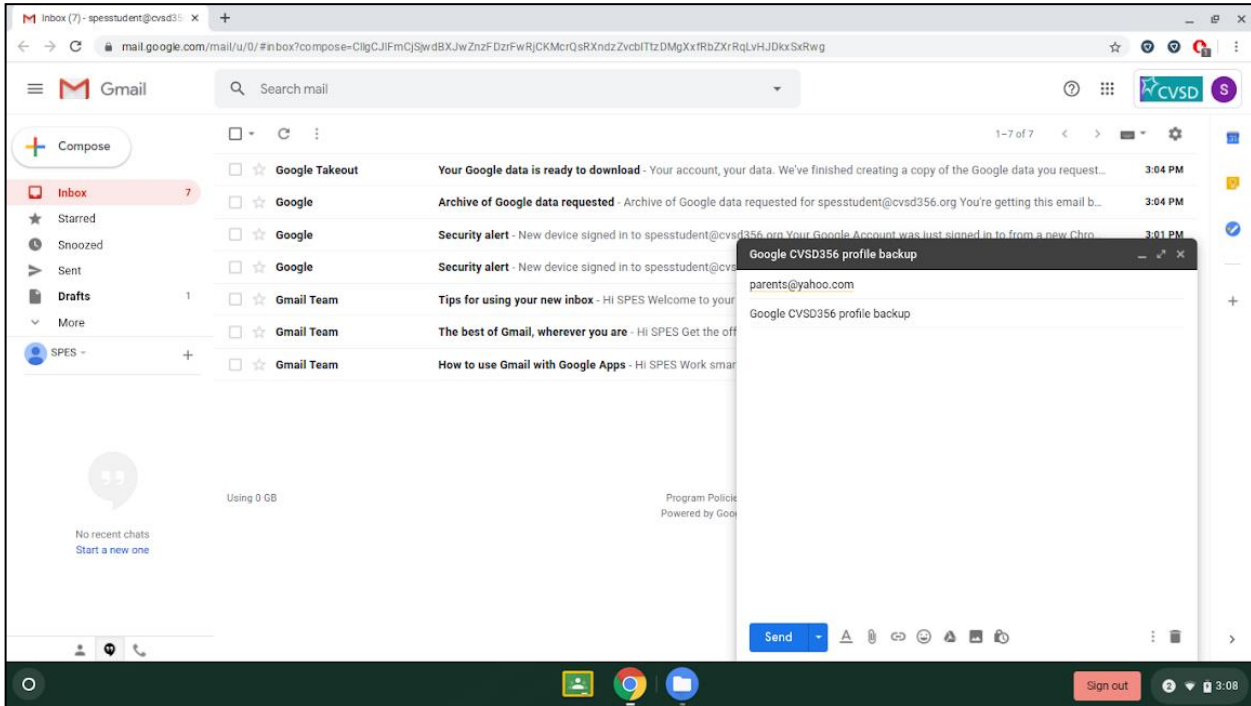
4. In part two, leave the options at their default. This will create a zip file that has all the contents of your CVSD356 account. Click **Create export**



5. This part may take a while, depending on how many files you have. Once it is done, you can click on **Download** to save the zip file to your Chromebook or computer locally.



6. Now that your files are saved, you can transfer it a USB thumb drive using the Files application -or you can email it to a non-district email by attaching it in Gmail. Keep in mind if you have many large files, the attachment may be too big for email servers to handle.



NOTES:

These instructions are for a Chromebook, but this can be done on any PC with the Chrome browser and access to the CVSD356 account.

After you export your Google files, an email is sent to your CVSD356.org email. You can download the zip file by accessing this email on another device as long as the CVSD356 account still exists.