

Crestwood School District

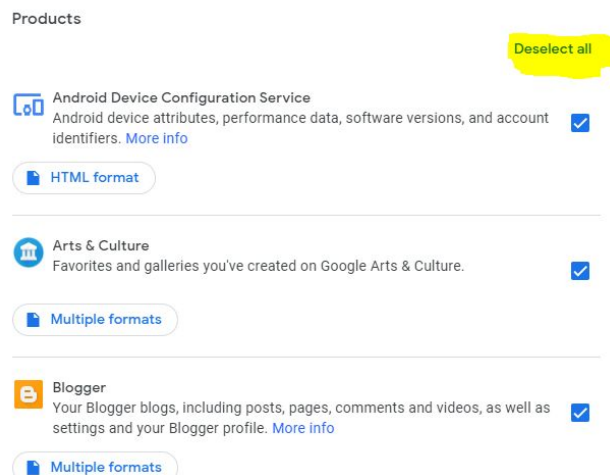
Google Account Information for Graduating Seniors

After you graduate, your CSD Google Apps for Education (GAFE) account will be deleted. You will no longer have access to CSD Google Drive, Google Slides, Google Docs or any other applications associated with your CSD Google account.

We realize your CSD Google account might have some great work, presentations, spreadsheets, etc. that you want to keep. Please use the information below to assist you in transferring or downloading items that you want to keep. Failure to do so **BEFORE GRADUATION** could result in permanent loss of your data.

Transferring the Data Out of Your CSD Google Account

1. Log into your CSD Google account.
2. Use the [Google Takeout link](#)
 - a. By default, Google Takeout selects all possible data and file types to be included in the Takeout Archive; chances are, you don't want to archive and download everything. Start by picking **Deselect all** (See highlighted area in the image below). Use the checkboxes to create an archive of your existing CSD Google account data that you would like to keep.



- b. When given the options, we would suggest selecting **Add to Drive** as the delivery method (this is NOT the default setting), and selecting **.zip** as file type (this IS the default setting). (See highlighted areas in the image below:)

← Download your data

2 Customize archive format

Delivery method

Add to Drive ▼

After we finish creating your archive, we will add your archive to [Drive](#) and email you a link to its location. [These archives will count against your storage quota.](#)

Export type

One-time archive

Scheduled exports every 2 months for a year
6 archives

File type

.zip ▼

Zip files can be opened on almost any computer.

Archive size

50GB ▼

Archives larger than this size will be split into multiple files.
Zip files larger than 2GB will be compressed in zip64. Older operating systems may not be able to open this file format. There are external applications that can be used to uncompress zip64 files.

3. Within 24 hours, the archive will be created. All of your data will be in a folder in your Crestwood Google Drive called **Takeout**. Go to your Drive, and search for the **Takeout** folder.
4. Right click on the **Takeout folder** to find the download option. Using a home computer, download the archive file(s). You can then upload your files into a personal Google account or simply save them for future reference.

