

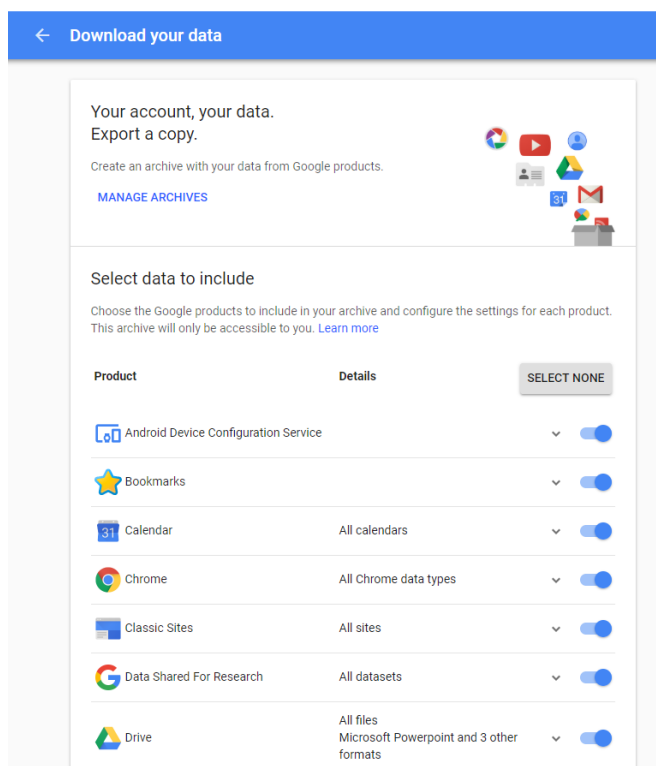
Download data from Griffith Google account

You can create an archive of your Griffith Google account. This allows you to download your data from the Google products you use, such as email, calendar, bookmarks and drive. In a few easy steps, create an archive to keep for your records or use the data in another service.

Depending on the amount of data, creating an archive usually completes within several hours. However, for larger amounts of data this may take up to 24 hours.

Please note: Griffith University does not support Google Take Out. For additional assistance see [Google Account Help: Download your data](#).

1. On your browser, go to: <https://takeout.google.com/settings/takeout?pli=1>
2. Login in with your Griffith account: name@griffithuni.edu.au
3. Select the Google components you want to download. Then go all the way to the bottom of the page and click **Next**.



4. Choose your archive's **File type**, **Archive size** and **Delivery method**. Then click **Create Archive**.

Download your data

Your account, your data.
Export a copy.

Create an archive with your data from Google products.

[MANAGE ARCHIVES](#)

✓ 40 products selected

Customize archive format

Choose your archive's file type and whether you want to download it or save it in the cloud.

File type

.zip

Zip files can be opened on almost any computer.

Archive size (max)

2GB

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

Delivery method


Send download link via email

After we finish creating your archive, we'll email a link so you can download it to your personal device. You will have one week to retrieve your archive.

[CREATE ARCHIVE](#)

5. Wait for your archive to be created.

Download your data



Almost there...

We're preparing your archive.

It may take some time to complete your archive. Don't worry, we'll email you when it's ready.

Archive	Created on	Available until	Details
An archive of 40 products is currently being prepared			
⌚ Please note that archives may take a long time (hours or possibly days) to create. You will receive an email when your archive is complete.			CANCEL

[CREATE ANOTHER ARCHIVE](#) [MANAGE ARCHIVES](#)

- When your archive is created by using one of these options, you will be emailed a link to its location. Depending on the amount of information in your account, this process could take a few minutes or several hours. Alternatively, you can download your archive from Take Out until the **Available until** date expires.

← Download your data: downloads

If you have decided to take your data elsewhere, please research the data export policies of your destination. Otherwise, if you ever want to leave the service, you may have to leave important stuff like your photos behind.

Do not download your archives on public computers or upload them where others can see them.

Once you download your data, if you'd like to explore other options to manage your account, including account deletion, please visit myaccount.google.com.

Archive	Created on	Available until	Details
40 products 1.3 MB	October 30, 2018	November 6, 2018	▼ DOWNLOAD

[CREATE NEW ARCHIVE](#) [VIEW HISTORY](#) [DONE](#)

Note: Your content from Google Play Music isn't included when you create an archive. To download your music, use the [Google Play Music Manager](#).

See Google support for more information: <https://support.google.com/accounts/answer/3024190>