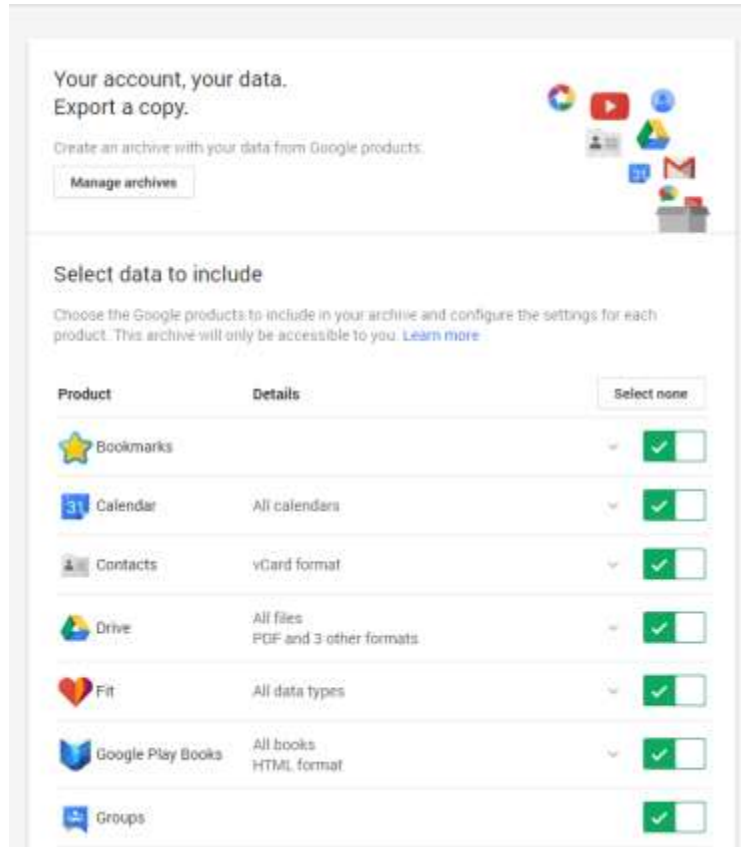


Creating a Backup Using Google Takeout

Google Takeout allows users to export their data from you dwight.k12.il.us account into a .zip file that can be stored on your computer, external hard drive or USB Flash Drive. Although email can be included in the Google Takeout, please keep in mind that if you choose to include your email, you will need an email client that can open mbox format files.

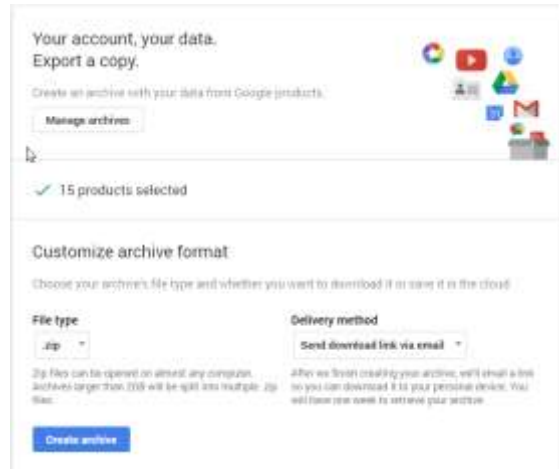
To create a backup using Google Takeout:

1. Log into your dwight.k12.il.us account
2. Go to the following site <https://www.google.com/settings/takeout>



3. Select the products you want to backup. Most users will select Drive only. By default all products are selected. If you want to select only Drive. Press the select none button and then select Drive.

4. Locate the File Type drop down menu to the bottom left. Typically .zip files can be opened on most Windows and Apple computers. Then select your Delivery method.



5. Press the Create Archive button to start the process.