

# Download your Google data

You can export and download your data from the Google products you use, like your email, calendar, and photos. In a few easy steps, create an archive to keep for your records or use the data in another service.

## Step 1: Select data to include in your archive

1. Go to the <https://takeout.google.com/> page. Products that have your data are automatically selected.
  - If you don't want to download data from a product, uncheck the box beside it.
  - If you only want to download some of your data from a product, you may have the option to select a button like  All data included. Then, you can uncheck the box next to data you don't want to include.
2. Select Next step.

## Step 2: Customize your archive format

### Delivery method

#### [Send download link via email](#)

We'll email you a link to download your archive.

1. For "Delivery method," select Send download link via email.
2. Select Create export.
3. In the email that arrives, select Download archive.
4. To download your data, follow the steps on the screen.

#### [Add to Drive](#)

We'll add your archive to Google Drive and email you a link to its location. Your data will count toward your storage.

1. For "Delivery method," select Add to Drive.
2. Select Create export.
3. In the email that arrives, select View in Drive. You'll see a folder with your data organized by product.
4. To download your data, at the top of the screen, select Download .

#### [Add to Dropbox](#)

We'll upload your archive to Dropbox and email you a link to its location.

1. For "Delivery method," select Add to Dropbox.
2. Select Link accounts and create export.

3. You'll be directed to Dropbox. Sign in to your Dropbox account if prompted.
4. In the Dropbox window that asks if Google Download Your Data can access its own "Apps" folder in your Dropbox, select Allow.
5. To keep your data private, make sure you're not sharing this Dropbox folder with anyone else.
6. In the email that arrives, select View in Dropbox. You'll be taken to the Dropbox folder with your archive.
7. To download your data, follow Dropbox's process to download files.

#### Notes

- After you follow these steps, Google Download Your Data will show up in your Dropbox security settings as a linked app. You can remove Google as a linked app at any time. (If you export data to Dropbox in the future, you'll need to give Google access again.)
- When your archive reaches Dropbox, Google is no longer responsible for it. Your archive will be covered by the Dropbox Terms of Service.

### Add to Microsoft OneDrive

We'll upload your archive to Microsoft OneDrive and email you a link to its location.

1. For "Delivery method," select Add to OneDrive.
2. Select Link accounts and create export.
3. You'll be directed to Microsoft. Sign in to your Microsoft account if prompted.
4. In the Microsoft window that asks if Google Download Your Data can access your info, select Yes.
5. To keep your data private, make sure you're not sharing this OneDrive folder with anyone else.
6. In the email that arrives, select View in OneDrive. You'll be taken to the OneDrive folder with your archive.
7. To download your data, follow OneDrive's process to download files.

#### Notes

- After you follow these steps, Google Download Your Data will show up in your Microsoft OneDrive security and privacy settings as an app that can access some of your info. You can remove Google's access at any time. (If you export data to OneDrive in the future, you'll need to give Google access again.)
- When your archive reaches Microsoft OneDrive, Google is no longer responsible for it. Your archive will be covered by the Microsoft Services Agreement.

### Add to Box

We'll upload your archive to Box and email you a link to its location.

1. For "Delivery method," select Add to Box.
2. Select Link accounts and create export.
3. You'll be directed to Box. Sign in to your Box account if prompted.
4. In the Box window that asks if Google Download Your Data can access your info, select Grant access to Box.

5. To keep your data private, make sure you're not sharing this Box folder with anyone else. If you are exporting to an enterprise account, the admin will be able to view your data even if no sharing link is created.
6. In the email that arrives, select View in Box. You'll be taken to the Box folder with your archive.
7. To download your data, follow Box's process to download files.

## Notes

- After you follow these steps, Google Download Your Data will show up in your connected apps as an app that can access some of your info. You can remove Google's access at any time. (If you export data to Box in the future, you'll need to give Google access again.)
- Your selected max archive size will decrease if your Box account's max file upload size is smaller. Files in your archives that are larger than your Box account's max file upload size will not be exported to Box.
- When your archive reaches Box, Google is no longer responsible for it. Your archive will be covered by the Box Privacy Policy.

## Export type

### [One-time archive](#)

Create a single archive of your selected data.

### [Scheduled exports](#)

## File type

### [Zip files](#)

These files can be opened on almost any computer.

### [Tgz files](#)

You may need additional software to open these files on Windows.

## Archive size

Choose the maximum size archive you want to create. If the data you're downloading is larger than this size, multiple archives will be created.

## Step 3: Get your archive

When your archive is created by using one of these options, we'll email you a link to its location. Depending on the amount of information in your account, this process could take from a few minutes to a few days. Most people get the link to their archive the same day that they request it.