Archiving the content of your Google Drive

By archiving the content of your Google Drive, you will be able to transfer the files to another account (e.g. a personal Gmail account). When transferring file, please be aware that the Marvelwood School's drive can store an unlimited amount of files; whereas a personal account may be limited. In any case, you can archive all of the contents of your drive in one file.

Here is how to create the archive:

1) Log into your Marvelwood School Google Drive as you would normally do
2) In the URL address bar at the top of the browser, enter *takeout.google.com* and press enter

3) In the section Select data to include, you will select which content you wish to archive
4) To simply the selection process, scroll down and click the Deselect all link

5) Scroll down until you find the Drive section and click the checkbox

6) Scroll down and click the Next Step button

7) In the Customize archive format section, you can modify the settings as you see fit. For the most part, just keep the default settings
8) Click the Create archive button

9) Depending upon the amount of content in your Drive folder(s) this process may take some time. Once the archive is complete, you will receive an email with a link the archive file.
10) Open the message and click the Download archive link. Your file will download to you computer

Once the file has been downloaded to the computer, you may do with it as you wish. If you want to upload the content to your personal Gmail account, you will first need to extract the files from archive ZIP file. Once extracted, they can be uploaded as you would any other file.