Haywood County Schools
Instructional Technology Center

Graduating Class of 2017,

Congratulations on your recent graduation! We are excited to offer you an opportunity to backup your google data from your current school account so that you can keep your files and emails.

Make sure you are logged in to your HCS google apps account and then navigate to http://google.com/takeout.

Select the data you wish to include in your backup file. A green check indicates that the product has been selected. Use the down arrow for more information on how the files will be exported or which files you wish to export.

Click Next at the bottom of the page.

Choose your appropriate information to customize your download format: including file type, size, and delivery method. Click Create Archive.

You will receive an email once your archive file is complete. Once you receive the email, click on Download archive. Save the file to your personal computer, a flash drive, or external hard drive.

Student accounts will be active until June 30, 2017. Please make sure you have archived any data you wish to keep prior to that date. Good luck in all your future endeavors!

Instructional Technology Center Staff
Haywood County Schools