



How do I Archive my bConnected Account using Google Takeout?

Step	Procedure
1	<p>Go to https://www.google.com/settings/takeout</p> <p>Enter your @berkeley.edu, and Click “Sign in”</p> <p>(If presented with choosing an account, either select/add your @berkeley.edu email)</p>

One account. All of Google.

Sign in with your Google Account

[Create an account](#)

Step	Procedure
2	<p>You should be re-directed to CalNet Authenticate</p> <p>Enter your CalNet ID and Password</p>



Berkeley
UNIVERSITY OF CALIFORNIA

CalNet Authentication Service

CalNet ID:

Passphrase (Case Sensitive):

[HELP](#)

Step	Procedure
<p>3</p>	<p>Select the Data you would like to Archive such as Mail, Drive, Calendar, & Contacts</p> <p>IMPORTANT:</p> <ol style="list-style-type: none"> 1 - In order to preserve your Folder Structure, click the dropdown menu 2 - Click the Radio Button "Select labels" 3 - Click "Select all"

Select data to include

Choose the Google products to include in your archive and configure the settings for each product
This archive will only be accessible to you. [Learn more](#)

Product	Details	Select all
Calendar	All calendars	<input checked="" type="checkbox"/>
Contacts	vCard format	<input checked="" type="checkbox"/>
Drive	All files PDF and 3 other formats	<input checked="" type="checkbox"/>
Hangouts		<input type="checkbox"/>
Location History	JSON format	<input type="checkbox"/>
Mail	All mail	<input checked="" type="checkbox"/>

Mail 6 labels

Gmail labels

Include all of your mail

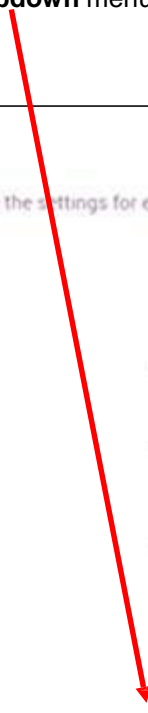
Select labels

Gmail labels 6 labels selected.

Select all

Archived **Action**

Chat **Adobe**



2

3

Step	Procedure
4	Once all labels are selected, click “Done” and then “Next” .

Step	Procedure
5	Leave the defaults for “File Type” and “Delivery method” , then click “Create archive”

Customize download format

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

File type

Zip files can be opened on almost any computer. Archives larger than 2GB will be split into multiple .zip files.

Delivery method

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


Step	Procedure
6	Your archive is now under way, and you should receive an email when it is complete.

Almost there...

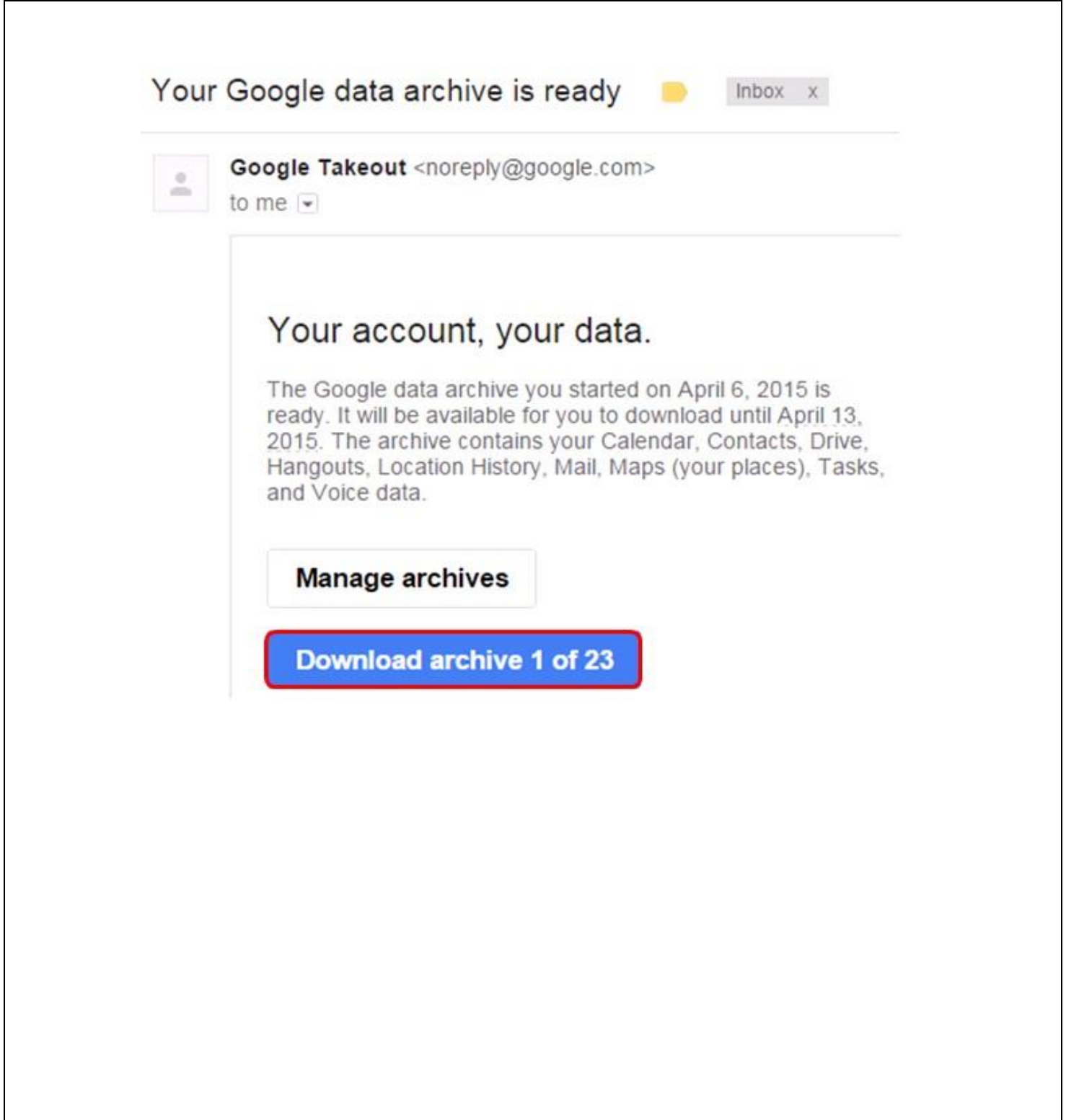
We're preparing your archive.

It may take some time before it is ready to download. Don't worry, we'll email you when it's ready.

Archive	Created on	Available until	Details
---------	------------	-----------------	---------

	<p>An archive of 9 products is currently being prepared Please note that mail archives may take a long time (hours or possibly days) to create.</p>
---	---

Step	Procedure
7	<p>The email you receive from Google will look as follows, and should give you the option to download your Archive (depending on the size of your Archive, you might have more than one download).</p> <p>Click “Download archive”</p> <p>Note: Please note that your archive will only be available for ONE week, so be sure to download it right away.</p>



Step	Procedure
8	<p>Once you have downloaded and extracted your archive .zip file, you should see the following folders</p> <p>Click here for instructions on how to import your mail (mbox file) to:</p> <p>Apple's Mail Program Thunderbird (Mac) Thunderbird (Win)</p>

