

How to Take Backup of Google Drive Using Google Takeout



Google Takeout is a free service by Google that allows you to export and download a copy of your data from Google products including Google Drive.

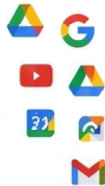
1 Go to Google Takeout

Open your web browser and go to <https://takeout.google.com/>

Google Takeout

Your account, your data.

Export a copy of content in your Google Account to back it up or use it with a service outside of Google.



Create export

Sign in

Click on **Sign in** and login with your Google Workspace account.

2 Select Data to Include

Click on Deselect all and scroll down to select Google Drive.

Select data to include

Select data 1 of 49 selected

- ☐ Google Photos
Your photos and videos from Google Photos.
- ☐ Google Play Books
The titles and authors of your purchased and uploaded books in Google Play Books.
- ☒ Google Drive
Files you own that have been stored in your My Drive and Computers.

Next step

You can keep other services selected if you also want their data.

3 Choose Data to Export

By default, all files in Google Drive will be included.

Google Drive options

Include all files and folders in Drive

File types

All file types included

Drive data

- ☒ Export all Drive data
- ☐ Export only specific folders

OK

You can also choose specific folders instead of the entire Drive.

4 Choose File Type, Frequency and Destination

Choose file type, frequency & destination

Delivery method

Send download links via email

Frequency

Export once

1 export

File type & size

.zip

Zip files can be opened on almost any computer.

2 GB

Exports bigger than this size will be split into Google files.

Create export

Select your preferred options:

- **Delivery method:** Send download link via email
- **Frequency:** Export once for choose other options)
- **File type:** .zip (recommended)
- **File size:** Choose as per your need

5 Create Export

Review your selection and click on Create export.

Your export

1 product selected

- ☒ Drive
Files you own that have been stored in your My Drive and Computers.

Frequency:

Export once

File type & size:

.zip – 2 GB

Delivery method:

Send download link via email

Create export

Google will start preparing your data. This may take some time depending on the size of your Drive data.

6 Export in Progress

You will see a confirmation that your export is being prepared.

Your exports

Google is creating a copy of files from Drive

This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.

Created: May 25, 2024, 10:30 AM



Cancel export

Create new export

You will receive an email at the registered email ID once the export is ready to download.

7 Check Your Email

You will get an email from Google when your export is ready.

Google Takeout to me

Google

Your Google data is ready to download

Your account, your data.

The Google data you requested is ready to download. You have until Jun 1, 2024 to download your data.

Download your files

This message was sent to you because you used Google Takeout to export your data.

Click on the "Download your files" button in the email.

8 Download your Files

Click the download link and sign in if prompted.

Download your files

You'll need to sign in to your Google Account to download your files.

yourname@iitbhu.ac.in

Next

Your exports

Export created on May 25, 2024
Expires on Jun 1, 2024

Download

Download the .zip file (or multiple .zip files) to your computer.

9 Extract and Store Backup

Extract the downloaded .zip file to access your Google Drive data.



Takeout.zip



Google Drive Backup

Store this backup in a safe location (external hard drive, NAS, or cloud storage) for data security.



Important Notes

- Google Takeout is suitable for personal or one-time backups.
- For regular automated backups of Google Workspace data, consider using Google Vault or third-party backup solutions.
- Keep your backup in a secure location.