



# Attention Seniors ...



want to keep files that are on your  
rocklinusd.org Google Drive after you  
graduate?

If yes, you will need to download your Google data before  
accounts for seniors are disabled on July 1.

To download your data:

1. Login to your rocklinusd.org Google account.
2. Type [google.com/takeout](https://google.com/takeout) in the address bar. This will bring advanced settings within your Google account.
3. Choose the Google products you would like to download data for.
4. Click Next.
5. Choose the File Type you wish the data to download as – zip file is the default.
6. Choose the Delivery Method :
  - Send Download Link via Email - you will have 1 week to retrieve your archive.
  - Add to Drive - will upload your archive and email a link to its location.
  - Add to Dropbox - will upload your archive and email a link to its location.
  - Add to OneDrive - will upload your archive and email a link to its location.
7. Click Create archive or Link account and create archive .

