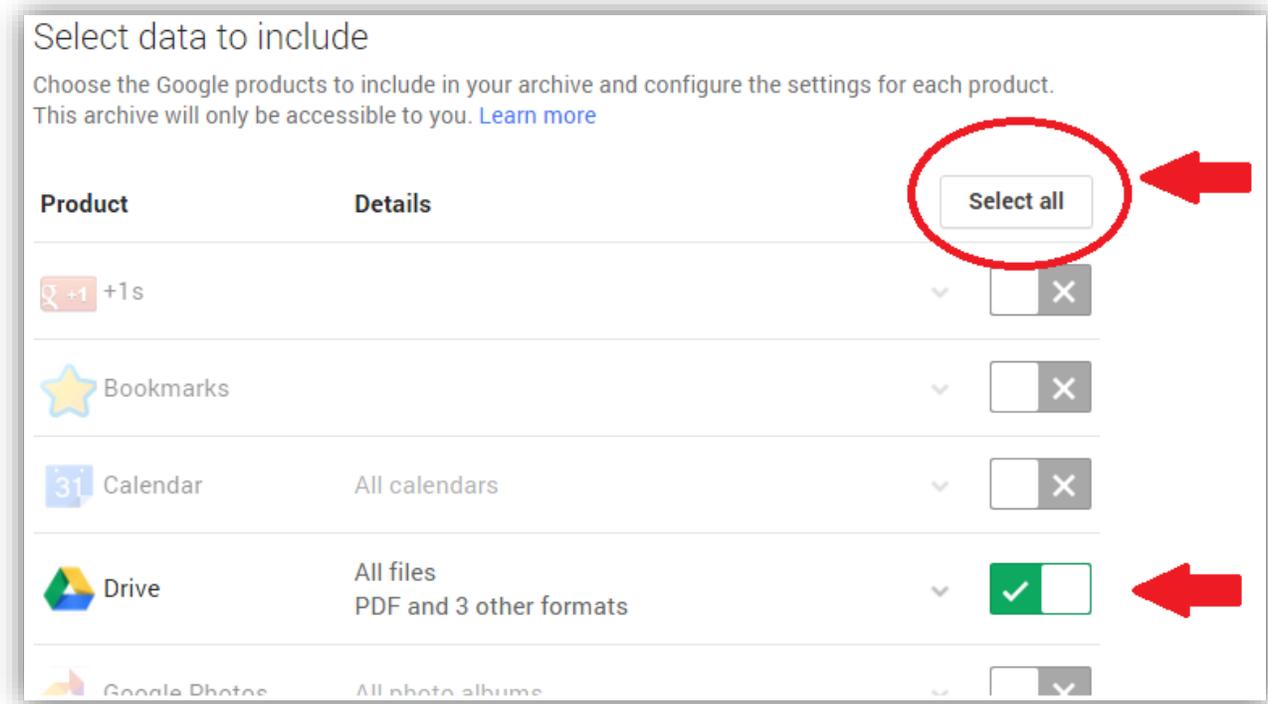


CREATE A BACKUP USING GOOGLE TAKEOUT

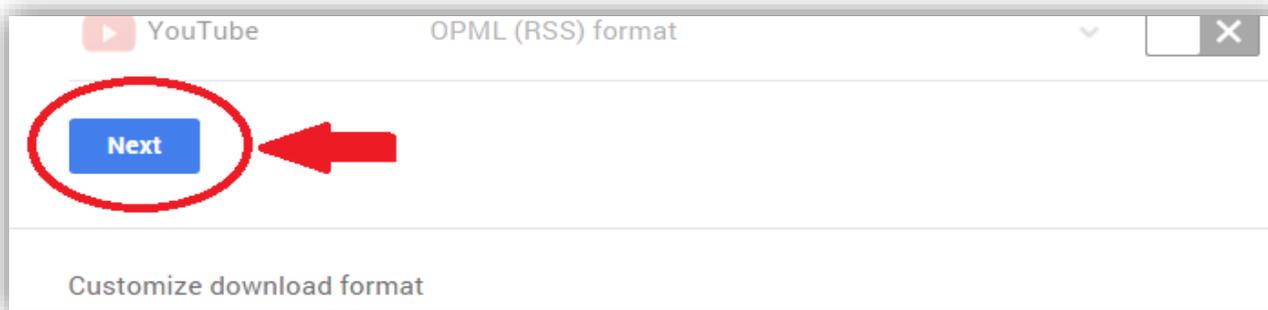
Google Takeout exports your data from your Google account to a zip file that can be downloaded to your computer, external hard drive or USB Flash Drive.

To create a backup using Google Takeout, follow these steps:

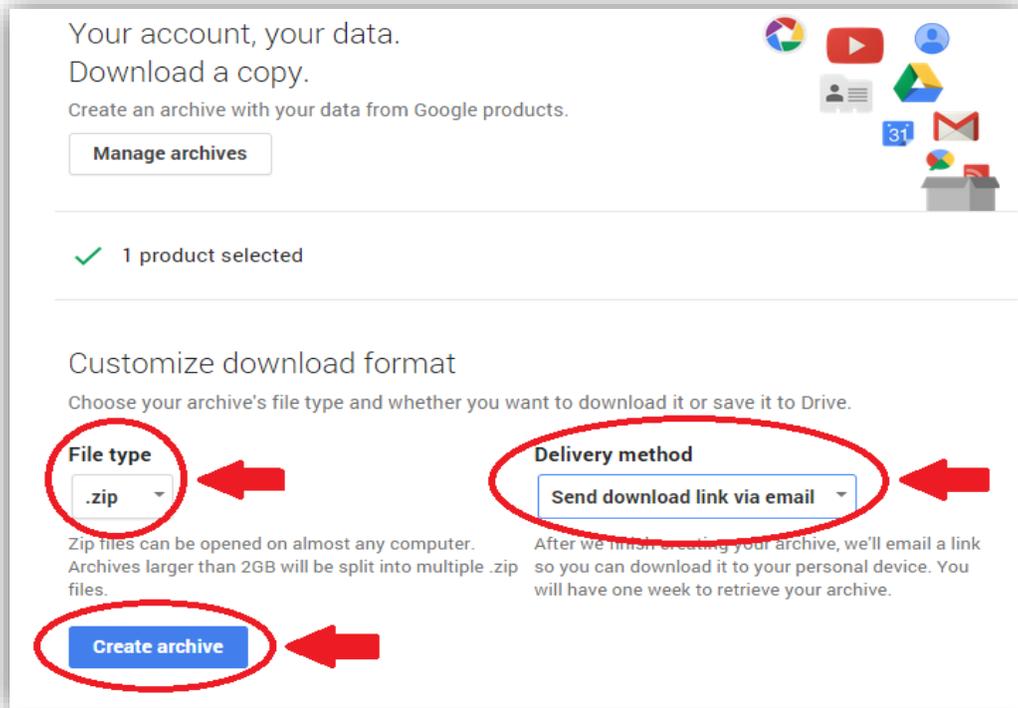
1. Go to <http://www.google.com/takeout>.
2. Sign-in using your District email address and password.
3. Select the items you would like to backup [Select All or individual Google products]. At the least, backup **Drive**.



4. Then scroll down to the bottom of the page and click the **Next** button.



5. Leave the “File type” as **.zip**, “Delivery method” as **Send download link via email** and click **Create Archive**.



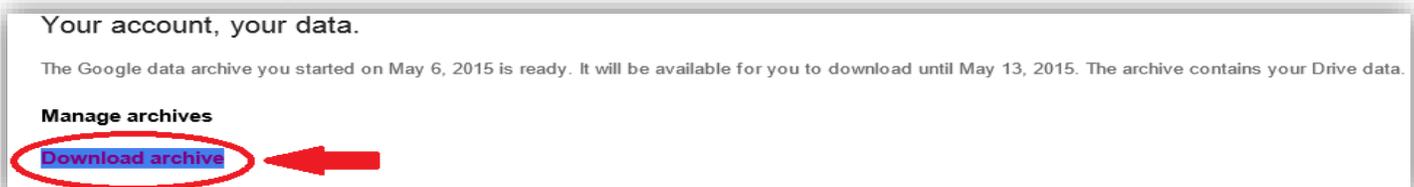
6. You then have two options. You can either:

- a. Wait until it is finished and then click **Download** to save the Zipped archive file to a safe location. [This process can take a while to complete]

Archive	Created on	Available until	Details
Drive 51.8 MB	May 6, 2015	May 13, 2015	Download

OR

- b. Open the email message you received from “Google Takeout” and click **Download Archive** to save the Zipped archive file to a safe location [May require you to log back into Google]



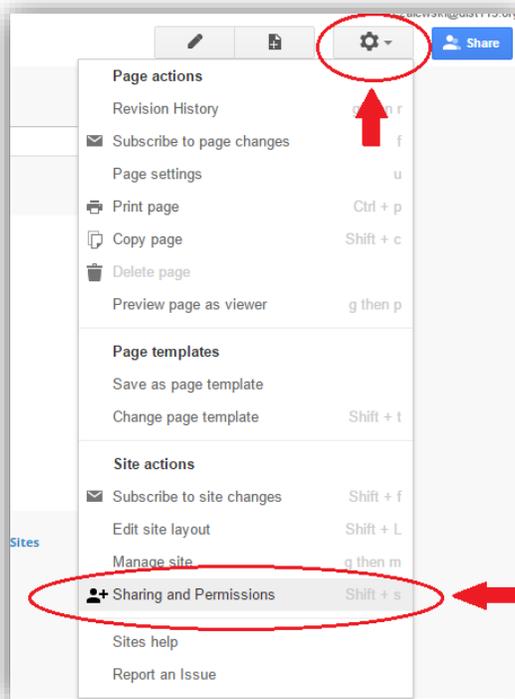
****Note:** Your archive is only available for seven days on Google’s servers so you will need to download this file within this timeframe.

TRANSFER OWNERSHIP OF YOUR GOOGLE SITES

To maintain access to any Google Sites you created, you must transfer ownership of those sites to yourself at a private Gmail account. If you don't have a free Gmail email account, go to the Gmail home page, click on "Create an account" and follow the instructions to create a new email account. Once you have a valid Gmail account, you may use this address to change ownership of your current District Google Sites and other Google tools

TO CHANGE OWNERSHIP OF YOUR GOOGLE SITE:

1. Log in to your Google Site homepage as usual
2. Click on the **More Actions** sprocket and select **Sharing and Permissions** (Or hold down your keyboard's "Shift" key and press "S")



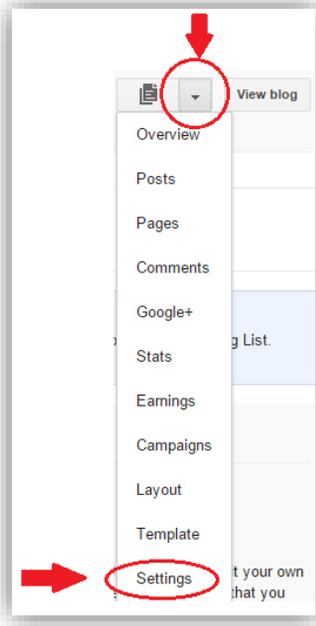
3. Add your new Gmail address in the "Invite people" text box and select **Is Owner** from the drop-down menu to the right.
4. Make sure the "Notify people via email" box is checked and click the **Send** button.
5. Select **Yes** to the Google Apps Organization question

Your non-district Gmail account will soon receive an email with the URL of your Google Site. Do this for every Google Site you have created.

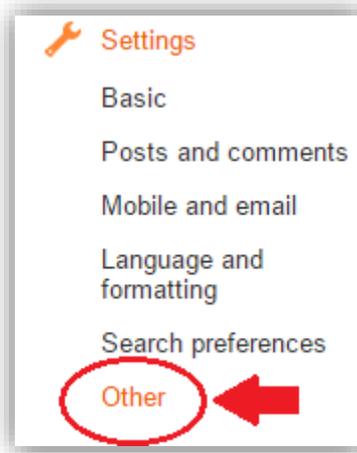
TRANSFER OWNERSHIP OF YOUR BLOG IN BLOGGER:

After setting up your new Gmail account, you will now have access to Blogger the same way you did with your district Google account in the more > even more menu.

1. Log on to your Google Apps account and open Blogger
2. While on your Blogger homepage, click the drop-down arrow to the left of the **View Blog** button and select settings



3. Click **Other** on the left side of the page under the **Settings** list



4. At the top of the page, under “Blog Tools”, click **Export blog**.
5. Download the blog to your computer or flash drive in the **.xml** format
6. Open your new Gmail account and then open Blogger
7. Create a new blog
8. Repeat steps 2 & 3 from above
9. At the top of the page, under “Blog Tools”, click **Import blog** and browse to your downloaded blog and click **Import blog**