

# How can I back up the data from my Student Account?

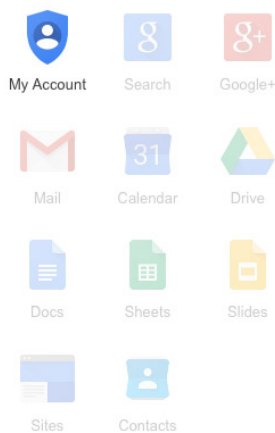
Your Google Account lets you download **.zip** archive files of all your data; the following instructions will walk you through the necessary steps.

**Important:** Your archive will only appear for **one week**, so make sure you download it as soon as you see it.

1. First, log into your account and click on **Google Apps**. The icon is the 3x3 squares on the top right corner of the screen.

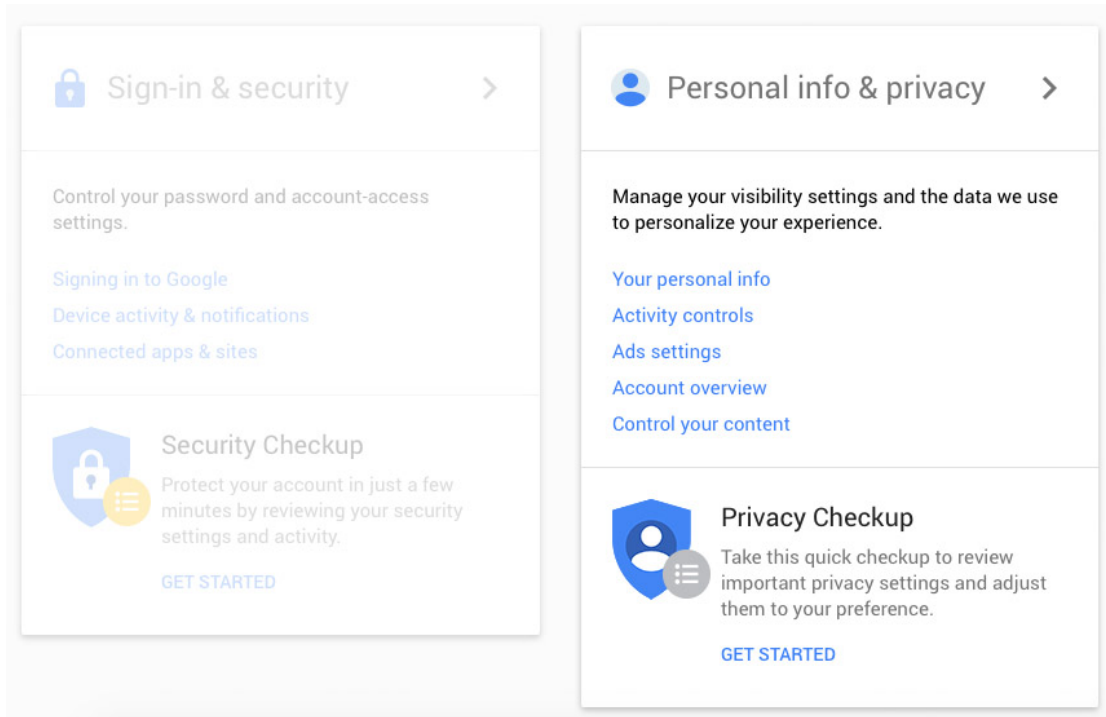


2. Next, you should see a drop-down menu.

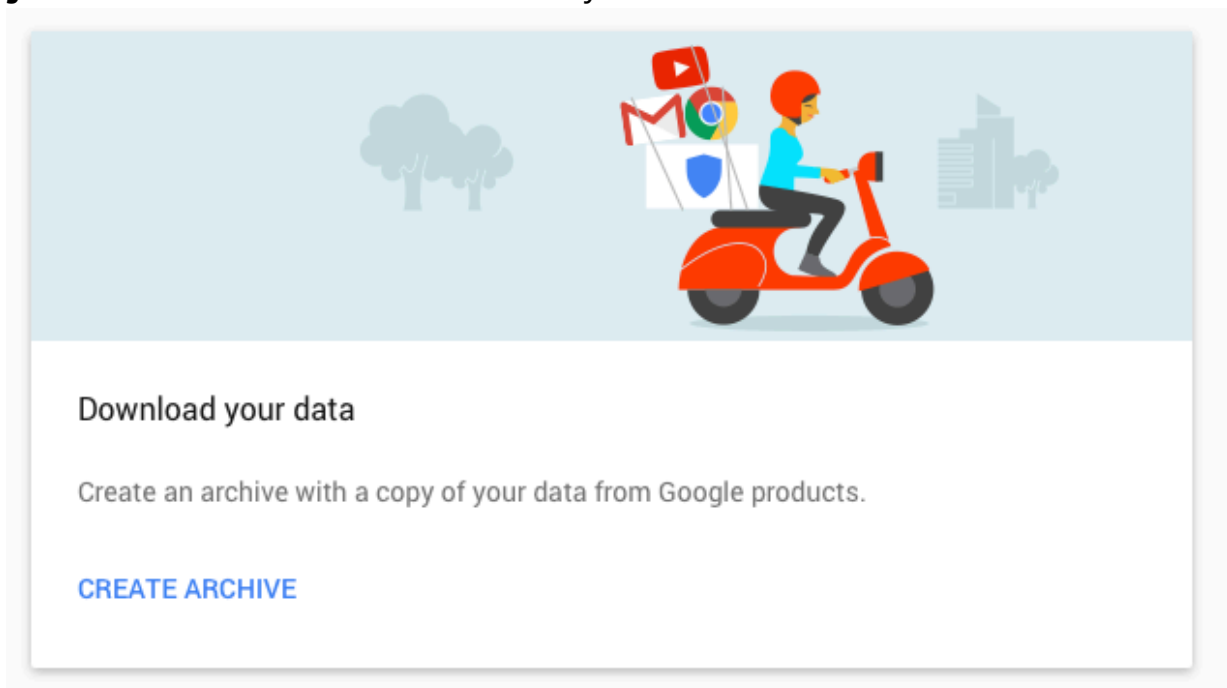


Choose **My Account**. It should be the first option.







- From here, you have two options, **Sign-in & Security** and **Personal Info & Privacy**. Click on **Personal Info & Privacy**.



- Then, scroll all the way to the bottom until you see **Download your data**. Click on the link that says **CREATE ARCHIVE**.



4. From here, select what you want to back up. You can back up just your mailboxes, specific mailboxes, just your drive, etc. or you can download everything. Click **Next**.

 Mail	All mail	▼	<input checked="" type="checkbox"/>
 Maps (your places)		▼	<input checked="" type="checkbox"/>
 Messenger		▼	<input type="checkbox"/>
 Profile		▼	<input type="checkbox"/>
 Tasks			<input type="checkbox"/>
 YouTube	All data types OPML (RSS) format	▼	<input checked="" type="checkbox"/>

[Next](#)

- Leave the **File Type** as **.zip**, there is no need to change it to anything else.
- For **Delivery method**, you can choose to have a link sent to your email or to have the archive sent to your **Drive**.
- If you choose the email option, the archive should show up in your email within a couple of hours. If your archive is very large, it will show up in parts.

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You can import your mailbox into the **Apple Mail Client** by clicking **Import Mailboxes** and selecting the **.mbox** file.

If you have any questions or concerns, please do not hesitate to contact Alumni Affairs at (617) 747-2012 or [alumniaffairs@berklee.edu](mailto:alumniaffairs@berklee.edu)