



Data Download Guide

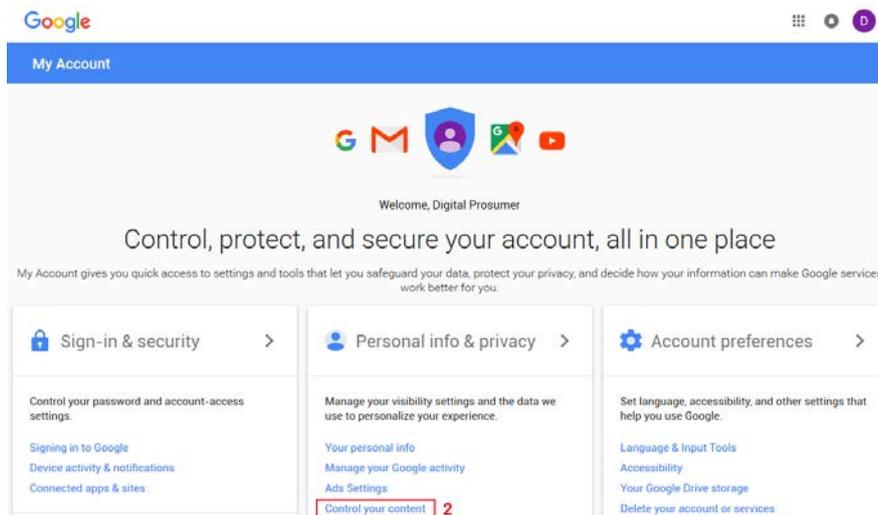
Digital Prosumer Platform Data Tagging:

Category	Sub-Category	Supplier	Data	Format
Email & Messaging	Email	Google	Mailbox	.mbox
			Contacts	.vcf
			Calendar	.ics

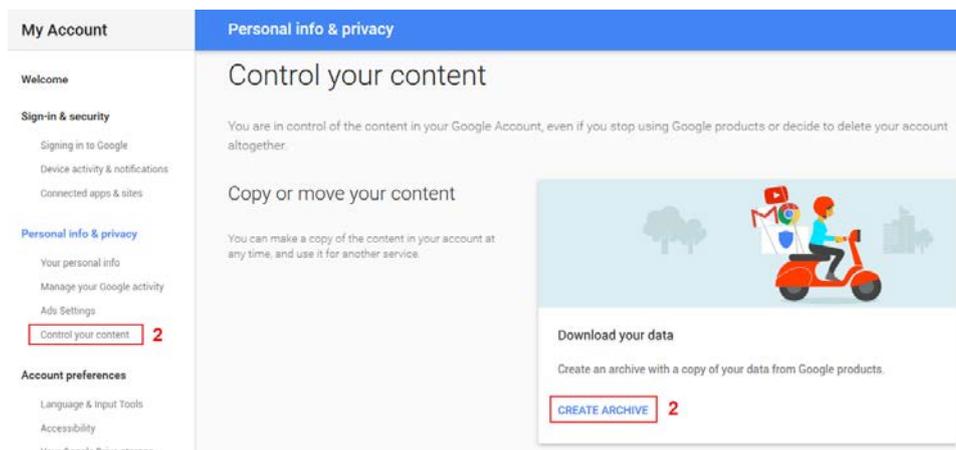
How do I download my emails from Google Mail?

Google provides a data download service through which you can download your Gmail mailbox (.mbox), contacts (.vcf) and calendar (.ics) directly.

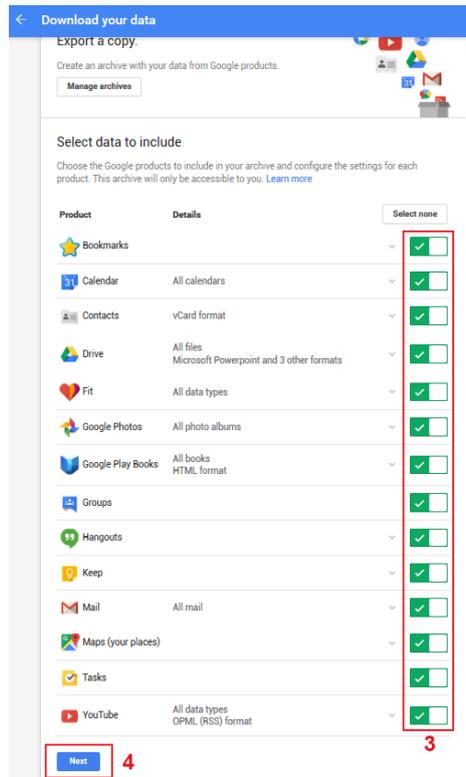
1. Go to <https://myaccount.google.com> and login to your account.
2. Select **Control Your Content** in the **Personal info & privacy** section.



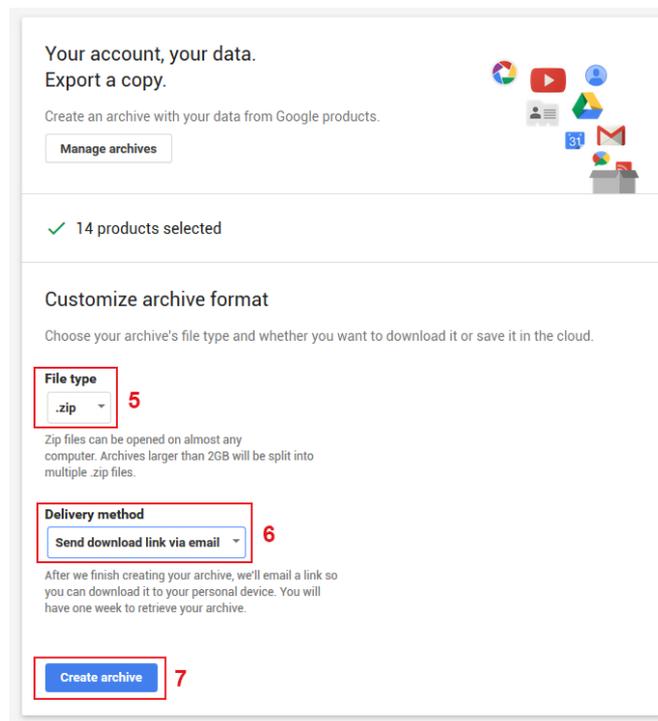
3. Scroll down or select **Control Your Content** on the left hand menu and click **CREATE ARCHIVE**.



4. Select the data types you would like to download and click **Next**. For this guide select **Calendar**, **Contacts** and **Mail**.



5. Select the **archive format** (zip for Windows, tgz/tbz for Linux or Mac).
6. Select the **location** of the download.
7. Click **Create Archive**.



8. Your download will be delivered according to the data sets you chose in step 4.
9. Once you have downloaded the file to your computer, extract the zip file.

Datasets:

The zip file will be organised into folders depending on the data you selected in Step 4 above (i.e. Google – Takeout - ...):

Name	Date modified	Type	Size
Calendar	18/10/2016 14:13	File folder	
Contacts	18/10/2016 14:13	File folder	
Mail	02/11/2016 10:32	File folder	
index	12/10/2016 09:08	Chrome HTML Do...	205 KB

The Calendar file to be uploaded to **Email & Messaging – Email – Google – Calendar** can be found in the **Calendar** folder:

Name	Date modified	Type	Size
digi.prosumer@gmail.com.ics	12/10/2016 08:30	iCalendar File	1 KB

The Contacts file to be uploaded to **Email & Messaging – Email – Google – Contacts** can be found in the **Contacts** folder. These will be organised into files according to any groups you have set up.

Select the **All Contacts** file to upload:

Name	Date modified	Type	Size
All Contacts	12/10/2016 08:30	vCard File	1 KB
Coworkers	12/10/2016 08:30	vCard File	0 KB
Family	12/10/2016 08:30	vCard File	0 KB
Friends	12/10/2016 08:30	vCard File	0 KB
My Contacts	12/10/2016 08:30	vCard File	0 KB

The Mailbox file to be uploaded to **Email & Messaging – Email – Google – Mailbox** can be found in the **Mail** folder:

Name	Date modified	Type	Size
All mail Including Spam and Trash trunc.mbox	02/11/2016 10:32	Text Document	12 KB
All mail Including Spam and Trash.mbox	12/10/2016 09:07	MBOX File	311,253 KB