



## 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 <a href="https://myaccount.google.com">https://myaccount.google.com</a> 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**.

Export a copy.	1	
Create an archive with you	r data from Google products	- 📰 📥
Manana archives		31
manage archives		
Select data to inclu	ude	
Choose the Google produc	ts to include in your archive and configure the set	tings for each
product. This archive will o	only be accessible to you. Learn more	
Product	Details	Select no
🔶 Bookmarks		
~		
31 Calendar	All calendars	~ ~ 🗸
± Contacts	vCard format	~ 🗸
A	All files	
C Drive	Microsoft Powerpoint and 3 other formats	· · ·
<b>•••</b>	All data tuman	~
	All data types	· ·
👍 Google Photos	All photo albums	~ 🗸
•		
Google Play Books	All books HTML format	~ ~
E Groups		~
<b>O</b>		
Hangouts		× 🗸
C Keep		~ 🗸
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Mail	All mail	~ ~
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Maps (your places)		~ ~ 🗸
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	All data types	
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- 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	Туре	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	Туре	Size
iii 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	Туре	Size
S All Contacts	12/10/2016 08:30	vCard File	1 KB
Sea Coworkers	12/10/2016 08:30	vCard File	0 KB
Samily	12/10/2016 08:30	vCard File	0 KB
S Friends	12/10/2016 08:30	vCard File	0 KB
S 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	Туре	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