

DOWNLOAD YOUR GOOGLE PHOTOS

A beginner's step-by-step guide to Google Takeout

Goal: Create a copy of your Google Photos and download it to a Windows computer.

IMPORTANT: Google Takeout makes a copy. It does not remove or delete your photos from Google.

Before You Begin

- ☐ Use a computer—not a phone or tablet.
- ☐ Know the email address and password for the Google account that holds the photos.
- ☐ Make sure the computer has enough free storage space.
- ☐ Keep the computer plugged into power if you have many photos.

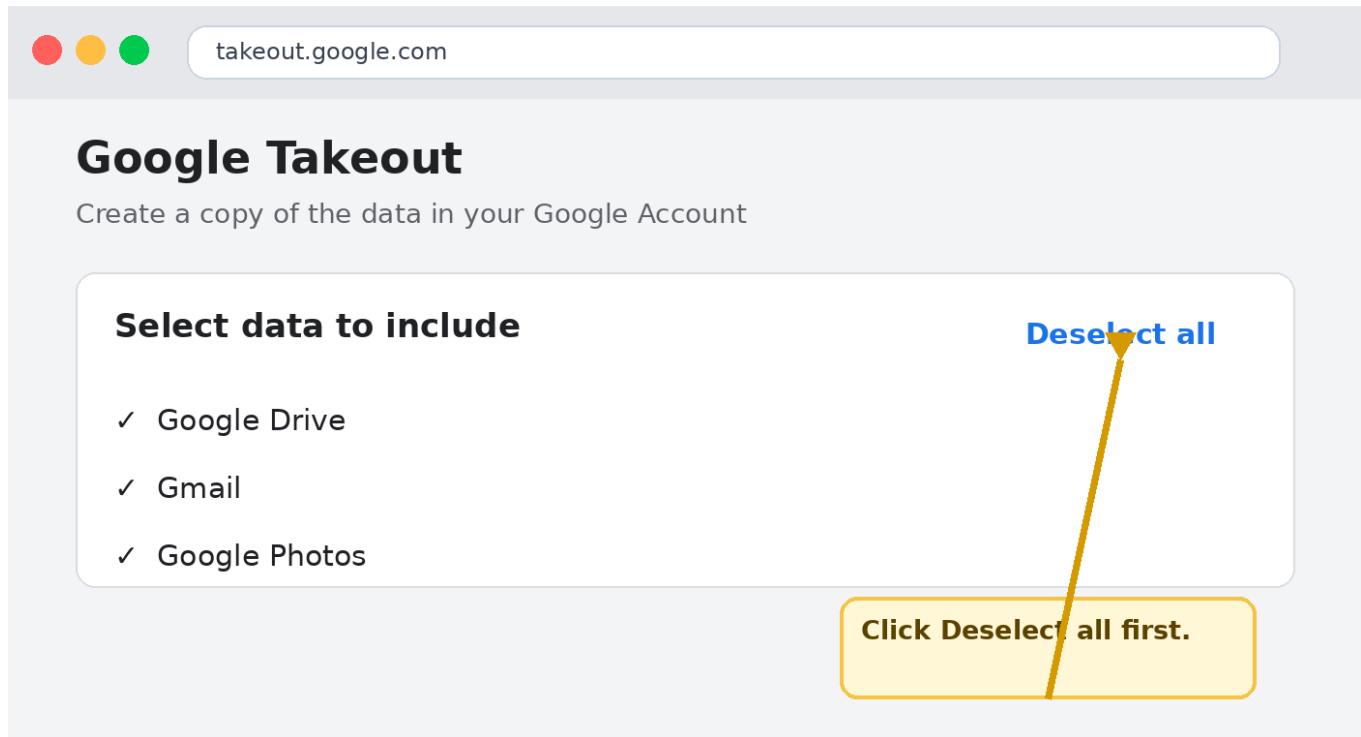
Open Google Takeout

1. Open Chrome or Edge.
2. Click the address bar.
3. Type **takeout.google.com** and press Enter.

CHECK: You should see the words “Google Takeout.” Sign in with the Google account that contains the photos.

Step 1: Turn Off All Products

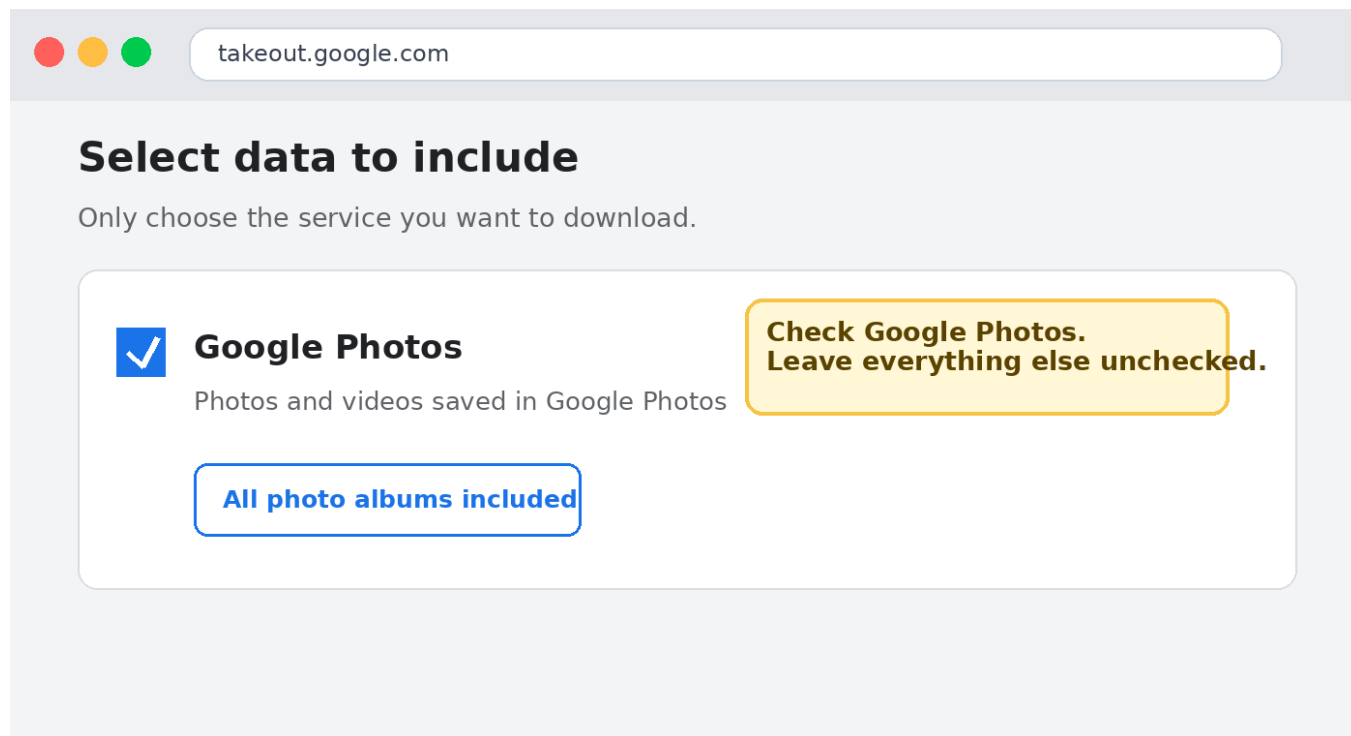
- At the top of the list, click Deselect all.
- This prevents Gmail, Drive, YouTube, and other Google information from being included.



CHECK: The check marks beside the Google services should disappear.

Step 2: Choose Google Photos

- Scroll down until you find Google Photos.
- Click the empty box beside Google Photos so a check mark appears.
- For a complete backup, leave All photo albums included unchanged.

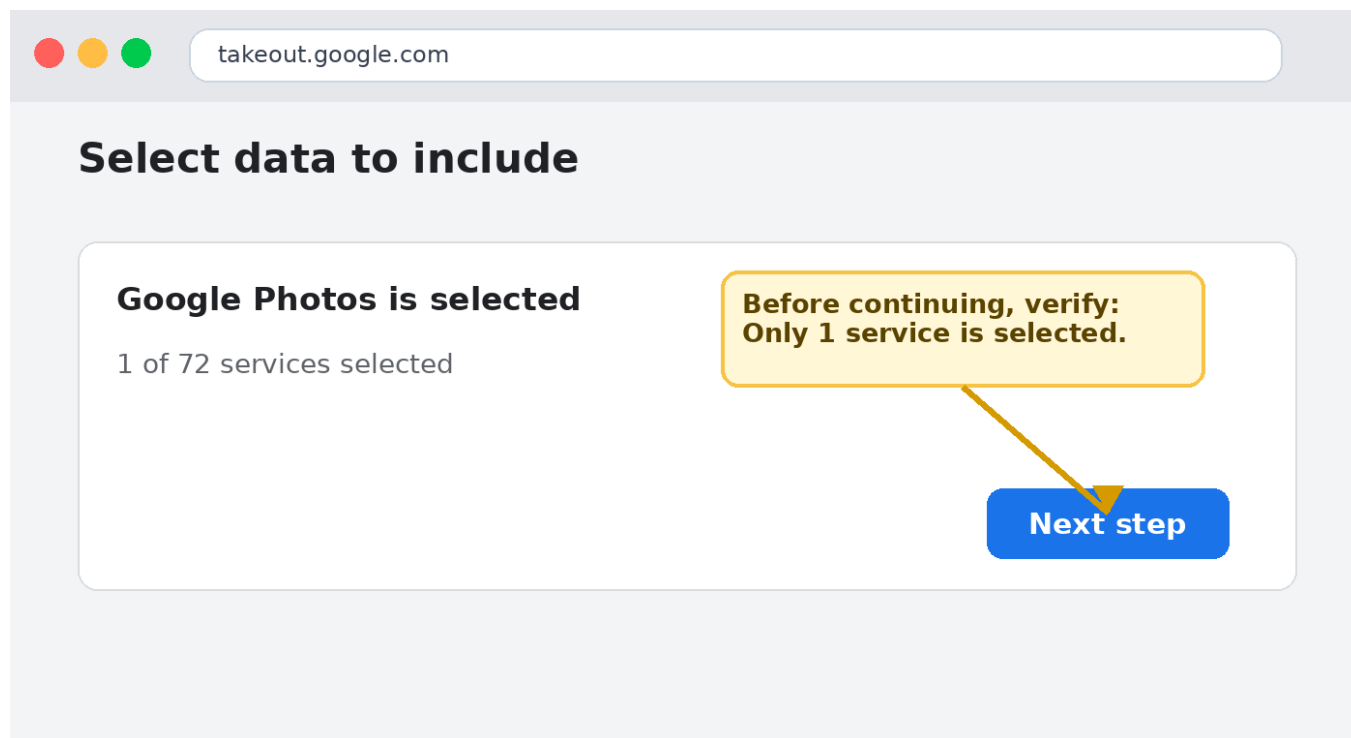


The screenshot shows a web browser window with the address bar displaying 'takeout.google.com'. The main heading is 'Select data to include' with the instruction 'Only choose the service you want to download.' Below this, there is a section for 'Google Photos' which is selected, indicated by a blue checkmark icon. To the right of this section is a yellow callout box with the text 'Check Google Photos. Leave everything else unchecked.' Below the 'Google Photos' section is a blue button that says 'All photo albums included'.

CHECK: Google Photos has a check mark. Other services do not.

Step 3: Continue to the Export Settings

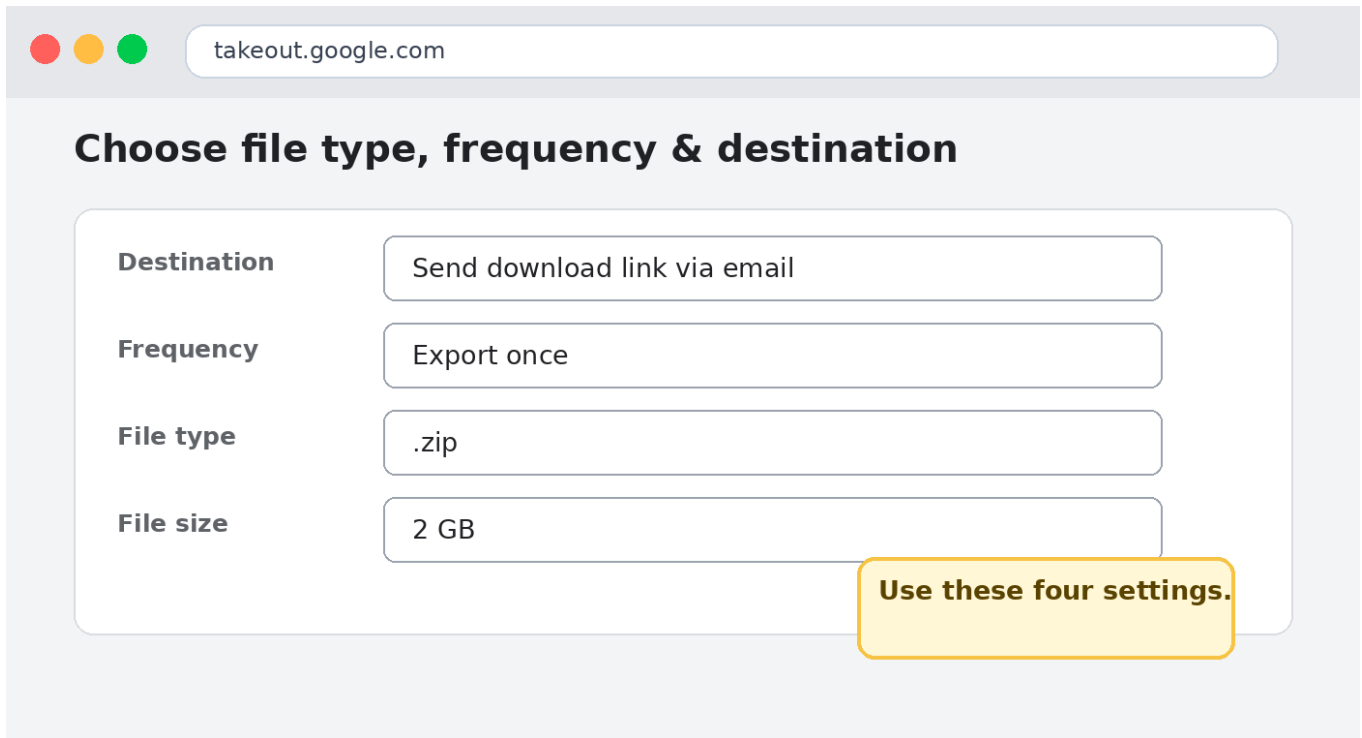
- Scroll to the bottom of the page.
- Click Next step.



CHECK: Near the bottom, Google should show that only 1 service is selected.

Step 4: Choose the Beginner Settings

- Destination: Send download link via email
- Frequency: Export once
- File type: .zip
- File size: 2 GB



The screenshot shows a web browser window with the address bar displaying "takeout.google.com". The main heading is "Choose file type, frequency & destination". Below this heading is a form with four rows, each with a label on the left and a text input field on the right:

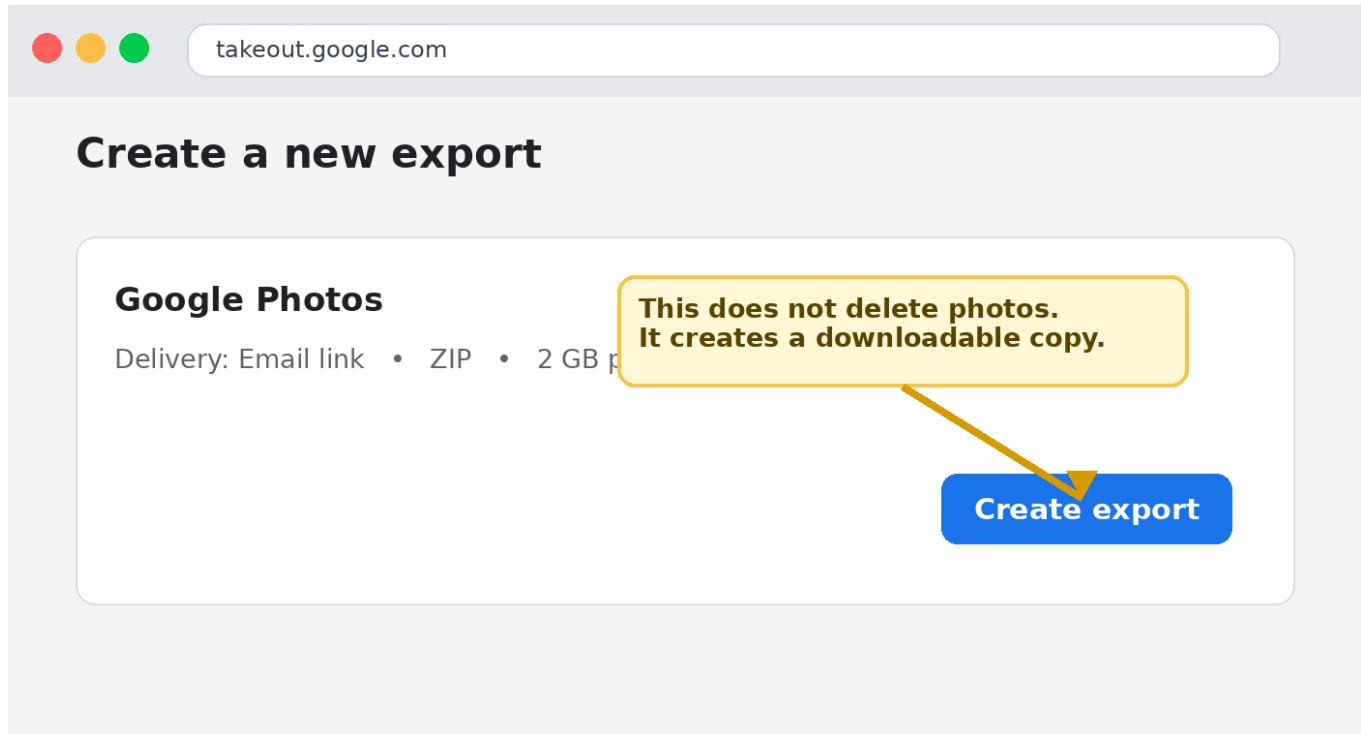
Destination	Send download link via email
Frequency	Export once
File type	.zip
File size	2 GB

A yellow callout box with a black border and the text "Use these four settings." is positioned to the right of the form.

CHECK: Read all four settings before continuing. They should match the list above.

Step 5: Start the Export

- Click Create export.
- Google begins preparing copies of your photos and videos.
- You may close the page after the export has started.

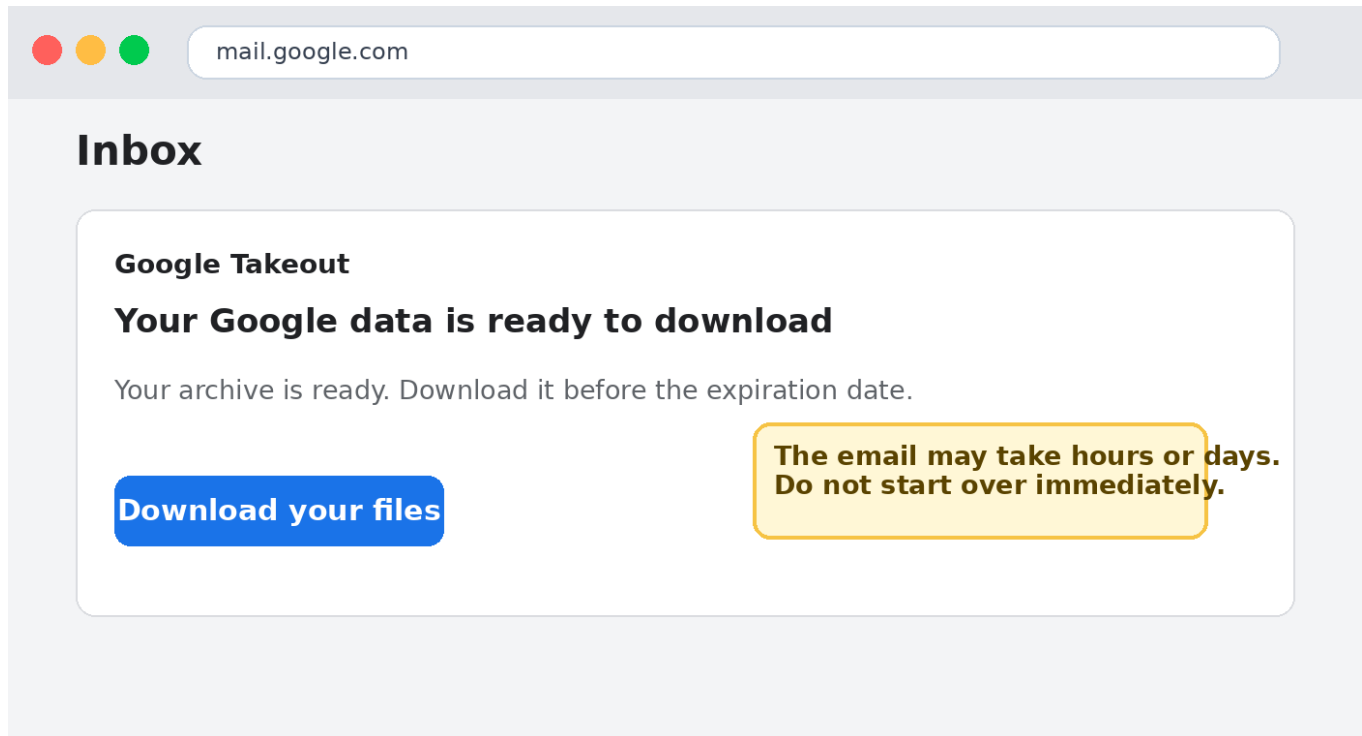


CHECK: You should see a message saying Google is creating a copy of your files.

WAITING IS NORMAL: A small library may be ready quickly. A large library can take hours or several days. Google sends an email when it is ready.

Step 6: Open the Email from Google

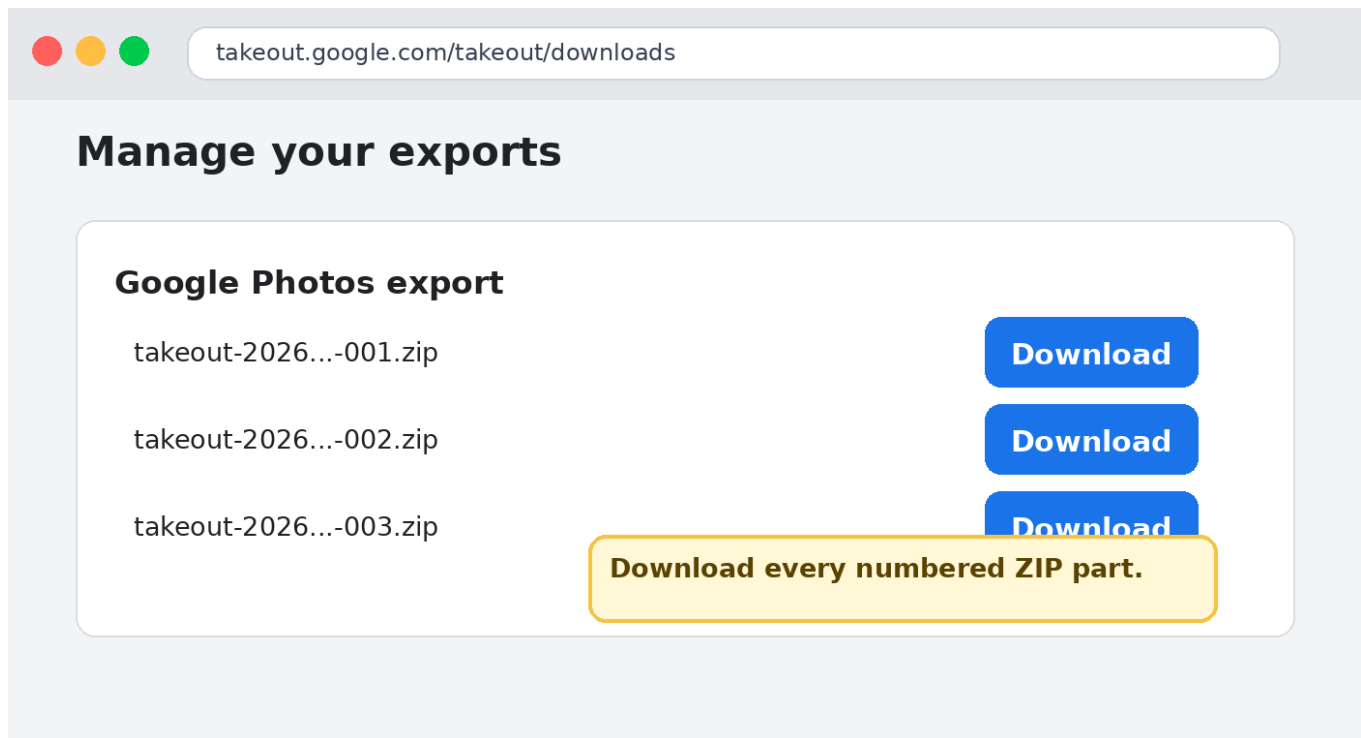
- Open Gmail for the same Google account.
- Look for an email from Google Takeout with a subject similar to Your Google data is ready to download.
- Open the email and click Download your files.



CHECK: The message should say the archive is ready and show an expiration date.

Step 7: Download Every ZIP File

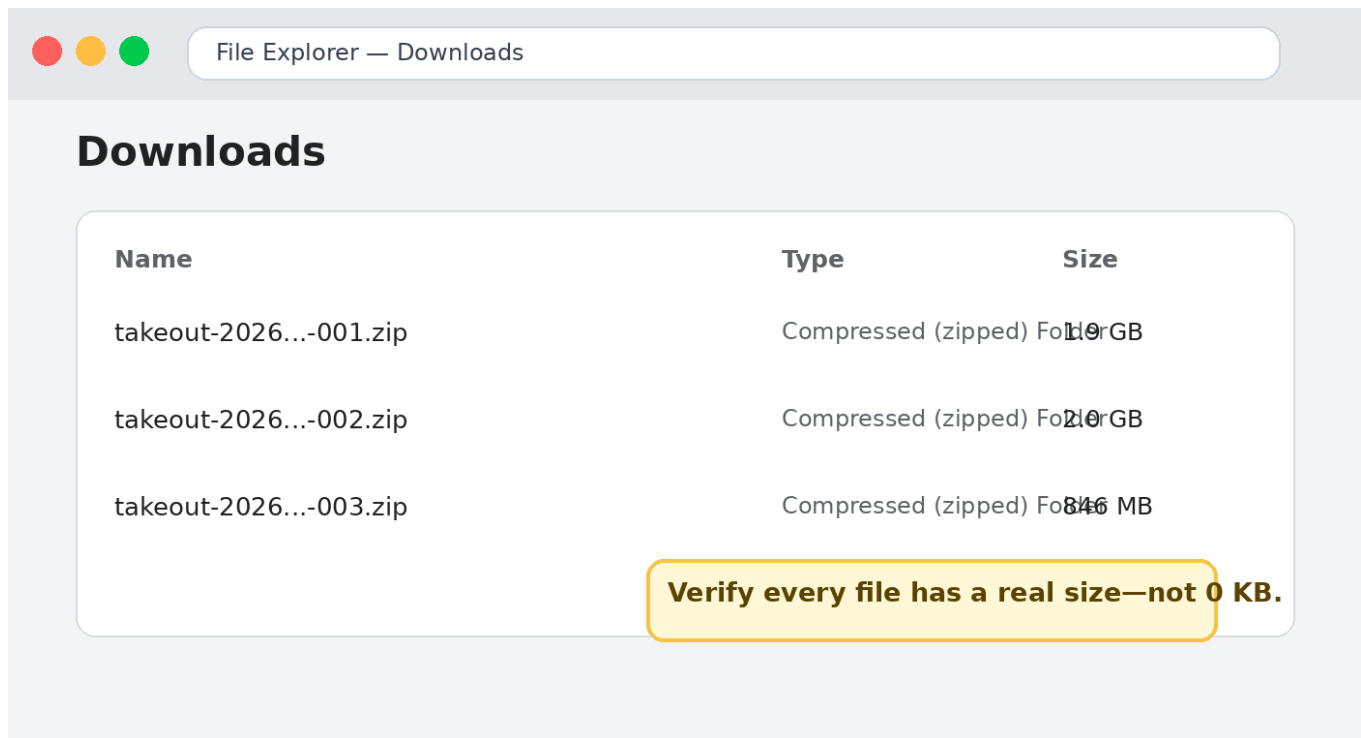
- Google may ask you to sign in again. This is normal.
- Click Download beside the first ZIP file.
- Repeat until every numbered ZIP part has been downloaded.
- Do not unzip anything until all parts are finished.



CHECK: If the list shows Part 1, Part 2, Part 3, and so on, every part must be downloaded.

Step 8: Verify the Downloads

- Open File Explorer.
- Click Downloads in the left column.
- Look for files whose names begin with takeout and end with .zip.
- Compare the number of ZIP files in Downloads with the number Google listed.



CHECK: Every ZIP file should have a real file size, such as MB or GB—not 0 KB.

FINAL CHECKLIST

- ☐ I used the correct Google account.
- ☐ Only Google Photos was selected.
- ☐ I chose Export once and ZIP.
- ☐ I received the Google Takeout email.
- ☐ I downloaded every numbered ZIP file.
- ☐ The ZIP files appear in my Downloads folder.
- ☐ None of the ZIP files shows a size of 0 KB.

Do Not Delete Anything Yet

KEEP BOTH COPIES: Do not delete photos from Google until the ZIP files have been opened, checked, and copied to a safe location such as an external drive.

Common Problems

Problem	What to Do
I cannot find Google Photos.	Press Ctrl + F, type Google Photos, and press Enter.
The email has not arrived.	Wait. Large exports may take several days. Check Spam and search Gmail for Google Takeout.
There are many ZIP files.	Normal. Google splits large exports into numbered parts.
A download stopped.	Return to the Takeout email or Manage your exports page and try that part again.

Source: Google Takeout and Google Account Help. Screen images are simplified classroom guides; Google may slightly change wording or placement.