# Obtaining Email History from Gmail

Begin by going to the Google Takeout website: <https://takeout.google.com/> and clicking deselect all. Then navigate to the Gmail option, and select which email folders you would like to export. Press next, click the Export Once option, and select your favourite delivery method.

Wait for your email data to be delivered in the MBOX format. It could take several days if you have a lot of data. Once you have exported your emails, download the zip folder and unzip. Rename the MBOX file “ScanData.mbox”. Upload the email data to the core folder of your Google Drive account.

# Running Sendable

Visit <https://sendablecompsci.web.app/>. If the site is down, download the git repository from <https://github.com/manumanuk/SendableCompSci>. Open your operating system’s terminal and navigate to the directory where you downloaded the app and run the “ng serve” command. Note: in order to run the ng serve command, you must have the Angular CLI installed. To do this, ensure you have the node package manager (npm) and Node.js installed on your device, then run “npm install -g @angular/cli”. Once the ng serve command finishes, open your favourite web browser and enter localhost:4200 into the address bar.

# Logging into Sendable

Once you have opened Sendable, you will be redirected to the login page. Click the login button on the navigation bar and sign in with your Google credentials. You will be redirected to the dashboard page.

# Performing an Email Data Scan

Once you are at the dashboard page, simply click “Begin Scanning” to initiate the scan. You will be redirected to the results page while the scan finishes. It could take a few seconds for the scan to complete as it searches the web for the PIPEDA policies of the companies your email is associated with.

# Checking Scan Results

Once your scan has completed, the dashboard page will display a list of companies that you are subscribed to. For companies whose information the web crawler was able to retrieve, you will see the name of the company, the company’s logo, the number of times the company has emailed you, an option to either send a retrieval or deletion PIPEDA request, and a link where you can delete your account, if applicable. If any of these are missing, you may see a message indicating that the scan was not able to find the information, and you may see a question mark icon substituted for the company’s logo. You can organize your subscriptions in terms of most spam/least spam using the button at the top of the menu.

# Deleting/Retrieving Your Personal Data from Subscribed Companies

## Emailing PIPEDA Requests Using the Automatic Email Sender

Sendable’s automatic email sender makes it easy to send PIPEDA requests to your subscribed companies. Simply click either “Retrieve” or “Delete” underneath a company’s PIPEDA options, and press “Draft Deletion Email” and/or “Draft Retrieval Email”. You will be redirected to a Gmail draft mail which will have the subject line, receivers, and email body auto-filled. Simply click send, or update any details in the email as you wish. It may take up to 2-3 weeks for a company to get back to you on their PIPEDA process.

## Managing Data Manually

### Navigating to Company Account Deletion Sites

For some companies, a support email may not be provided, but there may be an option to delete your account information instead. If this information is successfully found by the web crawler, a button named “Delete Account” will appear under the subscription options. Clicking this button will redirect you to the company’s deletion policy website. Follow the instructions provided by the company to delete/disable your account.

### Emailing Companies Manually

If you choose not to use our automatic sender button, you can also manually download the email addresses of all companies you have been subscribed to. To do so, click “Download Selected Addresses”, and you will receive a text file containing the email addresses of all companies which you have clicked either “Retrieve” or “Delete” on.

You may also wish to not use our email scanner altogether. Please note that we do not store any of the personal data involved in your emails. If you wish to manually submit PIPEDA requests, you may download the email template from the dashboard page, prior to clicking “Begin Scanning”.

# Exiting Sendable

If you have opened Sendable from <https://sendablecompsci.web.app/>, simply click the sign out button and close your browser window. If you have opened it using the ng serve command,