Athena Forum Institute®
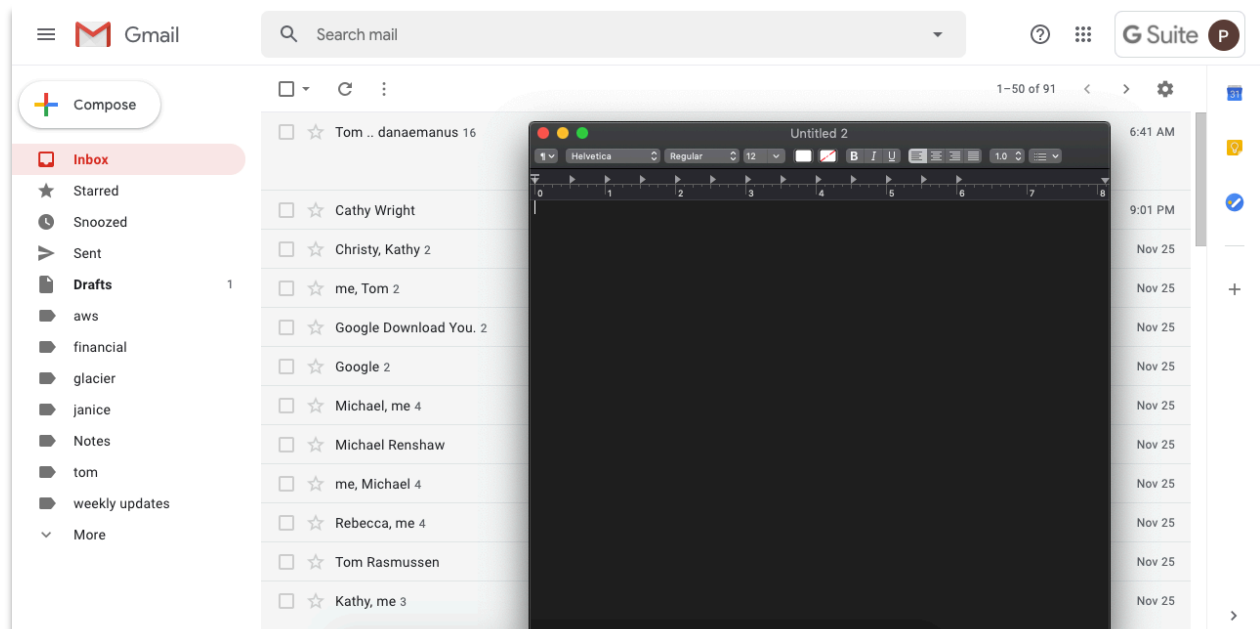*Workforce Development for Healthcare Performance*

Gmail Backup Instructions

Topic covered: How to make a local backup of your Gmail and other Google data associated with your @Athenaforum.com email address.

If you have any questions please email me at philip.mcguire@athenaforum.com
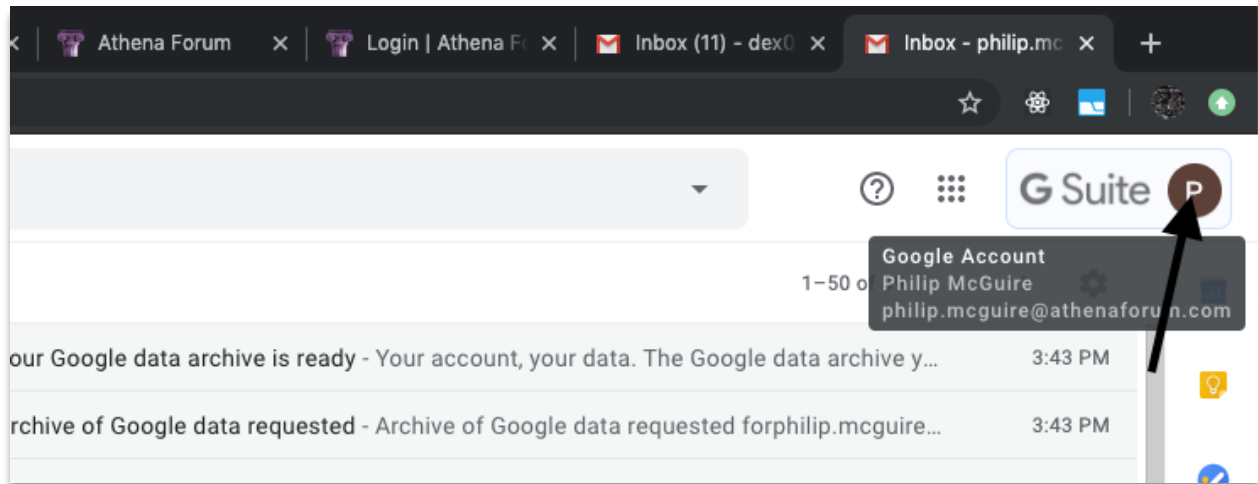
Step 1:

Open your web browser of choice and navigate to your @athenaforum.com Gmail home-screen where you can view your inbox as in the following screenshot:

(I have just opened a blank text window in front of the Subject lines to hide any private correspondence.)
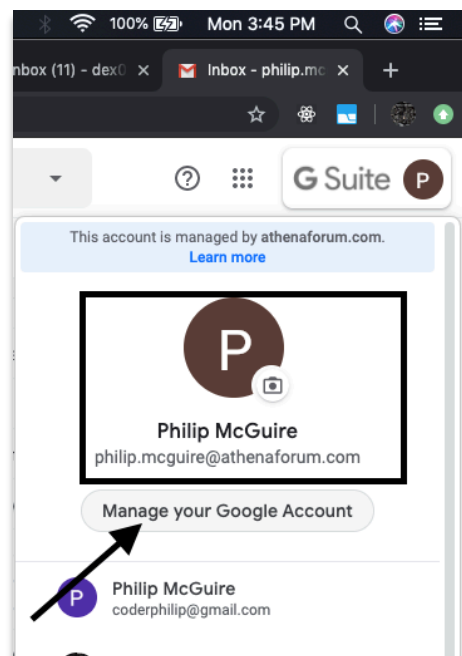
Step 2:

Once you have Gmail open on your browser, look in the top right corner of the window and click on your profile image as shown in the following screenshot:
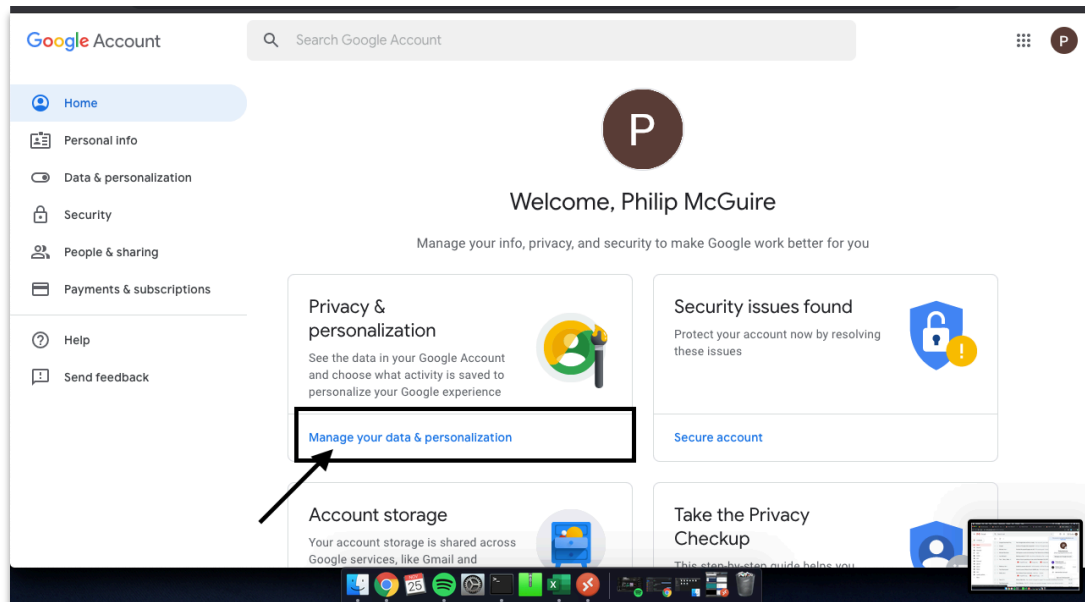

Step 3:

Next, make sure that the email address listed here is in fact your @athenaforum.com email address. If it is not, login to your @athenaforum.com email address. Once you have made sure it is the right email address, click on the "Manage your Google Account" button as shown below:
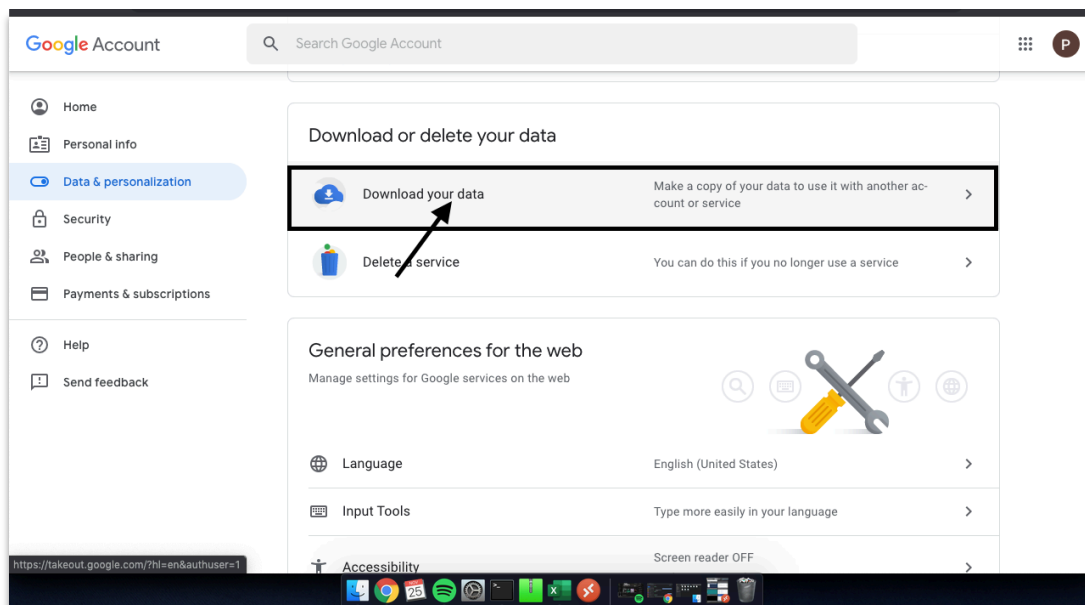
Step 4:

After you click on "Manage your Google Account" and the page loads, click on "Manage your data & personalization" as shown below:
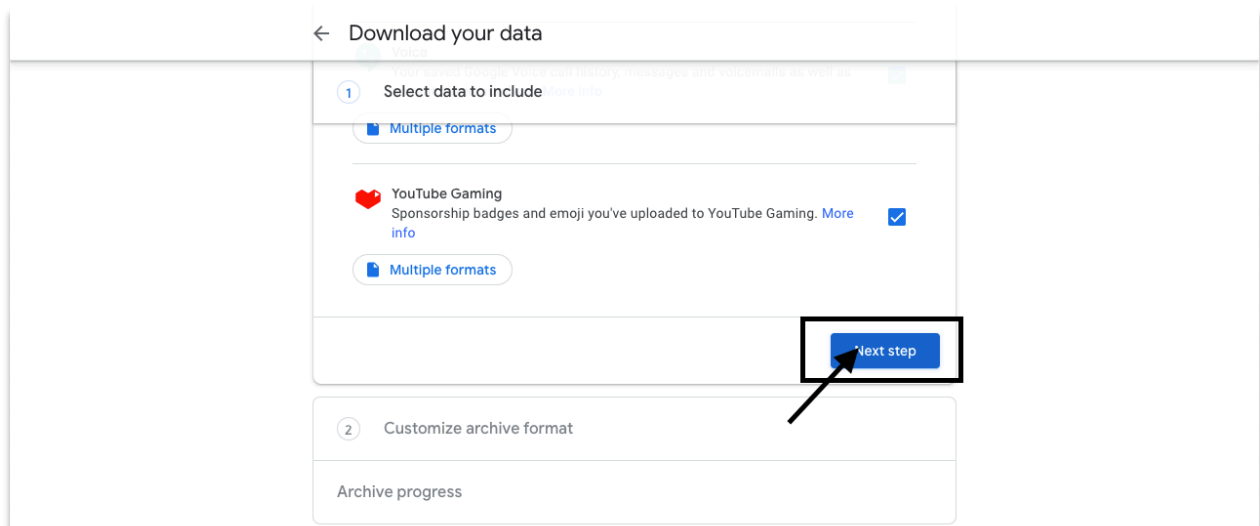

Step 5:

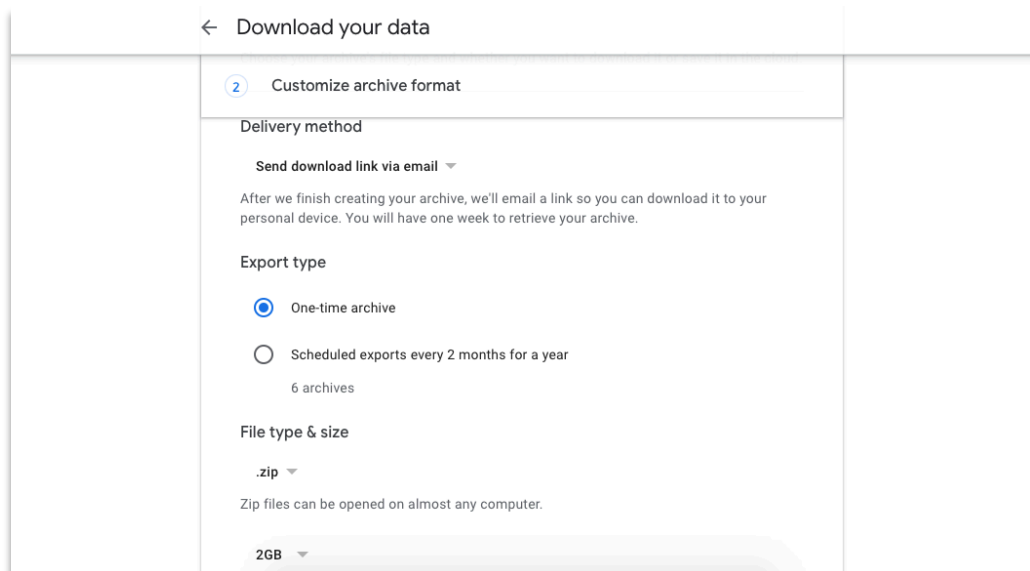Next, after the page loads, click on the "Download your data" button

Step 6:

After the page loads, you will see a list of all of the services that Google will package up into your backup. The most important is "Gmail" but you can leave them all selected if you would like. Scroll down to the bottom of the page and click "Next Step" as shown below:

Step 7:

Next you will be taken to a page, shown below, where you can chose some settings. You do not need to change anything here; the defaults are fine.

Scroll down until you see the "Create Archive" button as shown below

← Download your data

2 Customize archive format

○ Scheduled exports every 2 months for a year
6 archives

File type & size

.zip ▼

Zip files can be opened on almost any computer.

2GB ▼

Archives larger than this size will be split into multiple files.

Create archive

Step 8:

After you click "Create archive," Google will start preparing your backup files and send you an email informing you that they have started. When they have finished, they will send you another email with links to download your backup files.

Note: If you have more than 2GB of data, the backup will be separated into multiple files. Most of you will have one or two, but there are a few that will have five or ten.