

TECHNICAL REFERENCE GUIDE

Creating a Google Archive



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EXECUTIVE SUMMARY

This *White Paper* provides details how to create a **Google Archive** prior to migrating it into the target message system.

Need more help?

If you can't find the information you seek, please view the Help File, which contains the most detailed information about every feature within the tool, including additional best practices.

Please also contact us directly to get answers to your questions, as well as inform us of what's missing in this White Paper – we're always looking for ways to improve our offering, and documentation is an important piece of the puzzle.

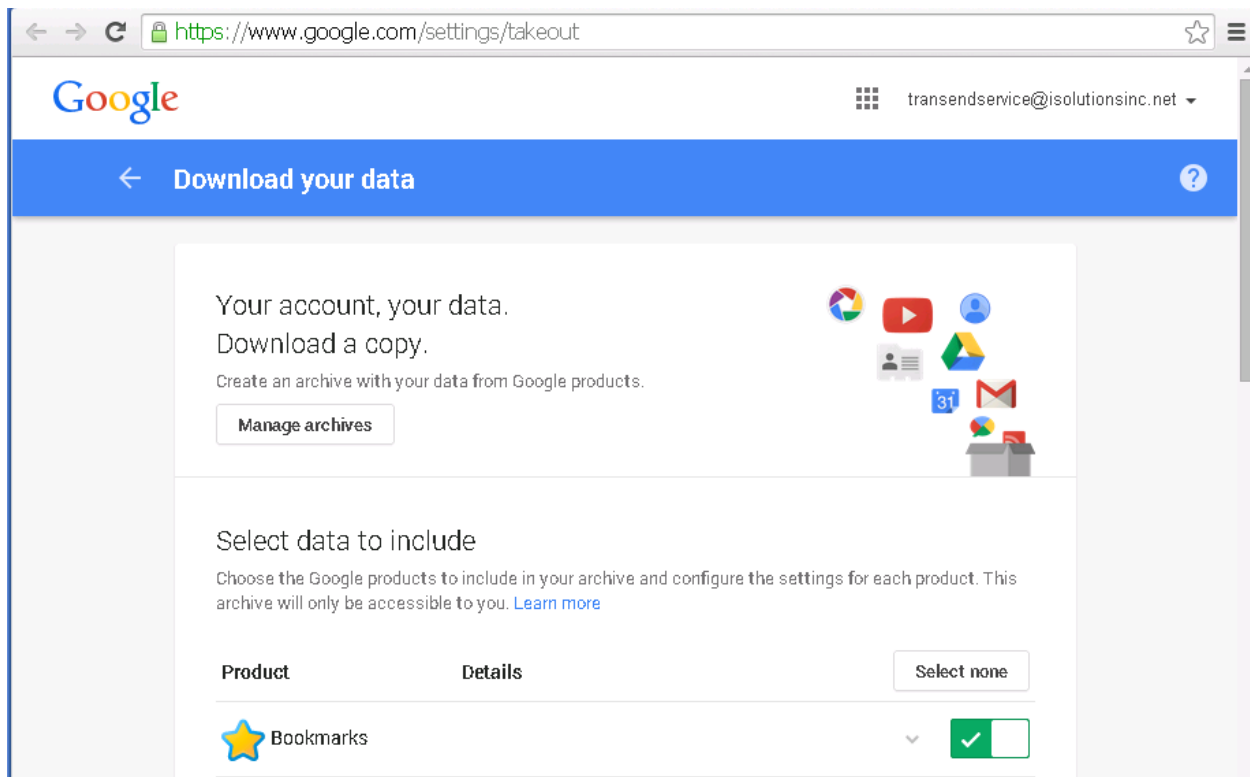
Section 1: Overview

Google allows its users to create an archive of various types of data, including email, calendar, and contacts, among other types (as of this writing, tasks are not supported). A Google Archive consists of a zip file containing files in industry standard formats, such as mbox, .ics, and .vcf. Transend Migrator can migrate Google Archives as a source option, not as a target option.

Transend Migrator works directly with the zip file, saving you the steps of unpacking the file and figuring out where to store the data, and how to tell Transend Migrator where and what the data is. With this option, you can select "Google Archive" as the *Convert From* choice in Transend Migrator and have it all done automatically. Using a Google Archive, versus direct access to the live Google account also has the advantage of allowing Google to compress the data on its servers before being downloaded. In contrast, if you access email via IMAP, for example, the data is not compressed during transfer, and thus the migration throughput will be slower. In addition, no throttling is done during a zip file download.

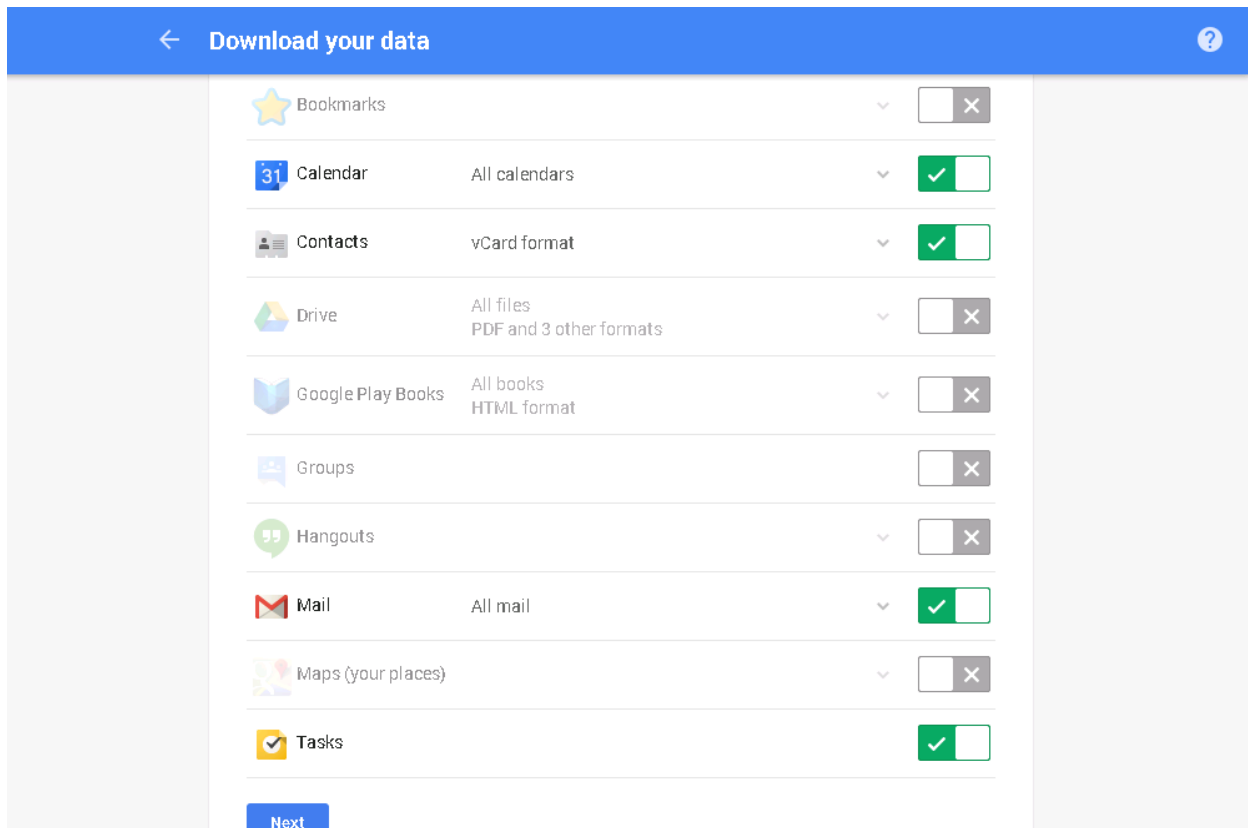
Section 2: Creating a Google Archive

1. To create a Google Archive, go to www.google.com/settings/takeout (this may change).
<https://support.google.com/a/answer/100458>

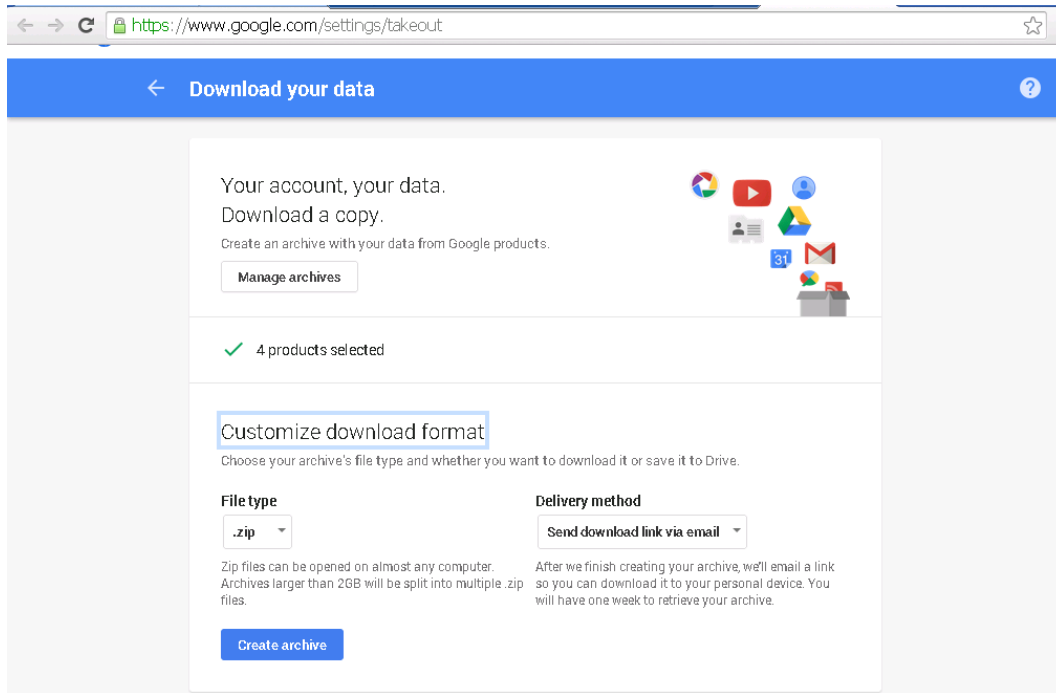


2. Sign in to your account, and press the "Create an archive" button.
3. Select the data type you want to include. Transend Migrator will support only Email, Calendar and Contacts (you can include other types, but that data will be ignored). Press the "Edit" button (or down arrow) next to mail in order to select labels (folders) to include.
4. If you select the option to "include all of your mail" you will end up with a single folder, containing messages from all of your folders. As of this writing, you cannot change the format of mail and calendar data (if that changes in the future, you should select "mbox" and "icalendar" formats). For contacts, you must select the "vcard" format. For the format of the archive itself, select "zip".

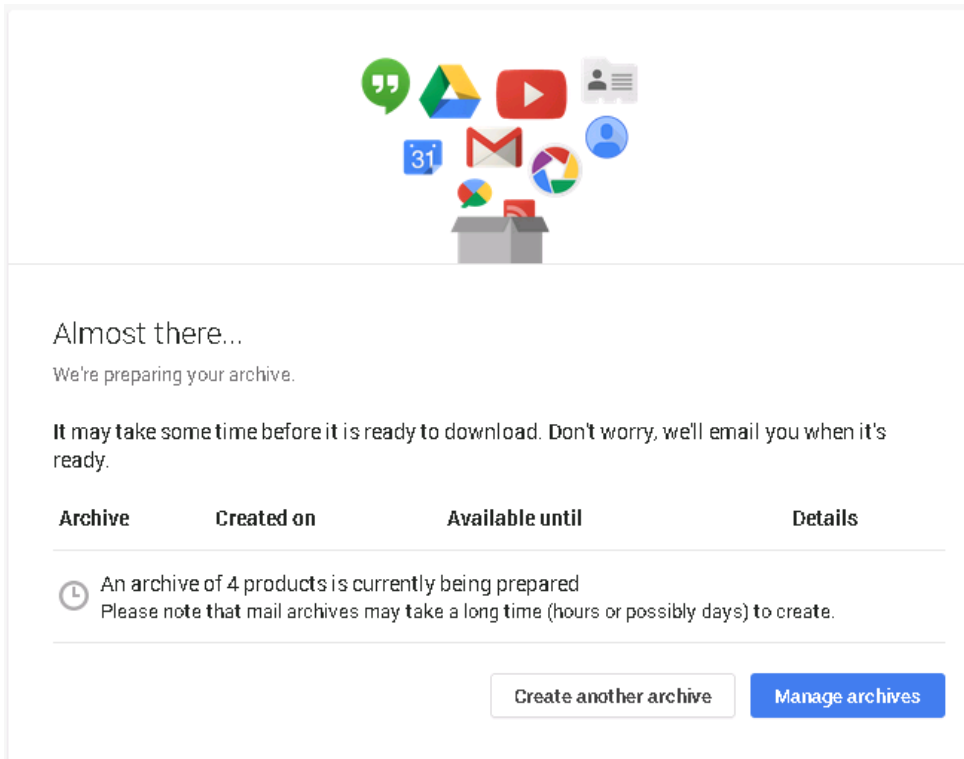
NOTE: At this time, Transend Migrator supports zip files of up to 2 gb in size.



5. Click Next



6. Click Create Archive



Almost there...

We're preparing your archive.

It may take some time before it is ready to download. Don't worry, we'll email you when it's ready.

Archive	Created on	Available until	Details
4 products less than 1 MB	March 30, 2015	April 6, 2015	▼ Download

[Create another archive](#)

[Manage archives](#)



transendservice@isolutionsinc.net

← Download your data: archives

If you have decided to take your data elsewhere, please research the data export policies of your destination. Otherwise, if you ever want to leave the service, you may have to leave important stuff like your photos behind.

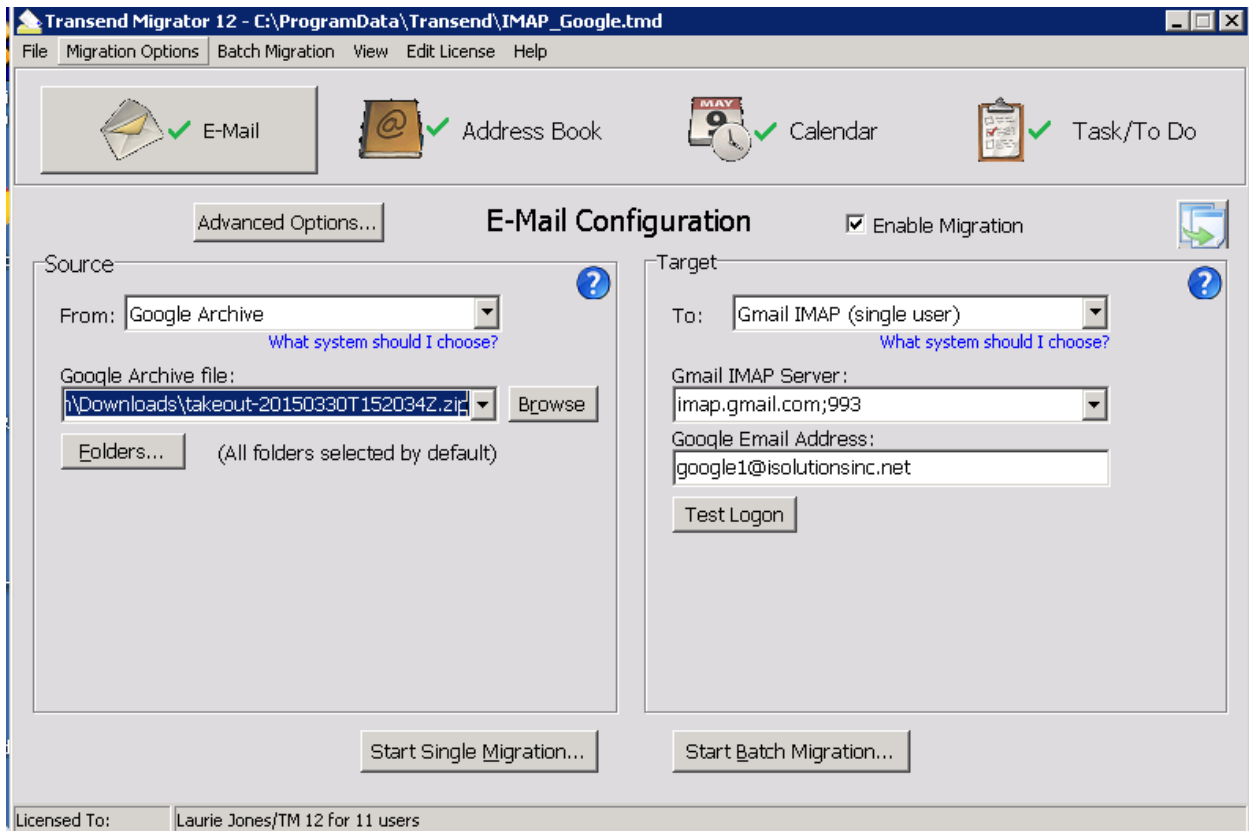
Do not download your archives on public computers or upload them where others can see them.

Archive	Created on	Available until	Details
4 products less than 1 MB	March 30, 2015	April 6, 2015	▼ DOWNLOAD

[CREATE NEW ARCHIVE](#) [VIEW HISTORY](#) [DONE](#)

- Once you have created and downloaded your archive .zip file, you may select "Google Archive" from Transend Migrator's email, calendar, or address book Source dropdown windows. Specify the name and location of the .zip file. For Email, you may select which folders to migrate. For calendar and contacts, you may specify which calendar or address book to migrate, or accept the default option.

8. Click Browse to locate the downloaded Google Archive zip file.



9. Click *Copy Configuration* button and enable for Email, Address Book and Calendar.
10. Click File>Save Configuration